

*Career Beauty
Academy*

2011 Course Catalog

Licensed School by the

California State Board of Barbering and Cosmetology
2420 Del Paso Blvd., Suite 100
Sacramento, CA 95834
Phone: 800-952-5210 Fax: 916-575-7281
SCHOOL CODE 09012

And

State of California Department of Consumer Affairs
Bureau for Private and Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: 916-431-6959
School Code 3100111

*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. CEC §94909
Careerbeautyacademy.com*

All courses are taught in English only

IMPORTANT CONTACT INFORMATION

**To report an absence, illness or
emergency, please call**

**(916) 726-5577 or
(916) 726-4247**

careerbeautyacademy@gmail.com

Our course catalog is updated annually, every September

****All Student Transcripts will be kept permanently****

This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

**This institution does not offer dormitory facilities or assistance for housing*
This catalog is updated on an annual basis, effective every September*

Table of Contents

Mission Statement.....4
School Owners.....5
General Facilities and Equipment.....6
Cost of Programs.....7
Student Tuition Recovery Fee.....8
Refund Provisions.....9
Student’s Right to Cancel.....9
Approval Disclosure Statements.....11
Approval Courses.....11
Additional Training Agreements.....12
Admissions Policies.....12
Health and Physical Considerations.....13
Courses and Curriculum.....13
Class Start Dates.....15
Class Schedules.....15
School Holidays.....19
Transfer Students.....19
Graduation Requirements.....19
Withholding of Transcripts/Grades.....21
Student Record and Files.....21
Diploma and State Exam Licensing Requirements.....22
Disclosures.....23
Rules of Operation and Student Conduct.....23
Dress Code.....27
General Policies.....28
Satisfactory Academic Progress.....28
Honors Externship Program.....31
Additional Information.....32
Our Student Academic Statistics.....32
Cosmetology Course Description.....33
Esthetics Course Description.....36
Job Placement Policy.....39
Portfolio Preparation.....39
Successfully Looking for a Job.....40
The Job Interview and How to Prepare for it.....42
Sample Resume.....46
Veteran Policy.....48
Grievance Procedures.....49
Student Grievance Form.....50
Notice of Cancellation.....51
Release of Student Information Form.....52
Appeal Policy and Procedure Form.....53
Certification Page.....54
Consumer Guide to Barbering and Cosmetology Services – Insert
Barbering and Cosmetology Act and Regulations – Insert
Board of Barbering and Cosmetology Performance Criteria – Insert

OUR MISSION STATEMENT AND OBJECTIVES

It is our mission and objective of Career Beauty Academy, LLC to provide a quality education for students who will achieve the required talents, skills and knowledge in both the technical and practical portions of the cosmetology and/or esthetics courses so that upon graduation the student will be prepared to pass the written and practical examinations by the California State Board of Barbering and Cosmetology and be successfully prepared to enter the job market as a licensed Cosmetologist or Esthetician.

We foster and improve post-secondary education and training in the cosmetology arts, sciences and related areas of study.

We establish and enforce minimum standards of performance towards ensuring that our private post-secondary school offers, and can be reasonably expected to continue to offer, successful programs to prepare graduates for licensure, certification and employment in and related to areas of cosmetology and esthetics. These areas may include teaching, retail, recruiting, customer service, business and communications as well as practicing cosmetologists and/or estheticians.

It is our objective of Career Beauty Academy to develop desirable work habits, attitudes and pride in workmanship.

It is our objective of Career Beauty Academy to reinforce practical procedures with demonstrations and practice models, clients, and manikins.

While our school cannot guarantee employment for graduates, it is our objective of Career Beauty Academy to help students obtain employment in an entry level position upon graduation and licensing through our training in professionalism and job search skills, our honors externship program and with the aid of our job placement assistance program.

School Owners

Lisa Lee – Owner/Administrator, CEO and CFO – License KK 512958

Elise Viebrock – Managing Member and CAO

Administrative Staff and Faculty

Senior Floor Instructor – Jamie Le Cates – License KK 465568

Experience: Jamie has had 3 prior years of experience as an Education Leader for 2 Schools of Cosmetology in the Sacramento area

Senior Floor Instructor – Sarah Dimmitt – License KK 336378

Experience: Sarah has worked for 3 years as a Phase 3 Learning Leader and Color Specialist in 1 School of Cosmetology in the Sacramento area. She is also a self-employed stylist

Senior Floor Substitute Instructor – Dianna Pettigrew – License KK 522405

Experience: Dianna has been a licensed cosmetologist since January 2011. She has worked as a stylist specialist in 2 salons and as a substitute instructor for Career Beauty Academy since October of 2011

Freshman Instructor – Inga Nelson – License KK 386614

Experience: Inga has had 3 prior years of teaching experience as a State Board Compliance Specialist and Education Leader at 2 Schools of Cosmetology in the Sacramento area

Senior Esthetic Instructor – Ianthia Turner – License Z 53135

Experience: Ianthia has had 3 prior years of esthetic teaching experience as an Education Leader at 1 school in the Sacramento area

Esthetic Instructor Part-time – Michelle Creech – License Z 88728

Experience: Michelle has been employed with Career Beauty Academy for 2 years and is under direct supervision by the Senior Esthetics Instructor; she has also been a make-up specialist for approximately 11 years

Receptionist – Rebecca Ronkar – License KK 423553

Experience: Rebecca has worked as a receptionist for Metropolitan Beauty School, Inc. for 6 years and now with Career Beauty Academy for 3 years

Admissions Coordinator – Bryan Hoshall – License KK 233975

Experience: Bryan has been working for Career Beauty Academy for 3 years; prior to that he worked in sales for Maly's and owned his own hair salon in the Sacramento area for 2 years

Custodian of Student Records and Chief Academic Officer– Elise Viebrock

Experience: Elise has worked with her husband, Jerry Lee as a financial assistant and eventually school director in the Metropolitan Beauty School, Inc. schools since 1984

All instructors are required to maintain current California Board of Barbering and Cosmetology licensing and 16 additional hours of continuing education credits as follows: 12 hours in the field of their study and 4 hours in teaching methodologies each year

