

ACADEMY OF COSMETOLOGY, BARBERING, AND ESTHETICS

9210 SOUTH PENNSYLVANIA AVENUE
OKLAHOMA CITY, OK 73159

Phone: (405) 676-8671

**ADDITIONAL LOCATION OF :
PONCA CITY BEAUTY COLLEGE
3010 N. 14TH STREET
PONCA CITY, OK 74601**

CATALOG

*Catalog is printed in English only

January 8, 2025

Academy of Cosmetology, Barbering, and Esthetics

Developing Cosmetology and Barbering Professionals with Determination and a will to Succeed.

Academy of Cosmetology, Barbering and Esthetics has earned an excellent reputation since opening its doors in June 1976. Academy of Cosmetology, Barbering and Esthetics is owned and operated by Buffy Layman.

The school is conveniently located in the heart of the downtown business district. Academy of Cosmetology, Barbering and Esthetics is licensed by the Oklahoma State Board of Cosmetology.

Academy of Cosmetology, Barbering and Esthetics offers the community a well-trained staff that can assist you in instruction, enrollment, and placement.

Academy of Cosmetology, Barbering and Esthetics is located in one-story building with 3050 square feet and can accommodate 50 students. The facility consists of 1 major clinic area, 25 workstations, 1 large classroom, 1 Demonstration and Mannequin area, Breakroom area, 2 restroom facilities, a library, and an administrative office.

Students will graduate with current techniques in the multifaceted field of Cosmetology and Barbering.

Academy of Cosmetology, Barbering and Esthetics does not discriminate on the basis of sex, age, religion, race, color or ethnic origin.

All courses are taught in English

National Accrediting Commission of Career Arts and Sciences
3015 Colvin Street
Alexandria, VA 22314
(703)600-7600 Fax (703)379-2200

Oklahoma State Board of Cosmetology and Barbering
2401 NW 23rd Street, Suite 84, Shepherd Mall
Oklahoma City, OK 73107 (405)521-2441 Fax (405)528 8310

Office of the State Accrediting Agency of the State of Oklahoma
Veterans Memorial Building
2311 N. Central
P.O. Box 53067
Oklahoma City, OK 73152 (405)521-3807 Fax (405)522-4551

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ADMINISTRATIVE STAFF

Buffy Layman
Owner/Admissions/Master Instructor

Jennifer Brough - Administration/ Master Instructor

Elaine Klemme – Master Instructor

Bridgette Brown – Master Instructor

SCHOOL MISSION

Academy of Cosmetology, Barbering, and Esthetics is dedicated to providing each student with a well-coordinated educational program that will prepare the student for employment in the fields of Basic Cosmetology, Manicurist/Nail Technician, Barbering and Esthetician. Students will gain invaluable experience while attending school. Students will graduate Academy of Cosmetology, Barbering, and Esthetics with the latest techniques in the multifaceted fields of Cosmetology and Barbering. Academy of Cosmetology, Barbering, and Esthetics is dedicated to Developing Cosmetology, Manicurist/Nail Technician, Master Instructors, Barbering, and Esthetician Professionals with Determination and a Will to succeed

SCHOOL CALENDAR

Academy of Cosmetology, Barbering, and Esthetics will be closed on the following days:

| | |
|------------------|------------------------------------|
| New Year's Day | January 1 |
| Independence Day | July 4 |
| Memorial Day | Last Monday of May |
| Labor Day | First Monday of September |
| Thanksgiving Day | Last Thursday & Friday of November |
| Christmas Eve | December 24 |
| Christmas Day | December 25 |

Students will be notified by television media of school closing due to inclement weather.

Academy of Cosmetology, Barbering, and Esthetics has open enrollment and students may start class Monday of each week.

ADMISSION POLICY

- Have a High School Diploma or High School Transcript showing a graduation date.
- Have a recognized equivalent of high school diploma such as a home-schooled certificate by the state where the student resided during home school or a general education diploma (GED)
- We do not accept the ability to benefit criteria
- Are not currently enrolled at a primary or secondary institution
- Has a correct social security number
- Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

In order to determine eligibility for Title IV funds, students must:

- Comply with our satisfactory academic progress (SAP) policy included in the student catalog
- Not be in default on a loan under any Title IV, HEA loan program
- Must not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV, HEA loan program
- Not have property to a judgement lien for department owed to the US
- Is not liable for a grant from the Federal Perkins Loan overpayment
- Be enrolled at least half time to receive assistance from the direct loan program. (The Pell grant program does not require half time enrollment, but the student's enrollment status does not affect the amount of Pell a student may receive)

Conviction for possession or sale of illegal drugs - The college is not required to confirm this unless there is evidence of conflicting information. A conviction that was reversed, set aside or removed from the student's record does not count, nor does when the student was a juvenile, unless he or she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds; depending on whether the conviction was for sale or possession and whether that student had previous offenses (A conviction for the sale of drugs includes convictions for conspiring the sale of drugs).

| | Possession of Illegal Drugs | Sale of Illegal Drugs |
|-------------|------------------------------------|---------------------------------|
| 1st Offense | 1 year from date of conviction | 2 years from date of conviction |
| 2nd Offense | 2 years from date of conviction | Indefinite Period |
| 3rd Offense | Indefinite Period | |

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. A student regains eligibility the day after the period of ineligibility ends when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again.

When a student regains eligibility during the award year, Academy of Cosmetology, Barbering, and Esthetics may award Pell for the current pay period. Standards for a qualified drug rehabilitation program: A qualified drug rehabilitation program must include at least 2 unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state or local government pro
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company
- Be administered or recognized by Federal, State or Local Government agency or court.
- Be administered or recognized by a Federally or State-Licensed hospital, health clinic or medical doctor

Incarcerated applicants: An applicant is considered to be incarcerated if he or she is serving a criminal sentence in a Federal, State or Local Penitentiary, Prison, Jail Reformatory, Work Farm or similar correctional institution. (Whether it is operated by the government or a contractor).

An applicant is not considered to be incarcerated if he or she is in a half-way house or home detention or is sentenced to serve only weekends. Incarcerated applicants will not be admitted into the Academy of Cosmetology, Barbering, and Esthetics. Applicants who have been convicted of a felony but are not currently incarcerated can potentially be admitted after a review by the College. They may receive a license from the State of Oklahoma.

Selective Service Registration: To be eligible to receive Title IV, HEA Program Funds, a male student who is subject to registration with the selective services must register with the selective service (a male student does not have to register with selective service if the student is below the age of 18 or was born before January 1, 1960).

Citizenship and Residency Requirements: Except as provided in paragraphs (B) and (C) of Section 668 of Title 34, Education to be eligible to receive Title IV, HEA Program Assistance, a student must:

- Be a citizen or national of the United States or
- Provide evidence from the US Immigration & Naturalization Service that he or she is a permanent resident of the US or
- Be in the US for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
- Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands or Republic of Palau. (These students are eligible under FWS, FSEOG, and Pell Programs).

These students must be enrolled as a regular student in an eligible program in or to participate in Title IV.

An applicant must complete the entire admissions process as outlined in our catalog. To receive Federal Aid, the applicant must meet the criteria outlined in this policy.

ADMISSION REQUIREMENTS

1. Student must be 16 years of age or older
2. Must have High School Diploma or GED Certificate
3. \$5.00 Money Order to register with the Oklahoma State Board of Cosmetology and Barbering
4. A Basic Cosmetology License is required for the Master Instructor Course
5. A copy of your birth certificate or driver's license for proof of age
6. Must complete an Aptitude Test
7. A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.
8. Academy of Cosmetology, Barbering, and Esthetics does not accept Ability to Benefit Students
9. The Institution accepts transfer student from other Institutions if they have fully withdrawn and meet all other admission requirements. All hours logged with the State Board will be accepted. Transfer hours are only counted as attempted and completed hours for determining when the allowable maximum time-frame has been exhausted. These hours will be excluded when determining Satisfactory Academic Progress.

| Course | Application Fee | <u>TUITION</u> | | Tuition | Total Tuition |
|----------------------------|-----------------|-----------------------------|------------|-------------|---------------|
| | | Books, Equipment & Supplies | Lab Fee | | |
| Basic Cosmetology | \$100.00 | \$1,400.00 | \$3,120.00 | \$14,280.00 | \$18,900.00 |
| Manicurist/Nail Technician | \$100.00 | \$600.00 | \$750.00 | \$6,100.00 | \$7,550.00 |
| Master Instructor | \$100.00 | \$660.00 | \$0.00 | \$8,780.00 | \$9,550.00 |
| Esthetician | \$ 100.00 | \$ 600.00 | \$750.00 | \$ 6,100.00 | \$ 7,550.00 |
| Barbering | \$100.00 | \$1,400.00 | \$3,120.00 | \$14,280.00 | \$18,900.00 |

Other Fees:

Transfer Fee: \$10.00

The cost of tuition and all other charges are divided into payment periods according to hours of the program.

