"To Give Anything Less Than Your Best
Is to Sacrifice Your Gift"

SCHOOL CATALOG

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2025 revision
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INTERNATIONAL SCHOOL OF BEAUTY

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BPPVE License# 3303991 BBC# 02006 Federal ID# 330975238
NACCAS # 014331-00 OPEID# 03964400 DUNS# 128462582
CAMTC# SCH0119

Board of Directors

OFFICERS

Owner and President/CEO
Ronald Holbert, Esq.

Vice President/Co-Owner
Mirela Marinescu-Holbert

****

ADMINISTRATIVE STAFF

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Mirela Marinescu-Holbert

ADMINISTRATIVE
Claire Amaro
Business Manager/Compliance Officer

FINANCIAL AID
Renee Bolen -Officer
Mihaela Mateescu-Admin.

Educational Supervisor
Alejandra Martínez

****

INSTRUCTIONAL STAFF

Alejandra Martinez
Mirela Marinescu-Holbert
Nancy Zamora
Lisa Nabb
Carla Vargas
Ingrid Coyle
Lawrence Riley
Victor Simmons
Clinton Dobbs
Jeanna Carrick
Therese Fanta

Consulting Educators

Customer Service Receptionist
Anahi Barahas

A Message from the Owners

Welcome to the International School of Beauty and thank you for selecting our campus to assist you in obtaining training in the beauty industry. As a student of this school, you are about to embark on an experience that will provide you with the opportunity for a successful future.

We take great pride in our dedicated staff and in our curriculum, designed to prepare our graduates for state licensure and in developing those technical skills and personal skills necessary for successful entry into the job market. To achieve this level of excellence takes a great deal of dedication, hard work and practice on your part, as well as on ours. When you enter into the program of your choice you are joining a team.

Our students benefit from the support of professional product line representatives and distributors who help integrate product knowledge and retail awareness into our educational programs as well as from exposure to guest speakers and members of the professional beauty culture community.

Our educational emphasis includes placement assistance, when you are licensed, and guidance to help you develop those personal qualities of poise, confidence and professionalism that will enable you to aspire to your goals.

Our goal is to help you discover your abilities and potential, however, the degree to which you succeed will depend on the effort you are willing to apply during your entire course of study.

Congratulations! And, thank you for allowing us the opportunity to be a part of your success.

Sincerely,

Ronald G. Holbert - President
Mirela Marinescu-Holbert -Vice President

INTERNATIONAL SCHOOL OF BEAUTY

MISSION STATEMENT

The mission of this institution is to provide a complete curriculum, in the fields of Cosmetology, Esthetics, Esthetician-Skin Care Specialist, Manicuring/Nail Care, Barbering, Cosmetology Crossover to Barber, Barber Crossover to Cosmetology, Massage Therapy, Hairstylist and Instructor Training and to ensure that all students receive quality professional training, fulfilling all California state compliance requirements, providing advanced educational classes, to include product knowledge and safety, consumer safety and ethical behavior; all done with the goal of producing dedicated and fully qualified professionals.

APPROVAL NOTICE & DISCLOSURE STATEMENTS

INTERNATIONAL SCHOOL OF BEAUTY is located in Palm Desert, CA at 72-261 Highway. 111. Suite, 121-B. Is a private institution, that is approved to operate by the Bureau of Private Postsecondary (BPPE) and that approval to operate means compliance with state standards as set forth in the CEC and 5CCR. An institute may not imply that the Bureau endorses programs, or that the Bureau approval means the institution exceeds minimum state standards.

The corporation is not at this time, or has ever, filed a petition neither for bankruptcy or re-organization, operated as a debtor in possession nor had a 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).

This school opened in January of 2001 and is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The Palm Desert Campus is approved by the United States Department of Education and will assist qualified students in acquiring **Federal Student Financial Aid**. An unaccredited institution is not eligible to offer federal financial aid programs. *Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and federal direct loans are available to students regardless of income. For further information regarding qualifications and instructions as to how to complete the Free Application for Federal Student Aid (FAFSA) visit www.fafsa.ed.gov. Complete "Consumer Disclosure Information" regarding completion, passage, and licensure rates, is available on the school website and student referral services, school campus safety plan, information on obtaining a GED, etc. are provided under separate cover and may be requested from the Student Advisor/Registrar. ***"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."*** Veteran's Benefits are welcome.

Our School offers a convenient, no-interest payment plan, discounts for payments in full and financial assistance to qualified applicants. As a NACCAS accredited School, this campus is also approved by the US Dept. of Education to offer Federal Student Aid to eligible students for qualified programs.

Instruction is in residence and in accordance with facility occupancy level, which can accommodate up to 150 students. The California statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact of compliance with course requirements. Prospective enrollees are encouraged to visit the physical facility of the schools and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

State Boards, Bureaus, Departments or Agencies set minimum standards for each program of study: This school has been authorized to offer instructional courses for the following fields, whose standards have been established by the California Department of Consumer Affairs; Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA. 94244-2260. Phone; 1-800-952-5210: **Cosmetology**: 1000 clock hrs. **Barbering**: 1000 clock hrs. **Esthetics**: 600 clock hrs. **Manicuring/Nail Care**: 400 & 600 clock hrs. **Esthetician-Skin Care Specialist** (includes 600 hrs. of Esthetics / 300 hrs. of Advanced Esthetics): 900 clock hrs. **Barber Crossover to Cosmetology**: 300 clock hrs. **Cosmetology Crossover to Barber**: 200 clock hrs. **Hairstylist 600 hrs**, **Instructor Training**: 600 clock hrs. (no State Certification currently available). **Massage Therapy**: 600 clock hrs. Four Accredited Advanced Ed. classes are available: Pro Make-Up Artistry Program (90 clock hrs.), Hair Extensions Advanced Training Program (24 clock hrs.), Adv. Skin Care Techniques Program (90 clock hrs.), Advanced Hair Color Certification (80 clock hrs.). ***All classes for all courses are taught in English only.*** This school does not recruit students already attending or admitted to another school offering similar programs nor does it compensate employees for student recruitment. *Persons seeking to resolve problems, complaints should first contact the instructor in charge. Requests for further questions or action may be made to the Owner and Chief Executive Office of the School: Ronald G. Holbert, Esq*

All information presented in the content of this school catalog is as current and correct as possible at the time of printing and is certified as true by

Ronald G. Holbert, Esq. Signature: RONALD G. HOLBERT Information in is catalog is current and will be updated on a yearly basis valid January to December, or as deemed necessary, at which time revisions will be made available to the student body and staff, via the school web site: www.btyschool.com.

FACILITY DESCRIPTIONS:

The facility operates in a combined space of 8480 sq. feet, in an air-conditioned, building in compliance with all city codes and regulations. Ample parking is provided in accordance with building codes to include appropriate spaces for Physically Challenged persons. The facility is centrally located and accessible by public transportation.

There are seven suites connected and opening from one to another. The main suite includes the reception desk, product display case, customer waiting area, separate customer and student/staff restroom facilities (built to applicable County codes of accessibility of the physically challenged), and salon style workstations (including locked areas for student's personal belongings…shampoo bowls, hair dryers, manicuring tables and massage tables). There is also a wet lab and laundry room.

The administration and registration offices, classrooms/practical work center, student resource center and library allowing students to pursue inquiries, searches for information and documentation, and assignments connected with their study programs. There is a lounge and restrooms located in the adjoining suites to the clinic, which is next to the Esthetics room with facial and waxing tables, wax pots and various electrical modalities. The maximum capacity for the Palm Desert school campus is 200 students.

INSTRUCTIONAL EQUIPMENT:

A textbook and workbook or other related resource material pertinent to course taken, shall be issued to students enrolled at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed on the first day of class, or within the first five days). Necessary supplies will be maintained in the freshman classrooms and included in the student's tuition, there are equipment and supply kits that will be issued by the 5th day of the start of class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen, or damaged items.

MEMBERSHIP:

School Staff monitors related professional organizations so that continuing education and changes in regulatory conditions may be upheld to the highest degree. Examples of such organizations are: CAMTC, State Board of Cosmetology, California Cosmetology Association, California Association of Private Postsecondary Schools, Cosmetology Educators of America, National Cosmetology Association and the National Accrediting Commission of Career Arts and Sciences (NACCAS). Participation in local organization activities, such as the Chamber of Commerce and the Desert Spa Director's Association, will be maintained in order to provide the best conditions and curriculum for the benefit of our community.

LICENSING/ACCREDITING AGENCY NAMES:

California State Board of Barbering and Cosmetology School Code 02006
1625 N Market Blvd Suite 22 Sacramento, CA 95834 (800) 952-5210

California Bureau of Private Post Secondary Education - BPPE School Code 3303991
1747 North Market Blvd Suite 225 Sacramento, CA 95834 (800) 370-7589

NACCAS School Code 014331-00
3015 Colvin St, Alexandria VA 22314 (703) 60-7600
The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology arts and sciences, electrology and massage.

US Department of Education OPEID # 03964400
400 Maryland Ave, SW Washington , DC 20202 (916) 319-0800

CAMTC Approval Code SCH0119
1 Capitol Mall #800, Sacramento, CA 95814 (916) 669-5336

SECTION TWO: LEGAL NOTICES AND CERTIFICATIONS

NOTICE OF STUDENT RIGHTS

As a student of **INTERNATIONAL SCHOOL OF BEAUTY**, located in Palm Desert, California, you have certain legal rights.

1. You have the right to cancel your contract with this School, without any penalty, or obligation after the date of registration through the seventh (7th) day after the first class session as described in the *Notice of Cancellation* form that will be distributed to all students at the time of enrollment. You are encouraged to read the *Notice of Cancellation* for detailed information on your rights and responsibilities. If you lose your copy of the *Notice of Cancellation* you may request a copy from the business office located at the School or refer to your enrollment contract for the date by which the notice must be submitted without penalty.
2. After the end of the cancellation period has passed, you still have the right to cancel your enrollment at any time. You may receive a pro-rata refund of tuition paid for the remainder of the course not yet taken. Your rights for a refund are described on your contract, page 2 and you will be given a NOTICE OF REFUND upon registration, and you may find the refund policy on page 26 of this catalog. You may request a duplicate copy of your contract if necessary, from the business office located at the School.
3. In the event of the necessity to close the School before the conclusion of your instruction, you may be entitled to a refund. See Student Protection Policy.
4. "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 (BPPE)** at, 1747 Market Blvd Ste 225 Sacramento, CA 95834 or PO Box 980818 West Sacramento, CA 95798, Web site: www.bppe.ca.gov, (888) 370-7589 Dax (916) 263-1897 or (916) 574-8900 Fax (916) 263-1897"
5. "A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's Internet Web site at www.bppe.ca.gov"
6. *Unresolved complaints or questions may also be directed to our accrediting agency, NACCAS, 3015 Colvin Street, Alexandria VA 22314 (703) 600-7600, Fax 703-379-2200 (http://naccas.org)* **"**A student or any other member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814. www.camtc.org. phone (916) 669-5336, or fax (916) 669-5337."

NON-DISCRIMINATION POLICY

THE INTERNATIONAL SCHOOL OF BEAUTY does not discriminate on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or physical disabilities. However, it must be kept in mind that in most aspects of the beauty culture field, as well as Massage Therapy, there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students who may be physically challenged if the student believes he/she can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, employment placement or any other activities.

STUDENT RECORDS AND RIGHT TO PRIVACY

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians of minors to review their academic records, to include grades, attendance, and counseling reports. Student records are confidential and only NACCAS (Accrediting Agency) or other individuals authorized under applicable state/federal laws are allowed access without first obtaining the written permission of the student and parents or guardians of dependent minors. State law requires that the School maintain these records for no more than a six (6) year period and student transcripts are kept permanently. Students may request to review their records by writing to the Director of the School and all such review sessions will be scheduled during regular School hours and in the presence of an administrative representative. Further, the school must obtain written permission from the student to publish personal information in a student directory.

PHILOSOPHY AND OBJECTIVES

The school operates under the California Corporation of INTERNATIONAL SCHOOL OF BEAUTY as a private educational institution offering vocational education with career-orientated programs in the comprehensive field of Cosmetology and Massage. This institution strives to emphasize the importance and development of, professional skills in each student that will maximize their employment opportunities. Personal growth and development is enhanced by the interaction between instructors, students and administrative staff. The International School of Beauty has, as its prime objective, to provide the training necessary to pass the California State Board examination or any other current certification requirements in this state in order to secure employment within the broad spectrum of the beauty, massage and the personal appearance industry. The successful graduate of this School will have the vocational training needed to function effectively in any organization that requires these skills as needed in such specialty areas as:

COSMETOLOGY: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner. (Standard Occupational Classification: 39-5012.00 Classification of Instructional Program Code 12.0401)

COSMETOLOGY CROSSOVER TO BARBER: Same job opportunities of Cosmetology to include Barbering.

ESTHETICS, ESTHETICIAN-SKIN CARE SPECIALIST: Skin and Body Care Technician, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager, Salon Owner, and Pre-op and Post-op expert on camouflage make-up techniques for plastic surgery. (Standard Occupational Classification 39-5094.00 Classification of Instructional Program Code 12.0409) includes both Esthetician and Skin Care Specialist (defined to include all Esthetics procedures AND full Body Massage)

MANICURING/NAIL CARE: Manicurist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager or Owner. (Standard Occupational Classification 39-5092.00 Classification of Instructional Program Code 12.0410)

HAIRSTYLIST COURSE: Hair Stylist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Program Code 12.0407

INSTRUCTOR TRAINING: Cosmetology Teacher, Supervisor, School Director, and Platform Artist, Manufacturer's Representative. (Standard Occupational Classification 25-1194.00 Classification of Instructional Program Code 12.0413)

BARBERING: Barber, Barber Stylist, Personal Assistant, Consultant on Beauty and Personal Appearance, Cosmetic and other beauty supply sales, Barber Shop Manager or Owner. (Standard Occupational Classification 39-5011.00 Classification of Instructional Program Code 12.0402)

BARBER CROSSOVER TO COSMETOLOGY: Same opportunity as Barbering to include manicuring and advanced facials**.**

MASSAGE THERAPY: Masseur, Masseuse, Body Work Specialist, Consultant, Personal Assistant, Spa Manager, Spa Owner (Standard Occupational Classification 31-9011.00 classification of Instructional Program Code 51.3501)

WEB: CIP www.nces.ed/ipeds/cipcode OR WEB for SOC http://www.onetonline.org/find and insert course code for further information.

The educational programs offered at our campus of the **INTERNATIONAL SCHOOL OF BEAUTY** provide students with advanced knowledge and experience in each of these divisions. In a challenging environment and learning atmosphere, the School is designed to maximize the student's opportunity for success in these exciting career fields and the quality of the facility is evident in the classrooms and practice lab. The curriculum provided by the core staff at this school is supplemented regularly by the use of guest artists, lectures and trainers with proven expertise in virtually all areas of their related industries and special, periodic surprise incentive rewards for the top students in attendance, performance and academic achievement. The addition of accredited advanced training classes in 2013/14 have added additional ways to enhance a professional résumé.

These exciting opportunities are carried out in environments that are emphasized by:

1. Well-lighted facility, designed to meet functional, academic, and occupational needs.
2. Instructional and required practice equipment especially provided to properly enhance student training.
3. Educational philosophies that demand the student adhere to the high professional and conduct standards of the School and those of the vocation to which they are training.
4. A curriculum and instructional plan, structured to provide guidance, supervision, and motivation during the complete length of student training and in compliance with state board requirements.
5. Instructional methods and techniques that are competency based to assure learning achievement in each course offered.

Training on quality equipment in pleasant and comfortable surroundings allows students to gain skill and confidence. Adhering to strict standards of professional behavior enhances their future for quality employment opportunities and aides in developing their skills to the fullest capacity. **The school does not admit students from other countries**. **The School does not offer ESL (English as Second Language) courses**. Classes and materials will be given in English and the student is expected to have a level of English Language proficiency at the 12th grade level as verified by presenting a copy of their high school diploma. As the need arises; Spanish translation or interpretation of materials may be made available. However, Bi-lingual students are encouraged to practice reading and speaking English during their studies at the School. State Board Examinations may be requested in other languages upon written request interpreters may be used.

EDUCATIONAL METHODOLOGY

The training programs are structured using clinic settings as close to actual working conditions of a spa or salon. The practical "hands-on" application accounts for 50 to 60 percent of the training program. Each module or phase within the curriculum is geared toward a specific area in the Cosmetology or Massage field. The staff of the school is aware that individuals learn at different degrees of speed and ability (emotional and physical), therefore, training is on an individual basis. This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum. Learning in a comfortable, friendly, and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty culture field of their choosing. Those persons who are interested in pursuing a new career are welcomed by International School of Beauty. Before the beginning of each new class session, interested persons will be encouraged to visit the school and speak with school staff and consider the many advantages awaiting the serious student.

