

SCHOOL CATALOG

"To provide quality education in the field of cosmetology, prepare the graduate for state licensure, and help the licensee launch a rewarding career in the beauty industry."

REDONDO BEACH BEAUTY COLLEGE

2205 W. Artesia Boulevard
Redondo Beach, CA 90278

Phone: (310) 370-7464 Fax: (310) 370-8227

RedondoBeachBeautyCollege.com

Effective: 1/01/2012 – 12/31/2012

IMPORTANT

Any questions a student may have regarding this Student Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education (BPPE)
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
Phone: (888) 370-7589 Fax: (916) 263-1897
E-mail: bppe@dca.ca.gov

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site: www.bppe.ca.gov

Be informed that Redondo Beach Beauty College has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no 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.).

This catalog is updated annually and reflects all information of the approved curricular programs of Redondo Beach Beauty College to provide students and other interested persons prior to enrollment as required by Education Code 94909.

Any concern regarding this School Catalog may be directed to:

Redondo Beach Beauty College
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www.RedondoBeachBeautyCollege.com

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WELCOME

Dear Student:

Welcome to Redondo Beach Beauty College. We've been training young people in the exciting field of cosmetology since 1992 and it is a special pleasure to have you join here. You are entering a field that will provide you an opportunity for building a successful career in the beauty industry.

At Redondo Beach Beauty College, we offer you the classroom instruction and practical training to pass the State Board of Barbering and Cosmetology examination. At the school you'll learn how to be a successful beautician and a salon operator and pick up the fundamentals of business management. This requires hard work, dedication, and desire to succeed on your part. The degree of your success will depend on the effort you're willing to apply during the course of your training.

We'd like to invite all prospective students interested in the beauty and related arts career to visit the school. We're conveniently located on a main thoroughfare in Redondo Beach. Come in and see our student facilities, meet with the teaching staff, and consider the many advantages that our school has to offer. We'll be pleased to answer all of your questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Vijay Fadia', written over a horizontal line.

Vijay Fadia
President/Owner

MISSION STATEMENT

It is the mission of Redondo Beach Beauty College (RBBC) to provide quality education in the field of cosmetology, prepare the graduate for state licensure, and help the licensee launch a rewarding career in the beauty industry.

EDUCATIONAL OBJECTIVES

Our objective is to provide each enrolled student with a high-quality education and practical training in an environment conducive to learning all the basic skills necessary to pass the state licensing exam and become employable in the cosmetology field. The licensee should be able to function effectively and gain entry-level employment in one of the many specialty areas, such as hair stylist, hair colorist, manicurist, makeup artist, cosmetician, or beauty salon operator. Many successful and dedicated beauticians go on to become salon operators, managers, or owners.

Students are provided structured instruction based on the board-approved curriculum in a modern school facility where they acquire hands-on experience and the knowledge and techniques necessary to become a licensed professional. Students are encouraged to utilize the resource library which can supplement their learning experience. The school simulates salon conditions to help the students "learn-by-doing," with modern equipment and a variety of supplies that help enhance the student's product knowledge. Our objective is to help the student become "salon-ready" for an entry-level position in the beauty industry.

Redondo Beach Beauty College's faculty provides theory and practical lessons in the classroom and on the floor. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise in virtually all cosmetology, manicuring, massage, and skin-care professions.

COSMETOLOGY PROFESSION

Hairdressers, hairstylists, and cosmetologists offer a wide range of beauty services, such as shampooing, cutting, coloring, and styling of hair. They may advise clients on how to care for their hair at home. In addition, cosmetologists may be trained to give manicures, pedicures, and scalp and facial treatments; provide makeup analysis; and clean and style wigs and hairpieces.

A number of workers offer specialized services. Manicurists and pedicurists, called nail technicians in some States, work exclusively on nails and provide manicures, pedicures, polishing, and nail extensions to clients. Another group of specialists is skin care specialists, or estheticians, who cleanse and beautify the skin by giving facials, full-body treatments, and head and neck massages, as well as apply makeup. They also may remove hair through waxing or, if properly trained, with laser treatments. Finally, in larger salons, shampooers specialize in shampooing and conditioning hair.

In addition to working with clients, personal appearance workers may keep records of hair color or skin care regimens used by their regular clients. A growing number actively sell, hair, skin, and nail care products. Barbers, cosmetologists, and other personal appearance workers who operate their own salons have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

WORK ENVIRONMENT

Many full-time barbers, cosmetologists, and other personal appearance workers put in a 40-hour week, but longer hours are common, especially among self-employed workers. Work schedules may include evenings and weekends, the times when beauty salons and barbershops are busiest. Many workers, especially those who are self-employed, determine their own schedules. In 2008, about 29 percent of barbers, hairstylists and cosmetologists worked part time, and 14 percent had variable schedules.

Barbers, cosmetologists, and other personal appearance workers usually work in clean, pleasant surroundings with good lighting and ventilation. Most work in a salon or barbershop, although some may work in a spa, hotel, or resort. Good health and stamina are important, because these workers are on their feet for most of their shift. Prolonged exposure to some hair and nail chemicals may cause irritation, so protective clothing, such as plastic gloves, or aprons, may be worn.

QUALIFICATIONS

Successful personal appearance workers should have an understanding of fashion, art, and technical design. They also must keep a neat personal appearance and a clean work area. Interpersonal skills, image, and attitude play an important role in career success. As client retention and retail sales become an increasingly important part of salons' revenue, the ability to be an effective salesperson becomes ever more vital for salon workers. Some cosmetology schools consider "people skills" to be such an integral part of the job that they require coursework in that area. Business skills are important for those who plan to operate their own salons.

ADVANCEMENT

Advancement usually takes the form of higher earnings, as barbers and cosmetologists gain experience and build a steady clientele. Some barbers and cosmetologists manage salons, lease booth space in salons, or open their own salons after several years of experience. Others teach in barber or cosmetology schools or provide training through vocational schools. Still others advance to other related occupations, such as sales representatives for companies that sell salon-related products, image or fashion consultants, or examiners for State licensing boards.

EMPLOYMENT

Barbers, cosmetologists, and other personal appearance workers held about 821,900 jobs in 2008. Of these, barbers and cosmetologists held 684,200 jobs, manicurists and pedicurists 76,000, skin care specialists 38,800, and shampooers 22,900.

Most of these workers are employed in personal care services establishments, such as beauty salons, barber shops, nail salons, day and resort spas. Others were employed in nursing and other residential care homes. Nearly every town has a barbershop or beauty salon, but employment in this occupation is concentrated in the most populous cities and States.

About 44 percent of all barbers, cosmetologists, and other personal appearance workers are self-employed. Many of these workers own their own salon, but a growing number of the self-employed lease booth space or a chair from the salon's owner.

In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the salon owner, who is responsible for utilities and maintenance of the building.

JOB OUTLOOK

Overall employment of barbers, cosmetologists, and other personal appearance workers is projected to grow much faster than the average for all occupations. Opportunities for entry-level workers should be favorable, while job candidates at high-end establishments will face keen competition.

