

# KZ Academy

SCHOOL OF BARBERING, COSMETOLOGY, SKIN CARE, AND NAIL TECH

1221 E. Calaveras Blvd. Milpitas, CA 95035  
(408) 520-2532

## School Catalog

January 1, 2018 to December 31, 2018

## TABLE OF CONTENTS

MISSION STATEMENT AND EDUCATIONAL OBJECTIVE.....	3
INSTRUCTIONAL LOCATION .....	3
ADMISSION POLICY:.....	<b>Error! Bookmark not defined.</b>
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION: .....	5
STUDENT’S RIGHT TO CANCEL .....	5
REFUND POLICY .....	6
PLACEMENT: .....	6
STUDENT SERVICES .....	6
LANGUAGE OF INSTRUCTION .....	6
LIBRARY and LEARNING RESOURCES.....	6
NOTICE OF STUDENT RIGHTS .....	7
SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS: .....	8
GRIEVANCE PROCEDURE.....	10
SCHOOL RULES AND REGULATIONS .....	10
TUITION AND FEE SCHEDULE.....	12
STUDENT TUITION RECOVERY FUND DISCLOSURES .....	13
NONDISCRIMINATION POLICY .....	13
ACADEMIC FREEDOM.....	13
SEXUAL HARASSMENT.....	13
BANKRUPTCY: .....	14
HOUSING .....	14
VISA: .....	14
STUDENT RECORDS AND TRANSCRIPTS.....	14
REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE.....	14
FACULTY .....	15
BARBERING PROGRAM.....	16
COSMETOLOGY PROGRAM .....	18
SKIN CARE (ESTHETICIAN) PROGRAM .....	21
NAIL TECH (MANICURIST) PROGRAM .....	24

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.

## **MISSION STATEMENT AND EDUCATIONAL OBJECTIVE**

The mission of KZ Academy is to support all students in achieving their full educational potential in an environment of academic excellence. The institution will provide access to quality educational programs, focusing on student success within a climate of integrity and respect. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as professionals in the Barbering and Cosmetology industry, empowering individuals with professional skills to achieve higher levels in career excellence in their chosen specialty. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community. The objective of KZ Academy is to develop professional qualities in each of our students and to provide hands-on instruction that will enable each student to progress as rapidly as capability permits.

## **INSTRUCTIONAL LOCATION**

KZ Academy  
1221 E. Calaveras Blvd.  
Milpitas, CA 95035

### **Facilities & Equipment:**

KZ Academy has approximately 3,080 square feet of suitable space in a strip shopping mall known as Victorian Square Shopping Center. It is an upscale, spacious modern facility devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in the top salons and spas around the country, our campus is carefully designed and furnished to simulate a salon and spa atmosphere, while providing students with a real-life training environment. Our campus includes separate classrooms and practical training areas with ample amount of tables and chairs for our students comfort

#### **Cosmetology Equipment**

- 10 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 5 Shampoo bowls
- 6 Dryers
- 2 Facial chairs or facial couches
- 6 Manicure stations
- Thermal Hair Straighteners
- 3 Non-electric combs
- 1 Stove (for non-electric combs)
- 1 Electric curling iron–
- 3 Non-electric curling irons (at least two sizes)
- 1 Stove (for non- electric curling irons)
- 15 Hairstyling or barber chairs

#### **Barbering Equipment**

- 7 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 3 Shampoo bowls
- 4 Dryers
- 8 Hairstyling or barber chairs
- 1 Electric curling iron
- 1 Non-electric comb
- 2 Non-electric curling irons (at least two sizes)
- 1 Stove (for non-electric combs)
- 1 Towel steamer