Where Class Sessions are Held, General Facilities and Equipment

- ✚ Career Beauty Academy is located at 200 Whyte Avenue, Roseville, CA 95661
- ✚ The building is a two story building remodeled to meet the specifications required for a school of cosmetology and esthetics
- ✚ The first floor of the building is dedicated as the Senior Floor, Pedicure/Manicure area, Esthetics Treatment Room, Reception area, 2 Administrative Offices, & reference books
- ✚ The second floor is dedicated as the Freshman Classroom, Esthetic's Classroom, and Break area
- ✚ The 1st floor houses 44 cosmetology stations, 18 rolling portable stations, 7 shampoo bowls, 6 sit down hair dryers, 3 Pedi spa chairs, 4 manicuring tables, a lab area, a public drinking fountain, 2 bathrooms, and a washer and dryer area
- ✚ The supplies for back bar use are located in the lab area and behind the receptionist station as well as retail products are stored in glass cabinets available for view to the public
- ✚ The Freshman Classroom on the second floor has accommodations for 16 students
- ✚ This classroom has white boards, student tables and chairs for study, a shampoo bowl, cabinets for storage, and a full library of videos, dvds and books for reference at any time
- ✚ The Esthetics Classroom on the second floor has accommodations for 20 students
- ✚ The classroom has a white board, student tables and chairs, massage bed, storage for esthetic back bar supplies, and a full library of videos, dvds, magazines and books for reference at any time

Our building is 7350 square feet (60' x 70') and has two stories. The downstairs is 4200 square feet and the upstairs is 3150 square feet. The upstairs contains the freshman classroom and the esthetics room as well as our break room, utility room and two bathrooms. The downstairs is where our reception area is located, the esthetics treatment room, our staff office, the owner's office, shampoo area, lab area, two bathrooms, and the senior clinic floor. The maximum number of people for occupancy is approximately 154 at one time. All of our floor space is used functionally and adequately as far as space is concerned. There is no crowding due to accommodating the handicap clients on the senior floor. The upstairs has more than adequate space to accommodate the freshman classroom and the esthetics classroom.

Our school is set up in such a manner that allows for effective delivery of instruction by 1st separating students into different categories and locations. The freshman classroom is located upstairs and away from any interruptions of the senior floor or the esthetics program. The esthetics classroom is upstairs on the opposite side of the building and has its own classroom that is closed off from the freshman room. The senior floor is downstairs and is dedicated strictly to practical operations only. The esthetics treatment room is also located downstairs in a room closed off from the rest of the school and is used strictly for practical operations. All theory classes are conducted upstairs for 1 hour on Tuesday, Wednesday and Friday with 1 and ½ hours of theory on Thursdays; there is no theory on Saturdays. All freshmen cosmetology students, senior cosmetology students, and esthetics students are separated from each other during this time so as not to interfere with lectures.

Additional Equipment and Building Information

- a. Sanitary drinking water is available
- b. Sanitary lavatories have hot and cold running water
- c. All fire extinguishers are maintained in operable condition
- d. Electrical service is adequate to serve the school's needs
- e. Emergency evacuations plans are posted known to staff and students

Upon approval to operate in the City of Roseville, California, we were inspected by the building department and fire department to ensure compliance with Universal Building Code (UBC) and American with Disabilities Act (ADA) along with the local and state building codes. We were approved by the City of Roseville to operate as a two story, 7350 square foot building with a maximum occupancy level of 154 in the business of a beauty school. Before we were approved, all the above criteria had to be met. The fire extinguishers are inspected on a yearly basis and approved with a stamp. The emergency evacuation plans are mounted on the walls of the building in various conspicuous places and the students, during orientation, are advised as to the evacuations plans in case of an emergency.

Cost of Programs:**Cosmetology (1600 Hour Course):**

- Registration Fee - \$100.00 or \$250.00 (if starting after the 1st class offered)
- Tuition - \$13,600.00 (or less if transfer hours are considered)
- Kit - \$874.86 + 0.0725% sales tax of \$63.43 = \$938.29
- Books - \$270.50 + 0.0725% sales tax of \$19.61 = \$290.11
- STRF - \$37.50 (based on \$2.50 per \$1,000.00 rounded) **Non-refundable**
- Part-time Fee - \$750.00
- Over Contract Fee - \$8.50 per hour for over contract uncompleted hours. These are extra-instructional charges
- Total Estimated Charges not including Scholarship Fee Waiver = \$15,115.90 for Full Time Students; add an additional \$752.50 for Part Time Students totaling \$15,868.40

Esthetics (600 Hour Course)

- Registration Fee - \$100.00 or \$250.00 (if starting after the 1st class offered)
- Tuition - \$6000.00 (or less if transfer hours are considered)
- Kit - \$998.37 + 0.0725% sales tax of \$72.39 = \$1070.76
- Books - \$270.50 + 0.0725% sales tax of \$19.61 = \$290.11
- STRF - \$17.50 (based on \$2.50 per \$1,000.00 rounded) **Non-refundable**
- Part-time Fee - \$500.00
- Over Contract Fee - \$6.00 per hour for over contract uncompleted hours. These are extra-instructional charges
- Total Estimated Charges not including Scholarship Fee Waiver = \$7,628.37 for Full Time Students; add an additional \$502.50 for Part Time Students totaling \$8,130.87

Currently we are not participating in federal or state financial aid programs but are in candidate status with the National Accrediting Commission of Career Arts and Sciences.

Scholarships

Our scholarships are a fee waiver that is available to all students who apply; if accepted the student must maintain Satisfactory Academic Progress throughout the entire course and is only valid upon course completion. If a student is placed on probation the scholarship will be revoked. Scholarships are pro-rated based upon transfer hours accepted.