Personal appearance workers will grow by 20 percent from 2008 to 2018, which is much faster than the average for all occupations.

Employment trends are expected to vary among the different occupational specialties. Employment of hairdressers, hairstylists, and cosmetologists will increase by about 20 percent, while the number of barbers will increase by 12 percent. This growth will primarily come from an increasing population, which will lead to greater demand for basic hair services. Additionally, the demand for hair coloring and other advanced hair treatments has increased in recent years, particularly among baby boomers and young people. This trend is expected to continue, leading to a favorable outlook for hairdressers, hairstylists, and cosmetologists. Employment of shampooers will grow by 15 percent, as many cosmetologists and barbers are able to perform shampooing services, as well.

Continued growth in the number of full-service spas and nail salons will also generate numerous job openings for manicurists, pedicurists, and skin-care specialists. Estheticians and other skin-care specialties will see large gains in employment, and are expected to grow almost 38 percent, primarily due to the popularity of skin treatments for relaxation and medical well-being. Manicurists and pedicurists meanwhile will grow by 19 percent.

EARNINGS

Median hourly wages in May 2008 for hairdressers, hairstylists, and cosmetologists, including tips and commission, were \$11.13. The middle 50 percent earned between \$8.57 and \$15.03. The lowest 10 percent earned less than \$7.47, and the highest 10 percent earned more than \$20.41.

While earnings for entry-level workers usually are low, earnings can be considerably higher for those with experience. A number of factors, such as the size and location of the salon, determine the total income of personal appearance workers. They may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell.

In addition, some salons pay bonuses to employees who bring in new business. For many personal appearance workers, the ability to attract and hold regular clients is a key factor in determining earnings.

Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation do not enjoy such benefits. Some personal appearance workers receive free trial products from manufacturers in the hope that they will recommend the products to clients.

Source: U.S. Bureau of Labor Statistics, May 2010.

FACILITIES

Redondo Beach Beauty College is situated on 2205 W. Artesia Blvd., Redondo Beach, Calif. and occupies 4,880 square feet of commercial space that can accommodate 168 people at any one time. Our school is on the main boulevard of the city of Redondo Beach, just 1.5 miles from the ocean, and in walking distance of a post office, a supermarket, library, gas station, and several restaurants. Public buses stop every fifteen minutes right in front of the school allowing for each access to those who have no alternative modes of transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student break room. Redondo Beach Beauty College is equipped with modern furniture, fixtures, and latest beauty products to assure students the optimal learning experience. The school is fully compliant with all fire, safety and health regulations.

Redondo Beach Beauty College employs bilingual instructors proficient in either English and Spanish or English and Vietnamese to better serve the majority of the diverse local community.

NONDISCRIMINATORY POLICY

Redondo Beach Beauty College does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, age, medical condition, mental and physical disabilities, marital status, and sexual orientation, in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment in the school's programs and activities.

HANDICAPPED STUDENTS

This school offers programs for handicapped students depending on the physical ability of the handicapped student. RBBC does not discriminate against qualified individuals with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, other students, or employees.

BUSINESS HOURS

Hours of Instruction: Tuesday – Friday from 8:30 am – 7:30 pm
Saturday from 8:30 am – 5:00 pm

Office Hours: Tuesday – Saturday from 8:30 am – 5:00 pm

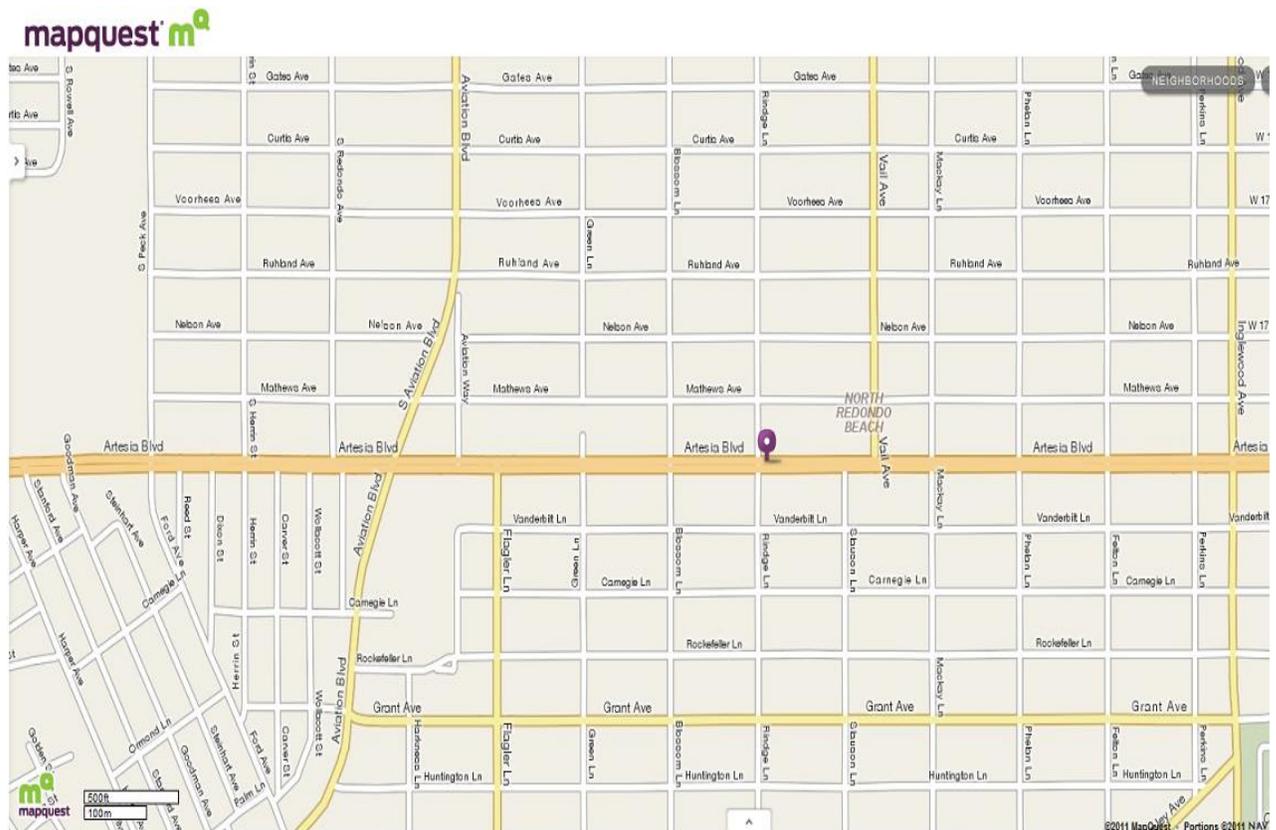
CALENDAR/HOLIDAYS

RBBC is closed on Sundays and Mondays, and on following holidays: Memorial Day, Labor Day, the week of Fourth of July, Thanksgiving Day, and days between Christmas and New Year. A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change days of holidays with prior notice.

