

Glamour Beauty College

Catalog *Jan 1-Dec 31 2012*

An unaccredited institution

**Campus
Location**

130 S. Harbor Boulevard
Santa Ana, CA 92704
Phone: (714) 839-0808
Web: www.glamourbeautycollege.com

**Approval
Disclosure
Statement**

California State Approval

Glamour Beauty College, as a for-profit private institution was granted institutional approval to operate by the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94802. Approval to operate means compliance with state standards as set forth in this chapter. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operated indicates that the institution exceeds minimum state standards as set forth in this chapter.

Approved Courses:

Course	Clock Hours	Months	Inst. Weeks	Award
Cosmetology	1,600	12	54	Diploma
Cosmetician	600	7	30	Diploma
Manicurist	400	5	20	Diploma
Massage Therapy	600	7	30	Diploma
Holistic Practitioner	1,000	10	40	Diploma

Course	CIP	SOC	O*NET	Occupations
Cosmetology	12.0401	39-5012	39-5012	Hairdressers, Hairstylists and Cosmetologists
Cosmetician	12.0409	39-5094	39-5094	Skin Care Specialists
Manicurist	12.0410	39-5092	39-5092	Manicurists and Pedicurists
Massage Therapy	51.3501	31-9011	31-9011	Massage Therapists
Holistic Practitioner	51.3501	31-9011	31-9011	Massage Therapists

CIP Codes: US Department of Education regulations as of July 1, 2011, require the institution to identify programs by Classification of Instructional Programs (CIP) Code, with links to the US Department of Labor/Employment and Training Administration's Occupational Information network. For more information for CIP codes please visit web site at www.nces.ed.gov/ipeds/cipcode.

SOC Codes: NACCAS accrediting agency policies as of July 1, 2011, require the institution to identify programs by Standard Occupational Classification (SOC) Codes. The SOC system is used by Federal statistical agencies to classify workers into occupational categories. . For more information regarding SOC codes please visit internet web site at [www. Bls.gov/SOC/](http://www.Bls.gov/SOC/). Also visit at <http://www.onecenter.org/overview.html> regarding occupational title for course of study.

O*NET: The O NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors. Utilizing the SOC Codes, O*Net provides easy to read career reports that include the most critical on-the-job tasks and skills. Job seekers can also find local salary information and training opportunities. For more information regarding O*Net please visit the website at <http://www.onetcenter.org/overview.html>

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 Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 253-1897.

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 website www.bppe.ca.gov.

As a prospective student, you are encouraged to review this catalog prior 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.

Course Approval

Courses offered at Glamour Beauty College are approved by:
Board of Barbering and Cosmetology
2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210

Accreditation

Candidate for Accreditation by:

National Accrediting Commission of Career Arts & Sciences (NACCAS)
4401 Ford Ave, Suite 1300
Alexandria, VA 22302-1432
703-600-7600

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.

At the time of publication Glamour Beauty College does not participate in Federal Student Aid.

The college does not have a pending in bankruptcy, is not operating as a debtor in possession, has never filed a petition within the preceding five years, or never 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.).

All information contained in this College Catalog is current and correct and is certified as true.

Mr. Hien Nguyen
President/Owner

Revised on March 2, 2012

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About Glamour Beauty College

Welcome to Glamour Beauty College! Thank you for selecting our school to assist you in obtaining your cosmetology training. You are now entering into a field that will hopefully provide you with the opportunity for a successful future in the beauty industry. At Glamour Beauty College, we offer you the basic training to pass the Bureau of Barbering & Cosmetology Examination. We place emphasis on how to be successful in the marketplace and in your own operations in order to create the lifestyle you desire. This means hard work, dedication and practice on our part. You will practice shop management, business concepts and the psychology of personal success.

It is a pleasure to have you with us at Glamour Beauty College. The degree of your potential success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,
Mr. Hien Nguyen
President

Mission and Philosophy

It is our mission to prepare our students to become successful members of the cosmetology, cosmetician, manicuring, massage therapy professions, and successfully pass the State Board Examination.

College Objectives

Our primary objective at Glamour Beauty College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals.

