



JADE

BEAUTY & BARBER COLLEGE

**School catalog for
Jade Beauty and Barber College**

Campus location

1692 Tully Road (unit # 8 &12), San Jose, CA. 95122

<https://www.jadebeautybarbercollege.com/>

January 1, 2024, to December 31, 2024

(5 CCR § 71810(b) (1))

This school catalog is current and is certified by Raymond Tran.

Signature: /Raymond Tran/

Raymond Tran, Director



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INSTITUTION MISSION AND OBJECTIVE

Our institution's mission and objectives are to provide quality instruction, which will prepare students to pass the State Board of Barbering and Cosmetology Examination for courses aimed at obtaining licensing. Additionally, we provide quality instruction for students to gain fulfilling skills and knowledge to be equipped for immediate entry into the massage therapy profession or becoming qualified cosmetology or barber instructor.

We ensure that our educational curriculum is tailored for each student's unique needs and provides them with the necessary skills and knowledge to gain employment into the beauty and massage therapy industry and succeed in their state exam for courses aimed at obtaining licensing.

Jade Beauty and Barber College continually monitors, updates, and maintains the latest techniques and interactive learning styles for students to successfully enter their chosen fields. We maintain the quality of our study programs in accordance with standards set forth by the State Board of Barbering and Cosmetology and California Massage Therapy Council (CAMTC).

(5 CCR § 70000 (q) & 71810 (b) (2))

GENERAL INFORMATION

Jade Beauty and Barber College "is a private institution that is approved to operate by the bureau, and the 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) & 94897 (I) (1)(2))

FACILITIES

DESCRIPTION OF THE FACILITIES

Jade Beauty and Barber College is located at 1692 Tully Road unit # 8 and #12, San Jose, CA 95122. Unit # 8 is more than 3,000 sq ft, has ventilation, lighting, heating, and air conditioning, which satisfies the City of San Jose's Code and permit requirements. The school is in the process of expanding its facility and anticipates that it will add approximately 950 square feet of space in the same business complex (Unit #12)

Both spaces are in the same plaza, with easy access to highway 101, 280, and 680. The trade area is anchored by Carl's Jr, Coffee Lover Restaurant, Lion Supermarket, and Eastridge Shopping Mall.

(CEC § 94909 (a) (2) & 94897 (I) (1)(2))

It's a modern and spacious facility designed to simulate real world working conditions. Modeled to resemble a real salon, students are taught and learn in an environment which allows them to quickly grow accustomed to working in the fields of cosmetology, barber, nail care, skin care.



and massage therapy. The facility has an administrative office, lecture/classroom areas, facial room, massage room, break room, student resources library, and water fountain. Internet access for student research and study.

Equipment, supplies, tables, chairs, and smart TVs are equipped in classrooms. Students can use equipment to demo as well.

Security cameras are mounted inside and outside the building for the safety of all students, staff, and guests.

The school teaches students a variety of skills beyond technical training, including clerical and managerial work, such as managing the reception desk, making appointments, assigning operational tasks, customer service, and inventory work. The main objective is to prepare students to be ready upon graduation for immediate work in their field(s) of study.

(5, § CCR 71735 & 71810(b)(

DISCLOSURE STATEMENT, FACTS THAT AFFECT THE DECISION OF STUDENT ENROLLMENT

DISCLOSURE STATEMENT

The following courses are approved by the Bureau:

Cosmetology:	1,000 Hours
Barber:	1,000 Hours
Manicurist:	400 Hours
Esthetician:	600 Hours
Cosmetology or Barber Instructor:	600 Hours
Massage Therapy	500 Hours. TBD (classes to commence) it is not yet CAMTC approved.

Facility unit # 8 accommodates 89 students and unit #12 once completed, will accommodate 30 students.

California’s regulations require that a student who successfully completes a course of study be awarded a certificate or diploma.

Instruction, class sessions, will be held at: Jade Beauty and Barber College, 1962 Tully Rd unit # 8, San Jose, CA 95122 (Unit 12 will be available soon).

(CEC § 94909 (a) (4))



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.

Both the Catalog and School Performance Fact Sheet will be provided prior to enrollment and anytime thereafter upon request. Students are encouraged to visit the school and discuss personal educational and occupational plans with school personnel prior to enrollment.

The minimum standards for each program of study are set forth in California Educational Code Section 94316.12 (CEC § 94316.12)

The educational program is designed to lead to a position in a professional, occupation, trade, or career field. The career field requires a license or certification in this state. Requirements for eligibility for license are set by the California State Board of Barbering and Cosmetology, which provides licenses to graduates upon passing the written test known as the State Board Examination.

The California Massage Therapy Council creates and implements a voluntary certification program for the massage therapy profession that meets the requirements in the California Business and Professions Code section 4600. However, some cities and counties locally require CAMTC Certification for massage professionals.

Students can choose either one of the following pathways to practice in the Massage Therapy Field:

CALIFORNIA MASSAGE THERAPY LAWS

There are two pathways that Massage Therapists can choose to work within this field:

1. Voluntary certification through the California Massage Therapy Council (CAMTC). You can work anywhere in California with one certification, or
2. Apply to receive licenses or permits in individual cities or counties, as necessary

Attendance at, or graduating from, a CAMTC certified school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600.

Jade College is not currently approved by CAMTC, and therefore, any massage therapy graduates must use the second option listed above to become certified.

For Massage Therapy, the career field requires certification (not licensure). The California Massage Therapy Council (CAMTC) provides certification to graduates upon passing CAMTC's test and background check. California Business Profession Code section 4600.

Students who graduated from a **California Massage Therapy Council approved school, are not guaranteed certification by CAMTC.** Applicants for certification shall meet all relevant



requirements as listed in the California Business and Professions Code. Additionally, pursuant to Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

1. 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 council pursuant to this chapter.
2. 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.

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

Jade College provides hybrid programs for Cosmetology (hybrid- theory online), Barber (hybrid- theory online), Manicurist (hybrid – theory online), Esthetician (hybrid – theory online) and instructor course (hybrid – theory online). Only theory courses may be taken online. Students who enrolled in hybrid courses may also choose to attend theory lectures on the campus.

HYBRID DISTANCE EDUCATION

Hybrid students may also choose to attend theory lectures on campus. The approximate number of days that will elapse between the institution’s receipt of student lessons, projects, dissertations and the institution’s mailing of its response or evaluation is from one to seven days. (5, § CCR 71810(b) (11))

Jade Beauty and Barber College offers a hybrid learning / distance education option. Students have an opportunity to learn a combination of online instruction and on-site practice.

Students can choose to learn the entire program (theory only) on-campus or hybrid (asynchronously)

Online programs are designed to convey the same knowledge and skills as campus-based programs.



Hybrid learning is simply learning theory from a distance rather than a physical one and communicating with their instructor and fellow students through technology. Our classroom is designed around the student's course syllabus / curriculum and has what they need to be successful in the program. It is important for the student to stay connected, organized, and track all their progress through the course as well as check weekly progress. The following requirements shall apply:

1. Each student has their ID and Password to login to Jade College's portal using Milady's CIMA and Canvas instructional platform when the access fee is paid. The portal and system instructions will be provided in seven business days. Instructors will go over rules, policies, online theory, and how online theory works before students enroll for the hybrid program.
2. Students are required to complete all course assignments. Students are required to take weekly tests either online or on-campus. Written tests and practical tests each week must achieve 75%.
3. Theory comprehensive test grades will be automatically calculated by an online portal.
4. Hybrid students can earn instructional hours by:
 - Students earn by engaging in literal instructional clock hours in class or 500 in Milady CIMA, Canvas, platform, and Microsoft Team (LMS) (theory only)
5. Final test passing score is 75%.
6. Overlapping of hours (on campus and online) is not allowed. Overlapping hours will be removed.
7. Students are required to attend on campus class at least 10 hours to 20 hours every week and will be evaluated for their practical or theory proficiency. All tests must be kept being used.
8. The final test for theory must be taken.
9. Students actively working on Jade College online lessons, textbooks, assignments, or videos should be communicating with instructors via Teams, Facebook Messenger, Email, or Texting.
10. Orientation will be on the first day of the class.
11. Students will need a smart phone, or a computer equipped with Microsoft Windows or Apple Mac OS with Chrome, Firefox, Safari, or equivalent web browser, high speed internet connection, monitor, speakers, headphone or speakers, web camera capable of video conferencing to participate in hybrid.

The hybrid version of the of the core program offers asynchronous classes. Jade uses Milady's CIMA platform, which provides students with access to digital textbooks, video tutorials, interactive quizzes, and other educational content. The CIMA platform aligns with the industry standards and best practices. Students can be confident he/she is receiving education and training that is relevant and up to date.



The Milady's CIMA platform supports students learning by engaging with an interactive learning experience. Also, it allows students to access educational resources online and provides flexibility and convenience to study at his, or her own pace to fit learning into his, or her own schedule. Interactive learning can assist to reinforce knowledge.

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

Website address: www.bppe.ca.gov. Telephone # (888) 370-7589 or (916) 574-8900, or by fax (916) 263-1897

(CEC § 94909 (a)(3)(A))

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.

(CEC § 94909 (a) (3) (B))

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website: www.bppc.ca.gov or sent to: Bureau for Private Postsecondary Education : 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, Telephone # (888) 370-7589 or (916) 574-8900, or by fax (916) 263-1897.

(CEC § 94909 (a) (3) (c))



ADMISSION POLICIES/REQUIREMENTS

Class instruction is given in English. Jade Beauty and Barber College does not provide English as a second language instruction. If students' primary language is not English; students are welcome to bring an interpreter to review enrollment contract and others before signing the enrollment agreement contract. Jade College will also have interpreters to assist students to understand terms and conditions of enrollment contract in their primary languages. Jade College can provide tutoring and / or assistance to students in certain languages if students request, but only outside of class hours.

Jade College admits students with a high school diploma or its equivalent and does not discriminate based on national origin or primary language. Any student who enrolls in any Jade College program is affirming that he/she believes he/she has sufficient English and Vietnamese skills necessary to have the ability to benefit from the programs, which are only taught in English and Vietnamese only.

Jade College does not provide foreign visa services that would allow non-residents admission to the United States.

(5, CCR §71810 (b)(3))

ADMISSION STANDARDS

- Applicants must be at least 16 years old, and students who are under 18 years old must have a parent or legal guardian sign the enrollment contract.
- Applicants must provide photo identification, such as a government issued ID card, driver's license, or passport.
- Applicants must provide a copy of his or her High School Diploma, GED or school transcript, equivalent or higher, and if an immigrant applicant has completed high school or its equivalent in his/her country or origin, the application must provide Foreign Diplomas or Transcripts and evidence of verification by a certified translator, which shows applicant's academic record.
- Applicants who do not have a High School Diploma, its equivalent or higher must have completed the 10th grade level of education or its equivalent as required by Board of Barbering and Cosmetology and pass an admission test as mandated by the Bureau for Private Postsecondary Education, such as the Wonderlic Ability to Benefit Exam, and receive a passing score, or the high school equivalency exam, or other exam approved by the BPPE.



- The Wonderlic Scholastic Exam Form IV or the Wonderlic Basic Skill test (WBST) is used for admissions testing in English and Vietnamese, and A passing score for the Manicurist Section is 13. A passing score for the Cosmetology, Skin Care, Barber, Massage therapy, and Instructor Training is 15.
- Jade College accepts a foreign diploma or transcript. All documents must be translated into English and certified by notary public or a certified translator.

CALIFORNIA REQUIREMENTS

NOTICE: CALIFORNIA LICENSE REQUIREMENTS

For all educational programs designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, the curriculum and syllabus specify that practicing in such profession requires licensure, states that licensure is a goal of the program, and provides a list of the requirements for eligibility for licensure. Additionally, the table below provides information regarding the programs requiring licensure and the requirements for obtaining licensure.

(CEC §94909 (a) (6))

LICENSE TYPE	REQUIREMENTS
Cosmetologist	Completion of the 10 th Grade, 1600 or 1,000 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examination.
Manicurist	Completion of the 10 th Grade, 400 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examination.
Esthetician	Completion of the 10 th Grade, 600 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examination.
Barber	Completion of the 10 th Grade, 1500 or 1,000 hours in an approved School and passing of a California State or National Interstate Council (NIC) Written and Practical examination.



Scoring

A minimum score of 75 (out of 100) for the written tests is required in order to pass the examinations for all licenses other than Barber. The Barber minimum score is 70 (out of 100).

Language

Examinations are given in English, Korean, Vietnamese and Spanish. Applicants can bring an interpreter if they cannot read, speak, or write in English at a 10th grade level and the examination is not given in their native language.

Reciprocity

Effective July 1, 2007, the Board started granting a license without examination to licensees from other states that meet the following requirements: a current license in good standing from any state, where the license has been active for three of the last five years, and where there is no disciplinary action or a criminal conviction.

National Exam

Effective May 1, 2009, the California State Board of Barbering and Cosmetology implemented the National Written Examination. Effective October 2, 2011, the California State Board of Barbering and Cosmetology implemented the National Practical Examination.

Jade college is not accredited by an accrediting agency recognized by the United States Department of Education.

(CEC § 94909(a)(16))



TUITION AND FEE SCHEDULE, SCHEDULE PAYMENT AND OTHER CHARGES

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

(CEC § 94909 (a)(11))

Jade College doesn't participate in federal and state financial aid programs. Therefore, there does not exist **ANY** form regarding financial aid.

(5 CCR § 71810 (b)(6))

Currently, Jade Beauty and Barber College does not participate in federal and state financial aid programs.

(CEC § 94909 (a)(10))

INSTRUCTIONAL FEES

Course	Tuition	Supply Fees	Registration Fee	TOTAL Fee
COSMETOLOGY (1,000 hours)	\$ 8,600	\$ 700 & UP	\$ 250	\$ 9,500
BARBER (1,000 hours)	\$ 8,600	\$700 & UP	\$ 250	\$ 9,500
NAIL CARE	\$ 2,975	\$ 500 & UP	\$ 250	\$ 3,675
SKIN CARE	\$ 5,950	\$ 600 & UP	\$ 250	\$ 6,750
INSTRUCTOR	\$ 6,900	\$ 600 & UP	\$ 250	\$ 7,700
MASSAGE THERAPY	\$ 4,950	\$700 & UP	\$ 250	\$5,850

Students are expected to complete their training within the maximum time specified under the enrollment rules. If a student exceeds the standard time for which he or she has contracted for, extra instructional fees will be charged for the balance of hours required to complete training for the rest of the course. Extra instructional charges will be included in an addendum to the enrollment agreement to reflect these additional charges.