The payment periods are as follows:

| | <u>Payment I</u> | <u>Payment II</u> | <u>Payment III</u> | <u>Payment IV</u> |
|-----------------------------------|-------------------------|--------------------------|---------------------------|--------------------------|
| Basic Cosmetology | 0-450 | 451-900 | 901-1200 | 1201-1500 |
| Barbering | 0-450 | 451- 900 | 901-1200 | 1201-1500 |
| Master Instructor | 0-450 | 451-900 | 901-1000 | |
| Manicurist/Nail Technician | 0-300 | 301-600 | | |
| Esthetician | 0-300 | 301-600 | | |

Convenient terms are arranged for students who wish to make payments. Cash, check, money orders, scholarships, tribal scholarships, and VA grants are all acceptable means of payment. Payments can be made weekly, monthly, or bi-monthly. A student's ledger must have a \$0 balance before advancing into the next payment period. The Basic Cosmetology course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 56 weeks will be charged \$15.00 per hour until the course is completed. The Barbering Course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 56 weeks will be charged \$15.00 per hour until the course is completed. The Manicurist/Nail Technician course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$15.00 per hour until the course is completed. The Master Instructor course takes a total of 8- $\frac{1}{3}$ months or 33- $\frac{1}{3}$ weeks to complete. Students who are in school more than 9- $\frac{1}{3}$ months or 37- $\frac{1}{3}$ weeks will be charged \$15.00 per hour until course is completed. The Esthetician course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$15.00 per hour until the course is completed

Should The Student Complete The Program Earlier Than The Estimated Timeframe Stated In The Contract, The Student's Financial Aid Package May Be Recalculated And That This May Result In Liabilities Owed By The Student And/Or The Institution, If Applicable

REFUND POLICY

The refund policy applies to all terminations for any reason, by either party, including student decision.

An applicant rejected by the school shall be entitled to a refund for all monies. A student or legal guardian cancel the contract and demand his/her money back in writing, within (3) three business days of signing the enrollment agreement regardless of whether the student has actually started training. All monies collected by school are refunded except a non-refundable application fee of \$100.00. Refund calculations are based on actual hours.

The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator or owner in person. This policy applies regardless of whether the student has actually started.

If a student cancels enrollment (3) three days after the signed contract, but prior to classes regardless of whether the student has actually started training, the student shall be entitled to a refund for all monies paid to the school minus the non-refundable application fee of \$100.00 for all courses.

FOR STUDENT WHO ENROLL IN AND BEGIN CLASSES, THE FOLLOWING SCHEDULE OF REFUNDS IS AUTHORIZED AND IS DONE ON ACTUAL HOURS AND IS DONE ON ACTUAL HOURS:

| PERCENTAGE OF TIME TO TOTAL TIME OF COURSE | AMOUNT OF TUITION SCHOOL SHALL RETAIN OR RECEIVE |
|---|---|
| 0.01 TO 4.9 % | 20% Retained or received |
| 5.0 TO 9.9 % | 30% Retained or received |
| 10.0 TO 14.9 % | 40% Retained or received |
| 15.0 TO 24.9 % | 45% Retained or received |
| 25.0 TO 49.9 % | 70% Retained or received |
| 50.0 % or More | 100% Retained or received |

RETURN OF TITLE IV FUNDS

90% of tuition, room, board and other charges assessed the student if the student withdraws between one day and 10% of the period for which the student is charged.
80% if the student withdraws between 10.1% and 20% of the period charged.
70% if the student withdraws between 20.01% and 30% of the period charged.
60% if the student withdraws between 30.01% and 40% of the period charged.
50% if the student withdraws between 40.01% and 50% of the period charged.
40% if the student withdraws between 50.01% and 60% of the period charged.

Unofficial withdrawal for clock hour students is determined by the school through monitoring clock hour attendance at least every thirty (30) days.

The required date of refund is calculated based on the student's last date of attendance.

A student on an approved Leave of Absence notifies the school that he or she will not be returning the date of the withdrawal determination 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.

Any monies due to the applicant or student shall be refunded within (30) thirty days of formal cancellation by the student or formal termination by the school which shall occur no more than (30) thirty days from the last day of physical attendance or in case of leave of absence.

The cost of other items such as kits, books, and supplies or other fees shall not be considered in tuition adjustments. These items become property of the student when issued and are not refundable.

In case of student illness or disabling accident, death in the immediate family or other medical circumstances beyond the control of the student, Academy of Cosmetology, Barbering, and Esthetics will make a settlement which is reasonable to both, if authorized documents are presented by the student or are in the students file and payment arrangements have been made by the student with the administration office prior to the collection proceeding being initiated.

If a course is canceled subsequent to a student enrollment and before instruction has begun, the institution will, at its option, provide a full refund of all monies paid or provide completion of the course.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: provide a Pro-Rata Refund for all students transferring to another school based on the hours accepted by the receiving school; or Provide completion of the course and/or programs; or participate in a Teach-Out Agreement; or Provide a full refund of all monies paid.

If the school is permanently closed and no longer offering instruction after a student has enrolled and instruction has begun, the student shall be entitled to a pro-rata refund of tuition; or Participate in a Teach-Out Agreement.

If a student becomes terminated or expelled by the institution, the institution will follow the institutional refund policy retainment percentages to determine the amount of tuition that will be retained based on time spent enrolled in the course.

Academy of Cosmetology, Barbering, and Esthetics collection policy requires that arrangements be made for payment of accounts before a student may graduate.

-

EXPENDABLE SUPPLIES

The Academy of Cosmetology, Barbering, and Esthetics furnishes all expendable supplies to the student, excluding supplies for personal use. Students are charged for the use of personal expendable supplies at a reduced rate.

DRESS CODE

Uniform - Each student, instructor student trainee shall be in uniform, consisting of solid black scrub top and solid black scrub pants, or solid black scrub skirt that reaches the top of the kneecap or below.

Dress Code for Instructors shall include top, pants and/or skirt which shall be of washable tightly woven crisp fabric which shall readily shed hair clippings and/or other airborne particles. Fabrics such as knit/fleece/flannel or other softly loosely woven, or tight-fitting fabrics shall not be deemed as appropriate.

Mini-skirts, shorts and/or other pants/slacks which are less than full length are prohibited to be worn as a uniform or uniform component. Tank or tube tops, sleeveless tops, high heels, sandals, thongs, and other such open footwear are

considered by the board to be unsafe and unsanitary attire for any cosmetology school student while training in the theory and practices of cosmetology. Black clothing is a requirement - each item must be at least 75% black. Denim jeans are not allowed. It shall be the responsibility of the managing cosmetology instructor of a cosmetology school to dismiss any student, not in compliance with uniform, from class (Clinic or Theory) until such time as said student shall be in appropriate uniform. No hours of training may be credited for any time a student is present while not in uniform.

RECORD OF ATTENDANCE

A time sheet with the student's name is used for general attendance records. Attendance records are kept in a permanent file by the school. Any records promulgated by the Oklahoma State Board of Cosmetology and Barbering will also be kept by the school.

ATTENDANCE POLICY

FULL-TIME

Hours per Week - 30 hours

Class hours - 9:00 A.M. - 4:00 P.M. with a one-hour lunch period

Class Days - Monday-Friday

Rules & Regulations

1. Students are expected to attend school Monday-Friday, 9:00-4:00 p.m. Students are allowed a one-hour lunch period.
2. Students are expected to check in by 8:59 a.m. and be in class before 9:00 a.m.
3. Students are expected to notify the school personnel before roll call in the event of expected tardiness or being absent.
4. Students who miss 2 unexcused academic class periods (9:00-10:00 a.m.) in 1 week will be suspended for 1 day if the student fails to bring a Dr's note of excuse for themselves or an immediate family member.
5. If 5 calendar days are missed in 1 month, the student will be suspended from school 3 consecutive days if a Dr's note of excuse for themselves or an immediate family member is not presented.
6. Students absent from school on Friday, the day before or after a holiday, will be suspended for 3 consecutive days if a Dr's note of excuse for themselves or an immediate family member is not presented. Half days missed will follow the same policy.
7. Students who know in advance that they will need to be absent from school must work out some type of arrangement prior to being absent.
8. The Cosmetology course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 56 weeks will be charged \$15.00 per hour until the course is completed. The Barbering Course takes a total of 12 months or 50 weeks to complete. Students who are in school more than 13 months or 56 weeks will be charged \$15.00 per hour until the course is completed. The Manicurist/Nail Technician Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$15.00 per hour until the course is completed. The Esthetician Course takes a total of 5 months or 20 weeks to complete. Students who are in school more than 6 months or 24 weeks will be charged \$15.00 per hour until the course is completed. The Master Instructor Course takes a total of 8- $\frac{1}{3}$ months or 33- $\frac{1}{3}$ weeks to complete. Students who are in school more than 9- $\frac{1}{3}$ months or 37- $\frac{1}{3}$ weeks will be charged \$15.00 per hour until course is completed.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is also printed in the catalog to ensure that all students receive a copy prior to enrollment. A copy of the catalog is provided to students 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.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

| Course | Actual Hours Satisfactory Reports at |
|----------------------------|--|
| Basic Cosmetology | 450hrs/15weeks, 900hrs/30weeks, 1200hrs/40weeks, 1500hrs/50weeks |
| Barbering | 450hrs/15weeks, 900hrs/30weeks, 1200hrs/40weeks, 1500hrs/50weeks |
| Master Instructor | 450hrs/15weeks, 900hrs/30weeks, 1000hrs/34weeks |
| Manicurist/Nail Technician | 300hrs/10weeks, 600 hrs/20weeks |
| Esthetician | 300hrs/ 10weeks, 600 hrs/20weeks |

A corresponding academic year consists of 900 clock hours and is 30 weeks long.

