



4180 Elizabeth Lake Road, Waterford, Michigan 48328

# CATALOG

Publication Revised November 2020

**“The door is open to a creative future and a brighter tomorrow”  
At D&S School of Cosmetology**

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### **CORPORATE OFFICERS, ADMINISTRATIVE AND INSTRUCTIONAL STAFF**

|                                      |                   |
|--------------------------------------|-------------------|
| President / Co-Owner/Instructor..... | Delphine Jackson  |
| Vice-President / Co-Owner.....       | Sylvester Jackson |
| Instructor.....                      | Dwight Garland    |

**All employed instructors hold a current Michigan Cosmetology Instructor License.**

**ACCREDITED BY****National Accrediting Commission of Career Arts & Sciences**

3015 Colvin Street  
 Alexandria, VA 22314  
 (703) 600-7600  
 www.naccas.org

**LICENSED BY****State of Michigan****Department of Licensing and Regulatory Affairs****(LARA)**

P.O. Box 30244  
 Lansing, Michigan 48904  
 (517) 373-0580

**EXAMINATION AGENCY****PSI Examinations**

3210 East Tropicana  
 Las Vegas, NV 89121  
 (800) 733-9267  
 Email: comments@psiexams.com

**LICENSING, REGISTRATION, RE-REGISTRATION AGENCY****Michigan Department of Consumer and Industry Services****Bureau of Commercial Services****Licensing Division**

P.O. Box 30244  
 Lansing, Michigan 48909  
 Phone (517) 241-9202

**“ACKNOWLEDGEMENT”**

This School Catalog is dedicated to our students: Past, Present and Future, with hopes that the doors at **D&S School of Cosmetology** will open to a creative future and a brighter tomorrow.”

**MISSION STATEMENT**

**D&S School of Cosmetology** is committed to providing quality education to men and women who desire to enter the field of Cosmetology. Their major objective is to provide it's students in each course of study, the best possible training for them to master the necessary skills and procedures required by the State Board of Cosmetology to successfully pass their examination and obtain their license, and ultimately become a productive part of our Society. To effectively train these students to meet the current public demands for an entry level position in a salon or job related field.

**CODE OF ETHICS**

1. This school has as its principal objective the training of qualified cosmetologists to render the best possible service to its clients.
2. This school strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in cosmetology.

3. This school observes all rules and regulations issued by the State of Michigan Board of Cosmetology and their accrediting agency.
4. This school encourages its instructors to keep up to date on the latest teaching methods in the way of reading educational books and attending teacher's refresher or advanced courses, workshops and trade school.
5. This school maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.
6. This school purchases only high-grade standard equipment, cosmetics and supplies to be used for the instruction of its students.
7. This school advertises truthfully and makes honest presentations to its students.
8. This school refrains from any criticism, which reflects unfavorably on other schools and the cosmetology profession.
9. D&S School of Cosmetology does not recruit students already attending or admitted to another school offering a similar program of study.

### **FACILITIES AND EQUIPMENT**

A private office is available for interviewing and advising students. The school is constantly improving and updating its facilities to meet the criteria and a modern, up-to-date cosmetology school. Theory classroom consists of visual aids such as charts, posters and a whiteboard to aid the students in learning theory of cosmetology. Practical classrooms are furnished with workstations and mannequins for students to practice the techniques of hair styling basics. The clinic area consists of working stations where the students work on customers under direct supervision of an instructor.

### **INCLEMENT WEATHER**

When Waterford Public Schools are closed due to inclement weather or extenuating circumstances D&S School of Cosmetology will be closed.

### **CALENDAR HOLIDAYS**

D&S School of Cosmetology is closed for the following holidays:

**New Year's day**  
**Martin Luther King Jr. Birthday**  
**Memorial Day**  
**Fourth of July**

**Labor Day**  
**Thanksgiving Day and Black Friday**  
**Christmas Day**

Students are encouraged to attend School all other days and not plan vacations around the holidays as School is closed for the specified day only. Additional holidays may be announced at the discretion of the Administrator of the School

### **ADMINISTRATIVE PREROGATIVE**

The administration reserves the right to make changes in course and in programs, staff, and tuition rates as necessary. The School also reserves the right to cancel a course for which there is insufficient enrollment. The School intends all changes to be to the ultimate benefit of the student.

### **EXTRA INSTRUCTIONAL CHARGES**

Payment of tuition in full is required prior to graduation. However installment payment plan may be made at the discretion of the school for extenuating circumstances beyond graduation date. A student not completing the enrolled course by the end of his/her contracted completion date will be charged extra instructional charges at an hourly rate derived from the original tuition cost divided by scheduled program hours. Students enrolled in the Cosmetology Course who exceed their expected contracted date will be charged an hourly rate of \$4.33. Students enrolled in the Manicure Course and Instructor Course programs will be charged an hourly rate of \$5.00. Such additional charges may be waived due to extenuating circumstances.

### **ADMISSIONS REQUIREMENTS**

**COSMETOLOGY COURSE:**

The School admits as regular students persons having the following:

1. High School diploma or transcript; GED or equivalency; in lieu of high school diploma, transcript GED or equivalency;
2. Seventeen (17) years of age

### **INSTRUCTOR COURSE:**

Admission requirements for the Instructor Course include all of the following:

1. Hold a current cosmetology license;
2. Eighteen (18) years of age;
3. A high school diploma or transcript' GED or equivalency;

In addition to the above (for each course) the School admits as regular students only persons who meet all of the following requirements:

1. Is a citizen of the United States or holds a recognized Visa;
2. Is beyond the age of compulsory school attendance in the state of Michigan (16 age) (must be 17 years of age (18 for Instructor) at the time of applying for the State Board Exam);
3. Provide proof of age and education and/or equivalency;
4. Understanding of the English language.

### **ADMISSIONS OF ABILITY-TO-BENEFIT STUDENTS:**

We do not accept students on Ability to Benefit Basis

### **RE-ENTRY REQUIREMENTS**

A re-entry student must make re-application to the School and Michigan State Board of Cosmetology. An Enrollment Agreement/Contract must be written for all re-entry students. If the student has an unpaid balance from the original contract the unpaid balance will be recited in the re-entry contract (original contract will become void). Tuition for the part of the Course completed will be adjusted for the advancement allowed. The student will be charged a pro-rate hourly for the hours needed to complete and for any necessary equipment needed for re-entry.

### **CREDIT FOR PREVIOUS TRAINING - TRANSFERS**

We accept transfer hours for Cosmetology and Instructor courses for students with previous training from an accredited Cosmetology/Nail or Esthetics school with proper documentation (official transcript, diploma, and license) showing hours, services and tests. The student must:

1. Be interviewed and accepted for enrollment
2. Pass an examination with a score of not less than 50% in order to receive any credit for prior training
3. The student must request a transcript from a previous enrollment.

The student shall not attend classes until all registration and enrollment forms and all required transfer documents have been submitted and evaluated by the school.

The percentage of hours accepted by this school are determined by the percentage that the student scores on the entrance examination given. We will not accept more than 1000 transfer hours in a 1500 hour course or 400 hours in a 600 hour course. The contracted program will be modified proportionately and the contracted hours and educational costs adjusted on the student's tuition. The acceptance of any and/or all of the transferring hours and services is at the discretion of the school. A permanent record is maintained in the student's file documenting this information.

Transferability of clock hours & services earned at this school to another institution is at the discretion of the accepting institution, and it is the students responsibility to confirm whether or not their clock hours & services will be accepted by another institution of the student's choice. All students who transfer, withdraw, and are terminated/dropped will be charged a fee of \$150.00.

## **DEMANDS OF THE PROFESSION:**

To be assured of success, the profession makes certain demands of its applicants.

1. It is important for you to know that performing this service for others is truly what you want to do and that you are willing to devote the necessary hours and days of intensive training to accomplish that goal.
2. In a business that deals with the public, a warm, friendly personality is important. Patrons come in all types of personalities too, and the Professional Cosmetologist quickly learns the ability to listen, to be tactful and be diplomatic at all times.
3. Physical stamina is also vital. This is one field where you literally cannot “sit down on the job” and expect to be successful.
4. A creative flair is also helpful, since the professional approach is one of creativity.