Extra instructional fees will be assessed at an hourly rate of instruction. The Buyer/Student understands Buyer/Student must pay the full amount of tuition if Buyer/ Student completes the program earlier than the date described on the enrollment agreement. Buyer/Student will not receive any refund because of earlier completion. Buyer / Student's rights under this



agreement may not be assigned to any other person, and the Buyer/Student must complete the program within the time described on the enrollment agreement. If Buyer/ Student completes the program later than the date that is described in the enrollment agreement. The school/ seller may charge hourly rates for the additional time needed to complete the program.

JADE BEAUTY AND BARBER COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES WITHOUT PRIOR NOTICE. CURRENTLY ENROLLED STUDENTS WILL NOT BE AFFECTED BY ANY CHANGE.

Jade Beauty and Barber College does not have financial aid programs. Currently, Jade Beauty and Barber College doesn't award credit for prior experiential learning.

(CCR § 7180 (b) (7) and CCR § 71770(c))

SCHEDULE PAYMENT OF TUITION AND FEES

Potential Funding Sources or Sponsor Fees must be paid prior to the classes starting unless other arrangements are made.

COSMETOLOGY STUDENT (1,000 hrs.)

(1) Tuition Fee	\$ 8,600.00
(2) Registration Fee (NON-REFUNDABLE) Access online fee (NON-REFUNDABLE)	\$ 250.00 (students choose)
(3) Equipment	(No Charge)
(4) Lab supplies & text book or Kits (per lists)	\$ 700.00. Optional, student choice
(5) Learning media (NO charge)	Optional, student choice
(6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
(9) Assessment fees for transfer of credit/ transcript (NON-REFUNDABLE)	\$ 100.00
(10) Fees to transfer credits (NON-REFUNDABLE)	\$ 100.00
(11) Student Tuition Recovery Fund Fee (NON-REFUNDABLE) The student's obligation to the Student Tuition Recovery Fund	\$2.50 per \$1,000 of total institution charges
(12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation. in the education program	None



<u>A SCHEDULE OF TOTAL CHARGE</u> <ul style="list-style-type: none"> Registration Fee (NON-REFUNDABLE) Student Tuition Recovery Fund Fee (NON-REFUNDABLE) Assessment fees for transfer of credit/ transcript (NON-REFUNDABLE) Fees to transfer credits (NON-REFUNDABLE) 	\$200.00 \$ 0. 00 per \$1,000 of total institution charges 100.00 \$100.00
<u>"THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE"</u>	\$ 9,500.00
<u>"ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM"</u>	\$ 9,500.00
LESS DEPOSIT	\$ 1,000.00
UNPAID BALANCE	\$ 8,500.00

The amount financed \$8,450 is paid by is paid by monthly payments. Students must pay on the same day of each month until the amount is paid in full. Payment will be made at the office or mailed into the Jade College or assignee.

MANICURIST STUDENT

(1) Tuition Fee	\$ 2,975.00
(2) Registration Fee (NON-REFUNDABLE) <u>Access online fee (NON-REFUNDABLE)</u>	\$ 250.00 (students choose)
(3) Equipment	(No Charge)
(4) Lab supplies & textbook or Kits (per list)	\$ 500.00., Optional
(5) Learning media (NO charge)	Optional, student choice
(6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
(9) Assessment fees for transfer of credit /transcript (NON-REFUNDABLE)	\$ 100.00
(10) Fees to transfer credits (NON-REFUNDABLE)	\$ 100.00
(11) Student Tuition Recovery Fund Fee (NON-REFUNDABLE) The student's obligation to the Student Tuition Recovery Fund	\$2.50 per \$1,000 of total institution charges
(12) Any other Institution charge or fee	None



(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u> <ul style="list-style-type: none"> Registration Fee (<u>NON-REFUNDABLE</u>) Student Tuition Recovery Fund Fee (<u>NON-REFUNDABLE</u>) Assessment fees for transfer of credit/ transcript (<u>NON-REFUNDABLE</u>) Fees to transfer credits (<u>NON-REFUNDABLE</u>) 	\$100.00 \$ 0.00 per \$1,000 of total institution charges \$100.00 \$100.00
<u>"THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE"</u>	\$ 3,675.00
<u>"ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM"</u>	\$ 3,675.00
LESS DEPOSIT	\$ 600.00
UNPAID BALANCE	\$ 3,075.00

Amount Financed \$3,025 is paid by monthly payments. Students must pay on the same day of each month until the amount is paid in full. Payment will be made at the office or mailed into the Jade College or assignee.

ESTHETICIAN STUDENT

(1) Tuition Fee	\$ 5,950.00
(2) Registration Fee (<u>NON-REFUNDABLE</u>) <u>Access online fee (<u>NON-REFUNDABLE</u>)</u>	\$ 250.00 (students choose)
(3) Equipment	(No Charge)
(4) Lab supplies & textbook or Kits (per list)	\$ 600.00, Optional student choice
(5) Learning media (NO charge)	Optional, student choice
(6) Uniform or another Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
(9) Assessment fees for transfer of credit/ transcript (<u>NON-REFUNDABLE</u>)	\$ 100.00
(10) Fees to transfer credits/ transcript	\$ 100.00



<u>(NON-REFUNDABLE)</u>	
(11) Student Tuition Recovery Fund Fee <u>(NON-REFUNDABLE)</u> The student's obligation to the Student Tuition Recovery Fund	\$2.50 per \$1,000 of total institution charges
(12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u> Registration Fee <u>(NON-REFUNDABLE)</u>	\$ 200.00
• Student Tuition Recovery Fund Fee <u>(NON-REFUNDABLE)</u>	\$2.50 per \$1,000 of total institution charges
• Assessment fees for transfer of credit/ <u>(NON-REFUNDABLE)</u>	\$100.00
• Fees to transfer credits/ transcript <u>(NON-REFUNDABLE)</u>	
<u>"THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE"</u>	\$ 6,750.00
<u>"ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM"</u>	\$ 6,750.00
LESS DEPOSIT	\$1,000.00
UNPAID BALANCE	\$5,750. 00

Amount Financed \$ 5,650.00 is paid by is paid by monthly payments. Students must pay on the same day of each month until the amount is paid in full. Payment will be made at the office or mailed into the Jade College or assignee.

BARBER STUDENT (1,000 hrs)

(1) Tuition Fee	\$ 8,600.00
(2) Registration Fee <u>(NON-REFUNDABLE)</u> <u>Access online fee <u>(NON-REFUNDABLE)</u></u>	\$ 200.00 (student choose)
(3) Equipment	(No Charge)
(4) Lab supplies & text book or Kits (per list)	\$ 700.00., Optional
(5) Learning media (NO charge)	Optional, student choice



(6) Uniform or another Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
(9) Assessment fees for transfer of credit/ transcript (NON-REFUNDABLE)	\$ 100.00
(10) Fees to transfer credits/ transcript (NON-REFUNDABLE)	\$ 100.00
(11) Student Tuition Recovery Fund Fee (NON-REFUNDABLE) The student's obligation to the Student Tuition Recovery Fund	\$ 0.00 per \$1,000 of total institution charges
(12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u> <ul style="list-style-type: none"> Registration Fee (NON-REFUNDABLE) Student Tuition Recovery Fund Fee (NON-REFUNDABLE) Assessment fees for transfer of credit (NON-REFUNDABLE) Fees to transfer credits (NON-REFUNDABLE) 	\$200.00 \$ 0.00 per \$1,000 of total institution charges \$100.00 \$100.00
<u>"THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE"</u>	\$ 9,450.00
<u>"ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM"</u>	\$ 9,450.00
LESS DEPOSIT	\$ 1,000.00
UNPAID BALANCE	\$ 8,450.00

Amount Financed \$ 8,400 is paid by is paid by monthly payments. Students must pay on the same day of each month until amount is paid in full. Payment will be made at the office or mailed in to the Jade College or assignee

INSTRUCTOR STUDENT

(1) Tuition Fee	\$ 6,900.00
(2) Registration Fee (NON-REFUNDABLE) <u>Access online fee (NON-REFUNDABLE)</u>	\$ 250.00 (students choose)



(3) Equipment	(No Charge)
(4) Lab supplies & textbook or Kits (per list)	\$ 600.00., Optional student choice
(5) Learning media (NO charge)	Optional, student choice
(6) Uniform or other Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
(9) Assessment fees for transfer of credit / transcript (<u>NON-REFUNDABLE</u>)	\$ 100.00
(10) Fees to transfer credits (<u>NON-REFUNDABLE</u>)	\$ 100.00
(11) Student Tuition Recovery Fund Fee (<u>NON-REFUNDABLE</u>) The student's obligation to the student Tuition Recovery Fund	\$ 0.00 per \$1,000 of total institution charges
(12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u> Registration Fee (<u>NON-REFUNDABLE</u>) <ul style="list-style-type: none"> • Student Tuition Recovery Fund Fee (<u>NON-REFUNDABLE</u>) • Assessment fees for transfer of credit/ Transcript (<u>NON-REFUNDABLE</u>) • Fees to transfer credits (<u>NON-REFUNDABLE</u>) 	\$200.00 \$ 0.00 per \$1,000 of total institution charges \$100.00
<u>"THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE"</u>	\$ 7,700.00
<u>"ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM"</u>	\$ 7,700.00
LESS DEPOSIT	\$ 1,000.00
UNPAID BALANCE	\$ 6,700.00

Amount Financed \$ 6,650 is paid by is paid by monthly payments. Students must pay on the same day of each month until the amount is paid in full. Payment will be made at the office or mailed into the Jade College or assignee.



MASSAGE THERAPY STUDENT

(1) Tuition Fee	\$ 4,950.00
(2) Registration Fee (NON-REFUNDABLE) <u>Access online fee (NON-REFUNDABLE)</u>	\$ 250.00 (student choose)
(3) Equipment	(No Charge)
(4) Lab supplies & text book or Kits (per list)	\$ 700.00., Optional student choice
(5) Learning media (NO charge)	Optional, student choice
(6) Uniform or another Special Protective clothing	Optional, student choice
(7) In-resident housing	School doesn't responsible
(8) Tutoring	Optional
(9) Assessment fees for transfer of credit/ transcript (NON-REFUNDABLE)	\$ 100.00
(10) Fees to transfer credits/ transcript (NON-REFUNDABLE)	\$ 100.00
(11) Student Tuition Recovery Fund Fee (NON-REFUNDABLE) The student's obligation to the student Tuition Recovery Fund	\$0.00 per \$1,000 of total institution charges
(12) Any other Institution charge or fee	None
(f) Charge paid to an entity other than an Institution that is specifically require for participation in the education program	None
<u>A SCHEDULE OF TOTAL CHARGE</u> • Registration Fee (NON-REFUNDABLE) • Student Tuition Recovery Fund Fee (NON-REFUNDABLE) • Assessment fees for transfer of credit/ transcript (NON-REFUNDABLE) • Fees to transfer credits/ transcript (NON-REFUNDABLE)	\$100.00 \$ 0.00 per \$1,000 of total institution charges \$100.00 \$100.00
<u>"THE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE"</u>	\$ 5,850.00
<u>"ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIOAL PROGRAM"</u>	\$ 5,850.00
LESS DEPOSIT	\$ 1000.00



UNPAID BALANCE	\$ 4,850.00
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Amount Financed \$ 4,800 is paid by is paid by monthly payments. Students must pay on the same day of each month until the amount is paid in full. Payment will be made at the office or mailed into the Jade College or assignee. (CEC § 94870 & 94909(a)(9))

TUITION RECOVERY FUND STATEMENT

The state of California established the Student Tuition Recovery fund (STRF) to relieve or mitigate economic loss suffering 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 student in an education program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

If you are not a California resident, or are not enrolled in residency program, you are not eligible for protection from STRF and you are not required to pay the STRF assessment. It is important that you keep copies of the enrollment agreement, financial aid papers, enrollment receipts or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education: 1747 N. Market Blvd, Suite 225,
Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, web site
address www.bppe.ca.gov. Telephone number (888) 370-7589; (916) 574-8900 or by
fax (916) 263-1897.

To be eligible for STRF recovery, you must be a California resident or are the 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 education program within the 120-day period the program was discontinued.



3. You were enrolled at an institution or a location of the institution within more than 120 days before the closure of the institution or location of the institution, in an education 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 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 cancelation of one or more of your student loans and have an invoice for services rendered and evidence of the cancelation of the student loan or loans.
- (CEC § 94909 (a)(14),5 CCR§76215 (a)(b))

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 reviewed 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 be otherwise been continuing STRF 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 taxpayer identification number.

You are required to participate in STRF as a California resident if you reside in California at the time the enrollment agreement is signed or you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who have student visas, are not consider a “California resident.”

TRANSFER AND RE-ENTRY POLICY

Enrollment Fees:

Cosmetology, Barber, Instructor, Nail care, Skin care, Cross Over for Barber or Cosmetologist, and massage therapy is \$ 200.00.

All students transferring into this school from other schools in California must provide a record of his or her withdrawal from the prior school if the student wishes to receive credit for prior



hours of instruction. Credit for instruction received at other out-of-state schools may be

received with proper documentation of prior training from the State Board of Cosmetology and Barbering. Students who temporarily withdraw and deemed to be in good standing may apply for re-entry without loss of prior credit earned. Such students must provide a record of the withdrawal, or a transcript from the prior school in order to receive credit for prior training.

Full time enrollment is defined as a minimum of 20 hours per week. Part time enrollment is defined as a minimum of 14 hours per week, but less than 20 hours per week.

NOTICE CONCERNING TRANSFERABILITY OF AND CREDENTIAL EARNED AT OUR INSTITUTION

The transferability of credits you earn at JADE BEAUTY AND BARBER COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Cosmetology, Barber, Skin care, Nail care, massage therapy, and Instructor is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending JADE BEAUTY AND BARBER COLLEGE to determine if your diploma or certificate will transfer.

(CEC § 94909 (a)(15))

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

(CEC § 94909 (a) (8) (A) & CCR § 71770)

For all programs, the transferability of credits you earn from other schools which is approved by the Bureau for Private Postsecondary Education, Jade College accepts those credit hours.