For courses or programs with a total length of one academic year or less, the course or program is divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program. For courses or programs with a total length that exceeds one academic year, each full academic year is divided into two equal evaluation periods in accordance with subsection above and the remainder is less than or equal to half of an academic year; or divided into two equal evaluation periods wherein the first evaluation period is the period in which the student successfully completes both (1) half of the clock hours or competencies and (2) half of the academic weeks while the second evaluation period is the period in which the student completes the course or program.

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 of the course. All evaluations must be completed within seven school business days following the established evaluation points.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% 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 70% 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.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below. A student will be dropped if they do not complete in the maximum time frame allowed. A student may re-enroll in the program on a cash pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

| Course | Weeks | Maximum Time Allowed Scheduled Hours |
|----------------------------|--------------|---|
| Basic Cosmetology | 50 weeks | 2145 hours |
| Barbering | 50 weeks | 2145 hours |
| Master Instructor | 33 ½ weeks | 1430 hours |
| Manicurist/Nail Technician | 20 weeks | 858 hours |
| Esthetician | 20 weeks | 858 hours |

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled contracted hours.

Note: A student not completing the course in contracted time will be charged \$15.00/hour for Basic Cosmetology, \$15.00/hour for Barbering, \$15.00/hour for Master Instructor and \$15.00/hour for Manicurist/Nail Technician and \$15.00 for Esthetician for additional instruction needed to complete the course.

ACADEMIC PROGRESS EVALUATIONS

Students must maintain a 70% GPA average in academics in order to be considered making satisfactory progress. 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 at each payment period. 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 make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

| | | |
|--------|---|--------------|
| 95-100 | A | Excellent |
| 85-94 | B | Good |
| 70-84 | C | Satisfactory |
| 1-69 | F | Failing |

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 receive a hard copy of their Satisfactory Academic Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on Financial Aid warning or has prevailed upon appeal resulting in a status of Financial Aid Probation. The institution will notify students of all evaluation results.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on Financial Aid Warning and considered to be making satisfactory academic progress during the Financial Aid 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 Financial Aid warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on Financial Aid probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

FINANCIAL AID PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the Financial Aid warning period will be placed on Financial Aid probation and considered to be making satisfactory academic progress while during the Financial Aid 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 Financial Aid 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. The institution will develop a specific academic plan for the student. If followed, it will ensure that the student will be able to meet SAP requirements by a specific point, being the next evaluation period, and within the maximum time frame established for the program. 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 Financial Aid probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress and, if applicable, the student will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, 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 the time of withdrawal.

Course incompletes, repetitions and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards.

APPEAL PROCEDURE

If a student is determined not to 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 student will be placed on Financial Aid probation and Federal Student Aid will be reinstated.

RE-ENROLLMENT

A student making satisfactory progress at the point of withdrawal may apply for re-enrollment in the school and will be considered to be making satisfactory progress at the point of re-entry.

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. SAP evaluation periods are based on actual contracted hours at the institution.

LEAVE OF ABSENCE POLICY

A student may be granted a leave of absence for circumstances beyond the control of the student such as medical or psychological reasons.

The leave of absence must be requested and approved in writing with the student's signature prior to the leave of absence and must state the reasons why leave is necessary.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if:

- The institution documents the reason for its decision.
- The institution collects the request from the student at a later date; and
- The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

The student will not be assessed any additional charges as a result of a requested LOA.

The student will not be granted a LOA if the LOA, together with any additional LOA's previously granted, exceed a total of 180 calendar days in any 12-month period.

The student granted a LOA in accordance with the institutions policy is not considered to have withdrawn and that no refund calculation is required at that time.

The students contract period will be extended by the same number of calendar days taken in the LOA and that such changes to the contract period must be either:

1. Changes to the enrollment agreement will be initialed by all parties; or
2. An addendum to the enrollment agreement must be signed by all parties.

The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. The student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

EXCUSED ABSENCE

The only excused absence is for medical reasons, jury duty, military duty and death in the immediate family.

TARDY POLICY

Any student who is tardy 2 or more times in one week will be placed on probation. A student will be suspended from school if the student has more than two probations due to tardiness in one month. At 9:05 a.m., a student is tardy and may not return to class until 10:00 a.m.

STUDENT SERVICES

Counseling, group tutoring sessions, private tutoring sessions, referral to available service help organizations or substance abuse counseling

RE-ENROLLMENT PROCEDURE

Upon request for re-enrollment, a check will be made to see if the student is enrolled in any other school and a check about status. A check of any hours accrued at another school and a call to the State Board for the number of hours. All hours logged with the State Board will be accepted. A student who re-enrolls receives the same status they withdrew with.

SETTING GOALS

These are some of your educational objectives! What you choose to do with your vast education will be up to you and your goals in life. As a Cosmetologist, you could qualify for most any of these positions.

As a Manicurist/Nail Technician, your choices relate directly to the hands and feet. As a facialist, your career moves are very versatile. As a Master Instructor, teaching, supervising and possibly owning your own school are only a few of the many choices in the Cosmetology field. As a Barber, your choices relate directly to the hair, face, and chemical services.

If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field for you! Knowledge combined with determination, devotion and energy will make your dreams come true!

PLACEMENT

This school does not guarantee placement. The school provides training in professionalism, resume building, phone etiquette, interview skills and job seeking. The school assists in placement by posting all inquiries on a job board and conduct mock interviews for employment, which is available to all graduates at any time.

MAKE UP WORK POLICY

All students are given the opportunity to make up any missed test on Thursday of each week after school.

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Subject

Basic Cosmetology-1500 Clock Hours (30 hours per week)

The Basic Cosmetology course takes a total of 12 months or 50 weeks to complete

COURSE TITLE:

BASIC COSMETOLOGY

INSTRUCTOR:

Master Instructors

TEXT:

Milady Standard Textbook of Cosmetology

Milady Publishing Company

2016

COURSE DESCRIPTION:

A study of the basic principles of Cosmetology, which include a basic understanding of the science of beautifying and improving the complexion, skin, hair and nails, and the products used in their care. This course will prepare the student for an entry level position as a Basic Cosmetology.

COURSE OBJECTIVES:

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

1. Understand the basic principles of hygiene and good grooming, posture, personality and the Cosmetologists Code of Ethics.
2. Basic understanding of various types of bacteria and their relationship to the spread of disease.
3. Sterilization and Sanitation, their differences, various methods used.
4. Understand the proper draping methods of shampooing, various types of rinses, the purpose of scalp and hair care, and various scalp and hair disorders.
5. Basic understanding of hair shaping, its foundation for hair styling, proper hair sectioning, guidelines, and use of all implements.
6. Basic understanding of reasons for finger waving, lotions used, techniques employed.
7. Basic knowledge of the difference between hand-made wigs and machine-made wigs, wig measurements, blocking, cleaning and conditioning, setting, combing, coloring various types of hair pieces and precautions used in their handling.
8. Basic knowledge of hair coloring, various products and their effects on the hair, differences between temporary, semi-permanent and permanent hair coloring, one and two-step hair coloring, theory of hair lightening, problems encountered in hair coloring, procedures involved in lash and brow tinting.
9. Basic knowledge to successfully recognize and deal with the differences in hair texture, porosity, elasticity, and scalp flexibility for hair pressing, methods of thermal waving and curling techniques used in thermal waving.
10. Basic knowledge of hair styling, hair partings, formations of shaping, various curl bases, use of rollers, backcombing, and various facial types.
11. Analyze the patron's hair and apply the techniques of permanent wave.
12. Knowledge of the hands and feet and their care.
13. Identify the composition of the skin to provide the client with professional skin care services.
14. Knowledge of chemistry as related to the hair and products use.
15. Business management skills, business law and employment information.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of the cosmetology theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques

| COURSE CONTENT: (Unit Outline) | | Hrs |
|--------------------------------|--|-----|
| I. | Hygiene and Good Grooming, Visual Poise, Professional Ethics, Personality Development | 25 |
| | <ul style="list-style-type: none"> A. Definition of Cosmetology. B. Personal and Public Hygiene. C. Good Posture. D. Desirable qualities to cultivate. E. Rules of good ethics. | |
| II. | Bacteriology, Sterilization and Sanitation. | 50 |
| | <ul style="list-style-type: none"> A. Types of bacteria. B. Classification of bacteria. C. Growth and reproduction. D. Physical and chemical agents. E. Methods of Sterilization and Sanitation. | |
| III. | Shampoo and Rinses. | 100 |
| | <ul style="list-style-type: none"> A. Procedure for shampooing. B. Chemistry of shampoo. C. Types of shampoo and rinses. | |
| IV. | Scalp and Hair Treatment. | 25 |
| | <ul style="list-style-type: none"> A. Purposes of scalp and hair care. B. Benefits. C. Type of treatment. D. Techniques. | |
| V. | Hair Shaping. | 200 |
| | <ul style="list-style-type: none"> A. Definition. B. Techniques. C. Guidelines. D. Sectioning. E. Proper use of implements. | |
| VI. | Hair Styling, Finger Waves, Dressing of Wigs, Thermal Blow Drying. | 285 |
| | <ul style="list-style-type: none"> A. Definition of hair styling. B. Purpose of fingerwaves. C. Types of wigs and their care. D. Types of thermal curling irons and their use. E. Techniques. F. Implements used in hair Styling. G. Curl and stem direction. | |
| VII. | Hair Coloring Tints and Bleaches. | 135 |
| | <ul style="list-style-type: none"> A. Definition. B. Classification of hair color. C. Theory of lightening. | |