Statement of Non Discrimination

Glamour Beauty College is firmly committed to providing educational programs to otherwise eligible students regardless of age, race or color, creed, ethnic origin, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

Instructional Facilities Glamour Beauty College is a spacious (7,000 sq. ft) air-conditioned, one story modern facility with many benefits to our staff and students. Out school simulates salon conditions to help our students “learn-by-doing”, with modern equipment and a variety of supplies that help enhance our students’ product knowledge. A student area is provided for the students’ use with eating and rest areas. Each student uses a locker to keep his/her uniform and private articles. Our students learn to how to manage the reception desk, logging patrons in, answering the phone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our main institutional objective is to help the student become “salon ready”. The college maintains a resource library for the use of our students.

School Calendar Classes begin EVERY TUESDAY for all classes.

Hours of Operation	Tuesday through Saturday	8:30 a.m. to 9:00 p.m.
	Full Time Class	8:30 a.m. to 5:00 p.m.
	Evening Class	5:00 p.m. to 9:00 p.m.

Holidays Glamour Beauty College observes the following holidays during which the school is closed:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

A “special” holiday may be declared for emergencies or special reasons. Holy days of all religious beliefs are respected and observed.

Pre-Enrollment Information and General Rules Each prospective student receives a catalog. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students’ learning process.

Administrative Staff President/Owner : Mr. Hien Nguyen
 Assistant Director: Kim Tang
 Registrar /Placement: Natalie N. Doan
 Admission/Placement : Nayeli Gomez
 Admission: Michelle Mach

Faculty	Instructor	Course	Instructor Qualifications
	Avelina Guzman	Cosmetology	Licensed Cosmetologist: 15 years. Licensed Instructor: 12 Years
	David Nguyen	Manicuring	Licensed Cosmetologist: 6 Years Certificate of Authorization: 3 years
	Glaricela A. De Borbon	Cosmetology	Licensed Cosmetologist: 3 years.
	Joseph Phan	Cosmetology Manicuring	Licensed Cosmetologist: 8 Years Certificate of Authorization: 5 years
	Ben Dang	Massage Therapy	Licensed Massage Therapist: 4 years

Admission Policy

Admission Requirements	<ol style="list-style-type: none"> 1. Applicant must have one of the following: <ol style="list-style-type: none"> a. High school diploma, or its equivalent b. Over the age of compulsory school attendance and has the ability to benefit from the training offered at the school 2. Applicant must pass the SLE test (Scholastic Level Exam) Form IV. 3. Teacher training applicants must have a High School Diploma or its equivalent in addition to a cosmetology license.
Ability to Benefit	<p>Ability to Benefit Students is someone who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from the education or training offered at an institution. In order to be admitted on the basis of his or her ability to benefit, a student must, prior to admission, take and pass Wonderlic ATB test.</p>
Admissions Procedure	<p>Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually, so that the College may better understand the career goals of the applicant, and the applicant can better understand the programs of the College.</p> <p>As part of the admissions procedures, all applicants are required to:</p> <ol style="list-style-type: none"> 1. Complete an application for admission; 2. Take and pass the SLE test (Scholastic Level Exam) Form IV which is designed to measure the applicant's aptitude to successfully complete the educational program for which the applicant has applied. Specific testing requirements are detailed in the Ability-to-Benefit policy sections of this catalog; 3. Have an interview with a representative of the Admissions Department; 4. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans; 5. Submit high school diploma or GED certificate if applicable 6. Complete all necessary paperwork for admission; 7. Receive a catalog and school Performance Fact Sheet 8. Take a tour of the facility. <p>Upon completion of the admission procedures, the student will be notified of the College's decision regarding admission.</p> <p><i>The school does not recruit a student who is already attending or admitted to another school offering a similar program of study.</i></p>

**English As
Second
Language**

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa. Students from foreign countries who apply to any of the vocational programs must be English proficient. All instruction is provided in the English language and all of our instructors are bilingual who can also assist those students with limited English. The College reserves the right to refuse admission to any applicant who does not meet the College's established criteria for admission.