Applicants must have:

1. A High School Diploma or its equivalent or higher.

Students who do not have a High School Diploma, its equivalent or higher must take and pass an admission test as mandated by the Bureau for Private Postsecondary Education, such as the Ability to Benefit Exam and receive a passing score or the high school equivalency exam, or other exam approved by the BPPE. The Wonderlic Scholastic Exam Form IV or the Wonderlic Basic Skill test (WBST) is used for admissions testing. A passing score for the Manicurist Section is 13. A passing score for the Cosmetology, Skin Care, Barber, Massage therapy, and Instructor Training is 15 and mission standard is applied.

2. Student must have detail transcript for each subject of education program to continue study.

(CEC § 94909 (a) (8) (A) & CCR § 71770)



INSTITUTION STANDARD FOR STUDENT

All students must maintain satisfactory attendance and academic progress. The student will be evaluated on three criteria:

1. Attendance: Students must complete the program hours required by the Board of Barbering Cosmetology. If a student has missed class, students must arrange to make up the hours in order to satisfactorily complete their program at the completion date that has signed in the enrollment contract.
2. Theory and practical exam, test grades, and projects.
3. Progress in performing required practical skills in a proficient manner.

GRADING STANDARD

Students are evaluated by taking test on a lecture and practical operations weekly and a final test before graduation. The evaluations are grading by letter or percentage. Students who achieved (75%) "C" average or better are deemed satisfactory academic status. The school uses the detailed grading system below.

Practical Experiences		Theory			
100%-90%	=	A	100%-90%	A	Excellent
89%-85%	=	B	89%-85%	B	Above Average
84%- 75%	=	C	84%- 75%	C	Satisfactory
74% or below	=	D	74% or below	D	Unsatisfactory

(5 CCR § 71810 (b)(8))

ATTENDANCE STANDARD & TIMECARD POLICIES

The school will make all effort to accommodate the students' needs and their ability to attend. Whenever absence is claimed by reason of funerals, weddings, medical, personal need, etc, a certificate signed by doctor is required for medical or illness absence. Absences do not be permitted Saturdays, or prior to a holiday. Scheduled attendance is defined as the hours per week/month the student has contracted for on his or her enrollment agreement (contract). If you are more than 10 minutes late, you must call the instructor or school office and give the reason, and when a student is absent, you must call school.

Excused tardiness and absences two and half days a month unauthorized absence (or the equivalent hours). Students may be subject to suspension or interruption for unsatisfactory attendance. Students are also required to adhere to related standards regarding tardiness and



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school rules and regulations, as outlined in the school catalogue. Attendance: The student must average 70% of scheduled hours to remain active in the program. Students must complete the program hours required by the Board of Barbering and Cosmetology. If a student has missed class, students must arrange to make up the hours in order to satisfactorily complete their program at the completion date that was signed in the enrollment contract. (CEC§ 94909 (a) (8) (D))

- Full-time students, scheduled to attend 20-40 hours or more per week. Part-time students are scheduled for 14- 20 hours per week.
- Students who are absent for more than 30 days must fill out the “leave of absence” form. If a student is absent for more than 30 days without notifying the school, the school will reserve the right to terminate / drop the student. Dropped students must re-enroll. Current tuition cost may apply.
- Maximum of 45 hours per week will be allowed for Cosmetology, Barber, and Massage Therapy
- Maximum 40 - 42 hours per week for Nail Care, Esthetician. No limitation for the instructor’s program.

Timecards are the school’s property. Students must punch in and out only their own timecard. Timecards must be signed by students and an instructor every day. Students’ timecards must be turned in to the school to keep for the record of hours of study completed.

TIME CLOCK POLICY

Students should adhere to their contracted hours each week. 30-minute lunch/ dinner break must be subtracted from your daily total hours if you are in the school for longer than 7 hours. An hour is subtracted for lunch if a student attends for more than 9 hours.

The sequence and frequency lecture and demo schedule for programs is set forth in the course curriculum and syllabus and is generally set forth below.

Students are required to attend live lectures and demo. If a student attends an online live lecture and demonstration, the student’s audio should remain mute until desire to speak. This will help limit background noise. The students need to engage in appropriate online/ onsite behavior and communicate only with the teachers regarding their school assignments, testing correction and others.

Schedule of Technical Instructional Day and Time

Barbering: Class sessions begin weekly on Mondays

Monday: 8:30 am- 9:30 am (lecture -Viet)

Mon: 11am – 12pm (lecture- English); 1pm – 2pm (practical demonstration- English)

3pm – 4pm (practical demonstration- Viet)



Wed: 8:30 am- 9:30 am (lecture -Viet)

Mon: 11am – 12pm (lecture- English); 1pm – 2pm (practical demonstration- English)

3pm – 4pm (practical demonstration- Viet)

Cosmetology: Class sessions begin weekly on Mondays

Monday: 8:30 am- 9:30 am (lecture -Viet)

Mon: 11am – 12pm (lecture- English); 1pm – 2pm (practical demonstration- English)

3pm – 4pm (practical demonstration- Viet)

Wed: 8:30 am- 9:30 am (lecture -Viet)

11am – 12pm (lecture- English); 1pm – 2pm (practical demonstration- English)

3pm – 4pm (practical demonstration- Viet)

Esthetics: Class sessions begin weekly on Mondays

Mon 11pm - 12 pm (practical- demo- Viet)

1pm - 2 pm (practical- demo- English); 4pm- 5pm (lecture – Viet)

Wed :1pm - 2 pm (practical- demo- English); 4pm- 5pm (lecture – Viet)

Fri: 10am – 12 pm (lecture - English); 1pm-2pm (practical- demo- Viet)

Tue: 5:30 pm- 6:30 Pm (practical- demo); Sat 9 am- 10:30pm (Lecture)

Thursday: 5:30 pm- 6:30 Pm (practical- demo)

Manicuring: Class sessions begin weekly on Tuesdays

Tue 8:30 am- 9:30 am (lecture -Viet)

10:00 am –11am (lecture- English); 11am-12pm (practical demo- English) ;4 pm- 5pm (practical demo- Viet)

Thurs 8:30 am- 9:30 am (lecture -Viet); 10:00 am –11am (lecture- English); 11am-12pm (practical demo- English) ;4 pm- 5pm (Practical demo- Viet)

Sat: 11:00 am- 12:00 am (practical- demo); Sun 9 am- 10:30 pm (Lecture)

Massager Therapy: Class sessions begin weekly on Tuesdays. TBD (classes commence in 2025, estimate)

Tuesday: 1 pm- 8 pm; Thursday: 1pm- 8 pm; Friday: 10 am – 8 pm (Viet)

Sat and Sun 10: 00 am -7pm (English),

Instructor course: Class sessions begin weekly on Weds.

Weds 3pm-4pm (lecture)

Friday 3pm-4pm (lecture); 4pm-5pm (practical -demo)

Classes are conducted all year round. All subjects required by the Board must be completed prior to issuance of a diploma and/or authorization to take the State exam. Each subject will be repeatedly covered prior to a student graduating. Each chapter in the textbook has its own objective, which will be discussed thoroughly during the classes. Our instructors will be announcing course instructions to students every week. Each week will discuss one to two chapters and two procedures. Students can choose to take any chapter test or practical procedure in the given week of study. Class material is covered in both the day school option



and afternoon school option in each course.

MAKE-UP POLICY

Jade College has technical instruction and practical operations in the morning, afternoon, evening, and weekend. Students are welcome to attend school to do make-up classes, practical, or testing during other available day or afternoon school options. Our instructors are available at all times during regular hours to support students to achieve their goals.

TARDINESS

Excused tardiness and absences cannot exceed missing, without authorization, two and half days, or the equivalent hours, per month. Students may be subject to suspension or interruption for unsatisfactory attendance.

DROP OUT POLICY

A student may cancel his or her enrollment contract and receive a full or partial refund. All cancellations of enrollment must be provided to the school in writing. Cancellation dates will be determined by the postmark on the written notice, or the date such information was delivered to the school administrator or owner in person. If you cancel, any payment you have made and any, negotiable instrument signed by you shall be return to you within 30 days following the school's recipe of your cancellation notice. This policy applies regardless of whether the student has attended classes.

LEAVE OF ABSENCE POLICIES

Students may experience extended personal, medical or other problems which will make it difficult to attend class. In the event of such an occurrence, the student may allow a Leave of Absence (LOA) from the program. The LOA must be requested in writing by the student and must be approved by the instructor. LOA for non-medical reasons may be granted for up to four weeks. Medical LOA s, students can reschedule hours with a written request from the student's physician. Students should not request an LOA unless necessary.

The school will only grant one LOA within a 12 month period. Students will retain all credit for hours and work projects completed and the academic progress status after returning from an authorized LOA. Students who did not return from an LOA period will be considered dismissed as of the last class day of attendance prior to the start of the leave. (CEC§ 94909 (a) (8) (E))

STATEMENT OF NON-DISCRIMINATION

Jade beauty and Barber College does not discriminate on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

EVALUATION PERIODS



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All students must meet the minimum academic and attendance requirements.

Attendance: The student must average 70% of scheduled hours to remain active in the program. Students must complete the program hours requires by Board of Barbering and Cosmetology. If a student has missed class, students must arrange to make up the hours in order to satisfactorily complete their program at the completion date that was signed in the enrollment contract.

Academic progress: Student must take weekly testing on lecture, practical operation, and final written and practical. The evaluations are done through letter grades based on the percentage of correct answers. Students who achieved a 75% average or better are deemed to be making satisfactory progress.

PROBATION AND DISMISSAL POLICIES

Students who fail to meet the satisfactory academic progress standards at any evaluation period will be placed on academic, and/or attendance probation. During the probation period, the school will help the student review theory and practical lessons to help the student return to satisfactory academic progress standards. At the end of the probation period, students who still fail to meet satisfactory academic or attendance progress standards may be suspended or dismissed from the school on a case-by-case basis. Students will be removed from probation if he or she meets the satisfactory academic progress standards at the end of their probation period.

(CEC§ 94909 (a)(8) (C))

APPEALS

Students who wish to contest a probation decision may submit the appeal letter to the school administrator. The letter should be received within 5 days of such decision and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The administrator will evaluate the appeal within a reasonable time period, but not more than 10 days, and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee will provide written notice to the student of its decision within a reasonable time period, but not more than 10 days. The committee's decision is final.

DISCLOSURE AND RETENTION OF RECORDS

Education records are files, materials, and documents, which contain information that relate to the student and are kept by the school. The school will allow adult students, parents of minor



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~~students, and parents of tax dependent students to inspect, review, and challenge information~~ contained in their education records or those of their minor or tax dependent children.

Therefore, a written consent is required before any education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not allowed to inspect the financial records of parents. A school official must be present at all times during the examination of student files. Jade institution will maintain students' records for a period of five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

"In addition to permanently retaining a transcript as required by section 94900(b) of the Code, the institution shall maintain for a period of 5 years the pertinent student records described in Section 71920 from the student's date of completion or withdrawal."

(CEC § 94900, 5, § CCR 71920, CCR §71810 (b) (15))

STUDENT RIGHTS

POLICIES ON STUDENT RIGHTS, INCLUDING PROCEDURE FOR ADDRESSING STUDENT GRIEVANCES

The complaint designated person is Raymond Tran. When students, staff members, or any other interested party has a complaint that the instructor cannot solve satisfied. The complaint party shall send a complaint in writing to the school representative. In ten days after receiving a complaint letter. A school representative will meet the complainant and evaluate the complaint thoroughly. If the problem cannot be solved through discussion, the complaint will be sent to the school director. Within two weeks after receiving the complaint letter, the school director will investigate the complaint thoroughly. If more information is needed, the director will send a letter to the complainant to request him to provide the needed information. If no information is needed, the school director will send a letter, outline the steps that the school will take to solve the problem to the complainant within 15 days.

If after investigating, the complaint is determined to be unfounded, the school director will reject the complaint and send a letter stating the reasons to the complainant within 15 days. All documentation relating to the complaint will be retained for up to 5 years.

If the student is not satisfied with the final disposition, he or she can discuss the issue with: the Bureau for Private Postsecondary Education; 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834. P.O. Box 980818, West Sacramento, CA 95798-0818, web site address:

www.bppe.ca.gov Telephone (888) 370-7589, (916) 574-8900 or by fax (916) 263-1897

(5 CCR § 71810(b)(14))

STATEMENT OF NON-DISCRIMINATION

Jade Beauty and Barber College does not discriminate based on Race, Color, Religion, Sex,



Age, Handicap, Financial Status, Area of Origin or Residence in its Admissions, Instruction, or Graduation policies.

“If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Payment will be made at the office or mailed into the Jade College or assignee. If buyer/student fails to perform his or her obligation to make payment when due, the Seller/School without notice to buyer/ student may declare the full-unpaid amount immediately due and payable. Payment 10 days delinquent may accrue a LATE CHARGE of 5% or maximum amount allowed by law.

Buyer/student may pay off in advance the entire unpaid amount and receive a partial refund of interest computed by actuarial method.

NOTICE

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH A BUYER (STUDENT) COULD ASSERT AGAINST THE SELLER (SCHOOL) FOR SERVICES OBTAINED HEREUNDER. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

NOTICE OF STUDENT RIGHTS

Read the “NOTICE OF CANCELLATION FORM” for an explanation of your cancellation right and responsibilities.

1. If you have lost your Notice of cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and phone

4. number printed below for information.



5.

6. If you have any complaints, question, or problems you cannot work out with the school, write or call:

The Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Suite 225,
Sacramento, CA 95834

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

web site address: www.bppe.ca.gov.

Telephone # (888) 370-7589 / (916) 574-8900 or by fax (916) 263-1897

Hybrid students:

1. Jade shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.

2. If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide but shall not be obligated to pay any refund for the online (theory) portion of the program after all of the online (theory) lessons and material are transmitted.