### **Skin Care (Esthetician) Equipment**

- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Hand soap
- Container for Disinfection of Implements
- Disinfectant solution
- Terry towels
- Paper towels
- Appropriate draping for all services
- Pencil type make-up sharpener
- Cleansing cream
- Massage cream
- Astringent or witch hazel
- Abrasive cleansing scrub
- Waste receptacle (plastic bags)
- Tweezers
- 1 oz portion cups
- Cosmetic applicators
- Cotton balls
- Cotton tipped swabs
- Cleansing tissue
- Powder and liquid foundation
- Eye shadow and eye liner
- Tube mascara and applicator
- Eyebrow Pencils
- Blush
- Lip color
- Water soluble wax

### **Nail Tech (Manicurist) Equipment**

- Cotton
- Hand Soap
- Container and Supplies for Preparation of Wet and Dry Sanitary Maintenance Area
- Container for Disinfection of Implements
- Disinfectant Solution that Meets Requirements of Board Regulation
- Polish Remover
- Manicure Bowl and Brush
- Pedicure Tubs
- Emery Boards
- Cuticle Solvent
- Cuticle Oil or Cream
- Hand Lotion
- Liquid Polish (medium to dark shade)
- Cuticle Nippers and Scissors
- Metal Cuticle Pusher
- Plastic/Orangewood Stick
- Sufficient Terry Towels for Manicuring Examination
- Paper Towels
- Portion Cups
- First-Aid Supplies for Cuts
- Sufficient Material and Equipment to Apply Acrylic Nails, Nail Tips, and Nail Wraps

### **ADMISSION POLICY:**

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
2. Student must have graduated from high school, or earned a GED or equivalent.
3. Applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score is 97.

### **Recognition of Credit Policies**

1. This institution does not award credit for satisfactory completion of CLEP or other comparable challenge or achievement examinations. This institution does not award credit for experiential learning.
2. This institution has not entered into an articulation or transfer agreement with any other institution.

### **Transfer Students**

KZ Academy does not have a maximum credit hour limit requirement for transferring credit. Tuition credit is \$5.63 per hour for the 1600-hour Cosmetology program, \$5.67 per hour for the 1500-hour Barbering program, \$6.50 per hour for the 400-hour Manicurist program, and \$5.84 for the 600-hour Esthetician program. Transferring students are accepted after careful evaluation and a review of the student's previous academic records. Each transfer student will be evaluated on an individual basis in both theoretical and practical knowledge. The student must obtain an official transcript of hours from his/her State Board in order to be given proper hourly credit. Once the transcript is received, the student must then be evaluated in order to validate the hours. All accepted transfer hours will be applied at the end of all required training. A written and practical test is administered. KZ Academy will inform the California Board of Barbering and Cosmetology regarding the total numbers of hours for which the student will receive.

Tuition will be pro-rated on a per-hour basis. The transferring student will pay tuition at an hourly rate for the remainder of hours required by the California Board of Barbering and Cosmetology for the course in which the student is enrolled. KZ Academy endeavors to place students into classrooms according to educational experience and hour requirements; however it cannot be guaranteed that individual curriculum deficiencies will be addressed.

Applicants with previous hours from another California cosmetology school who wish to enroll at KZ Academy must submit a written request during the admission process along with a Proof of Training and Record of Withdrawal from the previous California school.

If an applicant is transferring from another state, they must first contact the California Board of Barbering and Cosmetology (BBC) and receive an application for approval of their hours from their previous school.

The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at KZ Academy.

Please note:

KZ Academy, at which the applicant is seeking admission, will make a final decision of acceptance based on the information in the California BBC's letter.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at KZ Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma/certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma/certificate 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 of your course work at the 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 KZ Academy to determine if your diploma/certificate will transfer.

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 1221 E. Calaveras Blvd. Milpitas, CA 95035 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the 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 the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: 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.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

If you cancel the agreement, 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. 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. See Refunds section below. 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.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## **REFUND POLICY**

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

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 Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897. 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 obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## **PLACEMENT:**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student names are recorded in the student registrar and the process of follow-up begins. When students take the licensing examination, their results are recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The institution assists students in placements as often as needed; however, the school does not guarantee placement to any student.