**Transferability
of Credits
Earned**

Students previously enrolled in an accredited school of Cosmetology may submit their academic records to Glamour Beauty College for review and possible transfer of credit. In lieu of accepting transfer credit, the College may:

- 1) Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study and/or
- 2) Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.

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

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

The school has not entered into an articulation or transfer agreement with any other college or university.

**Orientation
Class**

Orientation classes for all students are held as follows: Evening students: Tuesday 5:00 pm – 6:30 pm. Day students: Tuesday 8:30am – 10:30 am. Students are not clocked in during orientation and all new, re-enrolled and transfer students must attend orientation prior to the start of all new classes, please refer to the above class schedule

Tuition / Refund Policy

Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due at the time of signing of the Enrollment Agreement. Installment payments are arranged for case by case.

Program	Registration fee (Non-refundable)	Tuition				Books/ Supply	Total Cost
		1 st PP	2 nd PP	3 rd PP	4 th PP		
Cosmetology	\$75	\$1180	\$1180	\$1180	\$1180	\$395	\$5,190
Cosmetician	\$75	\$900	\$900			\$260	\$2,135
Manicuring	\$75	\$300	\$300			\$135	\$810
Holistic Practitioner	\$75	\$3000	\$3000			\$0	\$6,075
Massage Therapy	\$75	\$1800	\$1800			\$0	\$3,675

Once used, kits are neither returnable non-refundable due to sanitary considerations. Prices include sales tax. (*PP is for Payment Period)

Extra Instruction Charges

If due to unexcused absences, the full time student does not complete the enrolled course in designed time period, following will be the cost for the necessary additional training:

- Cosmetology: \$2.95 / Hour
- Cosmetician: \$3.00 / Hour
- Holistic Practitioner: \$5.00 / Hour
- Massage Therapy: \$5.00 / Hour
- Manicuring: \$1.50 / Hour

Student's Right to Cancel

All funds paid less the amount of the registration fee will be returned if the student is not accepted for enrollment. If a student or legal guardian cancels the contract within seven days of signing the enrollment agreement, all funds paid less the amount of the registration fee will be returned. If a student cancels the contract after the seven days but by the first day of classes, all funds less the amount of the registration fee will be refunded. You have the right to cancel the agreement for a course of instruction, including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement, through attendance at the first class session (**first day of classes**), or the seventh day after enrollment (**seven days from the date when enrollment agreement was signed**), whichever is later.

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in

the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the day you sign the enrollment contract, you will be given two Notice of Cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

If the school has given you any returnable supplies, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return any supply, including books or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the supply from any refund that may be due to you. Once you pay for the supply, it is yours to keep without further obligation. As stated in the front page of the agreement, beauty supplies and kits are not returnable items due to sanitary reasons. Therefore, once you have received any beauty equipment, its cost is charged to your account. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and supplies received.

Student's Right to Withdraw

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Withdrawal will occur on the earlier of the dates that:

1. A student notifies the institution of his/her withdrawal.
2. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
3. A student is expelled by the school.

Effective Date of Cancellation or Withdrawal

When a student notifies the school of cancellation or withdrawal, the effective date of cancellation or withdrawal will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

Unofficial Withdrawal

If a student who does not successfully complete the program and stops attending classes without notice for three consecutive weeks (21 days), the College will determine that the student has withdrawn. Also, if a student on an approved leave of absence does not return on the expiration of the leave of absence without notice, the College will determine that the student has withdrawn. Under these circumstances, the student will be classified as Unofficial Withdrawal. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every fourteen (14) days.

Course Cancellation

If a course is cancelled subsequent to student's enrollment and before instruction in the course has begun, the school will either provide a full refund of all monies paid or provide completion of the course.

Refund Policy

Refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure. The refund policy complies with the mandated policy of BPPE and NACCAS.

Cancellation

Upon cancellation, the College will refund any consideration paid by the student, less the registration fee and the cost of kit received by the student.

Withdrawal (Official or Unofficial)

The College will refund tuition not earned by the College. The College earns tuition on a pro-rata basis. For the purpose of calculating the amount the College earned, the last date of attendance will be used. The refund calculations are based on scheduled hours.

