



*LOS ANGELES
BEAUTY COLLEGE*

*School Catalog
2011 - 2012*

*2853 W. James M. Wood Blvd.
Los Angeles, Ca. 90006
(213) 382-1300*

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June 30, 2011 To July 1, 2012

APPROVAL DISCLOSURE STATEMENT

LOS ANGELES BEAUTY COLLEGE was granted institutional approval from the Bureau for Private Post Secondary Education pursuant to California Education Code Section 94311.1 and 94909. The approval means that the institution and its operation comply with the standards established under the law for vocational instruction by Private Post Secondary Educational Institutions. Instructional approval must be re-approved every three years and is subject to continuing review. Courses pending approval are:

Cosmetology	-	1600 Clock Hours
Manicuring	-	400 Clock Hours
Cosmetician	-	600 Clock Hours

Los Angeles Beauty College is located at 2853 W. James M. Wood Blvd., Los Angeles Ca. 90006. Instruction is in residence with facilities occupancy level accommodating 75 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational and vocational plans with the school personnel prior to enrolling or signing enrollment agreements. This school will provide every prospective student with a school catalog. Every prospective student is encouraged to review this catalog prior to signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet which must be provided them prior to signing an enrollment agreement.

This school does not currently have available sponsored programs, financial aid, government or otherwise, to provide grants or to pay for portions of tuition and fees.

The following are State Boards, Bureaus, Departments or agencies which set minimum standards for our programs of studies in accordance with Education Code Section 94316.12:

BOARD OF BARBERING AND COSMETOLOGY
P.O. Box 944226, Sacramento, Ca. 94244-2260
P (800) 952-5210 F (916) 574-7281 www.barbercosmo.ca.gov

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the owner - Ms. Evelyn Salas. Unresolved complaints may be directed to the Bureau for private Post Secondary and Vocational Education:

BUREAU FOR PRIVATE POST SECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca. 95833
P (916) 431-6959 F (916) 263-1897, www.bppe.ca.gov

All information in the contents of this catalog is current and correct and is so certified as true by:
Ms. Evelyn Salas

Signature: *Evelyn Salas*

STUDENT TUITION RECOVERY FUND STATEMENT

State of California

STUDENT TUITION RECOVERY FUND

California law requires that, upon enrollment, a fee be assessed the institution in relation to the cost of tuition (Education Code Section 94343). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of: a) the closure of the institution, b) the institution's breach of anticipatory breach of the agreement for the course of instruction, or, c) a decline in the quality or value of the courses of instruction within the 30-day period before the institution's closure. The fund protects only California students. Institutional participation is mandatory.

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Council's service on the student of their rights under the STRF, or if no notice of rights are served to the student, within four years of institution's closure. For further information or instructions contact:

BOARD OF BARBERING AND COSMETOLOGY
P.O. BOX 944226, Sacramento, Ca. 94244-2260
P (800) 952-5210 F (916) 574-7281 www.barbercosmo.ca.gov

From The Director....

Welcome !

Dear Student,

Welcome to Los Angeles Beauty College, and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **Los Angeles Beauty College**, we offer you the basic training to pass the State Board of Cosmetology examination. We place emphasis on how to be successful in the market place and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will prepare shop management, business concepts, and psychology of personal success.

It is a pleasure to have you join us at **Los Angeles Beauty College**. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,



Evelyn Salas
Owner / Director

EDUCATIONAL OBJECTIVES

At LOS ANGELES BEAUTY COLLEGE our prime objective is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the California State Board Exams. In the process, our secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential and hopefully, function as cosmetology entrepreneurs and teachers of the future.

Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Manicurist, and Make-up Artist or as a Beauty Salon Operator. Normal progression should the move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher Supervisor Director, or School Owner.

The daily training operations of LOS ANGELES BEAUTY COLLEGE is currently under the supervision of Ms. Alma Quintanilla who holds an Instructor's License. Ms. Quintanilla offers many years of valuable experience in the beauty industry and believes in continuing her education to keep abreast of the vast changes in our industry. Ms. Quintanilla brings many years of administrative experience to the program. This experience compliments her great educational and managerial talents and expertise.