## **STUDENT SERVICES**

This institution does not provide orientations, airport reception services, housing assistance or other services but does provide Career Development Services. From your first day in class, career development services are available to assist students. The institution provides students with job placement assistance, in addition to in-school workshops on resume writing, interview skills and developing customer service skills.

## **LANGUAGE OF INSTRUCTION**

Instructions will be provided in the English language.

### **Language Proficiency**

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

### **English as a Second Language (ESL)**

This institution does not offer English as a Second Language ("ESL") training. All prospective students that are accepted for enrollment must be proficient in the English language.

## **LIBRARY and LEARNING RESOURCES**

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. A learning resource library containing many audio and visual aids, books, periodicals, magazines on styling, skin care, nail care, motivation, health and wellness is available for student's reference. Students may

check-out reference materials by submitting a request to their instructor or a representative from the office.

## **NOTICE OF STUDENT RIGHTS**

- You may cancel your contract for school, without any penalty or obligation on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.
- Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.

BUREAU for PRIVATE POSTSECONDARY EDUCATION  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Toll Free Phone Number: (888) 370-7589 / Fax Number: (916) 263-1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

- If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the Chief Academic Officer (CAO). Students who complain verbally and are not satisfied with the resolution may submit their complaint in writing.

## **SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS:**

**This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:**

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved **Leave-of-Absence** (see LOA policy). Students who expect to be absent 21 or more days, up to 60 days, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages 10-11.

3. Complete the course within one and one-half (1½) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

### **EVALUATION PERIODS For Cosmetology & Barbering Students only:**

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- \* The point at which 25% of the course is scheduled to be completed;
- \* The point at which 50% of the course is scheduled to be completed;
- \* The point at which 75% of the course is scheduled to be completed;
- \* The point at which 90% of the course is scheduled to be completed;

At the point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

**Example:** For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 400, 800, 1200, and 1440 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

**Evaluation periods for the Skin Care (Esthetician) and Nail Tech (Manicurist) Programs** the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed;

**Example:** For the 400 clock hour Nail Tech program a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

**Special Note:** The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 clockhours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

**ACADEMIC PROBATION:** Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress, and may be terminated at the discretion of the institution. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.



**APPEAL PROCEDURES:** Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's Chief Academic Officer at 1221 E. Calaveras Blvd. Milpitas, CA 95035. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. The decision of the Chief Academic Officer shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course. Students accepted for re-entering the program, who previously were not making satisfactory progress, must attain satisfactory progress status by the next scheduled evaluation within the evaluation probationary period time frame.

**COURSE INCOMPLETE:** Incomplete coursework, repetitions, and non-credit remedial courses are not applicable to this institution's form of instruction.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 60 days. An LOA must be requested in writing by the student and delivered to the Chief Academic Officer at 1221 E. Calaveras Blvd. Milpitas, CA 95035 and must be approved by the Chief Academic Officer. (CAO) An LOA request form must be filled out and the date of leave and return date must be stated on the form prior to the CAO approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant more than a single (1) LOA within a 12-month period. Students on an LOA will not be assessed any additional charges of tuition or fees. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from an LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

### **ACADEMIC GRADING POINT GRADES FOR PRACTICAL WORK**

100% - 95% A...Superior Performance	(GPA 4) 4 POINTS = A
94% - 85% B...Above Average	(GPA 3) 3 POINTS = B
84% - 75% C.....Average	(GPA 2) 2 POINTS = C
74% - 65% D.....Unsatisfactory	(GPA 1) 1 POINTS = D
64% - 00 % F....Fail	(GPA 0) 0 POINTS = F

**STUDENT CLOCK HOUR POLICY:** The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Students are given up to seven (7) minutes to clock in and receive credit for the quarter (¼) hour. This seven minute period applies to the start of the class day. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor's daily. Instructors may not sign a student in or out and if a student does not clock in our out at lunch 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain applied effort, personnel grooming, leaving the building, and reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students will be asked to stop such activity, or to punch out for the remainder of the day. Continued activities of this nature could result in termination.