Refund Policy for Kits and Supplies

When a student purchases books, and returns them in good condition within 30 days following the date of student withdrawal or termination, the school will refund the cost of the books paid by the student. If the student fails to return the books in good condition within 45 days, the school will add the cost of the books to the amount owed for tuition and registration fees.

Kits cannot be reused due to health and sanitary reasons. They are not returnable and no refund will be received.

Date of Refund

The College will perform refund calculation and make the refund of any monies due the applicant or student within 45 days after the official cancellation or the withdrawal date. In case of unofficial withdrawal, the refund will be made within 45 days of the date of determination that the student withdrew.

School Closure Policy

If the school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school will make a pro-rata refund of tuition and submit a list of all students who were enrolled at the time of school closure including the amount of each pro-rata refund to NACCAS.

Refund Example

The following sample California State refund calculation is for a student who has 150 scheduled hours of instruction for a 400 hour Manicuring course and prepaid \$500.

- Total Cost \$885 minus non-refundable registration fee \$75 and supply \$135 = \$675
- Divide \$675 by 400 to find the cost per hour of instruction: \$1.69 per hour
- Multiply the amount in line above with the total hours attempted. \$1.69 x 150 hrs = \$253.50. This is the amount of tuition earned by the institution.
- Subtract the amount in line above from the amount the student has paid, minus the non-refundable registration fee of \$75 and supply of \$135. If the total amount is a positive number, this is the amount to be refunded to the student. If the total amount is a negative number, this is the amount the students still owes the institution.

$\$500 \text{ (paid)} - \$75 \text{ (registration fee)} - \$135 \text{ (supply)} = \$290 - \$253.50 \text{ (Tuition earned)} = \$36.50 = \text{Refund owed to student.}$

Withdrawing or dropping after completing 60% of the course will not result in a refund.

STUDENT TUITION RECOVERY FUND: 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 and Vocational 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.

*Residency Program means an educational program at an approved institution of which some portion of the instruction occurs as defined in section 71715(c). [Section 71715©-Direct instruction requires the physical presence of one or more students and one or more faculty members at the same location. Direct instruction includes instruction presented in a classroom, seminar, workshop, lecture, colloquium, laboratory, tutorial, or other physical learning settings consistent with the mission, purposes, and objectives of the institution]

§ 76120. Amount of STRF Assessment: Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

For further information or instructions contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833
Tel (916)431-6959, Toll Free (888)370-7589, Fax (916)263-1897

School Policies**Diplomas and Certificates**

Upon satisfactory completion of the required course hours, and the student has maintained a satisfactory grade on all subjects covered, a diploma will be given to the student. Also a proof of Training Record will be issued. This record will then become part of the application for examination for your State of California License.

Neither Diploma nor Certificate of Completion will be issued unless all monies have been paid in full.

Attendance Policy

- Students must attend classes according to their established schedules.
- Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal.
- Students with twenty one (21) consecutive days of absences, in any program of study, will be withdrawn by the College.

Make-Up Policy

All lesson assignments which were missed during any period of absence must be made up. Make-up work will not be permitted during class hours. A record of make-up work is maintained for each student who is required to perform this type of work. Excessive tardiness will result in dismissal or suspension until such time that the student can continue without tardiness. In case of tardiness a student is required to make up any and all prescribed work.

Academic Counseling

The College assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the College. However, students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.

Re-Entry

All students who withdraw may re-enter into the program without the loss of credit program hours and provided it is within six (6) years from the date of their withdrawal. All records of students are stored for duration of six (6) years only and it is the responsibility of the student to maintain all documents received by from the institution. The institution reserves the right to evaluate the previous enrollment to verify that the student was in good standing before the student is accepted for re-enrollment.

Student Conduct

As adults, it is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his/her classmates, the clients, and the staff of the school. Disruptions of class will not be tolerated at

any time. Any such conduct will result in termination from the training program in which he/she is enrolled. A student dismissed for misconduct will be permitted to re-enroll and resume training **only at the discretion of the school.**

Rules and Regulations

The school reserves the right to modify these rules and regulations at any time. All students must comply with the school rules and regulations as a condition of enrollment.

