The Barbers Realm Barber Academy

Course Syllabus 2023

**Class A Barber License Course Syllabus**

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Office Hours: Tuesday- Friday, 9:00am- 6:00pm Saturday 10am-6pm

**Requirements**

“Qualified potential students” are those meeting the following admission requirements:

* At least 17 years of age.
* Government issued photo identification (drivers license or state photo I.d.) and social security card.
* Completion of Enrollment application.

All accepted applicants must pay pay in the form of cash or money order to TBRBA permit fee ($25 for barber programs.) Failure to pay the fee could result in suspension or termination of enrollment.

**Course Overview**

Class A Barber full-time program is 28 weeks long, 36 hours a week, for a total of 1000 hours. The Class A Barber Program consists of 1,000 hours of instruction. The course includes a combination of theory classes, practical mannequin work, and actual hands on clientele practice/training. The program will ensure that basic skills to more advanced skills are gained, as students proceed through the course. The course also ensures that students are trained and prepared in State Board licensing applications and evaluations.

**Instructional Methods**

Primary instructional methods in this course will be as follows: In person theory lectures, power points, practical demonstration, discussions with instructor, textbook reading and review, and hands-on student teaching.

**Required Text**

Milady Standard Barbering, Sixth Edition

**Course Materials**

Pen

Notepad

**Required Equipment**

Clippers, Trimmers, Shears/Scissors, Changeable straight razor blade, All purpose comb, Male and Female Mannequin

**Student Learning Outcomes**

1. Explain and apply the rules of the barber school, including safety and sanitation.
2. Explain the school regulations as per the state board.
3. Discuss sanitation procedures as required by the state board.
4. Identify the sources of infection and required sanitizing procedures.
5. Explain safety rules and regulations of the school and shop
6. Identify and demonstrate the safe use of the various types of clippers, razors, shears, and combs.
7. Identify the various types of equipment used in the shop.
8. Explain and apply chemical procedures as it relates to the barbering practice
9. Demonstrate the safe use of equipment and various accessories.
10. Demonstrate the procedures in providing a client with a haircut.
11. Prepare a client for a haircut using professionally accepted procedures.
12. Demonstrate the basic steps and movements to provide the finishing touches to a haircut.

Course Schedule

| Week | Theory  | Hours | Practical | Hours |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Week 1 | History of Barbering | 5 Hrs | Styling | 31 Hrs |
| Week 2 | Disorders of the Skin, Scalp, Hair and Nails | 5 Hrs | Safety, First aid and Sanitation | 31 Hrs |
| Week 3 | Anatomy and Physiology  | 7 Hrs | Hair and Scalp treatment, Scalp Massage  | 29 Hrs |
| Week 4 | Safety, First aid, Sanitation | 5 Hrs | Face and Neck Massage and treatments | 31 Hrs |
| Week 5 | Bacteriology, Sterilization, Sanitation | 5 Hrs | Razor techniques, safety, first aid, sanitation | 31 Hrs |
| Week 6 | Draping for Wet or Dry Service and Related Theory | 5 Hrs | Proper draping technique for wet or dry service | 31 Hrs |
| Week 7 | Blood Exposure Incident Procedure and Technique  | 7 Hrs | Blood Exposure Incident Procedure and Technique | 29 Hrs |
| Week 8 | Facial treatments | 7 Hrs | Cleansing, massage and facial treatment, facial hair removal | 29 Hrs |
| Week 9 | Electricity and light therapy | 5 Hrs | Barber implements and tools demonstration, massage and facial treatments | 31 Hrs |
| Week 10 | Manicuring | 5 Hrs | Manicuring | 31 Hrs |
| Week 11 | Haircutting- Male techniques | 5 Hrs | Men’s hair cutting | 31 Hrs |
| Week 12 | Haircutting female techniques | 5 Hrs | Women’s haircutting | 31 Hrs |
| Week 13 | Haircutting children | 7 Hrs | Children’s hair cutting | 29 Hrs |
| Week 14 | Hairstyling men and women | 5 Hrs | Hairstyling, shampoo and rinsing | 31 Hrs |
| Week 15 | Mustache and beard shaping and trimming technique | 5 Hrs |  mustache and beard | 31 Hrs |
| Week 16 | Honing and Stroping | 5 Hrs | Barber implement usage and safety | 31 Hrs |
| Week 17 | Barber implements, tools, equipment and related theory | 5 Hrs | Professional shave, razor cutting | 31 Hrs |
| Week 18 | Hair weaving, extensions and wigs | 7 Hrs | Hair weaving and hair pieces | 29 Hrs |
| Week 19 | Single process color retouch and related theory | 5 Hrs | Single process color retouch service | 31 Hrs |
| Week 20 | Blow Drying and thermal curling | 5 Hrs | Blow drying technique and thermal curling | 31 Hrs |
| Week 21 | Cosmetic preparation | 5 Hrs | Bleaching and dying hair | 31 Hrs |
| Week 22 | Strand and patch test Technique | 5 Hrs | Strand and patch test procedure | 31 Hrs |
| Week 23 | Chemistry (hair coloring, chemical waving and relaxing) | 5 Hrs | Chemistry (hair coloring, chemical waving and relaxing) | 31 Hrs |
| Week 24 | Cutting and processing curly hair | 5 Hrs | Processing waving hair | 31 Hrs |
| Week 25 | Professional ethics | 5 Hrs | Professional ethics, hygiene, good grooming | 31 Hrs |
| Week 26 | Salesmanship | 5 Hrs |  fundamentals of barbering, clientele retention | 31 Hrs |
| Week 27 | Barbershop management | 5 Hrs | Barbershop management, customer service | 31 Hrs |
| Week 28 | Texas Barber laws and rules | 5 Hrs |  Texas barber laws and rules handbook | 23 Hrs |
| Total = 1000 Hours |  | 150 Hours |  | 850 Hours |