STUDENT RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. (CEC § 94900 (a) (8) (B))

RIGHT TO CANCEL ENROLLMENT AGREEMENT

You may cancel this contract for school, without any penalty or obligation, by the day started below.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within the 10-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment. To cancel the contract for school, students must timely mail or deliver a signed and dated copy of the Cancellation. Hybrid students have the right to cancel the enrollment agreement and receive a full refund, but not registration fee (non-refundable) before the first lesson and materials are received. Cancellation is effective on the date written in the notice of cancellation that is mailed or delivered. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

CANCELLATION PROCEDURES

All cancellations must be submitted in writing, and a withdrawal may be by student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. (CEC § 94919 (b))

Cancellation by phone or by non-attendance is not considered an accepted means of cancellation. To cancel enrollment, students must timely mail or deliver a signed and dated copy of the Cancellation to :

JADE BEAUTY AND BARBER COLLEGE, 1692 Tully Rd, unit # 8, San Jose, CA 95122

The school shall refund 100 percent of the amount paid to the school, 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 section, or the seventh day after enrollment, whichever is later.

(CEC § 94919(d))

If the student has received federal student financial aid funds, the student is entitled to a refund of

Jade



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money not paid from federal student financial aid program funds.

(First day of class)

You may cancel this contract for school, without any penalty or obligation, by the day started below.

If you cancel, any payment you have made and any, negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within the 10-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, students must timely mail or deliver a signed and dated copy of the Cancellation to:

Jade Beauty and Barber College
1045 E. Capitol Expressway San Jose, CA 95121

NOT LATER THAN

(The seventh day after enrollment)

STUDENT'S SIGNATURE: _____

Remember, you must cancel in writing, and that withdrawal may be effectuated by student's conduct, including, but not necessarily limited to, a student's lack of attendance. You do not have the right to cancel by just telephoning the school or by not coming class.

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

If you have any complaints, questions, or problems that you cannot work out with the school, write or call:

The Bureau for Private Postsecondary Education at Bureau for Private Postsecondary Education: 1747 N. Market Blvd, Suite 225, Sacramento, CA 95834. Web site address



www.bppe.ca.gov,

Telephone Number by calling, toll Free Number (888) 370-7589 or completing a complaint form, which a student can obtain on the bureau's internet. Web site Address:

www.bppe.ca.gov

THIS NOTICE IS IMPORTANT TO KEEP IT FOR YOUR RECORD.

NOTICE OF REFUND

RIGHT TO WITHDRAW AND NOTICE OF REFUND

You have the right to withdraw at any time from the education service after midnight of the fifth business day described above (RIGHT TO CANCELLATION). If you withdraw or are terminated, or expelled, by the school, the school will mail a refund as provided in this section within thirty (30) days following the withdrawal, termination, or expulsion date.

You shall be considered by the School/Seller to have withdrawn from the course of instruction when any of the following occur:

1. You cancel or withdraw from educational services by written notice by mail or in person.
2. Your enrollment is terminated by the School/Seller as provided above;
3. You fail to attend classes for a three-week period. For the purpose of the calculation of this part, the date of your withdrawal shall be deemed to be the date of your cancel or withdraw from educational services or enrollment is terminated by the school.
4. A student fails to return at the end of an authorized period of absence. In the event that such occurs, refunds shall be made according to the date that instruction began, until the last day of the student's physical attendance prior to the authorized leave of absence.
5. The student has been dismissed for a violation of the Rules and Regulations.
6. Failure to make tuition payments as scheduled in the Enrollment Agreement.

TERMINATION OF ENROLLMENT

Formal termination of the student's enrollment will occur under any of the following conditions:

- a) A student provides the school with written notification of his or her intent to withdraw.
 - b) A student fails to return at the end of an authorized period of absence. In the event that such occurs, refunds shall be made according to the date that instruction began, until the last day of the student's physical attendance prior to the authorized leave of absence.
 - c) A student has been absent for three consecutive weeks (15 class days). If a student is absent without notice for more than six months, whenever said student plans to return, the student must re-enroll, and the current tuition cost will be due.
 - d) The student has been dismissed for a violation of the Rules and Regulations.
 - e) Failure to make tuition payments as scheduled in the Enrollment Agreement.
-



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All refunds will be made within 30 days of formal cancellation or determination of withdrawal as stated above.

SUSPENSION AND EXPULSION

1. First violation of School Rules and Regulation, student is warned.
2. Second violation of School Rules and Regulation, student is suspended for one day.
3. Third violation of School Rules and Regulation, student is not allowed to continue training unless student complies with the School Rules and Regulation.
4. Fourth violation of School Rules and Regulation, students are not allowed to re-enter the school.
5. A student violates the School Rules and Regulations, and Cosmetology and Barber laws. Students may be suspended or expelled at any time.

REFUND POLICY

Cancellation of enrollment not more than SEVEN days after the start of class shall be entitled to a refund. The student has a right to withdraw from school at any time and receive a refund for the portion of the course not completed. The refund amount will be “prorated” according to the uncompleted portion of the course, less the cost to the school of any unreturned equipment and a registration fee which will not exceed \$ 250.00. The refund will be made within 30 days after the date the school receives the student’s written Notice of Cancellation.

In the event that the school is permanently closed and no longer able to offer instruction after a student enrolls, the student will be entitled to a pro-rata refund of tuition as outlined in this refund policy, and the enrollment agreement. If a course has been cancelled subsequent to a student’s enrollment, the school shall at its option, provide a full refund of all funds paid, or provide completion of the course. If an applicant is not accepted for enrollment by the school, all funds paid will be refunded immediately.

WITHDRAWALS AND REFUNDS

- (a) Every institution shall make refunds that are no less than the refunds required under the Act and this Division.
- (b) An institution may not enforce any refund policy that is not specified in the catalog as required pursuant to section 94909(a)(8)(B) of the Code and must refund all institutional charges upon a student's withdrawal.
- (c) A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
 - I. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of



days student attended, or was scheduled to attend, prior to withdrawal.

- II. Except as provided for in subdivision (a) (3) of this section, all amounts paid by the student in excess of what is owed as calculated in subdivision (a)(1) shall be refunded.
- III. Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any assessment paid pursuant to section 94923 of the Code is non-refundable.
- IV. For the purpose of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- V. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

(d) An institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled. For purposes of this subdivision and section 94919(d) of the Code, "day" means calendar day.

(e) The institution shall maintain a Cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year."

(5, CCR§71750)

MANDATORY CANCELLATION, WITHDRAWAL, AND REFUND POLICIES

- a) All cancellations must be submitted in writing, and that a withdrawal may be by student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- b) Institution shall refund 100 percent of the amount paid for the institution charged, less a reasonable deposited or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendant at the first-class section, or the seventh



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day after enrollment, whichever is later.

- c) The bureau may adopt by regulation a different method of calculation for institution delivered by other means, including, but not necessarily limited to, distance education.

(CEC § 94920)

For students who have completed 60 percent or less of the period of attendance, there shall be a pro rata refund.

CALCULATION OF AMOUNT TUITION & EQUIPMENT REFUND

Students enrolled in this particular course whose course tuition was paid in full would be entitled to the following refunds if he/she withdrew from the program after completing a period of days or weeks of the following instruction.

- A Student is enrolled in a course that consists of 1,000 hours.
- A student is scheduled for 6 hours per day and five days a week. Tuition charge is \$4,000.00.
- There are no special equipment charges for this hypothetical student's course.
- This student withdraws from class after completing 10 days of the course.
- Therefore, total scheduled attended hours: 30hours

The refund would be calculated as follows:

- (A) Deduct a registration fee \$ 200.00 from the total tuition charge: $4,000.00 - \$200.00 = \$3,800.00$
- (B) Divide the total TUTION CHARGE BY the length of the program equal with the hourly charge. For example: $\$ 3,800 / 1000 \text{ hours} = \$ 3.80$
- (C) The amount owed by the student is calculated by schedule's attended is $\$3.80 \times 30 = \228.00 .
- (D) The refund would be any amount in excess of the figure derived in subparagraph (C) that was paid by the student: $\$3,800.00 - \$ 228.00 = \$ 3,572.00$.
- (E) The refund amount to the student will be \$ 3,572.00 minus the equipment charge, Supplies, book, access online if any

There is no tuition refund for students who attended or scheduled to attend more than sixty percent of the time length.

The refund amount shall be adjusted accordingly which is provided in the "RIGHT TO CANCELTION" for equipment, if applicable.

EQUIPMENT SUPPLY REFUNDS

Once purchased, any equipment and materials specified on the Equipment Schedule become



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the property of the Student/Buyer, unless such materials are returned in usable condition within 10 days of the Student/Buyer's withdrawal from school. Such materials will exclude health and sanitary items. The Seller/School will refund only the amount that exceeds the documented cost of such materials. Recognized health and sanitary restrictions prevent the school from accepting the return of equipment and materials specified in the Equipment Schedule.

COURSE INFORMATION

COURSE INFORMATION

SCHOOL OPERATION HOURS AND HOLIDAY DATES

The school operation hours reflect the student's scheduled plan.

Monday through Friday		
Morning (25 hours/week)	8:30 AM	2:30 PM
Morning (40 hours/week)	8:30 AM	5:00 PM
Afternoon (35 hours/week)	12:30 or 1:00 PM	5:00 PM
Evening (25 hours/week)	5:00 PM	10:00 PM



Saturday; Sunday		
Morning, Afternoon, Evening	9:00 AM	7:00 PM

School Holidays	
New Year's Eve and New Year's Day	Memorial Day
Easter Night	Independence Day
Labor Day	Thanksgiving Day night and the Day After
Christmas (from 12/24 -Night to 12/25)	Religious Holidays may be excused with prior authorization of the school administrator.

Schedule: School is open from Monday to Saturday. Full time students are those who attend 20 hours a week and up, and part time students are those who attend from 14 hours to 20 hours per week. Students will meet their instructors every school day, except Saturday, to receive lectures, worksheets, practice tests, practical demonstrations, and assignments. On Saturday, if students attend the school, they must perform the tasks requested by the instructor, including servicing any customers or other course-related tasks, to receive credit hours. The school may have temporary closures for other holidays or emergencies. All students will be notified in the event of such days as early as possible.

SCHOOL RULES AND REGULATIONS

JADE BARBER AND BEAUTY COLLEGE, RULES AND REGULATIONS, PROFESSIONAL CONDUCT AND GENERAL POLICY IS PROVIDED TO PROSPECTIVE STUDENT PRIOR TO ENROLL TIME CLOCK

- 1) Each student must clock in and out himself or herself each day.
- 2) Students are not allowed to clock others in or out. For hybrid students, elapsed practical hours with online theory hours will be removed from practical hours.
- 3) Each student must turn in a timecard and keep an accurate record of services performed, which shall be totaled by students each day.
- 4) For in-class hours, students must complete assigned practical operations and theory, or self-study (authorized by instructor). All class activities must be related to their course of study; all practical operations must be checked by the instructor to receive credit each day.
- 5) Students must always conduct themselves in a professional manner.



- 6) Students must make their stations, stands, chairs, mirrors, and cabinets clean and sanitary each day before they leave the school.
- 7) Students must wear pants or skirts that cover the knees and shirts must completely cover the chest well. No high heel shoes and slippers are allowed.
- 8) Students are not permitted to discuss tips and/or converse with each other while they serve the customer.
- 9) Jade School does not permit students to bring drugs or stimulant of any kind, alcoholic beverages, radios, or televisions into the school.
- 10) Students must not eat, drink, or smoke in classrooms or on the floor or while serving customers.
- 11) Students must service all the customers on their assigned chairs.
- 12) Students can ask instructors to help if she or he is having difficulties, such as with the customer or with the service being provided.
- 13) Each student must comply with the school's rules and regulations.
- 14) Student(s) who act in a Fraudulent manner by forging instructors' signature to earn credit hours will be terminated.
- 15) Students cannot change chairs without instructor's permission.
- 16) Students must get instructor's permission before providing service to each other.
- 17) Students' timecards will be clocked out if students leave the school without permission.
- 18) Repeat violation or any of the school's rules may result in the student's suspension or dismissal from the school.
- 19) Friends and visitors are not allowed at the workplace and classrooms.
- 20) The school reserves the right to interrupt training if the tuition is past due.
- 21) Disrespect of instructors, customers, or other students is not allowed.
- 22) Students are not allowed to cause disruptions in the classrooms.
- 23) Students must pay for supplies and chemicals for personal service (50% off), and students are not allowed to bring outside chemical products into the school to perform personal service.
- 24) The school reserves the right to open and check student's lockers at any time because the lockers are school property.
- 25) Students are responsible for returning any equipment and supplies that the student borrows from the school.
- 26) The school is not responsible for students' personal belongings.
- 27) Students are not allowed to bring timecards home.
- 28) Students must call the instructor to check before the customer leaves.
- 29) The instructors will check and sign for each service such as haircut, chemicals service, whether on mannequins or customers.



- 30) Students are not allowed to use the business phone for personal calls, except for an emergency.
- 31) Students must abide by the State Cosmetology and Barber Board Rules and Regulations.
- 32) Students must also abide by the School's Rules and Regulations; any violation may result in suspension or dismissal from school.
- 33) Students absent three weeks who does not provide notice to the school, may have their locker lock cut.
- 34) Students who graduate must clean up their locker in two weeks.
- 35) Absence without notice more than 30 business days whenever students is planning coming back, student must re-enroll and the current tuition cost will be applied.
- 33) Students' files will be kept for a max of 5 years. (CEC § 94900.5.)
- 34) Students who have graduated will be provided with proof of training, diploma, and/or a transcript at the student's request (cost \$100.00). Within five years of graduating, if the student requests his or her graduation documents again, it will cost \$ 200.00. Such documents will be provided within 45 days of the written request.
- 35) Students must take and pass weekly tests with 75% or better grades.
- 36) Students must take and pass practical and written tests with 75% or better grades before reapplication or graduation.

FACULTY, INSTRUCTORS, AND QUALIFICATIONS

FACULTY AND THEIR QUALIFICATIONS

Jade College's instructors have at least a minimum of three years of experience, education and training in current practices of the subject area they are teaching. However, if an instructor does not possess the required three years of experience, education, and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching. The institution doesn't employ or continues to employ an instructor who was adjudicated in a judicial or administrative proceeding as having violated any provision of the Act.

Director: Raymond Tran

Qualification: Certificate of Authorization (CERT): 06-382989

Instructors:

Instructor: Raymond Tran

Field: Nail care, resume, investment, and financial advice in business

Qualification: 20 years' experience in Beauty and Barber field.

Instructor: Thu T Le

Field: Cosmetology, Barber, Skin care, Nail care, and instructor courses.

Qualification: She has 30 years' experience in the Beauty and Barber field.