Payment Terms: At the time of registration, each student is required to pay a nonrefundable registration fee. Before the beginning of the 1st day or on the 1st day of the 1st class, the fees for kits, books, and the nonrefundable STRF must be paid. Depending on the financial arrangements made with the school for the remaining tuition to be paid, all payments are due no later than the 5th of each month. If payments are made after the 5th of the month, a late fee of \$30.00 will be assessed or, if doing a finance option with the school, the late fee will be 10% of the minimum payment due. Payments may be made in the form of check, cash, Visa, MasterCard, American Express, Discover, certified/cashier's check, or ACH after setup with the school. If you so desire, you may also pay for the entire course in full at any time. *Any student that misses two consecutive payments will be placed on financial suspension until a minimum of one full payment is made.*

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. **This fee is a non-refundable state of California assessed fee.**

You must pay the state-imposed fee assessment for the STRF if all the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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 material failure to comply with the California Private Postsecondary Education Act 2009 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 for Private and Postsecondary Education.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Student Loans

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. CEC §94909

Student Financing

Student financing is an option available to all applicants on approved credit. Once approved, your financing terms will remain in effect until you graduate and continue until your balance is paid in full. If you withdraw from a course of study, your financing terms will become null and void and any remaining balance must be paid in full before you receive your withdrawal paperwork. If you fail to make a payment for 2 consecutive months, your balance will become due and payable immediately.

REFUND PROVISIONS

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or facsimile. The written notice of cancellation sent by mail is effective when deposited in mail properly addressed with postage prepaid. These provisions apply to all students

The written notice of cancellation need not take any particular form and however expressed is effective if it shows that you no longer wish to be bound by this agreement. You will be given one Notice of Cancellation form attached to this catalog, however, you may use any written notice that you wish. **Our Refund Policy is a State Mandated Refund Policy.**

If the school has given you any kit and books or other materials, you may return them to the school within 7 days following the date of your notice of cancellation **providing all items in the kit or books have not been unwrapped, opened, used, written in or on, and damaged in any way.** If you fail to return the kit, books and other materials, in the condition stated above within the 7 day period, the school may deduct its documented cost for the kit and books from any refund that may be due to you. Once you pay for the kit and books, they are yours to keep without further obligation.

If you cancel this agreement under the terms stated above, the school will refund any money except for the registration fee and STRF that you have paid less any deductions for kit/books not timely returned in wrapped, unused condition, undamaged within 7 days after your notice of cancellation has been received.

WITHDRAWAL FROM COURSE STUDENT'S RIGHT TO CANCEL

You have the right to withdraw from this course at any time. Your cancellation must be in writing. If you withdraw from a course of instruction after the first class session or midnight of the seventh day after enrollment (whichever is later), the school will remit a refund of 100% institutional charges less a registration fee (not to exceed one hundred or two hundred and fifty dollars) within forty-five (45) days following your withdrawal. The student is entitled to a refund of STRF if the student cancels within the Student's Right to Cancel. Afterwards, the student will not be entitled to a refund of STRF. After this time you will be obligated to pay for the STRF, educational services rendered and for unreturned kit and books. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number

of hours which you have not received, but for which you have paid, and the denominator of which is the total number hours of instruction for which you have paid. If you obtain kit and books as specified in the agreement as a separate charge, and return it in unused, undamaged, and wrapped condition within seven days following the date of withdrawal, the school shall refund the charge for the kit and books paid by you. You shall be liable for the amount, if any, by which the documented cost for the kit and books exceeds the pro-rated refund amount.

You will never be charged for more than the stated kit and book charges in the contract. For a list of these charges, see the list on the first page of this agreement. IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE HOURS THAT YOU HAVE ATTENDED, THEN A REFUND WILL BE MADE WITHIN FORTY-FIVE (45) DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE FOR HOURS OF ATTENDANCE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY FOR YOUR BALANCE.

- Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.
- **METHODS OF REFUND CALCULATION IN THE EVENT OF EARLY WITHDRAWAL FOR ANY REASON, WILL BE ASSESSED ACCORDING TO THE ACTUAL TUITION COST (\$8.50/HOUR FOR COSMETOLOGY AND \$10.00/HOUR FOR ESTHETICS)**

SCHEDULE OF PAYMENTS

HYPOTHETICAL REFUND EXAMPLE:

Assume that a student, upon enrollment in a 400 hour course at \$5.38 per hour, pays \$2,000 for tuition, \$100.00 for registration, and \$150.00 documented cost to school for kit/books as specified in the enrollment agreement and withdrawals after completing 100 hours without returning the kit/books he or she obtained. The pro-rated refund to the student would be \$1,442.00 based upon the calculations stated below.

- If the student returns the kit and books in wrapped, unused condition within seven days following his or her withdrawal, the school shall refund the charges for the kit and books paid by the student.

\$2250.00 Paid	Minus	\$100.00 Non-Refundable Registration Fee (the amount the school may retain)	+\$2150.00
\$2150.00	Divided By	400 hours in the program	=\$5.38/hour for the program
\$2150.00	Minus	\$150.00 (documented cost of the unreturned/used kit/books)	=\$2000.00 Total refundable amount
\$5.38	Multiplied By	100 Hours of Instruction Attended	=\$538.00 Owed by student for hours of instruction received
\$2000.00	Minus	\$538.00	=\$1462.00 Total refund amount

*If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall at its option: 1.) _____ Provide a full refund of all monies paid or 2.) _____ Provide completion of the program or course.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- The student or legal guardian notifies the school in writing of his/her withdrawal
- An applicant is not accepted by the school
- A student on approved leave of absence notifies the school in writing that he/she will not be returning
- Grounds for Termination: The school has terminated your enrollment based on unsatisfactory SAP, willful misconduct, gross neglect, or noncompliance of school rules and regulations (expelled), and failure to pay tuition.
- You fail to attend classes for a three (3) consecutive week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance (Unofficial Withdrawal).

*If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

Approval Disclosure Statement

Career Beauty Academy is a private institution located at 200 Whyte Avenue, Roseville, California. Career Beauty Academy is granted institutional approval from the Board of Barbering and Cosmetology and the Bureau for Private Postsecondary Education (BPPE). The council's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be reapproved every three years and is subject to continued review. "Approval to operate" means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the council.

