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MANICURING CURRICULUM

2024-2025

MANICURING CURRICULUM (400 Clock Hours)

The curriculum for students enrolled in a manicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Such technical instruction and practical operations shall include:

Minimum Specified Technical and Practical Operations Hours:

HOURS	SUBJECT
50	Health and Safety
50	Board Approved Health and Safety Course (B&P 7389(a))
150	Disinfection and Sanitation
150	Manicure and Pedicure

Manicuring Program

(1,000 Clock Hours)

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>100 Hours of Technical Instruction and Practical Training in Nail Care</u>		
Manicures and Pedicures: The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	25	25 & 50 Nails
<u>300 Hours of Technical Instruction and Practical Training in Health and Safety</u>		
Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	

Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	100	
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3	100	50
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	15	
Health and Safety Course on Hazardous Substances: The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389.	25	

Total Technical Instruction Hours 275 clock hours

Total Practical Training Hours 125 Clock hours

Total Hours 400 Clock Hour

Additional training will be given in the following subject matter

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, preparing a resume, employment development, modeling, desk and reception and other subjects relating to Cosmetology field.

Manicurist Performance Objective

Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

Skills to be Developed

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of

manicuring, pedicure and artificial nails

Attitudes and Appreciations to be Developed

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Learning Strategy

Students will read assigned chapters of textbook and other materials in school library, attend scheduled theory classes, lectures and demonstrations, prepare written procedures on practical operations and perform practical operations on another person and/or a mannequin.

Resources: Textbooks, notes from class lectures, supplemental materials handed out in classes, school library and demonstrations

Additional training will be given in the following subject matter: Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers, preparing a resume, employment development, modeling, desk and reception and other subjects relating to Cosmetology field

Grading Procedure

Student's academic performance is graded four times throughout the program, at the completion of: 200 and 400 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

1. Theory exam scores count 40% toward the grade
2. Practical Operations scores count 40% toward the grade
3. Professionalism counts 20% toward the grade

Grading Scale		Grading Period	Minimum Average Grade
100% - 90%	A	Excellent Performance	200 hrs
89% - 80%	B	Above Average Performance	350 hrs
79% - 70%	C	Satisfactory Performance	
69% - 50%	D	Unsatisfactory Performance	
49% - or below	F	Fail	

In addition, a student must successfully complete the minimum percentage of work at a scheduled evaluation times outlined below, allowing completion of the program within the established time frames not exceeding the 150% timeframe.

Potential Occupation after Completion

Manicurist, Nail technician, Pedicurist

Requirements for Satisfactory Completion of Course

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (70%) or better. **NO FINAL EXAM IS REQUIRED; NO INTERSHIP OR EXTERNSHIP IS REQUIRED.**

Graduation Requirements

When a student has completed the required theory hours and practical operations in Manicuring with a GPA

of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade, the State of California will grant a manicuring license only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.

Definition of terms:

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

Instructional Techniques and Methods: Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better.

Classroom Theory and Clinic Floor Instructions:

Freshman students are scheduled in the classroom daily for theory and practical experience for two weeks. Students begin at the clinic floor on their third week of the program. Students do not work on paying clients until they have completed at least 10% of the total training hours of the course. Full-time and a.m. part-time students have theory class daily for one and a half hours. Part-time p.m. students receive theory class every Saturday. During the clinical floor period, students will be given a daily operation sheet that requires specific operation to be completed daily and submitted upon completion of the sheet with required operations. Students are responsible for professionally cleaning and sanitize their work area upon completion of each operation.

- The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Instructional Methods:

Instructional methods include but not limited to question-and-answer, problem solving, visual aids (projector and PowerPoint presentation), video presentations, vendor-product demonstrations, field trips.

Nail Care Course Minimum Requirements

Business and Professions Code (B&P) section 7365(a) states:

"A nail care course established by a school shall consist of not less than 400 hours of practical and technical instruction."

Pursuant to B&P 7365(b) the curriculum for a nail care course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
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Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	
<p>Once the minimum required hours have been met, it is up to the school to determine what subject(s) they will allocate additional hours to meet the 400-hour requirement for the course. PLEASE SEE PRIOR OUTLINE TO SEE WHERE THE EXTRA 50 HOURS ARE ALLOCATED</p>	