## **ENROLLMENT/START DATES**

A Student may apply for enrollment any day of the school calendar year. All Students must be interviewed and make formal application to the School to be accepted for enrollment.

After the student has met all admissions requirements, been accepted and signed an Enrollment/Agreement Contract, he/she is told when to report for classes. All course classes begin on Tuesday of each week unless otherwise scheduled. If the student does not report for class when he/she is scheduled to begin, or does not notify the school that he/she wishes to cancel; the school’s Refund Policy shall apply.

## **CAMPUS SECURITY**

The Institution Campus Security report is handed out to each student in the enrollment packet during the enrollment process prior to admission. The School Director has a copy on file that is available upon request.

## **STATEMENTS OF NON-DISCRIMINATION**

The admission, instruction, and graduation policies practiced by **D&S School of Cosmetology** do not discriminate regardless of race, age, sex, creed, religion, marital status, financial status, color or ethnic origin, country or area of origin or residence. This practice and requirement of non-discrimination also extends to employment by the School and the admission of students to programs and activities operated by the School; nor does the School discriminate against otherwise qualified handicapped individuals.

## **STATEMENT OF NON-DISCRIMINATION/HANDICAPPED**

**D&S School of Cosmetology**, complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction. However, any handicapped person seeking admission should be aware that the course requires a high level of manual dexterity and coordination and that an individual evaluation is necessary to determine employability in the beauty industry. **D&S School of Cosmetology** facilities are readily accessible to handicapped students but there are no special facilities.

## **RIGHT TO ACCESS STUDENT RECORDS/PRIVACY ACT**

**D&S School of Cosmetology** Guarantees to protect the privacy of all student files unless specifically directed by the student in accordance with the Privacy Act of 1974 – PL 93.579. The School guarantees the student (parent or legal guardian if the student is under legal age or a dependent minor) access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed by students (parent or legal guardian if the student is under legal age or a dependent minor). The records shall be made available to the student (parents or legal guardian if the student is under legal age or a dependent minor) upon written request and approval from student PER OCCURANCE, at a time convenient to the School but no more than five (5) days after the receipt of request.

## **RELEASE OF INFORMATION**

**D&S School of Cosmetology** provides adequate safeguard of student records by complying with the Family Education Right to Privacy Act and by observing the following procedures.

- a. Requiring written legally authorized request for third parties desiring information *per occurrence*;
- b. Protecting the privacy rights of students, parents, or guardians, and staff members; and
- c. Providing for copies of any information sent out of the school.

The School guarantees to protect the privacy of all student files unless specifically directed by the student or a parent/guardian of a dependent minor or tax dependent minor student in accordance with the Privacy Act of 1974 – Public Law 93.579. Authorization To Release Information Forms are available in the School Office and signed by the student or a parent/guardian of a dependent minor or tax dependent minor student for a specific need. All staff members are advised and knowledgeable of the procedure for release of information on students. All students are advised on the procedure for Right to Privacy/Release of information at the admissions interview and on orientation day.

Before publishing “directory information” such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items; Provide and permit access to student and other school records as required by Accreditation and Governmental Agencies

**D&S School of Cosmetology** provides for the cumulative educational records of students to be maintained for a period of seven years.

## **DRUG PREVENTION/AWARENESS POLICY**

The use of illegal drugs or alcohol in any form during the school day/evening is prohibited. Students who exhibit evidence of drug, alcohol abuse or intoxication in School, are subject to disciplinary action of suspension or termination. Possession of drug paraphernalia is subject to the laws of the State of Michigan. Students that may have a drug or alcohol problems affecting their progress should see the Administrator for advising. He/she will refer them to a Drug Prevention Program coordinator. All advising will be confidential. (See Drug Prevention/Awareness Policy)

## **ADVISING SERVICES**

Advising is provided to students periodically during their contracted course. This advising is done on an individual basis and includes, but is not limited to academic and practical advising. Career advising is provided to the student regarding interview, employment opportunities and marketable skills.

Advising is available to students that have academic, personal, or faculty problems affecting their progress. They are to see the instructor in charge of their class and if further advising is necessary he/she will direct them to the appropriate person. Advising is utilized as preventive disciplinary action on attendance, academic, undesirable behavior, etc.

Students are counseled on progress and satisfactory or outstanding results, such as attendance, academic progress, positive attitudes, and contributions to the School etc. Written Progress reports are discussed and a copy of the report is given to the student at the time of the advising session.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) is considered a temporary interruption in a student’s program of study, specifically the time period when a student is not in attendance. The leave of absence will extend the student’s contract period by the same number of days taken in the LOA. These changes must be signed by all parties with the new contracted completion date on the Leave of Absence/Contract Addendum. Any student wishing to request an LOA must notify an instructor or other authorized official in writing prior to the scheduled leave is to take place, unless under extreme circumstances. Extreme circumstances include, but are not limited to: death in the family, illness, hospitalization, etc. The written request must include the reason for the students request and include the students’ signature. The School Director has authority to either grant approval or denial based on the circumstances and must do so within 2 business days. The student must give reasonable expectation that he/she will return from the LOA for approval from the School Director.

A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time.

While the student is on an approved LOA, the School will not assess any additional charges. The LOA together with any additional approved leaves of absence must not exceed a total of 180 days in any 12-month period. The student may return early from the LOA to review material previously covered. However, the student must resume the academic program at the point he/she began the LOA in order to be considered off the LOA.

Upon return of a leave of absence the student will re-enter the program with the exact same status as when he/she left with regards to satisfactory academic and attendance progress. Unless the above criteria are met, the LOA will not be approved and if the student ceases to attend, he/she will be considered a withdrawal.

If a student does not return from their LOA, the school will assume the student has unofficially withdrawn on the following day of the date of expected documented return from their LOA. This begins the withdrawal process. The withdrawal date for the purpose of calculating a refund is always the students' last day of attendance.

## **CONDUCT POLICY**

Students are required to comply with all School Rules and Operating Policies as outlined in the contract, during the orientation session of the first day of class, as well as posted additions. Students are required to act in a manner that will reflect credit on themselves, the School, and the business or industry for which they are being trained. Failure to adhere to and observe School Rules and Operating Policies will result in probation, suspension or termination. Profanity and/or disruptive behavior will not be tolerated and will be cause for dismissal from School for the day. Recurrences may result in suspension, probation and possible termination.

## **GRADING PROCEDURES**

The Grading Procedures are the same for all courses. Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

|                   |          |                  |                   |          |
|-------------------|----------|------------------|-------------------|----------|
| <b>90% - 100%</b> | <b>A</b> | <b>EXCELLENT</b> | <b>90% - 100%</b> | <b>A</b> |
| <b>80% - 89%</b>  | <b>B</b> | <b>GOOD</b>      | <b>80% - 89%</b>  | <b>B</b> |
| <b>75% - 79%</b>  | <b>C</b> | <b>AVERAGE</b>   | <b>75% - 79%</b>  | <b>C</b> |
| <b>Below 75%</b>  | <b>D</b> | <b>FAILING</b>   | <b>Below 75%</b>  | <b>D</b> |

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a D average (minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

## **PROGRESS REPORTS** (See Satisfactory Progress Policy.)

## **EMPLOYMENT AND PLACEMENT**

The School has contacts in the Cosmetology industry and all information pertaining to possible employment will be made available to the student. Upon successful completion of an enrolled course, students may register for employment assistance and the School will use its best efforts to place the student. Employment information is also posted on the bulletin board (when available). However, the student must be aware that the school does not guarantee employment or compensation nor does it act as an employment agent. All students will be provided career advising regarding interview, employment opportunities and marketable skills.

## **GRADUATION REQUIREMENTS**

1. Attendance requirements of a minimum of hours; hours (600 for Instructor Course, 1500 for Cosmetology)
2. Minimum number or above, of service required, as stated above with satisfactory grade of 75% or above.
3. Curriculum requirements (theory and practical) as stated above with a satisfactory grade of 75% or above; (The student must achieve a satisfactory grade of 80% on all final exams) Students may begin taking their finals the last 100 hours on the course, provided that they have satisfied all financial obligations, completed all curriculum requirements and service requirements. If the students' financial obligations have not been met the student will not be allowed to continue his/her course.
4. Satisfied all financial obligations to the school (or have made arrangements for payments with the administrative office).

