



**7209 Seville Ave #2686-2688
Walnut Park, CA 90255
(323) 791 - 3916**

2024/2025 SCHOOL CATALOG

Instruction in the Arts of Hair, Nails & Skin Care

2024-2025

July 1, 2024, to June 30, 2025

Published 07/01/2024

Last Updated: 09/19/2025

Updated at least once a Year

Table of Contents

WELCOME	2
MISSION STATEMENT	3
OBJECTIVE	3
HISTORY	3
FACILITY	3
BANKRUPTCY STATEMENT	4
STATEMENT OF NON-DISCRIMINATION	4
ADMINISTRATION	4
INSTRUCTORS	4
ADMISSION REQUIREMENTS FOR ALL PROGRAMS: BARBERING, COSMETOLOGY ESTHETICIAN AND MANICURING5	
TRANSFERRING TO SEMIRAMIS BEAUTY and BARBERING ACADEMY POLICY AND PROCEDURES.....	5
TRANSFER OF CREDITS APPLICANTS	5
WITHDRAWAL & RE-ENTRY POLICY	6
OFFICE HOURS	6
LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT	6
CREDIT EVALUATION.....	7
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	7
ORIENTATION.....	7
GRADING.....	8
GRADUATION/DIPLOMA REQUIREMENTS.....	8
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY	8
ATTENDANCE PROGRESS EVALUATION	9
ACADEMIC PROGRESS EVALUATIONS.....	9
FACTORS TO BE EVALUATED	9
PROBATION.....	10
INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS	10
APPEAL PROCEDURE	10
NONCREDIT, REMEDIAL COURSES, REPETITIONS	10
PRIOR EXPERENTIAL LEARNING	10
TRANSFER HOURS.....	10
TUITION AND FEE SCHEDULE	11
EXTRA INSTRUCTIONAL CHARGES	11
METHODS OF PAYMENT	11
REFUND POLICY – STUDENT’S RIGHT TO CANCEL	13
STUDENT SERVICES AND POLICIES DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS	14
PRIVACY POLICY	15
ADVISING POLICY/PROCEDURE	15
PLACEMENT & EMPLOYMENT	15
LIBRARY	15
DRUG AND ALCOHOL ABUSE POLICY.....	15
SEXUAL HARASSMENT POLICY	16
LEAVE OF ABSENCE POLICY.....	17
GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY.....	17
TOOLS AND EQUIPMENT	17
COURSES OF STUDY	17
GAINFUL EMPLOYMENT DISCLOSURES	18
BARBERING CURRICULUM (1,000 Clock Hours).....	19
COSMETOLOGY CURRICULUM (1,000 Clock Hours)	23
ESTHETICIAN CURRICULUM (600 Clock Hours)	28

MANICURING CURRICULUM (400 Clock Hours)	33
SCHOOL RULES AND REGULATIONS	37
I. ATTENDANCE POLICY/TIMECARDS.....	37
II. DRESS CODE /UNIFORMS	37
III. PERSONAL CONDUCT.....	37
IV. DISCIPLINARY ACTION (Probation and Dismissal Policy).....	38
CAREERS IN BEAUTY & BARBERING	39
SALARIES	39
BACKGROUND CHECK	39
ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL CATALOG PRIOR TO SIGNING THE ENROLLMENT AGREEMENT	40

Our internet website provides the following: A school catalog, the school performance fact sheet for each course offered by our Institution; student brochure, the most recent annual report submitted to the Bureau (BPPE) and a link to the Bureau's website: www.bppe.ca.gov.

We encourage **all prospects, interested person, and students** to view and review the catalog, the school performance fact sheet and the annual report o Website: www.bppe.ca.gov

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (toll-free telephone number) or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov."

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Post-secondary Education at"

BPPE:

1747 N. Market Blvd Ste. 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798

Ph. (916)574-8900 Fax (916) 263-1897

Website: www.bppe.ca.gov

WELCOME

Welcome to the wonderful world of hair, nails, and skin care. Semiramis Beauty and Barbering Academy offers you personalized care with attention to your needs and abilities. If you are people-oriented and are willing to learn and study, Semiramis Beauty and Barbering Academy will help open the door to your future.

As a prospective student, you are encouraged to read this catalog prior to signing an enrollment agreement. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

MISSION STATEMENT

Our mission is to provide one-of-a-kind service and promote confidence and self-worth. Our goal is to change the way you think about beauty, to make it more pleasant and more productive.

Our prime vocational mission is to train and produce graduates with the necessary training to seek and find employment in the beauty industry. To maximize the development and personal growth to help each student discover his or her potential and eventually function as cosmetology or barber. The successful student should be able to function effectively in one of the many specialty areas such as: hair stylist, hair colorist, skin care specialist, makeup artist, or wax expert. The normal progression should move him or her to positions such as beauty salon expert, manager, salon owner or cosmetology instructor. Semiramis strives to provide students who seek professionalism in the cosmetology and the barbering fields with the education to prepare them for employment.

This includes:

- To prepare students with the knowledge and skills to pass the California State Board of Barbering and Cosmetology examinations.
- To train and graduate them to be effective Hairdressers, Hair Stylists, Color/Chemical Specialist, Salon Owner and Make-up Artist, Estheticians, Skin Care Specialist, Manicurists, and/or Pedicurist.
- To promote professionalism while providing a positive culture and environment for fun learning.
- To prepare students to be marketable in their field.
- To maintain an updated program and create a learning environment catering to various learning styles that provide students with the knowledge to complete their field of study

The daily training operation of Semiramis academy is under the instruction of qualified instructors who bring many years of valuable experiences within the beauty industry and believe in continuing their education to keep side to side with the vast changes in our industry.