**Educationl cost**

| **Program** | **State Hours**  | **Tuition**  | **Fees** | **Kit and Book** | **Total Cost**  |
| --- | --- | --- | --- | --- | --- |
| Barber | 1000 | $3,500.00 | $1,500.00 | $500.00 | $5,500.00 |

**Fees, Kit, and Book**

Students must purchase all necessary books and equipment, whether it be from The Barbers Realm Barber Academy, or purchased on their own from outside sources. If a kit is purchased from TBRBA, upon delivery of kits and books to students, the student will not be entitled any refunds for the cost of these items. Cost of kit does not include replacement of lost, stolen, damaged, or consumed items. The Barbers Realm Barber Academy reserves the right to replace any item in the kit with an item that is comparable in quality and quantity.

**Enrollment Dates**

The Barbers Realm Barber Academy has continuous enrollment. Students graduate each month and enrollment is no later than the 15th of each month. This means that students can enroll anytime during the year. We have a revolving course. Instruction for the practical portion is a one on one teaching/learning experience. The theory is taught from the State Board approved textbook. Students enter into the textbook where the class is and the book is repeated.

**Payments**

Total cost for the enrolled course may be paid in full at registration or paid in monthly installments. All accepted applicants must make a monthly payment in the form of cash, money order, credit card and or Bitcoin by the 15th of every month. Failure to make payments in a timely manner could result in suspension or termination of enrollment. A receipt will be given to the student and the receipt book will hold a copy of the payment for a school back up record.

**Calendar/ School Holidays**

The Barbers Realm Barber Academy is open Tuesday - Saturday 9am to 6pm. We are closed on Sundays, Mondays and the following holidays:

* Independence Day
* Thanksgiving Day
* Christmas Day
* New Years Day
* Any Days deemed necessary by the Academy.

**Attendance policy**

Barber Full-time schedules are based on a 36 hour week ( 7.2 hours per school day).

All students are expected to attend class 5 days a week. Any student who falls below the 68% cumulative attendance starting from the beginning of his/her program is subject to possible suspension or termination of enrollment. The school reserves all rights to evaluate attendance issues on an individual basis, taking into account overall progress , academic status, and other relevant factors. In order to avoid such incidents students should maintain a schedule of 36 hours per week.

If the student is absent for 15 consecutive days the school will attempt to make contact to determine whether or not the student has withdrawn. In the event the school cannot make contact to determine status before the 30th calendar day of students, last date of attendance, the School will determine the student has withdrawn. All students who return to school between the 30th and 45th may reestablish enrollment subject to The Barbers Realm Barber Academy approval.

An electronic time clock is the official record of hours attended for The Barber Realm Barber Academy. Students must clock in and out of school when, leaving for break, returning from break, and at end of day.

A manual time sheet maybe utilized by students as an alternative to E- clock in limited circumstances, such as power outage, E- clock malfunction, or an erroneous use of the time clock by new students during first four weeks of enrollment. In order to receive credit for any manually recorded hours student must have approval from TBRBA instructor. Each student shall be responsible for his/her record.

Students who do not clock in or out may lose all time for that day.