A diploma shall be issued to the student at the time of graduation provided that the student has completed in a satisfactory manner all the attendance, services required, curriculum requirements, and financial obligations to the school. For those who complete the course, the diploma will acknowledge that the student has successfully completed all phases of the enrolled course and is therefore eligible to take the examination administered by PSI Exams for the Michigan Board of Cosmetology

## **SCHOLARSHIPS**

The School awards scholarships to individuals who wish to enter the cosmetology profession and has a sincere desire to learn but not the financial capability. To apply for, and be considered an eligible applicant, the applicant must show financial needs, meet school admission requirements, schedule a personal interview with the School Administrator and state his/her objectives and goals that he/she expects to achieve from the course. The fundamental part of the interview is the analysis of the student's objectives and means of attaining those objectives. The Administrator will advise applicants of status of application.

## **COMPETITIONS**

Students have the opportunity to compete in various competitions, which give them the opportunity for personal creativity and expression. Students who do not actually compete still benefit from the competitions by developing a sense of team spirit.

## **STUDENT HONOR AWARDS**

Exemplary students receive honor awards in recognition of their accomplishments during their education.

## **TRANSCRIPT**

Certificates of completion or transcripts will not be issued unless the student has met all requirements including fulfillment of their financial obligations. Transcripts will be provided, at no cost to other institutions, agencies, etc., upon request, provided that the student has made provisions for the school to release information to third party.

## **CHANGE OF COURSE SCHEDULED HOURS**

A student may not change attendance of his/her contracted scheduled course hours after enrollment without the approval of the School Director or Administrator. A student may change scheduled course hours without a fee charge. All administrative changes/documentation must be completed prior to the change, for it to be effective.

## **INSTITUTIONAL REFUND POLICY**

- a. Should a student (or in the case of a student under legal age, his/her parent or guardian) be expelled or terminated for any reason, all refunds will be made according to the following refund schedule:
- b. Cancellation must be made in person or by certified mail. Cancellation date will be determined by the postmark on written notification or date written notification is delivered to the school official in person.
- c. All monies will be refunded if the applicant is rejected or not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement/Contract and making initial payment. This policy applies whether or not the student has started training.
- d. Cancellation after the third (3<sup>rd</sup>) business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$150 Registration Fee.

- e. A student notifies the institution of his/her withdrawal.
- f. For students who enroll in and begin classes the following schedule of tuition adjustment is authorized with exception on registration fee:

| <u>PERCENTAGE OF ELAPSED SCHEDULED TIME TO TOTAL TIME OF COURSE</u> | <u>AMOUNT OF TOTAL TUITION SCHOOL SHALL RECEIVE AND RETAIN</u> |
|---|--|
| 0.01% to 4.9%   | 20% retained   |
| 5% to 9.9%  | 30% retained   |
| 10% to 14.9%  | 40% retained   |
| 15% to 24.9%  | 45% retained   |
| 25% to 49.9%  | 70% retained   |
| 50% and over  | 100% retained  |

- g. COURSE CANCELLED BEFORE INSTRUCTION BEGINS. If a course is cancelled before a student begins training, the school may provide completion of the course or provide a full refund of all monies paid.
- h. COURSE CANCELLED AFTER INSTRUCTION BEGINS. If a course is cancelled after a student begins training, the school may provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course and/or program OR participate in a Teach-Out Agreement OR provide full refund of all monies paid.
- i. ENROLLMENT TIME. Is defined as the time elapsed between the actual starting date and the date of the students last day of physical attendance in the school.
- j. TERMINATION DATE FOR REFUNDS. The termination date for refund computation purposes is always calculated based on the last date of actual (physical) attendance by the student.
- k. FORMAL TERMINATION DATE. The school monitors each student attendance daily. The school will determine if a student shall be terminated after thirty (30) days of the last day of physical attendance if no prior written notice is received. Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance at least every thirty (30) days. In the case the student does not return from a leave of absence on the scheduled date of return, as documented in the student file, the date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning. Students who transfer, withdraw and are terminated/dropped will be charged a fee of \$150.00.
- l. ILLNESS OR DISABLING ACCIDENT. In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School will make a settlement, which is reasonable and fair to both.
- m. TEMPORARY INTERRUPTIONS. A student may request a leave of absence for up to one hundred and eighty (180) days during a twelve-month enrollment period upon which written request to the School Director is required. The status of the student upon leave of absence, withdrawal or any official interruption of training will remain the same upon reinstatement into the course.
- n. SCHOOL CLOSURE. In the event of school closure, the school will provide a pro-rata refund of tuition OR provide course completion through a prearranged teach-out agreement with another institution.

## **WHAT YOU SHOULD KNOW ABOUT COMPENSATION**

Cosmetology is basically a commission business, and that is the reason it is such a lucrative field for achievers. It is important to understand how salons pay.

On the sliding scale commission, which is a universal favorite, you must be willing, in the beginning to work for 40 – 50% of your gross pay, knowing you'll make more as your gross gets higher. If you're not on the higher end consistently, you must figure out why, and do something about it. The sliding scale commission works like this;

If you gross \$200 or less each week  
You make 40% commission on that amount

If you gross \$200 to \$300 each week  
You make 50% commission on that amount

If you gross \$300 to \$400 each week  
You make 55% commission on that amount

If you gross \$400 or more each week  
You make 60% commission on that amount

So a gross of \$150 times 40% is \$60, and if the commission were a straight 50%, your take-home pay on a \$150 gross would be \$75, a difference of \$15.

The rates used here as an example do not necessarily represent actual wages or percentages, but can help you figure the different pay plan. Don't forget commission on retail sales. Many salons offer retail hair care and toiletry items, that may receive commission on as well.

The weekly guarantee is a specified amount of money that you can count on, if your commission does not meet it for any given week. Guarantees range from \$50 to \$150 or more depending on the additional duties required.

Larger salons and small chains may offer another pay inducement plan called a draw. With a draw you are paid your

commission or set sum, whichever is higher, like in the guarantee plan.

Most of the hassle of self-employment has been removed when you work for a department store or chain salon. Regular store benefits for health and life insurance; in store buying discounts; job security through store personnel office hiring; and, of course, regular hourly wage are some of the benefits.

\*This information was obtained from Milady Job Hunting for the Cosmetologist Milady Publishing Corporation, Bronx, NY

### **PRE REQUISITES FOR EMPLOYMENT**

Licensure Requirements - To perform cosmetology, manicuring and esthetic services in the State of Michigan, you must have a valid license to perform services in that field.

Regulatory oversight restrictions – The State of Michigan regulates the Cosmetology industry in the State to protect consumers. In addition to other efforts, random and complaint related unannounced inspections to salons, spas and other cosmetology facilities are performed to verify compliance with the State of Michigan's Laws and Rules for Cosmetology.

### **DEMANDS OF THE PROFESSION:**

To be assured of success, and meet the requirements set forth by employers, the industry makes certain demands of its professionals.

1. It is important for you to know that performing this service for others is truly what you want to do and that you and are willing to devote the necessary hours and days of intensive training to accomplish that goal.
2. In a business that deals with the public, employers seek people with a warm, friendly personality.
3. Patrons come in all types of personalities too, and the Professional Cosmetologist quickly learns the ability to listen, to be tactful and be diplomatic at all times.
4. Physical stamina is also vital. This is one field where you literally cannot "sit down on the job".

### **TRAINING BEYOND STATE MINIMUM REQUIREMENTS:**

This institution offers some programs that are longer than the State of Michigan requirements. The rationale for the extended required time for completion allows for additional training and preparation for our students to not only pass the State examination but also gain the skills required to be prepared to meet the current public demands of this field.