Our instructors bring many years of administrative experience as well as technical knowledge to the program.

We have NOT entered into an articulation agreement with any other college or university.

OBJECTIVE

Our prime objective at Semiramis Beauty and Barbering College is to prepare our students to become successful members of the cosmetology profession and successfully pass the State Board Examination. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals

HISTORY

Semiramis Beauty and Barbering Academy was established in 2024. It is the goal of management to bring a positive service to the community. The methods of teaching will reflect all ethnic needs.

FACILITY

Semiramis Beauty and Barbering Academy is a modern structure with all necessary equipment and training aids. Student and patron comfort were considered when designing the school. All instruction takes place at this location

7209 Seville Ave. #2686-2688 Walnut Park, CA 90255. The location has excellent access to and from freeways and has more than ample parking. The facility has 3600 sq. ft. of space which includes 1 theory (class) room, a large clinic (client service) area with 25 workstations, 6 hair dryers, 8 shampoo bowls, 2 skin care beds and Manicure equipment, 1 staff offices, and 2 restrooms. Prospective students are encouraged to tour the facility and discuss personal goals prior to signing an enrollment agreement. There is a clinic area, an area where chemical services are performed, a manicure section, an esthetician section and a dryer area. The freshman classroom has its own laboratory and dryer area. The theory classroom is equipped with video and other visual aids. Semiramis Beauty and barbering Academy classes will be opened for enrollment on a monthly basis.

Our Institution DOES NOT offer dormitory facilities; we do, however, if requested, we help students find affordable housing in the nearby neighborhood; One Bedroom apartment rounds about \$1000.00/Mo; a three-bedroom home, is about \$2,600.00/Mo.

BANKRUPTCY STATEMENT

Semiramis Beauty and Barbering Academy does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, and has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code (11 U.S.C. Sec 1101 et seq.)

STATEMENT OF NON-DISCRIMINATION

Semiramis Beauty and Barbering Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Disability, Financial Status, or Ethnic Origin in its admissions, instruction or graduation policies.

We are a private Institution approved by the bureau and this approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

ADMINISTRATION

Semiramis Beauty and Barbering Academy is managed by Rosa Maria Bohon-Meza

Rosa Maria Bohon-Meza	School Director, CEO/CFO/COO/CAO
Nicanor Meza	Administrator
Virginia Hernandez	Instructor's Supervisor

INSTRUCTORS

All instructors have advanced knowledge and experience in their field and understand the importance of both the theory and practical training necessary for a student to be successful in whichever program of study they are enrolled in. All instructors are licensed by the California Board of Barbering & Cosmetology.

Rosa Maria Bohon-Meza Director/Cosmetology/Esthetician/Manicuring Instructor

Has been in the Cosmetology and Barber field with more than 30 years of experience.

Virginia Hernandez Cosmetology/Esthetician/Manicuring Instructor, over 4 years of experience

Nelida --Salazar Barber Instructor/more than 3 years of experience

ADMISSION REQUIREMENTS FOR ALL PROGRAMS: BARBERING, COSMETOLOGY ESTHETICIAN AND MANICURING

Students are admitted under the following criteria:

The following are the requirement for admission to Semiramis Beauty and Barbering Academy:

- An applicant must be at least 18 years old. 17 years of age is acceptable if the student has a high school diploma or the equivalent. **We do not accept Ability to Benefit (ATB) Students.**
- Applicant must pay a \$100.00 non-refundable registration fee.
- Have a valid government issued Identification Card. (Driver's License from any state)
- Applicant must have at least the 10th grade of education or the equivalent. This institution does not provide English or Spanish language services.
- All foreign high school diplomas or foreign Education, must be translated, evaluated, and certified as equivalent to a U.S. high school diploma or whatever level of Education as been attained by a third-party translation service (such as USCES, amongst others).
- A valid Social Security Card or ITIN
- Upon admittance, students must attend a mandatory orientation set forth by the administrative staff.
- Our Academy does not offer study abroad program and does not offer visa services or vouch student's status, or any associated charges.
- **FOR ANY STUDENT THAT NEEDS ASSISTANCE IN THE ENROLLMENT PROCESS AND HIS/HER LANGUAGE IS NOT ENGLISH, THEY CAN PROVIDE A TRANSLATOR ON THEIR OWN LANGUAGE.**

TRANSFERRING TO SEMIRAMIS BEAUTY and BARBERING ACADEMY POLICY AND PROCEDURES

In addition to the above listed Admissions requirements, individuals wishing to transfer to Semiramis Beauty and Barbering Academy **must submit Proof of Training or Transcript with the completed Semiramis Beauty and Barbering Academy application.** Transferring students will be required to take an evaluation test to determine proper course placement and the number of hours that Semiramis Beauty and Barbering Academy will accept to transfer to the Academy. A new or supplemental student kit will need to be purchased if your supplies and/or equipment do not meet the required student kit contents for your program completion.

TRANSFER OF CREDITS APPLICANTS

In addition to the above listed Admissions requirements, individuals wishing to enroll into a program where previous training occurred while obtaining a California license, the Academy may accept credit and hours for previous training from another program as allowed by the California Board of Barbering and Cosmetology. The applicant must have a valid California Cosmetologist/Esthetician (Cosmetician)/ Barber/Manicurist license and submit a copy with the license with the completed Semiramis Beauty and Barbering Academy application. This Credit is based on regulations set forth by the BBC and we abide by.