The resultant educational program, the teaching and training at LOS ANGELES BEAUTY COLLEGE represents the spectrum of cosmetology knowledge and experience. LOS ANGELES BEAUTY COLLEGE presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields... the beauty industry. The quality of LOS ANGELES BEAUTY COLLEGE faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions.

These exciting activities are carried out in an environment that is characterized by:

1. A spacious, well-lighted facility remodeled to meet functional school needs.
2. Salon-type equipment especially designed to properly enhance student training.
3. An educational philosophy that demands student's adherence to exemplary professional conduct and standards.
4. An instructional methodology that provides continual individualized instructions during the complete tenure of student training.

Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacity.

LOS ANGELES BEAUTY COLLEGE welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FACILITIES

LOS ANGELES BEAUTY COLLEGE is a spacious (3,224 sq. ft.) air conditioned modern 2nd story facility with many benefits for our staff and students. Our school simulates salon conditions to help our students “learn by doing”, with modern equipment and a variety of supplies that help enhance the student’s product knowledge. The school has a library for the use of the staff and the student body. The library is composed of books, videos and dvds. These aids will help the student better understand the concepts and the hand on of all aspects of the cosmetology field. A student lounge is provided for the student’s use with facilities, eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become “salon ready”.

LOS ANGELES BEAUTY COLLEGE does not offer any sort of distance education.

ACCESS FOR HANDICAPPED STUDENTS

Access for handicapped students to the school’s facilities is not available at the college. The school does not offer special facilities or programs for the handicapped.

STATEMENT OF NON-DISCRIMINATION

LOS ANGELES BEAUTY COLLEGE does not discriminate on the basis of race, age, religion, sex, handicap, financial status, area of origin or residence in its admission, instruction, or graduation policies.

STUDENTS FROM OTHER COUNTRIES

LOS ANGELES BEAUTY COLLEGE admits students from other countries but it does not provide visa services and does not vouch for student status and any associated charges.

FRESHMAN CLASS ENROLLMENT

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. SEE CURRICULUMS starting on page 25. The freshman class teaches from the very beginning and introduces the basics for those areas that the student will need to know to pass the State Board examinations. From this initial introduction the student will learn all fundamentals that are the basics for the student’s future career. The hours spent in the freshman class are as follows:

Cosmetology 200

Cosmetician 75

Manicuring 50

ADMISSION REQUIREMENTS

Enrollees are admitted as regular students under one of the following criteria:

- A) Applicant must have a High School Diploma or its equivalent, (GED, California State Proficiency Test, etc.) and pass and admission test (Wonderlic) with a minimum score of 60% as stated in the test publisher's guidelines.

For students that have immigrated to the United States and are unable to provide an actual copy of the High School Diploma or its equivalent, the applicant will be required to write a statement certifying the completion of High School or its equivalent.

- B) Non-high school graduates or its equivalent. will be required to pass one of the Ability-to-Benefit tests available approved by the U.S. Department of Education. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit guidelines. Currently, our schools is using the Wonderlic Scholastic Level Exam with a minimum or higher passing score of 15%. All students must have completed the 10th grade or its equivalent as required by the California State Board of Cosmetology. This requirement applies to this school as well as other postsecondary schools. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit. All Ability-to-Benefit students must take and pass the test prior to admissions. If you fail the ATB test, re-testing is available and the staff will provide you with the information necessary for re-testing.

CREDIT EVALUATION

Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Barber/Cosmetology Act and the Board of Cosmetology Rules and Regulation. Occasionally, a student's acceptance by the college will depend entirely on the California State Board of Cosmetology.

CALENDAR / HOLIDAYS

This college is closed on Sundays and Mondays and the following holidays:

New Year's Day	Labor Day	Fourth of July
Thanksgiving Day	Memorial Day	Christmas Day

A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES

CLASS WILL BEGIN AS FOLLOWS COSMETOLOGY, MANICURING AND COSMETICIAN COURSES

Day Classes	8:30 a.m. – 5:00 p.m.	Tuesday thru Saturday
Evening Classes	5:00 p.m. – 9:00 p.m.	Monday thru Friday

ORIENTATION CLASS

Orientation Classes are held each Tuesday from 8:30 a.m. until 10:30 a.m. for day students. For evening students orientation class is on Monday 5:00 p.m. until 7:00 p.m.