Approved Courses

- Cosmetology - DOT Code 332.271-010– 1600 Hours
- Esthetics – DOT Code 332.271-010 - 600 Hours

Instruction is in residence with facility occupancy levels accommodating 100 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal education and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

The following state boards, bureaus, departments or agencies set minimum standards for your program of studies in accordance with Education Code §94316.12: State of California Department of Consumer Affairs, Board of Barbering and Cosmetology, and the Bureau for Private and Postsecondary Vocational Education. The minimum criteria necessary for licensure is set forth in the following pages for courses in cosmetology and esthetics.

Additional Training Agreements

We are currently enrolled in training agreements with these sponsored programs to provide grants to pay for portions of tuition and/or fees:

Veterans Administration (see page 50)
Employment Development Department -
(State Department of Rehabilitation)
(Sacramento Employment Training Agency - SETA)

Admission Policies

Admission requirements are as follows:

- Must be a citizen of the United States; we do not admit students from other countries without legal citizenship
- All applicants must be at least 16 years of age or older and have proof of age with a current valid state issued driver's license or certified copy of your birth certificate
- Must have a Social Security card for the school to copy
- The applicant must have a high school diploma, a GED certificate, or a high school transcript showing completion of all required courses and graduation date (certificate of attainment)
- The applicant must take and pass the Milady Entrance Exam by a grade of 75% or better before enrolling. The test is administered by staff.
- Must speak English. The student must be proficient in English in order to comprehend, read, write and speak the English language. We do not offer English-as-a-second language programs
- We do not accept Ability-to-Benefit students
- No person shall be denied admission, graduation or any other rights and privileges due to sex, race, age, color, ethnic origin, religion, or sexual orientation

California Business and Professions Code §480

- (a) The board may deny a license regulated by this code on the grounds that the applicant has one of the following:
- (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of §1203.4 of the Penal Code.
- (2) Have committed any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself, herself, another, or substantially injure another.
- (3) (A) Have committed any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license.
(B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made.

(b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with §4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all the applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of §482.

(c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license.

Counseling

Counseling numbers and information you may need are as follow: WEAVE 24 hour line 916-920-2952, Placer Department of Mental Health, Alcohol and Drug Prevention Services 530-889-7240, Veteran's Affairs 1-800-952-5626, Women's Center Domestic Abuse and Rape 916-652-6558, Suicide Prevention 530-885-2300, Placer Adult Protective Services 530-886-5401 and Sacramento County 916-874-9377, California Department of Rehabilitation 916-324-1313

Health and Physical Considerations

The cosmetology or esthetics professional should be in good physical condition. There will be at times long periods of standing on your feet, walking, pushing, bending, stretching, and stair climbing. Consideration of physical limitations must be considered by the potential applicant when choosing a career choice such as these.

If a student sustains an injury which impairs his/her physical ability to fulfill all educational requirements, that student may be required to take a Leave of Absence (LOA) until a full medical release has been given by his/her physician.

Courses and Curriculum

Cosmetology DOT Code 332.271-010, 1600 hour course curriculum

The cosmetology course curriculum includes 1600 hours of practical training and technical instruction covering all phases of Cosmetology, including Hair, Esthetics and Manicuring services. The lists below are all the California State Board requirements for eligibility for licensure.

Class format may include demonstrations, lectures, discussions, guest speakers, audio visuals and/or field trips. This includes all subjects listed below, in addition to Professional and Business Management, Preparing Resumes & Job Applications, Public Relations, chemistry and electricity in the salon. This course includes 470 hours of classroom/theory instruction from the Milady textbook of Cosmetology; 880 practical operations, 100 hours of miscellaneous practical and technical instruction and applied effort for the minimum number of hair, skin and nail operations as required by the State of California Board of Barbering and Cosmetology:

Subject	Theory	Practical
Acts & Rules	20	N/A
Cosmetology Chemistry	20	N/A
Health & Safety/Hazardous Substances	45	N/A
Theory of Electricity	5	N/A
Sanitation & Disinfection	20	10
Bacteriology/Anatomy/Physiology	15	N/A
Wet Hairstyling	65	240
Thermal Hairstyling/Press & Curl	20	40/20
Permanent Waving	40	105
Chemical Straightening	20	25
Haircutting	20	80
Hair coloring/Bleaching	60	50/50
Scalp & Hair Treatments	5	20
Manual Facials	5	10
Chemical Facials	10	15
Eyebrow Arching & Hair Removal	10	20
Makeup	15	10
Water/Oil Manicures	10	25
Complete Pedicures	10	25
Artificial Nails (liquid & powder)	10	50
Nail Tips	10	50
Nail Wraps/Repairs	25	20
Electrical Facials	10	15
Additional Training	100 Maximum	N/A

Esthetics DOT Code 332.271-010, 600 Hour Course Curriculum

The State of California issues an esthetics license for the practice of skin care and skin related services. A licensed esthetician may perform facials and facial treatments, skin care and body treatments, waxing, and makeup application.

Class format may include demonstrations, lectures, discussions, guest speakers, audio visuals and/or field trips. The curriculum for students enrolled in an esthetics course will be as follows: a total of 600 hours of training, with a minimum of 225 hours of theory instruction hours in the science and practice of esthetics; 240 practical operations.

Subject	Theory	Practical
Acts & Rules	10	N/A
Cosmetology Chemistry	10	N/A
Health & Safety/Hazardous Substances	40	N/A

Electricity	10	N/A
Disinfection & Sanitation	10	10
Bacteriology, Anatomy & Physiology	15	N/A
Manual Facials	20	40
Electrical Facials	30	60
Chemical Facials	20	40
Eyebrow Arching – Tweezers	5	10
Eyebrow Arching – Wax & Depilatories	20	40
Makeup	20	40
Preparation	15	N/A

Class Start Dates

Career Beauty Academy begins classes on an open enrollment basis. Cosmetology students may enroll at any time for classes which begin on a regular 5 week/2 week rotation schedule; esthetics is on a 4 week rotation schedule. A current course calendar is available from the recruiter or the director and is also available online at careerbeautyacademy.com

On the first day of training, students will attend an orientation session. Orientation will cover school policies and rules to comply with local, state and federal regulations and policies.

Class Schedules

The cosmetology course for a full time student runs for 40 weeks and part-time for 57.25 weeks. The Esthetician course for a full time student runs for 15 weeks and part-time for 21.5 weeks.