| | | |
|-------|--|-----|
| | D. Methods of application. | |
| | E. One and two-step colors. | |
| | F. Lash and brow tinting. | |
| | 1. Types of dye used. | |
| | 2. Procedure used. | |
| VIII. | Permanent Waving, Chemical Hair Relaxing. | 225 |
| | A. Definition. | |
| | B. Physical and chemical action. | |
| | C. Sectioning and blocking. | |
| | D. Wrapping techniques. | |
| | E. Application. | |
| | F. Types of relaxers. | |
| IX. | Thermal Hair Pressing. (Straightening) | 100 |
| | A. Definition. | |
| | B. Procedure. | |
| | C. Products required. | |
| X. | Manicuring, Pedicuring and Artificial Nails. | 50 |
| | A. Procedure. | |
| | B. Technique. | |
| | C. Disorders and diseases. | |
| | D. Techniques. | |
| | Artificial Nails. | |
| | 1. Products Used. | |
| | 2. Application. | |
| XI. | Nails and Nail Disorders. | 25 |
| | A. Structure | |
| | B. Growth. | |
| | C. Disorders, irregularities, disease. | |
| XII. | Facials, Make-up and Massage. | 40 |
| | A. Procedure. | |
| | B. Product used. | |
| | C. Technique. | |
| | D. Massage. | |
| | 1. Manipulations used. | |
| | 2. Motor nerve points. | |
| | 3. Physiological effects. | |
| | 4. Make-up techniques. | |
| XIII. | False Eye Lashes. | 10 |
| | A. Application. | |
| | B. Materials used. | |
| XIV. | Superfluous Hair Removal. | 10 |
| | A. Definition. | |
| | B. Methods of removal. | |
| | C. Products used. | |
| XV. | Cells. | 25 |

| | | |
|--------|---|----|
| | <ul style="list-style-type: none"> A. Growth and reproduction. B. Structure and composition. C. Functions of cells tissue organs and systems. | |
| XVI. | Skin and Disorders of the Skin. | 25 |
| | <ul style="list-style-type: none"> A. Definition. B. Structure and composition. C. Functions of disorders of the skin. | |
| XVII. | Hair and Scalp Disorders. | 25 |
| | <ul style="list-style-type: none"> A. Composition of the hair. B. Growth and distribution. C. Disorders of the scalp. <ul style="list-style-type: none"> 1. Types of disorders. 2. Treatment. | |
| XVIII. | Anatomy. | 70 |
| | <ul style="list-style-type: none"> A. Systems. B. Functions of systems. | |
| XIX. | Electricity and Light Therapy. | 10 |
| | <ul style="list-style-type: none"> A. Forms of electricity. B. Types of current. C. Application. D. Safety practices. E. Light Therapy. <ul style="list-style-type: none"> 1. Definition. 2. Application and effects. | |
| XX. | Chemistry. | 25 |
| | <ul style="list-style-type: none"> A. Definition. B. Forms of matter. C. Elements of compound. D. Properties of common elements, compounds and mixtures. E. Chemistry of water. F. Chemistry of shampoos G. Chemistry as applied to cosmetics. | |
| XXI. | Salon Management. | 25 |
| | <ul style="list-style-type: none"> A. Business principles. B. Business law. C. Marketing. D. Employment payroll deductions. E. How to seek employment. F. Preparation of employment application. G. Resume Building H. Interviewing I. Professionalism | |
| XXII. | Rules and Regulations. | 15 |

- A. Definitions.
- B. Requirements.
- C. Penalties and Fees.
- D. First Aid.

COURSE EVALUATION:

Weekly exams are given on Friday. Students will be assigned a minimum number of requirements on each patron. Students will be given weekly grades based on practical experiences as well as mannequin and actual services performed on patrons in the clinic. Students will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation.

Students must have a grade of 70% or higher to be approved for taking the State Board exam.

ATTENDANCE

All students are expected to attend classes and to be involved in the learning process. Students with an excess of (5) five absences will meet with the counselor to determine their future in the class. Students must bring their books and be prepared to take notes each day while in the theory class.

REFERENCES:

- 1. Standard Textbook of Cosmetology.
- 2. Van Dean Manual.
- 3. Keystone Guide to Beauty Culture.
- 4. Cosmetology Dictionary.

PERIODICALS:

- 1. Modern Salon.
- 2. American Salon.
- 3. Hair Style of the Month.

GRADING POLICY

Students are graded according to the following system:

| | |
|-------------|--------------|
| 95% to 100% | Excellent |
| 85% to 94% | Good |
| 70% to 84% | Satisfactory |
| 1% to 69% | Failing |

A comprehensive test on theory and practical is given upon completion of each chapter. A student must maintain a 70% average for satisfactory progress. A final exam is given upon completion of the course.

ATTENDANCE:

Full-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame and 85% of all scheduled hours for veterans.

Diploma will be awarded upon completion of this course.

All courses are taught in English

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Subject

Manicurist/Nail Technician-600 Clock Hours (30 hours per week)

The Manicurist/Nail Technician course takes a total of 5 months or 20 weeks to complete

| | |
|---------------|---|
| COURSE TITLE: | NAIL TECHNICIAN/MANICURIST |
| INSTRUCTORS: | Master Cosmetology Instructors |
| TEXT: | Art and Science of Manicuring Milady Publishing Company 7th Edition, 2015 |

COURSE DESCRIPTION:

The study of the basic principles of manicuring, which includes pedicuring and artificial nails.

COURSE OBJECTIVES:

Upon completion of our manicure course, the student will be able to enter a salon or professional nail salon with the skills needed to successfully service the public and shall demonstrate the competencies required to pass the State Board Examination. This course will prepare the student for an entry level position as a Manicurist/Nail Technician.

1. To develop a knowledge, understanding, skill and appreciation as well as an orderly manner, while performing the service of a manicure or pedicure and artificial nails.
2. To impart ideals and attitudes of willingness to cooperate with the public, fellow workers and employers. To instill in each student good grooming habits, proper conduct and professional ethics.
3. To develop habits of doing things properly in the interest of safety and sanitation for ones self as well as other. To understand the importance of sanitation and sterilization.
4. To encourage growth and the desire to keep abreast of the new and unique developments in the practice of nail care.
5. To develop knowledge of the structure and to develop technical skills required for the area one must treat.
6. To develop knowledge and ability to recognize nail disorders that can or cannot be treated by a cosmetologist.
7. To develop knowledge, understanding skill and appreciation of the composition and growth of the nail.
8. To develop habits of doing things properly in the interest of safety. One must know safety measures for the benefit of others in case of accidents.
9. To learn to select wisely, care for and use properly, the commercial products that are related to the application of cosmetic treatment.
10. To foster and appreciation and respect for the different currents of electricity used in the salon today.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of theory and application ability through their completion of their practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques.

| UNIT OUTLINE: | (Course Outline) | Hrs |
|---------------|---|-----|
| I. | NAIL TECHNOLOGY FOUNDATIONS | 220 |
| A. | History and Career Opportunities | |
| B. | General Anatomy and Physiology | |
| C. | Skin Structure, Disorders, and Diseases | |
| D. | Nail Structure, Disorders, and Diseases | |

| | | |
|--------------------|---|-----|
| E. | Nail Product Chemistry | |
| F. | Rules and Regulations | |
| G. | Salon Development | |
| II. | NAIL SERVICES | 380 |
| A. | Manicuring | |
| B. | Pedicuring | |
| C. | Electric Filing | |
| D. | Nail Tips and Forms | |
| E. | Nail Resin Systems | |
| F. | Monomer Liquid and Polymer Powder Nail Enhancements | |
| G. | Gel Nail Enhancements | |
| H. | Nail Art | |
| TOTAL COURSE HOURS | | 600 |

COURSE EVALUATION:

Weekly exams are given on Friday. Students will be assigned a minimum number of requirements on each patron. Students will be given weekly grades based on practical experiences as actual services performed on patrons in the clinic. Students will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation. Students must have a grade of 70% or higher to be approved for taking the State Board Exam.

REFERENCES:

1. Standard Book of Cosmetology
2. Milady Standard Nail Technology.
3. Van Dean Manual.
4. Oklahoma State Board of Cosmetology Rules and Regulations Book

PERIODICALS:

1. Modern Salon.
2. American Salon.
3. Mainly Manicuring.

GRADING POLICY

Students are graded according to the following system:

| | |
|-------------|--------------|
| 95% to 100% | Excellent |
| 85% to 94% | Good |
| 70% to 84% | Satisfactory |
| 1% to 69% | Failing |

A comprehensive test on theory and practical is given upon completion of each chapter. A student must maintain a 70% average for satisfactory progress. A final exam is given upon completion of the course.

ATTENDANCE:

Full-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame and 85% of all scheduled hours for veterans.

All students enrolled in this program will be evaluated twice during enrollment.

Diploma will be awarded upon completion of this course.