DISCLOSURES:

Semiramis Beauty and Barbering Academy **does not** accept foreign students. (M-1 Visa students.)

Semiramis Beauty and Barbering Academy **does not** offer Title IV (Any State or Federal Financial Aid).

Semiramis Beauty and Barbering Academy **does not** have Accreditation at this time.
 Semiramis Beauty and Barbering Academy **does not** have Distant Learning at this time.

WITHDRAWAL & RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director/Administration prior to being absent ten (10) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment. The status of a student re-entering school is the same progress status as when she/he left. The student is responsible for all supplies that were issued on the first day of class (books/kit/etc.). The student is required to have these items each day to be ready to complete all theory & practical assignments. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost. All students who withdraw may re-enter into the program without the loss of clock hours provided it is within TWO (2) years from the date of withdrawal. All records for students are stored for six (6) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. If re-enrollment is requested after six (6) months from the official withdrawal date, current tuition, fees and supply costs will be charged during the re-enrollment process.

OFFICE HOURS

Semiramis Beauty and Barbering Academy is open Monday through Saturday during the following hours:

Monday – Friday	8:30 AM – 2:30 PM
Saturday	9:00 AM – 2:00 PM

Semiramis Beauty and Barbering Academy offers the following class schedules:

Monday – Friday (morning shift)	8:30 AM – 2:30 PM
Monday – Friday (evening shift)	4:00 PM – 8:00 PM
Saturday for ALL students	9:00 AM – 2:00 PM

LANGUAGE OF INSTRUCTION AND PROFICIENCY REQUIREMENT

All programs are taught in English and Spanish.

Proficiency Level in English or Spanish is based on public school's 10th grade reading comprehension standards, or its equivalency. Instruction is bellow College Level Education.

FOR ANY STUDENT THAT NEEDS ASSISTANCE IN THE ENROLLMENT PROCESS AND HIS/HER LANGUAGE IS NOT ENGLISH, THEY CAN PROVDE A TRANSLATOR ON THEIR OWN LANGUAGE.

Interview and Exam for proficiency are provided

We Interview Student at the entrance point and we issue a TEST FOR students to demonstrate their proficiency level in comprehension and understanding of the English Language, before they start the Program of their choice
We Interview Student at the entrance point and we issue a TEST in SPANISH FOR students to demonstrate their proficiency level in comprehension and understanding of the Spanish Language, before they start the Program of their choice

CREDIT EVALUATION

If for some unforeseen reason a student must interrupt the course of study, the California Board of Barbering & Cosmetology (BBC) provides that the hours of applied effort accumulated will be valid forever from the date of withdrawal. Appropriate credit will be granted for prior training upon review and verification by Academy officials of its validity under the BBC Act and the Rules and Regulations. Occasionally, a student's acceptance by the Academy will depend entirely on an evaluation by the BBC.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Semiramis Beauty and Barbering Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Semiramis Beauty and Barbering Academy to determine if your credits or diploma will transfer.

CLASS SCHEDULE

Each course has open enrollment. Since the courses are offered on an on-going basis, all prospective students may begin classes on the first Monday of every month. For specific information please contact the school administrator.

We offer day and evening programs at Semiramis Beauty and Barbering Academy. Your specific schedule will be developed during your meeting with the Admissions Administrator. Arrive at school 15 minutes before scheduled time on your first day to be clocked in and introduced to staff and students.

SCHOOL CALENDAR

Semiramis Beauty and Barbering Academy operates continuously throughout the year except for the following holidays:

New Year's Day (December 31 and January 1)	Labor Day
Memorial Day	Thanksgiving Day
July 4th	Christmas Day (December 24 and 25)

When deemed necessary, the school reserves the right to call for additional closure dates. The school will then extend the student's graduation date by the number of additional closure dates taken.

The school may schedule additional days off with proper notice to students and staff.

ORIENTATION

Orientation is required for all students, and it takes place prior to the first day of class. All enrolled students must attend orientation the Friday before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules and regulations.

New students must have their catalog, note paper and pencil or pen for note taking.

GRADING

Students are graded regularly in theory, practical work, and attendance. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status. A copy of the progress report is given to the student periodically. The grading system follows:

90% - 100%	A	Excellent
80% - 89%	B	Good
70% - 79%	C	Passing
below 70%	D	Unsatisfactory

GRADUATION/DIPLOMA REQUIREMENTS

To graduate the student must meet all requirements for his/her program in accordance with our Satisfactory Academic Progress Policy and pass the final examinations (written exams), pay all required tuition and fees and complete required hours for the program. At that time, a graduating student will be presented with a **diploma** from Semiramis Beauty and Barbering Academy.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment.

MAXIMUM TIME FRAME

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

Morning	MAXIMUM TIME ALLOTTED		Evening	
COURSE	WEEKS	SCHEDULED HOURS	WEEKS	SCHEDULED HOURS
Cosmetology –1000 Hours	28.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM (25 WEEKLY HOURS)
Barbering – 1000 Hours	28.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM (25 WEEKLY HOURS)
Esthetician – 600 Hours	17.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM (25 WEEKLY HOURS)
Manicuring – 400 Hours	11.5 weeks	M – F = 8:30 AM – 2:30 PM (35 WEEKLY HOURS)	40 weeks	M - F = 4:00 PM - 8:00 PM (25 WEEKLY HOURS)
For ALL schedules		Saturday 9:00 AM – 2:00 PM		Saturday 9:00 AM – 2:00 PM

EVALUATION PERIODS Students are evaluated for Satisfactory Academic Progress at the following points of “scheduled” hours of completion:

Cosmetology 1000-hour programs	– 450 and 900 hours of scheduled hours.
Barbering 1000-hour programs	– 450 and 900 hours of scheduled hours.
Esthetician 600-hour programs	– 300 and 550 hours of scheduled hours.