1. Personal Calls - Pay phones are available in front of the College and other locations throughout the shopping center as a convenience to students. Students are not allowed to use the College telephones for personal use. If a student receives a call at Glamour Beauty College, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the school by students.
3. Breaks - Students are allowed one break every four hours during the school day. Students taking a lunch break must clock out and back in, in accordance with State and school regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the school.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking – Glamour Beauty College maintains a smoke-free environment. Smoking areas are designated outside the school premises. No smoking is permitted in front of any doorway or in any other area around the College, except in those specific areas so designated.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. You will have an assigned locker for personal possessions. Glamour Beauty College is not responsible for any personal items or possessions left in the school.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/ she will not be allowed to attend school.
13. Students are not allowed to sell any type of merchandise to anyone on school premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an

- opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats theft or intentional abuse of another person is grounds for immediate expulsion.
 16. Please notify the school registrar immediately in writing of any changes of address or phone number.
 17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.
 18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records maybe prepared.
 19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

**Grounds for
Disciplinary
Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the school and/or its students. Consult your administration department for additional information.

**Disciplinary
Procedure and
Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

Appeals Policy

Should a disciplinary action such as suspension or termination be taken, the student will be notified in writing by the College. The student has ten (10) business days to appeal the decision of the College regarding the action taken, and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The College will form a committee who will review and take the necessary steps to resolve the appeal. The College has ten (10) business days to respond.

**Class
Cancellation**

Administration reserves the right to cancel any class if the number of students falls below the minimum acceptable to the College. Class cancellations may occur during the first week of the scheduled class days, in which case the College will refund all monies paid.

Satisfactory Academic Progress Policy

Students' satisfactory academic progress (SAP) are evaluated at various scheduled times during their enrollments.

If a student is determined to be making satisfactory academic progress at one of the evaluations, the student is deemed to be making satisfactory academic progress until the next scheduled evaluation. However, if a student is determined not to be making satisfactory academic progress at one of the evaluations, the student will be placed on academic probation until the student is determined to be making satisfactory academic progress in the next scheduled evaluation. A Student found not to be making satisfactory academic progress will remain in that status even after a temporary break in their attendance through LOA or drop-and-reentry. The SAP policy is applied to every student enrolled in the College and applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time).

Maximum Time Frame to Complete

All students must complete their program of study in a period of time not to exceed one and one-half times (150%) the period specified on their enrollment agreement. At scheduled times the College will assess the quantitative progress of each student. At the time of these assessments, the College will determine whether a student has successfully completed the minimum percentage of work allowing completion of the program within the established time frames not exceeding the maximum timeframe.

Transfer hours from another institution that are accepted toward the student's course are counted as both attempted and completed hours for the purpose of determining the maximum time frame allowed. SAP evaluation periods are based on actual contracted hours at the College.

Leave of Absence

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The college may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA's will not be assessed any additional charges of tuition. 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 a 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 a 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 45 days.

Satisfactory Academic Progress (SAP)

Students must 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 cumulative average attendance level of at least two-thirds (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 (2/3 x 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 policy (see LOA policy). Students who expect to be absent more than 21 days are encouraged to request a leave of absence.

In addition to attendance standards relating to SAP students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the student attendance and conduct policy section of the College catalog.

Exceptions to the above policy are applicable to the Permanent make-up program and Advanced skin care program. Students must complete all hours prior to graduation. Students can make-up absences but all hours must be completed in these programs

3. Complete the course within 1 ½ 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. Student 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. If a student meets minimum standard at the end of an evaluation period she will be considered to be making satisfactory progress until the next scheduled evaluation.

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. Students are evaluated and issued an SAP evaluation form for students’ review when they complete 25%, 50%, 75%, and 100% of the actual hours needed. 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 by this school.