CLASS SCHEDULES

Day and evening classes for Cosmetology, Manicuring, Esthetician, and Teacher Training courses start weekly, every Tuesday. Flexible schedules are available for full-time, part-time, and evening classes. Your schedule will be determined based on the specific program you choose.

Orientation classes for day students are held every Tuesday morning between 9:00 a.m. to 10:00 a.m. Evening student orientation is held between 2:00 p.m. to 3:00 p.m. All new students, transfers and re-enrollment students are required to attend orientation prior to beginning the class.



SCHOOL'S PHYSICAL FACILITIES

Classrooms – There are seven classrooms equipped with computers, overhead projector, LCD projector, television set and VCR.

Skills Laboratory – There are two skills lab with mannequins, adequate supplies and equipment for skills.

Office Rooms – The school has offices for the President/CEO, Operations Manager, Financial Aid Officer, Supervising Instructor, Records keeper, and reception area for clients.

Library – This provides books, journals, periodicals, newspapers, online reference resources, CD-ROMS, videotapes, and computer workstations for online access and research and other audio-visual learning devices.

Student Learning Resource Center – Used for tutorial services and counseling

Records Room – Contains storage cabinets for keeping student records.

Break Room – This room provides microwaves, refrigerator, and water dispenser.

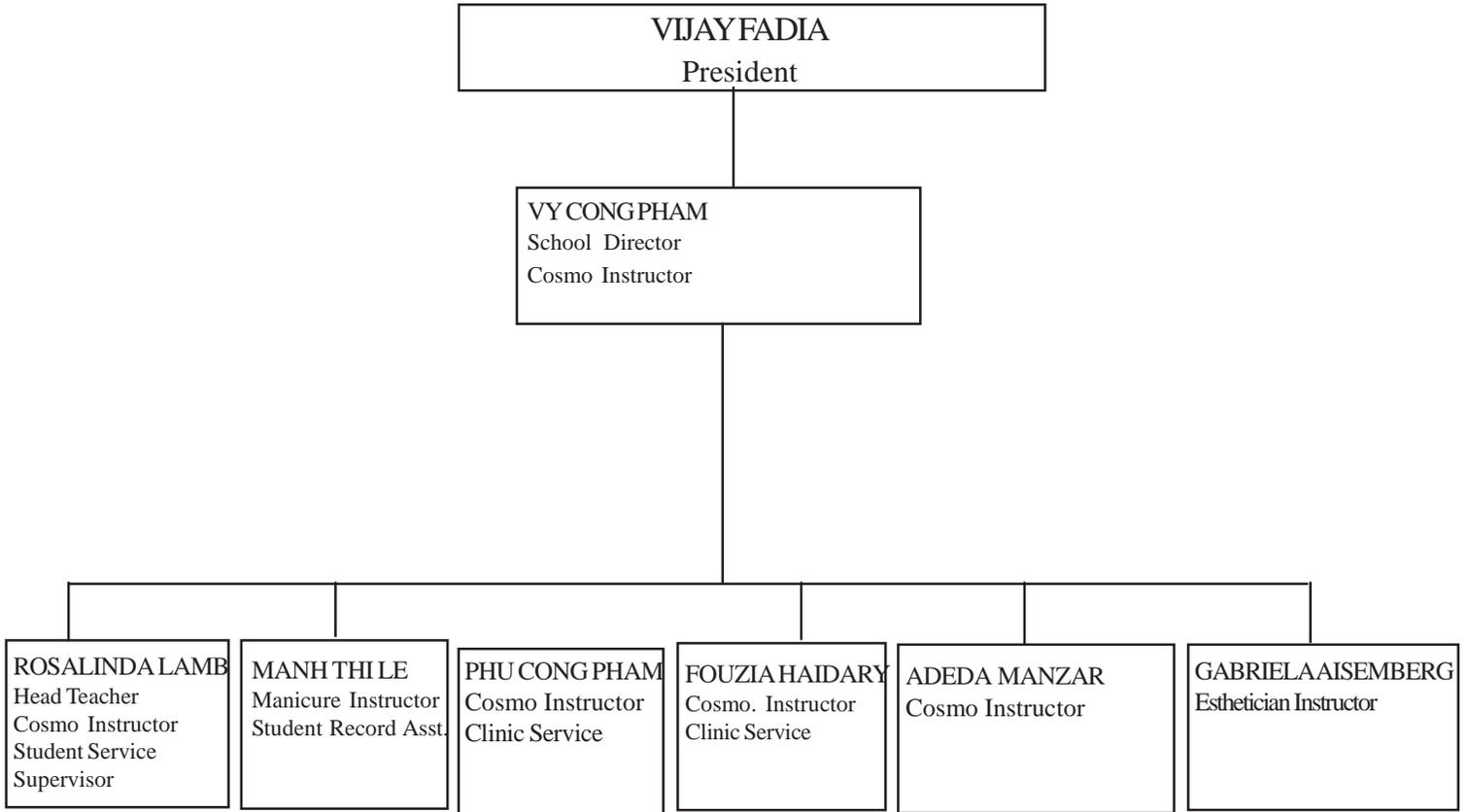
Housing – The school has no dormitory facilities under its control for its students nor does it have any information concerning the availability and cost range of the housing in the surrounding area. The school has no responsibility to find or assist a student in finding housing.

FACULTY AND ADMINISTRATION

- Vijay Fadia
President/Owner
- Vy Cong Pham
Cosmetology License # KK 326605
Teaching Credential License # 12056364
School Director
Cosmetology Instructor
- Rosalinda H. Lamb
Cosmetology License # KB 39550
Supervisor Instructor
Cosmetology Instructor
- Manh Thi Le
Esthetician License # Z 61762
Manicurist License # M 120898
Manicure Instructor
Student Record Asst.
- Phu Cong Pham
Cosmetology License # KK 472676
Cosmotolgy Instructor
Clinic Service
- Fouzia Haidary
Cosmetology License # KK 133728
Cosmotolgy Instructor
Clinic Service
- Adeda Manzar
Cosmetology License # KK 127011
Cosmotolgy Instructor
- Gabriela Aisemberg
Esthetician License # Z 83653
Esthetician Instruc

REDONDO BEACH BEAUTY COLLEGE

Organizational Chart



APPROVAL DISCLOSURE STATEMENT

Redondo Beach Beauty College (RBBC) is approved to operate in California by the Bureau for Private Postsecondary Education (BPPE). (School Code: 1906781) The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions; it does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be renewed every three years and is subject to continuing review. The Bureau has approved the following programs:

- Cosmetology: 1600 Clock Hours
- Manicuring: 400 Clock Hours
- Esthetician: 600 Clock Hours
- Teacher Training: 600 Clock Hours

The California Board of Barbering and Cosmetology (BBC) sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations. (Board School Code: #00536)

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to higher management.