ADMISSION REQUIREMENTS AND PROCEDURES

Admission requirements for the Cosmetology, Manicuring/Nail Care, Esthetics/Esthetician-Skin Care Specialist, Barbering, Massage Therapy, Cosmetology Crossover to Barber, Barber Crossover to Cosmetology, Hair Stylist or Instructor Training courses include that all prospective students meet any of the following criteria. Students considered for enrollment must:

- Provide a copy at minimum of a ***verifiable*** High School Diploma, or equivalent GED diploma (General Education Diploma) A foreign diploma must be translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence at minimum to a U.S. High School Diploma. Note: As of July 1, 2012, Ability-to-Benefit or 225 Remedial Course will no longer be accepted for admission consideration.
- Admission requirements for Instructor Training include all the criteria mentioned above, plus the student must possess a current Cosmetology or Barber license. *Note: this course will not lead to state licensing as the state has suspended instructor licensing at this time, however you will receive a certificate of completion to add to your resume.
- Due to the nature of the Massage Therapy field, any student that has been convicted of a crime that is of sexual nature will be denied admission into the program.

NOTE: A student enrolled in an unaccredited institution is not eligible for federal financing programs. This campus is accredited by NACCAS.

Re-Enrollment Credit: Students who withdraw from INTERNATIONAL SCHOOL OF BEAUTY and are in good standing financially, may re-enroll at any time without losing credit for hours attended in the previous enrollment. Re-enrollment will be approved by the Director's discretion and all students will return in the same status as they left, however there is a waiting period of 6 months before student may return. Please be aware that this institution will only retain records for a period of six (6) years so students are encouraged to retain documentation of their attendance. Information for transfer students and those holding licenses in other states or who may wish to study a new course may call the school to be informed of the State requirements. Also see section below on Prior Education or Training Credit or visit the Board of Barbering & Cosmetology website at: www.barbercosmo.ca.gov for current information on reciprocity.

Rehabilitation: As California Postsecondary Educational facility, this school is approved to accept students who qualify for retraining benefits through public or private agencies and insurance companies.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUITION

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

TRANSFER OF CREDIT POLICY

If any student wishes to receive credit for prior education or experience, he/she must submit original copies of his/her transcript or employment history for review before being accepted for enrollment at this school. Pursuant to §7321 of the Barbering and Cosmetology Act, a person who has received training and graduated from a school whose curriculum complies with requirements adopted by the Board may use prior work experience to determine if further hours of classes are necessary to meet the requirement to make application for State licensure. "Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification…" to be admitted for examination for a license. If a student drops from any course taken at this school the hours completed in theory and practical application in the enrolled course, belong to the student and the school will give the student a Proof of Training Certificate or Transcript for the hours completed (only if their balance to the school is paid in full). The student must be aware (per section 94909 of the Ed. Code) the acceptance of the hours, theory and practical work is at the complete discretion of the institution to which the student may seek to transfer. This institution has not entered into an articulation or transfer agreement with any other college or university.

Courses from other training programs or educational institutions, as well as from the military and the workplace, will be considered and evaluated for transfer of credit if completed in the past 5 years and no more than half of the program hours.

Massage Therapy Students may not transfer more than 250 clock hours into the program. Per the California Massage Therapy Council, Massage Therapy students are not eligible to receive credit for challenge examinations, achievement tests, or experiential learning. * CAMTC reserves the right, in its sole discretion to not accept all transfer hours.

SCHEDULE AND CALENDAR

New class sessions will begin every six (6) to eight (8) weeks on a space-available basis. Classes are scheduled Tuesday through Saturday between the hours of 8:30 a.m. and 3:30 p.m. Full-time students attend 138 class hours per month or more. Students on a ¾ time schedule attend at least 120 class hours per month. Massage Therapy class is from 8:30 am to 2:30 pm Monday through Friday for a total of 120 class hours per month.

SCHOOL HOLIDAYS

New Year's Day, Labor Day, Independence Day, Memorial Day, Thanksgiving Day, day after Thanksgiving and the Saturday after, Christmas Day, and the day after Christmas.

SCHOOL RIGHT TO CALL FOR ADDITIONAL CLOSURE DAYS

The School reserves the right to call a holiday whenever deemed necessary. However, such holidays shall not be included in the student's training time and will extend his or her graduation date by the same amount of holiday time.

CALCULATION OF TRAINING TIME

This institution recognizes that a class constitutes sixty (60) consecutive minutes of instruction or practice; therefore, a student who receives credit for thirty (30) hours of applied effort training per week will be on campus for thirty (30) hours per week. A student receiving forty (40) hours of credit for applied effort per week will need to be on campus for forty (40) hours per week. A student receiving twenty-five (25) hours of credit for applied effort per week will need to be on campus for twenty-five (25) hours per week (unless a pre-scheduled off campus course related activity is planned, all students are required to complete all training on campus).

BREAK and LUNCH SCHEDULES

Each student enrolled for eight (8) hours per day will be receive (2) 15-minute breaks and a 1/2-hour lunch every day. Students enrolled for six (6) hours per day will receive (2) 15-minute breaks. All students will take their breaks when designated by their instructor. Arrangement for breaks at times other than when designated must be approved by an instructor and acknowledged by the reception desk. In any case, all students are encouraged to take a lunch break for their health and well being and it is mandatory that ½ hour break is taken after each 6 hours of attendance. Please Note: Students who leave campus without permission will be subject to disciplinary action.

STUDENT COMPLAINT PROCEDURE

If a problem should arise between a student, teacher or the administration that cannot be resolved amicably between the individuals involved, the following procedure should be followed:

1. Explain the situation or problem(s) in writing.
2. File the complaint form available from the office and file it at the Administration Office.
3. Request an appointment with the Admissions Supervisor within (10) ten days. A written summary of the complaint procedure will be provided to the complaining party.
4. The School will provide a written summary of the investigation and the disposition of the case. If the complaint should be rejected, a reason will be given in writing.

STUDENT RECORDS RETENTION POLICY

The school maintains student files for six years and files may be stored away from the school premises, however ALL transcripts are kept in computer files PERMANENTLY. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

STANDARDS OF CONDUCT POLICY & DISCIPLINARY ACTION

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his or her fellow classmates and to the staff of the School. The International School of Beauty including administration and faculty, are dedicated to maintaining an optimal learning environment. Our school values and respects each student's right to a quality education, and therefore, each student should take his or her training seriously. Any student found to be abusing either staff or fellow classmates may be terminated from the training program in which he or she is enrolled.

Misconduct is defined as follows:

1) Dishonesty, including, but not limited to, cheating, furnishing false information to the school or stealing school property or that of a fellow student.
2) Alteration or forgery of school records or identification.
3) Possession or use of alcoholic beverages on school property.
4) Possession or use of any weapons, firearms, or explosives.
5) The use, sale, or possession, on school property, or presence on school property under the influence of any controlled substance. Please Note: This School fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other local agencies and organizations, this School provides education on the dangers of substance use and abuse. Staff utilizes pamphlets, books, and posters, which describe the effects that drugs have on physical and mental health. This School provides advice and counseling, when deemed necessary, as well as to those who may request assistance. Students have access to informative materials outlining State, Federal and Local sanctions against drug use. Additionally, we provide information on counseling, treatment and rehabilitation programs available in this area.
6) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the continued defiance of the authority of, or abuse of, school personnel.
7) Assault, battery, sex crimes, including sexual assault, rape or any threat of force or violence upon a student or school personnel.
8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
9) Any form of bullying, to include any act that tend to injure, degrade, or disgrace a student or school personnel.
10) Obstruction or disruption of teaching, administration, disciplinary proceedings, or other authorized school activities.
11) Unauthorized entry to or use of school facilities, equipment, or supplies.
12) Theft or deliberate damage to property of a school staff member, a student or school visitor.
13) Defacing or damaging any school property.
14) Failure to comply with directions by school personnel.
15) Smoking in the school building or any area designated as "non-smoking" by law or school policy.
16) The commission of any act on school property that constitutes a crime under California law.
17) All cellular phones must remain on vibrate or silent during class time**.** Students may not make or receive personal calls on the school telephone line except in real necessity and then only after asking and receiving permission from a staff member.
18) No eating or drinking anywhere in the school except in designated areas.

STANDARDS OF CONDUCT POLICY & DISCIPLINARY ACTION

19) No visitors during class hours unless receiving clinic service.
20) Students may receive personal beauty services during school hours, within their course scope, as time permits with prior approval of an instructor, and then, only when the student's attendance, grades and applied effort are satisfactory per the instructor's discretion. If caught having services without approval, the student may be asked to clock out. All products used for services must be paid for in advance. A student price list is available with applicable costs for services.
21) In case of illness or emergency on any class day, the student must call in to the school before the start of the scheduled class to report his/her absence for that day's class. Students are required to be in class at the scheduled time per their contract, in a clean, prescribed uniform. *See HYGEINE, DRESS AND DRAPE POLICY.
22) A student must clock "IN" when entering and "OUT" when leaving using their personal thumb print and paper time sheet. Failing to clock In/Out properly will result in a loss of credit for attended hours.
23) A student may clock in and receive full credit if arrival time is within 7 minutes of the scheduled time, otherwise they will receive a deduction of ¼ hour. If arriving after 8:37am they must attend the theory class but may not clock in until 10:00am. Students must report tardiness or absence by leaving a message on the "absence extension" telephone line in order for their absence to be considered "excused." Students who are habitually tardy (4 times in one month) or have 4 absences will be counseled and if tardiness or absences continue students may be suspended or be placed on probation.
24) Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
25) A minimum of ½ hour sanitation time must be completed daily by each student. All kits must be in a sanitized condition at the end of each day.
26) All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron without a justifiable reason that has been approved by an instructor, is grounds to be asked to clock out and leave the school site, or could, if the behavior becomes chronic, result in suspension.
27) No student may leave a patron while doing a service except in an emergency and is excused by an instructor.
28) Students are not allowed to give services or materials, other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
29) Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials and must have their own kit at all times to work on clients. Those without kits will be considered not prepared for class and given a violation. After receiving (3) three such violations they may be counseled and if the behavior continues, maybe suspended then terminated.
30) Students must not gather around the receptionist desk, congregate in the offices, or visit with another student who is busy with a patron. The receptionist must make all appointments and no changes are to be made by students, unless permission is granted.
31) A student must attend school on their scheduled contract days, unless prior approval from administration.
32) Only products furnished by the school may be used unless otherwise approved by the administration.
33) Students are to park only in the area designated by the school. At the time of your orientation, the admissions staff will show you the approved parking area. Courtesy to other building tenants and their customers is mandatory.

DISCIPLINARY ACTION

The Director, Associate Director/Business Administrator, or Instructors may take disciplinary action, appropriate to the misconduct as defined above.

A. Proper professional authorities should be notified immediately of misconduct based on gravity of the situation.
B. Discipline – The following types of disciplinary action may be taken by the school:
   1. Warning – A verbal notice or written notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.
   2. Reprimand – A written reprimand for violation of a specified regulation will be sent to the student indicating that continued violations may result in further disciplinary action. A copy of this reprimand will be placed in the student file.
   3. Restitution – A letter from the School Director requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be placed in the student file.
   4. Disciplinary Probation – The student will be verbally counseled by the School Director and a notice of such counseling will be put into the student file indicating that the school will not tolerate further misconduct and if misconduct continues, immediate suspension of the student will occur.
   5. Immediate Suspension – Any student who violates any Law of the State of California or in any way may cause injury to him/herself, other students or school staff or clients may be suspended immediately without prior steps as outlined in 1 - 4 and pending an investigation and consensus of the staff and Board of Directors, termination may then occur.

THE ABOVE GUIDELINES ARE IN EFFECT FOR ALL STUDENTS. STUDENTS HAVE THE PRIVILEGE OF CONSULTING THE ADMINISTRATOR ON PERSONAL PROBLEMS, WHICH MAY AFFECT PERFORMANCE OR ATTENDANCE. YOUR COOPERATION IN ADHERING TO THE RULES AND REGULATIONS IS APPRECIATED AND REQUIRED.

DISMISSAL FROM SCHOOL & PROBATION POLICY

Students may be dismissed from enrollment in this school by the Director as stated in Item #5 above and items listed under "*Standards of Conduct"* on page 8 and 9, as well as for other reasons associated with *violations of attendance* as outlined under *"Leave of Absence Policy"* on page 12 and under *"Satisfactory Academic Policy Standards"* pages 13, 14 and 15. See *"Probation and Appeals"* pages 14 and 15, "*Grading"* on page 17 and 18, for detailed information on academic achievement levels needed to avoid being placed on probation.

For all incoming students there is a 4 week 'trial period" in order to determine if the student is able to benefit and continue with the program. If, after the trial period the institution determines that the student cannot continue, the student will be dropped from the program. If after 6 months the student wishes to come back (depending upon each students circumstances) they may re-enroll and begin again the same process as above.

ATTENDANCE POLICY

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day per their enrollment agreement. All absences and class attendance is regularly recorded. It is the responsibility of the student to telephone in advance to advise administrative personnel if they will be absent or late, as in the same way an employee would be expected to inform his/her employer. Those who do not meet the minimum required hours and have not requested a formal Leave of Absence (LOA) or valid documentation for absences such as a doctor's note, will be considered over their contract and may be subject to additional fees.

Upon enrollment, the student's thumbprint is scanned, and student is issued a key fob. Students press their thumb or swipe their key fob to a device and time is recorded on a program through the SMART System. The students are also required to use the manual time clock as a backup in case the system goes down and the school still prefers the students to be able to see their clocked time as a means of reminding them of the importance of attendance and for them to also keep an accurate record of their hours recorded on a program through the SMART System.

Make-up hours for Massage Therapy Students:

Students can make up missing hours Monday through Friday between 3:00 pm and 5:00 pm and Saturdays from 8:30am to 4:00pm which will be outside of their regular scheduled hours. Students will be under supervision by a qualified and approved instructor and expected to apply effort.

Please note students cannot exceed 20% of their total 600 hours in make-up hours.

The missed hours will be tracked through individual time cards and our SMART attendance program. The make-up hours will be recorded on a separate time card and will be filed in the student's SAP file until graduation (missing hours will be documented and signed off by the instructor).

Notice the applicants for CAMTC certification shall have attended 600 supervised hours total with 100 of those satisfying CAMTC specified subject.

Make-up hours for Cosmetology Students are Mondays and Barbering Students are Saturday with a maximum of 6hrs per makeup day. Makeup hours are allowed with staff approval upon completion of the Junior phase. The missed hours will be tracked through student's time cards and our SMART attendance program.

DISTANCE EDUCATION POLICY IF APPLICABLE:

Distance Education is an option for Cosmetology, Esthetics and Esthetician Skincare Specialist Students allowing 4 clock hours in classroom and 2 clock hours via Distance Education.

Class schedule: Tuesday through Saturday 8:30am to 12:30pm in classroom and 2 hours of Distance Education

Student will attend 33.33 % of Distance Education and 66.67% of Classroom attendance.

Distance Education is an option for Barbering students allowing 4 clock hours in classroom and 4 clock hours via Distance Education.

Class schedule: Tuesday through Saturday 8:30am to 12:30 pm and 4 hours of Distance Education

Student will attend 50 % of Distance Education and 50% of Classroom attendance.

Depending on the program 33.33% or 50% of theory/practical will be conducted via Distance Education. The students will receive an email with a LAB link to complete their online course work. Most practical operations will be conducted on site in the classroom.

S.A.P (Satisfactory Academic and Attendance Evaluations), Chapter and Final Tests will all be conducted on Campus.

Student will be informed prior to enrollment that academic achievement earned via Distance Education may not be accepted for reciprocity or eligible for licensure in other states. Students must sign a Distance Education Disclosure during registration which will be signed, dated and kept in students file.

All transcripts or other documents, (official or unofficial) will list student clock hours on campus and clock hours via Distance Education separately.

Absence

Satisfactory attendance must be maintained at a minimum of 67% per evaluation. All coursework missed due to absences must be made up with the instructor's approval. If applicable, all distance learning assignments must be completed by the required deadline. Tests may be made up with instructor's approval. 4 infractions of contracted time in a month is considered excessive, these include absences, tardies or leaving early. Excessive absences (excused or unexcused) are grounds for written warnings and possible drop from program; this includes missed time from missed assignments for applicable Hybrid program.

Tardiness

Tardiness produces a disruption to a good learning environment and is discouraged. Students are to be in class at the scheduled time. 4 total tardies in a month is considered excessive. Excessive tardiness are grounds for written warnings and possible drop from program. Any time after 8:37am is considered tardy, however students who are not in school by 9:00 am will be considered absent and cannot attend for the day. If a student is tardy, they are required to attend the remainder of the theory class, however, may not be allowed to clock in until 10am. This loss of hours will result in the student not meeting his/her contracted course end date, which will result in additional fees being charged.