Cosmetology Classes

- Freshman: Weeks 1-7 will complete a minimum of 196 (part time) to 280 (full time) hours
- Seniors: Weeks 8-Completion will complete a minimum of 197 (part time) or 281 – 1600 (full time) hours total

Esthetics Classes

- Freshman: Weeks 1-7 will complete a minimum of 196 (part time) to 280 hours (full time)
- Seniors: Weeks 8-Completion will complete a minimum of 196 (part time) or 281 – 600 (full time) hours total

School Days of Operation and Hours

School Days: Tuesday – Friday is 8:30 a.m. to 5:00 p.m.
Saturdays are 8:30 to 5:00 p.m.

TIME	FULL TIME STUDENTS	PART TIME STUDENTS
**FRESHMEN:		
8:45 a.m. to 9:45 a.m.	Freshman Theory Class	Freshman Theory Class
9:45 a.m. to 10:00 a.m.; 10:15 a.m to 10:30 a.m	Morning Break Times	Morning Break Times

(Thursday Only)		
10:15 a.m. to 12:00 p.m.	Freshman Training Class	Freshman Training Class
12:30 p.m. to 1:00 p.m.	Independent Study Time	Independent Study/Practice
1:00 p.m. to 3:00 p.m.	Freshmen Training Class	Sanitation and Timecard Maintenance at 1:15 p.m.
1:30 p.m. (Part Time Only)		
3:00 p.m. to 3:15 p.m.	Afternoon Break Time	
3:15 p.m. to 4:30 p.m.	Freshmen Practice Time	
4:30 p.m. to 5:00 p.m.	Sanitation and Timecard/Maintenance Time	

TIME	FULL TIME STUDENTS	PART TIME STUDENTS
-------------	---------------------------	---------------------------

****SENIORS:**

8:45 a.m. to 9:45 a.m. (10:15 a.m. on Thursday)	Senior Theory Class	Senior Theory Class
9:45 a.m. to 10:00 a.m.; 10:15 a.m to 10:30 a.m (Thursday Only)	Morning Break Times	Morning Break Times
10:15 a.m. to 12:30 p.m. 10:45 a.m. to 12:30p.m. (Thursday Only)	Practical Operations on Clinic Floor	Practical operations on clinic floor
12:30 p.m. to 1:00 p.m.	Lunch Period	Practical operations on clinic floor
12:00 p.m. to 3:00 p.m.	Practical Operations on Clinic Floor	Sanitation and Timecard Maintenance Time at 1:15pm
3:00 p.m. to 3:15 p.m.	Afternoon Break Time, please sign in and out at the front desk for this break	
4:30p.m. to 5:00p.m.	Sanitation and Timecard Maintenance	

Lunch is to be taken from 12:30pm – 1pm if you do not have a client. If you have a client scheduled during that time, or are given a client at some point during the day prior to 12:30pm, notify your instructor. Full-time students with a client must take their lunch prior to OR immediately following the completion and clean-up of the service. Part-time students do not take a lunch. You must check your schedule throughout the day in case something is booked in between 8:30am and 12:30pm. Your afternoon break is from 3:00pm – 3:15pm. Smoking and phone use is permitted during lunch time and break times only. Lunch and breaks will be announced on the loudspeaker.

Attendance

Your course and schedule will be determined on your Enrollment Agreement. Any deviation from this schedule must be approved in advance by the school administrator (this includes coming in late and leaving early). *Saturday attendance is mandatory* for all students. Students who cannot abide by their designated schedule may be dropped from the course. Students with

religious restrictions forbidding attending school on Saturday must bring in a letter from their pastor or clergyman explaining the reason.

Time-Off Allotted when calculating Scheduled Completion Date: Full-time cosmetology students are allotted an additional 160 hours to their 1600 hour course requirements and part-time cosmetology students are allotted an additional 160 to their 1600 hour course. Full-time esthetic students are allotted an additional 60 hours to their 600 hour course and part-time esthetics students are allotted an additional 60 hours to their 600 hour course. The calculations listed above are only valid for students attending the full 1600 hours or 600 hours required for each course. If a transfer student enrolls, their allotted time off will be prorated based upon the transfer hours we accept.

Absences: All absences **MUST** be reported prior to 8:45 A.M. Tuesday through Saturdays to maintain respect and courtesy to patrons and other students. You may have scheduled appointments with clients that need to be moved. All absences not reported will be considered unauthorized absences. Students may have two Saturdays off per quarter if they make prior arrangements with the school supervisor or administrator at least 1 week in advance. Students not abiding by these rules will be suspended until the following Thursday, unless they can provide documentation that will excuse the absence. The conditions are listed as follows:

1. Absences requested and approved in advance and signed off by an administrator.
2. **Illness; illness of spouse, dependent, child or parent; family death, or family emergency (following the FMLA guidelines) only if the absence is called in promptly on the morning of the absence and documentation is provided from a healthcare professional upon return to validate the absence.**
3. Absences for reasons other than those stated above will be approved on a case-by-case basis by the administrator; chronic absences or tardiness will not be excused and may result in disciplinary action. Excessive unauthorized absences are grounds for dismissal. Students too ill to take an active part in school activities will not be permitted to attend. Credit can only be given to students who demonstrate applied effort.

Breaks: Full time students are permitted 2 fifteen minute breaks per day in addition to the thirty minute lunch period. Students attending 6 hours or less per day are permitted one 15 minute break and do not receive a lunch break. In any case, if you leave school grounds on a break period, ***YOU MUST CLOCK OUT BEFORE YOU LEAVE CAMPUS and UPON RETURNING PLEASE CLOCK BACK IN.***

For day students, the first break period of the day is at 9:45 A.M. immediately following theory class. Students are expected to return to class by 10:00 A.M. to begin the day's activities. Students may take their second break at 3:00 P.M. to 3:15 P.M. following their lunch period. Any student taking more breaks than permitted will be subject to disciplinary action.