Instructor: Alexander Joseph Sheldon

Field: Barber / Cosmetology/ Skin care/ administrator

Qualification:

Instructor: Danny Holt

Field: Barber

Qualification: He has 10 years' experience in Barber field.

CA licensed Barber 2011, complete instructor course (600 hours, 2013)

Instructor: Bach Mai Thi Nguyen

Field: Cosmetology, Skin Care, and Nail care, and instructor courses.

Qualification: She has more than 17 years' experience in Beauty.

Instructor: Manuel Justin Calderon

Qualification: He has more than 12 years' experience in Barber field.

CA licensed Barber 2023

Instructor: Jose Dolores Rodriguez

Field: Barber

Qualification: He has more than 20 years' experience in Barber field.

CA licensed Barber 2024

Instructor: Phuong Lien Pham

Field: Cosmetology, Skin care, Nail care courses.

Qualification: She has more than 8 years' experience in Beauty field.

Instructor: Thi Thanh Thong Nguyen

Field: Barber



Qualification

She has more than 5 years' experience in the Barber field.

Instructor: Esther Ramirez

Field: Cosmetology, Skin Care, Nail

Qualification: She has more than 10 years' experience in the field.

Instructor: Chau My Trinh

Field: Massage Therapy

Qualification He has more 10 years' experience in the field. Massage Therapist/Cosmetologist

Instructor: Thao Hieu Bui

Field: Massage Therapy

Qualification: He has more than 19 years' experience in the field.

(CEC §94909 (a)(7)) & CCR §71720)

DESCRIPTION OF ALL STUDENT SERVICES

LIBRARY AND OTHER LEARNING RESOURCES

A small library will be open Monday through Friday every week from 9am to 5pm to support students' and staff's knowledge related to the topic of their program. Students can come to learn, research, and borrow learning resources when the library is open. DVDs, books, and textbooks that are related to the courses are available for students.

Our campus has a storage room and library for the learning resources, which meet instructional needs. Textbooks for all courses in English and Vietnam and DVDs include, but are not limited to, haircuts, hair design, hair styling, chemicals, esthetics, nail care, massage therapy, job finding, job interviewing. Resources for Vietnamese always available in student portal in Canvas such as haircuts, hair design, hair styling, chemicals, esthetics, nail care, massage therapy. Additional instructional resources are available online through the Internet, and eBooks for all courses are available to students during the school hours upon request. Computers are also available to students, which are only to be used to study subjects related to their course.

Academic counseling:

The counselor explains and helps students complete the following:



- 1) Explain the educational programs, help students choose the courses that base on the students desired program.
- 2) Explain tuitions fee and fees, tools, and textbooks purchase.
- 3) Explain and help students fill out all the paper works such as contract, notice of student rights, notice of cancel and return polices...
- 4) Explain the school's rules and regulations.
- 5) Explain the school's calendar and help students choose the schedule time.
- 6) Review students' academic progress individually, and students can request meeting with counselor any time.

(5, CCR §71810(b) (12)) & (5, CCR §71740 and 71810 (b)(10))

HOUSING INFORMATION

Jade College does not have dormitory facilities available to students.

- A. The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing in the area ranges from \$ 600 for one room in a house to \$1200 for a studio apartment.
- B. The institution has no responsibility to find or assist a student in finding housing. The program is "non-residential".

5, CCR § 71810 (B)(13)(A)(B)(C)

TEXTBOOKS

In teaching, the school uses text and reference books approved by the Board, the bulletin performance developed by the Board, and the Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology are also used.

Each student must possess the following:

- 1) At least one (1) of the textbooks and reference books approved by the Board, a copy of which shall be available for student use at the school.
- 2) A list of the text and reference books approved by the Board. Any two approved texts other than the one text possessed by the student.

DESCRIPTION OF THE NATURE AND EXTENT OF PLACEMENT SERVICES

1. The school has many direct connections and relationships with salon employers and companies, which can hire Cosmetologists, Barber hair stylists, Manicurists, and Estheticians.
2. The school posts job openings on the school's post board.
3. The school makes itself available for salons and other companies to come and show job opportunities in their companies.
4. The school keeps contacts through the use of survey forms or phone to assist graduated students for at least the first year after graduating. Additionally, graduated



students are welcome to contact or stop by to school at any time for job search and advice.

All students are provided with job placement assistance, which includes help on filling out employment applications, job seeking and interview advice, and access to a list of job openings available at local beauty salons.

The school will keep track of graduates through the use of survey forms or phone calls to inquire about their current job status. Surveys are used solely to assist the school in helping its graduates in their job searches, and are not a guarantee of employment, nor an incentive to entice prospective students.

(CEC § 94909 (a)(13))

GAINFUL EMPLOYMENT OF GRADUATES

The school's goal is to help all of its graduates to become employed in a job classification under the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates.

(CIP codes: Cosmetology 12.0401; Barbering 12.0402; Esthetician / Skin care 12.0409; Nail care 12.0410.) (SOC codes: Cosmetology 39-5012; Barbering 39-5011; Esthetician / Skin care 39-5094; Nail care 39-5094) (5, CCR§ 74112(d)(3))

HANDICAP ACCESS

The school is properly equipped and compliant to assist disabled individuals under 1993 ADA.

ADMINISTRATIVE OFFICE HOURS

Admissions and information are available at the school from Monday through Saturday 8:30 am – 5:00 pm. Prearranged appointments with the appropriate administrator or instructor are suggested.

JADE BEAUTY AND BARBER COLLEGE MAINTAINS DRUG AND ALCOHOL-FREE POLICIES.

Jade College will provide students with all fact(s) that reasonably affect the student's decision to enroll.

The Fact(s) disclosed contains all the following:

A current catalog or brochure containing information describing the following:

- 1) The courses offered, all of the occupations or job titles to which the program of instruction is represented to lead.
- 2) Length of programs
- 3) Faculty and their qualifications



- 4) Schedule of tuition payments, fees, and all other charges and expenses necessary for completion of the course of instruction.
- 5) Cancellation and refund rights
- 6) The total cost of tuition over the entire period
- 7) A description of the student's rights under the Student Tuition Recovery Fund
- 8) The instruction provided under each course offered by the institution.
- 9) The number of credit hours or clock hours of instruction or training per unit or units required for completion of the educational certificate program.
- 10) The attendance, dropout, and leave-of-absence policies The cancellation and refund policies
- 11) School rules and regulations.

In addition, the institution shall provide:

- A copy of the agreement containing all of the information required by for schools operating under the Board of Barbering and Cosmetology Act.
- The percentage of students completing that program of instruction for the time period that is required to be covered in the last annual report.
- The percentage of students who completed any of the school's programs.
- Any other information that is true of any claim made by the institution as to job placement.
- All the programs of instruction that can lead to employment in an occupation or job title for which a state licensing examination is required.
- All licensure or certification requirements established by the state for the occupation or job title category.

DESCRIPTION OF EDUCATION, CLOCK HOURS AND INSTRUCTION PROVIDED

DESCRIPTION OF THE PROGRAM

Program CIP Code: 12.0402 Program SOC Code: 39-5011, 39-5012 On campus version: complete 1,000 hours in-person

Hybrid version: Theory online 500 hours (50%) of the time length of the program and 500 hours (50%) of the program, practical in-person.

BARBER COURSE OF STUDY (1,000 CLOCK HOURS)

This course requires a minimum of 1,000 hours and covers the overall subject of Barbering. The course consists of technical instruction and practical operations, which includes instruction and practical experience in cutting, shaving, hair coloring, chemical texture services, skin care, customer service, professional images, retail skills, business planning, operation and ethics, state laws and regulations and State Board examination. Successful completion of this course



and passing the State Board Examination and Licensure allow the Barber to be a hair stylist, shaving specialist, chemical specialist, skin care technician, salon manager, beauty and barber product sales representative, and product demonstrator. (CEC § 94909(a)(5))

BARBER COURSE EDUCATION OBJECTIVE

The Barber course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry level positions in the barber industry in such occupations as hair stylist, shaving specialist, chemical specialist, skin care technician, salon manager, beauty and barber product sales representative, and product demonstrator.

(5 CCR § 70000(q) & 71810(b)(2))

BARBER COURSE GRADUATION/COMPLETION REQUIREMENTS

The student must complete the required minimum hours in technical instruction and practical operations (1,000 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass the weekly tests or quizzes and final tests, which are written tests, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.

(CEC § 94909(a)(5))

DESCRIPTION OF INSTRUCTION FOR ON-CAMPUS AND HYBRID

DISTANCE EDUCATION METHODS

Students can choose to learn theory on-campus or theory online (asynchronous or synchronous or both)

MODE OF INSTRUCTION

Lecture, discussion, explanations, elaborations, asking questions, think aloud through processes, recapping/summarizing information, demonstration, visual aids, textbook review, practice on live models or mannequins (under the supervision of qualified instructors) and testing.

INSTRUCTION METHOD

Students may choose to learn the entire course on-campus or theory online (asynchronous or synchronous or both) distance education. The program does not require internships or externships.

Our instructional method focuses on guiding students through education to have strong knowledge and intensive hands-on experience, which includes:

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Interactive lecture/discussion, videos, DVDs, slides, demonstration. Students shall attend scheduled theory and demonstration, reading assignments, perform practice operation on mannequins, or service on another person, complete assignments, projects, and testing all subjects in the curriculum to determine students' achievement of learning objective



EACH TOPIC IS DIVIDED INTO 4 PARTS

- I. Theory classes (lectures and demonstrations)
- II. Theory testing (written and oral)
- III. Perform practical on mannequin or live model.
- IV. Review (lectures and demonstrations) and evaluate progress.

BARBERS COURSE LICENSING REQUIREMENTS

A Barber license will be granted by the State Board of Barber and Cosmetology of California only after a student graduate from the Barber course and passes the Barber State Board Exam with an overall average of 70% or better.

BARBER COURSE CURRICULUM

Business and Professions Code (B&P) section 7362.5(a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

“Technical instruction” shall mean instruction by demonstration, lecture, classroom participation, or examination; “practical operation” shall mean the actual performance by the student of a complete service on another person or on a mannequin. “Practical training” shall mean the time it takes to perform a practical operation. “Practical operations” shall mean the actual performance by the student of a complete service on another person or on a mannequin.

CEC § 950.1

(CEC § 94909 (a) (5))

BARBER SUBJECTS	MINIMUM HOURS REQUIRED
MINIMUM 100 HOURS, HEALTH, AND SAFETY	
<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p>Board Approved Health & Safety Course (B&P 7389(a)): including instruction on hazardous substances, basic labor laws, and physical sexual assault awareness.</p>	100
MINIMUM 100 HOURS, DISINFECTION AND SANITATION	



<p>Disinfection and Sanitation: Including instruction on Disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	<p>100</p>
<p>MINIMUM 200 HOURS CHEMICAL HAIR SERVICES</p>	
<p>Chemical Hair service: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	<p>200</p>
<p>MINIMUM 200 HOURS HAIR STYLING SERVICES</p>	
<p>Hairstyling service: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting</p>	<p>200</p>
<p>MINIMUM 200 HOURS OF BEARD SHAVING AND TRIMMING</p>	
<p>Shaving and trim of the beard: Including instruction on preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.</p>	<p>200</p>
<p>MINIMUM 40 HOURS OF BOARD OF BARBERING RULES AND REGULATIONS AND THE SALON BUSSINESS AND ON THE JOB</p>	
<p>The Barbering and Cosmetology Act and the Board’s Rules and regulations. The salon business, communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.</p>	<p>40</p>
<p>ADVANCE HAIR CARE, SHAVING AND SKIN CARE</p>	
<p>Hair care: students learn hair designs for men and women, styling, chemical texture service, special color techniques for man, hair treatment. Shaving and facial: beard designs, head shaving and art design, electrotherapy, skin analysis and treatment and thoroughly in</p>	<p>160</p>



skin care products	
Total	1,000

TEXTBOOKS

1. Milady, 2016, Standard Barbering 6th edition.
2. Health and Safety course. You can obtain on the Jade Beauty and Barber College website or at

https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf (Free for the public)

3. Board of Barbering and Cosmetology Act and Regulations 2023. You can obtain on Jade Beauty and Barber College's website or at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf.

All electronic materials are available for students to use (Please contact the school education director for access)

SUPPLIES

- Disinfection solution
- Shaving products and tools
- Towels and drapes
- Hair cut & styling tools.
- Hair wigs (optional)
- Shampoo & conditioner.
- Permanent waving, soft perm, chemical hair relaxers products and tools
- Color and lightening products and tools!
- Facial Products and supplies

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For a detailed list of products and supplies, please contact the administrators.

BARBER CLASS

Schedule of Technical Instructional Days and Time Barbering: Class session begins weekly on Mondays.

Mon 11am – 12pm (lecture); 1pm – 2pm (practical demonstration)

Wed 11am – 12pm (lecture) 1pm – 2pm (practical- demo)

Instructors: Thu Le, Danny Holt, Alec Sheldon, Thong Nguyen Friday, or Saturday: Theory testing, practical testing, quizzes

Friday or Saturday is testing day; however, students who can't attend on testing scheduled days can make up on another day.

A final evaluation test will be provided when students are at 75% of time length (750 hours) or other arrangement.

Classes are conducted all year round. All subjects required by the Board must be completed prior to issuance of a diploma and/or authorization to take the State exam. Each subject will be repeatedly covered prior to a student graduating. Each chapter in the textbook has its own objective, which will be discussed thoroughly during the classes. Our instructors will be announcing course instructions to students every week. Each week will discuss one to two chapters and two procedures. Students can choose to take any chapter test or practical procedure in the given week of study. Class material is covered in both the day school option and afternoon school option in each course.

MAKE-UP POLICY

Jade College has technical instruction and practical operations in the morning, afternoon, evening, and weekends. Students are welcome to attend school to do make-up classes, practical, or testing during other available day or afternoon school options. Our instructors are always available to support students to achieve their goals.

DESCRIPTION OF EDUCATION, CLOCK HOURS AND INSTRUCTION PROVIDED

DESCRIPTION OF THE PROGRAM

Program CIP Code: 12.0499 Program SOC Code: 39-5012, 39-5091, 39-5092, 39-5093, 39-5094, 39-1021.01)

On campus version: complete 1,000 hours in-person

Hybrid version: Theory online 500 hours (50%) of the time length of the program and 500 hours (50%) of the program, practical in-person.