Class Cuts

The only way one can gain from the time and money spent in training is to participate on a regular basis, therefore, a class cut shall be considered equal to an absence.

Leave of Absence (LOA)

A student may request an LOA due to a personal issue, injury, or other reasons that school may approve by notifying the school in person, by fax, or email prior to the LOA unless unforeseen circumstances prevent the student from doing so, for example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. All LOAs must be dated with start of LOA date, end date, reason for the LOA signed by student and authorized staff member. The student will not be charged for any time during this LOA. A student granted an LOA that meets all criteria including following the school's LOA policy when requesting an LOA is not considered to have withdrawn, and no refund calculation is required at that time. The institution must extend the student's contract by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties:

Failure to return or request an extension within the time frame of the leave, or any unexcused, continued absence for 2 days, will result in the student being dropped from the program. The student's withdrawal date is the date the institution determined the student withdrew. Leave length may be extended upon school evaluation of extenuating circumstances and reviewed on a case-by-case basis.

The number of days on the approved leave of absence, when added to the number of days in all other approved leave of absence, does not exceed 180 days in any 12-month period. A student will not be granted a LOA if the LOA together with any additional LOA's previously granted, exceed 180 calendar days within a 12-month period. If the student is a title IV, HEA program loan recipient, the institution explains to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period. A Student may not request an LOA if they have been enrolled for less than 5 weeks and student cannot request an LOA if they have less than 100 hours left in program or are over contract (with exception of a medical note) Students are not permitted on Campus for any reason, while on a Leave of Absence, without written permission from the Office Manager or Registrar. All students are required to follow this Policy when requesting a Leave of Absence.

Suspension/Re-Admittance

Students who have had their training suspended for cause may be re-admitted to classes upon a written request and with affirmation, that the action(s), which caused the suspension, will not be repeated. Re-admittance will be determined on a case-to-case basis and is at the discretion of the school. Any student that drops from the program and wishes to re-enroll must wait 6 months from the drop date to re-enroll.

Maximum Time Frame

The maximum time in which a student shall be allocated to complete the course of study shall be one-and-one half the normal, scheduled prescribed class length as published in this catalog (See the section on Curriculum). This does not apply to students who may be experiencing major personal difficulties and have applied for a Leave of Absence. Other absences will be referred to the School Director and will be considered on a case-by-case basis.

Recording Attendance Procedure

It is the policy of this school that all students shall clock-in to a computerized monitoring program using their thumb or key fob. Students shall record their theory hours and practical operations on a weekly time sheet. At the end of the reporting period, each student is responsible for transferring the operations and hours to a new sheet each week. All time sheets should be FULLY completed, to include printed name, student number, dates and each day signed by the student and instructor. An instructor, on a daily basis, must initial all operations and hours. Time sheets must be handed in every two weeks on Friday or Saturday when applicable. Time sheets turned in without an instructor's signature will be considered invalid. At the time of the student's scheduled SAP, a list of cumulative student hours will be available, and students should check this list and compare it to their records for accuracy. Discrepancies should be reported immediately to ensure that the correct calculation of the student's average attendance meets the minimum criteria.

ATTENDANCE POLICY

Withdrawal/Drop Policy

If a student does not attend school for 14 consecutive days, without having made contact with the main office to request a Leave of Absence, they will be considered inactive and dropped from the course in which they are enrolled. A refund will be calculated and applied, if applicable, based upon the last day of attendance, and/or 14 days from the day they were to return from the Leave of Absence, whichever is the earliest and refunded within 45 days. A student may re-enroll. If student is receiving Federal Student Aid, a calculation will be made, based upon the Return to Title IV Policy that is reviewed with the student at the time of entrance counseling, and any required refunds will be made to appropriate U.S. Department of Education programs. Any remaining loan balance owed to the Federal Government will be the responsibility of the student to repay. Failure to repay student loans will lead to student ineligibility to receive further loans or grants and have adverse effect upon his/her Federal Income Tax Returns.

When a student wishes to withdraw

If the student is still in attendance and wishes to withdraw, he/she should clock out on the last time card, to include enrolled name, student number, his/her last day of attendance. Student should notify the office, in writing, and make sure the office has a current address. Student needs to state as to whether he/she will be picking up the paperwork in person or if it needs to be forwarded by mail. Any refunds due to the student or, in the event of Federal Student Aid, to the appropriate program, will be made within 45 days of the determined withdrawal.

If the student has not been in current attendance, all requests for withdrawal or transfer must be sent to: INTERNATIONAL SCHOOL OF BEAUTY 72-261 Highway 111, Ste. 121-B Palm Desert, CA 92260, or you may Email or Fax your written request (containing all the requested information from above) to Btyschoolrocks@yahoo.com or (760) 340-4267 (fax) to the main office and

The office shall take no more than ten (10) days to complete withdrawal papers and ten (10) days to calculate the refund due to the student, or the balance owed by the student, if applicable. Refunds will be made within 45 days and if money is owed by student it must be paid for before a Proof of Training/Transcript will be provided as stated in the enrollment agreement.

Papers may be picked up or will be forwarded as requested.

The **INTERNATIONAL SCHOOL OF BEAUTY** strongly urges all students to maintain copies of all course completion, withdrawal and/or transfer paperwork. All student records will be saved on site for 6 years from last date attended.

SATISFACTORY ACADEMIC PROGRESS POLICY This policy is provided to students prior to enrollment and applies consistently to all students enrolled in a specific program and scheduled for a particular category of attendance part time or full time and applies to every student enrolled in a NACCAS approved program.

All students, regardless of the class in which enrolled or the tuition payment classification of their enrollment (i.e. Title IV participant, Private Loan, Private Pay, and State Program etc.) , **will be evaluated in person and results will be discussed with student by using the criteria of the SAP** to receive an academic and attendance evaluation based upon their course hours, scheduled hours of attendance, and current theory and practical requirements and will be done when student meets both scheduled hours and academic attendance. **Please note** that those students receiving Federal Student Aid and who are out of SAP compliance and have been placed on Probation, may not be eligible for Title IV funds disbursement (Refer to #5 on Probation & Appeals). Students may progress through the phases of the curriculum at a varied pace, however, all students must satisfactorily complete the required amount of subject matter prior to being able to make pre-application for the state board examination and must complete all minimum requirements of hours and operations prior to graduation. (The exception being, when credit is allowed for previous training or experience in a specific subject area then that balance of operations and procedures must be completed prior to graduation)

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS: This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain an academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work. If a student has a grade of 69.5% or higher the grade will be rounded up to 70%, If a student has a grade of 69.4% the grade will be rounded down to 69%
2. Maintain an academic average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract If a student has a grade of 66.5% the grade will be rounded up to 67%. If a student has a grade of 66.4% the grade will be rounded down to 66%. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20). Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) may be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 5 or more days up to the maximum of 60 days in a 12-month period, are encouraged to request a Leave-of-Absence. Students will re-enter school with the same SAP status as when the LOA began. Please note that a leave of absence will extend the students contract period and maximum time frame by the same number of days taken in the leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "Standards of Conducts and Disciplinary Action" notice.
3. Complete the course within the maximum time frame (# of weeks in the program times 149%) as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 34 weeks, he or she must complete within 51 weeks. If this time frame is not met, the school will drop the student from the program. If the student wishes to re-enroll at a later time, they will re-enroll as a cash paying student and will not be eligible for financial aid.
4. If student has exceeded their contracted graduation date, there may be an extra instructional charge calculated on an hourly rate established by the school. *Refer to Enrollment Contract for calculated charges pursuant to individual's contracted course time.
5. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

Warnings, Probation & Appeals:

- If the student does not meet SAP requirements by the time of their first scheduled SAP evaluation date the student will be issued an SAP Warning. Students eligible for Federal Student Aid may continue to receive such aid during this time until their next scheduled SAP or payment period.
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
- If the student has not met SAP requirements by the time of the next payment period and/or scheduled SAP evaluation date, the student will be advised that if they prevail upon appeal they can be placed on Probation and, if applicable, the possible loss of their ***FINANCIAL AID unless they prevail upon appeal.***
- The student must submit an Appeal, in writing requesting that further consideration be evaluated based upon extenuating personal circumstances, such as unforeseen family, job obligations, personal health or other such matters that have interfered with the student applying satisfactory effort. The student may submit any pertinent documentation and give reasons as to what they will do different and what has changed and why they feel they will be able to maintain SAP going forward. The reasons for the appeal will be discussed with the administrative staff and instructor. Any findings will be recorded in the student's record.

- If the Appeal is accepted, the probation will become effective immediately and the student may continue to receive Financial Aid. The student's instructor will indicate, in writing, on the student's SAP reviewed and signed by the student area(s) needing improvement and advises the student on ways to achieve their goal(s). If, at the end of the next payment and/or evaluation period, the student fails to meet SAP then they lose their Financial Aid and become a private pay student.
- If the Appeal is denied, no further disbursements of Federal Student Aid will be granted and will be considered a private-pay student until the next payment period or SAP evaluation. Continued failure to achieve SAP may result in the possibility of suspension and/or expulsion.
- It will be the responsibility of the student, to demonstrate his/her willingness, and ability, to meet the requirements in order to be deemed as meeting Satisfactory Academic Progress and have his/her financial aid reinstated.

All applicants will have access to the SAP Policy by emailed catalog, school website or catalog on Registrars desk prior to registration**.** Prior to evaluations all students will be evaluated with a practical evaluation.

The institution operates all programs according to the following academic year 900 clock hours to be completed in 30 academic weeks.

Transfer Students
Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time0frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

EVALUATION PERIODS

NOTE: Evaluation dates may be adjusted due to schedule changes and Leave of Absences.

Special Note: The scheduled course percentage, to be completed, is defined according to the terms of the enrollment agreement. Example: A student enrolled at 120 hours per month would be scheduled to complete a 600 hour course in 5 months, and a 1000 hour course in 8 months, allowing no absences. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations, at the time of actual completion of the remaining hours.
It is our policy to evaluate students at regular intervals throughout the duration of the course of study. All students receive a practical evaluation after their Freshman period and prior to taking clients with the exception of Massage Therapy students who are required to successfully complete Day 1 / 6 hours – in order to continue with the remaining portions of the program. The instructors and administration believe that student's progress to maintain higher standards of excellence are most successful when they are held accountable and can visually see and verbally receive positive reinforcement and constructive criticism for area's needing improvement.

Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and will be evaluated at the end of each evaluation period. All SAP evaluations will be completed within 7 school business days following the established evaluation periods.

The following chart is a guideline to demonstrate the minimum amount of hours of training which must be completed by the end of each evaluation period in order to graduate within the maximum time frame of 149%. The date by which the student is scheduled to have reached the hours is determined by the student's contracted 34.5 hours per week divided by (example) 600 hours = 17 weeks, 30 hours per week divided by 600 hours = 20 weeks; in addition to hours, the academic achievements of the student will be evaluated by a compilation of examination scores (written and practical based upon how many tests were given within the time period evaluated), and such other criteria and observations, as the school administration deems appropriate in the training of technical personnel.

HOURS PER EVALUATION PERIOD AND ACADEMIC WEEKS PER EVALUATION PERIOD

		P/T	F/T
Cosmetology 1000 Clock Hours			
1ST Evaluation Period Ends:	450 Clock Hours and	15 weeks	13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and	30 weeks	26 weeks
3rd Evaluation Period Ends:	1000 Clock Hours and	34 weeks	29 weeks
Barbering 1000 Clock Hours			
1ST Evaluation Period Ends:	450 Clock Hours and	15 weeks	13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and	30 weeks	26 weeks
3rd Evaluation Period Ends:	1000 Clock Hours and	34 weeks	29 weeks
Esthetician Skincare Specialist 900 Clock Hours			
1ST Evaluation Period Ends:	450 Clock Hours and	15 weeks	13 weeks
2nd Evaluation Period Ends:	900 Clock Hours and	30 weeks	26 weeks
Esthetics 600 Clock Hours			
1ST Evaluation Period Ends:	300 Clock Hours and	10 weeks	9 weeks
2nd Evaluation Period Ends:	600 Clock Hours and	20 weeks	17 weeks
Instructor Training 600 Clock Hours			
1ST Evaluation Period Ends:	300 Clock Hours and	10 weeks	9 weeks
2nd Evaluation Period Ends:	600 Clock Hours and	20 weeks	17 weeks
Hairstylist 600 Clock Hours			
1ST Evaluation Period Ends:	300 Clock Hours and	10 weeks	9 weeks
2nd Evaluation Period Ends:	600 Clock Hours and	20 weeks	17 weeks
Massage Therapy 600 Clock Hours			
1ST Evaluation Period Ends:	300 Clock Hours and	10 weeks	9 weeks
2nd Evaluation Period Ends:	600 Clock Hours and	20 weeks	17 weeks
Manicuring/Nail Care 600 Clock Hours			
1ST Evaluation Period Ends:	300 Clock Hours and	10 weeks	9 weeks
2nd Evaluation Period Ends:	600 Clock Hours and	20 weeks	17 weeks
Manicuring/Nail Care 400 Clock Hours			
1ST Evaluation Period Ends:	200 Clock Hours and	7 weeks	6 weeks
2nd Evaluation Period Ends:	400 Clock Hours and	14 weeks	12 weeks
Barber Crossover to Cosmetology 300 Clock Hours			
1ST Evaluation Period Ends:	150 Clock Hours and	5 weeks	4 weeks
2nd Evaluation Period Ends:	300 Clock Hours and	10 weeks	9 weeks
Cosmetology Crossover to Barber 200 Clock Hours			
1ST Evaluation Period Ends:	100 Clock Hours and	4 weeks	3 weeks
2nd Evaluation Period Ends:	200 Clock Hours and	7 weeks	6 weeks

** Veteran students are evaluated 4 times during their program.

**Incomplete courses, repetitions and non-credit remedial courses do not apply to Cosmetology Schools; therefore, have no effect upon the satisfactory progress standards of the INTERNATIONAL SCHOOL OF BEAUTY.

SECTION FOUR: ACADEMIC POLICIES, CONTINUED

GRADING

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A"	Excellent
80% to 89%	"B"	Good
70% to 79%	"C"	Average
60% to 69%	"D"	Below Average
0% to 59%	"F"	Failed

Students need to retake all tests with a score below 70%.

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

Notice to Massage Therapy Students:

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner" or any other term, such as "licensed," "certified," "CMT or CMP" in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

- To falsely state or advertise or 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.

HYGIENE, DRESS CODE, AND DRAPING POLICY

Hygiene

Students must come to school with their hair neat and clean. Beauty needs are to be done on the students own time. Professional appearance is expected at all times. Students must pay attention to personal hygiene as to not be offensive to patrons, other students or staff members. Esthetics and Massage Therapy students must keep their fingernails shortened and groomed at all times. Cosmetology and Manicuring/Nail Care students may have active length, polished nails, but must use extreme caution to not cause harm to a client. Massage Therapy students may remove shoes while giving a massage and may wear a headband for hygienic reasons.

Dress Code

Esthetics/Massage Therapy: solid color scrubs or black non-see-through leggings with a scrub top. All other classes must wear: black, white or blue jeans, capri-length pants, slacks or non-see-through leggings. Pants must not have any frayed bottoms or "designer-type" tears or cuts and a tasteful black top that must adequately cover cleavage, underarms, belly and back. If needed for comfort, a black sweater may be worn. Students are responsible for the purchase of their own uniforms. NO prints please. The dress code can be adjusted as deemed necessary. Students will be given a copy of the most current dress code at the time of registration. Shoes of any color, must be closed toed.

Draping

Draping is the process of using towels or sheets to cover clients during a massage, facial or body treatment service to give a sense of comfort and privacy. Students are required to instruct clients to undress to their comfort level and lay on the table under the sheet. The student must explain to the client why they are being draped, exposing only the areas that will be massaged or worked on. Based on the service being provided students are required to decide which draping procedure to use, however, the covering of the genitalia and female breasts is required.

SECTION FIVE: STUDENT SERVICES

CHANGE OF PROGRAM POLICY

Program changes must be initiated with the School Administrator. A student must attend all classes in which originally enrolled until the requested change is officially authorized. Our policy for creating, reviewing, and updating curriculum is adjusted from time-to-time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students previously enrolled. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices, and updates.

ABANDONED EQUIPMENT/PERSONAL PROPERTY POLICY

The School is not responsible for any equipment, textbooks, etc., abandoned by a student. The student is solely responsible for their equipment and supplies as well as personal property. A locker or roll-about is assigned to each student. If the student is not going to be attending school for a period of more than 2 weeks, he/she should make sure that any personal property or equipment and supplies are stored in their locker otherwise, abandoned items will be removed from the school premises after 30 days and any incurred expense for such removal will be the responsibility of the student. It is best that students take personal items home if they find themselves away from school for more than two weeks.