Unresolved complaints may be directed to:

Bureau for Private and Postsecondary Education
P. O. Box 980818
West Sacramento, CA 95798-0818
Phone: (888) 370-7589 Fax: (916) 263-1897
Email: bppe@dca.gov

Board of Barbering and Cosmetology
P. O. Box 944226
Sacramento, CA 94244-2260
Phone: (800) 952-5210 Fax: (916) 575-7281
Website: Barbercosmo.ca.gov

ADMISSIONS POLICY

We invite all prospective students to visit Redondo Beach Beauty College and meet with the admissions representative to discuss their personal goals, education and career plans. As a prospective beautician, you'll get an overview of the programs, cost and duration of each program, and various options available to you. You'll be given a copy of the school catalog and a tour of the facility. You'll be able to meet with faculty and other students and your questions will be answered by a school representative.

We want to enroll students who have the education and aptitude to succeed in the beauty industry. We realize this is an important career choice and we want you to have all the information you need to make the right decision. On our part, we want to ensure that each student admitted has the desire and educational background to successfully complete the program, obtain the license, and then find suitable employment in the beauty industry.

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

ADMISSION REQUIREMENTS:

1. **If you're at least 17 and possess a high school diploma, you must:**
 - a. Visit the school and meet with the admissions representative;
 - b. Provide a copy of your high school diploma, GED, or your California State Proficiency Test scores;
 - c. Provide valid Social Security card;
 - d. Provide driver's license or a government-issued photo identification card;
 - e. Pass the Career Programs Assessment Test (CPAt) with the following minimum scores Language Usage-42. Reading-43 and Numerical-41. For Vietnamese Manicure program applicants: Must pass Student Aptitude Test with a minimum score of 70%.

2. **If you do not have a high school diploma or its equivalent, you must:**
 - a. Be at least 17 years old;
 - b. Have completed 10th grade education or its equivalent;
 - c. Visit the school and meet with the admissions representative
 - d. Provide a valid Social Security card;
 - e. Provide driver's license or a government-issued photo identification card.
 - f. Pass the Career Programs Assessment Test (CPAt) with the following minimum scores Language Usage-42. Reading-43, and Numerical-41. For Vietnamese Manicure program applicants: Must pass Student Aptitude Test with a minimum score of 70%.

3. **If you're at least 18, an immigrant to the United States, and have completed high school or its equivalent in your country of origin, you must:**
 - a. Have your high school transcript evaluated by an independent agency to ensure that it is equivalent to California high school diploma
 - b. Have completed 10th grade education or its equivalent;
 - c. Visit the school and meet with the admissions representative
 - d. Provide a valid Social Security card;
 - e. Provide driver's license or a government-issued photo identification card.
 - f. Pass the Career Programs Assessment Test (CPAt) with the following minimum scores

Language Usage-42, Reading-43, and Numerical-41. For Vietnamese Manicure program applicants: Must pass Student Aptitude Test with a minimum score of 70%.

ENGLISH LANGUAGE PROFICIENCY

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance.

Applicants whose native language is not English are evaluated based on the results of English proficiency content of the Entrance Test and interview conducted by the Program Director.

Applicants needing assistance with English speaking, reading, and writing skills may take advantage of English as a Second Language classes often offered at local adult learning centers.

PRIVACY AND DISCLOSURE OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents or guardians of dependent minors certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory

information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

GRADUATION REQUIREMENTS

To receive a diploma from the Redondo Beach Beauty College, you must:

1. Successfully complete the hours required for course curriculum;
2. Complete satisfactory attendance records;
3. Achieve satisfactory academic grades for exams and work (See SAP Policy described in catalog.);
4. Complete all work projects;
5. Pay all tuition and other fees and charges.

EXTRA – INSTRUCTIONAL CHARGES

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$15 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made.

MAKE-UP WORK

Students requiring to make-up projects, quotes or testes must do do before the end of their phase. Failure to comply will result in receiving an "O" for that assignment.

LICENSING REQUIREMENTS

The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a cosmetologist, barber, esthetician or manicurist must first complete the state-required curriculum at an approved school and then pass the state licensing exam. We assist our graduates find entry-level positions in the beauty industry although we do not guarantee employment.

BACKGROUND CHECKS

The application for examination by the Board of Barbering and Cosmetology requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, or of any state or local jurisdiction, or of any foreign country to determine a student's eligibility to obtain a beautician's license. Individuals who have been convicted of a crime can still apply to take the examination but the Board will request documents relating to the conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any criminal conviction will prevent the person from obtaining the required State Board license. For more information about state licensure requirements, an individual should contact the Board as follows:

Board of Barbering and Cosmetology
P. O. Box 944226
Sacramento, CA 94244-2260
Phone: (800) 952-5210 Fax: (916) 575-7281

www.barbercosmo.ca.gov

PROGRAM DESCRIPTION, TUITION, AND OTHER CHARGES

Cosmetology (1600 hours, 43-80 weeks)

The curriculum for students enrolled in the Cosmetology program consists of 1600 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. The course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

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

Esthetician (600 hours, 16-30 weeks)

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

- Learn the procedures, terminology, and proper use of implements in performing all Esthetician services.
- Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
- Learn the application of daytime and evening makeup including the application of individual and false strip eyelashes.
- Learn the proper procedure of plain and electrical facials.

Manicuring (400 hours, 11-20 weeks)

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Technical Instruction and Practical Operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

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

- Develop the knowledge of safety precautions in the use of manicure, pedicure, and artificial nails.

Teacher Training (600 hours, 16-30 weeks)

The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology including instruction on creating lesson plans, presenting a lesson on a white board, and setting up a demonstration.

- Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures and tests that will ensure student comprehension and will instill the will to learn in even the most difficult student.
- Develop a course content reflecting a comprehensive, correlated unit of study.
- Develop instructional materials that will facilitate set-up and preparation of class.
- Develop supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

SCHEDULE OF CHARGES

	Cosmetology	Manicure	Esthetician	Instructor Training
Tuition	\$4000.00	\$600.00	\$1500.00	\$1500.00
Registration*	100.00	100.00	100.00	100.00
STRF*	2.50	.50	1.50	1.00
Practice Kit and Books*	415.00	215.00	415.00	200.00
Uniforms*	50.00	50.00	50.00	50.00
Total Charges	\$4,567.50	\$965.50	\$2,066.00	\$1,851.00

*Non-refundable

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF THE STUDENT OBTAINS A LOAN TO PAY FOR AN EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY TO REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND.

NOTE: At present Redondo Beach Beauty College does not participate in any federal and/or state financial aid programs. The school does not provide visa services to foreign students nor does it vouch for student status and any associated charges.

PAYMENT TERMS

Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$15.00 per hour, payable in advance until graduation. The school may charge a \$10.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit

card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a full refund of charges paid, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

To obtain a refund, the student must provide a written notice to Redondo Beach Beauty College, 2205 W. Artesia Blvd., Redondo Beach, CA 90278.