COSMETOLOGY COURSE OF STUDY (1,000 CLOCK HOURS)

This course requires a minimum of 1,000 hours of instruction and covers the overall subject of cosmetology. The course consists of technical instruction and practical operations which includes instruction and practical experience in cutting, hair coloring, chemical texture services, skin care, manicure, and pedicure, customer service, professional images, retail skills, business plan, operation and ethics, state laws and regulations and related training to help the student pass the State Board examination. Successful completion of this course and passing the State Board Examination and Licensure will allow the Cosmetologist to be a hair stylist, hair colorist, skin care technician, manicurist, pedicurist, salon manager, beauty product sales representative, and product demonstrator.

(CEC § 94909 (a)(5))

COSMETOLOGY COURSE EDUCATION OBJECTIVE

The cosmetology course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry level positions in the beauty industry in such occupations as a hair stylist, hair colorist, skin care technician, manicurist, pedicurist, nail artist, salon manager, beauty product sales representative, and product demonstrator.

(5 CCR § 7000(q) & 71810(b)(2)_

COSMETOLOGIST COURSE GRADUATION/ COMPLETION REQUIREMENTS

The student must complete the required minimum hours in technical instruction and practical operations in Cosmetology (1,000 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass weekly tests or quizzes and a final test, which is a written test, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.

(CEC §94909 (a)(5))

DESCRIPTION OF INSTRUCTION FOR ON-CAMPUS AND HYBRID

DISTANCE EDUCATION METHODS

Students can choose to learn theory on-campus or theory online (asynchronous or synchronous or both)

MODE OF INSTRUCTION

Lecture, discussion, explanations, elaborations, asking questions, think aloud through processes, recapping/summarizing information, demonstration, visual aids, textbook review, practice on live models or mannequins (under the supervision of qualified instructors) and testing.



INSTRUCTION METHOD

Students may choose to learn the entire course on-campus or theory online (asynchronous or synchronous or both) distance education. The program does not require internships or externships.

Our instructional method focuses on guiding students through education to have strong knowledge and intensive hands-on experience, which includes:

Interactive lecture/discussion, videos, DVDs, slides, demonstration. Students shall attend scheduled theory and demonstration, reading assignments, perform practice operation on mannequins, or service on another person, complete assignments, projects, and testing all subjects in the curriculum to determine students' achievement of learning objective.

EACH TOPIC IS DIVIDED INTO 4 PARTS

- I. Theory classes (lectures and demonstrations)
- II. Theory testing (written and oral)
- III. Perform practical on mannequin or live model.
- IV. Review (lectures and demonstrations) and evaluate progress.

COSMETOLOGIST COURSE LICENSING REQUIREMENTS

A cosmetology license will be granted by the State Board of Barber and Cosmetology of California only after student graduates from the Cosmetology course and passes the Cosmetology State Board Exam with an overall average of 75%.

COSMETOLOGY COURSE CURRICULUM

Business and Professions Code (B&P) section 7362.5(a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology...

“Technical instruction” shall mean instruction by demonstration, lecture, classroom participation, or examination; “practical operation” shall mean the actual performance by the student of a complete service on another person or on a mannequin. “Practical training” shall mean the time it takes to perform a practical operation. “Practical operations” shall mean the actual performance by the student of a complete service on another person or on a mannequin.

CEC § 950.1

COSMETOLOGY SUBJECTS	MINIMUM HOURS REQUIRED
MINIMUM 100 HOURS, HEALTH, AND SAFETY	



<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): including instruction on hazardous substances, basic labor laws, and physical sexual assault awareness.</p>	100
MINIMUM 100 HOURS, DISINFECTION AND SANITATION	
<p>Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	100
MINIMUM 200 HOURS CHEMICAL HAIR SERVICES	
<p>Chemical Hair service: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	200
MINIMUM 200 HOURS HAIR STYLING SERVICES	
<p>Hairstyling service: Including instructional arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p>	200
MINIMUM 150 HOURS SKIN CARE SERVICE	
<p>Skincare Services: Including instructional chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body using hands, esthetic devices, cosmetic products, antiseptics,</p>	150

lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	
MINIMUM 50 HOURS HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION	



<p>Hair Removal, Lash & Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes 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.</p>	50
<p>MINIMUM 100 HOURS MANICURE AND PEDICURE</p>	
<p>Manicure and pedicure: Including instruction water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid, and powder brush- Ons, dip, tips, wraps and repairs.</p>	100
<p>MINIMUM 40 HOURS BOARD OF BARBERING RULES AND REGULATIONS AND THE SALON BUSSINESS AND ON THE JOB</p>	
<p>The Barbering and Cosmetology Act and the Board’s Rules and regulations. The salon business, communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers</p>	40
<p>ADVANCE TECHNIQUES FOR CHEMICAL TEXTURE, HAIR STYLING, COLORING SERVICES, SKIN CARE, AND NAIL ENHANCIN</p>	
<p>Hair care: students learn hair designs for men and women, styling, updo, chemical texture service, ombre, balayage, color correction, and hair treatment.</p> <p>Facial: Electrotherapy, skin analysis and skin treatments, brow and lashes designs, tinting techniques on brows and lashes. Remove your unwanted hair with hot wax, cold wax and sugaring.</p> <p>Nail care: Drawing, marbles, ombre, and French designs with acrylic, dipping, building gels, hybrid gels products. Learning e-file, drills bits and functioning. Gel X and more</p>	60
<p>Total</p>	1,000



TEXTBOOKS

1. **Milady,(2022). Milady Standard Cosmetology (14th edition).**
2. Health and Safety course. You can obtain on Jade Beauty and Barber College website or at https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf (Free for public)
3. Board of Barbering and Cosmetology Act and Regulations 2023. You can obtain on Jade Beauty and Barber College website or at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf.

All electronic materials are available for students to use (Please contact the school education director for access)

SUPPLIES

- Disinfection solution
- Permanent waving, soft perm, chemical hair relaxers products and tools
- Manicuring and pedicuring products and tools
- Towels and drapes
- Hair cut & styling tools
- Shampoo & conditioner.
- Hair removal products & tools (waxing & tweezing)
- Facial product and tools
- Make-up products and tools
- Brows and lash beautification products and tools.
- Nail enhancements products and tools.
- Acrylic, light gel, dipping

For detailed lists of products and supplies, please contact the administrators.

COSMETOLOGY CLASS

Schedule of Instructional Days and Time

Cosmetology: Class session begins weekly on Mondays

Cosmetology: Class sessions begin weekly on Mondays

Mon 11am – 12am (lecture); 1 am-2 pm (practical -demo)

Wed 11:00 am – 12:00 am (lecture) 1pm-2 pm (practical -demo)

Instructors: Thu Le, Phuong Lien Pham, B. Mai, Alec Sheldon



Friday, or Saturday: Theory testing, practical testing, quizzes

Friday or Saturday is testing day; however, students who can't attend on testing scheduled days can make up on another day.

A final evaluation test will be provided when students are at 75% of time length (750 hours) unless other arrangements are made.

Classes are conducted all year round. All subjects required by the Board must be completed prior to issuance of a diploma and/or authorization to take the State exam. Each subject will be repeatedly covered prior to a student graduating. Each chapter in the textbook has its own objective, which will be discussed thoroughly during the classes. Our instructors will be announcing course instructions to students every week. Each week will discuss one to two chapters and two procedures. Students can choose to take any chapter test or practical procedure in the given week of study. Class material is covered in both the day school option and afternoon school option in each course.

MAKE-UP POLICY

Jade College has technical instruction and practical operations in the morning, afternoon, evening, and weekends. Students are welcome to attend school to do make-up classes, practical, or testing during other available day or afternoon school options. Our instructors are always available to support students to achieve their goals.

DESCRIPTION OF EDUCATION, CLOCK HOURS AND INSTRUCTION PROVIDED DESCRIPTION OF THE PROGRAM

Program CIP Code: 12.0409 Program SOC Code: 39.5094, 39-5091, 39-1021.01

On campus version: complete 600 hours in-person

Hybrid version: Theory online 300 hours (50%) of the time length of the program and 300 hours (50%) of the program, practical in-person.

ESTHETICIAN COURSE OF STUDY (600 CLOCK HOURS)

This course requires a minimum of 600 hours and covers all subjects necessary for a student to become an esthetician. The course consists of technical instruction and practical operations which includes instruction and practical experience in skin care, hair removal, beautification of the face, brows and eyelashes, customer service, professional images, retail skills, business planning, operation and ethics, state laws and regulations. Successful completion of this course and passing the State Board Examination and Licensure allow the Esthetician to be skin care specialist, hair removal specialist, make-up artist, brows and eyelashes specialist, salon



manager, beauty product sales representative, and product demonstrator.

(CEC § 94909 (a)(5))

ESTHETICIAN COURSE EDUCATION OBJECTIVE

The skin care course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry level positions in the beauty industry in such occupations as a skin care specialist, hair removal specialist, beauty the face artist, brows and eyelashes specialist, salon owner, salon manager, beauty product sales representative, and product demonstrator.

(5 CCR § 70000(q) & 71810(b)(2))

ESTHETICIAN GRADUATION/ COMPLETION REQUIREMENTS

The student must complete the required minimum hours in technical instruction and practical operations for estheticians (600 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass weekly tests or quizzes and the final tests, which are practical and written tests, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.

(CEC § 94909 (a)(5))

DESCRIPTION OF INSTRUCTION FOR ON-CAMPUS AND HYBRID DISTANCE EDUCATION METHODS

Students can choose to learn theory on-campus or theory online (asynchronous, or synchronous or both)

MODE OF INSTRUCTION

Lecture, discussion, explanations, elaborations, asking questions, think aloud through processes, recapping/summarizing information, demonstration, visual aids, textbook review, practice on live models or mannequins (under the supervision of qualified instructors) and testing.

INSTRUCTION METHOD

Students may choose to learn the entire course on-campus or online theory (asynchronous, synchronous or both) distance education. The program does not require internships or externships.

Our instructional method focuses on guiding students through education to have strong knowledge and intensive hands-on experience, which includes:

Interactive lecture/discussion, videos, DVDs, slides, demonstration. Students shall attend scheduled theory and demonstration, reading assignments, perform practice operation on mannequins, or service on another person, complete assignments, projects, and testing all subjects in the curriculum to determine students' achievement of learning objective



EACH TOPIC IS DIVIDED INTO 4 PARTS

- I. Theory classes (lectures and demonstrations)
- II. Theory testing (written and oral)
- III. Perform practical on mannequin or live model.
- IV. Review (lectures and demonstrations) and evaluate.

(CEC § 94909 (a)(5))

ESTHETICIAN COURSE LICENSING REQUIREMENTS

An Esthetician license will be granted by the State Board of Barber and Cosmetology of California only after the student has graduated from the esthetician course and passed the Esthetician State Board Exam with an overall average of 75%.

CURRICULUM ESTHETICIAN (SKIN CARE) COURSE

Business and Professions Code (B&P) section 7364(a) states: A course in skin care established by a school shall consist of not less than 600 hours of practical and technical instruction.

“Technical instruction” shall mean instruction by demonstration, lecture, classroom participation, or examination; “practical operation” shall mean the actual performance by the student of a complete service on another person or on a mannequin. “Practical training” shall mean the time it takes to perform a practical operation. “Practical operations” shall mean the actual performance by the student of a complete service on another person or on a mannequin. CEC § 950.1

ESTHETICS SUBJECTS (SKIN CARE)		MINIMUM HOURS REQUIRED
MINIMUM 100 HOURS, HEALTH, AND SAFETY		
<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p>Board Approved Health & Safety Course (B&P 7389(a)): including instruction on hazardous substances, basic labor laws, and physical sexual assault awareness</p>	100	
MINIMUM 100 HOURS, DISINFECTION AND SANITATION		



<p>Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	<p>100</p>
<p>MINIMUM 350 HOURS SKIN CARE</p>	
<p>Skin care: Including instruction on chemical and manual facial and massage stimulation manipulations exfoliating cleansing, or beauty the face, scalp, neck, or body using hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or cream that do not result in ablation or destruction of the live tissue</p>	<p>350</p>
<p>MINIMUM 50 HOURS HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION</p>	
<p>Hair removal and lash and brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes 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.</p>	<p>50</p>
<p>Total Hours</p>	<p>600</p>



ADDITIONAL: The following additional types of courses are available to students without any additional cost: The salon business, communication skills, professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers without cost.

TEXTBOOK

1. Milady (2020). Milady Standard Esthetics: Fundamentals (12th Edition)
2. Health and Safety course. You can obtain on Jade Beauty and Barber College Website or at https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf (Free for public)
3. Board of Barbering and Cosmetology Act and Regulations 2023. You can obtain on Jade Beauty and Barber College website or at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf (Free for public)

All electronic materials are available for students to use (Please contact the school education director for access)

SUPPLIES

- Disinfection solution
- Towels and drapes
- Facial supplies & products for normal, dry, sensitive, and oily skin
- Waxing and Tweezing Supplies and Products
- Brows and lashes lift, dye, and extension. and products
- Facial equipment, students can use school's ones.
- Beauty the face kits

For detailed lists of products and supplies, please contact administrators.

ESTHETICIAN CLASS

Schedule of Technique Instructional Days and Time

Esthetician: Class session begins weekly on Mondays.

Mon 1 pm – 2pm (practical -demo)

Wed 1pm- 2 pm (Practical- demo)

Fri 10am- 12pm (English lecture)



Instructors: Thu Le, Phuong Lien Pham, B.mai, Alec Sheldon

Friday or Saturday: Theory testing, practical testing, quizzes

Friday or Saturday is testing day; however, students who can't attend on testing scheduled days can make up on another day.

A final evaluation test will be provided when students are at 75% of time length (450 hours) or other arrangement.

Classes are conducted all year round. All subjects required by the Board must be completed prior to issuance of a diploma and/or authorization to take the State exam. Each subject will be repeatedly covered prior to a student graduating. Each chapter in the textbook has its own objective, which will be discussed thoroughly during the classes. Our instructors will be announcing course instructions to students every week. Each week will discuss one to two chapters and two procedures. Students can choose to take any chapter test or practical procedure in the given week of study. Class material is covered in both the day school option and afternoon school option in each course's schedule.