HOUSING

There are no dormitory facilities on campus and the school has no responsibility in finding or assisting the student, nor does the school make recommendations, however, accommodations are available within the local communities with an average estimated cost in the Palm Desert area for a 1 bedroom apartment is $900-$1400.
(refer to http://www.rentdigs.com for more information)

TRANSPORTATION

Public bus transportation is available throughout the Coachella Valley with stops located close to the School campus. It may also be possible for the School to link students, with similar schedules, together for transportation to and from classes.

CAREER ADVISING AND PERSONAL ATTENTION

Students are counseled individually, as often as necessary; at least every ten to thirteen weeks, to review the student's progress and adjustment. Students may request additional counseling sessions at any time. Successful salon owners, spa owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. Students are given as much personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. Particular attention is always given to the preparation for the Board of Barbering & Cosmetology Examination as well as preparation for the MBLEx testing.

PROFESSIONAL COUNSELING

The School does not maintain professional counselors at the school on a regular basis, nor do we recommend students to seek professional help off campus, however, students who may inquire about professional counseling services will be provided a list of public organizations, religious organizations, and governmental agencies where the student may receive additional assistance. Regular school staff is not licensed or trained as professional therapeutic counselors and cannot provide professional on-going or long-term counseling for those students needing that type of help, however, the staff is always willing to listen to a student at any time and provide available information. Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the School campus. This list is not to be construed as a recommendation by the School, but rather as a free service provided as a courtesy by the School to its students.

SEXUAL HARASSMENT DEFENITIONS

Consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment may also include but is not limited to: unwelcome verbal harassment or abuse; unwelcome pressure for sexual activity; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or unwelcomed behavior or words directed at an individual because of gender. Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

SEXUAL HARASSMENT POLICY

This school is committed to maintaining a safe and secure campus for all its students and employees. The school policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of Sexual Assault, Domestic Violence, Dating Violence or Stalking are reported.

International School of Beauty offers guest speakers, posters, and/or a variety of events throughout the year to bring about awareness to these issues.

ORGANIZATIONS that offer help if you believe you are a victim of sexual harassment or sexual assault:
• The Rape, Abuse and Incest National Network (RAINN) www.rainn.org
• Call the National Sexual Assault Hotline for free, confidential help, 24 hours a day: 1.800.656.HOPE.
• Visit the National Sexual Assault Online Hotline for free, confidential help online, 24 hours a day.
https://www.victimsofcrime.org/help-for-crime-victims/national-hotlines-and-helpful-links

For additional information visit the National Sexual Violence Resource Center at
http://nsvrc.org/

ALCOHOLIC BEVERAGE POLICY

The possession, sale, or the furnishing of alcohol on the school campus is governed by California state law. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Local Police Department. The International School of Beauty has been designated "Drug free." The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the International School of Beauty through the local Police Department. Violators are subject to International School of Beauty disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. It is also a violation of the International School of Beauty's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the International School of Beauty.

ILLEGAL DRUG POSSESION POLICY

The International School of Beauty campus has been designated "Drug free." The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Local Police Department. Violators are subject to International School of Beauty disciplinary action, criminal prosecution, fine and imprisonment.

SUBSTANCE ABUSE EDUCATION POLICY

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness programs and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Betty Ford Clinic – 39000 Bob Hope Drive, Rancho Mirage, CA 92270 (800) 854-9151
Rancho Mirage Health & Rehabilitation Center – 39950 Vista Del Sol, Rancho Mirage, CA 92270 (760) 340-0053

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.

A) Your continued schooling and/or employment is subject to:

1. Abide by the terms of this statement, and
2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

B) The U.S. Department of Education will be notified within 10 days after receiving notice under subparagraph A(2) from an employee or student or otherwise a copy of such conviction will be submitted to the U.S. Department of Education.

G.E.D. PREPARATION

At this time the School does not offer a **G**eneral **E**ducation **D**iploma preparation program. If an applicant has not already earned his/her High School diploma or does not hold a General Education Diploma (G.E.D.) the applicant does not qualify for admission. Enrollment based upon "Ability to Benefit" is no longer supported. The administration of this School strongly urges this student to complete the State approved G.E.D. program. Obtaining the equivalent of a High School Diploma will allow the student to receive life-long benefits from having successfully completed the G.E.D. Certificate examination. Special Preparation for the General Education Diploma Certificate examination is available through: www.collegeofthedesert.edu.

BOOKS/ACCESSORIES

All books and school related material are included as part of the student's tuition and supply fee. Books or other materials, including videos of procedures and theory lessons, are available from the Resource Center for student use while attending this school.

JOB PLACEMENT ASSISTANCE POLICY

It is our responsibility to provide students with the tools they need to accomplish and fulfill their career goals. As a school we cannot guarantee employment or income compensation levels, however every effort will be made to assist the graduate.

POLICY

- Placement assistance will be provided to graduates at no additional charge.
- Class instruction and testing is provided for Professional Image, Job Search and Salon Business as a part of the curriculum.
- Assistance with résumé preparation and job interviewing skill techniques is provided.
- The Owner, Business Administrators and Instructors, provide placement referrals and necessary materials and procedures to assist the students ready to graduate from this school.

PRIOR TO GRADUATION

- The School Administrators maintain a job bank listing by monitoring newspaper advertisements, checking with the local California State Employment Development Department and by networking with spa and salon owners through local professional organizations (Desert Spa Managers Association) in an effort to keep informed of available positions within the community and these will be posted for student review.
- The school may also conduct and/or participate in periodic Job Fair Seminars, bringing in local salon owners and managers to talk to the students about the diversity in the positions available at their establishments.
- The school no longer participates in an Externship Program

GRADUATION REQUIREMENTS MASSAGE THERAPY ONLY

The student shall have completed "Technical and Practical" requirements as needed for the 600 hours for Massage Therapist with an average grade of 70% or better. A student shall complete all required classroom practical, laboratory and clinic education and training, shall have paid all tuition due (unless a written agreement has been made prior to graduation), will have a completed SAP evaluation, and will have had an exit interview with administration.
The student shall receive a diploma/certificate and transcript of completion for the program upon graduation from the school.

GRADUATION REQUIREMENTS

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.

Students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

TUITION PAYMENT POLICY

All tuition and fees are payable in advance, prior to commencing classes, unless other arrangements are made with the school and contracted in the Enrollment Agreement., i.e. a deposit is made then equal monthly payments are made with tuition paid by end of last class; or, if applying for a private loan or Federal Student Aid, (subject to qualifications and eligible classes) then prior to starting class the student will have completed a FAFSA online at studentaid.gov to determine eligibility. Students applying for Federal Student Aid may be asked to pay for their equipment kit and applicable fees in advance to the start of the first class, which may then be reimbursed from available funds upon receipt of first disbursement.

PAYMENT METHODS:

1. Contracted Enrollment between the student and another retraining program.
2. Personalized Payment Plans with the school.
3. Other private loan agencies, personal student loans or scholarships that offer this type of assistance or Federal Student Loan or Grant for qualified programs and student eligibility.

ADDITIONAL MONETARY REQUIREMENTS: Examination/Application Fee of $125 Cosmetology & Barbering; $115 Esthetician; $110 Manicurist. Please consult www.barbercosmo.ca.gov for up-to-date fees and application requirements. Massage MBLEx test fee is: $194.00 and the fee for application to the California Massage Therapy Council is $200 plus fees for Live Scan Finger Printing that can run from $50-$100 depending on where it is administered. Fees for City Licenses vary by city ordinances and new city policies being enacted due to new regulations.

****You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF)**

Student Tuition Recovery Fund Disclosures.

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

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

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:
"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

SECTION SIX: FINANCIAL SOURCES AND POLICIES International School of Beauty

TUITION AND FEE SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE

Course length based upon part time schedule from 8:30 to 2:30pm 30 hours per week.
Full time schedule 8:30 to 3:30pm 34.50 hours per week

Accredited COURSES	Minimum # of Hours	Cost Per Hr.	Tuition	Reg Fee	Books, Kit, CA Sales Tax 7.75% & State Board Fee	Total	Min #Wks	Min. #Mos	STRF Fee** Non refundable
Cosmetology	1000	$15	$15,000	$100	$1,400 + $122.50 Tax + $125.00 +STRF If applicable	$16,747.50	34	8	$42.50
Barbering	1000	$15	$15,000	$100	$1,050 + $91.88 Tax + $125.00 +STRF If applicable	$16,366.88	34	8	$40.00
Esthetics	600	$17	$10,200	$100	$925 + $80.94 Tax + $115.00 +STRF If applicable	$11,420.94	20	5	$27.50
Esthetician-Skin Care Specialist (Includes 600 hrs Esthetics & 300 hrs. Adv Esthetics)	900	$17	$15,300	$100	$1,177 + $102.99 Tax + $115.00 +STRF If applicable	$16,794.99	30	7.5	$42.50
Massage Therapy	600	$13	$7,800	$100	$252 + $22.05 Tax +STRF If applicable	$8,174.05	20	5	$20.00
Manicuring/Nail Care	400	$13	$5,200	$100	$650 + $56.88 Tax + $110.00+STRF If applicable	$6116.88	14	3.5	$15.00
Manicuring/Nail Care	600	$13	$7,800	$100	$650 + $56.88 Tax + $110.00+STRF If applicable	$8,716.88	20	5	$22.50
Instructor Training	600	$10	$6,000	$100	$100 + $8.75 Tax+ STRF If applicable	$6,208.75	20	5	$15.00
Cosmetology Crossover to Barber	200	$10	$2,000	$100	$238.46 + $20.87 Tax + $125.00+STRF If applicable	$2,484.33	7	2	$5.00
Hairstylist	600	$15	$9,000	$100	$1000+$87.50 Tax + $125.00+STRF IF applicable	$10,312.50	20	5	$25.00
Barber Crossover to Cosmetology	300	$10	$3,000	$100	$250.46 + $21.92 Tax + $125.00+STRF If applicable	$3,491.14	10	2.5	$7.50
Pro Make Up Artistry Program	90	--	--	--	Price is all inclusive of tuition/kit/book/tax/shipping	$2,800.00	7	1.5	-
Hair Extension Advanced Training Program	24	--	--	--	Price is all inclusive of tuition/kit/book/tax/shipping	$1,500.00	1	-	-
Advanced Skin Care Techniques Program	90	--	--	--	Price is all inclusive of tuition/kit/book/tax/shipping	$2,106.85	6	1.5	-
Advanced Hair Color Certification Program	80	-	-	-	Price is all inclusive of tuition/ABHC book Mannequin/Reg. Fee, tax etc.	$1,361.00	5	-	-

TRANSFER STUDENTS: $10.00 to $15.00 (depending upon chosen course) per clock hour of remaining hours, plus the registration fee of $75. Cosmetology and Barbering $15.00 per hour, Esthetician-Skin Care Specialist and Esthetics $15.00 per hour, Manicuring/Nail Care, Cosmetology Crossover to Barber and Barber Crossover to Cosmetology $10.00 per hour.

PLEASE NOTE: **We do not normally accept transfer students who have completed more than ½ of the course hours at another school, however, upon approval by the owner, exceptions may be made on an individual evaluation basis. Massage students cannot transfer more than 250 hours.**

*Periodic Institutional Scholarships are available to those applicants who meet qualifications and are granted at the discretion of the owner(s). A cash discount fee is available for tuitions that are paid in full at the time of registration. Students are expected to complete their training within the maximum times allowed as specified as a part of their Enrollment Agreement. If a student exceeds the time frame outlined, an extra instruction charge may be made for the balance of the hours required for the completion of the course. ***The hourly charges for training beyond the scope of the course will be billed at hourly course rate.***

**You must pay the non refundable state imposed STRF fee unless: You are not a California resident, or are not enrolled in a residency program, or your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION, FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT AFFECT ENROLLED, ATTENDING STUDENTS. Always check with School Registrar for the most current charges, specials, available scholarships and/or scheduled class starts.

Instruction Charges: Students who do not meet the calculated scheduled date of completion may be assessed an extra tuition charge of $10 to $17 per hour over the scheduled hours of attendance needed to complete the course requirements. Cosmetology and Barbering $15.00 per hour, Esthetician-Skin Care Specialist and Esthetics $17.00 per hour, Manicuring/Nailre, $13.00 per hour Cosmetology Crossover to Barber and Barber Crossover to Cosmetology $10.00 per hour. These charges apply to all students including transfer students.

REFUND POLICY OUTLINE

The REFUND POLICY Per State requirements can also be found within the Enrollment Agreement. *All Enrolled Students* will receive a copy of the STUDENT RIGHTS and the NOTICE OF CANCELLATION and REFUND POLICY, for their personal records as a part of the enrollment procedure.

Any monies due the student shall be calculated on a pro rata basis and refunded within 45 days of an OFFICIAL CANCELLATION or WITHDRAWAL. An official cancellation or withdrawal will be determined by the postmark or written notification, or the dates said information is delivered to the school administration office in person.

1. **THE FOLLOWING INSTANCES CONSTITUTE AN OFFICIAL CANCELLATION OR WITHDRAWAL:**
   a. A student (or in the case of a student under the legal age, his or her parent or guardian) cancels his/her contract and demands his/her money back in writing, at any point from the signing of the enrollment agreement or contract through attendance at the first class session or the seventh day after enrollment, whichever is later shall be entitled to a refund of all monies less the non-refundable application fee of $75 collected by the school, or;
   b. A student cancels his/her contract, in writing, up to the seventh (7th) day from the first day of class attendance but prior to the eighth (8th) day after the start of class then he or she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of $100.00 and the cost of books and kit, if already received by the student or;
   c. If a student withdraws after attending classes past the seventh (7th) day, the refund will be calculated based upon the number of hours of instruction completed or scheduled to have been completed up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. Once the student receives and signs for his/her books and equipment kit those items are deemed "non-refundable".
   d. A student who is on an approved LEAVE OF ABSENCE notifies the school that he/she will not be returning. The date of withdrawal shall be the last date attended; or
   e. A student is expelled from the school. In the case the student is not accepted for enrollment then all monies paid will be refunded (less registration/application fees if applicable).
2. Any monies due to a student who unofficially withdraws from the institution shall be refunded within 30 days of determination. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 14 days). A student who has not been in contact with the school, verbally or in writing, for a period of 14 days, and has not requested to be granted a Leave of Absence will be determined as to have UNOFFICALLY withdrawn and will be dropped, as of the 14th day, from the course and any money due shall be refunded within 45days.
3. In the event of the cancellation of a course or school closure subsequent to a student's enrollment, the institution will offer a Cancellation Policy whereby it will have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the course. If no teach-out plan is in place student shall receive a pro rata tuition refund.
4. The school reserves the right to grant a refund in excess of the minimum refund due per this Policy outlined solely based upon mitigating circumstances that may have arisen and caused the student undue hardship. Each situation will be handled on an individual basis and upon the approval of the school owner.
5. **NOTE TO STUDENTS RECEIVING FEDERAL STUDENT AID:** The portion of your tuition paid, or eligible for payment from Federal Funds is subject to refund based upon the terms of the Return of Title IV Funds Policy. Upon enrollment, those students who are participating in the Title IV program will be advised of the policy during their entrance counseling interview. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. Defaulting on a loan may result in the government garnishment of income tax refund and may not be eligible for any other government financial assistance at another institution until the loan is repaid.

REFUND CALCULATION GUIDELINES

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. i.e. for students who enroll, begin classes, and withdraw any time after the 7-day period, refunds will be calculated on a pro rata based upon the percentage of the number of course hours *scheduled to be completed at the time of withdrawal* to the total length of the course less the registration fee and equipment/books & kit cost.

HYPOTHETICAL EXAMPLE: Cosmetology course 1000/hrs in length. Student was scheduled to attend 500 hrs. by the date of the withdrawal, which equals to 50% that is due the school. (50%) is then multiplied by the tuition ($15,000) equaling $7,500 plus Registration Fee ($75), Books/Kit ($1,508.50 includes tax), STRF fee ($8.50) equals $9,092 total due the school. **Note:** If the student had paid for the course in full then the school would owe the student the difference between total paid and total due school. If the student had not yet paid the school the total due of $9,092 then the student would owe the school that amount before the school would be obligated to provide the student with a Proof of Training of the hours completed.

UNLESS A WRITTEN ARRANGEMENT HAS BEEN MADE WITH THE STUDENT AND THE SCHOOL, ALL TUITION DUE TO THE SCHOOL MUST BE PAID PRIOR TO GRADUATION OR WITHDRAWAL IN ORDER FOR THE STUDENT TO RECEIVE EITHER A DIPLOMA, TRANSCRIPT OR PROOF OF TRAINING DOCUMENT.