Lunch: Any student in attendance for more than 6 hours per day is required by state law to take a 30 minute lunch period. **Extended lunches are not permitted without prior approval and are subject to disciplinary action.**

Students must check their appointment schedule prior to leaving for lunch and must inform the receptionist or person(s) in charge of scheduling that they are leaving for their lunch break. Lunch periods should be planned between your scheduled clients. A 30 minute lunch should be taken during the time between 12:30 P.M. and 1:00 P.M.; students who are with a client throughout that time period should take their first available lunch break.

Freshman students will take lunch from 12:00 P.M. to 12:30 P.M. to be followed by a ½ hour period of independent study (at the discretion of their instructor).

Tardiness/No Call-No Show: Morning theory class will start promptly at 8:45 A.M. and under no circumstances will a student be allowed to enter the classroom late (to avoid classroom disruptions) after that time. A student arriving to school after 8:45 A.M. will not be allowed to clock in until the following day. If a student clocks in at 8:38 A.M., the student will not receive credit until 8:45 A.M. School starts at 8:30 A.M. Tuesday through Saturday.

Saturdays are mandatory to attend; a student will be clocked out until the following Thursday if they do not have an authorized request for the day off. After excessive tardiness, a conference will be held with the student to determine the problem, which could result in dismissal.

Students must call in before 8:45 A.M. if they will be absent due to illness, injury, or family emergencies. If we do not receive a call you will be considered a No Call/No Show resulting in being clocked out until the 2nd day following the absenteeism. For example, if you did not call in or did not show up to class on a Tuesday, you will not be allowed to return to school until the following Thursday.

Leave of Absences or Temporary Interruptions

Students are allowed to take two (2) leave of absences (LOA). These may be no less than 10 days and not more than 30 days. Pregnancy leave may extend up to 3 months. A leave of absence will extend your contract date of completion for the specified amount of time and will be amended to reflect that. These are the conditions:

- ✓ LOA's may be granted for legitimate reasons at the discretion of the school director. In the case of an emergency, a leave may be granted for up to 90 days.
- ✓ Two (2) leave of absences will be granted for the duration of the course.
- ✓ If the student does not return within fifteen days from the end of the scheduled leave, the student will be withdrawn from their course of study.
- ✓ Upon early return to school, your LOA will be considered to be complete.
- ✓ All LOA's must be in writing and signed by the school administrator
- ✓ While on a leave of absence your payments will be suspended until you return to school unless otherwise requested.

Expediting Your Part-time Course

Part-time students may attend school additional hours to expedite their course only under these circumstances: The prior week of attendance, the part time student must have attended their regularly scheduled hours on Tuesday through Friday from 8:30 A.M. to 1:30 P.M. and on Saturday from 8:30 A.M. to 5:00 P.M. without any deviation or tardiness.

***This request must be approved by the school director before any hours are granted.*

School Holidays

Career Beauty College observes the following holidays: New Year's Day, July 4th, Thanksgiving Day and Christmas Day. We reserve the right to observe additional days or close for an extended holiday weekend at the discretion of the director.

Transfer Students

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

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

Our school has not entered into any articulation or transfer agreement with any other school. Students wishing to transfer from another school to Career Beauty Academy should contact our school recruiter for information regarding credit for theory hours and lab operations received from a previously attended school. Partial credit may be granted for previous theory hours earned at Career Beauty Academy. Students from out-of-state must call the California State Board of Barbering and Cosmetology at (800) 952-5210 to have their theory hours and lab operations transferred to California's requirements. After you receive a transfer letter from California State Board, contact the school supervisor with this information. Full or partial credit may be given providing their prior learning experience demonstrates a balance between theory and practical and their training directly relates to the instruction they wish to seek at our institution; corrective training may be provided to bring transfer students up to current CAREER BEAUTY ACADEMY standards if necessary.

Standard registration fees apply, plus the student may be required to purchase a student kit and/or books if they do not possess the necessary materials. If you already have a kit, this kit must be equivalent to the Career Beauty Academy kit. The normal hourly rate shall be charged for each hour completed. Students transferring with more than 600 hours (cosmetology) and 150 hours (esthetics) must be approved by the school director before being admitted.

Graduation Requirements

- ✓ Satisfactorily passed the Freshman test out at 75% or better
- ✓ All state required clock hours have been completed
- ✓ All state required theory hours/operations have been completed

- ✓ All chapter tests have a grade point average of 75% or better
- ✓ The required Sanitation/Disinfection Essay completed
- ✓ Pre-Application Baby Board examination passed with a score of 75% or better
- ✓ Exit Exam passed with a score of 75% or better
- ✓ All financial balances are paid in full (unless prior arrangements have been made prior to graduation).

Freshman: During freshman training, students must complete a practical freshman operations sheet that can be found in their student manual. Freshmen are expected to remain in the freshman area with the freshman instructor during their entire freshman training. At the completion of freshman training, the students will be given a freshman test out exam, which is graded, to determine if they have mastered the proper procedures and techniques in order to graduate to the senior clinic floor. Freshmen must be able to complete and pass the freshman test out exam with a 75% or better average. Freshmen students are allowed to take their freshman test out exam a total of 3 times in order to achieve a satisfactory grade of 75% or better. After the freshman student has taken the exam 3 times and has failed 3 times, they will be withdrawn from their program of study with no right of appeal. This decision is based on the student's failure to perform the necessary required State Board practical operations senior floor clientele and cannot proceed to the senior floor.

Written Report: Because California State Board Health & Safety Rules and Regulations are so important to public safety, we require that all students submit a written report on the subject, using the bacteriology, sanitation and sterilization chapters from the textbook and State Board Health & Safety chart which is in the student manual and is also required to be posted on the wall of every school and salon. Much importance should be given to this study since it deals with patron protection, safety, and the control of disease. This report should be typed in 16 Font, single spaced (cosmetologists – 10 pages, estheticians – 6 pages) and turned in any time prior to graduation.