## **COSMETOLOGY COURSE OUTLINE**

### **COURSE HOURS. 1500 Hours**

**COURSE BEGINS AND ENDS.** The course operates continuously, beginning on Tuesday of each week unless otherwise scheduled and continuing until curriculum requirements have been reached and 1500 hours have been completed. (See School Calendar for schedule of School Holidays)

**COURSE PURPOSE.** For the student to acquire a broad knowledge of both the science and art of Cosmetology, and be able to use the knowledge as a foundation to be successful in the profession of Cosmetology. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and to be able to use his or her initiative to produce professional results. To prepare students to take the Board of Cosmetology examination and obtain entry-level employment.

**OCCUPATIONAL OBJECTIVES.** Once the student has completed the course and passed the Board of cosmetology examination for license and has been licensed, he/she will be qualified to obtain employment as a Cosmetologist in a salon, as a demonstrator for a cosmetic firm or a Cosmetologist in a department store salon to name a few occupational titles. (See “Careers in Cosmetology” for further opportunities. Milady Cosmetology Textbook)

**COURSE DESCRIPTION.** Cosmetology is the cosmetic treatment of the skin, hair and nails. The art of cosmetology is the actual performance of the many beauty cultural practices. To derive the utmost benefit from Cosmetology; practical performance, demonstration and practice are employed in conjunction with the study of theory.

**INSTRUCTIONAL METHODS.** Methods of lecture, demonstration, drill, role-play, discussion, handouts, assignment sheets – job sheets, audio//visual aids, student participation, question and answer, and textbook/workbook will be used.

**TEACHING STRATEGY.** Use of the chalkboard, audio visual aids, and live models whenever possible. Presenting new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on the chalkboard.

**STUDENT ACTIVITY.** Requires note taking drills, role-play, discussion, homework, and reading assignments. Hands on practice sessions and performance of laboratory/clinical services. Examinations/Evaluations in practical and theory. Practical workbook assignments.

### **COURSE OBJECTIVES.**

Upon completion of the Cosmetology course the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments
2. Have a thorough knowledge of anatomy hair structure and chemistry
3. Administer cold/acid waving techniques
4. Administer chemical and physical techniques of hair straightening
5. Care for and style wigs
6. Give a professional shampoo
7. Administer hair coloring
8. Create hair styles through the use of roller placement, thermal waving/curling, finger waves, pin curls and blow curling/waving
9. Administer a facial with make-up and remove superfluous hair
10. Give a professional manicure, pedicure and nail extensions
11. Operate/open a salon and employ the principles and practices of salon management
12. Employ basic first aid measures
13. Practice good hygiene and good grooming
14. Practice professional ethics and personality development
15. Drape for a cosmetology service
16. Employ rules of sanitation and sterilization
17. Employ safety precautions
18. Practice and employ the board of Cosmetology rules, regulations, and laws
19. Give a professional hair shaping
20. Practice good salesmanship
21. Seek and obtain employment

#### **REQUIREMENTS.**

1. **ATTENDANCE:** 1500 hours (theory, practical, and laboratory/clinic services). After successful completion of basic training program (350 hours) to include theory and practical the student will be evaluated to determine their level of competency to perform the practical laboratory/clinic services in the advanced levels (Senior and Intermediate).
2. **BOOKS/READING:** SALON FUNDAMENTALS (PIVOT POINT)  
Standard Text of Cosmetology  
Theory Workbook
3. **STUDENT MATERIALS:** Cosmetology supplies, manikins, stand, pencil, pen and notebook. etc. (student must purchase kit material separately). .
4. **EXAMINATIONS:**
  - a) Examinations are given at the completion of each Unit and/or Chapter. All subject have theory written examination. All subjects that emphasize practical skills have a practical examination. The exam also includes Michigan State Cosmetology laws rules and regulations.
  - b) Final examinations are given at the completion of the course to include theory, practical and Michigan Rules Regulations and Laws of Cosmetology.
5. **EVALUATION STANDARDS**
  - a) Written examinations based on material taught in the classroom
  - b) Practical/Performance based on procedure and material taught in classroom. The instructor will observe each phase of the procedure while the student is performing the skill.
  - c) The student's progress will be observed and evaluated during each class session
  - d) The student will be counseled and advised of their progress monthly. (Also see Satisfactory Progress Policy for further details)

## **GRADING PROCEDURES**

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

|                   |          |                  |                   |          |
|-------------------|----------|------------------|-------------------|----------|
| <b>90% - 100%</b> | <b>A</b> | <b>EXCELLENT</b> | <b>90% - 100%</b> | <b>A</b> |
| <b>80% - 89%</b>  | <b>B</b> | <b>GOOD</b>      | <b>80% - 89%</b>  | <b>B</b> |
| <b>75% - 79%</b>  | <b>C</b> | <b>AVERAGE</b>   | <b>75% - 79%</b>  | <b>C</b> |
| <b>Below 75%</b>  | <b>D</b> | <b>FAILING</b>   | <b>Below 75%</b>  | <b>D</b> |

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a D average (minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.

## **COSMETOLOGY COURSE HOURS, SUBJECTS; THEORY AND PRACTICE**

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance. The approximate hours spent in each phase of study are as follows:

State of Michigan Cosmetology Curriculum pursuant to **R 338.2161**

| <b>SUBJECT</b>  | <b>THEORY HOURS</b> | <b>PRACTICAL HOURS</b> | <b>UNASSIGNED HOURS</b> | <b>TOTAL HOURS</b> | <b>MINIMUM PRACTICAL HOURS</b>  |
|---|---------------------|------------------------|-------------------------|--------------------|---|
| Sanitation / patron protection<br>Laws and rules<br>Personal hygiene<br>Salon Management<br>Mechanical and electrical equipment safety  | 90                  | 40                     | 0                       | 130                | 585<br>(Sanitation and Patron Protection shall be included in all services) |
| Facials<br>Skin analysis and care<br>Manipulations<br>massage, electricity<br>Skin care<br>Removal of hair by the use of wax, tweezers, or depilatories<br>Make up and eyebrow arch | 35                  | 80                     | 0                       | 115                | 40<br><br>(a minimum of 5 services in each category)                        |
| Hairdressing<br>Arranging, cutting, dressing, curling, pressing, wiggery, and fingerwaving<br>Natural hair cultivation  | 125                 | 400                    | 0                       | 525                | 300<br>( a minimum of 20 services in each category)                         |
| Scalp and hair treatments   | 10                  | 15                     | 0                       | 25                 | 30  |
| Hair Coloring<br>Temporary<br>Semi permanent<br>Permanent Bleaching & dimension coloring<br>Color mixing  | 40                  | 170                    | 0                       | 210                | 80<br>(a minimum of 8 services in each category)                            |
| Chemical Hair<br>Restructuring<br>Permanent waving<br>Straightening and relaxing  | 40                  | 180                    | 0                       | 220                | 80<br>( a minimum of 15 services in each category)                          |
| Applied chemistry<br>occupational safety and health administration as   | 20                  | 10                     | 0                       | 30                 | 5   |

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation. All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Student Instructor can see all upcoming lessons/training plans.

## **INSTRUCTOR COURSE OUTLINE**

### **COURSE HOURS. 600 Hours**

**GOAL/OBJECTIVE.** The school's goal/objective for this course is to provide basic training to men and women who desire to enter the world of Cosmetology. Teaching and to effectively prepare these men and women for their State Board examination for an instructor license as well as prepare them for an entry level position in cosmetology teaching or job related field.

**COURSE BEGINS AND ENDS.** The course operates continuously, beginning Tuesday of each week of the school calendar year (unless otherwise scheduled) and continues until 600 hours of theoretical, written assignments, practice teaching, and all teacher requirements have been satisfactorily completed.

**COURSE PURPOSE.** To prepare licensed cosmetologists to become effectively trained Instructors. To provide well planned basic materials to train competent individuals to teach in schools of Cosmetology. To prepare the licensed Cosmetologist to meet the State Board requirement for examination for the Instructor License as well as educational and industry requirements to teach Cosmetology.

**OCCUPATIONAL OBJECTIVES.** Once the Instructor has completed the course, he/she will be qualified to seek employment as an instructor in Schools of Cosmetology, as an educator for a product line, manufacturers' Educational Director, School Director, to name a few occupational titles. (See "The world of Cosmetology" for further opportunities. Milady Textbook.)