FRESHMAN CLASS ENROLLMENT

Students may begin training on Tuesday. Classes start every (6) six to (8) eight weeks. The freshman curriculum for each of the courses offered requires a specified number of hours of attendance, classroom lectures, demonstrations, and student practice. Each class teaches the student from the very first day by introducing the basics in each area of required learning in order for the student to successfully pass the California State Board examination or MBLEx test. From the initial introduction, the student will learn all fundamentals that are the basic requirements for the chosen field of study. Hours spent in the freshman class are as follows: Cosmetology 200 hours, Barbering 150 hours, Esthetics 80 hours, Manicuring/Nail Care 40 hours, Instructor Training 60 hours, Esthetician-Skin Care Specialist 100 hours, Barber Crossover to Cosmetology and Cosmo Crossover to Barber N/A.

Massage Students

Classes start on Monday or Tuesday (except for holidays, class will then start the next day).

Day 1 – Tactics for Success is a pre-requisite and introduction to the Massage Therapy Program, preparing the students to be successful in school by stressing the importance of time management, business and ethics, standard precautions for health and hygiene and self-care. This phase is 5 hours.

CURRICULUM FOR COSMETOLOGY COURSE 1000 HOURS

The curriculum for students enrolled in a Cosmetology course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. Students are required to perform services. The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.

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 and sexual assault awareness.

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.

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand test

Hairstyling Services: 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.

Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

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.

Manicure and Pedicure: Including instruction on 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.

SUBJECTS OF TECHNICAL (333 HRS) AND PRACTICAL INSTRUCTION (667 HRS):

	Theory	Practical
Health and Safety and Board approved Health and Safety Course	100	
Disinfection and Sanitation	25	75
Chemical Hair Services	60	190
Hairstyling Services	50	200
Skin Care	58	92
Hair Removal and Lash and Brow Beautification	20	30
Manicure and Pedicure	20	80

Distance Education (if applicable)	**Theory**	**Practical**
Health and Safety and Board approved Health and Safety Course	100	**On Campus**
Disinfection and Sanitation	25	75
Chemical Hair Services	60	190
Hairstyling Services	50	200
Skin Care	58	92
Hair Removal and Lash and Brow Beautification	20	30
Manicure and Pedicure	20	80

COSMETOLOGY

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks.

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students need to retake all tests with a score below 70%.

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, CONTINUED International School of Beauty

CURRICULUM FOR BARBERING COURSE 1000 HOURS

The curriculum for students enrolled in a Barbering course shall consist of one thousand (1000) clock hours of technical instruction and practical training covering all practices of a Barber pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical training shall mean the time it takes to perform practical operations. Students are required to perform services.The 1000 hour course will be comprised of no less than 1000 hours in the following areas:

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 and sexual assault awareness.

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.

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand test

Hairstyling Services: 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.

Shaving and Trimming 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.

SUBJECTS OF TECHNICAL (270 HRS) AND PRACTICAL INSTRUCTION 730 HRS):
Minimum Hours of Instruction:

	Theory	Practical
Health and Safety and Board approved Health and Safety Course	100	
Disinfection and Sanitation	20	80
Chemical Hair Services	50	200
Hairstyling Services	50	200
Shaving and Trimming of the Beard	30	270

	Distance Education (if applicable)		
	Theory	Practical	On Campus
Health and Safety and Board approved Health and Safety Course	100		
Disinfection and Sanitation	20	30	50
Chemical Hair Services	50	50	150
Hairstyling Services	50	50	150
Shaving and Trimming of the Beard	50	100	150

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, CONTINUED International School of Beauty

BARBERING

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Barbering, Esthetics, Manicuring textbook and study guide.

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

CURRICULUM FOR MANICURING/NAIL CARE COURSE 400 HOURS

The curriculum for students enrolled in a Manicuring/ Nail Care course shall consist of no less than four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicuring/ nail care course pursuant to Section 7365 of the Business and Professions Code and The Board of Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean the actual performance by the student of a complete service. It is noted that 250 hours are devoted to Practical Operations in Nail Care and 150 hours to Technical Instruction. **Students are required to perform practical operations.** The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.

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 and sexual assault awareness

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.

MANICURES AND PEDICURES: Including instruction on 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.

SUBJECTS OF TECHNICAL INSTRUCTION:	Minimum Hours of Technical Instruction:
Health and Safety to include the **Board Approved Health & Safety Course** (B&P 7389(a))	100
Disinfection and Sanitation	20
Manicures & Pedicures	30

SUBJECTS OF PRACTICAL OPERATIONS:	Minimum Practical Operations:
Disinfection, and Sanitation	80
Complete Pedicure	40
Manicures- Water & Oil	80
Artificial Nail Services: including, but not limited to acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	50

MANICURING/NAIL CARE

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A"	Excellent
80% to 89%	"B"	Good
70% to 79%	"C"	Average
60% to 69%	"D"	Needs to Retake Test
0% to 59%	"F"	Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

CURRICULUM FOR MANICURING/NAIL CARE COURSE 600 HOURS (Pending Approal)

The curriculum for students enrolled in a Manicuring/ Nail Care course shall consist of no less than six hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean the actual performance by the student of a complete service on another person. It is noted that 355 hours are devoted to Practical Operations and 245 hours in Technical Instruction. The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.

HEALTH & SAFETY CONSIDERATIONS: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulation, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389 (a)) including instruction of hazardous substances, basic labor laws, and physical and sexual assault and awareness.

DISINFECTION AND SANITATION & DAILY CLEAN UP: 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

BACTERIOLOGY, ANATOMY, PHYSIOLOGY, and SKIN ANALYSIS & CONDITIONS: shall include, but not limited to the recognition of bacteria and the spread of communicable diseases and how it is prevented in the workplace. The structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter as well as checking for conditions, abrasions, and diseases and any contraindications for services.

MANICURES AND PEDICURES: Including instruction on 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.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: shall include, but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers.

SPA SERVICES – shall include: scrubs, masks and reflexology

SUBJECTS OF TECHNICAL INSTRUCTION: Minimum Hours of Technical Instruction:

Health and Safety	100
Disinfecting and Sanitation	30
Bacteriology, Anatomy, Physiology, Skin Analysis & Conditions	20
Manicures & Pedicures	60
Additional Training, Orientation	25
Spa Services	10

SUBJECTS OF PRACTICAL OPERATIONS: Minimum Practical Operations:

Disinfecting, Sanitation & Daily Clinic Clan up	70
Complete Pedicure	50
Manicures- Water & Oil	50
Acrylic Nails: Liquid, Gel & Powder Brush-on, Nail Wraps, Tips, Repairs & Nail Analysis	150
Spa Services	35

MANICURING/NAIL CARE

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C"
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A"	Excellent
80% to 89%	"B"	Good
70% to 79%	"C"	Average
60% to 69%	"D"	Needs to Retake Test
0% to 59%	"F"	Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

CURRICULUM FOR ESTHETICS COURSE 600 HOURS

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations mean the actual performance by the student of a complete service on another person. It is noted that 295 hours are devoted to clinical-theory experience, which will include all phases of Esthetics and 305 hours of Practical Operations. **Students are required to perform services.**The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.**COSMETOLOGY ACT BOARD RULES AND REGULATIONS:** shall include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

HEALTH & SAFETY CONSIDERATIONS: shall include, but not limited to knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic & skin preparation. Elementary chemical makeup, chemical skin peels, physical & chemical changes of matter. Electrical current, principles of operating electrical devices, & the various safety precautions used when operating electrical equipment.

DISINFECTION AND SANITATION: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment.

BACTERIOLOGY, ANATOMY, PHYSIOLOGY, and SKIN ANALYSIS & CONDITIONS: shall include, but not limited to the recognition of bacteria and the spread of communicable diseases and how it is prevented in the workplace. The structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter as well as checking for conditions, abrasions, and diseases and any contraindications for services.

FACIALS- shall include skin analysis, cleansing, scientific manipulations, packs, and masks, the use of all electrical modalities and apparatuses, including dermal lights.peels, packs, scrubs, and masks.

EYEBROW ARCHING & HAIR REMOVAL: shall include removal of unwanted eyebrow hair to enhance or shape by tweezing, waxing or application of depilatories.

MAKE UP INCLUDING APPLICATION OF FALSE LASHES: shall include the application of basic and corrective makeup as well as the application of false eyelashes to include strip and individual.

PREPARATION: Includes Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care & CPR/ AED, salon & spa skills.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON

SUBJECTS OF TECHNICAL INSTRUCTION:	Theory	Distance Education (if applicable) On Campus	Off Campus
Preparation: Includes Client Consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, & CPR/AED, salon & spa skills.	35	10	25
Facials to include Manual, Electric and Chemical	70	30	40
Laws and Regulations: to The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	1	9
Health & Safety Considerations: To include, but not limited to Training in chemicals & health in establishments, material safety data sheets, protection from hazardous chemicals & preventing chemical injuries, health & safety laws & agencies, communicable diseases including HIV/AIDS & Hepatitis B. chemical composition & purpose of cosmetic & skin preparation. Elementary chemical makeup, chemical skin peels, physical & chemical changes of matter. Electrical current, principles of operating electrical devices, & the various safety precautions used when operating electrical equipment.	40	5	35
Disinfection and Sanitation: To include procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	2	8
Anatomy & Physiology to include Human Anatomy, Human Physiology, Bacteriology, Skin Physiology	20	5	15
Eyebrow Arching & Hair Removal -Tweeze Wax & Depilatories	25	10	15
Make-up	20	5	15
Additional Training	65	31	34

SUBJECTS OF PRACTICAL INSTRUCTION:	Theory	Distance Education (if applicable) On Campus	Off Campus
Disinfection and Sanitation /Daily Clean-Up duties		40	
Facials to include Manual, Electric and Chemical		140	
Hair Removal to include Waxing tweezing and Depilatories		85	
Make-up		40	

ESTHETICS

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C"
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

CURRICULUM FOR MASSAGE THERAPY COURSE 600 HOURS

Please note: in addition to the 500 required hours an addition 100 hours are required by this institution to help develop the physical ability and skill to properly prepare the student for such a physically demanding profession. All 600 hours of education must be provided under active and direct supervision of qualified instructors.

The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in skills and requirements to become eligible to take the state approved test and make written application to the CAMTC for certification as required by the newly signed California Assembly Bill 1147, signed into law by the governor of California, effective January 1, 2015. **Students are required to perform services.** For further information on the new rules and regulations on becoming a CMT (Certified Massage Therapist), for any unanswered questions and for filing a complaint (student or public) please visit the California Massage Therapy Council at www.camtc.org or call them at (916) 669-5336. FAX: (916) 669-5337. Address: Massage Therapy Council. One Capitol Mall, Suite 800, Sacramento, CA 95814.

In order to be CAMTC approved the graduate must take and pass a CAMTC approved examination prior to certification.

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

Our policy for creating, reviewing, and updating curriculum is adjusted from time-to-time as necessary to remain current with industry standards and technology.

This course is designed to introduce the entry-level massage therapy student to the administration of professional Massage Therapy.

It is broken down into three phases, as follows:

Day 1 – Tactics for Success is a pre-requisite and introduction to the Massage Therapy Program, preparing the students to be successful in school by stressing the importance of time management, business and ethics, standard precautions for health and hygiene and selfcare.

Phase I will take students through the development of massage skills by introducing a variety of professional practices through various massage modalities. It will reinforce topics such as history, anatomy and physiology, professional business and ethics, contraindications, palpation and movement, and kinesiology.

Phase II focuses on clinical practices. These student clinic hours are no more than 75 of the total practical hours. This includes students completing massage and bodywork application on paying and non-paying public clients or other students, setting up, tearing down, and cleaning their massage area. Students should also expect to interview clients for assessment and documentation, review intake forms, provide and receive client feedback, and record SOAP notes. Further customer service skills are developed through greeting customers at the reception, handling payments, answering, and returning calls for appointments, placing confirmation calls, and managing client files. Total body care to help students better understand the importance of maintenance to promote physical longevity in the industry as well as an emphasis on working as a team to help develop healthy working relationships.

	THEORY	***LAB***
Day 1 - Tactics for Success- This course prepares students to be successful in school by stressing the importance of time management, study skills, and test taking tactics, as well as developing critical thinking skills, leadership skills, and accountability and to include orientation	6	0
Phase I: Essentials of Massage Therapy		
Ethics- This course introduces students to the unspoken code of conduct and boundaries that should be set in place to maintain professionalism and develop therapeutic relationships in the field of massage	6	0
Health & Hygiene- Shall include the study of the most common forms of cross-contamination along with ways to prevent the spread of disease. Students will also identify the importance of a clean environment & personal hygiene as well as how to sanitize & disinfect implements and other items and equipment used in massage.	6	0
Intro to Anatomy/Physiology-An introduction to the study of the human body to include introduction of cells, tissues, and the body compass.	12	0
Swedish Massage I- Introduction to the foundation of all massage, to include fundamentals and safety of body mechanics along with health & hygiene, draping, contraindications and indications as well as the history of massage.	4	20
Swedish Massage II- This course is an extension of Swedish Massage I, preparing students to continue developing previous applications and a further understanding in client communication, progress, and assessment and documentation.	4	50
Anatomy & Physiology-An in depth look at the functions of the systems of the body as well as proper terminology relating to structures of the systems, their use & the effects of massage.	42	0
Pathology- This course teaches the students to identify disease development as well as how they affect the human body. Common diseases & disorders as well as indications and contraindications will be learned throughout this course of study.	12	0
Contraindications- Students learn to identify specific precautions that need to be taken during different forms of therapeutic treatments as well as how to read warning signs as to when certain services should or should not be provided.	12	0

CURRICULUM FOR MASSAGE THERAPY COURSE 600 HOURS

Phase I: Essentials of Massage Therapy Continued

	THEORY	LAB
Aromatherapy-Students are introduced to the use of essential oils to improve the health and well-being of the body as well as take a look at the psychological and physical benefits they have when used correctly.	5	25
Assessment & Documentation- This course is designed to teach students the importance of client consultations in clinical settings, how to evaluate client's needs while scheduling appointments and how to keep & maintain client records to include SOAP notes.	12	0
Massage for Special Populations- This course will teach students how to work on clients with special needs with a broad look at prenatal massage. Massage techniques used throughout this course are geared for individuals who may have disadvantages in benefiting from classical massage. To include how to work on clients who are at different stages of pregnancy as well as post-partum.	5	25
Reflexology- This course covers the therapeutic treatment to promote pain relief and overall good health to the body through manipulation of the feet by means of specific pressure points connecting to nerves of the entire body.	5	25
Spa Services- Shall include the therapeutic treatments & services used in spa settings as well as develop the necessary skills to perform a variety of these services.	5	25
Chair Massage- This course teaches students to work "on the go" by providing 15-20 minute treatments on a mobile, portable chair allowing the massage therapist to build a clientele and to provide services to those who are not necessarily comfortable receiving a full massage service**.**	2	10
Kinesiology- An extensive look at the function, interaction and movement of bones, joints and muscles to include locations of these through palpations.	35	7
Passive Joint Movement- This course teaches students to work on clients who have a decreased range of motion.	4	8
Deep Tissue Massage- This course provides students with the necessary skills to perform deep tissue massage techniques for the relief of deep tension and knots on muscles, tissues, and fascia as well as the proper body mechanics to prevent injury.	5	37
Sports Massage- In this course students will focus on techniques of circulatory strokes, stretches, trigger points, and increased range of motion. To include an understanding of preparing and maintaining the body for athletic activity, as well as, how to help it recover from workouts, injuries, and pre and post-surgery.	5	37
Stone Massage- This course covers the use of oils and hot or sometimes cold stones to relax and soothe the muscles of the body. Included is the prevention of cross-contamination, sanitation, indications and contra-indications.	5	31
Business Practices- This covers the basic principles of how to develop a business. Included is information on forms of proprietorship, bookkeeping, marketing, licensing and permits, as well as factors to consider before opening a business.	12	0
Career Development- Throughout this course students are taught self-image awareness as well as how to develop the proper attitude for professionalism in the industry. An extensive look is taken at networking, further development of professional relationships as well as resume writing, and how to interview for a job.	12	0
MBLEx Prep- This course focuses on a variety of subjects found on the MBLEx. These are in preparation for students to apply, take and pass the national massage therapist written exam.	12	0

Phase II: Essentials of Therapeutic Practices

Clinical Internship-These student clinic hours are no more than 75 total. This includes students completing massage and bodywork applications on paying and non-paying public clients or other students, setting up, tearing down, and cleaning their massage area. Students should also expect to interview clients for assessment and documentation, review intake forms, provide and receive client feedback, and record SOAP notes. Further customer service skills are developed through greeting customers at the reception, handling payments, answering and returning calls for appointments, placing confirmation calls, and managing client files. Total body care is included to help students better understand the importance of maintenance to promote physical longevity in the industry as well as an emphasis on working as a team to help develop healthy working relationships.	12	60

CURRICULUM FOR MASSAGE THERAPY COURSE 600 HOURS

CLINIC FLOOR POLICY AND PROCEDURES:

Student clinic hours may count for no more than 75 of the required 600 supervised clock hours and shall demonstrate educational purpose by meeting the following conditions:

- Operate at all times under active direct supervision of qualified instructors and on school premises.
- Maintain detailed lesson plans, learning objectives, policies and procedures, attendance records, and grade requirements.
- Include a client intake for every client that, among other things, informs client that the practitioner is a student.
- Include SOAP notes, or equivalent, completed by the student practitioner for every client.
- Provide for written client feedback.
- Maintain clinic attendance for each student detailing massages and other duties performed during clinic hours.
- Under no circumstances shall students receive credit for idle, non-educational or unsupervised activity, therefore alternate faculty supervised learning is offered.
- 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 massage area; reviewing intake forms, interviewing clients, providing and receiving client feedback, and recording SOAP notes, 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 benefitting a professional massage therapist; and instruction related to these items. Students may not be required to clean school premises or work beyond normal procedures inclusive to treatment areas and immediate office space used during clinical sessions.