Baby Board Examination: Prior to completion of 75% of the course, a baby board examination will be given to each student. This will be necessary to complete and pass at 75% or better before you may pre-apply to the State Board of California for the state board examination. This is a practical exam. The examination is scheduled monthly and usually on a Monday morning. This will be a demonstration of all the procedures and techniques in the State Board curriculum. Please refer to the State Board criteria provided to you in this binder, as well as the scope for your examination, also provided in this binder. This exam will be graded according to the criteria used at the actual State Board examination. You do not need to rent a kit; you may use your own equipment as long as you prepare and have everything ready before the exam starts. Students must pass this test with 75% accuracy. A diploma will not be issued unless this test is completed with a passing score. If you fail to show for your scheduled baby board exam, a \$50.00 fee will be assessed to administer the exam at a later date.

Upon successful completion of all completed State Board and school requirements, a diploma will be awarded along with two Certificates of Completion and Proof of Training documents.

Withholding of Transcripts/Grades

**Transcripts and grades will be withheld if all the above criteria (exit procedures) have not been met. Upon completion of all the above criteria (exit procedures), all completion papers and certificates will be given to the student.

Student Records and Files

Student's records are kept on file for a minimum of five years. Student transcripts will be kept permanently. All student records are kept in a safe, fireproof cabinet. For official copies of school records, please contact the School Administrator or Administrative Assistant. There is no charge for the initial copy of withdrawal or completion papers at the time the student completes or withdraws. There is a \$15.00 fee for additional copies. To order additional copies, please contact us with the name under which you were enrolled, the dates you attended, withdrew and/or completed and a payment of \$15.00 in certified funds.

Timecards and Record keeping: In order to keep track of each student's clock hours and practical operations, each student **MUST** use a timecard and the time clock at all times. The student must clock in upon arrival and clock out only when leaving the school property for a 30 minute lunch break. After lunch, the student must clock back in and upon leaving at the end of the day, must clock out again. Fellow students and friends are not allowed to clock in or out for anyone else or write on another student's timecard. Timecards are never allowed to be taken out of the building by anyone. A timecard is a legal document and subject to all the same rules and regulations as any other legal document.

If you forget to clock in notify your instructor or school supervisor immediately. In order to get a full 8 hours for the day, you must only take ½ hour lunch break.

Career Beauty Academy will be conducting a daily audit of timecards being turned in. Career Beauty Academy will complete a student checklist every evening for timecards that have been turned in for that day. If we are missing your timecard, you will be notified the following morning in theory or individually on days when theory is not scheduled. Your timecard **MUST BE TURNED IN** by the end of the school day to receive credit for your operations and theory. If you are not in attendance the day following a missing timecard, you will have until the end of the following day you are in attendance to turn in your timecard. You will not receive your operations or theory if we do not receive your timecard by the end of that day.

As well, Career Beauty Academy will be conducting an internal weekly audit of all hours, operations, and theory entered in for the previous week to ensure accuracy and possession of timecards. You will receive an updated progress report the first Tuesday of each month, during your scheduled progress evaluations, and upon successful completion of the freshman class.

Each timecard must be signed daily by both the student and instructor: An instructor will not sign a timecard if it is not entirely filled out properly and will not sign a timecard if it does not reflect the current date. This document is signed under penalty of perjury as to the accuracy and correctness of your timecard. Instructors cannot allow you to receive credit for anything that you

did not actually do or for time in which you did not apply effort. You must print your full name and student number on your timecard in ink at the beginning of the day. Timecards without a student name and number will be discarded. An instructor may not fill in any time for a student on their timecard.

Diploma and State Exam Licensing Requirements

Upon successful completion of all State Board and school course requirements and assignments, a diploma will be issued. You will also be issued two copies of a Record of Completion and a Proof of Training Certificate which is required by the California State Board of Barbering and Cosmetology as proof of successful completion of the cosmetology and/or esthetics program.

Pre-application is a privilege granted by the Board of Barbering and Cosmetology to exemplary students who have earned the right to apply for examination prior to completing their course of study. Upon completion of the course, State Board strives to grant an examination date within 10 working days of your anticipated date of graduation. Students who do not qualify for Pre-application will have to apply upon completion of the course and can expect a significant delay for examination. To pre-apply you must have the following:

- Students must have completed the minimum of 1,200 hours in cosmetology, 450 hours in esthetics and the pre-application must be sent in within 7 days of completing these hours.
- Students must have completed 75% of all required theory hours and practical operations along with a 75% attendance rate.
- Students must have passed the Baby Board exam at 75% or better
- Upon pre-application, the BBC strives to grant an examination date within 10 school days of your anticipated date of graduation.

Requirements for licensure:

- Applicant must be at least 17 years of age
- Applicant must have completed the tenth grade or its equivalent
- Applicant must complete all requirements and clock hours for the prescribed course with a Proof of Training and Certificate of Completion from our school
- Applicant must submit the required State Board forms for the examination and pay all required fees
- Student identification must match your pre-application forms to State Board precisely
- Each applicant must have proper identification and a valid Social Security number

Students who have any criminal convictions (felony or misdemeanor) will be subject to review by the Board of Barbering and Cosmetology according to California Business and Professions Code §480. Applicants must submit **CERTIFIED** court documentation for all convictions and sentencing. Also include a personal statement explaining the crime, sentencing and rehabilitation efforts. If you do not provide all documentation, processing of your application will be delayed.

For more information, you may contact:
Department of Consumer Affairs
Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
(800) 952-5210

Information regarding *completion/attrition rates*, State Board Examination *pass/fail rates* and *job placement rates* are available by request through the school administrator.

Disclosures

Disclosure of Educational Records and the Privacy Act: A student (or Parent/Guardian of a Dependent Minor) only has the right to inspect, review and challenge information contained in their records regarding student's grades and information related to the student and maintained by the school. Students are not entitled to inspect their parent's financial information. Please request an appointment by giving a 24 hour notice to the supervisor in charge. Written consent is required before information can be given to 3rd parties except the Accreditation Commissions or other qualified government agencies as authorized by law.

Counseling: Counseling and guidance starts at the time of enrollment and is given throughout the course as needed, if necessary, or as requested.

Rules of Operation and Student Conduct

Student Conduct Write-up Policy:

First Time Offense: Verbal Warning and Write-up. (Career Beauty Academy will always provide you with a verbal warning and write up for a first time offense in each subject area).