All new students, transfers and re-enrollment students are required to attend Orientation Class prior to admission to the Beauty College.

STUDENT SERVICES

This college has the following student services available:

1. Job Placement
2. Child Care Facilities
3. Local Transportation

HOUSING

This school does not provide dormitory facilities for its students. There is ample availability of housing located very near the institution's facilities. An estimate of the approximate cost or range of cost of housing would be \$700 to \$1500. This school has no responsibility to find or to assist a student in finding housing.

SATISFACTORY ACADEMIC PROGRESS POLICY

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 25 hours per week (approximately 100 hours per month) out of a typical 160 hours per month for a full-time student. Students scheduled to attend less than 160 hours per month must maintain an average attendance level of at least two-thirds ($\frac{2}{3}$) 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 ($\frac{1}{3} \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences, (21 class 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 7 or more days up to 21 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 elsewhere in this catalog.

3. Complete the course within one and one-half ($1\frac{1}{2}$) 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 will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: Students 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;
- 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 500 clock hours beyond scheduled completion, or at actual completion.

Example: For the 600 clock hour Teacher Trainee course, a student will be evaluated at the increments at which the student is scheduled to reach 150, 300, 450, and 540 clock hours.

Example: For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is scheduled to reach 100, 200, 300 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 clock hours.

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, which ever 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 on probation will be considered 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, may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy.

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 and will retain their prior status.

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 administrator. 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. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5 – 10 days). The decision of the committee shall be final. Students that prevails 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 that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry.

COURSE INCOMPLETENESS: Course incompleteness, repetitions and non-credit remedial course 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 up to 21 days. Leave of Absence must be requested in writing by the student and must be approved by the school director. A Leave of Absence request form must be filled out and the date of leave and return must be stated on the form prior to the Director 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 LOA's will not be assessed any additional charges of tuition. Students returning from an authorized Leave of Absence 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. Students who fail to return from a Leave of Absence 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.

ATTENDANCE STATUS: Full time students are required to be enrolled to attend a minimum of 25 hours per week. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less and 25 hours per week. Less than 12 hours per week is less than half time.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75% and 90% of the course hours completed. 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.

100% - 90%	A.....Superior Performance
89% - 80%	B.....Above Average
79% - 70%	C.....Average
69% - Below	D.....Unsatisfactory

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks and Doll head will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of mid-point freshman training (approximately 100 hours), each student will be issued a complete kit of equipment with carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language with the exception of Spanish and Vietnamese. This institution does offer bilingual instructions in the following languages: Spanish/English and Vietnamese/English. Spanish and Vietnamese languages are the dominant languages of our student body.

GRADUATION DOCUMENTATION

When a student has completed the required theory hours and practical operations with a GPA (Grade Point Average) of "C" (70%) or better and a simulated (mock) board, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the State Board examination, it is 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. Ms. Evelyn Salas assists students in placement as often as needed; however, the school does not guarantee placement to any student.

CAREER COUNSELING/PERSONAL ATTENTION

Students are counseled individually, approximately every six weeks to review the student's progress and adjustment. Successful Salon Owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor.

Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the California State Board Examination.

STUDENT CLOCK HOUR POLICY

The State Board of Cosmetology will only recognize 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.

You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day or returning from lunch. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, a new time card is prepared from the current daily time card. The daily hours and operation 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 next day's time card. The time card must be signed by the student and the instructor daily. Time cards reflect the students' daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance 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. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TIME CARD CREDIT

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the State Board gives for each operation.

Shampoo / set = 1 ½ hours
Scalp treatment = ½ to 1 hour
Permanent wave = 2 to 2 ½ hours
Facial = 1 ½ to 2 hours
Manicure + ½ hour
Hair cut = ½ to 1 hour

NOTICE OF STUDENT RIGHTS

1. **You may cancel your contract for the 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 you at the first class you attend. 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 copy. A**
2. **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.**
3. **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.**
4. **If you have any complaints, questions, or problems which you cannot work out with the school, write or call:**

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca. 95833
P (916) 431-6959, F (916) 263-1897, www.bppe.ca.gov**