All courses are taught in English

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Subject

Master Instructor - 1000 Clock Hours (30 hours per week)

The Master Instructor course takes a total of 12 months or 50 weeks to complete

| | |
|---------------|--|
| COURSE TITLE: | MASTER INSTRUCTOR |
| INSTRUCTORS: | Master Instructors |
| TEXT: | Training Manual Milady Publishing Company |

COURSE DESCRIPTION:

The Instructors Course is designed to instruct a teacher trainee in basic methods and techniques. It is anticipated for the effective implementation of this course that the trainee is proficient in the art and practice of Cosmetology. This course will prepare the student for an entry level position as a Master Instructor.

COURSE OBJECTIVES:

This course of study is planned to present a program for training of personnel required to supply well-trained qualified teachers for the Cosmetology profession.

1. Develop the ability to teach the theory and practices of cosmetology using various teaching methods.
2. Use of various teaching aids such as textbook, workbook, audio visual aids, etc., to the best advantage of the classroom.
3. To provide information about specific teaching techniques to be used in the classroom.
4. The principles of psychology as applied to teaching.
5. Personal qualities of a good teacher.
6. To develop an appreciation of professional competency as a teacher.
7. To develop those personal characteristics that contribute to success in teaching.

COURSE FORMAT:

The successful cosmetology teacher must possess habits of orderly and constructive thinking and analysis in order to help guide the educational process in the classroom, on the clinic floor, and in the teacher-student relations. The basic elements involved for an instructor training program are as follows:

| | Hrs |
|---|-----|
| I. The Career Education Instructor | 100 |
| A. Desired Performance Goals | |
| B. Qualities and Characteristics of a Master Educator | |
| II. The Teaching Plan and Learning Environment | 50 |
| A. Desired Performance Goals | |
| B. The Teaching Plan | |
| C. Managing the Atmosphere | |
| D. Learning Facilities Checklist | |
| E. Teaching Materials | |

| | | |
|-------|---|-----|
| | F. Textbook Evaluation Checklist | |
| | G. Administrative Responsibilities | |
| | H. Welcoming New Students | |
| III. | Teaching Study and Testing Skills | 75 |
| | A. Desired Performance Goals | |
| | B. Learning Is Lifelong | |
| | C. Developing Reading and Study Skills | |
| | D. Study Groups | |
| | E. Fitness Is a Must | |
| | F. Teaching Testing Skills | |
| IV. | Basic Learning Styles and Principles | 50 |
| | A. Desired Performance Goals | |
| | B. Why Learning Styles Are Important | |
| | C. The Role of the Educator | |
| | D. Learning Styles Defined | |
| | E. Learning-Style Profiles | |
| | F. Four Steps in Learning | |
| | G. Multiple Intelligences | |
| | H. The Benefits and Importance of Identifying Learning Styles | |
| V. | Basic Methods of Teaching and Learning | 100 |
| | A. Desired Performance Goals | |
| | B. About Teaching and Learning | |
| | C. Teaching and Learning Methods | |
| VI. | Communicating Confidently | 80 |
| | A. Desired Performance Goals | |
| | B. Effective Communication Skills | |
| | C. Barriers to Communication | |
| | D. Getting the Message Across | |
| | E. Effective Listening | |
| | F. Communication Styles | |
| | G. Tips to Communicating Confidently | |
| | H. In-School Communication | |
| VII. | Effective Presentations | 50 |
| | A. Desired Performance Goals | |
| | B. Communication Skills | |
| | C. C-R-E-A-T-E | |
| | D. What Makes a Powerful Presentation? | |
| VIII. | Effective Classroom Management and Supervision | 60 |
| | A. Desired Performance Goals | |
| | B. Promoting a Positive Environment | |
| | C. Managing Difficult Learner Behavior | |
| | D. Conflict Management | |
| IX. | Achieving Learner Results | 50 |
| | A. Desired Performance Goals | |
| | B. Special Learning Needs | |

| | | |
|-------|--|----|
| | C. Learning Disabilities | |
| | D. Chronic Behaviors | |
| | E. Barriers to Learning | |
| | F. Teaching Fast-Paced Learners | |
| X. | Program Development and Lesson Planning | 50 |
| | A. Desired Performance Goals | |
| | B. Planning Concepts and Preliminary Analysis | |
| | C. Curriculum Development | |
| | D. Lesson Plan Development | |
| XI. | Educational Aids and Technology in the Classroom | 50 |
| | A. Desired Performance Goals | |
| | B. The Master Educator's Role | |
| | C. Why Use Educational Aids and Technology? | |
| | D. What To Consider | |
| | E. Educational Materials | |
| XII. | Assessing Progress and Advising Students | 40 |
| | A. Desired Performance Goals | |
| | B. What's in a Grade | |
| | C. Grading Styles | |
| | D. Grading Methods: The Test Plan | |
| | E. Project-Oriented Evaluation | |
| | F. Descriptive Performance Evaluations | |
| | G. Academic Advisement and Counseling | |
| XIII. | Making the Student Salon an Adventure | 40 |
| | A. Desired Performance Goals | |
| | B. Practical Skills Training | |
| | C. The Student Salon Philosophy | |
| | D. The Essence of Teamwork | |
| | E. The Profitable Student Salon | |
| | F. What Does the Public See? | |
| | G. The Warm Reception | |
| | H. High-Tech, High-Touch Safety | |
| | I. Record-Keeping Requirements | |
| | J. The Efficient Dispensary | |
| | K. Cultivating Satisfied Clients | |
| | L. Building a Successful Clientele | |
| | M. The Professional Portfolio | |
| | N. Making the Student Salon and Adventure | |
| | O. Student Salon Teaching | |
| | P. Supervising Multiple Students | |
| | Q. Tools of the Educator | |
| XIV. | Career and Employment Preparation | 50 |
| | A. Desired Performance Goals | |
| | B. Preparing for Employment | |
| | C. How to Get the Job You Want | |
| | D. Targeting the School | |
| | E. Success on the Job | |

| | | |
|--------|--|----|
| F. | Fundamentals of Business Management | |
| G. | Types of School Ownership | |
| H. | Special Skills Needed | |
| I. | The Importance of Record Keeping | |
| J. | Service Records | |
| K. | Operating a Successful School | |
| L. | The Front Desk | |
| M. | Selling the School | |
| N. | Promoting the Student Salon in the Community | |
| XV. | The Art of Retaining Students | 25 |
| A. | Desired Performance Goals | |
| B. | The Importance of a Sound Retention Plan | |
| C. | Establishing the Vision and Mission | |
| D. | Sound and Ethical Administrative Policies | |
| E. | Defining the Institution's Culture | |
| F. | Admissions Policy | |
| G. | New-Student Orientation | |
| H. | Instilling Student Ownership | |
| I. | The Creative Curriculum | |
| J. | Energized Educators | |
| K. | Delivering Outstanding Customer Service | |
| L. | Investing in Your Educators | |
| M. | The P-R-A-I-S-E Policy | |
| N. | Rules and Regulations | |
| XVI. | Educator Relationships | 25 |
| A. | Desired Performance Goals | |
| B. | Relationships of a Master Educator | |
| C. | Communication Basics | |
| D. | Human Relations | |
| XVII. | Learning Is a Laughing Matter | 25 |
| A. | Desired Performance Goals | |
| B. | The Best Conditions for Learning | |
| C. | Learning and Laughter Defined | |
| D. | Laughter Enhances Creativity | |
| E. | Integrating Humor into the Workplace | |
| F. | Integrating Humor into the Classroom | |
| XVIII. | Teaching Success Strategies For a Winning Career | 25 |
| A. | Desired Performance Goals | |
| B. | Success Is A Choice | |
| C. | Value Yourself | |
| D. | Motivate Yourself | |
| E. | Expect to Win | |
| F. | Effective Goal Management | |
| G. | Develop a Strong Work Ethic | |
| H. | Value the Client | |
| XIX. | Teams at Work | 25 |
| A. | Desired Performance Goals | |
| B. | The Concept of Teamwork | |
| C. | The Team-Building Process | |

D. Think Like Geese

XX. Evaluating Professional Performance

30

- A. Desired Performance Goals
- B. Performance Assessment
- C. General Standards of Evaluation
- D. Educator Position Description
- E. Sources of Performance Assessment
- F. Professional Development

COURSE EVALUATIONS:

Exams are given on Friday. Students will be required to teach in the classroom and work the clinic a minimum number of hours. Student will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation.

Students must have a grade of 70% or higher to be approved for taking the State Board Exam.

REFERENCES:

- 1. Standard Textbook of Cosmetology.
- 2. Van Dean Manual.
- 3. Cosmetology Hair Styling Teacher Training Manual.
- 4. Workbook for Cosmetology Teacher Training Manual.
- 5. The Performance-Based Curriculum and the Course of Study for Cosmetology.
- 6. Lesson Planning for Cosmetology Training.

PERIODICALS:

- 1. Modern Salon.
- 2. American Salon.
- 3. National Beauty School Journal.

GRADING POLICY

Students are graded according to the following system:

| | |
|-------------|--------------|
| 95% to 100% | Excellent |
| 85% to 94% | Good |
| 70% to 84% | Satisfactory |
| 1% to 69% | Failing |

A comprehensive test on theory and practical is given upon completion of each chapter. A student must maintain a 70% average for satisfactory progress. A final exam is given upon completion of the course.

ATTENDANCE:

Full-time students must attend at least 67% of all scheduled class time per month in order to be considered making satisfactory progress and to complete the course within the maximum time frame and 85% of all scheduled hours for veterans.

Diploma will be awarded upon completion of this course.