90% - 100%	A	Superior Performance
80% - 89%	B	Above Average
70% - 79%	C	Average

60% - 69%
59% - Below

D
F

Unsatisfactory
Failure

**Academic
Probation**

Students who fail to meet SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period if College determines that SAP standards can be met by the end of the subsequent evaluation period. Students are expected to make SAP progress during the probationary period. Probationary students who fail to meet SAP by conclusion of probationary period will be deemed not to be making SAP and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, will only be reinstated after the student has reestablished SAP in accordance with the grading standards as indicated above. In the event a student is terminated due to not making SAP, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP standards by the conclusion of the probationary will be removed from academic probation and considered to be making SAP.

**Appeal
Procedure**

Students who wish to appeal the decision that they are not making SAP must submit a written request to the institution's administrator. The request should be received within ten (10) days of determination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration such as a death in the family, an injury or illness of the student. The student can submit any documentation such as a doctor's note, court documents or student's statement that explains why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. 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 and keep the copy of the decision in the student's file. 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 prevail upon the appeal process will be reinstated.

**Course
Incompleteness**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

Re-entering

Students who are 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 as same progress status as when they left.

Student Services

Job Placement	All graduates have equal access to the Career Services upon graduation. The College maintains job placement assistance and will make every effort to supply employment leads to all graduates. However, as prescribed by state law, we cannot guarantee placement as an inducement to enrollment. Therefore, the college does not guarantee graduates placement.
Student Records	Official school records are maintained for all students from their original start date. Students are advised and cautioned that Federal and state laws require the College to maintain institutional and student records for a five-year period only. All students and parents of tax-dependent students have the right to inspect information contained in their records. Glamour Beauty College observes the “Right to Privacy Act” and will not release any information to any student without the student’s written consent. Government agencies and accrediting agencies, including the BPPVE and the BBC may inspect, review and copy the student’s records without the student consent. One set of student’s transcript will be provided for free. Thereafter, there will be a \$20 charge for each additional set.
Referral Services	Students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing.
Grievance Policy: Student Complaint Procedure	<p>Glamour Beauty College is dedicated to providing quality education to all its students. If a conflict should arise for any reason, the college’s complaint policy is as follows:</p> <ol style="list-style-type: none"> 1. Start with the instructor - if your complaint is not resolved; 2. Consult the Lead Instructor; 3. See the Student Services Coordinator; 4. Make an appointment with the Director of Education; 5. Refer your complaint to the Complaint Resolution Committee, directed to: Tony Do <p>Any student who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:</p> <p style="text-align: center;">Bureau for Private Postsecondary and Vocational Education (BPPVE) 400 R Street, Suite 5000 Sacramento, CA 95814-3517 (916) 445-3427</p> <p style="text-align: center;">Barbering and Cosmetology Bureau 400 R Street, Suite 4080 Sacramento, CA 94244 (916) 323-9020</p> <p style="text-align: center;">NACCAS 4401 Ford Ave. Suite 1300 Alexandria, VA 22302 (703) 600-7600</p>

Academic Programs**Cosmetology (1600 Clock Hours)**

This program prepares the student for the State Board Examination and for employment in the field of Cosmetology. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION

Hair Stylist, Hair Colorist, Manicurist, Make-Up Artist, Facial Expert, Wig and Hairpiece Specialist, Skin-Hair-Scalp Specialist, Beautician on an ocean liner.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

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

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

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 dealings with patrons and colleagues.

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 450, 900, 1,250, and 1,600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

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

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
450 hrs	65
900 hrs	67
1,250 hrs	69

1,600 hrs 70

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

Scheduled Completion Hours	Required Completed Hours
400	267
800	534
1,200	800
1,600	1,067
2,000	1,334
2,400	1,600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a final grade of C (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate state licensure 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 licensing exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours: 465
 Total Practical Hours: 1,135
 Total Hours: 1,600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules	20	
2	Cosmetology Chemistry	20	
3	Theory of Electricity in Cosmetology	5	
4	Bacteriology, Sterilization & Sanitation, Safety Precautions, Anatomy and Physiology	65	10
5	Wet Hairstyling	25	200
6	Thermal Hairstyling	20	40
	Health Safety/Hazardous Substance	20	
	Chemical Skin Peels, Masks, etc.	10	
	Press & Curl		20
7	Permanent Waving	20	80
8	Chemical Straightening	20	25
9	Hair Cutting	20	80
10	Hair Coloring and Bleaching	40	
	A. Bleaching		20
	B. Hair Coloring		50
11	Scalp and Hair Treatments	5	20
12	Facials		