**TIME CARD CREDIT:** The following is a guideline for the instructor to issue credits.

- Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
- The portion of the time card reflecting hours are in Theory hours earned and any classes the instructor has demonstrated.
- The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
- Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Hair cut = 1/2 to 1 hour. Using this guideline, the Barber/Cosmo Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

## **GRIEVANCE PROCEDURE**

It is the policy of this institution to handle grievances in the following manner.

- Fill out the grievance form and list all grievances.
- Deliver all forms to the Instructor in charge.
- If you are unable to deliver the form to the Instructor you may deliver it to the Chief Academic Officer at 1221 E. Calaveras Blvd. Milpitas, CA 95035. All grievances regardless of the nature will be turned over to the Chief Academic Officer and reviewed.
- The Chief Academic Officer will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form.
- If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for further action should be brought to the attention of the Chief Academic Officer. If a student or any member of the public does not feel that the school has adequately addressed a complaint or concern, a student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free number: (800) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **SCHOOL RULES AND REGULATIONS**

- School hours are Monday-Sunday 9:00 a.m.-9:00 p.m.
- Time cards must be clearly legible. Students must punch only their own timecards.
- In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 9:15 a.m. that morning.
- Students are required to be in class for roll call promptly at 9:00 am. Male & Female students must wear a neat and clean Black Apron. No shorts are permitted. Shoes must be closed-toed and closed-heeled shoes. A work type shoe is recommended due to the long periods of standing required in our occupation.
- Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
- A student, who is tardy (9:08 a.m.), cannot clock in until the theory class is over may not attend theory class that day. A student who is habitually tardy (5 times in one month) will be counseled and if tardiness continues to be a problem the

student may be suspended or be placed on probation until the tardiness ceases.

- Students will take lunch from 12:00 pm to 1:00 p.m. Students should report to an instructor if they have not had lunch by 1:00 p.m. Lunch is 30 minutes. A lunch period is each student's responsibility, and must be staggered.
- A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated on the time clock. Students are also required to punch in and out for all breaks on the back of their time cards.
- No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her time card must be left at the front desk.
- No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only, OUTSIDE of the building.
- No visitors are permitted in the classroom or student lounge area unless approved by the instructor.
- Institutional business phones may not be used for personal calls.. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
- Rigid adherence to the rules of sanitation and disaffection and personal hygiene is required at all times.
- Students must keep their work station, in class or on the floor, clean and sanitary at all times
- A minimum of ½ hour (30 minutes) of sanitation must be completed by each student daily. All supplies must be sanitized at the end of each day.
- All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
- No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
- Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
- Students are responsible for the return of materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
- The institution reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
- Students have the privilege at all times to consult the management on personal problems. The institution positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
- The institution will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
- Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the institution's office. Credit will be given for applied effort only continuously engaged in training and study of the Branch of Cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
- All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
- Only products furnished by the institution may be used unless otherwise approved by the instructor.
- Students are to park only in the areas designated (by unmarked stalls). During orientation class, you will be shown the parking areas, and where to park when the unmarked stalls are full.
- Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
- Students must comply with institutional policy and state rules and regulations.
- Due to absences, all assignments, tests and homework may be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
- Notify office immediately of any address or telephone change.
- Upon completion of course(s) student has three days to vacate all personal belongings from school property. Anything after 3 day period will be considered school property.
- Absence of THREE days or more without notification shall be considered cause for suspension. Any student absent more than twenty one days without notifying the Chief Academic Officer will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Barber, Manicurist, or Esthetician. Violation of school rules may

result in suspension or termination.