If the institution gave the student any equipment, the student shall return the equipment within 30 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 30 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

To cancel the contract for school mail or deliver a signed and dated copy of cancellation notice, or any other written notice to:

Redondo Beach Beauty College

2205 W. Artesia Blvd., Redondo Beach, CA 90278

"NOTICE OF STUDENT RIGHTS"

1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class sessions as described in the Notice of Cancellation form that will be given to you at the first class you go to: A different cancellation policy applies for home study or correspondence courses. 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 another copy.
2. 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. 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.

"NOTICE OF CANCELLATION"

(Date)

"You may cancel this contract for school, without any penalty or obligation by the date stated below."

"If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice."

"But if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total

amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment."

"To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice to:

Redondo Beach Beauty College
2205 W. Artesia Blvd. Redondo Beach, CA 90278
Phone (310) 370-7464
Fax: (310) 370-8227

"Not later than _____ (Enter midnight of the date that is the fifth business day following the day of the first class or the day the first lesson was received; or, if the program is fifty or fewer days, midnight of the date that is one business day for every 10 days of scheduled program length, rounded up for any fractional increment thereof; or, if the lesson was sent by mail, the eighth business day following the day of mailing, whichever is applicable.)

"I cancel the contract for school.

Date

Student's Signature

Print Complete Name

The cancellation may be effectuated by providing a written notice or by your conduct, including, but not necessarily limited to, your lack of attendance.

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

The institution shall also provide a pro rata refund of nonfederal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

REFUND POLICY

A registration fee of \$100.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance.

Official withdrawal date is on the student's notification or school's determination.

Refund Calculation Worksheet Example: The following table outlines the refund due based on percentage of training completed, using scheduled hours, assuming you paid following:

Total Tuition	Less Registration fee	Less Kit/books	Less STRF fee + other fee	Tuition Cost
\$4,467.50	\$100.00	\$415.00	\$52.50	\$4,000.00

Tuition Cost	Hours in Course	Hourly charge	Tuition Paid	Hours attended	Tuition owed	Refund due
\$4,000.00	1600 Hours	\$2.50	\$4,000.00	600 Hours	\$1,500.00	\$2,500.00

STUDENT TUITION RECOVERY FUND (STRF)

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 program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Determination of Withdrawal Date from School

The school will determine that a student is no longer enrolled on the earliest of:

1. The date the student notifies the school of his/her intent to withdraw from school.
2. The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies.
3. If the student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed to have withdrawn even if he/she has informed the school that he/she is not withdrawing. For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of the three-week period.
4. If a student does not return or call from the student's leave of absence within 72 hours of the student's expected return, the student shall be considered terminated. 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 school that the student will not be returning.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 950, 1250, 1600 clocked (schedule) hours
Esthetics	300, 600 clocked (schedule) hours
Manicure	200, 400 clocked (schedule) hours
Teacher Training	300, 600 clocked (scheduled) hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met

the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Maximum Time Frame

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

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full time, 37.5 hrs/wk) - 1600 Hours	64 Weeks	2400
Cosmetology (Part time, 20 hrs/wk) - 1600 Hours	120 Weeks	2400
Esthetics (Full time, 37.5 hrs/wk) - 600 Hours	24 Weeks	900
Esthetics (Part time, 20 hrs/wk) - 600 Hours	45 Weeks	900
Manicure (Full time, 37.5 hrs/wk) - 400 Hours	16 Weeks	600
Manicure (Part time, 20 hrs/wk) - 400 Hours	30 Weeks	600
Teacher Training (Full time, 37.5 hrs/wk) - 600 Hours	24 Weeks	900

The maximum time allowed for transfer students who need less than the full requirements or part-time students will be determined based on 67% of the scheduled hours.

Academic Progress Evaluations

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

- 93 - 100 EXCELLENT
- 85 - 92 VERY GOOD
- 70 - 84 SATISFACTORY
- 69 or BELOW STANDARDS - UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress will be placed on warning and probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress

by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

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

ATTENDANCE POLICY

The student is expected to attend every meeting of all classes. Disregard of this policy may result in

dismissal from the program according to the following policy:

1. Attendance and punctuality is expected in all classes and practical training.
2. Absence is defined as not being present or arriving more than 50 minutes late. If a student arrives after 50 minutes, he/she will be sent home and a day's attendance must be made-up.
3. Absences may make it impossible for a student to meet course objectives and may result in failing the course.
4. A tardy is defined as arriving 5 minutes after the scheduled time for class and/or up to 50 minutes past the start of the class (students who arrive 51 minutes late are absent). Three tardies equal one absence. Tardiness is unacceptable and the student may be dropped from the program.
5. All absences for theory and/or practical training must be made-up.
6. Instructors will issue advisories for theory/clinical absences and tardies. It is the student's ultimate responsibility to keep records of his/her clinical, theory absences and/or tardies.
7. Objectives that have been missed because of absences will have to be met before the student progresses to the next term. Arrangements have to be made with the instructor and approved by the Program Director.
8. Absences and tardiness will be evaluated on a student-by-student basis as to whether the student will be retained or dismissed from the program.
9. There are no excused absences. All absences are to be made up. The student will make this arrangement with the instructor or Program Director. All absences and make-up days must be documented. However, absences will remain on record.
10. Contagious illnesses, the demise of a family member, and other unforeseen circumstances causing absences will be taken into consideration for student retention.

DRESS CODE POLICY

Students are required to conform to the uniform policies of Redondo Beach Beauty College. Any need for variation from regulation uniform must be discussed and approved by the Program Director.

1. Students must be in full uniform during class and in practical training. Uniforms must clean and wrinkle-free.
2. Each student must maintain the appearance of their uniforms.
3. Hair is to be neat, clean, and off the collar. Hair capable of falling forward is not Acceptable. Hair accessories are to be plain, small, and match the hair color. Beards/mustaches are to be neat and well groomed.
4. Tattoos must be covered with school uniform or white undergarment. Body piercing accessories are not allowed in the class.
5. Student ID badge is to be visible when worn in class.
6. Beepers/cell phones may not be utilized in the classroom without the consent of the instructor unless there's an emergency.
7. Gum chewing is not allowed in the class.

ACADEMIC HONOR CODE

CHEATING

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

1. The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor and/or lab administrator. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.

2. Looking at another student's exam or using another's exams, assignments, or other work, or allowing another student to do so.
3. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for one's self.
4. Altering grades, class work, and resubmitting that work for reconsideration.
5. Engaging in any kind of unauthorized assistance or communication with another person during an exam.
6. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work

PLAGIARISM

1. Plagiarism is the inclusion in total or part of another's words, ideas, work, material, or data as one's own. Plagiarism includes, but is not limited to:
2. Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one's own work.
3. Copying, using or borrowing another's ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc., and submitting it as one's own work or allowing another student to do so.
4. Submitting as one's own work, work prepared by others or prepared in collaboration with others.
5. Reproducing another's work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

FALSIFICATION/FABRICATION

Any act of inventing or altering information in order to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

1. Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
2. Falsifying signatures on required forms or other academic records.
3. Using another person's identification, falsifying one's identification, or representing one's self as another person. Changing official academic records or documents without proper authorization.