DISCLOSURE FOR EDUCATION RECORDS

Adult students, parents or minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The school will maintain files for a minimum of five (5) years. Students are not entitled to inspect the financial records of their parents. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

GRIEVANCE PROCEDURE

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

1. Fill out the grievance form and list all grievances.
2. Deliver form to the supervising instructor.
3. If you prefer you may deliver the grievance form to the Director

Ms. Evelyn Salas
2853 W. James M. Wood Blvd.
Los Angeles, Ca. 90006
(213) 382-1300

4. All grievances regardless of the nature will be turned over to the Director and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the student within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance that cannot be worked out with the institution may be referred to:

Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, Ca. 94244-2260
P (800) 952-5210 F (916) 574-7281 www.barbercosmo.ca.gov

Sincerely,



Evelyn Salas / Director

SCHOOL RULES AND REGULATIONS

1. School hours for DAY students are Tuesdays through Saturdays 8:30 a.m. – 5:00 p.m. EVENING students is Monday through Friday 5:00 p.m. – 9:00 p.m.
2. Time cards must be clearly legible. Students must punch only their own time cards.
3. In case of illness or emergency on any day, the student must call in to report his/her absence before 8:45 a.m. that morning, Evening students must call in by 12:30 p.m.
4. Day Students are required to be in class for roll call promptly at 8:30 a.m. in a clean, prescribed uniform. Evening students 5:00 p.m.
 - A. Females must wear a WHITE uniform shirt, neat and clean. With white or black slacks, hose, and closed toe/heel shoes must be worn at all times. Dresses must be all white.
 - B. Males must wear WHITE uniform shirt, neat and clean. Pants may be black or white. Close toe shoes must be worn at all times.
5. 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.
6. A student who is tardy Days (8:38 a.m.) Nights (5:08 p.m.) may not clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and, if tardiness continues, may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 12:30 p.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility.
8. 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 by the time clock. Students may also be required to punch in and out for all breaks.
9. 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 receptionist desk.
10. No gum chewing is allowed in the college at any time.

11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. A pay phone is provided for (student) emergency use only. All calls are limited to 3 minutes. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
14. Students must keep work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. 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.
17. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is executed by an instructor.
18. 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.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of college 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.
21. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all Fridays and Saturdays. Days before and after holidays are considered Saturdays. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.

23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college 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.
25. Students must keep a weekly time card record of hours and services each day as required on the student daily record of applied effort. Daily time cards will be audited by the College Office and State Board of Cosmetology. 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.
26. 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.
27. Only products furnished by the college may be used unless otherwise approved by the supervisor.
28. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
29. Students must comply with college policy and state rules and regulations.
30. Time missed due to abusiveness may not be made up. Excused absences, however, will allow the students to make up all tests and assignments. Any deviation from the above policy must be in writing from the office and signed by a member of the administrative staff.
31. Notify office immediately of any address or telephone change.
32. Absence of 3 days or more without notification shall be considered cause for suspension. Any students absent more than twenty-one days without notifying the supervisor will be 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, manicurist or cosmetician. Violation of school rules may result in suspension or termination.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

COURSES OF STUDY

COSMETOLOGY COURSE: (1,600 Clock Hours)

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

Esthetician Course: 600 clock hours

Manicurist Course: 400 clock hours

Instructor Course: 600 clock hours

Educational Goals:

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (D.O.T. # 332.271-010, CIP # 12.0403).... Manicuring (D.O.T. # 331.674-010, CIP # 12.04099).... Instructor Trainee (D.O.T. # 075.127-010, CIP # 12.9999).... Esthetician (D.O.T. #332.271-010, CIP # 12.0406).

REFUND POLICY

- A. An applicant not accepted for training by the school shall be entitled to a refund of all moneys paid.
- B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her money back in writing by producing a signed dated copy of the Cancellation Notice, within five business days (by midnight) of the first day of classes, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person. This policy applies regardless of whether or not the student has actually started training.
- C. If the student cancels his/her enrollment after the fifth assessed business day of classes without the student starting classes, he shall be entitled to a refund of all monies paid to the school less a withdrawal fee of \$75.00. The cost of the kit and supplies are not refundable due to sanitary reasons.
- D. Even if you withdraw more than five business days after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of an administrative fee of \$75.00. The amount the school would be allowed to retain would be calculated in the following manner.