**No** student is allowed to clock in or out for another student. Any student caught doing so may be subject to possible suspension or termination of enrollment.

**All** students clocked in shall be available for random “roll call”. Any student clocked in, but is nowhere to be located on school grounds shall be subject to disciplinary action up to and possible suspension or termination of enrollment.

**Leave of Absence**

At some point in time if the student experiences extended personal, medical, or other concerns which will make it difficult to attend class, the student may request a leave of absence. A Leave of Absence must be requested in advance and in writing unless unforeseen circumstances prevent the student from doing so. The request must include the following: The reason for the student's request, the student's signature and date the form is being filled out as well as the dates requesting LOA. Students can not assume that their LOA request has been approved unless they receive confirmation from TBRBA Representative. A student granted a leave of absence that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time. The school will extend the contract period by the same number of days taken in the LOA.

**Time period of Leave of Absence**

The maximum time for a LOA is 60 calendar days. The maximum time on any number of LOAs is 100 calendar days for the duration of the students enrollment. Unless the circumstances change, causing students to return early.Minimum required duration for a LOA is (5) consecutive school days.

**Grading policy**

The Barbers Realm Barber Academy will assess each students’ knowledge of the program material through the following: Chapter Review questions, Definitions and Worksheets that correspond with the units of study.

The Barbers Realm Barber Academy adheres to the following grading system:

| **Practical Experiences**  100%- 90% = A 89%- 80% = B 79%- 70% = C69% or Below = D | **Theory** 100%- 90% = A Excellent 89%- 80% = B Above Average 79%- 70% = C Satisfactory 69% or Below = D Unsatisfactory |
| --- | --- |

The instructor will evaluate the students performance on the clinic floor through written assessments of the students’ work on live clients and/or mannequins. A Pass/Fail metric is used for grading on these written practical evaluations.

**Homework Policy**

Students will be given review questions and a worksheet for each chapter that is discussed. Reviews and worksheets are to be turned in for grading and will be returned back to the student for studying purposes.

Examinations will be given weekly after the instructor has provided the necessary material to be tested over. At any time during a student’s enrollment in the program, The Barbers Realm Barber Academy has the right to suspend a student and require him or her to meet with an instructor to discuss plans for completion of written work, such as chapter reviews, worksheets or exams.

**Make-up policy**

The “Make up policy” allows students the opportunity to make up hours, homework and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up work. Missed tests will be posted as a ZERO until they are made up. Missed and failed tests will affect the students Grade Point Average and Satisfactory Academic Progress. The Director will determine the availability of makeup hours.

**Drop and Withdrawal policy**

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination.

* (a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:
	+ (1) may retain $100 in tuition and fees paid by the student; and
	+ (2) is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.
* (b) If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:
	+ (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
	+ (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter;
	+ (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
	+ (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
* (c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

**Refund Policy**

* (a) A barber school permit holder shall maintain a refund policy to provide for the refund of the unused part of tuition, fees, and other charges paid by a student who, after the expiration of the cancellation period established under Section [1601.562](http://www.statutes.legis.state.tx.us/GetStatute.aspx?Code=OC&Value=1601.562):
	+ (1) fails to begin the course of training;
	+ (2) withdraws from the course of training; or
	+ (3) is terminated from the course of training before completion of the course.
* (b) A barber school's refund policy must provide that:
	+ (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
	+ (2) the effective date of the termination for refund purposes is the earliest of:
		- (A) the last date of attendance, if the student is terminated by the school;
		- (B) the date the permit holder receives the student's written notice of withdrawal; or
		- (C) 10 school days after the last date of attendance; and
	+ (3) the school may retain not more than $100 if:
		- (A) tuition is collected before the course of training begins; and
		- (B) the student does not begin the course of training before the date the cancellation period under Section [1601.562](http://www.statutes.legis.state.tx.us/GetStatute.aspx?Code=OC&Value=1601.562) expires.
* (c) A barber school permit holder shall publish in the catalog and enrollment agreement of the school a description of the refund policy.

**Graduation Requirements**

The graduation requirements for all courses are as followed:

* Successfully complete all phases of study, required tests, and practical assignments.
* Maintain satisfactory academic progress requirements per the criteria of the Satisfactory Academic Progress Policy
* Take a final exam on practical procedures, and a final written examination. Having a score of no less than 70%
* Fulfill all financial obligations to the school.
* Completion of an exit interview and required exit paperwork.
* UPON GRADUATION A CERTIFICATE WILL BE AWARDED.
* Certification of hours will not be provided until all tuition charges have been paid in full.