Manicuring 400-hour programs – 200 and 350 hours of scheduled hours.

*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.

ATTENDANCE PROGRESS EVALUATION

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.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered per the following scale:

90% - 100%	A	Excellent
80% - 89%	B	Good
70% - 79%	C	Passing
Below 70%	D	Unsatisfactory

FACTORS TO BE EVALUATED

- Theory
- Practical Work

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

PRIOR EXPERIENTIAL LEARNING

WE DO NOT ACCEPT CREDIT FOR PRIOR EXPERIENTIAL LEARNING.

TRANSFER HOURS

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

TUITION AND FEE SCHEDULE

Total charges are for both the entire educational programs and period of attendance.

FEES and CHARGES

	Barbering 1000 Hours	Cosmetology 1000 Hours	Esthetician 600 Hours	Manicuring 400 Hours
# of Weeks to Complete (morning shift)	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week	29 Weeks/35 Hours per week
# of Weeks to Complete (evening shift)	40 Weeks/25Hours per week	40 Weeks/25 Hours per week	40 Weeks/25 Hours per week	40 Weeks/25 Hours per week
Tuition	\$7500.00	\$7500.00	\$4500.00	\$3000.00
Registration Fee (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
STRF (non-refundable)	\$0.00	\$0.00	\$0.00	\$0.00
Books and Kit	\$800.00	\$1000.00	\$600.00	\$400.00
Hourly	\$7.50	\$7.50	\$7.50	\$7.50
TOTAL	\$8400.00	\$8600.00	\$5200.00	\$3500.00

FINANCIAL AID: (ANY state or federal financial aid IS NOT offered at this time: INCLUDING Title IV)

Financial Assistance: Payment Plans are accepted with a down payment. Monthly payments will be calculated according to the scheduled completion date of the enrollment agreement.

*Charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

*Books & Kit – Please allow 2 weeks for the kit & supplies to be provided. **NOTE: ONCE THE BOOKS and KIT HAS BEEN USED AND OPEN, IT BECOMES NON-REFUNDABLE.**

If a payment plan is chosen, the terms are as follows: At least 100% down for books and kit is required plus 1st monthly payment \$_____ followed by___ payments of \$_____

EXTRA INSTRUCTIONAL CHARGES

Semiramis Beauty and Barbering Academy will charge additional tuition for hours remaining after the enrollment agreement end date at the rate of \$7.50 per hour, payable in advance until graduation.

METHODS OF PAYMENT

School may arrange a mutually agreeable payment plan. Payments are acceptable by cash, check, credit card and or cashier check.

STUDENT TUITION RECOVERY FEE. (STRF): Student Tuition Recovery Fund Disclosures

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

resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

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

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

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

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery.

If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the
Bureau for Private Postsecondary Education
at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834,

PO Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov,
phone: (888) 370-7589 or fax: (916) 263-1897; or phone: (916) 574-8900 or fax: (916) 263-1897

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

REFUND POLICY – STUDENT’S RIGHT TO CANCEL

All refunds are based on scheduled hours.

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due, the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (**including absences**), there will be NO refund to the student.
- A registration fee of \$ 100.00 and STRF fee is non-refundable item. Books and kit items issued and received by the student, once is used and open, would not be returnable. Once received by the student it will belong to the student and will represent liability to the student.
- If you cancel the agreement within the cancellation period, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. The college will perform refund calculation within 6 weeks of official withdrawal. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

Rejected Enrollment: All funds paid except a non-refundable registration fee will be returned if the student is rejected for enrollment.

Course Cancellation: If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the neighborhood with no additional charge. 3. Submit the list of all students who were enrolled at the time of closure including the amount of each pro-rata refund to all relevant agencies and dispose of school records in accordance with state laws.

CEC 94926. Procedures Prior to Closing, Teach-Out Plans At least 30 days prior to closing, the institution shall notify the bureau in writing of its intention to close. The notice shall be accompanied by a closure plan, which shall include, but not necessarily be limited to, all of the following:

(a) A plan for providing teach-outs of educational programs, including any agreements with any other postsecondary educational institutions to provide teach-outs.

(b) If no teach-out plan is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure, or for institutions that participate in federal student financial aid programs arrangements for making refunds and returning federal student financial aid program funds.

(c) If the institution is a participant in federal student financial aid programs, it shall provide students information concerning these programs and institutional closures.

(d) A plan for the disposition of student records

- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If a student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid funds.
- If you default on a federal or state loan, both of the following may occur:
 - 1.The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - 2.The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Determination of Withdrawal from School

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

The date you notify the school office of your intent to withdraw. Only the school office would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period FOURTEEN(14 days) and fail to inform the school that you are not withdrawing. (Unofficial withdrawal) The college monitors attendance at least once in every fourteen (14) days.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA. If a student on an approved LOA notifies the college that he or she will not be returning, the date of withdrawal determination is the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

STUDENT SERVICES AND POLICIES DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review, a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation or the last day of attendance. Transcripts are maintained forever. Students are not entitled to inspect the financial records of their parents. Written consent is required from

a student or guardian before educational records, or any other information may be disclosed to third parties except for accrediting commissions or governmental agencies so authorized by law.