Hypothetical Refund Example in accordance to the state pro-rata policy. Assume that a student upon enrollment in a 1,600 hour course, pays \$5,125.00 for tuition, \$75.00 for registration, and \$300.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning (due to sanitary reasons) the equipment he/she obtained. The pro-rata refund to the student would be \$1,518.75 based on the calculation stated below. If the student returns the equipment (if it was returnable) in good condition within 30 days following his/her withdrawal, the school would refund the charge for the equipment returned and paid by the student.

Hourly cost Of Tuition	Hours of Tuition paid	Hours paid for but not received	Calculation of earned tuition	Refund calculation of tuition	Final refund calculation Total paid \$5,500.00 Less:
<u>\$5,125.00</u>	<u>\$5,125.00</u>	1,600	600	1,000	Admin. Fee 75.00
1,600	\$3,203	(600)	x \$3,203	x 3,203	Equipment 300.00
=	=	=	=	=	Tuition <u>1,922.00</u>
\$3,203	1,600	1,000	\$1,922.00	\$3,203.00	Total refund <u>\$3,203.00</u>

"Contract Price" reflects the amount of tuition, fees and other costs for which the student has contracted to pay EXCEPT the value of equipment, books, and supplies. "Amount Paid for Instruction" reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid EXCEPT the value of equipment, books, and supplies.

ENROLLMENT TIME is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. "See attached". Any monies due the applicant or student shall be refunded promptly after formal cancellation by the student as defined in item B or formal termination by the school, which shall occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of scheduled return.

- E. Students who terminate prior to course completion will be charged a \$75.00 administrative fee.
- F. If the school is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a full refund of tuition unless you are enrolled in the field of Cosmetology. If you are, then the following policy will be applied: Cosmetology students' hours may be transferable from one Cosmetology school to another depending on the accepting school. The Pro-Rata refund policy will be applied if you have earned any clock hours beyond the Cancellation period of 5 business days. An exception to this policy is as follows: A student whom elects not to accept the verification of training hours or does not elect to pursue a program of cosmetology at another institution shall be entitled to a full refund of tuition.
- G. If a course is canceled subsequent to enrollment, the school shall at its option:
 - 1. Provide a full refund of all monies paid; or
 - 2. Provide completion of the course.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received the excess will first be applied to the source from which you received funding, any remaining balance will then be returned to you.

REFUNDS

Refund due to the any lender or to the student will be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of state board hours if the student is in good standing with the college.

SCHOLARSHIPS

Our college does not award any institutional scholarships.

TUITION AND FEE SCHEDULE

Effective June 2002

<u>COURSE</u>	<u>R*</u> <u>TUITION</u>	<u>R*</u> <u>REG.</u>	<u>KITS</u>	<u>TOTAL</u>	<u>APPROX. WKS.</u>
Cosmetology	\$4,600.00	\$75.00	\$300.00	\$4,975.00	40 - 64*
Manicuring	\$ 800.00	\$75.00	\$100.00	\$ 975.00	10 - 15*
Inst. Trng.	\$ 600.00	\$75.00	\$100.00	\$ 775.00	15 - 24*
Cosmetician	\$1,600.00	\$75.00	\$300.00	\$1,975.00	15 - 24*

* = **REFUNDABLE**

Once used, kits are not returnable or refundable due to sanitary considerations.

* **NOTE:** Length of time in course depends on number of hours student contracts for on a monthly basis as specified in Enrollment Agreement.

* Above Kits' prices include 8.25% sales tax (on Kits only) * **BRUSH-UP**
(See below)

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 for the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows:

\$2.87 per hour

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES WILL NOT AFFECT ATTENDING STUDENTS.

* **Brush-Up Course:** Students requiring preparation for the State Board exam will be billed at the above hourly rates, depending on which license they are applying for and a registration fee of \$75.00. Students must furnish their own equipment.

METHOD OF PAYMENT

During our interview of prospective students for those students who wish to pay their own way through school, the financial advisor will develop a personalized payment program for each individual.

TUITION POLICIES AND FEES

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly or quarterly) are available.