MAKE-UP POLICY

Jade College has technical instruction and practical operations in the morning, afternoon, evening, and weekends. Students are welcome to attend school to do make-up classes, practical, or testing during other available day or afternoon school options. Our instructors are always available to support students to achieve their goals.



DESCRIPTION OF EDUCATION, CLOCK HOURS AND INSTRUCTION PROVIDED

Program CIP Code: 51.3501 Program SOC Code: 31.9011

DESCRIPTION OF THE PROGRAM

Program CIP Code: 51.3501 Program SOC Code: 31.9011

On campus version: complete 500 hours in-person

Hybrid version / Interactive distance Learning (IDL): 50% (250 hours) in IDL (including lecture might include hand-on hours) and 50 % (250 hours) of hand-on Massage / Practice.

MESSAGE THERAPIST COURSE OF STUDY (500 CLOCK HOURS)

This course covers the overall subject of massage therapy. The course will consist of technical instruction and practical operations, which includes instruction and practical experience in draping procedures and policies, interacting mechanics for the therapist, massage application, Swedish, Shiatsu massage, acupressure, sports massage, seated massage, foot reflexology, deep tissue massage, energy massage, joint mobilization, customization of massage sessions. Rules and regulation, health, safety, hygiene, contraindication, pathology, anatomy and physiology, Kinesiology, modalities and hands-on treatment to clients or other students. The program focuses not only on proper conduct in business but ethical standards as well.

MESSAGE THERAPIST PROGRAM COURSE EDUCATION OBJECTIVE

The Massage therapy Program course of study is designed to provide students with fulfilling skills and knowledge to be equipped for immediate entry into the massage therapy profession as a Massage Therapist. Students are also prepared for entry level positions in the massage industry, such as a massage therapist who can work for a wellness center, chiropractic office, sport clubs, fitness, foot massage, spa owner or manager, and/or independent contractor in such fields.

MESSAGE THERAPIST GRADUATION/ COMPLETION REQUIREMENTS

The student must complete the required theory hours and minimum required practical operations in massage therapy (500 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass weekly tests or quizzes and the final test, which is a practical test, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.



DESCRIPTION OF INSTRUCTION FOR ON-CAMPUS AND HYBRID

Students can choose to learn theory on-campus or online theory asynchronous or synchronous or both

MODE OF INSTRUCTION

Lecture, discussion, explanations, elaborations, asking questions, think aloud through processes, recapping/summarizing information, demonstration, visual aids, textbook review, practice on live models or mannequins (under the supervision of qualified instructors) and testing. All instruction that accounts for class hours will be taught in English only.

INSTRUCTION METHOD

Students may choose to learn the entire course on-campus or theory asynchronous or synchronous or both) distance education. The program does not require internships or externships.

Our instructional method focuses on guiding students through education to have strong knowledge and intensive hands-on experience, which includes:

Interactive lecture/discussion, videos, DVDs, slides, demonstration. Students shall attend scheduled theory and demonstration, reading assignments, perform practice operation on mannequins, or service on another person, complete assignments, projects, and testing all subjects in the curriculum to determine students' achievement of learning objective.

EACH TOPIC IS DIVIDED INTO 4 PARTS

- I. Theory classes (lectures and demonstrations)
- II. Theory testing (written and oral)
- III. Perform practical on mannequin or live model.
- IV. Review (lectures and demonstrations) and evaluate progress.

(CEC § 94909 (a)(5))

Theory exam grades will be automatically calculated by an online portal. Hybrid students can earn credit for instructional hours by:

- Students earn hours by engaging in literal instructional clock hours.
- Students earning hours in Milady's CIMA software, Canvas, platform, and Microsoft Team (LMS) (theory only)
- Complete and pass chapter tests in the program. The chapters test must achieve 75% percent and a practical test each week with 75%. Final test 75%.

CALIFORNIA MASSAGE THERAPY LAWS

There are two pathways that Massage Therapists can choose to pursue in this field:

1. Voluntary certification through the California Massage Therapy Council (CAMTC); the student can work anywhere in California with one certification, or
2. Applying to receive licenses or permits in individual cities or counties, as necessary.

COURSE CERTIFICATION REQUIREMENTS



A Massage Practitioner certification will be certified by the California Massage Therapy Council (CAMTC). After students graduate from the course, students must take the written test and provide fingerprints to the California Department of Justice for a criminal background check and pay fees required by the CAMTC.

Jade Beauty and Barber College students cannot obtain CAMTC certification based on the Jade diploma alone since Jade is not currently registered with CAMTC. Jade students must use option 2, above, to get local certification.

MASSAGE THERAPIST COURSE CURRICULUM

Students are required to have 500 supervised hours under active and direct supervision of qualified instructors. Students may not be credited more than 40 hours of total education in any 7-day period, with no more than 10 hours in any one day, including hours above and beyond the 500 hours required for certification. Student clinic hours may count for no more than 75 of the required 500 supervised hours. Student clinic hours may include, but are not limited to, hands-on treatments of paying and non-paying public clients or other students; setting up, tearing down, and cleaning the massage area; reviewing intake forms, interviewing clients, providing and receiving client feedback, and recording SOAP notes (Subjective, Objective, Assessment and Plan), or equivalent; greeting customers at reception, handling payments, answering and returning calls for appointments, interacting with appointment systems, placing confirmation calls, and managing client files; other duties reasonably befitting a professional massage therapist; and instruction related to these items.

(CEC § 94909(a)(5))

<p>Hands-On Massage: Including client assessment and interview, professional draping procedures & policies, body mechanics for the therapist, massage application, Swedish, Shiatsu massage, acupressure, sports massage, seated massage, foot reflexology, deep tissue massage, energy massage, joint mobilization, customization of massage sessions.</p>	250
<p>Anatomy & Physiology Lab (20 hrs) and of Anatomy & Physiology Theory (60): Including orientation to the human body; integumentary, skeletal, fascial, muscular, nervous, cardiovascular, and other body systems; and kinesiology.</p>	80
<p>Business (15 hrs.) and Ethics (10 hrs): Communication skills that include professional ethics standards of ethical practice, California laws and rules, informed consent, therapeutic relationship, and confidentiality, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees,</p>	25



Additional Subjects: A. Kinesiology Lab includes palpation, movement, range of motion, and end feel. B. Additional Modalities.	30
Health & Hygiene: Including therapist hygiene, blood and airborne pathogens, infection control, and universal precautions.	20
Additional Subjects: Massage Theory Massage History Medical Terminology Kinesiology Theory SOAP Notes and Charting Additional Core Hours	60
Contraindications including pathology, endangerment areas, skin disorders, and medications and massage.	35
Total Hours	500

Additionally, students will need to follow the required draping standards, which is described at the bottom of the curriculum.

TEXTBOOK

- Milady (2017). Milady Theory & Practice of Therapeutic Massage (6th Edition)
- Other resources:
 - <https://www.camtc.org/law-enforcement-government-agencies/>
 - rmcelroy@camtc.org
 - [CPCA Strategic Partners](#)
 - [School Website](#)

SUPPLIES

- | | |
|--|---|
| <ul style="list-style-type: none"> • Disinfection solution • Towels and drapes/ sheets • Hot stones kits • Liniments (hot rub herbs) • Pillows, blanket, robes. | <ul style="list-style-type: none"> • Anatomy posters • Analgesic oil or gel • Massage bed and chair. • Facial tissues • Shiatsu posters. |
|--|---|



For detailed lists of products and supplies, please contact administrators.

MESSAGE THERAPIST CLASS SCHEDULE

Massager Therapy: Class sessions begin weekly on Saturday. TBD (classes commence in June 2026)

Massager Therapy: Class sessions begin weekly on Sat TBD (classes commence in 2026, estimate)

Massager Therapy: Class sessions begin weekly on Sat
Sat and Sun 9: 00 am -7pm

Every two hours to three hours students will have 15 minutes break.

Total: 19 hours a week.

Final evaluation test will be provided when students are at 75% of time length (375 hours) or other arrangement.

Massage Therapy Draping Standards

The following standards shall be observed:

- Students in the client position should be draped such that genitals, breasts and gluteal cleavage are covered. These areas are referred to as “private body parts”.
- Students shall be draped and undressed in the proper way. To do this, the student’s partner should hold up a sheet to act as a screen and then wrap the student in the sheet while the student takes his or her position on the massage table. Or the student client can wrap himself/ herself self-managed, a method in which they will be trained. The student shall be draped while coming off the massage table. The drape is to be used as a screen while the student dresses.
- When massaging the front of a student’s torso, massaging the chest, the towel shall remain in place and the therapist will work through the towel. The towel shall be placed over the student’s breast area prior to the sheet being pulled down for access to the abdomen.
- Standard draping practice, student is fully draped except for the area of the body being massaged.
- The therapist shall lift the sheet toward the farthest side of the client and high enough for the client to turn over easily without exposing the client.
- At no time shall the therapist work with his/her hands under the drape during the massage.
- If at any time any private body parts of the client should become exposed, the therapist shall avert their eyes or shall maintain eye contact with the client. This technique makes the client comfortable, and the therapist’s professionalism is maintained in the massage session.
- Drapes that are directly touching the client shall be clean.

Jade Beauty & Barber College

- Proper body mechanics must be used during draping procedures.
- Blinds in all classrooms shall be completely closed during all bodywork classes.

Students should wear comfortable clothes for easy and varying mobility needs and professionalism.

DESCRIPTION OF EDUCATION, CLOCK HOURS, AND INSTRUCTION PROVIDED

DESCRIPTION OF THE PROGRAM

Program CIP Code: 12.0410 Program SOC Code: 39-5092

On campus version: complete 400 hours in-person.

Hybrid version: Theory online 200 hours (50%) of the time length of the program and 200 hours (50%) of the program, practical in-person.

NAIL CARE COURSE OF STUDY (400 CLOCK HOURS)

This course covers the overall subject of manicure, pedicure, artificial nail, and its repair. The course consists of technical instruction and practical operations, which includes instruction and practical experience in manicure, pedicure, acrylic nail, nail tips, nail wraps, nail repairs, dipping, gel nails, customer service, professional images, retail skills, business plan, operation and ethics, state laws and regulations. Successful completion of this course and passing the State Board Examination and Licensure allow the students to be a manicurist, pedicurist, nail artists for acrylic nails, nail tip, nail wraps, nail repair, salon owner, salon manager, beauty product sales representative, and product.

(CEC § 94909 (a)(5))

MANICURIST COURSE EDUCATION OBJECTIVE

The Nail Care course of study is designed to provide students with the basic skills and knowledge required to pass the State Board licensing examination. Students are also prepared for entry-level positions in the Beauty Industry in such occupations as manicurist, pedicurist, and nail artist, salon owner, salon manager, beauty product sales representative, product demonstrator.

(5 CCR § 70000(q) & 71810(b)(2))

MANICURIST COURSE GRADUATION/COMPLETION REQUIREMENTS

The student must complete the required minimum hours in technical instruction and practical operations in Nail care (400 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass weekly tests or quizzes and the final tests, which are practical and written tests, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.

(CEC§94909(a)(5))

Jade Beauty & Barber College

DESCRIPTION OF INSTRUCTION FOR ON-CAMPUS AND HYBRID

DISTANCE EDUCATION METHODS

Students can choose to learn theory on-campus or theory online asynchronous, or synchronous or both)

MODE OF INSTRUCTION

Lecture, discussion, explanations, elaborations, asking questions, think aloud through processes, recapping/summarizing information, demonstration, visual aids, textbook review, practice on live models or mannequins (under the supervision of qualified instructors) and testing. All instruction that accounts for class hours will be taught in English only.

INSTRUCTION METHOD

Students may choose to learn the entire course on-campus or theory online (asynchronous or synchronous or both) distance education. The program does not require internships or externships.

Our instructional method focuses on guiding students through education to have strong knowledge and intensive hands-on experience, which includes:

Interactive lecture/discussion, videos, DVDs, slides, demonstration. Students shall attend scheduled theory and demonstration, reading assignments, perform practice operation on mannequins, or service on another person, complete assignments, projects, and testing all subjects in the curriculum to determine students' achievement of learning objective.

EACH TOPIC IS DIVIDED INTO 4 PARTS

- C. Theory classes (lectures and demonstrations)
- D. Theory testing (written and oral)
- E. Perform practical on mannequin or live model.
- F. Review (lectures and demonstrations) and evaluate progress

NAIL COURSE CURRICULUM

Business and Professions Code (B&P) section 7365(a) states: A nail care course established by a school shall consist of not less than 400 hours of practical and technical instruction.

“Technical instruction” shall mean instruction by demonstration, lecture, classroom participation, or examination; “practical operation” shall mean the actual performance by the student of a complete service on another person or on a mannequin. “Practical training” shall mean the time it takes to perform a practical operation. “Practical operations” shall mean the actual performance by the student of a complete service on another person or on a mannequin. CEC § 950.1

Jade Beauty & Barber College
(CEC § 94909(a)(5))

NAIL CARE SUBJECTS	MINIMUM HOURS REQUIRED
MINIMUM 100 HOURS, HEALTH, AND SAFETY	
<p>Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p>Board Approved Health & Safety Course (B&P 7389(a)): including instruction on hazardous substances, basic labor laws, and physical sexual assault awareness</p>	100
MINIMUM 100 HOURS, DISINFECTION AND SANITATION	
<p>Disinfection and Sanitation: Including instruction on Disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.</p>	100
MINIMUM 150 HOURS MANICURE AND PEDICURE	
<p>The subject of Manicures: Including instruction on water oil manicure and pedicures hand and arm massage, foot and ankle massage, nail analysis and artificial nail services including acrylic liquid, gel, dip, and powder brush-Ons, dip, tips, wraps, and repairs.</p>	150
MINIMUM 20 BOARD OF BARBERING RULES AND REGULATIONS AND THE SALON BUSSINESS AND ON THE JOB	
<p>Practice in the salon business, communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.</p>	

Jade Beauty & Barber College

ADVANCE NAIL TECHNEQUES	
Drawing, marbles, ombre, and French designs with acrylic, dipping, building gels, hybrid gels products. Learning e-file, drills bits and functioning. Gel X and more	30
Total	400



TEXTBOOKS

1. Milady (2020). Standard Nail Technology with Standard Foundations (8th Edition.).
2. Health and Safety course. You can obtain on Jade Beauty and Barber College website or at https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf (Free for public)
3. Board of Barbering and Cosmetology Act and Regulations 2023. You can obtain on Jade Beauty and Barber College website https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf (Free for public)

All electronic materials are available for students to use (Please contact the school education director for access)

SUPPLIES

- Disinfection solution
- Towels and napkin
- Manicuring and pedicuring products and tools
- Acrylic nail & products
- Dipping nail & products
- Building gel & products
- Building gel & products
- Nail tips, wrap supplies & products.
- Paraffin & Hot Oil Treatment for nails
- Hybrid gel/ Nail art/ Nail Painting (optional)



For a detailed list of products and supplies, please contact administrators.