Student will receive a failing grade on the examination or the course for failing to comply with the academic code.

STANDARDS FOR STUDENT CONDUCT

(California Code of Regulations, Title 5, Article 2, Section 41301)

Redondo Beach Beauty College is committed to maintaining a safe and healthy working and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate sanctions.

STUDENT RESPONSIBILITIES

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to

contribute positively to student and school life.

UNACCEPTABLE STUDENT BEHAVIORS

Following unacceptable behaviors are subject to disciplinary sanctions:

1. Dishonesty, including:
 - a) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage;
 - b) Furnishing false information to a school official, faculty member, or campus office;
 - c) Forgery, alteration, or misuse of a school document, key, or identification instrument;
 - d) Misrepresenting one's self to be an authorized agent of the school or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of school property
3. Willful, material and substantial disruption or obstruction of a school-related activity, or any on-campus activity.
4. Participating in an activity that substantially and materially disrupts the normal operations of the school, or infringes on the rights of members of the school community.
5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus school-related activity.
6. Disorderly, lewd, indecent, or obscene behavior at a school-related activity, or directed toward a member of the school community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051: "Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section."
9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs.
10. Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school-related activity.
11. Theft of property or services from the school community, or misappropriation of school resources.
12. Unauthorized destruction, or damage to school property or other property in the school community.
13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals on campus or at a school-related activity.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. Misuse of computer facilities or resources, including:
 - a) Unauthorized entry into a file for any purpose;
 - b) Unauthorized transfer of a file;
 - c) Use of another's identification or password;
 - d) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the school community
 - e) Use of computing facilities and resources to send obscene or intimidating and abusive messages;
 - f) Use computing facilities and resources to interfere with normal school operations;

- g) Use of computing facilities and resources in violation of copyright laws.
 - h) Violation of a campus computer use policy.
16. Violation of any published school policy, rule, regulation or presidential order.
 17. Failure to comply with directions of, or interference with, any school official or any public safety officer while acting in the performance of his/her duties.
 18. Any act chargeable as violation of a federal, state, or local law that poses a substantial threat to the safety or well being of members of the school community, to property within the school community or poses a significant threat of disruption or interference with school operations.
 19. Violation of the Student Conduct Procedures, including:
 - a) Falsification, distortion, or misrepresentation of information related to a student disciplinary matter;
 - b) Disruption or interference with the orderly progress of a student disciplinary proceeding;
 - c) Initiation of a student disciplinary proceeding in bad faith;
 - d) Attempting to discourage another from participating in the student disciplinary matter;
 - e) Attempting to influence the impartiality of any participant in a student disciplinary matter;
 - f) Verbal or physical harassment or intimidation of any participant in a student disciplinary matter;
 - g) Failure to comply with the sanction(s) imposed under a student disciplinary proceeding.
 20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the school while a disciplinary matter is pending.

MINOR STANDARD VIOLATIONS

Minor violations include assigned area violations, property misuses, client service violations, unprofessional behavior, and any disruptive behaviors determined by instructors and/or the Director of Education as interrupting or preventing the regular operation of the school or interrupting or preventing the education of other students.

Any time during the student's program the violation of a minor standard may result in disciplinary actions, and repeated violations may result in suspension from the school or termination.

MINOR STANDARD SUSPENSION

Students who are suspended by the Director of Education have up to 3 days to provide the Director documentation that the stipulations have been met. Once the Director of Education has agreed that the student is prepared to comply with the professional standards of the school, the student may return to school; however, a record of suspension will be recorded in the student's permanent file. While a student is suspended, no clock hours may be earned, and tuition charges are suspended. If a student on suspension fails to respond in 3 days, the student is automatically terminated.

MAJOR STANDARD VIOLATIONS

Major standards include using controlled substances/alcohol, defacing or destroying property, possession of concealed weapons, stealing, and falsifying documents, committing fraud, abusing and/or causing physical harm to others and violating local, state and/or federal laws. At anytime during a student's program, the violation of a major standard will result in termination.

COMPREHENSIVE EXIT EXAM

Comprehensive exit exam will be given to assess the student's ability to successfully pass the Board of

Barbering and Cosmetology exam. Successful completion of the comprehensive exit exam is required to complete the program.

Students are required to take the comprehensive exit exam at the completion of the course. If a student fails the exit exam, remediation process will be offered and the student will be given another chance to take the exit exam within 30 days.

DISMISSAL POLICY

1. Dismissal may be initiated if a student fails to meet the terms of any warning and/or probation, i.e., academic, attendance.
2. Displays inappropriate behavior.
3. An instructor may recommend dismissal at any time that he or she feels that student problem or situation has seriously jeopardized a client, violated a safety principle, or interfered with the welfare of the school or clinical site.
4. If a student commits a serious infraction during practical training, the instructor will remove a client from the training area. Any student action that places a client in danger is grounds for immediate dismissal.
5. When an infraction occurs on campus the student will be sent to the Program Director's office for evaluation and advisement.

RE-ENROLLMENT POLICY AND PROCEDURE

1. A student may re-enroll and repeat a term in which the student has failed or did not complete provided space is available. Redondo Beach Beauty College will make every possible attempt to allow the applicant to repeat the Term. However, the student must first submit a signed and dated letter to the Program Director detailing why he/she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination. In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and/or progress. The Program Director will make final approval of readmission, as well as the right to test any student for knowledge/skills assessment prior to consideration for readmission. Readmission to the program depends on space availability.
2. All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time-frame allowed (150% of the program scheduled hours).

GRIEVANCE PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the Complaint to the school's accrediting agency, if applicable.

The student's participation in complaints procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

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 toll free or by completing a complaint form, which can be obtained on the Bureau's Internet website www.bppe.ca.gov.

Students may also pursue any resolved complaints with the National Accrediting Commission of Career Arts & Sciences, 4401 Ford Ave.; Suite 1300, Alexandria, VA, Tel. (703)-600-7600. Complaint forms are available through NACCAS. Students are required to try to resolve problems through the institute's complaint procedure prior to filing a complaint with NACCAS. (At present, the institution is a "candidate for accreditation" with NACCAS.) If the student is not satisfied with the decision, the student is referred to the:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400
 Sacramento, CA 95833
 Phone: (888) 370-7589
 Email: bppe@dca.ca.gov

APPEAL POLICY AND PROCEDURE

Rules cannot be written that will apply to every situation in every business. Therefore, any policy established by the school may be appealed due to mitigating circumstances. Anyone wishing to appeal a policy must do so using this form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Indicate which policy is being appealed below. Appeals regarding a SAP must be made within 15 days of the negative determination.

Financial Aid Package SAP Determination Extra Instructional Charges

Other:

Attention Campus Director:

I wish to appeal the decision and/or policy of the school regarding the above indicated matter. The mitigating circumstances and pertinent information relating to the decision or policy are stated below.