PRIVACY POLICY

Students and parents/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Semiramis Beauty and Barbering Academy requires a release form be completed for each third-party request of information. Semiramis Beauty and Barbering Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and other school officials. The institution maintains a record of all release forms and requests for information.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to education and professional growth. The types of advice will vary according to each student's evaluation. Students' strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented. Referral to appropriate agency is available at the Academy Office.

PLACEMENT & EMPLOYMENT

Once a diploma has been awarded for Cosmetology or Barbering, the graduate must pass the California exam to receive the license to work in California. Once all requirements are met for your chosen field, Semiramis Beauty and Barbering Academy will assist you in securing employment. Although we cannot guarantee placement, we offer employment referrals and placement assistance upon graduation and at any time thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum.

LIBRARY

There is an area with computers and internet access as well as reference books, videos to support the educational programs at Semiramis Beauty and Barbering Academy. Access at office hours. There is **NO** charge to use this service from the institution. City library is within blocks from the Institution.

Students have access to our resources with the instructor's approval, at office hours. **Staff** have access to our resources at office hours, under the supervision of school Director Ms. Rosa Maria Bohon-Meza

DRUG AND ALCOHOL ABUSE POLICY

The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

ABUSE PREVENTION PROGRAMS

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug/Alcohol/Adult/Child Abuse and/or Domestic Violence Prevention may call or visit the individual/agency:

Southern California Alcohol & Drug Programs - Heritage House Village
405 South Rose Street Unit 102 Anaheim, CA 92805
(714) 999 - 5960

California Hispanic Commission Casa Elena
832 South Anaheim Blvd. Anaheim, CA 92805
(714) 772 - 5580 12

Adult Abuse Service 1-800-451-5155
Child Protective Services 1-800-442-4918
Domestic Violence Hotline (714) 992 - 1931

SEXUAL HARASSMENT POLICY

Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and to the school director. Disciplinary action(s) including suspension through expulsion and referral to local law enforcement will take place if harassment and/or stalking is occurring or has happened. The accused and the accuser are entitled to the same opportunities to have others present during a disciplinary proceeding and both the accuser and the accused will be informed of the outcome of all disciplinary proceeding brought alleging a sex offense. A victim has the option to change her/his schedule after an alleged sex offense.

Harassment is any unwanted sexual attention, verbal or non-verbal or written, touching or innuendo by male or female. This includes stalking and other predatory behaviors. Stalking is defined as "a course of conduct directed at a specific person that involves repeated (two or more occasions) visual or physical proximity, non-consensual communication, or verbal, written, or implied threats, or a combination thereof, that would cause a reasonable person fear." (from the National Institute of Justice) Stalking can be conducted in person or via electronic mechanisms (phone, fax, GPS, cameras, computer spyware, or the Internet). Cyberstalking—the use of technology to stalk victims—shares some characteristics with real-life stalking. It involves the pursuit, harassment, or contact of others in an unsolicited fashion initially via the Internet and e-mail.

LEAVE OF ABSENCE POLICY

Students may experience extended personal, medical, or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare or travel must do so in writing and signed and submit it in advance of the leave. Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e., an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event. In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences. There must be a reasonable expectation that the student will return from the LOA in order for a LOA to be approved. Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. The maximum allowed time on LOA cannot exceed 180-days. A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be handwritten neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the **Academy Director, Mrs. Rosa Maria Bohon-Meza**.

A student or any member of the public may file a complaint about this institution with the: Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtain on the Bureau's internet website: www.bppe.ca.gov

TOOLS AND EQUIPMENT

Students will ensure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day to be ready to do all practices assigned.

COURSES OF STUDY

Currently Semiramis Beauty and Barbering Academy is approved to offer Cosmetology for 1000 Clock Hours; Barbering for 1000 Clock Hours; Esthetician for 600 Clock Hours and Manicuring for 400 Clock Hours

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology or Barbering.

GAINFUL EMPLOYMENT DISCLOSURES

PROGRAM	COSMETOLOGY	BARBERING	ESTHETICAN	MANICURING	
CIP Code + Level	12.0401-001	12.0402-001	120409-001	12.0410-001	
RELATED OCCUPATIONS	39-5012 Hairdressers, Hairstylists, and Cosmetologists 39-5093 Shampooers 39-5091 Makeup Artists, Theatrical and Performance 39-5092 Manicurists and Pedicurists 39-5094 Skin Care Specialists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5012 Hairdressers, Hairstylists, and Cosmetologist and Barbers 39-5093 Shampooers 39-5094 Skin Care Specialists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5094 Skin Care Specialists 39-5091 Makeup Artists, Theatrical and Performance 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	39-5092 Manicurists and Pedicurists 25-1194 Vocational Education Teachers, Postsecondary 11-9033 Education Administrators, Postsecondary 41-2031 Retail Salespersons 43-4051 Customer Service Representative	

BARBERING CURRICULUM (1,000 Clock Hours)

The curriculum for students enrolled in a barbering program consist of One thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of Barber pursuant to Section 7362.5 (a) of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Minimum Specified Technical and Practical Instruction Hours:

HOURS	SUBJECT
50	Health and Safety
50	Board Approved Health and Safety Course (B&P 7389(a))
200	Disinfection and Sanitation
200	Chemical Hair Services
250	Hair Styling Services
250	Shaving and Trimming of the Beard

Barbering Program

(1,000 Clock Hours)

Subjects of Technical and Practical Instruction

1.	Health and Safety/Hazardous Substances: Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. Training in communicable diseases, including HIV, AIDS, and Hepatitis B	50
2.	Board Approved Health and Safety Course (B&P 7389(a)) Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	50
3.	Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Operations shall entail performing all necessary functions for disinfecting instruments and kit. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.	100
4	Hair Coloring and Bleaching: Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.	100
5.	Chemical Straightening & Waving : Hair analysis and the use of sodium hydroxide and other base solutions. Curl reformation and effective perm techniques. Including chemical reactions and alkaline waves and True acid waves.	100
6.	Wet Hair Styling: Hair analysis, shampooing, finger waving, pin, curling, comb-outs	40
7.	<u>Thermal Hair Styling</u> Hair analysis, non-chemical straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling B. Press and Curl	40
8..	<u>Hair Cutting:</u> Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.	100

9. Scalp and Hair Treatments: Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	20
10. Shaving and Trimming of the Beard Preparing the client's face for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages	100 100
11. Additional Hours Business Practices Advance Education	200

Additional training will be given in the following subjects matters:

Salon Mgmt., Communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the barber field.

Barber performance objective:

1. Acquire knowledge of laws and regulations of California's barber establishment practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire business management techniques common to barber
4. Acquire knowledge of general theory relative to barber including anatomy, physiology, chemistry and theory

Potential occupations after completion:

The Barber course is designed to prepare students for profitable employment as a barber. The knowledge and skills will prepare licensed students for work as a barber, salon manager, hair colorist, salon owner and product demonstrator.

Skills to be developed:

The proper use of implements relative to all barber services. Acquire the knowledge of analyzing the scalp and face prior to all services to determine any disorders. Learn the procedures and terminology used in performing all barber services.

Attitudes and appreciation to be developed:

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

Requirements for satisfactory completion of Barber program:

Students have completed Theory and practical instruction required by Board of Barbering and Cosmetology with a grade average 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 and practical hours in the Barber Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barber Examination.

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, perform practical operations on another person and/or a mannequin.

Instructors:

As in all phases of any profession everyone has specialties within his/her training and acquired skills. The school makes every attempt to best utilize the special skills of each instructor to provide the best education available. Class assignments are posted on bulletin boards on a daily basis. Based on the curriculum.

Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10th grade. The State of California will grant a Barber license only after the student has successfully completed and graduated from the Barbering program as described above and passed the licensing exam with an overall average of 75%.

Grading System:

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The System detailed below is the system utilized in the school.

ACADEMIC GRADING WORK

100% - 90%	A....Superior Performance
89% - 80%	B....Above Average
79% - 70%	C....Average
69% - 60%	D....Unsatisfactory
59% - 00%	F Fail

POINT GRADES FOR PRACTICAL

(GPA 4)	04 Points = A
(GPA 3)	03 Points = B
(GPA 2)	02 Points = C
(GPA 1)	01 Points = D
(GPA 0)	00 Points = F

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.

1. The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
2. 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.

Barbering Course Minimum Requirements

Business and Professions Code (B&P) section 7362.5(a) states:

“A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology...”

Pursuant to B&P 7362.5(b) the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
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
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
<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 1000-hour requirement for the course. PLEASE SEE PRIOR OUTLINE TO SEE WHERE THE EXTRA 200 HOURS WERE ALLOCATED.</p>	

COSMETOLOGY CURRICULUM (1,000 Clock Hours)

The curriculum for students enrolled in a cosmetology program consist of One thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7362.5(a) of the Barbering and Cosmetology Act. Technical and Practical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Minimum Specified Technical and Practical Operations Hours:

50	Health and Safety
50	Board Approved Health and Safety Course (B&P 7389(a))
150	Disinfection and Sanitation
200	Chemical Hair Services
200	Hair Styling Services
150	Skin Care
50	Hair Removal and Lash and Brow Beautification
150	Manicure and Pedicure

Cosmetology Program

(1,000 Clock Hours)

Subject of Technical and Practical Instruction

1. Health and Safety/Hazardous Substances: Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. Training in communicable diseases, including HIV, AIDS, and Hepatitis B	50
2. Board Approved Health and Safety Course (B&P 7389(a)) Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	50
3. Disinfection and Sanitation: Procedures to protect the health and safety of the consumer as well as the technician. Operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980.* Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.	150
4. Hair Coloring and Bleaching: Hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers.	100
5. Chemical Straightening & Waving : Hair analysis and the use of sodium hydroxide and other base solutions. Curl reformation and effective perm techniques. Including chemical reactions and alkaline waves and True acid waves.	100
6. Wet Hair Styling: Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	50
8. <u>Thermal Hair Styling</u>	50

	Hair analysis, non-chemical straightening, waving, curling with hot combs, and hot curling irons, and blower styling. A. Thermal Styling B. Press and Curl	
9.	Hair Cutting: Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.	75
10.	Scalp and Hair Treatments: Hair and Scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.	25
11.	Skin Care: including instruction of beautifying the face, scalp, neck or body by the use of hands using antiseptics, lotions, tonics, or creams that do not result in ablation or destruction of live tissue.	50
	Facials:	50
	Manual – Cleansing and exfoliating , scientific manipulations, packs and masks,	
	Electrical – The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However, machines capable of producing an electrical current shall not be used to stimulate to contract, or for the purpose of contracting, the muscles of the body or face.)	50
	Make-Up: Skin analysis, complete and corrective make-up.	
12.	Hair Removal and Lash and Brow Beautification : The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair. Eyelash and brow tinting and perming and the application of false eyelashes.	50
13.	Manicuring and Pedicuring: Water and Oil Manicure, including nail analysis, and hand and arm massage.	20
	Complete Pedicure, including nail analysis, and foot and ankle massage.	20
	Artificial Nails	
	Liquid and Powder Brush-on	50
	Artificial Nail Tips	50
	Nail Wraps and Repairs	10

Additional training will be given in the following subjects matters:

Salon management, communication skills, which includes professional ethics, salesmanship, decorum, record keeping, client service record cards.

Preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

Cosmetology Performance Objective:

1. Acquire knowledge of laws and regulations of California's cosmetology establishment practices
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire business management techniques common to cosmetology
4. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.

Potential Occupations After Completion:

Hair stylist, Esthetician, Manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

Skills to be developed:

The proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services. Learn the application of daytime and evening make-up to include the application of individual and strip eyelashes. Learn the proper procedure of manicuring to include water and oil manicure and pedicuring. Learn the Application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciation to Be Developed:

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

Requirements for Satisfactory Completion of Program:

Students have completed Theory and Operations required by Board of Barbering and Cosmetology with a grade average 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 the Cosmetology Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The College assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

Licensing Requirements: Applicants must be 17 years of age or older and have completed the 10th grade. The State of California will grant a Cosmetology license only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing exam with an overall average of 75%.

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, perform practical operations on another person and/or a mannequin.

Instructors:

As in all phases of any profession everyone has specialties within his/her training and acquired skills. The school makes every attempt to best utilize the special skills of each instructor to provide the best education available. Class assignments are posted on bulletin boards on a daily basis. Based on the curriculum.

Grading System:

Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a (70%) "C" average or better to maintain satisfactory academic status. The System detailed below is the system utilized in the school.

ACADEMIC GRADING WORK

100% - 90%	A....Superior Performance
89% - 80%	B....Above Average
79% - 70%	C....Average
69% - 60%	D....Unsatisfactory
59% - 00%	F Fail

POINT GRADES FOR PRACTICAL

(GPA 4)	04 Points = A
(GPA 3)	03 Points = B
(GPA 2)	02 Points = C
(GPA 1)	01 Points = D
(GPA 0)	00 Points = F

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.

1. The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
2. 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.

Cosmetology Course Minimum Requirements

Business and Professions Code (B&P) section 7362.5(a) states:

“A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology...”

Pursuant to B&P 7362.5© the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
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
Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200

Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	150
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50
Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	100
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 1000-hour requirement for the course. PLEASE SEE PRIOR OUTLINE FOR WHERE THE REMAINING 100 HOURS ARE ALLOCATED.	

ESTHETICIAN CURRICULUM (600 Clock Hours)

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean 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:

50	Health and Safety
50	Board Approved Health and Safety Course (B&P 7389(a))
100	Disinfection and Sanitation
350	Skin Care
50	Hair Removal and Lash and Brow Beautification

Esthetician Program

(1,000 Clock Hours)

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>350 Hours of Technical Instruction and Practical Training in Facials</u>		
Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	100	200
Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.	25	25
<u>200 Hours of Technical Instruction in Health and Safety</u>		
Laws and Regulations: The subject 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.	5	

Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	75	
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. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	100	
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	5	
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.	15	
<u>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</u>		
Eyebrow Beautification: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	15	15
Make-up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	10	10

Total Technical Instruction Hours 350 clock hours

Total Practical Training Hours 250 Clock hours

Total Hours 600 Clock Hours

Esthetician Performance Objective

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

Potential Occupation after Completion

Facialist, Licensed Esthetician, Esthetician, Skin Technician,

Skills to be Developed

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin

prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

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

Attitudes and Appreciations to be Developed

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

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: 300 and 600 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	300 hrs	70
89% - 80%	B	Above Average Performance	550 hrs	70
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.

Requirements for Satisfactory Completion of Course

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better. All tuition, fees and charges must be paid in full prior to the release of final papers. **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 Esthetician 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 an

Esthetician license only after the student has successfully completed and graduated from the Esthetician course as described above and passed the 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.

1. The board recommends that schools provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
2. 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.

Skin Care Course Minimum Requirements

Business and Professions Code (B&P) section 7364(a) states:

“A course in skin care established by a school shall consist of not less than 600 hours of practical and technical instruction.”

Pursuant to B&P 7364(b) the curriculum for a skin care course shall, at a minimum, include technical and practical instruction in the following areas:	MINIMUM HOURS
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
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

Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	350
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50

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:

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 INSTRUCTI ON (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	70
89% - 80%	B	Above Average Performance	350 hrs	70
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
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
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.	150
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	

SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success and define the areas of obligation to which both the student and staff must adhere. Any violation of the rules and regulations will result in disciplinary action, up to and including suspension, probation, and/or termination.