NAIL CLASS

Schedule of Technical Instructional Days and Time

Nail Care: Class session begins weekly on Tuesdays.

Tue 10:00 am –11 am (lecture); 11am-12 pm (practical demo)

Thurs: 10:00 am –12 pm (lecture); 11am-12 pm (practical demo)

Instructors: Thu Le, Phuong Lien Pham, B. Mai, Alec Sheldon,

Raymond Tran

Friday or Saturday: Theory testing, practical testing, quizzes

Friday or Saturday is testing day; however, students who can't attend on testing scheduled days can make up on another day.

Final evaluation test will be provided when students are at 75% of time length (300 hours) or other arrangement.

Classes are conducted all year round. All subjects required by the Board must be completed prior to issuance of a diploma and/or authorization to take the State exam. Each subject will be repeatedly covered prior to a student graduating. Each chapter in the textbook has its own objective, which will be discussed thoroughly during the classes. Our instructors will be announcing course instructions to students every week. Each week will discuss one to two chapters and two procedures. Students can choose to take any chapter test or practical procedure in the given week of study. Class material is covered in both the day school option and afternoon school option in each course.

MAKE-UP POLICY

Jade College has technical instruction and practical operations in the morning, afternoon, evening, and weekends. Students are welcome to attend school to do make-up classes, practical, or testing during other available day or afternoon school options. Our instructors are always available to support students to achieve their goals.

DESCRIPTION OF EDUCATION, CLOCK HOURS AND INSTRUCTION PROVIDED

DESCRIPTION OF THE PROGRAM

Program CIP Code: 12.0413 Program SOC Code: 39-5012 On campus version: complete 600 hours in-person

Hybrid version: Theory online 300 hours (50%) of the time length of the program and 300 hours (50%) of the program, practical in-person

COSMETOLOGY OR BARBER INSTRUCTOR COURSE OF STUDY (600 HOURS)



This course requires 600 hours of courses related to providing instruction in the subject of Barbering and Cosmetology. The course consists of technical instruction and practical operations, which includes instruction and practical experience in preparatory instruction, classroom conduct, student supervision, state laws and regulations. Successful completion of this course allows the licensed individual to perform all skills needed as a Cosmetology instructor or Barber instructor.

(CEC § 94909 (a)(5))

COSMETOLOGY OR BARBER INSTRUCTOR COURSE EDUCATION OBJECTIVE

The Cosmetology and Barber Instructor course of study is designed to provide students with the basic skills and knowledge to become a qualified instructor. Students are also prepared for entry level positions in the Beauty Industry in such occupations as a Cosmetology / Barber instructors, working for barber and beauty schools in a similar capacity, franchise educators, or international educators. Once this course is completed, students can confidently conduct technical instruction and practical demonstration for classes.

(5 CCR § 70000(q) & 71810(b)(2))

COSMETOLGY OR BARBER INSTRUCTOR COURSE COMPLETION REQUIREMENT

The student must have completed the 12th grade or its equivalent, hold a Cosmetology or Barber license, and complete the required minimum hours in technical instruction and practical operations in Cosmetology and Barber Instruction (600 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass the final tests, which are practical and written tests, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.

(CEC § 94909 (a) (5))

DESCRIPTION OF INSTRUCTION FOR ON-CAMPUS AND HYBRID DISTANCE EDUCATION METHODS

Students can choose to learn theory on-campus or theory online (asynchronous or synchronous or both)

MODE OF INSTRUCTION

Program CIP Code: 12.0413 Program SOC Code: 39-5012

On campus version: complete 600 hours in-person

Hybrid version: Theory online 300 hours (50%) of the time length of the program and 300 hours (50%) of the program, practical in-person

COSMETOLOGY OR BARBER INSTRUCTOR COURSE OF STUDY (600 HOURS)



This course requires 600 hours of courses related to providing instruction in the subject of Barbering and Cosmetology. The course consists of technical instruction and practical operations, which includes instruction and practical experience in preparatory instruction, classroom conduct, student supervision, state laws and regulations. Successful completion of this course allows the licensed individual to perform all skills needed as a Cosmetology instructor or Barber instructor.

(CEC § 94909 (a)(5))

COSMETOLOGY OR BARBER INSTRUCTOR COURSE EDUCATION OBJECTIVE

The Cosmetology and Barber Instructor course of study is designed to provide students with the basic skills and knowledge to become a qualified instructor. Students are also prepared for entry level positions in the Beauty Industry in such occupations as a Cosmetology / Barber instructors, working for barber and beauty schools in a similar capacity, franchise educators, or international educators. Once this course is completed, students can confidently conduct technical instruction and practical demonstration for classes.

(5 CCR § 70000(q) & 71810(b)(2))

COSMETOLGY OR BARBER INSTRUCTOR COURSE COMPLETION REQUIREMENT

The student must have completed the 12th grade or its equivalent, hold a Cosmetology or Barber license, and complete the required minimum hours in technical instruction and practical operations in Cosmetology and Barber Instruction (600 clock hours) with a Grade Point Average (GPA) of 75% or better. The student is required to take and pass the final tests, which are practical and written tests, with an overall average of 75%. The student is awarded a diploma upon graduation. No internships or externships are required to complete the course and/or to receive licensure.

(CEC § 94909 (a) (5))

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Lecture, discussion, explanations, elaborations, asking questions, think aloud through processes, recapping/summarizing information, demonstration, visual aids, textbook review, practice on live models or mannequins (under the supervision of qualified instructors) and testing.

INSTRUCTION METHOD

Students may choose to learn the entire course on-campus or theory online (asynchronous,) or



synchronous or both) distance education. The program does not require internships or externships.

Our instructional method focuses on guiding students through education to have strong knowledge and intensive hands-on experience, which includes:

Interactive lecture/discussion, videos, DVDs, slides, demonstration. Students shall attend scheduled theory and demonstration, reading assignments, perform practice operation on mannequins, or service on another person, complete assignments, projects, and testing all subjects in the curriculum to determine students' achievement of learning objective.

EACH TOPIC IS DIVIDED INTO 4 PARTS

- I. Theory classes (lectures and demonstrations)
- II. Theory testing (written and oral)
- III. Perform practical on mannequin or live model.
- IV. Review (lectures and demonstrations) and evaluate progress.

CURRICULUM INSTRUCTOR COURSE

The curriculum for students enrolled in a Cosmetology and Barber Instructor course shall consist of six hundred (600) hours of technical instruction and practical training.

“Technical instruction” shall mean instruction by demonstration, lecture, classroom participation, or examination; “practical operation” shall mean the actual performance by the student of a complete service on another person or on a mannequin. “Practical training” shall mean the time it takes to perform a practical operation. “Practical operations” shall mean the actual performance by the student of a complete service on another person or on a mannequin. CEC § 950.1

(CEC § 94909(a)(5))

INSTRUCTOR COURSE SUBJECTS	MINIMUM HOURS OF TECHNICAL INSTRUCTION REQUIRED	MINIMUM PRACTICAL HOURS OPERATION REQUIRED
The Barbering and Cosmetology Act and Board's Rules and Regulations	20	_____
Preparatory Instruction: Including Instructional techniques, organization technique, and evaluation technique.		



a) Instructional techniques: lecture, demonstration, performance, communication skills, instructional aids, and using questions to promote learning.	40	40
b) Organization technique: including objective, teaching method, and performance.	40	40
c) Lesson plan: subject, outlines, lesson objective, summary and review, visual aids	50	60
d) Evaluate technique: tests purpose, types of tests, scoring, grading, etc.	10	20
Conducting Classroom: Lectures presentation, demonstrations for practical operations	60	70
Supervision of student: Supervising and training students practice on	80	70
Total hours	600	

TEXTBOOK

1. Milady (2022). Professional Educator (4th Edition).
2. Health and Safety course. You can obtain on Jade Beauty and Barber College website or at https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf (Free for public)
3. Board of Barbering and Cosmetology Act and Regulations 2023. You can obtain on Jade Beauty and Barber College website or at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf (Free for public)

All electronic materials are available for students to use (Please contact the school education director for access)

SUPPLIES

- Disinfection solution
- Permanent waving, soft perm, chemical hair relaxers products and tools
- Manicuring and pedicuring products and tools
- Towels and drapes
- Hair cut & styling tools.
- Shampoo & conditioner.
- Hair removal products & tools (waxing & tweezing)
- Facial product and tools
- Make-up products and tools
- Brows and lash beautification products and tools.
- Nail enhancements products and tools.
- Acrylic, light gel, dipping

For detailed lists of products and supplies, please contact administrators.

INSTRUCTOR CLASS TBD (classes commence in June 2024 (estimate))

Schedule of Technical Instructional Days and Time

Instructor: Class sessions begin weekly on

Wednesdays.

Wed: 3 pm-4 pm (lecture)

Fri: 3 pm-4 pm (lecture); 4 pm-5pm (practical demo)

Instructors: Thu Le, Danny Holt

Friday: Theory testing, practical testing, quizzes,

Friday is testing day; however, students who can't attend testing scheduled days can make up on another day.

A final evaluation test will be provided when students are at 75% of time length (450 hours) or other arrangement.

Classes are conducted all year round. All subjects required by the Board must be completed prior to issuance of a diploma and/or authorization to take the State exam. Each subject will be repeatedly covered prior to a student graduating. Each chapter in the textbook has its own objective, which will be discussed thoroughly during the classes. Our instructors will be announcing course instructions to students every week. Each week will discuss one to two chapters and two procedures. Students can choose to take any chapter test or practical procedure in the given week of study. Class material is covered in both the day school option and afternoon school option in each course.

MAKE-UP POLICY

Jade College has technical instruction and practical operations in the morning, afternoon, evening, and weekends. Students are welcome to attend school to do make-up classes, practical, or testing during other available day or afternoon school options. Our instructors are always available to support students to achieve their goals.

COMPLIMENTARY AND CONTEST OF ACCOMPLISHMENT

The institution will have complimentary service to our students who pass and receive the state board license and graduation. Jade College will celebrate our students' accomplishment in their field of study. Contest will be opened for each class / under graduation. Reward/ gifts are given. Jade College is encouraging all students to join in to challenge his/ herself.

The professional photos and film will be shared in public for the hard work who completed education of field of study. These photos and / or films are a gift / share to students and can be



used in his or her and school portfolios, social media, marketing materials.

Please share and let Jade College know if you do not allow it.

GENERAL SUPPLY AND EQUIPMENT (ALL EQUIPMENT IS OWNED BY JADE COLLEGE; STUDENTS USE WITHOUT CHARGE.)

- Electrical equipment for giving instruction in skin care and electrical facials (1)
- Mannequins, with full head of hair (10)
- Time clocks or time scanner (1)
- Shampoo bowls (5)
- Dryers (6)
- Facial chair/ facial couches (2)
- Manicure stations (6)/ student tables.
- Thermal hair straighteners (4).
- Non-electric comb (4).
- Stove (for non-electric comb) (1).
- Electric curling iron (3).
- Non-electric curling iron (3), two sizes.
- Stove (for non-electric curling irons) (2)
- Styling and barber chairs (15).
- Towel steamer (1)
- Receptacle for disposal of hair.
- Closed receptacles to hold all soiled towels, gowns, and sheets.
- Light therapy (3). - Handle and facial light
- Closed, clean cabinets to hold all clean towels, smocks, linens, sheets, disinfectant solution and containers.
- Smart TV (3)
- Computer, laptop, note pad, DVDs

(5 CCR § 71735 & 71810(b) (9))

ADDITIONAL EQUIPMENT, IMPLEMENTS, SUPPLIES FOR COSMETOLOGY AND BARBER COURSE

- Student chairs and tables
- Clippers, trimmers, scissors, razors, shavers, tint bowls, tint brushes, styling brushes, blow driers, perm rods, vary combs tyles.
- Sufficient implement supplies and products to support disinfection, hair cutting, shaving, chemical texture services, facial procedures.
- Sufficient implement, supplies and nail products (for cosmetology program)
- Implements, tools, materials, supplies, products from Esthetician and nail courses can be used in cosmetology programs.

NAIL CARE COURSE

- Student chairs and tables



- 6 Manicure stations/ students tables
- 2 UV light gels
- 2 Electric nail files and drills
- Fringer bowls and pedicure tubs
- Finger and toenail nippers
- Cuticles pushers
- Fingernail brushes
- Cuticle nippers and scissors
- Towels
- Acrylic nail brushes and cups
- Set of nail tips
- Acrylic nail file and emery board; buffers
- Products for manicure and pedicure; acrylic nail, nail repair, gels, dip, and design.

ESTHETICIAN COURSE

- Student chairs and tables
- 2 Facial chairs or couches
- 1 Steam towel machine
- Towels and drapes
- 1 Steamer, High frequency, microcurrent, LED light therapy
- Wax oven, extractors, derma- planting tools, brows, and lashes beautification kits,
- Products and materials for facials and waxing

- INSTRUCTOR COURSE

- Student chairs and tables
- Cosmetology, Barber, Nail care, and Esthetician's course material will be used in Instructor course.

MASSAGE THERAPY COURSE EQUIPMENT /

SUPPLIES:

- Student chairs and tables
- Massage beds (2)
- Body and foot rollers
- Herbs heat stones
- Anatomy posters
- Anatomy poster or app
- Trigger point therapy chart
- Shiatsu posters
- Head and face massage tools
- Hot stone and warmers
- Hot pillows
- Eyes pad

Jade



Beauty & Barber College

Jade Beauty & Barber College

- Towels and drapes
- Massage products

Certification: I certify under penalty of perjury of the laws of the state of California that the catalog or brochure includes at a minimum the above stated information.

To the best of my knowledge, I declare that the information submitted is true and correct.

Raymond Tran

Signature

January 1, 2024