ADMISSION / FINANCIAL ARRANGEMENTS INFORMATION AND HOURS

ADMISSIONS: Applications for admission may secure enrollment information:

Jonathon Munoz
(213) 382-1300
Tuesday through Saturday
10:00 a.m. – 4:00 p.m.

PLACEMENT ASSISTANCE:

Alma Quintanilla
(213) 382-1300
Tuesday through Thursday
10:00 a.m. – 12:30 p.m.

FINANCIAL ASSISTANCE:

Evelyn Salas
(213) 382-1300
Tuesday through Friday
10:00 a.m. – 4:00 p.m.

The College makes the following information available to its students, staff and instructors.

This institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.). (Ed. Code 94909 (a) (13)).

DRUG ABUSE PREVENTION PROGRAM

Any individual associated with Los Angeles Beauty College who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the Following agency:

Alternate Action
P.O. Box 2169
Los Angeles, Ca. 90006
(800) 7779376

**CURRICULUM FOR COSMETOLOGY COURSE
(1,600 HOURS)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 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. Please note 500 hours are devoted to clinic/theory experience which shall include all phases of cosmetology.

1100 hundred hours of technical instruction and practical operations shall include:

SUBJECT	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1. The Cosmetology Act and the Board's Rules & Regulations	30	
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.)	30	
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, and communicable diseases, including HIV/AIDS and Hepatitis B.)	60	
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.)	20	

	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
5. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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 throughout the entire training period and must be performed before use of all instruments and equipment.)	30	
6. Bacteriology, anatomy, and physiology	30	
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.) and	40	240
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	
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
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	60	50

	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)		Included with # 12
14. Facials		
(A) <i>Manual</i> (Shall include cleansing, scientific manipulations, packs and masks.)	5	10
(B) <i>Electrical</i> (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 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.)	10	15
(C) <i>Chemical</i>	10	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	20
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	15	10
17. Manicuring and Pedicuring		
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	5	15
(B) Complete Pedicure, including nail analysis, and foot and ankle massage	5	10
(C) Artificial Nails		
1. Liquid and Powder Brush-on	10	Nails 50
2. Artificial Nail Tips	10	Nails 50
3. Nail Wraps and Repairs	5	Nails 20

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by California Board of Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology 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 State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 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 passed the Cosmetology State Board Exam with an overall average of 75%.

**CURRICULUM FOR MANICURIST COURSE
(400 HOURS)**

The curriculum for students enrolled in a manicurist and pedicurist 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 actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinic/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1. The Cosmetology Act and the Board's Rules & Regulations	10	
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	
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, and communicable diseases, including HIV/AIDS and Hepatitis B.)	15	
4. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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 throughout the entire training period and must be performed before use of all instruments and equipment.)	20	10
5. Bacteriology, anatomy, and physiology	10	
6. Water and Oil Manicures, including hand and arm massage	15	40

	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
7. Complete Pedicure, including foot and ankle massage	15	20
8. Application of Artificial Nails,		
(A) Acrylic: Liquid and Powder		
Brush-ons	15	Nails 80
(B) Nail Tips	10	Nails 60
(C) Nail wraps and repairs	05	Nails 40

MANICURIST PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's Cosmetological establishments' practices.
2. Understand sterilization procedures.
3. Acquire knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
4. Acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have satisfactorily completed Theory and Operations required by California Board of Cosmetology with a grade average of "C" (70%) or better.

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 State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 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 Cosmetology State Board Exam with an overall average of 75%.

**CURRICULUM FOR COSMETICIAN COURSE
(600 HOURS)**

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, 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 actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience which shall include all phases of being a Cosmetician. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
1. The Cosmetology Act and the Board's Rules & Regulations	20	
2. Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	30	
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, and communicable diseases, including HIV/AIDS and Hepatitis B.)	60	
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.)	25	

	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
5. Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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 throughout the entire training period and must be performed before use of all instruments and equipment.)	20	
6. Bacteriology, anatomy, and physiology, skin analysis and conditions.	45	
7. Facials		
(A) <i>Manual</i> (Shall include skin analysis, cleansing, scientific manipulations, packs and masks.)	20	40
(B) <i>Electrical</i> (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.)	30	60
(C) <i>Chemical</i> (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most 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.)	20	40
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	05	10
(B) Wax and depilatories	20	40

	MINIMUM HRS. TECHNICAL INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
9. Make-up (Shall include skin analysis, complete and corrective make-up, lash and the application of false eyelashes.)	20	40
10. Preparation	15	

COSMETICIAN PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of skin.
3. Acquire knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all Cosmetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Cosmetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes.
5. Will learn the proper procedure of plan and electrical facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to Cosmetician.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

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 State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetician 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 Cosmetology State Board Exam with an overall average of 75%.