All courses are taught in English

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING

CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Subject

Barbering - 1500 Clock Hours (30 hours per week)

The Barbering course takes a total of 12 months or 50 weeks to complete

| | |
|--------------|--|
| COURSE TITLE | BASIC BARBERING |
| INSTRUCTOR | BARBERING INSTRUCTORS |
| TEXT | STANDARDTEXTBOOKOF BARBERING MILADY PUBLISHING COMPANY, BRONX 2021 |

COURSE DESCRIPTION:

The 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. The program will ensure that basic skills to more advanced skills are gained, as individuals proceed through the course. The course also ensures that students are also trained and prepared in State Board licensing applications and evaluations. This course will prepare the student for an entry level position as a Barber.

COURSE OBJECTIVES:

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

1. Understand the basic principles of hygiene and good grooming, posture, personality and the Barbering Code of Ethics.
2. Basic understanding of various types of bacteria and their relationship to the spread of disease.
3. Sterilization and Sanitation, their differences, various methods used.
4. Understand the proper draping methods of shampooing, various types of rinses, the purpose of scalp and hair care, and various scalp and hair disorders.
5. Basic understanding of hair shaping, its foundation for hair styling, proper hair sectioning, guidelines, and use of all implements.
6. Basic understanding facial massage treatments
7. Basic understanding of hair cutting and Styling
8. The use of electricity and light therapy
9. Basic knowledge to successfully recognize and deal with the differences in hair texture, porosity, elasticity, and scalp flexibility.
10. Understanding techniques of Men's hairpieces
11. Analyze the patron's hair and apply the techniques of permanent wave.
12. Knowledge of Shaving, Mustache and Beard Design
13. Identify the composition of the skin to provide the client with professional skin care services.
14. Knowledge of chemistry as related to the hair and products use.
15. Business management skills, business law and employment information.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of the cosmetology theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques

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| I. | Sanitation & Sterilization | 75 |
| | A. Why Study Infection Control: Principles and Practices | |
| | B. Meet the Current Regulations for Health and Safety | |
| | C. Understanding the Principles of Infection | |
| | D. Prevent the Spread of Disease | |
| | E. Follow Standard Precautions to Protect You and Your Clients | |
| | F. Follow Safe Work Practices and Safety Precautions | |
| II. | Licensing Laws | 20 |
| | A. Why Study Preparing for Licensure and Employment | |
| | B. Prepare for Licensure | |
| III. | Salesmanship & Job Search | 100 |
| | A. Prepare for Employment | |
| | B. Arrange for a Job Interview | |
| | C. Why Study Working Behind the Chair? | |
| | D. The Expectations of Moving from School to Work | |
| | E. Understanding the Real World | |
| | F. Manage Your Money | |
| | G. Discover the Selling You | |
| | H. Keep Current Clients and Expand Your Client Base | |
| | I. On Your Way | |
| IV. | Shop Management | 100 |
| | A. Why Study the Business of Barbering? | |
| | B. Review Types of Business Options | |
| | C. Understand Booth Rental | |
| | D. Understand the Elements of Successful Barbershop | |
| | E. Know How to Build Your Business | |
| V. | History of Barbering | 35 |
| | A. Why study the History of Barbering? | |
| | B. Understand the History of Barbering | |
| | C. Trace the Rise of the Barber-Surgeons | |
| | D. Understand Modern Barbering Organizations and State Boards | |
| | E. Consider The State of Barbering Today | |
| VI. | Facial Massage Treatment | 40 |
| | A. Review Subdermal Systems | |
| | B. Understand the Theory of Massage | |
| | C. Know the Purpose of Facial Equipment | |
| | D. Learn about Facial Treatments | |
| VII. | Hair Cutting & Styling | 555 |
| | A. Understanding the Importance of the Client Consultation | |
| | B. Know Basic Principles of Haircutting and Styling | |
| | C. Describe Haircutting Techniques | |
| | D. Recognize Basic Haircut Styles | |
| | E. Explain Haircut Finish Work | |

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| | F. Identify Styling Techniques | |
| | G. Discuss Safety Precautions For Haircutting and Styling | |
| VIII. | Electricity & Light Therapy | 25 |
| | A. Understand Electricity | |
| | B. Practice Electrical Equipment Safety | |
| | C. Understand Terminology Associated with Electrotherapy | |
| | D. Explain Light Energy and Light Therapy | |
| IX. | Chemistry | 15 |
| | A. Understand Basic Chemistry | |
| | B. Discuss the Properties of Water and pH | |
| | C. Identify Cosmetic Preparations Used in Barbering | |
| X. | Properties & Disorders of Skin, Scalp, & Hair | 35 |
| | A. Know The Anatomy of the Skin | |
| | B. Identify Disorders and Diseases of the Skin | |
| | C. Discuss Disorders of the Sebaceous and Sudoriferous Glands | |
| | D. Recognize Pigment Disorders and Hypertrophies of the Skin | |
| | E. Understand Skin Cancer | |
| | F. Know How to Maintain the Health of Your Skin | |
| XI. | Hair & Scalp Treatment | 60 |
| | A. Discuss the Shampoo Service | |
| | B. Know How to Drape | |
| | C. Understand the Shampoo Service | |
| | D. Learn About Scalp and Hair Treatments | |
| XII. | Chemical Hair Relaxing & Soft Curl Permanents | 40 |
| | A. Discuss Client Consultation and Analysis | |
| | B. Understand the Chemistry of Chemical Texture Services | |
| | C. Know About Chemical Hair Relaxers | |
| | D. Know About Chemical Curl Reformations | |
| XIII. | Men's Hairpieces | 35 |
| | A. Mastering the Art of the Consultation | |
| | B. Selling Hair Replacement Systems | |
| | C. Understanding Alternative Hair Replacement Methods | |
| | D. Learning About Hair Replacement | |
| | E. Obtaining Hair Replacement Systems | |
| | F. Cleaning and Styling Hair Replacement Systems | |
| XIV. | Shaving | 5 |
| | A. Understand the Fundamentals of Shaving | |
| | B.. Shaving-Related Infection Control and Safety Precautions | |
| XV. | Mustache & Beard Design | 15 |
| | A. Understand Facial –Hair Design | |
| XVI. | Bacteriology | 15 |
| | A. Types of bacteria. | |
| | B. Classification of bacteria. | |
| | C. Growth and reproduction. | |
| XVII. | Professional Image | 50 |
| | A. Why Study Professional Image? | |
| | B. Apply Healthful Habits in Your Daily Routine | |
| | C. Follow Image-Building Basics | |

- D. Employ Proper Ergonomics
- E. Practice Effective Human Relations and Communication Skills

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| XVIII. | Anatomy & Physiology | 40 |
| | A. Systems. | |
| | B. Functions of systems. | |
| XIX. | Implements, Tools, & Equipment | 70 |
| | A. Why Study Implements, Tools, & Equipment? | |
| | B. Learn About Implements and Tools Used in Barbering | |
| | C. Identify Different Types of Combs and Brushes | |
| | D. Know About Haircutting Shears | |
| | E. Show How to Hold the Shears and Comb | |
| | F. Know About Clippers and Outliners | |
| | G. Show How to Hold Clippers and Outliners | |
| | H. Know About Straight Razors | |
| | I. Show How to Hold Straight Razor | |
| | J. Learn About Equipment and Supplies Used in Barbering | |
| | K. Learn How to Remove Hair Clippings | |
| XX. | Hair Coloring | 150 |
| | A. Why Study Haircoloring and Lightening? | |
| | B. Identify The Characteristics and Structure of Hair | |
| | C. Understand Color Theory | |
| | D. Identify Haircoloring Products | |
| | E. Understand Procedure and Application Terms | |
| | F. Understand Product Selection and Application | |
| | G. Discuss Haircoloring and Lightening Safety Precautions. | |
| XXI. | Permanent Waving | 20 |
| | A. Discuss Client Consultation and Analysis | |
| | B. Know About Permanent Waving | |

COURSE EVALUATIONS:

Exams are given on Friday. Students will be required to teach in the classroom and work the clinic a minimum number of hours. Student will be given an exam one week before the completion of hours required by the State Board of Cosmetology for graduation.

Students must have a grade of 70% or higher to be approved for taking the State Board Exam.

REFERENCES:

1. Standard Textbook of Barbering
2. Van Dean Manual.
3. Barbering Teacher Training Manual.
4. Workbook for Barbering Teacher Training Manual.
5. The Performance-Based Curriculum and the Course of Study for Barbering.
6. Lesson Planning for Barbering Training.

PERIODICALS:

1. Modern Salon.
2. American Salon.
3. National Beauty School Journal

GRADING POLICY

Students are graded according to the following system:

| | |
|-------------|--------------|
| 95% to 100% | Excellent |
| 85% to 94% | Good |
| 70% to 84% | Satisfactory |
| 1% to 69% | Failing |

A comprehensive test on theory and practical is given upon completion of each chapter. A student must maintain a 70% average for satisfactory progress. A final exam is given upon completion of the course.

Diploma will be awarded upon completion of this course.