Supporting Documentation Attached: YES NO

Student Signature

Parent or Guardian (If applicable)

OFFICE USE ONLY <input type="checkbox"/> APPEAL <input type="checkbox"/> APPEAL DENIED
EXPLANATION OF DECISION:
REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

Campus Director

Date

CREDIT GRANTING POLICY

Redondo Beach Beauty College has not entered into an articulation or transfer agreement with any other college or university.

The institution will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the National Accrediting Commission of Career Arts & Sciences.

Competency-based credit will be granted for knowledge and/or skills acquired through experience. Credit will be determined by written and/or practical examinations.

In order for credit to be considered, the student must:

1. Complete the Credit Granting Request Form.
2. Submit official transcripts of course work.
3. Take and pass the final examination of each course requesting credit.
4. Satisfactorily perform practical skills assessment at the required level.

All students who present previous education related to the program must complete the Credit Granting Request form, even if the student does not want the credit marking the box refusing credit. Coursework from all other institutions, including foreign institutions, require an institution-equivalency report. Previous education relating to the course program taken may be given credits upon presenting an official transcript of record. Hours of credit will be calculated based on hours of equivalency. The school does not give credit for experiential learning.

A maximum of 50% of the program length may be taken from another accredited institution to be considered for transfer.

Request for credit granting and approval must be done and completed before commencing the Program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED

The transferability of credits you earn at Redondo Beach 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 Cosmetology, Manicuring, Esthetician, or Teacher Training programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits, 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 the institution to which you may seek to transfer after attending Redondo Beach Beauty College to determine if your credits, diploma or certificate will transfer.

LEAVE OF ABSENCE POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the institute to perform a refund calculation.

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
 - a. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institute, the student would not have been able to request the LOA in advance.
 - b. The institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institute to be the first date the student was unable to attend the institute because of the accident.
2. Leave of Absence Request Process:
 - a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request For Leave of Absence form from the Program Director.
 - b. The Request For Leave of Absence form must be submitted to the director prior to the Leave of Absence start date.
 - i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
 - ii. Due to varying types of LOAs covered under this policy, verification of need an for LOA may be provided through a multitude of sources.

Examples: court documentation for criminal proceeding in which the student is court ordered to attend; military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.

Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.

- c. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date.

Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.

- d. The Institute reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Program Director. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. The school shall not assess the student any additional institutional charges as a result of the LOA.
6. The school shall grant only one leave of absence within an enrollment period, unless extenuating circumstances can be proved and documented. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. The school shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the school.
9. In the event that the student does not return or call from his/her leave of absence within three days of his/her expected return, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

EMPLOYMENT GUARANTEE DISCLAIMER

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

CANCELLATION OF A PROGRAM BY THE SCHOOL

The school may cancel the enrollment of any student for any of the following reasons:

The student does not meet the Eligibility Requirements as set by the school;
In case of emergency or low enrollment.

The school reserves the right to postpone or reschedule any class or instruction at any time.
Cancellation notice will be given in writing stating the reasons for the action.

COURSE WITHDRAWAL POLICY

Students planning withdrawal from a course should contact the Program Director and submit a completed withdrawal form. Students who do not officially withdraw from a course will automatically receive a grade of "F".

The withdrawal date used to determine the refund is the date the student began the school's withdrawal process, although the school reserves the right to use the last date of attendance at an academically related activity.

The withdrawal date is:

- First, the date the student began the institution's withdrawal process or officially notifies the school of their intent to withdraw; or
- Second, the last known attendance at a documented academically-related activity (i.e., an exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or
- Third, the midpoint of the period for a student who leaves without notifying the institution.

A student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction.

If the non-recipient of Title IV funds has completed more than 60% of the program, he'll not receive any refund. If a Title-IV fund recipient withdraws after 60% (or more) of the program, he/she is considered to have earned all of the federal aid and no repayment is necessary.

STUDENT ADVISEMENT POLICY

The school maintains an "open door" policy for the welfare of the student. Positive and corrective issues are encouraged to be discussed during the advisement meeting whether requested by the student, instructor, or administrator. All advisement forms are required to be signed by both the student and the school. During Evaluation, students are given the opportunity to make comments on their evaluation form. All information will be kept confidential. Advisement is done at least every six weeks or as need

Students are counseled individually, as often as necessary to review the student's progress and adjustment. Students may request additional counseling sessions at any time. Students are given as much personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student and any remedial assignments are made when required.

The School does not maintain professional counselors at the schools on a regular basis but recommend students to seek professional help off campus, however, students who may inquire about professional counseling services will be provided a list of public organizations, religious organizations and governmental agencies where the student may receive additional assistance. The staff is always willing to listen to a student at any time and provide available information But cannot provide professional on-going or long-term counseling for those students needing that type of help, however, Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the school.

EMPLOYMENT PLACEMENT SERVICES

The school provides its graduates with employment assistance with an attempt to place everyone but cannot guarantee employment.

Job placement assistance is provided to graduates and students at no additional charge. Upon

graduation, student's name is recorded in student register and the follow-up process begins. Students are encouraged to return for placement assistance by reviewing the listing of salon seeking employees and the requirements, salary, and other pertinent information as well.

We assist our students in:

1. Exploring a full range of career and work possibilities that match their career goals
2. Preparing job-search competencies and tools to present themselves effectively as candidates for employment such as job search skills, resume writing, interview techniques and career portfolios.
3. Obtaining information on employment opportunities and prospective employers.
4. Connecting with employers through campus interviews, job listings, referrals, networking, publications, and information technology

COSMETOLOGY (1600 Hours)

(CIP #12-0401 - DOT # 332.271-010, SOC # 395010)

The curriculum for students enrolled in the Cosmetology program consists of 1600 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. The course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Course Description: 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 day- time and evening makeup to include the application of individual and strip eyelashes, learn the proper procedure of manicuring including water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps, and nail tips.

Cosmetology Performance Objectives:

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

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
1. The Cosmetology Act and the Program's Rules & Regulations	20	
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin-care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	20	

3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, 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 shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the training period and must be performed before the use of all instruments and equipment.)	20	10
6. Bacteriology, Anatomy, and Physiology.	15	
7. Wet Hair Styling (shall include hair analysis, shampooing, finger waving, pin Curling, comb-outs.)	35	200

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
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	30	40
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 razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
12. Hair Coloring and Bleaching (Also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, beaching, high and low lights, and use the dye removers.	60	50 20
13. Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	5	20