## TUITION AND FEE SCHEDULE

COURSE	TUITION	REG *	SUPPLIES & TEXTBOOKS**	STRF***	TOTALS
COSMETOLOGY	\$9000	\$150	\$1,500	\$0	\$10,650
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>				\$10,650	
BARBERING	\$8,500	\$150	\$1,500	\$0	\$10,150
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>				\$10,150	
SKIN CARE (Esthetician)	\$3,500	\$150	\$450	\$0	\$4,100
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>				\$4,100	
NAIL TECH (Manicurist)	\$2,600	\$150	\$300	\$0	\$3,050
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>				\$3,050	

\*Registration Fee: Non-Refundable after the fifth day following the first day of class.

\*\* Non-refundable. These charges include all applicable sales tax

\*\*\*Student Tuition Recovery Fund Fee: Non-Refundable after the seventh (7th) day following the first day of class. This fee is paid by the school on behalf of the student.

- Assessment Fee for Transfer of Credit: \$150
- Transcript Fee: \$25

**NOTE:** Once used, supplies are not returnable or refundable due to sanitary considerations. Above supplies prices include sales tax. Textbooks are not returnable or refundable.

### EXTRA INSTRUCTION CHARGES:

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$5.63, Barbering: \$5.67, Nail Tech: \$6.50, Skin Care \$5.84.

**METHOD OF PAYMENT:** All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No finance charges are levied.

**LOANS:** If 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, and that if a student have received federal student financial aid funds, the student is entitled to refund of the money not paid from federal student financial aid program funds.

**FINANCIAL AID:** The institution does not participate in federal and state financial aid programs. No federal or state loans are available to students at this time.

### RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

**RE-ENTRY POLICY:** All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the

right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

## **STUDENT TUITION RECOVERY FUND DISCLOSURES**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

## **ACCREDITATION STATUS**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **NONDISCRIMINATION POLICY**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **ACADEMIC FREEDOM**

KZ Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. KZ Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **SEXUAL HARASSMENT**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words

to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **BANKRUPTCY:**

KZ Academy has no pending petition in bankruptcy; we are not operating as a debtor in possession, have not filed a petition with the preceding five years, or have 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.).

### **HOUSING**

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **VISA:**

This institution does not provide Visa services.

### **STUDENT RECORDS AND TRANSCRIPTS**

Student records for all students are kept for five years. Transcripts and diplomas are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 18 years of age. •
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business • and Professions Code.
- Cosmetology Program: Completed 1,600 hours in a Board approved school.
- Nail Tech (Manicurist) Program: Completed 400 hours in a Board approved school.
- Skin Care (Esthetician) Program: Completed 600 hours in a Board approved school.
- Barbering Program: Completed 1,500 hours in a Board approved school.

## **FACULTY**

The faculty is hired based on their expertise in their particular field of beauty. The faculty is required to have at least three years of combined education and industry experience in order to be instructors. Our faculty members are well trained in diverse hair care and understand the importance of both theory and practical training that are necessary for a student to be successful in the cosmetology profession.

### **Makara Vu**

Cosmetolgy License: 2006

Barbering License

Ganay Beauty College -San Jose, CA

## **BARBERING PROGRAM**

This Program consist of 1,500 clock hours Students in this program are required to complete 265 hours of classroom instruction and 1,235 hours of practical training. The full-time course is to be completed in 40 to 60 weeks.

**DESCRIPTION OF PROGRAM:** This program covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services.

**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 text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

**PROGRAM FORMAT:** The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator. (ONET 39-5011.00)

**BARBER PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Barbering.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/ women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

**PROGRAM MISSION: ATTITUDES AND APPRECIATION'S 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 COURSE:** Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No externship is required.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.