All courses are taught in English

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING CURRICULUM FOR PRIVATE BEAUTY SCHOOLS

Subject ESTHETICIAN – 600 HOURS (30 hours per week)

The Esthetician course takes a total of 5 months or 20 weeks to complete

| | |
|---------------------|--|
| COURSE TITLE: | ESTHETICIAN |
| INSTRUCTOR: | ESTHETICIAN INSTRUCTORS |
| TEXT: | Standard Textbook Milady Fundamentals Esthetics Fundamentals, Eleventh Edition 2020 |
| TOTAL COURSE HOURS: | 600 HOURS—30 CLOCK HOURS PER WEEK |

COURSE DESCRIPTION:

A study of the basic principles of Esthetics, which include a basic understanding of the science of beautifying and improving the complexion and skin and the products used in their care. This course will prepare the student for an entry level position as an Esthetician.

COURSE OBJECTIVES:

Upon completion of this course, the student shall have demonstrated competencies required to pass the State Board Examination and the ability to:

1. Understand the basic principles of hygiene of Esthetics Code of Ethics.
2. Basic understanding of various types of bacteria and their relationship to the spread of disease.
3. Sterilization and Sanitation, their differences, various methods used.
4. Basic foundations of facial manipulations
5. Basic foundations of facial waxing
6. Basic foundations of eyebrow and lash lift and tinting
7. Basic foundations of Microdermabrasion
8. Successful Management of Salon business

COURSE FORMAT:

The course will be a combination of lecture, demonstration and student participation. Students will demonstrate their knowledge of the Esthetics theory and application ability through their completion of the required practical and clinic activities. Instruction will be supplemented by guest artists, visual aids, and other instructional techniques

| COURSE CONTENT: (Unit Outline) | Hrs |
|--|-----|
| I. History and Career Opportunities in Esthetics | 10 |
| A. History of Skin Care | |
| B. Style, Skin Care and Grooming Throughout the Ages | |
| C. Career Paths for Esthetician | |

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| II. | Life Skills | 15 |
| A. | Life Skills | |
| B. | Psychology of Success | |
| C. | Study Skills | |
| D. | Managing Your Career | |
| E. | Goal Setting | |
| F. | Time Management | |
| G. | Maintaining Professional Standards | |
| H. | Personality Development and Attitude | |
| III. | Your Professional Image | 15 |
| A. | Beauty and Wellness | |
| B. | Appearances Count | |
| C. | Your Physical Presentation | |
| IV. | Communicating for Success | 15 |
| A. | Human Relations | |
| B. | Communication Basics | |
| C. | The Client Consultation | |
| D. | Special Issues in Communication | |
| E. | In Salon Communication | |
| V. | Infection Control: Principles and Practices | 40 |
| A. | Regulation | |
| B. | Principles of Infection | |
| C. | Principles of Prevention | |
| D. | Universal and Standard Precautions | |
| E. | The Professional Salon Image | |
| F. | Disinfecting Nonelectrical Tools and Implements | |
| G. | Aseptic Procedure | |
| H. | Proper Hand Washing | |
| VI. | General Anatomy and Physiology | 40 |
| A. | Cells | |
| B. | Tissues | |
| C. | Organs and Body Systems | |
| D. | The Skeletal System | |
| E. | The Muscular System | |
| F. | The Nervous System | |
| G. | The Circulatory System | |
| H. | The Lymphatic/Immune System | |
| I. | The Endocrine System | |
| J. | The Digestive System | |
| K. | The Excretory System | |
| L. | The Respiratory System | |
| M. | The Integumentary System | |

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| N. | The Reproductive System | |
| VII. | Basics of Chemistry | 30 |
| A. | Chemistry | |
| B. | Matter | |
| C. | Potential Hydrogen | |
| D. | Chemical Reactions | |
| E. | Chemistry as Applied to Cosmetics | |
| VIII. | Basics of Electricity | 30 |
| A. | Electricity | |
| B. | Electrical Equipment Safety | |
| C. | Electrotherapy | |
| D. | Light Energy, Lasers, and LED | |
| IX. | Basics of Nutrition | 30 |
| A. | Nutrition Recommendations | |
| B. | Nutrition for the Skin | |
| C. | Macronutrients | |
| D. | Micronutrients: Vitamins and Minerals | |
| E. | Nutrition and Esthetics | |
| F. | Water and the Skin | |
| G. | Self-Care and the Esthetician | |
| X. | Physiology & History of the Skin | 30 |
| A. | Skin Facts | |
| B. | Skin Functions | |
| C. | Layers of the Skin | |
| D. | Hair Anatomy | |
| E. | Nail Anatomy | |
| F. | Nerves | |
| G. | Glands | |
| H. | Skin Health | |
| XI. | Disorders and Diseases of the Skin | 30 |
| A. | Dermatology and Esthetics | |
| B. | Lesions of the Skin | |
| C. | Disorders of the Sebaceous Glands | |
| D. | Disorders of the Sudoriferous Glands | |
| E. | Inflammation of the Skin | |
| F. | Pigmentation Disorders | |
| G. | Hypertrophies of the Skin | |
| H. | Skin Cancer | |

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| XII. | Skin Analysis | 30 |
| A. | Skin Types are Genetically Determined | |
| B. | Sensitive Skin | |
| C. | The Fitzpatrick Scale | |
| D. | Diverse Skin Pigmentation | |
| E. | Skin Types versus Skin Conditions | |
| F. | Factors that Affect the Skin | |
| G. | Healthy Habits for the Skin | |
| H. | Contraindications | |
| I. | Client Consultations | |
| J. | Performing a Skin Analysis | |
| XIII. | Skin Care Products: Chemistry, Ingredients, and Selection | 30 |
| A. | Cosmetic Chemistry | |
| B. | Product Safety | |
| C. | Ingredients | |
| D. | Aromatherapy | |
| E. | Ingredients for Mature Skin | |
| F. | Product Selection | |
| G. | Home-Care Products | |
| H. | Choosing a Product Line | |
| XIV. | The Treatment Room | 25 |
| A. | The Esthetician's Presentation | |
| B. | Creating a Professional Atmosphere | |
| C. | Furniture, Equipment, and Room Set Up | |
| D. | Treatment Room Supplies, Disposables, and Products | |
| E. | Three-Part Procedure | |
| F. | Room Preparation | |
| G. | After the Facial: Decontamination Procedures | |
| H. | Saving Resources and Money with Green Practices | |
| I. | The Green Facility | |
| XV. | Facial Treatments | 30 |
| A. | Facial Treatment Benefits | |
| B. | Esthetician Skills and Techniques | |
| C. | Treatment and Client Preparation | |
| D. | Key Elements of the Basic Facial Treatment | |
| E. | The Mini-Facial | |
| F. | Treatments for Different Skin Types and Conditions | |
| G. | Acne Facials | |
| H. | Men's Skin Care | |

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| XVI. Facial Massage | 25 |
| A. The Benefits of Massage | |
| B. Incorporating Massage during the Facial Treatment | |
| C. Massage Contraindications | |
| D. Types of Massage Movements | |
| E. The Dr. Jacquet Movement | |
| F. Alternative Massage Techniques | |
| G. The Basic Facial Massage Technique | |
| XVII. Facial Machines | 30 |
| A. Electrotherapy | |
| B. Magnifying Lamp | |
| C. Wood's Lamp | |
| D. Rotary Brush | |
| E. Steamer | |
| F. Vacuum Machine | |
| G. Galvanic Current | |
| H. High-Frequency Machine | |
| I. Spray Machines | |
| J. Paraffin Wax Heater | |
| K. Electric Mitts and Boots | |
| L. Purchasing Equipment | |
| XVIII. Hair Removal | 30 |
| A. Morphology of the Hair | |
| B. Hair Growth Cycle | |
| C. Characteristics and Differences in Hair Growth | |
| D. Methods of Hair Removal | |
| E. Temporary Hair Removal Methods | |
| F. Waxing Techniques and Products | |
| G. Room Preparation and Supplies | |
| H. Contraindications for Hair Removal | |
| I. Client Consultations | |
| J. General Waxing Procedures | |
| XIX. Advanced Topics and Treatments | 30 |
| A. Chemical Exfoliation | |
| B. Microdermabrasion | |
| C. Laster Technology | |
| D. Light Therapy | |
| E. Microcurrent Machines | |
| F. Ultrasound and Ultrasonic Technology | |
| G. Spa Body Treatments | |
| H. Cellulite | |
| I. Manual Lymph Drainage | |
| J. Medical Aesthetics | |

XX. The World of Makeup 25

- A. Color Therapy
- B. Makeup Products and Formulations
- C. Makeup Brushes
- D. Products, Tools and Supplies
- E. Infection Control
- F. Client Consultations
- G. Selecting Makeup Colors
- H. Makeup Application Techniques
- I. Face Shapes and Proportions
- J. Corrective Makeup
- K. Special-Occasion Makeup
- L. Makeup Application for the Camera and Special Events
- M. Camouflage Makeup
- N. Artificial Eyelashes
- O. Lash and Brow Tinting
- P. Other Eyelash Services
- Q. Permanent Cosmetic Makeup
- R. A Career as a Makeup Artist
- S. Freelance Makeup Artistry
- T. Retailing

XXI. Career Planning 20

- A. Preparing for Licensure
- B. Preparing for Employment
- C. Preparing Your Resume
- D. The Job Search/Interviewing
- E. On the Job
- F. The Job Description
- G. Employee Evaluation
- H. Compensation
- I. Independent Contractors
- J. Managing Money
- K. Finding the Right Role Models
- L. Continuing Your Education
- M. Planning Your Success

XXII. The Skin Care Business 20

- A. Going into Business for Yourself
- B. The Importance of Keeping Good Records
- C. Operating a Successful Skin Care Business
- D. Public Relations
- E. State Board Rules and Regulations

XXIII. Selling Products and Services 20

- A. Selling in the Skin Care Salon

- B. Know Your Products and Services
- C. Merchandising
- D. Marketing
- E. Client Value
- F. Building a Clientele
- G. Client Retention
- H. Closing the Sale
- I. Tracking Your Success

COURSE EVALUATION:

Weekly exams are given on Friday. Students will be assigned a minimum number of requirements on each patron. Students will be given weekly grades based on practical experiences as well as mannequin and actual services performed on patrons in the clinic. Students will be given an exam one week before the completion of hours required by the State

REFERENCES:

- 1. Standard Textbook of Barbering
- 2. Van Dean Manual.
- 3. Barbering Teacher Training Manual.
- 4. Workbook for Barbering Teacher Training Manual.
- 5. The Performance-Based Curriculum and the Course of Study for Barbering.
- 6. Lesson Planning for Barbering Training.