<p>14. Facials</p> <p>A. Manual (shall include cleansing, scientific manipulations, packs, and masks.)</p> <p>B. Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin-care purposes. However, machines capable of producing 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.)</p> <p>C. Chemicals (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, uppermost layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)</p> <p>Preparation: Client consultation, intake procedures, contraindications,</p>	<p>10</p> <p>15</p> <p>15</p>	<p>10</p> <p>15</p> <p>15</p>
<p>15. Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual dipilatories for the removal of superfluous hair.)</p>	<p>10</p>	<p>20</p>
<p>16. Makeup (shall include skin analysis, complete and corrective makeup, lash and brow tinting and the application of false eyelashes.)</p>	<p>15</p>	<p>10</p>
<p>17. Manicuring and Pedicuring</p> <p>A. Water and Oil Manicure (including nail analysis, and hand and arm massage.)</p> <p>B. Complete Pedicure (including nail analysis, and foot and ankle massage.)</p> <p>C. Artificial Nails</p> <p>1) Liquid and Powder Brush-on</p> <p>2) Artificial Nail Tips</p> <p>3) Nail Wraps and Repairs</p>	<p>5</p> <p>5</p> <p>10</p> <p>10</p> <p>5</p>	<p>15</p> <p>10</p> <p>50</p> <p>50</p> <p>40</p>
<p>18. Career Development</p> <p>This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations. Fundamentals of business management are taught in salon management and are incorporated into all the practical classes in theory.</p>	<p><i>taught throughout the program</i></p>	<p><i>taught throughout the program</i></p>

Instructional Methods Used:

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1600) 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 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology

Graduation Requirements:

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

Licensing Requirements:

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology/Manicurist/ Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

ESTHETICIAN (600 Hours)

(CIP #12-0409 - DOT # 332.271-010, SOC # 39-5094)

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Technical Instruction and Practical Training. Instruction will cover the art and science of esthetics from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Course Description: Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, learn the procedures and terminology used in performing all Esthetician services, learn the application of daytime and evening makeup including the application of individual and false strip eyelashes, and learn the proper procedure of plain and electrical facials.

Cosmetology Performance Objectives:

Acquire the knowledge of laws and rules regulating California Esthetic establishment 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, and chemistry, and acquire business management techniques common to Esthetics.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
1. The Cosmetology Act and the Program’s Rules & Regulations	10	
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.)	10	
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	
4. Electricity (shall include the nature of electrical devices, and the various safety precautions used when operating electrical equipment.)	10	

5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the training period and must be performed before the use of all instruments and equipment.)	10	10
6. Bacteriology, Anatomy, and Physiology, Skin Analysis and Conditions.	15	

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
7. Facials A. Manual (shall include skin analysis, cleansing, scientific manipulations, packs, and masks. B. Electrical (shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin-care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) C. Chemical (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only 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). Preparation: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post- operative care, CPR/AED, salon and spa skills.	20 30 30 15	40 60 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 B. Wax and depilatories	5 20	10 40
9. Makeup (shall include skin analysis, complete and corrective makeup, and the application of false eyelashes).	20	40
10. Career Development This section includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax information relating to booth renters, independent contractors, employees, and employers. Fundamentals of business management are taught in salon management and are Incorporated into all the practical classes in theory.	<i>taught throughout the program</i>	<i>taught throughout the program</i>

Instructional Methods Used:

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience which shall include all phases of being an Esthetician.

Graduation Requirements:

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

Licensing Requirements:

Applicant must be 17 years of age or older and have completed the 10th grade. An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 75%.

MANICURING (400 Hours)

(CIP #12-0410 - DOT # 331.674-010, SOC # 39-5093)

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Technical Instruction and Practical Operations. Instruction will cover the art and science of manicuring techniques, nail design, business skills, and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act. Students who diligently attend class full time can complete the 400 hours California state law requires to apply for a Manicuring license examination in as little as ten weeks.

Course Description: Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize 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 the use of manicure, pedicure, and artificial nails.

Manicuring Performance Objectives:

Acquire the knowledge of laws and rules regulating California Cosmetological 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.

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
1. The Cosmetology Act and the Program's Rules & Regulations.	10	
2. Cosmetology Chemistry related to manicuring practices (shall include the chemical composition and purpose of nail care preparation.	10	

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, 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 ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the training period and must be performed before the use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedure detailed in sections 980.1, 980. 2 and 980.3.	20	10
5. Bacteriology, Anatomy and Physiology, and Nail Analysis and Conditions.	10	
6. Water and Oil Manicures (including hand and arm massage.)	15	40
7. Complete Pedicure (including foot and ankle massage.)	10	20
8. Application of Artificial Nails A. Acrylic: Liquid gel and Powder Brush-ons B. Nail Tips C. Nail Wraps and Repairs, and Nail Analysis	15 10 10	80 nails 60 nails 50 nails

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations Hours
9. Career Development Includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records, licensing requirements and regulations, basic tax responsibilities related to independent contractors, booth renters, employees, and employers. Fundamentals of business management are taught in salon management and are incorporated into all the practical classes in theory.	<i>taught throughout the program</i>	<i>taught throughout the program</i>

Instructional Methods Used:

The curriculum for students enrolled in a manicurist/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 the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring.

Graduation Requirements:

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

Licensing Requirements:

Applicant must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has successfully completed and graduated from the Manicurist course as described above and passed the licensing exam with an overall average of 75%

TEACHER TRAINING (600 Hours)

(CIP #12-0413 - DOT # 075.127-010, SOC # 25-1194)

The program consists of 600 clock hours of Theory and Practical Training in teaching the art of cosmetology including instruction on creating lesson plans, presenting a lesson on a white board, and setting up a demonstration.

Course Description: Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, develop lesson plans, outlines, procedures and tests that will ensure student comprehension and will instill the will to learn in even the most difficult student; development of a course content reflecting a comprehensive, correlated unit of study; development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

Teacher Training Performance Objectives:

To help develop the ability to.

1. Teach related information, manipulative operations, and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids, and tests.

SUBJECTS	Theory Hours
1. The Cosmetology Act and the Program's Rules & Regulations.	10
2. Preparatory Instruction	40
A. Instructional techniques: method of instruction; lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning.	30
B. Organization techniques: 4-step teaching method; performance objectives; and learning domains, etc.	60
C. Lesson planning: Subject; title; outlines; development; and visual aids, etc.	10
D. Techniques of evaluation: purpose of tests; types of tests; test administration; scoring and grading, etc.	
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations (shall be conducted under the supervision of a licensed instructor.)	140

<p>4. Supervising and training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.</p> <p>A. Organization techniques: 4-step teaching method: performance objectives; and learning domains, etc.</p> <p>B. Lesson planning: Subject; title; outlines; development; and visual aids, etc.</p>	<p>100</p> <p>50</p> <p>50</p>
<p>5. Career Development</p> <p>Includes professional ethics, decorum, effective communication and human relations, salesmanship, compensation package and payroll deductions, record keeping, client service records and licensing requirements and regulations</p>	<p><i>Taught throughout the program</i></p>

Note: A student enrolled in the Teacher Training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

Prerequisite:

A high school diploma or GED equivalent and a current California Board of Barbering and Cosmetology license as a Cosmetologist, Barber, or Esthetician, and a minimum of 2-1/2 years of technical experience in the industry.

Instructional Methods Used:

The curriculum for students enrolled in a Teacher Training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience, which shall include all phases of being an instructor.

Graduation Requirements:

When a student has satisfactorily completed theory and practical operations required by the program of Barbering & Cosmetology with an average grade of 70% or better the student will be awarded a diploma certifying his or her graduation. The student must possess a high school diploma, and pass the Teacher Training licensing exam with an overall average of 75%.