I. ATTENDANCE POLICY/TIMECARDS

- A. Regular attendance plays a vital role in the successful operation of the academy and the development of our students. It is an important aspect to maintain professionalism and customer service. Student must report to office of ANY absence either Excused or Unexcused. Excused absences must be excused by Instructor in Charge. (Unexcused absences may result in suspension or termination of the program)
- B. Excessive tardies may result in suspension or termination of the program.
- C. Students must notify their instructor if they will be unable to attend for the day, or if the student will be tardy.
- D. Students are expected to attend all sessions of the program in which they are enrolled as per their class schedules. 75% of attendance is required.
- E. Under no circumstance shall a student clock in or out for another student.
- F. Students may not leave class without the permission of the instructor.
- G. No student is allowed to leave the building unless clocked out. Any student clocked in and is not present within the building may lose credit for the entire day and may be subject to disciplinary action at the discretion of the instructor or school director.
- H. Lunch breaks are 30 minutes when the student schedule exceeds 6 hours. Each student may get a 15-minute break after 2 hours, and a second 15 minute-break at the 6th hour of an 8-hour day.

II. DRESS CODE /UNIFORMS

- A. No student will be allowed to remain in school without the proper uniform.
- B. School uniform (black) must be worn at all times while clocked in.
- C. Additional clothing such as sweaters, sweatshirts, and jackets should be black, preferably. Clothing must be clean, pressed, black pants (no leggings) without any holes, and solid black shirts.
- D. Full-coverage shoes must be worn at all times.
- E. Lab coats must be worn at all times.

III. PERSONAL CONDUCT

- 1. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
- 2. Any student who refuses customer service will be sent home.
- 3. All services must be paid for according to the institution's prices and approved by an instructor prior to beginning the service.
- 4. School products used by students during personal services must be paid for in advance and approved by the instructor.
- 5. Students are responsible to return all equipment and materials to the school after all services.
- 6. Refer any unsatisfied client to an instructor to resolve the situation.
- 7. Eating, drinking and chewing gum in work areas and classrooms are not allowed.
- 8. SMOKING is prohibited anywhere in the building. Smoking is not allowed within 20 feet of a building entrance.

9. No alcohol or illegal drugs are allowed on campus. Any student under the influence of such substance must clock out and seek a safe ride home. Violation of this rule may result in a student being reported to local authorities.
10. Sexual harassment will not be tolerated. Any incident of harassment should be immediately reported to the instructor and/or to the school director.
11. There is no personal phone calls allowed either while in class or working on a client.
12. No students are allowed behind the front desk unless they are assigned by the instructor.
13. Abusive, vulgar, profane language by a student is not allowed.
14. Tools, equipment and working areas must be clean and sanitary at all times.
15. Soiled towels are not to be left in the salon area.
16. Practice towels will be issued with kits and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
17. The floor must be swept immediately after cutting hair.
18. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
19. All operations must be checked and signed by an instructor upon completion to receive credit.
20. It is the student's responsibility to replace kit items that are lost, stolen, or deficient.
21. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other students or staff.
23. All homework must be turned in on time for credit towards your grade.
24. Re-tests are to be done within three days at the discretion of the instructor.
25. The school is not responsible for any personal items, equipment, or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
26. A student cheating on assignments or on a test may be terminated at the discretion of the instructor or director.
27. Cell phone usage is not allowed while on the clock and it must be on vibrate mode.
28. Social media: You are welcome to "friend" Semiramis Beauty and Barbering Academy on Facebook and Instagram. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Semiramis Beauty and Barbering Academy on your Social Media accounts without written permission.
29. Parking Lot Disclaimer: Semiramis Beauty and Barbering Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.
30. No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

IV. DISCIPLINARY ACTION (Probation and Dismissal Policy)

Any violation will be addressed to the student, documented, and kept in the student file.

1. A student may be sent home(dismiss) and may lose credit for the entire day at the discretion of the instructor or school director.
2. A student may be dismissed and/or placed on probation for a length of time at the discretion of the instructor or school director.
3. A student may be terminated(dismiss) at the discretion of the school director.

Rules and regulations are intended to prepare the student for the workforce, enable the student to grow and conduct themselves in a professional manner, successfully compete in the job market,

maintain an active employment status, and meet deadlines that are necessary for every day's life tasks and responsibilities.

CAREERS IN BEAUTY & BARBERING

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, chemical services, skin care, make-up, manicuring, salon management, instructing and/or platform artistry. In choosing beauty or barbering as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals. If the student has reached 17 years of age and has at least a 10th grade education, he/she is eligible to apply for the California Board of Barbering and Cosmetology examination.

SALARIES

A beginning careerist in the personal services industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially.

PHYSICAL DEMANDS IN BEAUTY & BARBERING

Although these professions are artistic and challenging careers in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important and these traits should be emphasized.

A career in these fields requires physical demands that include:

- Standing for lengthy periods of time – Cosmetologists, Barbers, Cosmeticians, Teachers
- Walking throughout your workday
- Sitting for periods of time – Manicuring, Pedicuring, Facials
- Lifting supplies
- Bending – Shampooing, Facials, Pedicures
- Reaching for supplies
- Talking with clients
- Seeing, Reading & Comprehending written instructions, directions and observing clients

BACKGROUND CHECK

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required exams, and paying all required costs and fees at Semiramis Beauty and Barbering Academy an application for the required examination, must be executed. Once you pass the state exam, you will receive your license to work in California in your chosen career.

ACKNOWLEDGEMENT OF RECEIPT OF SCHOOL CATALOG PRIOR TO SIGNING THE ENROLLMENT AGREEMENT

I, _____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

(Student's Signature)

(Instructor's Signature)

(Date)

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling Toll-free telephone #: **(888) 370-7589** or by visiting Internet website address: www.osar.bppe.ca.gov”