**COURSE DESCRIPTION.** The Instructor Course is presented as the art and practice of teaching to help the individual identify resources and to stimulate through process by which teaching can be made effective and stimulating. Instruction in public speaking, audio visual aids, Board of Cosmetology Rules and Regulations, teaching methods, lesson planning, and testing/grading is emphasized.

**COURSE OBJECTIVES.** The Instructor will learn to:

1. Teach the practical and theory of Cosmetology
2. Analyze how people learn
3. Develop lesson Plans and training procedures

4. Use visual aids appropriately
5. Develop tests, measure student's learning
6. Acquire speaking techniques
7. Motivate students
8. Manage classroom/laboratory
9. Teach Board of cosmetology Laws, Rules and Regulations
10. Keep accurate records of students
11. Teach Sanitation, Sterilization and Safety Precautions of the Industry

## **REQUIREMENTS.**

**TRAINING PARTICIPATION TIME.** 600 hours in the participation of theory, written assignments and practice teaching under the direct supervision and tutelage of the Director of Education.

**READING.** Milady Publishing Corp, 3839 White Plains Road, Bronx, New York 10467; Cosmetology Teacher – Training Manual, Workbook for the Cosmetology Teacher – Standard Textbook of Cosmetology, Cosmetology Laws and Rules Relating to the Practice of Cosmetology handbook and Salon Fundamentals Textbook.

**APPRAISAL OF STUDENT INSTRUCTOR PROGRESS.** Workbook to be completed on each chapter. Written assignments completed on designated topics and practice teaching performed on designated topics. A final written examination and practical performance evaluation at end of the course (covers complete Instructor Course of theory, written assignments and practice teaching). The Student Instructor will be observed during each class session and appraised of progress at the conclusion of each class.

**MATERIALS.** Cosmetology tools, supplies and implements (provided by School for use in training), pen, (red and black) pencil, notebook, Lab Jacket, Standard Textbook of Cosmetology, Teacher Training Manual and Workbook.

**SPECIAL ASSIGNMENTS.** Assignments; Lesson plans to be constructed on assigned subjects. Develop and construct test and/or evaluation on assigned subjects. Written performance procedures with safety precautions on assigned subjects. Create visual aids for lesson plans on assigned subjects.

## **EVALUATIONS**

1. Written examination based on material taught in the course.
2. Practical evaluation (performance based). The Director of Education will use evaluation sheets and observe each phase of the procedure while the student instructor is performing the skill
3. The Student Instructor's progress will be observed and evaluated during each class session.
4. Student Instructor's are counseled and advised monthly on their progress, to include academic and attendance. (See Satisfactory Progress Policy for evaluation periods.) (Minimum academic level of 80% is required on a Student Instructor's final exams to be considered satisfactory.)

## **TEACHER ACTIVITY**

1. Required note taking
2. Drill, homework and reading assignments
3. Role-play. Discussion
4. Hands on practical sessions
5. Evaluations/examinations

## **INSTRUCTIONAL TRAINING METHODS**

1. Lecture
2. Demonstration
3. Drills
4. Role Play
5. Discussion
6. Handouts, Assignment Sheets, Job Sheets
7. Audio/Visual Aids

8. Teacher participation
9. Question and Answer
10. Textbook
11. Board of Cosmetology Rules and Regulations handbook.

#### **INSTRUCTIONAL/TRAINING STRATEGY FOR COSMETOLOGY INSTRUCTOR**

1. Use the chalkboard
2. Use the Audio Visual Aids
3. Present new materials in a manner to which the Student Instructor can relate
4. Give special attention to slow learners
5. Encourage questions
6. Explain new words, terms, techniques and equipment
7. Require that Student Instructor take notes
8. Use demonstration that includes Student Instructor participation
9. List new words on chalkboard

#### **INSTRUCTOR COURSE HOURS, SUBJECTS; THEORY AND PRACTICE TEACHING**

All phases are introduced as to their relation of another phase keeping complete control and continuity. Each phase is timed in hours as to importance. The approximate hours spent in each phase of study are as follows:

State of Michigan Instructor Curriculum pursuant to **R 338.2172**

| SUBJECT   | THEORY HOURS | PRACTICAL HOURS | TOTAL HOURS | MINIMUM PRACTICAL HOURS                              |
|---|--------------|-----------------|-------------|--|
| Orientation and review of the cosmetology curriculum  | 25           | 50              | 75          | 20   |
| Introduction to teaching  | 30           | 0               | 30          | 0  |
| Course outlining and development<br>Lesson Planning<br>Teaching Techniques<br>Teaching Aids Developing<br>Grading administrating and examinations | 130          | 85              | 215         | 30<br><br>(a minimum of 5 services in each category) |
| Laws and rules<br>Record Keeping School Administration  | 15           | 10              | 25          | 70   |
| Teaching<br>Assisting in the clinic and theory classrooms   | 0            | 125             | 125         | 15   |
| Practical Teaching in the clinic and theory classrooms  | 0            | 130             | 130         | 35   |
| TOTAL   | 200          | 400             | 600         | 150  |

All areas integrate theory so that the student will receive practical experience concurrently with theoretical knowledge at all levels of training in order that the student meets the State requirements for examination and the school's educational requirements prior to graduation.

All areas include safety precautions and procedures pertaining to subject matter. Each week's assignment is posted in classrooms so the Student Instructor can see all upcoming lessons/training plans.

### **GRADING PROCEDURES**

Academic progress will be reviewed and evaluated at the end of each evaluation period (see Satisfactory Progress Policy) and is based upon theory, practical grades, and number of services completed. Theory grades are made up of quizzes and chapter exams. Practical grades are based upon completion of established number of Laboratory/Clinic services and manikin assignments. Theory exams and practical grades will be on the following scale:

|                   |          |                  |                   |          |
|-------------------|----------|------------------|-------------------|----------|
| <b>90% - 100%</b> | <b>A</b> | <b>EXCELLENT</b> | <b>90% - 100%</b> | <b>A</b> |
| <b>80% - 89%</b>  | <b>B</b> | <b>GOOD</b>      | <b>80% - 89%</b>  | <b>B</b> |
| <b>75% - 79%</b>  | <b>C</b> | <b>AVERAGE</b>   | <b>75% - 79%</b>  | <b>C</b> |
| <b>Below 75%</b>  | <b>D</b> | <b>FAILING</b>   | <b>Below 75%</b>  | <b>D</b> |

All failing or incomplete grades must be made in accordance with make-up policy. Instructors will advise students when make-up exams and assignments will be scheduled and review with the students on the following monthly review of progress. Students must maintain a D average (minimum of 75% in theory and in practical/laboratory work in order to be considered making satisfactory progress. All students are required to achieve 75% or better (theory) and (practical) grades on the course final exams to be considered satisfactory. (See Satisfactory Progress Policy for more details.)

### **LECTURE SUBJECTS FOR ALL COURSES**

The following outline topics will be taught with each curriculum for all courses offered.