GRADUATION REQUIREMENTS:

The student shall have completed "Technical and Practical" requirements as needed for the 600 hours for Massage Therapist with an average grade of 70% or better. A student shall complete all required classroom practical, laboratory and clinic education and training, shall have paid all tuition due (unless a written agreement has been made prior to graduation) will have a completed SAP evaluation and will have had an exit interview with administration.

The student shall receive a diploma/certificate and transcript of completion for the program upon graduation from the school.

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

Upon completion of this program you will be fully prepared and qualified to take the MBLEX exam and apply for California Massage Therapy Council (CAMTC) certification. You will be able to enter the field with the confidence knowing that you have the skill it takes to build your future career.

CERTIFICATION REQUIREMENTS:

In 2009 the State of California established the California Massage Therapy Council for voluntary certification for Massage Therapists. Effective January 1, 2015 applicants for certification as a Certified Massage Therapist (CMT) must have 500 hours of education from an approved school and have passed the Massage and Bodywork Licensing Exam/MBLEx.

Student's must include with their written application, the current required fee and provide the Massage Therapy Council with fingerprints that will be subject to review by the Dept of Justice. Upon approval, and payment of applicable fee, certification will be issued and must be renewed every two years thereafter.

Prospective students for the Massage Therapy program are encouraged to contact the business licensing department of the cities or counties they are planning to work, as licenses are issued by California cities and counties and are not uniform in their standards. Certification as a Massage Therapists (CMT) by the CAMTC is generally required to obtain a license at a local level. Massage Therapy students are encouraged to ask for a copy of the regulations for Massage Therapy in that area.

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

Books: Massage Therapy Principles and Practice by Susan G Salvo; Trail Guide to the Body Text and Workbook by Andrew Biel

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

CURRICULM FOR ESTHETICIAN-SKIN CARE SPECIALIST COURSE (combines Esthetician & Advanced Skin Care) 900 HOURS

The curriculum for students enrolled in an Esthetics Skin Care Specialist Course (Classification of Instructional Programs (CIP) Code 12.0409) shall consist of nine hundred (900) clock hours of technical instruction and practical operations covering all practices of an esthetician (600 hours) and advanced Esthetics (300). Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that a combined total of 355 hours are devoted to clinical-theory experience, which will include all phases of Esthetics and traditional massage theory and techniques and 545 of Practical Operations. **Students are required to perform services.** The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: shall include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

COSMETOLOGY CHEMISTRY FOR ESTHETICIANS: shall include, but not limited to the study of product knowledge, chemical composition of ingredients found in products used, the reaction skin will have under different conditions as well as different reactions to certain ingredients.

HEALTH & SAFETY CONSIDERATIONS: shall include, but not limited to knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Chemical composition and purpose of cosmetic & skin preparation. Elementary chemical makeup, chemical skin peels, physical & chemical changes of matter. Electrical current, principles of operating electrical devices, & the various safety precautions used when operating electrical equipment.

THEORY OF ELECTRICITY IN ESTHETICS: shall include, but not limited to the study of the effects of different electrical apparatuses on the skin, both manually and chemically as well as the safety precautions needed when operating such equipment**.**

DISINFECTION AND SANITATION: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment.

BACTERIOLOGY, ANATOMY & PHYSIOLOGY: shall include, but not limited to the recognition of bacteria and the spread of communicable diseases and how it is prevented in the workplace. The structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter as well as checking for conditions, abrasions, and diseases and any contraindications for services.

PATHOLOGY: shall include, but not limited to the study of diseases of the systems, client history, indications, contraindications, and endangerment sites.

FACIALS- shall include skin analysis, cleansing, scientific manipulations, packs, and masks, the use of all electrical modalities and apparatuses, including dermal lights.peels, packs, scrubs, and masks.

EYEBROW ARCHING & HAIR REMOVAL: shall include removal of unwanted eyebrow hair to enhance or shape by tweezing, waxing or application of depilatories.

MAKE UP: shall include, but not limited to the understanding of shade and undertone, the application of foundation and how differences in consistencies and coverage as well as how to identify eye and face shapes and learn proper points of application of products.

CORRECTIVE MAKE UP INCLUDING APPLICATION OF FALSE LASHES: shall include the application of corrective makeup as well as the application of false eyelashes to include strip and individual.

TRADITIONAL MASSAGE TECHNIQUES: shall include, but not limited to the introduction of Swedish massage as well as the art of reflexology.

SPA SERVICES: shall include, but not limited to the proper applications of wraps and scrubs as well as aromatherapy and additional body treatments performed in spa settings.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: To include but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers.

SUBJECTS OF TECHNICAL INSTRUCTION:	Theory	Distance Education (if applicable) On Campus	Distance Education (if applicable) Off Campus
Preparation: Includes Client Consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, & CPR/AED, salon & spa skills.	50		
Facials to include Manual, Electric and Chemical	70		
Laws and Regulations: to The Barbering and Cosmetology Act and the Board's Rules and Regulations	10		
Health & Safety Considerations: To include, but not limited to Training in chemicals & health in establishments, material safety data sheets, protection from hazardous chemicals & preventing chemical injuries, health & safety laws & agencies, communicable diseases including HIV/AIDS & Hepatitis B. chemical composition & purpose of cosmetic & skin preparation. Elementary chemical makeup, chemical skin peels, physical & chemical changes of matter. Electrical current, principles of operating electrical devices, & the various safety precautions used when operating electrical equipment.	45		
Disinfection and Sanitation: To include procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20		
Anatomy & Physiology to include Human Anatomy, Human Physiology, Bacteriology, Skin Physiology	35		
Eyebrow Arching & Hair Removal -Tweeze Wax & Depilatories	35		
Make-up	20		
Product Knowledge	10		
Additional Training/Testing/Communication skills and salon/ spa business	65		

SUBJECTS OF PRACTICAL OPERATIONS:	Practical Operations:	Distance Education (if applicable) On Campus	Distance Education (if applicable) Off Campus
Disinfection and Sanitation	60		
Facials: to include Manual, Electric, Chemical, *European Facial, customized facial treatments- Anti -aging/ Deep Pore Cleansing*	*140*		
Light Chemical Peels: *AHA/ BHA/ Enzymes/ Vitamin A & Microdermabrasion*	10		
Down-time Peels: *Jessner & TCA*	10		
Hair Removal: to include Waxing, Tweezing, Depilatories, *Speed waxing and Brazilian procedures*	200		
Dermaplaning	**10**		
Make Up	40		
Massage/ Reflexology	40		
Additional Spa Services: *Aromatherapy & Body Treatments*	30		

ESTHETICIAN-SKIN CARE SPECIALIST

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

.

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
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- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A"	Excellent
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70% to 79%	"C"	Average
60% to 69%	"D"	Needs to Retake Test
0% to 59%	"F"	Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation*

CURRICULUM FOR HAIRSTYLIST COURSE 600 HOURS

The curriculum for students enrolled in the Hairstyling course shall consist of six hundred (600) clock hours of technical instruction and practical operations pursuant to Business and Professions Code (B&P) Section 7363(a). Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. Students are required to perform services. The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology per ARTICLE 2. Application of Chapter [7316 - 7320.5]

"The practice of hairstyling is one or both of the following: (1) Styling of all textures of hair by standard methods that are current at the time of the hairstyling. (2) Arranging, blow drying, cleansing, curling, dressing, extending, shampooing, waving, or nonchemically straightening the hair of any person using both electrical and nonelectrical devices.

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 and sexual assault awareness.

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.

Hairstyling Services: 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.

Additional Training: Including instruction on Business and Career Education:
Goal Setting, Job Search, Professional Relationships, Know and Build your Client Market, The Salon Experience, Business Ownership, Business Operations, Retail Product Sales

SUBJECTS OF TECHNICAL (225 HRS) AND PRACTICAL INSTRUCTION (375 HRS):

	Theory	Practical
Health and Safety and Board approved Health and Safety Course	100	
Disinfection and Sanitation	25	75
Hairstyling Services	50	300
Additional Training	50	

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, CONTINUED HAIRSTYLIST COURSE GOALS:

- To successfully master training requirements needed to make application for the California State Board of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Hairstylist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

HAIRSTYLIST PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.
- To successfully acquire knowledge in Board Approved Health and Safety Course to include instruction on hazardous substances, basic labor, laws, and physical and sexual assault awareness.
- To successfully acquire knowledge of 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.
- To successfully acquire knowledge in arranging, blow drying , cleansing, curling, dressing, hair analysis, shampooing, waving and non-chemical straightening, and hair cutting to include the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.
- To successfully acquire business management techniques, which are common to the profession of Hairstyling.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all hairstyling services.
- Acquire the knowledge of analyzing the scalp and hair prior to all hair services to identify any diseases or disorders that may hinder the service.
- Learn the procedures and the terminology used in performing all hairstyling services.
- Learn the proper procedures of all hairstyling services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, common to the hairstyling field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE HAIRSTYLING COURSE:

The student shall have completed "Theory and Operations" required by the Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.
- **LICENSING REQUIREMENTS:**
- The applicant must be 17 years of age or older and have completed the 10th grade. A license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the licensing exam with an overall
- average of 75%.

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals **DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

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Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours.
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Hairstyling Course, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students need to retake all tests with a score below 70%.

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

***Note: Currently the State of California does not offer any licensing or certification for the Instructor Training course. Students taking this course will receive a certificate of completion to use to enhance their educational qualifications presented on their resume.**

CURRICULUM FOR INSTRUCTOR TRAINING COURSE 600 HOURS

The curriculum for students enrolled in an Instructor Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the instructor trainee of teaching techniques and principles. It is noted that 150 hours are devoted to clinical/theory experience and 450 Practical Operations, which shall include all phases of being an Instructor. The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: shall include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

PREPARATORY INSTRUCTION/ INSTRUCTIONAL TECHNIQUES: shall include, but not limited to classroom preparatory work, and curriculum development as well as methods of instruction, lectures, and demonstration in communication skills, the use of instructional aids and questions to promote learning.

ORGANIZATION TECHNIQUES: shall include, but not limited to scheduling of classes, assignments, and student's productivity in the classroom as well as implementing the 4-step teaching method: performance objectives and learning domains, etc.

LESSON PLANNING: shall include, but not limited to lesson plan development for theory and practical subjects of the Cosmetology and/or Barbering programs.

EVALUATION TECHNQUES: shall include, but not limited to learning to assess students objectively in all aspects of the student's course of study.

CONDUCTION OF CLASSROOM: shall include, but not limited to the technical instruction and demonstration of three or more students, to include criteria set forth by the Board of Barbering and Cosmetology (to be conducted under the supervision of a licensed instructor).

SUPERVISING OF STUDENTS: shall include, but not limited the supervision of students in the classroom, as well as over-seeing students performing services on mannequins or both paying and non-paying customers.

SUBJECTS OF TECHNICAL INSTRUCTION	Minimum Hours of technical Instruction:
Barbering & Cosmetology Act Board Rules and Regulations	10
Preparatory Instruction/ Instructional Techniques	40
Organization Techniques	30
Lesson Planning	60
Evaluation Techniques, Orientation	10

SUBJECTS OF PRACTICAL OPERATIONS	Minimum Hours of Practical Operations:
Preparatory Instruction	100
Conduction of Classroom	140
Supervising Training of Students	100

**** A student enrolled in the Instructor Training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.*

INSTRUCTOR TRAINING

COURSE GOALS:

- To successfully master training requirements needed to give instruction by demonstration, lecture, classroom participation or examination.
- To develop professional skills and attitudes in the interest of the students learning environment.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully enforce the knowledge of the laws and rules regulating California.
- To successfully enforce the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully deliver knowledge of the general theory as relative to the course curriculum.
- To successfully teach business management techniques, which are common in the industry.
- To successfully teach the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Teach the proper use of implements relative to services offered in the program curriculum.
- Teach the knowledge of performing a client consultation before all services to recognize any contraindications.
- Teach the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to teach good workmanship skills.
- To possess a positive attitude toward the students, public and fellow workers.
- To instill honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with students, patrons, and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C".
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: Milady on Becoming a Cosmetology Teacher

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

COSMETOLOGY CROSSOVER TO BARBER 200 HOURS

Because the Crossover Course Curriculums California Code of Regulations sections 950.8 and 950.9 **were repealed on July 1, 2015**, the Crossover Course Curriculums no longer require Board approval. The school will be responsible for making sure the students are getting the required hours and operations to qualify for an examination. Please note, the school can always require over and above the Board's minimum requirements.
To qualify for the Barber examination, a Cosmetologist or an individual that has completed the Cosmetology course will need to complete 100 clock hours practical operations and 100 clock hours of technical instructions. To include orientation

SHAVING PREPARATION and PERFORMANCE

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures:

- Preparing the client's hair for shaving
- Assessing the condition of the client's skin
- Performing shaving techniques
- Applying after-shave antiseptic following facial services
- Massaging the client's face, using rolling cream and massage techniques

MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION TO INCLUDE ORIENTATION: 100

MINIMUM REQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 100

COSMETOLOGY CROSSOVER TO BARBER Students are required to perform services.

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C"
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A"	Excellent
80% to 89%	"B"	Good
70% to 79%	"C"	Average
60% to 69%	"D"	Needs to Retake Test
0% to 59%	"F"	Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

BARBER CROSSOVER TO COSMETOLOGY 300 HOURS

Because the Crossover Course Curriculums California Code of Regulations sections 950.8 and 950.9 **were repealed on July 1, 2015**, the Crossover Course Curriculums no longer require Board approval. The school will be responsible for making sure the students are getting the required hours and operations to qualify for an examination. Please note, the school can always require over and above the Board's minimum requirements. **Students are required to perform services.**
To qualify for the Cosmetology examination a Barber, or an individual that has completed the Barbering Course will need to complete 300 clock hour to include Orientation.

Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.
150 hours

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.
50 hours

Manicure and Pedicure: Including instruction on 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.
100 hours

BARBER CROSSOVER TO COSMETOLOGY

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship as developed throughout the program.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% "C"
- Will have completed an SAP evaluation.
- Will have had an exit interview with administration.
- Unless a written arrangement has been made with the student, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Milady, Barbering, Esthetics, Manicuring textbooks

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course.
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshman class hours and upon evaluation by the Freshman Class Instructor and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- Cosmetology students will be assessed at 450, 900, and 1000 hours.
- Barbering students will be assessed at 450, 900, and 1000 hours..
- Esthetician-Skin Care Specialist will be assessed at 450 and 900 hours.
- Esthetics, Instructor Training, Massage Therapy, Manicuring/Nail Care, Barber Crossover to Cosmetology and Cosmetology Crossover to Barber students will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P.
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test
0% to 59%	"F" Failed

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation.*

CURRICULUM FOR PRO MAKEUP ARTISTRY PROGRAM 90 HOURS

The curriculum for students enrolled in a makeup artistry program shall consist of ninety (90) clock hours of technical instruction and practical lab operations covering all practices constituting the art of makeup artistry. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 90 hours are devoted to clinical/theory and practical experience, which shall include all phases of makeup artistry. Such technical instruction and practical operations shall include:

45 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

# of Lab Practical Operations to be completed in 45 hours

05 Disinfection
10 Foundation Application- Canvas Preparation
10 Eye shadow Applications (Day and Evening)
10 Eyeliner Applications
05 Smokey and Glamour Makeup Applications
05 Bridal Makeup Applications

SUBJECT OF TECHNICAL INSTRUCTION: 45 Hours (Minimum) of Technical Instruction

1.	Understanding your tools (shall include the importance of brushes, their use, shape, and disinfection and storage.	**02**
2.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The five required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	**03**
3.	Color Theory (shall include skin analysis, color swatching, the gray scale, color correction, the identification of shade and undertone and the use of the color wheel).	**04**
4.	Fundamentals of foundation (shall include product knowledge, principles of product application and blending, and the various textures and uses when applying to different skin tones and types).	**03**
5.	Preparing the Canvas and Understanding Face Shapes (shall include procedures to prepare the skin or the application of cosmetics, cleansing, skin analysis, client consultation, identifying face shapes, points of correction, and highlighting and contouring).	**03**
6.	Eyebrow Beautification (shall include identifying the parts of the brow, shape, and length).	
7.	Product knowledge- color selection and the use of cosmetics to cover and enhance the shape of the brows.	**03**
8.	Fundamentals of Blush and Lips (shall include product knowledge, identifying points of application, correction, shaping, and re-shaping).	**03**
9.	Fundamentals of Eye Shadow (shall include product knowledge, identifying different eye shapes, identifying points of application, and application of daytime, evening, and glamour).	**05**
10.	Bridal Makeup (shall include building you bridal business: contracts, pricing, and advertising. Working under different conditions, seasons, hours, and working with the bride, bridal party, and additional staff to be hired).	**03**
11.	Makeup throughout the ages (shall include a look at history and identifying looks for different periods in time and how they may be useful in different mediums such as theatre, social media, and advertisement).	**03**
	Business Planning (shall include understanding mediums such as print, social, and film. Developing a website, selecting a business card and creating a business name and logo).	**05**
12.	Glamour Makeup and Skill Advancement (shall include men's grooming, working on mature skin, and glamour looks such as advanced smoky eye, cut crease technique, and incorporating face paint, rhinestones, and sponge techniques).	**03**
13.	Building a Portfolio (shall include a photo shoot. Students create three different looks and have a session with a photographer with the opportunity to choose lighting, background, and model's stance to best enhance their work).	**05**
		45 total

PRO MAKEUP ARTISTRY COURSE GOALS:

- To successfully master training requirements needed to be recognized in the industry as a Certified Makeup Artist.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Makeup Artist.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

PRO MAKEUP ARTISTRY PROGRAM

PRO MAKEUP ARTISTRY PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of skin and cosmetics.
- To successfully acquire knowledge of the general theory relative to makeup artistry, including product knowledge and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to makeup artistry.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all makeup artistry services.
- Acquire the knowledge of analyzing the skin, and face before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all makeup artistry services.
- Learn the application of daytime and evening make/up to include the application of false eyelashes.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, common to the makeup artistry field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE MAKEUP ARTIST COURSE:

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

CERTIFICATION REQUIREMENTS:

The applicant must be 17 years of age or older and have completed the 10th grade. A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

Books: Makeup Designory's: "Beauty Make-up" Theory Book

CURRICULUM FOR HAIR EXTENSION ADVANCED TRAINING PROGRAM 24 HOURS

The curriculum for students enrolled in an advanced training stand to strand hair extension program shall consist of twenty-four (24) clock hours of technical instruction and practical lab operations covering all practices constituting of the art of hair extension applications. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 24 hours are devoted to clinical/theory and practical experience, which shall include all phases of hair extension applications. Such technical instruction and practical operations shall include:

12 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

 # Of Lab Practical Operations to be completed in 12 hours

02 Disinfection and Sanitation
02 Strand to Strand and Track Hair Metal Extend Tube Applications
01 Plastic Shrink Tube Application
01 Keratip (Fusion) Extension Application
01 Skin Weft Extension Application
01 Micro Tip Extension Application
01 Hair Enhancements: to include the application of Decorative Extensions such as Tinsel and Feathers
03 Hair Extension Removal

SUBJECT OF TECHNICAL INSTRUCTION: 12 Hours (Minimum) of Technical Instruction

1.	Understanding your tools (shall include the importance of tools used for application, removal, and shaping of all extension methods as well as disinfection and storage).	**01**
2.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ***two*** required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment).	**02**
3.	Fundamentals of Extensions (shall include the application and removal of the metal extend tube applications with the use of strand to strand hair as well as track hair, plastic shrink tube method, keratin (fusion) method, skin weft method, micro tip method, and the hair enhancements to include decorative items such as feathers and tinsel).	**03**
4.	Client Consultation (shall include the proper care for extension hair as well as own hair, product knowledge, and proper method chosen to specifically meet client's needs).	**02**
5.	Classifications of hair (shall include a thorough explanation of where hair comes from, how it is manufactured, how it is classified into color, shape, length, and quality. A thorough description will be given so student can identify the difference between synthetic, natural, yaki, human, pure remy, and virgin to make the best selection to meet the client's needs).	**01**
6.	Preparation and Application (shall include the proper sanitary order and tools required for each service in order to maximize the operator's workstation. Application and removal of all extension methods will be demonstrated to ensure the lifespan of the service, as well as the appropriate removal for the well-being of the patron's hair).	**01**
7.	Shaping and Trimming (shall include a thorough description and demonstration of methods used to trim, cut, and shape the various forms of extensions learned in the class).	**01**
8.	Marketing and Building your Business (shall include building your hair extension business: pricing, advertising, and a adding extension services to an already existing beauty service menu).	**01**
		12 total

HAIR EXTENSION ADVANCED TRAINING PROGRAM GOALS:

- To successfully master training requirements needed to apply and remove various methods of hair extensions to help meet the client's needs.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career in the application of hair extensions.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

HAIR EXTENSION ADVANCED TRAINING PROGRAM PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of the application and removal of the various methods hair extensions provided in the program.
- To successfully acquire knowledge of the general theory relative to the application and removal of hair extensions, including product knowledge and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the hair practitioner.

HAIR EXTENSION ADVANCED TRAINING PROGRAM

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to the application and removal of extensions.
- Acquire the knowledge of analyzing the client's hair and scalp condition before all services to determine any contra indications to receiving services.
- Learn the procedures and the terminology used in providing and purchasing future material in order to perform all extension methods learned in the program.
- Learn the cutting and shaping of extensions in order to completely fulfill the requested services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, common in the application and removal of hair extensions.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE HAIR EXTENSION ADVANCED TRAINING PROGRAM:

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

CERTIFICATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in the hair extension advanced training program with a grade average of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

The applicant must be 17 years of age or older and have completed high school. A pre-requisite is that student's participating in the program must also be enrolled or have been enrolled in the Cosmetology or Barbering Programs or licensed in one of the two fields.

A Certificate of Completion is meant to compliment the licensee in order to be able to provide services to customers who would like to receive a specialty services not always provided by hairdressers without the proper training. A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

CURRICULUM FOR ADVANCED SKIN CARE TECHNIQUES PROGRAM 90 HOURS

The curriculum for students enrolled in the Advanced Skin Care Techniques Program, the program shall consist of ninety (90) clock hours of technical instruction and practical lab operations covering all practices constituting the advanced facials, chemical peels, speed waxing and dermaplaning. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 90 hours are devoted to clinical/theory and practical experience, which shall include all phases of advanced skin care techniques. Such technical instruction and practical operations shall include:

45 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

 # Of Lab Practical Operations to be completed in 45 hours

07 Disinfection
06 European Facials with Electrical Modalities
06 Customized Facial Treatments: Anti-Aging, Deep Pore Cleansing and Chemical
10 Lite Chemical Peels: AHA BHA Enzymes Vitamin A and Micro-Dermabrasion
06 Down Time Peels Jessner and TCA
05 Derma Planning
05 Speed Waxing Procedures
45 total

SUBJECT OF TECHNICAL INSTRUCTION: 45 Hours (Minimum) of Technical Instruction

1. **Fundamentals of Electrical Machines**: (shall include galvanic high frequency, vacuum, micro-current and light.) **05**

2. **Disinfection and Sanitation and Salon Safety**: (shall include procedures to protect the health and safety of the consumer as well as the technician. The seven required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) **06**

3. **Massage and Manipulations**- (shall include basic and advanced massage techniques. Massage rhythm and fluidity) **05**

4. **Anatomy, Physiology, and Functions of the Skin**: (shall include how all esthetics treatments impact the skin) **10**

5. **Disorders and Diseases of the Skin**: (shall include contra-indications to all esthetic treatments.) **04**

6. **Product Knowledge**: (shall include proper use of all products for specific services and their effect on different skin types) **06**

7. **Client Consultation and Skin Analysis**: (shall include steps to ensure proper client consultation and how to analyze different skin types for the customization specific treatments) **06**

8. **Business Planning** (shall include long term treatments for each client and also seasonal promotions and package deals, using social media) **03**

45 total

ADVANCED SKIN CARE TECHNIQUES PROGRAM

SKIN CARE PRACTIONER GOALS:

- To successfully master training requirements needed to be recognized in the industry as a Skin Care Practitioner who is well versed in advanced skin care techniques.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Skin Care Practitioner.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of skin and related products.
- To successfully acquire knowledge of the general theory relative to advanced skin care techniques, including product knowledge and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the skin care industry.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to advanced skin care specialized services.
- Acquire the knowledge of analyzing the skin, and face before all services to determine any disorders and have an understanding of contraindications.
- Learn the procedures and the terminology used in performing skin care services.
- Learn the application of chemical peels, skin care products, electrical modalities and machines relative to providing advanced skin care techniques.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, common to the skin care field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE ADVANCED SKIN CARE TECHNIQUES PROGRAM:

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

CERTIFICATION REQUIREMENTS:

The applicant must be 17 years of age or older and have completed high school or earned a GED equivalent.
Pre-Requisite: Student must have completed a minimum of 600 contact hours in an Esthetics program or already be a licensed Esthetician, Cosmetologist or currently attending the Esthetician-Skin Care Specialist Program.
A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

Books and Educational Material:

Manuals and handouts specific to each module (i.e waxing, peels, machines, microdermabrasion, dermaplaning, etc.)

Book: Skin Care Beyond the Basics by Mark Lees

CURRICULUM FOR ADVANCED HAIR COLOR CERTIFICATION PROGRAM 80 HOURS

The curriculum for students enrolled in the Advanced Hair Color Certification Program, is based on the ABCH Curriculum (American Board of Certified Haircolorist) and sponsored by STRANDS Italian Hair Color. The program shall consist of eighty (80) clock hours of technical instruction and practical lab operations covering all practices constituting the art of advanced hair color concepts and techniques. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 80 hours are devoted to clinical/theory and practical lab assignments, which shall include all phases of advanced hair color chemistry, study of the hair, product knowledge, color formulation, advanced techniques and applications, concepts of bleach and the study of lighteners.

40 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

 # Of Lab Practical Operations to be completed 40 hours

06	Preparation of Hair Swatches for demonstration of color concepts
10	Preparation of Hair Swatches for demonstration of processing on different natural hair color categories, degrees of porosity, texture, and elasticity
08	Foil Placement Application: Demonstration of slices and weave techniques for gray reduction, coverage and blending
08	Advanced Foil Placement of bleach and color for demonstration of highlights/lowlights, tone on tone, and re-touch applications
08	Application of Bleach, Lighteners and Color for bleach re-touch, reverse highlights and in preparation for final practical exam

SUBJECT OF TECHNICAL INSTRUCTION: 40 Hours (Minimum) of Technical Instruction

1.	**Chemistry of Hair Color**: shall include the study of the chemical composition, processing and formulation of different classifications of color, bleaches, and Hydrogen peroxide	**08**
2.	**Study of Hair**: shall include identifying natural hair color, hair color categories, stages of lightening, rules of natural hair color, color formulations, recommended techniques and the study of the porosity of the hair	**10**
3.	**Strands Color Concepts**: will include the art of color formulation, and gray coverage, which shall include the identification of gray hair, pattern/percentage dictate method, common problems with covering gray hair and various strategies for the different categories	**08**
4.	**Advanced Color Techniques**: shall include concepts of highlight/lowlight applications and tone-on tone	**08**
5.	**Concepts of Bleach and the Study of Lighteners**: shall include bleach re-touch, reverse highlights and instruction for final practical exam	**06**
		40 total

ADVANCED HAIR COLOR CERTIFICATIONS GOALS:

- To successfully master training requirements needed to be recognized in the industry as an advanced Haircolorist.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.
- To successfully acquire the knowledge and ability of bringing predictability and ethical professional behavior for the well-being of the consumer and enhancing excellence in customer service.

ADVANCED HAIRCOLOR PERFORMANCE OBJECTIVES:

- To successfully acquire knowledge of the general theory of standardized criteria in order to qualify to take the ABCH Certified Haircolorist Examination.
- To successfully acquire the competence and knowledge in a level of excellence to create credibility in the eyes of the consumer.
- To successfully acquire the successful use and application of Strands hair color products.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of tools and product associated with hair color.
- Acquire the knowledge of identifying the needs of the individual client with successful results.
- Learn the procedures and the terminology used in performing all hair color services.
- Learn the application of all hair color products, to achieve desired results.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship.
- To possess a positive attitude toward the public and fellow workers.
- To encourage the highest level of excellence in the field of hair coloring.
- To have an improved personality while dealing with patrons and colleagues.

ADVANCED HAIR COLOR CERTIFICATION PROGRAM

ADVANCED HAIR COLOR GOALS:

- To receive extensive training in color meeting the demands of the ever changing hair coloring industry
- To develop professional skills and attitudes in the interest of safety for oneself as well as others while working with chemicals
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

PERFORMANCE OBJECTIVES:

- To successfully acquire knowledge of the general theory relative to advanced coloring techniques, including product knowledge and theory relative to practical procedures performed.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE STRANDS ADVANCED HAIRCOLORIST CERTIFICATION:

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in the Strands Advanced Haircolorist Certification program with a grade average of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

CERTIFICATION REQUIREMENTS:

The applicant must have completed a minimum of 800 hours of Cosmetology or Barbering in an accredited school or hold current Cosmetology or Barbering License. A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

Books:

ABCH Study Portfolio: Comprehensive, Generic, Hair Color Study Guide

STUDENT COMPLAINT PROTOCOL PURSUANT TO §73770

A. DESIGNATED PERSON: Associate School Director/Business Administrator
B. DESIGNATED PERSON: Degree of Authority

Note: If the Associate School Director is available then you may be seen immediately, or may request an appointment to discuss a problem.

A. This institution shall designate at least one person to receive and resolve student complaints. The person shall:
   i. Be publicly identified in a manner designed to provide students with reasonable notice, such as in the catalog or in the Notice of Student Rights prescribed by § 9431.20 of the Code, and
   ii. Be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution.

B. The designated person shall have the authority and duty to do all of the following:

   1. Complaints shall be investigated thoroughly, reviewing all documents and people related or possibly related to the problem.
   2. Reject the complaint in any reasonable manner, including the payment of a refund.
   3. Record a summary of the complaint, its disposition, and the reason for the disposition; place a copy of the summary, along with any other related documents, in the students file, and make an appropriate entry in the log of student complaints.
   4. If a complaint is valid, and involves a violation of law, and it is not resolved within 30 days after the complaint is first made by the student, notification will be made to the council, the accrediting association, and law enforcement authorities, outlining the complaint, ensuing investigation, and the resolution or lack of thereof. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of the person's privilege under section 940 of the evidence code. If the authorized person does not provide all of the information required by this paragraph, because of a claim of privilege under section 940 of the evidence code, the school shall appoint another person, who may not lawfully claim that privilege to provide the omitted information.
   5. If the complaint is valid, determine what other student(s) if any, may have also been affected by the same, or similar, circumstances and provide an appropriate remedy for those students.
   6. Implement reasonable policies or procedures to avoid similar complaints in the future.
   7. Communicate directly to any person in control, regarding complaints, their investigation, and resolution or lack of resolution.

C. A student may lodge a complaint by communicating orally, or in writing to any teacher, administrator, Admissions personnel or Counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that persons' duty.

D. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period, or, before the student again complains about the same matter, the School shall advise the student that a complaint must be submitted in writing, and the student shall be provided a written summary of the School's complaint procedures.

E. If a student complains, in writing, the School shall, within ten (10) days of receiving the complaint, provide the student with a written response, including a summary of the School's investigation and disposition of said complaint. If the complaint, or relief requested by the student, is rejected, the reasons for the rejection must be provided.

F. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the rights of the student or remedies. Any document, signed by the student, that purports to waive the student's rights and remedies, shall be considered null and void.

G. If a student complains, in writing, the complaint shall be signed with his/her signature, or if multiple students have registered a complaint, all of those persons registering the complaint, shall sign the complaint. If, those who have registered the complaint have not signed the complaint, then the School will not address the complaint. This is to avoid rumor and shall be considered a reasonable procedure to avoid similar complaints.

MEET THE STAFF!

OWNER Palm Desert SCHOOL DIRECTOR/Corporate CEO

Mr. Ronald G. Holbert is a graduate of San Diego State University with a BA degree and a graduate of Cal Western School of Law, San Diego with a Jurist Doctor degree, receiving his license to practice law in California as well as Nevada. Mr. Holbert has served as legislature bill drafter with the Nevada State Legislature and has operated a private law practice specializing in Mortgage banking and real estate recovery and ancillary legal proceedings. He is a member of the Vietnam Helicopter Pilots Association and the Nevada and California Trial Lawyers Association. He has become interested in promoting the advancement of quality education in the field of Cosmetology because of his association and subsequent marriage to Mirela Marinescu, a well-known Skin Care Specialist in the Desert. He brings his organizational skills, warm and friendly personality, as well as his knowledge of California law and the necessity to operate each school in total and complete compliance with all the State regulations so that each and every student is offered the opportunity to receive a quality education in the vocational field within the beauty industry. He has observed the expanding growth and has recognized the need for schools to provide the Coachella Valley with graduates who are "salon ready" professionals.