	A. Manual	5	10
	B. Hair Coloring	10	15
13	Eyebrow Arching and Hair Removal	10	20
14	Make-Up	15	10
15	Manicuring and Pedicuring		
	A. Water Oil Manicure	5	15
	B. Complete Pedicure	5	10
	C. Artificial Nails	25	
	1. Liquid & Powder Brush-Ons		50 nails
	2. Artificial Nail Tips		50 nails
	3. Nail Wraps and Repairs		20 nails
16	Additional Training (A). May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk, and reception. May also include not more than eight (8) hours credit for field trips. Such field trips shall be under the direct supervision of a licensed cosmetology instructor. Date, time and description of field trip shall be recorded on Student's daily record. (B). All Students shall have completed the specified minimum required hours and operations upon completion of sixteen hundred (1600) hours course. A Proof of Training record shall be issued.	100	

Cosmetician (600 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Cosmetician. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Cosmetician, Facial Specialist, Make-Up technician for T.V./Modeling, Agency, Make-Up Specialist, Chemical Peel Specialist, Hair Removal Specialist, Facialist for Doctors in the field of Reconstructive and Plastic Surgery.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

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 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 facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

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

GRADING PROCEDURE

Student's academic performance is graded four times throughout the program, at the completion of: 300 and 600 clock hours. At each grading period, an average grade, in the scale of 0 to 100, will be calculated with the following weights:

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

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
300 hrs	65
600 hrs	70

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

Scheduled Completion Hours	Required Completed Hours
300	200
600	400
900	600

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetician with a final grade of C (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the state licensure 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 Cosmetician course as described above and passed the licensing exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours: 290
 Total Practical Hours: 310
 Total Hours: 600

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Chemistry	10	
3	Health and Safety/Hazardous Substances	20	
4	Electricity	10	
5	Disinfection and Sanitation	10	10
6	Bacteriology	15	
7	Facials - Manual	20	40
8	Facials - Electrical	30	60
9	Chemical Skin/Peels, Masks, Packs, and Scrubs	20	40
10	Eyebrow Arching/Tweezing	5	10
11	Hair Removal/Waxing and Depilatories	20	40
12	Make-up/Skin Analysis/False Eyelash Application	20	40
13	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (16) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record.	100	

Manicurist (400 Clock Hours)

This program prepares the student for the State Board Examination and for employment in the field of Manicuring. This program is offered as a Clock-Hour program.

POTENTIAL OCCUPATION AFTER COMPLETION:

Manicurist, Pedicurist, Nail Art Specialist.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

1. Classroom lectures on theory
2. Demonstrations by the instructor
3. Supervised practices during clinical sessions
4. Practices on clients

PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

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

ATTITUDES AND 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.

GRADING PROCEDURE

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

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

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

At each grading period, a student must meet or exceed the minimum average grade as outlined below.

Grading Period	Minimum Average Grade
200 hrs	65
400 hrs	70

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

Scheduled Completion Hours	Required Completed Hours
200	134
400	267
600	400

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Manicuring with a final grade of C (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate state licensure 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 Manicuring course as described above and passed the Manicurist Licensing Exam with an overall average of 75%.

SUBJECT OF TECHNICAL INSTRUCTION

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.