**CURRICULUM:****MINIMUM SPECIFIED PRACTICAL OPERATIONS:****BARBERING COURSE**

	<b>Hrs</b>		<b>Hrs</b>
Haircuts and Hairstyles	<b>750</b>	Scalp Manipulations	<b>20</b>
Shaves	<b>40</b>	Hair Waving and Curling	<b>20</b>
Rest Facials	<b>20</b>	Hair Coloring and Tinting	<b>05</b>
Shampoos & application of hair tonics	<b>25</b>	Hair Processing and Relaxing	<b>05</b>

<b>Module</b>	<b>SUBJECT OF TECHNICAL INSTRUCTION</b>	<b>Min. Hours of Technical Instruction</b>
Module 1	Haircutting (includes trimming the beard, razor cutting) & hairstyling (includes singeing, arranging, dressing, curling, waving of hair)	80
Module 2	Shaves	20
Module 3	Rest Facial	20
Module 4	Shampoos & application of hair tonics	5
Module 5	Scalp Manipulation & facial massage (includes treatments with oils, cream, or lotions by hand or mechanical appliances)	5
Module 6	Hair Waving & Curling	10
Module 7	Hair coloring & tinting (includes applications of chemicals to the hairs)	10
Module 8	Hair processing & relaxing (includes application of permanent waving solutions and chemical relaxers to the hair)	10
Module 9	Rolling cream Massage (Includes application of cosmetic preparations antiseptics, powers, oils, clays or lotion to face, scalp or neck)	5
Module 10	Hair pieces (includes measuring, fitting and servicing)	5
Module 11	Hazardous Substances (per BBC Section 7389)	20
Module 12	Sales Technique	10

The minimum combined total clock hours of 1500, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

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.

## **COSMETOLOGY PROGRAM**

This program consists of 1,600 clock hours. Students in this program are required to complete 290 hours of classroom instruction and 1,310 hours of practical training. The full-time course is to be completed in 40 to 60 weeks.

**PROGRAM DESCRIPTION:** This program covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

**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:

**PROGRAM FORMAT** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique, hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator. (ONET 39-5012.00)

**COSMETOLOGIST PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmetology, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Cosmetology services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Cosmetology services.

**PROGRAM MISSION: ATTITUDES AND APPRECIATION'S 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 COURSE:** Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No externship is required.

**GRADUATION REQUIREMENTS:** When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. Where warranted, not more than 50 hours may be utilized to correct individual student deficiencies. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course, as described above, and has passed the State Program Exam with an overall average of 75%.

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

10	Disinfection	200	Wet Hair Styling
40	Thermal Hair Styling	80	Permanent Waving
25	Chemical Straightening	80	Haircutting
15	Hair Bleaching	35	Hair Coloring
20	Scalp and Hair Treatments	10	Manual Facials
15	Electrical Facials	15	Chemicals (Skin peels, masks & scrubs)
10	Make up applications	20	Eyebrow Arching and Hair Removal
15	Water and Oil Manicures	10	Complete Pedicure
50	Liquid and Powder Brush-on	50	Artificial Nail Tips
20	Nail Wraps and Repairs	20	Press & curl

**SUBJECT OF TECHNICAL INSTRUCTION**

**Min. Hours of Technical Instruction**

Module	Description	Hours
Module 1	1.The Cosmetology Act and the Bureau's Rules & Regulations	20
Module 2	2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20
Module 3	3.Health and Safety/Hazardous Substances (Shall include 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.)	20
Module 4	4.Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	05
Module 5	5. Disinfection and Sanitation (shall include 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 should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.)	20
Module 6	6. Bacteriology, anatomy, and physiology.	20
Module 7	7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	15
Module 8	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	25
Module 9	9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20
Module 10	10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20
Module 11	11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20
Module 12	12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring(B) Bleaching	40
Module 13	13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	05
Module 14	14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and	05

	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.) (C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer 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.)	10
		10
Module 15	15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
Module 16	16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15
Module 17	17. Manicuring and Pedicuring Water and Oil Manicure, including nail analysis, and hand and arm massage. Complete Pedicure, including nail analysis, and foot and ankle massage. Artificial Nails : Liquid and Powder Brush-on Artificial Nail Tips Nail Wraps and Repairs	05 05  10 10 05

The minimum combined total clock hours of 1600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

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.

## SKIN CARE (ESTHETICIAN) PROGRAM

The Skin Care (Esthetician) program consists of 600 clock hours. Students in this program are required to complete 170 hours of classroom instruction and 430 hours of practical training. The full-time course is to be completed in 20 to 30 weeks.