Director Certification #COAFS-05-378441

INSTRUCTOR – CO-OWNER, CORP. VICE PRESIDENT, DIRECTOR

Mirela Marinescu-Holbert brings the dream and inspiration to this school. Without her vision and dedication to her profession coupled with the support of her husband, Ronald Holbert, these schools would not be a reality. Having emigrated here from Romania, thirty plus years ago, speaking little English and with two small children, Mirela is the living proof of the American Dream. She received her training in Bucharest, lived, and worked in Paris, and came here to begin working as a cosmetologist. Soon, she opened her own, one-person skin care business; a business that has now grown to three full-service skin care salons with a staff of ten Estheticians, a personal line of skin care products and famous signature facial. Also, as a trainer for CA Botana, an international skin care product manufacturer, she travels around the state, and recently in Asia, giving seminars and training sessions on all phases of skin care. It is from these travels and in offering monthly continuing education classes in advanced skin care, which are filled to capacity with students and professionals alike, that she began to see the need for a new specialized school. A school that provides the students with advanced education beyond teaching the skills to pass the State Board examination, which is clearly not enough to prepare the students to become total professionals who can secure stable and prosperous employment. It is truly her vision and dream that has been developed into this exclusive beauty school. Since the school opened in 2002 Mirela has received her Barber License and has received her Diploma from CIDESCO, an extremely prestigious international certification in Advanced Skin Care. She also has launched Strands Hair Color. A new and exciting color line that has been in development for almost 10 years. She is also a Certified Haircolorist granted by ABCH (American Board of Certified Hair colorists). Mirela is also a certified Massage Therapist. Mirela is, indeed, an inspiration to students and staff alike. Instructor Certification # COAFS-05-378283 Director: COAFS-06-383509 Esthetician License Number #360442Z Cosmetology License Number # 234854, Barber License Number # B84848 Massage Therapy cert# 4190

BUSINESS/OFFICE MANAGER and COMPLIANCE OFFICER

Claire Amaro is a graduate of our school, having received her license in Cosmetology in 2009. She is also an experienced bookkeeper with an accounting background. She handles, with humor, expertise and professionalism, the supervising of staff as well as handling the administrative office business day to day duties. We are delighted to have her as part of our team. Claire also handles applications of State, Federal and Accreditation compliance requirements and continues to advise students and supervise registration.

Cosmetology License Number KK503060

EDUCATIONAL SUPERVISOR

Alejandra Martinez, better known as "Miss Alex," holds a Vocational Education Teaching Credential from the State of California and an Instructor certification by the Bureau for Private Postsecondary and Vocational Education. She has been teaching since 1993 and brings to this organization an innovative teaching style along with the admiration and testimonials from many of her former students. Having taught at other local cosmetology schools in the desert communities, she has expressed her desire to associate herself with schools that set high standards of learning goals, and an honest and sincere desire to put the needs of the students first. She has found those qualities the International School of Beauty. Mrs. Martinez is responsible for directing the curriculum for all courses and advancing the teaching skills of the other instructors. Having been with the school, and instrumental in its development, since the school's inception, she brings such a wealth of experience and dedicated loyalty to the students as well as the school owners. In 2003 she received the distinction of "Teacher of the Year", an award sponsored by Super Cuts of Southern California. Teacher Credential. 000079690 Instructor Certification: # BBRS-5FDUFF2002 Cosmetology License # 264348 Associate Director COAFS: 06 – 384915. Barber License:

INSTRUCTOR: ESTHETICS, BARBERING, MANICURING

Lisa Nabb-Allen is a graduate in multiple programs from our Palm Desert Campus: Cosmetology, Esthetics, Barbering, & Manicuring/Nail Care. She decided that teaching was her goal, so she also took the Instructor Training Course and has been providing all of our students with her excellent knowledge, specializing mainly with incoming freshmen in Cosmetology and Barbering. Lisa also holds State Board classes for our students, she also maintains the Kit Rentals for Esthetic Students and supervises on the clinic floor. She has taken many advanced training courses in Esthetics and most recently a 5-week intensive Make-Up course. She is motivated, organized, and dedicated to the beauty industry. Barber License Number B88643

Cosmetology License Number 530926, Manicurist License Number M284369, Esthetician License Number Z70125, Barber License Number B88643

INSTRUCTOR: COSMETOLOGY

Nancy Herrera is a graduate and licensed Cosmetologist as well as a Certified Make-Up Artist. Her ability to convey the basics in practical and theory with loving patience makes her well suited to work with the freshmen students (Cosmetologists and Barbers). Being a "new" student can be intimidating and, as with all the other instructors who have graduated from our school, then possess great empathy and understanding, therefore, can relate to the students. Nancy has settled into her position with ease and confidence.

Cosmetologist License Number # 516317

INSTRUCTOR: BARBERING/COSMETOLOGY

Carla Vargas is an International School of Beauty Alumni from the Barbering, Cosmetology and Teacher Training programs. Having a passion for teaching and helping others develop, she has become a great asset. We are very happy that she can join our team to teach the Barber program.

Cosmetologist License Number 581182 Barber License 97033

INSTRUCTOR: COSMETOLOGY/BARBER FLOOR INSTRUCTOR

Victor Simmons With a creative and dynamic career over 20 years in the beauty industry. Victor brings a unique perspective to the school. Starting as a receptionist and salon coordinator while in cosmetology school, he is now a business coach and entrepreneur. As an instructor here at International School of Beauty, Victor's mission is to inspire and equip students with a robust knowledge in the subjects of marketing, financial literacy, consumer behavior, and business strategy. Just to name a few

Cosmetology License Number#: Cosmetology License 463378 Barber License 96898

INSTRUCTOR: MASSAGE THERAPY/ESTHETICS
Therese Fanta is a graduate from our Esthetics Program and Massage Therapy Program in addition has a Bachelors degree in teaching. Having all of this experience is a bonus for our school. Therese works in both the Esthetics classroom and Massage Therapy classroom offering so much to our students.
Esthetics License #148495 Massage Therapy Cert: 92166

INSTRUCTOR: MASSAGE THERAPY
Eugen Chirches has been a Massage Therapist for many years and has a lot of experience in the field. He offers hands on demonstrations to our students and can give them lots of advice about working in the industry.

INSTRUCTOR: MASSAGE THERAPY
Lamar Scott comes to us with a great deal of experience in massage. Currently he is employed as the Lead Male Therapist at Indian Ridge Country Club where he has practiced massage there for 6 years. Lamar currently offers lectures on massage benefits and modalities to the members and guests. We are lucky to have him here to share his experience with our students.
Massage Therapy Cert #:43171

FINANCIAL AID OFFICER/ADMINISTRATOR:
Renee Bolen, a 2010 Cosmetology graduate of our school, has put her knowledge of the beauty industry as well as her background in financial loan processing, to good use as she counsels prospective students and guides them through the process of application for Federal Student Aid. The experience and knowledge of the U.S. Department of Education's rules and regulations changes, virtually daily, as she strives to keep abreast on all the nuances of Financial Aid. She is the proud mother of Gage, her young son. We are so fortunate to have her to head up the Financial Aid Office. Cosmetology License Number #516215

FINANCIAL AID ADMINISTRATOR:
Mihaela Mateescu is a graduate of our school in the Esthetics program. She also has Bookkeeping Certificates (1 & 2) from B.S.U. Workforce Training. Mihaela is very personable, professional, enjoys working with the students and she is very detail orientated in her approach to record-keeping, making her valued in her work in the Financial Aid office where attention to accuracy is mandatory. We are very happy to welcome her to our team. Esthetician License Number: 109365

INSTRUCTOR: MANICURING
Jeanna Corrick has worked in the field for many years as well as owned her own salon. Having her knowledge of working in the field and owning a business is very helpful to our students as a majority of them want to own their own business.
Manicurist License Number: 39296

INSTRUCTOR: BARBERING/COSMETOLOGY
Robert Villareal is a graduate of our school in Barbering, Cosmetology and Massage. Robert brings a well balanced set of tools to the Barber program and a wealth of knowledge in 3 separate programs. Robert also has his own business which he manages to run in between teaching at our school. We are very luck to have him on board.

INSTRUCTOR: ESTHETICS
Clinton Dobbs is a graduate of our school in Esthetics. Having worked under our instructor Lisa Nabb Allen Clinton has been a great benefit to our school.

INTERNATIONAL SCHOOL OF BEAUTY
VETERAN'S ADDENDUM TO SCHOOL CATALOG

®

Dear Veteran:

Thank you for your service to our country! It is gratefully appreciated.

Thank you for your interest in enrolling in the International School of Beauty.

Course: ____Cosmetology ____Barbering ____Esthetics ____Manicuring/Nail Care
___Massage Therapy ____Esthetician-Skin Care Specialist ____ Hairsylist ____Instructor Training
____Barber Crossover to Cosmetology ____Cosmetology Crossover to Barber

The following criteria apply to your enrollment. Your signature below shall indicate you have read and understand the following enrollments that apply to all Veterans receiving grants from the Veterans Administration.

Prior Credits:
All previous education and training in any field will be evaluated prior to enrollment. Credit will be awarded were appropriate with the program being shortened accordingly. The student and the Veterans Administration will be promptly notified.

Maximum Time Frame:
Veterans and other eligible persons must complete the program within the original contracted length of time.

Standard of Progress:
If, at the end of any evaluation period in all approved programs, the student's GPA is below "C" or attendance falls below 70%, the student will be placed on probation for the next evaluation period. If at the end of the probation the GPA remains below a "C" or attendance remains below 70%, the Veteran's benefit will be interrupted, and the VA office notified.

Instructional Schedules:
Veterans and other eligible persons will be certified for benefit based on the following instructional schedules selected at time of registration:

Program	Hours	Hrs. per Week (FT)	No. of Weeks	Hrs. per Week (PT)	No. of Weeks
Cosmetologist	1000	40	25	30	34
Esthetician	600	40	15	30	20
Manicurist/Nail Care	600	40	15	30	20
Barber	1000	40	25	30	34
Massage Therapist	600	N/A	N/A	30	20
Esthetician-Skin Care Specialist	900	40	22.5	30	30
Hairsylist	600	40	15	30	20
Instructor Training	600	40	15	30	20
Barber Crossover to Cosmetology	300	40	7.5	30	10
Cosmetology Crossover to Barber	200	40	5	30	6.5

Daily schedule for all classes (except Massage Therapy) includes Theory and Practical Operations:
Tuesday through Saturday: 8:30am to 2:30pm (Part-time) or 8:30am to 5:00pm (Full-time).
(Includes ½ hours lunch)
Massage Therapy class is Monday through Friday: 8:30am to 2:30pm.

_____ _____
Student Signature Date

** GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). <More information about education benefits offered by VA is available at the official US government Web site t https://www.benefits.va.gov/gibill.

RETURN OF TITLE IV FUNDS POLICY
INTERNATIONAL SCHOOL OF BEAUTY

This policy applies only to eligible students receiving Title IV funds.

Title IV funds are awarded to an eligible student under the assumption that he or she will attend school for the entire period for which financial assistance is awarded. When a student withdraws from his/her course, for any reason including medical withdraws, are dismissed by the school for non-compliance, or fail to return from an approved Leave of Absence the student may no-longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

If the student withdraws prior to completing 60% or more of scheduled hours in an award period, he/she may be required to repay a portion of the federal financial aid already received for that period. A pro rata schedule is used to determine the amount of federal student aid funds he/she will have earned at the time of the withdrawal.

The ***date of withdrawal*** used for the refund calculation is:

- The date the student officially withdraws following the school's withdrawal guidelines (refer to School Catalog pg 10 J.1&2)
- The start date of a student's approved Leave of Absence in the event the student fails to return from the leave at the scheduled time. *refer to Leave of Absence policy outlined on next page and in school catalog Pg. 10 Item D.
- The date the student was expelled/dismissed from the school.
- The last verified day of attendance at the school

Step 1. The school determines student's Title IV information

- The total amount of Title IV aid disbursed. The student's aid is counted as disbursed if it has been applied to the student's account on or before the withdraw date.
- The total amount of Title IV aid that could have been disbursed for the period.

Step 2. The Percentage of Title IV Aid Earned is determined by:

- Dividing the number of hours scheduled to have been completed in the award period by the total number of hours in the award period. (e.g., 275 hours scheduled to complete ÷ 450 total hours in period = 61%) (95 hours scheduled to complete ÷ 450 total hours in period = 21%)

When the calculated percentage exceeds 60% then the student has "earned" all the Title IV aid for the period.

Step 3. Amount of Title IV Earned by the Student: Calculated as follows:

- The total amount of Title IV aid disbursed or could have been disbursed (Step 1), multiplied by Percent of aid earned, if less than 60% (Step 2) (e.g. 2985.00 (unsubsidized loan) x 21% = $626.85)

Step 4. Amount of Title IV Aid to be Disbursed or Returned.

- If the aid already disbursed equals the earned aid, no further action is required.
- If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV program within 45 days from the date of the refund calculation. The refund calculation must be done within 30 days from the date the school determined the student's complete withdrawal. (e.g. $2985.00 - $626.85 = $2358.15)
- If the aid already disbursed is less than the earned aid, the school will calculate a Post-Withdrawal Disbursement and notify the student of the proposed additional disbursement and repayment obligation. The student must approve the post-withdrawal disbursement.

Return of Title IV funds are based on the type of aid disbursed. Refunds are allocated in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Parent (PLUS) Loan
- Federal Pell Grant for which a Return of funds is required.

Loans must be repaid by the loan borrower (student/parent) as outlined in the terms of the borrower's promissory note.

Step 5. Amount of Unearned Title IV Aid due from the School and/or Student

- School calculates charges due school for payment period to include tuition, equipment, books, fees (e.g. $4500 + $850 + $75 + $12.50 = $5516.50 due school)
- The percentage of unearned Title IV aid is calculated by subtracting the percent of earned income from 100% (e.g. 100 - 21 = 79% unearned aid)
- The total amount of charges due the school is multiplied by the percentage of unearned aid (e.g. $5516.00 x 79%=$4358.00)
- School compares the amount of Title IV aid to be returned to the amount of unearned charges and the lesser of the two amounts is the amount that must be returned by the school (e.g. $2358.15 compared to $5516.00)
- Based upon repayment schedule the school must return the unearned aid to the sources, in order, up to the total net amount that has been disbursed from each source. (e.g. all $2358.15 to Unsubsidized Federal Direct Loan)
- The student will need to repay unearned aid when the amount due from the school is less than the amount to be returned. These outstanding loans consist either of loan funds the student has earned, or unearned funds the school is not responsible for repaying, or both; and they are repaid according to the terms of the borrower's promissory note.
- GRANT FUND PROTECTION. The school will multiply the total amount of grant aid (e.g. Pell) that was disbursed, and could have been disbursed by 50%. Funds to be returned are calculated by subtracting the amount of loans to be repaid by the student, if applicable, from the initial amount of unearned aid due from the student. That total is subtracted from the result of the 50% protection calculation and this result is the amount of grant funds the student would be responsible to return. Note that the student is not responsible for returning funds to any grant program to which he/she owes $50 or less.

School's responsibility in regard to return of Title IV funds:

Provide each student with the information given in this policy.

- Identify students affected by the policy and **complete the R2T4 calculation.**
- Informing the student of the result of the R2T4 and any balance owed to the school as a result of a required return of funds.
- Notifying student and/or PLUS borrower of eligibility for a Post-Withdrawal Disbursement, if applicable
- Following all required procedures for making R2T4 refunds and required notification to loan holders.

Student's responsibility in regard to return of Title IV funds:

- Becoming familiar with the Return of Title IV funds policy and how withdrawing from, or not keeping in academic/attendance policy effects his eligibility for Title IV aid.
- Resolving any outstanding balance owed to the International School of Beauty resulting from a required return of unearned Title IV aid

LEAVE OF ABSENCE information (no disbursements will be made while a student is on an approved L.O.A.)

A student may request a LOA by notifying the school in person, by fax, or email. The request will be considered and the leave may be granted to a student at the discretion of the School Administration. Upon approval, the dates of the LOA will be entered in the students computer file and the student will be provided a LOA form for signature. An LOA should not exceed a period of 180 days in any 12-month period. Failure to return within the time frame of the leave, or any unexcused, continued absence for 2 days, will result in the student being dropped from the program. Leave length may be extended upon school evaluation of extenuating circumstances and reviewed on a case-by-case basis, however a student may not exceed 180 days of leave in any 12-month period.