Total Theory Hours:	135
Total Practical Hours:	265
Total Hours:	400

	Subject	Minimum Hours Theory	Minimum Operations
1	Cosmetology Act and Board Rules and Regulations	10	
2	Cosmetology Chemistry	10	
3	Bacteriology, Sanitation, and Sterilization, Safety Precautions, Anatomy, and Physiology	20	10
4	Water and Oil Manicures including Hand and Arm Massage	15	40
5	Complete Pedicure, including Foot and Ankle	10	20
6	Application of Artificial Nails A. Liquid and Powder Brush-On B. Nail Tips C. Nail Wraps and Repairs	15 10 5	80 nails 60 nails 40 nails
7	Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (8) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record.	25	
8	Health and Safety/Hazardous Substances	15	

Massage Therapy (600 Clock Hours)

The student enrolled in a massage therapy course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

Minimum Specified Practical Operations Hours:

5	DISINFECTION & SANITATION	20	FACE AND SCALP MASSAGE
25	BASIC SWEDISH MASSAGE	60	SHIATSU APPLICATION
70	CLASSIFICATION OF MASSAGE MOVEMENT	20	BUSINESS PRACTICE/MASSAGE BUSINESS
30	APPLICATION OF MASSAGE TECHNIQUE		
10	INTRODUCTION SYSTEM MASSAGE		

SUBJECT OF TECHNICAL INSTRUCTION: MINIMUM HOURS OF THEORY INSTRUCTION

1.	Health Safety/Hazards/HIV Aids	10
2.	Disinfection/Sanitization	10
3.	Histology/Anatomy/Physiology	110
4.	Ethics/Nutrition/Principle/Techniques	10
5.	Effects, Benefits of Massage	5
6.	Indications and Contraindications Of massage	10
7.	Basic Swedish Massage	20
8.	Basic Shiatsu	20
9.	Aromatherapy	5
10.	Front/Back/Side Channels (Acupressure)	10
11.	Introduction Other System Massage	10
12.	Sports Massage	20
13.	Introduction Holistic Therapy	10
14.	Business Practice/Massage Business	10

Additional training will be given in the following subjects matters:

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

Massage Therapy performance objective:

Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures.

Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Potential Occupations after Completion:

Massage Therapist Specialist, product representative and company demonstrator.

Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all

services to determine any disorders.

Attitudes and appreciation's to be developed:

Appreciate good workmanship common to massage therapists, 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:

Student shall have satisfactorily completed Theory and Operations with an average grade of "C" (70%) or better.

Graduation requirements:

When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

Licensing requirements:

There are No Licensing Requirements. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of Training.

Holistic Practitioner Course (1000 Hours)

The student enrolled in the Holistic Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations covering all practices of a massage therapist specialist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person:

Minimum Specified Practical Operations Hours:

80	Laws & Classification of Massage Movement	50	Application of Massage Techniques
50	Procedure Complete Body Massage	40	Face and Scalp Massage
110	Shiatsu Application & Sport Massage	110	Health Care & Acupressure
40	Business Practices		

SUBJECT OF TECHNICAL INSTRUCTION: MINIMUM HOURS OF THEORY INSTRUCTION

1.	Historical overview of Massage	20
2.	Disinfection/Sanitization	40
3.	Laws, Rules, Regulation & Limitation	30
4.	Human Anatomy, Physiology, Kinesiology	140
5.	Pathology, Effects, Benefits, indication of massage	70
6.	Classification of Massage Movement	20
7.	Application Massage Technique	20
8.	Procedure complete Body Massage	20
9.	Face and Scalp Massage, Health Care	20
10.	Shiatsu application and Hydrotherapy	40
11.	Sport Massage and Acupressure	80
12.	Business Practice	20

Additional training will be given in the following subjects matters:

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

Holistic performance objective:

Acquire knowledge of laws and rules regulating California establishment’s practices and understand procedures.

Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Potential Occupations after Completion:

Massage Specialist, Practitioner in Holistic Massage and product representative and company demonstrator.

Skills to be developed:

Use of Proper implements relative to all massages procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders.

Attitudes and appreciation’s to be developed:

Appreciate good workmanship common to massage practitioners, 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:

Student shall have satisfactorily completed Theory and Operations with an average grade of “C” (70%) or better.

Graduation requirements

When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of “C” (70%) or better he or she is awarded a diploma certifying his or her graduation.

Licensing requirements:

There is No Licensing Requirements. Every city has an application process that varies from city to city. Massage Therapist certificate will be granted by California Associate Massage Therapy Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Therapy course as described above and provided the Massage Therapy proof of Training.