- I. Drug Prevention – A.I.D.S. Awareness
  - A. Drug prevention
    - 1. Types of drugs
    - 2. Health hazards
    - 3. State and federal penalties and sanctions
    - 4. State and local programs available
  - B. A.I.D.S. Information
    - 5. Definitions
    - 6. Statistics dealing with related deaths
    - 7. Transmission/prevention
    - 8. Facts/myths
  - C. First aid
    - 9. Introduction
    - 10. Rules of first aid
    - 11. Procedure for first aid of;
      - A. Abrasions
      - B. Burns
      - C. Electrical shock
      - D. Artificial respiration
      - E. Epileptic fit
      - F. Fainting
      - G. Heat exhaustion
      - H. Nose bleed
      - I. Breathing obstruction
  - D. School Emergency Procedure – (where they are posted)
- II. Job Preparation, Interview, Employment, Federal and State Taxes
  - 1. Introduction
  - 2. Preparation for the interview (do's and don'ts of an interview)
  - 3. How to prepare a resume
  - 4. How to prepare an employment application
  - 5. How payroll deductions are calculated
  - 6. How to write an acknowledgement letter; to employer and/or prospective employer; if waiting for reply; if hired.
- III. State Licensing Laws Rules and Regulations
  - 1. Type of license
  - 2. Qualification for licensing
  - 3. Scope of license
  - 4. Renewal of license
  - 5. Fees
  - 6. Disciplinary proceedings and penalties for violations complaint procedures for violations or rules promulgated pursuant thereto;
  - 7. Complaint procedures for violations or rules promulgated pursuant thereto;
  - 8. Requirements for cosmetology salons/school and inspections
  - 9. State sanitation requirements

### **TUITION AND FEE SCHEDULE FOR COURSE (S) OFFERED**

#### **Cosmetology Course of Study 1500 Hours of Instruction (\$9.33 per hour)**

|                  |          |
|------------------|----------|
| Tuition Fee      | \$14,000 |
| Registration Fee | \$200    |
| Books & Kit      | \$800    |

|       |          |
|-------|----------|
| Total | \$15,000 |
|-------|----------|

**Instructor Course of Study 600 Hours of Instruction (\$5.00 per hour)**

|                  |         |
|------------------|---------|
| Tuition Fee      | \$3,500 |
| Registration Fee | \$150   |
| Book             | \$250   |
| Total            | \$3,900 |

**PAYMENT METHODS**

Payments are accepted by Cash, Check, Money Order, Credit and Debit Cards. The tuition and all fees are charged upfront. However, at the school's option, for those students that choose to make installment payments a student may pay a deposit upon enrollment (including registration fee and the costs of book and kits), then the tuition costs would be divided up into equal monthly payments of the number of months that the student is contracted for, until the balance is paid in full (prior to graduation or contract ending date; whichever date is first).

If the student must attend beyond the contracted ending date in order to complete the course, he/she must pay a charge equal to; pro-rata hourly the original tuition fee for each hour needed to complete the course. (This charge is defined as extra instructional charges.)

D&S School of Cosmetology reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in Equipment and Supplies without prior notice. Any changes in tuition and fees for enrollment, kit equipment, books and supplies will not affect students with prior arrangements.

Monthly payments are due in accord with the individual's Enrollment Agreement/Contract. If a scheduled payment is not made within twenty-five (25) days after it is due the unpaid balance shall immediately become payable immediately or the student will be dropped from classes.

Change of Course schedule (hours of attendance); A student may change scheduled course hours within the enrollment period without additional charges, (all administrative work must be completed prior to the schedule course change and if applicable the admissions officer must be notified, for it to be effective) All tuition, fees, and over-contract charges must be paid in full prior to the student's graduation date or the student must have made arrangements with the administrative office for payments. Transcripts will be provided, at no cost, to other institutions, agencies, etc., upon request, if the student has made provisions for the school to release information to a third party.

**ADDITIONAL EXPENSES**

Each student is required to purchase notebook(s), pens, pencil, and marker, lock(s) for locker and any other necessary kit items. Students are required to purchase and wear the required school uniform.

**APPLICATION/ LICENSURE FEE**

The institution will file an application for student registration or re-registration with the State of Michigan – Board of Cosmetology upon enrollment/re-enrollment. The application fee of \$15.00 is paid by the institution the following month of enrollment. In order to obtain a license after graduating from your program, the following fees are required to external entities as follows. The student will pay \$39, payable to the State of Michigan to register for licensure. Following successful registration, an application must be completed with the examination company, PSI (psixams.com), which must accompany a fee of \$161 payable to PSI Exams. This fee is for the theoretical and practical examinations.

**SCHOOL RULES AND REGULATIONS**

The School reserves the right to amend or modify, add or delete, any Rules and Regulations or Operating Policies. Any breach of the following will cause for possible suspension, dismissal or termination as determined by the School Director/Administrator. These Rules and Regulations are clearly posted in the school and copy is given to each student at the time of admission.

**SCHOOL OPERATING HOURS:** Tuesday through Saturday **Days** 9:00 AM – 4:00 PM / **Evenings** 5:00 PM – 10:00 PM

### **SCHOOL SCHEDULES:**

#### **30 HOURS PER WEEK SCHEDULE**

Days 9:30 AM - 4:30 PM  
Tuesday through Saturday

#### **25 HOURS PER WEEK SCHEDULE**

Days 9:30 AM - 2:30 PM  
Tuesday through Saturday

#### **26 HOURS PER WEEK SCHEDULE**

Days 9:30 AM - 5 PM  
Tuesday through Friday

1. **THEORY CLASSES.** Theory class for entire student body begins PROMPTLY at 9:00 A.M. There is a 10-minute grace period to enter class(s). Any student arriving at School after 9:10 A.M. WILL NOT be permitted in theory class and will not be permitted to begin any class until 10:00 A.M.
2. **CLASS TIME/SCHEDULES.** All students will be allowed to clock in only on the hour or up to ten (10) minutes past the hour to receive credit for the hour of instruction. ALL STUDENTS, must be clocked-in by 12:15 P.M. each day in order to attend school for that day. Students are not permitted to leave the building except on breaks and/or lunch periods, unless an Instructor grants permission.
3. **ABSENTEEISM NOTIFICATION – MAKE-UP WORK/CLASSES.** If a student is going to be absent, he/she must call and notify the School office between 8:30 A.M. and 10:00 A.M. Theory and Practical Class work; See your instructor for classes/work to be made-up. All work must be made-up within the Satisfactory Progress Evaluation Period. The student that is receiving Scholar-ship Tuition benefits may be interrupted and certification will be delayed. It is the responsibility of the student to understand clearly the make-up policy and act accordingly.
4. **DOCUMENTATION FOR ABSENTEEISM REQUIRED.** Absences due to illness, Doctor's appointments, court dates, death or any valid, justifiable, absence should be documented by doctor's slip, court papers, funeral director's slip, etc.
5. **EXCESSIVE/CONTINUAL ABSENCES.** A student may not be absent more than thirty (30) consecutive days without being terminated. The most successful graduates are those students who had a perfect attendance record in school. The following policy has been established to be as fair as possible to all students and to work for the benefit of all. A student's hours are scheduled on the date of enrollment. In order for each student to maintain satisfactory academic progress, he or she must meet a minimum requirement of 67% of the scheduled hours.
6. **TARDINESS/LATENESS/EARLY DEPARTURE.** In case of extreme tardiness or lateness by the student, the School has the right to dismiss the student for the remainder of the day. Continual tardiness, lateness, or early departures will not be tolerated. Students will be counseled when excessive lateness, tardiness and/or leaving early occur.
7. **SCHOOL ILLNESS/INJURY.** Students that are too ill/injured to perform services or duties will be dismissed for the day. (Coughing, sneezing etc).
8. **STUDENT EQUIPMENT/SUPPLIES/UNIFORMS.** Students are required to come to School prepared with their equipment, books and all supplies needed for their assigned tasks as well as dressed in the proper uniform and shoes. If the student is unprepared and/or is not in proper uniform to include nametags, the student will be dismissed for the day. Sunglasses are not permitted unless by Doctor's prescription and documentation is required. All equipment must be in a sanitized state of readiness at all times. Each student is responsible for his/her equipment, supplies, books, kit materials and personal property. All students are required to be groomed, to reflect an image of the profession that they are being trained for.
9. **MAKE-UP TIME/WORK.** There is time built into the contracted period of time for make-up time and work assignments to be completed. Students are to check with their instructors for class schedules for the week for which any make-up work is required. All Make-up work due to absences or failing exam grade(s) must be completed within the evaluation period or the student will receive a failing grade
10. **DRUGS/ALCOHOL.** The use of illegal drugs and alcohol in any form during the School day is grounds for dismissal and/or suspension. See Drug Free School/Work-Place Act of 1988 Policy.
11. **TUITION.** Tuition payments are to be made on a regular basis by those who are making installment payments. Any change from payment arrangements made at contract time, must be taken up with the School Administrator. Overdue payments may be cause for interruption of training.
12. **SIGN IN.** All students are to sign in on a daily basis. This is your responsibility. No student will be allowed to sign another student's name. Clock hours are recorded from the sign in sheets. Failure to Sign in will result in loss of hours, since only hours on the sign in sheet are recorded. Hours are totaled daily and appropriately recorded, they are forwarded to the State Board of Cosmetology by the tenth (10<sup>th</sup>) of each month.