**CURRICULUM FOR COSMETOLOGY
CROSSOVER COURSE FOR BARBERS**

The curriculum for students enrolled un a cosmetology course for barbers shall consist of a minimum of (400) hundred clock hours of technical instruction and practical operations covering those cosmetological practices that are not a part of the required training of practice of a barber.

Technical instruction shall mean instruction by demonstration, lecture, class room participation, or examination: practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such instruction shall include:

Cosmetology Cross over Course for Barbers Technical Instruction and Practical Operations

Subject	Minimum Hours of Technical Instruction	Minimum Practical Operations
1. The Barbering and Cosmetology Act and Rules and Regulations	10	
2. Cosmetology Chemistry (shall include the chemical composition and purpose of cosmetics, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.	5	
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	
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.	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 entail performing all necessary functions for disinfecting instruments and equipment as specified in section 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
6. Bacteriology, Anatomy and Physiology.	5	
7. Wet Hair Styling (Shall include hair analysis, finger-waving, pin curling and comb-outs.	10	35
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs and hot curling irons.)	5	15
9. Permanent Waving (Shall include hair analysis, sectioning patterns, chemical and heat permanent waving.)	10	35
10. Chemical Straightening (Shall include hair analysis and the use of sodium hydroxide and other base solutions.)	5	10
11. Hair Cutting (Shall include hair analysis, basic guideline sectioning, the use of the razor, scissors for wet and dry cutting.)	2	10
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	20	15
(B) Bleaching		5
13. Scalp and Hair Treatments (Shall include hair analysis, scientific brushing.)	2	5
14. Facials		
(A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	2	5
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.)	7	5
(C) Chemicals (Shall 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.)	10	15
15. Eyebrow Arching and Hair removal (Shall include the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair.)	5	5
16. Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	5	10
17. Manicuring and Pedicuring		
(A) Water and oil manicure (Shall include nail analysis, and hand and arm massage.)	5	15
(B) Complete pedicure (Shall include nail Analysis, and foot and ankle massage	1	3
(C) Artificial nails		
1. Acrylic: Liquid and powder brush-ons	5	10 Nails
2. Artificial nail tips	3	10 Nails
3. Nail wraps and repairs	2	5 Nails

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by California Board of Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology 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 State Board of Barbering and Cosmetology Examination.

LICENSING REQUIREMENTS

Applicant must be 17 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 passed the Cosmetology State Board Exam with an overall average of 75%.

LOS ANGELES BEAUTY COLLEGE
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(213) 382-1300

ORGANIZATIONAL CHART

EVELYN SALAS
DIRECTOR / OWNER

EVELYN SALAS
FINANCIAL
ADVISOR

JONATHAN MUNOZ
SUPERVISING
INSTRUCTOR

JONATHAN MUNOZ
ADMISSIONS

ALMA QUINTANILLA
INSTRUCTOR

ALMA QUINTANILLA
PLACEMENT

HOAN DINH
INSTRUCTOR

HERIBERTO ZEPEDA
INSTRUCTOR

RECEPTIONIST
FLORA SALAS

FACULTY EDUCATIONAL QUALIFICATIONS

Mr. Jonathan Munoz	Supervising Instructor
Licensed Cosmetologist	36 Years
Licensed Instructor	31 Years
Ms. Alma Quintanilla	Instructor
Licensed Cosmetologist	21 Years
Licensed Instructor	15 Years
Mr. Hoan Dinh	Instructor
Licensed Cosmetologist	22 Years
Licensed Manicurist	24 Years
Licensed Esthetician	19 Years
Licensed Instructor	17 Years
Mr. Heriberto Zepeda	Instructor
Licensed Cosmetologist	12 Years
Licensed Instructor	8 Years

6/30/11