**DESCRIPTION OF PROGRAM:** This is a specialty course that covers all aspects of skin care and make-up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eye brow arching and hair removal (other than by electrolysis), make-up artist, and skin care product representative.

**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 e x a m i n a t i o n .

Practical Operations, means the actual performance by the student of complete services on another person or a mannequin. Instructional Techniques and Methods:

**PROGRAM FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the procedures and terminology used in performing all Cosmetician services. The student 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 facial, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Skin Care (Esthetician) course is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make-up artist. (ONET 39-5094.00)

**ESTHETICIAN PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmetology, establish 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.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Cosmetician 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 Cosmetician 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 facial.

**PROGRAM MISSION: ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Estheticians, 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 COURSE:** Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No 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. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS: SKIN CARE (ESTHETICIAN)**

<b>Hrs</b>	<b>Hrs</b>	
10 Disinfection and Sanitation	40	Facials (Manual)
60 Facials (Electrical)	40	Chemicals (Chemical skin peels, packs, masks and scrubs)
40 Wax and depilatories	40	Make-up & Eyelash
10 Hair Removal & Eyebrow Arching, Tweezers		

<b>Module</b>	<b>TECHNICAL SUBJECT</b>	<b>MINIMUM THEORY HOURS</b>
Module 1	The Cosmetology Act and the Bureau's Rules and Regulations.	10
Module 2	Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical of composition and purpose cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	10
Module 3	Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	20
Module 4	Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	10
Module 5	Disinfection and Sanitation (shall include 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 should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment)	10
Module 6	Bacteriology, anatomy, physiology, skin analysis and conditions	15
Module 7	Facials: A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks.) Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing 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 (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer 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.)	20 30 20
Module 8	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) (A) Tweezers (B) Wax and depilatories	05 20
Module 9	Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20

Module 10	Preparation (Shall include client consultation, intake procedures, contraindications, professionalism, client recordkeeping, pre and post-operative care, CPR/AED, salon and spa skills.	15
-----------	--	----

Training will also include classes in 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 Esthetic field.

## NAIL TECH (MANICURIST) PROGRAM

The Nail Tech (Manicurist) program consists of 400 clock hours. Students in this program are required to complete 110 hours of classroom instruction and 290 hours of practical training. The full-time course is to be completed in 15 to 22 weeks.

**DESCRIPTION OF PROGRAM:** This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.

**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:

**PROGRAM FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tip, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** Manicuring course is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail- care specialist, and product demonstrator. (ONET 39-5092.00)

**NAIL TECH (MANICURIST) PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmetological 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 Manicuring

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Manicuring services, acquire the knowledge of analyzing the hands, feet, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Manicuring, Pedicuring services, will learn the application of acrylic nails, nail wraps, and nail tips.

**PROGRAM MISSION: ATTITUDES AND APPRECIATION'S 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.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No 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. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade, A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.



**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS**

Hrs	Hrs
10 Disinfection and Sanitation	40 Water and Oil manicures
20 Complete Pedicures	80 Acrylic: Liquid and Powder Brush on nails
60 Nail Tips	40 Nail Wraps and repairs

<b>Module</b>	<b>TECHNICAL SUBJECT</b>	<b>MINIMUM THEORY HOURS</b>
Module 1	The Cosmetology Act and the Bureau's Rules and Regulations.	10
Module 2	Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10
Module 3	Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	15
Module 4	Disinfection and Sanitation (shall include 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 and must be performed before use of all instruments and equipment)	10
Module 5	Bacteriology, anatomy, and physiology.	10
Module 6	Water and Oil Manicures, including hand and arm massage.	15
Module 7	Complete Pedicure, including foot and ankle massage.	10
Module 8	Application of Artificial Nails, Acrylic: Liquid and Powder Brush-on	15
	A )Nail Tips	10
	B)Nail wraps and repairs	05