13. **CONDUCT.** Smoking, eating, gum chewing or drinking beverages on the Laboratory/Clinic Floor or in the intermediate or Junior Rooms is prohibited. Profanity and disruptive behavior will not be tolerated and will be cause for dismissal from School for the day. Recurrences may result in suspension, probation and possible termination.
14. **COOPERATION.** All students are required to cooperate with the teaching staff. Failure to do so will result in dismissal for the day. Recurrences may result in suspension, probation and possible termination.
15. **STATIONS/WORK AREAS.** Each student is responsible for cleaning his/her work area/station. Each student shall assist on a daily basis in keeping the premises clean and orderly at all times.
16. **SANITATION.** We believe that sanitation and cleanliness are essential to the cosmetology industry. Therefore, we require that all students participate in light cleaning throughout the school. Janitors have been contracted to take care of the majority of the work, but students must participate in the day-to-day cleaning of the school. Refusal to participate will be grounds for suspension or termination.
17. **ENTRANCE AND EXIT.** Students are to enter and exit the building by the main entrance ONLY. Fire exits are to be used only in case of emergencies.
18. **LUNCH PERIOD/LUNCH ROOM.** Lunch period (students scheduled for 30 hours per week have lunch period in their schedule) is one half hour (30 minutes). ONLY students that attend more than five hours will be allowed to take a lunch period. Junior Room students lunch periods are assigned by their instructor. Intermediate and senior student's lunch periods will be assigned based on Laboratory/Clinic/Class activities. All in-house food is to be eaten in the lunchroom ONLY. Smoking is not allowed in the school. Each student is responsible for removing his/her rubbish and placing it in the trash container. Each student is responsible for keeping the lunchroom premises clean and orderly at all times. The lobby is not to be used by students for breaks, lunch or loitering.
19. **TELEPHONES/VISITORS.** Personal use of School telephones, except for emergencies, is prohibited during school hours. Students will not be permitted to take personal calls unless it is and emergency. A message and/or number will be taken and given to the appropriate individual in a professional manner. The public phone is for student use during breaks or lunch ONLY. Visitors are prohibited during school hours. All visitors will be restricted to the reception area.
20. **TEACHER ASSISTANCE/WORK ASSIGNMENTS.** Students, who are unsure or uncertain about a service, an assignment, or a procedure, shall seek teacher assistance only. Refusing a work assignment is an automatic dismissal for the day. Repeated offenses may result in suspension, probation and/or termination from the School. Students are not permitted to instruct or assist other students.
21. **SCHOOL OFFICES/DISPENSARY.** No one is allowed in the School offices without permission or a teacher being present. Students are not allowed in dispensary unless assigned to dispensary.
22. **SCHOOL SUPPLIES.** Any student using School supplies for personal use will be charged and billed accordingly.
23. **SCHOOL PROPERTY.** Any student damaging, stealing, or defacing the School or School property (and fellow students) will be terminated from School and prosecuted.
24. **SOLICITATION.** All solicitation in the School is prohibited. Solicitation of a patron for cosmetology services performed outside of school is prohibited.
25. **ABSENCES AND LEAVE.** A student may not be absent fore than 30 consecutive days without being terminated. However, a leave of absence may be granted to a student due to illness or any VALID need. This must be done in writing. The student may re-enter at the same point of advancement previously attained prior to his/her leave. Such leave shall be for no more than sixty days in length and shall be granted only ONE TIME during a twelve month enrollment period.
26. **ADVISING.** Advising is provided to students periodically during their contracted course. This advising is done on an individual basis and includes, but is not limited to academic and practical advising. Career advising is provided to the student regarding interview, employment opportunities and marketable skills. Advising is available to students that have academic, personal, or faculty problems affecting their progress. Students are counseled on progress and satisfactory or outstanding results.
27. **INTERNAL SCHOOL COMPLAINT PROCEDURE GUIDELINES.** All students, teachers and interested parties are expected to do their utmost to help bring about and maintain harmony in the school. If school complaints arise, a student, teacher, or interested party may file a complaint against the school; the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint. A school representative will meet with the complainant (within 10 days of receipt of the written complaint). If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The complainant will be provided a copy of this written record at the time of the meeting. The school's complaint committee will meet within 21 (twenty-one) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter should be written outlining the additional information. If no further information is needed, the complaint committee should act on the allegations and a letter be sent to the complainant within 15 (fifteen) calendar days stating the steps taken to correct the problem, for information to show that the allegations were not warranted of based on fact. If the complainant wishes to pursue the matter further, the complainant form is available through NACCAS 4401 Ford Ave, Suite 1300, Alexandria, VA. 22302. The complainant is required to try to resolve the problem through the schools complainant process, prior to filing a complaint with NACCAS.

28. **CRIME AWARENESS.** Students that observe or become aware of misconduct that leads or may lead to a misdeed or crime should advise their Instructor of the knowledge of such conduct and the instructor will communicate the observance and/or knowledge of such act to the proper authorities.
29. **PROGRESS REPORTS.** Students will receive progress reports which indicate progress in attendance, practical and theory grades (see satisfactory progress policy).
30. **STUDENT PERSONAL SERVICES.** Students may have their hair styled and/or treated, only on days set aside for this purpose and only with the permission of an instructor. Students may receive haircuts, styles, shampoos, perms, color, conditioners, etc., at a minimum charge of one half the regular price to cover the cost of the expense. Students under the age of eighteen (18) must have written permission from a parent, guardian or sponsor before receiving a chemical service.
32. **PERSONAL EQUIPMENT/SUPPLIES AND PROPERTY.** Large purses, tote bags, etc. are not permitted in school. Students should never bring personal valuables or large sums of money to school. All personally owned equipment should be marked and if equipment is lost it must be replaced by the student. The School accepts NO responsibility for lost, stolen or misplaced equipment or personal property. Students may not borrow from other students without permission from the individual.
33. **ASSIGNMENT OF STUDENT/PATRON SERVICES.** Students are assigned services on the public by a nondiscriminatory and need basis. Students are not allowed to refuse to perform services on a patron. (If for some reason a student feels that they should not service a patron, they should inform an instructor. The Instructor will evaluate the request, make a decision, and advise the student accordingly.) Every effort will be made to assist students in obtaining the services needed to graduate, as the need exists.
34. **CLINIC LABORATORY/PATRON SERVICES.** All services performed on patrons are to be checked by the instructor. Haircuts, tints, bleach and perms are to be checked before student proceeds with patron services. Perms must be checked while processing and must be checked before student proceeds with patron services. Perms must be checked while processing and must be checked before setting the patron.
35. **ATTENDANCE SCHEDULE (CONTRACTED).** Students must adhere to their attendance schedule, as outlined at time of enrollment and documented on contract. Students must have approval from his/her instructor to attend make-up/additional hours other than his/her scheduled hours.
36. **SUSPENSION/PROBATION OR TERMINATION (POSSIBLE CAUSE)**
  - a. Excessive tardiness/early departures/absenteeism without valid justification; this must be in writing form and it becomes a part of your permanent record.
  - b. Improper/disruptive/abusive behavior or treatment of other students, school officials or school patrons.
  - c. Abusive/vulgar language used in the school.
  - d. The use of/ or under the influence of alcohol or drugs in any form during school hours on school premises. Exception would be those prescribed by a physician.
  - e. Refusal to take and/or follow instructions from instructor or school official.
  - f. Cheating, swindling, or stealing from other students, the school, or the school's patrons.
  - g. Insufficient progress in training.
  - h. Non-payment of monies due to the school.
  - i. Failure to comply with the School Rules and Regulations.
  - j. In the school official's judgment, the student is a harmful influence on other students in the course.
  - k. For any cause the school officials deem necessary for the good of the school.

### **DRESS CODE**

All students must wear the provided black uniform or D&S School of Cosmetology Logo T-Shirt with black slacks. All students must wear black rubber bottom closed toe shoes. If sweaters are to be worn, they must be approved by the instructor. If the student does not have this type of clothing and shoes he/she must purchase them. Instructor Trainees and Refresher Course students may wear casual clothing with lab coat. All students must wear nametag.