PERIODICALS:

- 1. Modern Salon.
- 2. American Salon.
- 3. National Beauty School Journal

GRADING POLICY

Students are graded according to the following system:

| | |
|-------------|--------------|
| 95% to 100% | Excellent |
| 85% to 94% | Good |
| 70% to 84% | Satisfactory |
| 1% to 69% | Failing |

A comprehensive test on theory and practical is given upon completion of each chapter. A student must maintain a 70% average for satisfactory progress. A final exam is given upon completion of the course.

Diploma will be awarded upon completion of this course.

All courses are taught in English

STUDENT RIGHTS

The Academy of Cosmetology, Barbering, and Esthetics guarantees the rights of the students to have access to their records. The school will provide proper supervision and interpretation of records. Information about a student is released only by written instruction from the student or parent or guardian of a dependent minor student. Students are informed of all calls or requests for information. Students or parents or guardians of a dependent minor student must provide a signed release if they want information released to third parties. Any agencies that are required by law may have access to student files. Students must make an appointment with administration to review records.

GRADUATION REQUIREMENTS

Completion of the course, the required clock hours earned, a final exam with a grade of no less than 70% and a balance of \$0 owed to Academy of Cosmetology, Barbering, and Esthetics will earn the student a diploma. The graduate will then be eligible to register with the Oklahoma State Board of Cosmetology and Barbering to take the state exam for a license to practice in the state of Oklahoma.

LICENSING REQUIREMENTS

All graduates are required to pass the Oklahoma State Board of Cosmetology and Barbering exam to receive a license to practice in the state of Oklahoma. The exams are administered in Oklahoma City, Oklahoma as scheduled by the Oklahoma State Board of Cosmetology and Barbering. The registration form is completed by the school certifying the graduation requirements are complete. The graduate is responsible for all costs related to the licensing requirements.

TRANSFER STUDENT

Students transferring to another cosmetology school may request written release from Academy of Cosmetology, Barbering, and Esthetics. Students must have a \$0 balance owed to the Academy of Cosmetology, Barbering, and Esthetics before a transfer release is granted. The student will be charged \$10.00 for the transfer. The Academy of Cosmetology, Barbering, and Esthetics accepts all students that are registered with the State Board of Cosmetology and Barbering. All hours are accepted.

TERMINATION POLICY

If a student fails to attend class, without notification, within a 14 calendar day period, he/she will be considered a withdrawal and terminated from the program. Any student that has two or more violations of the school rules or is in any violation of the anti-drug abuse policy may be terminated from Academy of Cosmetology, Barbering, and Esthetics.

RELEASE OF INFORMATION POLICY AND PROCEDURE

Academy of Cosmetology, Barbering, and Esthetics release of personal information on any student or employee is the following:

A. PHONE CALLS FROM AGENCIES:

1. Obtaining the number and person calling. State that we will return the call after verifying that they are with the agency.
2. Notify student or employee of the phone call.

B. WRITTEN REQUEST FOR INFORMATION ON STUDENT OR EMPLOYEE

1. Inform student or employee of the request and have student fill out a release of information form.

C. RIGHT TO ACCESS SCHOOL RECORDS

1. Orientation provides the student and parents or guardians of dependent minors with information that they have the right to access their files and that no other persons will have access without their consent.

D. PROVIDE AND PERMIT ACCESS TO STUDENT AND OTHER SCHOOL RECORDS AS REQUIRED FOR ANY ACCREDITATION PROCESS INITIATED BY THE INSTRUCTOR OR BY THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES, OR IN RESPONSE TO DIRECTIVE OF THE COMMISSION.

SCHOOL RULES

1. All instruction will come from the instructor. A student is not to advise another in any phase of his/her training.
2. Students must not leave the school at any time without first notifying the school personnel and checking out.
3. Students may not check in and out for each other.
4. Students are assigned weekly duties. Students will perform all duties specified by school personnel.
5. Students must comply with all instruction, direction, and responsibilities at all times.
6. The lunch period is for 1 hour. Students must check in and out. Lunch time is from 11:30-12:30; 12:00-1:00 and 12:30-1:30pm.
7. Gum chewing, eating, etc., is permitted only in the break room.
8. Students must keep workstations and other areas clean and sanitary at all times.
9. School phones are for business purposes only. Personal calls should be limited. Messages will be taken for incoming calls.
10. Students may visit with each other in the break room and not in the presence of patrons.
11. Students may not take anything from the school without permission from the school personnel.
12. Personal items must be kept in your locker. The school is not responsible for stolen items.
13. Students must have their hair neatly styled and make-up on before class.
14. Students will pay student prices for products used on their hair. Services must be paid for the same day.
15. Absolutely no PROFANE OR VULGAR language at any time.
16. Students' children will be allowed in school for services only. Any family member will be expected to pay full prices for any services.
17. Personal items will be kept for 6 weeks after the student has left school. After that period, they will be disposed of.
18. Professional ethics shall be practiced at all times.
19. The use of illegal drugs or alcohol before or during school hours is strictly prohibited. Students found in violation of this rule will be terminated immediately.
20. Smoking is allowed in designated areas only.
21. Students and staff are expected to conduct themselves professionally.

CODE OF ETHICS

1. This school has as its principal objective the training of qualified Cosmetologists, Manicurists/Nail Technicians, Barbers, Estheticians, and Master Instructors to render the best possible service to patrons.
2. This school strives continuously to improve its operations in order to keep abreast with the ever-changing developments and new techniques in Cosmetology and Barbering.
3. This school observes all rules and regulations issued by the State Board of Cosmetology and Barbering.
4. This school encourages its instructors to keep abreast of the latest teaching methods in Cosmetology and Barbering by reading educational books and attending teachers' refresher or advanced courses, workshops, and instructors seminars.
5. This school takes part in educational conferences and regional meetings in order to advance the Cosmetology and Barbering professions.
6. This school makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, and other audio-visual aids) in order to provide the best possible training for its students.
7. This school purchases only high-grade standard equipment, cosmetics and supplies to be used for the instruction of its students.
8. This school maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools. This school advertises truthfully and makes honest representation to its students. This school refrains from any criticism, which reflects unfavorably on other schools and the Cosmetology and Barbering professions.

OPPORTUNITIES FOR GRADUATES

Basic Cosmetologist

Hair Stylist Self-Employed Cosmetologist Wig Stylist Owner or Manager of Salon Chain
 Manicurist Artificial Nail Specialist Skin Specialist Retail Makeup Department Stores
 Facialist Manufacturer Representative Salon Owner Beauty Products Salesperson
 Color Analyst Permanent Wave Technician Nail Salon Owner Wig Salon Owner
 Salon Supervisor Salon Manager Platform Artist Chromotologist
 Styles Director Wig Specialist Make-up Beauty School Owner
 Pedicurist Instructor for Manufacturer Demonstrator of Beauty Products
 Manufacturer of Diversified Beauty Products Manager or Owner of Beauty Supply Store

Manicurist/Nail Technician

Manicurist Artificial Nail Specialist Nail Salon Owner Styles Director
 Sales Manager for Beauty Products Pedicurist Instructor for Manufacturer Manufacturer of Diversified Beauty Products

Barbering

HAIR STYLIST
 SELF-EMPLOYED BARBER
 WIG STYLIST
 OWNER OR MANAGER OF SALON CHAIN
 SALON MANGAGER
 MANUFACTURER REPRESENTATIVE
 COLOR ANALYST
 PERMANENT WAVE TECHNICIAN
 WIG SALON OWNER
 PLATFORM ARTIST
 SALON SUPERVISOR
 STYLES DIRECTOR
 WIG SPECIALIST
 MAKE-UP ARTIST
 SALON OWNER
 BEAUTY PRODUCTS
 SALESPERSON
 SALES MANANGER FOR BEAUTY
 PRODUCTS DEMONSTRATOR OF BEAUTY PRODUCTS
 MANUFACTURES OF DIVERSIFIED BEAUTY PRODUCTS
 MANANGER OF OWNER OF BEAUTY SUPPLY ESTABLISHMENT

Esthetician

Facialist
 Skin Specialist
 Makeup Specialist
 Hair Removal Specialist
 Eyelash and Brow Specialist
 Spa Esthetician/Manager/Owner

Master Instructor

Instructor and all the above