### **CLASS START DATES & GRADUATION DATES**

All classes begin Tuesday of each week (unless otherwise scheduled) during the school calendar year. All course schedules are designed to allow some absences, early departures, lateness, emergencies and possible school closure due to holidays and/or inclement weather.

### **COSMETOLOGY COURSE 1500 HOURS REQUIRED**

COSMETOLOGY FULL-TIME COURSE (30 HOURS PER WEEK – 1500 HOURS)

The anticipated (contracted) graduation date is 12.5 months (50 weeks) from the beginning date of class.

**COSMETOLOGY FULL-TIME COURSE (25 HOURS PER WEEK – 1500 HOURS)**

The anticipated (contracted) graduation date is 15 months (60 weeks) from the beginning date of class.

**COSMETOLOGY FULL-TIME COURSE (26 HOURS PER WEEK – 1500 HOURS)**

The anticipated (contracted) graduation date is 14.42 months (57.70 weeks) from the beginning date of class.

### **INSTRUCTOR COURSE – 600 HOURS REQUIRED**

**INSTRUCTOR - FULL-TIME COURSE**

**(30 HOURS PER WEEK – 600 HOURS)**

The anticipated (contracted) graduation date is 5 months (20 weeks) from the beginning date of class.

**INSTRUCTOR -FULL-TIME COURSE**

**(25 HOURS PER WEEK – 600 HOURS)**

The anticipated (contracted) graduation date is 6 months (24 weeks) from the beginning date of class.

**INSTRUCTOR - FULL-TIME COURSE**

**(26 HOURS PER WEEK – 600 HOURS)**

The anticipated (contracted) graduation date is 5.76 months (23.07 weeks) from the beginning date of class.

### **FIRE EXTINGUISH/DRILL PROCEDURE**

#### **A. FIRE EXTINGUISHER INSTRUCTIONS (instructions on the fire extinguisher)**

1. Pull pin. Hold upright.
2. Stand back 8 feet.
3. Aim at base of fire – Squeeze – Sweep.

#### **“FIRE DRILLS WILL BE ANNOUNCED”**

- B. Instructors will have periodic fire drills to familiarize students, employees, and patrons with the routes leading to the building exits nearest them in the event it becomes necessary to evacuate the building. Instructors will also periodically demonstrate to staff and students fire extinguisher equipment and where it is located in the school.

#### **C. FIRE DRILL PROCEDURES**

4. Immediately following the order to evacuate the building turn off hair dryer and other electrical devices in the operation.
5. Close all doors to prevent spread of fire or smoke.
6. Give immediate attention to safety of all persons in the area (to include patrons).
7. Form a double line and evacuate the school building immediately in an orderly fashion through the nearest exit (refer to floor plan).
8. Walk. Do not run. Do not take personal belongings.
9. SILENCE will be strictly observed. Listen for any specific instructions from your teacher.
10. Roll Call will be taken once a safe distance outside to ensure no one was left behind. Teachers will report the results of the roll call to the Director.
11. Once outside of the building stay away from the fire site unless instructed to do so for the purpose of aiding in the evacuation of injured personnel.
12. Personnel in the area should begin to immediately fight the fire with fire extinguisher or other means available. Relinquish this duty to the fire fighters when they arrive.
13. Most important, AVOID PANIC! DON'T SHOUT FIRE! STAY CALM!
14. See floor evacuation plan posted on wall in your area for the precise directions to exit.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

### **ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

|                   |          |                  |                   |          |
|-------------------|----------|------------------|-------------------|----------|
| <b>90% - 100%</b> | <b>A</b> | <b>EXCELLENT</b> | <b>90% - 100%</b> | <b>A</b> |
| <b>80% - 89%</b>  | <b>B</b> | <b>GOOD</b>      | <b>80% - 89%</b>  | <b>B</b> |
| <b>75% - 79%</b>  | <b>C</b> | <b>AVERAGE</b>   | <b>75% - 79%</b>  | <b>C</b> |
| <b>Below 75%</b>  | <b>D</b> | <b>FAILING</b>   | <b>Below 75%</b>  | <b>D</b> |

### **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified of any evaluation that impacts the student's eligibility for financial aid, if applicable. Students deemed not maintaining Satisfactory Academic Progress may have their interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. All students are given access to Satisfactory Academic Progress evaluations results upon request. Student's failing Satisfactory Academic Progress will receive in writing of the actions required to attain satisfactory academic progress by the next evaluation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable.

### **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an

academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

### **TRANSFER HOURS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **MAXIMUM TIME FRAME**

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

| <b><u>COURSE</u></b>                       | <b><u>MAXIMUM TIME ALLOWED</u></b> |                               |
|--|------------------------------------|-------------------------------|
|  | <b><u>WEEKS</u></b>                | <b><u>SCHEDULED HOURS</u></b> |
| Cosmetology (30 hrs/wk) - 1500 Hours       | 75 Weeks                           | 2250                          |
| Cosmetology (26 hrs/wk) – 1500 Hours       | 86.53 Weeks                        | 2250                          |
| Cosmetology (25 hrs/wk) – 1500 Hours       | 90 Weeks                           | 2250                          |
| Instructor Course, (30 hrs/wk) – 600 Hours | 30 Weeks                           | 900                           |
| Instructor Course, (26 hrs/wk) – 600 Hours | 34.61 Weeks                        | 900                           |
| Instructor Course, (25 hrs/wk) – 600 Hours | 36 Weeks                           | 900                           |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the Actual contracted hours.

**\*\*Academic Year – Defined as 900 clock hours**

**Evaluation Periods Are As Follows:****COSMETOLOGY COURSE 30 HOURS PER WEEK – 1500 CLOCK HOURS**

|           |           |           |
|-----------|-----------|-----------|
| 450 Hrs.  | 900 Hrs.  | 1200 Hrs. |
| Actual    | Actual    | Actual    |
| (15 Wks.) | (30 Wks.) | (40 Wks.) |

**COSMETOLOGY COURSE 26 HOURS PER WEEK – 1500 CLOCK HOURS**

|              |              |              |
|--------------|--------------|--------------|
| 450 Hrs.     | 900 Hrs.     | 1200 Hrs.    |
| Actual       | Actual       | Actual       |
| (17.30 Wks.) | (34.61 Wks.) | (46.15 Wks.) |

**COSMETOLOGY COURSE 25 HOURS PER WEEK – 1500 CLOCK HOURS**

|           |           |           |
|-----------|-----------|-----------|
| 450 Hrs.  | 900 Hrs.  | 1200 Hrs. |
| Actual    | Actual    | Actual    |
| (18 Wks.) | (36 Wks.) | (48 Wks.) |

**INSTRUCTOR COURSE 30 HOURS PER WEEK**

|          |          |
|----------|----------|
| 300 Hrs. | 600 Hrs. |
| Actual   | Actual   |
| (10 Wks) | (20 Wks) |

**INSTRUCTOR COURSE 26 HOURS PER WEEK**

|             |             |
|-------------|-------------|
| 300 Hrs.    | 600 Hrs.    |
| Actual      | Actual      |
| (11.53 Wks) | (23.07 Wks) |

**INSTRUCTOR COURSE 25 HOURS PER WEEK**

|          |          |
|----------|----------|
| 300 Hrs. | 600 Hrs. |
| Actual   | Actual   |
| (12 Wks) | (24 Wks) |

## Outcome Rates

Pursuant to NACCAS Standard I Criterion 3 and 4, An institution must assess its achievement of its programs and students on a basis of pass rates for the State of Michigan licensing examination (70%min) Job Placement Rates for those who took the licensing exam (60%min) and program completion rates (50%min).

This institution is proud to announce that with 2019 data Annual Report, submitted in 2020; it exceeds the required benchmarks set by NACCAS with the following rates:

- The percentage of those who took the licensing exam and passed was 100%.
- Those who are working in the field for a placement rate of 100%.
- The average percentage of program completers scheduled to complete in the calendar year 2019 and who completed by submission of the annual report was 77.78%.