2nd Write-up: Clocked out for the remainder of day

3rd Write-up: Clocked out for remainder of day + 1 day

4th Write-up: Clocked out for remainder of day + 2 days

5th Write-up: Clocked out for up to 30 days, not extending contract and referred to the director. Externship option is revoked. Application for reentry is required and must be submitted within the time off given. If re-entry is permitted, it will be based on a probationary period until the following evaluation period. If another violation occurs during, or following, the probationary period it will be up to the director's discretion to terminate the contract

Student Conduct: Students are expected to conduct themselves in a professional manner at all times. The school reserves the right to expel any student who refuses to cooperate with the rules of the school. Students who cannot follow instruction or schedules, refuse clients, or behave rudely in front of clients, refuse to cooperate with or act disrespectful to staff members will face suspension or expulsion from school. Students who engage in disorderly conduct including threats, fighting, stealing, drug use/possession of drugs, or gang activity will be reported to the authorities and face expulsion/withdrawal from school. This campus is a drug-free campus. Illicit drugs, alcohol and weapons have no place on school grounds and possession thereof is grounds for immediate expulsion/withdrawal. Any student who is under the influence of illicit drugs or alcohol may face immediate expulsion/withdrawal.

Food and Drinks: Food and Drinks are not permitted on the Senior Clinic Floor. Water is permitted in a closed container. All food and drinks may be consumed in the lunchroom, or outside, during your 15 minute break or during your lunch break.

Phone Calls: The telephones on campus are for business use only. Personal phone calls will be accepted on an emergency basis only.

Cells Phones: Cell phones are not permitted on the Senior Clinic Floor or during any theory class. In case of an emergency, we have 3 different phone numbers you may provide any person that may need to contact you. They are: 916.726.5577, 916.726.4247, and 917.726.2474. You may check your cell phone during the designated break times and lunch in the lunch room or outside. Please make sure to provide the above numbers listed to any person that might need to contact you for an emergency.

Client Services: You are expected to perform any service assigned to you. The requirements on your timecard are only minimum requirements from State Board. There are no maximums for any of the procedures on your timecard. Refusing a client service warrants disciplinary action. If for any reason you cannot perform a service on a client, you must discreetly inform the receptionist or an instructor. NEVER UNDER ANY CIRCUMSTANCES should you disrespect the client or make them feel unwanted!

All clients will check in with the receptionist before their service begins. Students must have a valid numbered ticket with them for the service(s) being performed. All chemical services shall be consulted with an instructor PRIOR to beginning the service and concluding the service. Chemicals shall not be distributed without an instructor's approval.

Any upgrades or additional services shall not be performed on the client without advising the receptionist, and advising the client of the additional charges. Every service shall be approved by an instructor before the client leaves the chair.

If a client disrespects you or makes you feel uncomfortable for any reason, please notify an instructor immediately. The client will be handled by the instructor on a case-by-case basis.

Personal Services: Personal services are a privilege granted to students at a greatly reduced rate and must be approved by the instructor on duty. Personal services must be approved by your instructor first.

- All services must be approved in advance by the floor supervisor on duty.
- The student's weekly worksheet must be completed before receiving personal services
- Personal services are to be conducted Tuesday through Friday.
- Senior students may not receive personal services on Saturdays.
- All services must be paid for in advance according to the student price list.
- Clients come before personal services. If a student is called for a client, then the client must be taken and their personal service put on hold.
- Students on probation will not have the privilege of giving or receiving personal services.
- Students receiving personal services do not receive credit for clocked hours at that time. The student receiving personal services must clock out in order to receive the services.
- Freshman students are not allowed to work on senior students and vice versa.

- Students who abuse the privilege, have services done without proper payment, or upgrade services beyond that which they have paid for will be denied the privilege of giving or receiving future personal services.

Drug Free Workplace Information:

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, public law 101-226 and what Career Beauty Academy requires of its staff and students. Staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion/termination from employment.

There are numerous legal sanctions under local, state and federal laws which can be used to punish violators. Penalties can range from suspension, revocation and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Examples of penalties found in federal law for drug trafficking can be found in federal law literature which can be obtained from any library or police department.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability and veterans benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of California are stringent enough to ensure that persons involved with illegal drugs or excessive use of alcohol can be adequately punished. For example, a person found with any amount of illegal drugs may be charged with a felony. Punishment can range from a fine (with charges dropped to a misdemeanor) to 20 years imprisonment (for distribution). A person found to be intoxicated while driving would be charged with a misdemeanor (first and second offense with fines and loss of driver's license). A third offense and any accident involving serious personal injury are considered a felony and are punishable by imprisonment. Additionally, any alcohol or drug conviction can result in being forced to pay court costs, lawyer's fees, participating in community service, and increased cost for automobile insurance.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation and the Coast Guard.

Here a few legal facts of which we should be aware. It is a crime to hold someone else's dope and/or sell fake dope. You can be arrested if you are in a house (or school) where people are

using drugs even though you are not. You can be charged with possessing dope even if it is not on you. You are considered to possess, under legal terms of ‘constructive possession’, dope that is in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person’s physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as one’s self. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, slow moving, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject himself to all sorts of health risks, drug use can and in many instances do, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of people ages 15-24 years old.

There are drug and alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. Look under the heading “DRUG ABUSE & ADDICTION INFORMATION & TREATMENT CENTERS” in the yellow pages of the telephone book. The California Department of Alcohol and Drug Programs in Sacramento (800) 879-2772 can also provide additional listings.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one’s use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or at school
- Cannot get along with family or friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A complete new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the School Supervisor or the Director. Caution must be observed not to wrongly accuse a person, as an improper accusation could lead to embarrassment both to the individual and the school.

There are clinics in the area which can render assistance. Treatment must be an expense borne by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming themselves or others, law authorities will be immediately contacted.

Staff, upon being hired by Career Beauty Academy, LLC, must notify the Director of the School in writing of a conviction of a criminal drug statute occurring in the workplace, within five days

after receiving the conviction. Disciplinary action will take place within 30 days of notification, and can range from a letter of admonishment, suspension from school or work and/or enrollment in a rehabilitation program to termination from either school or employment.

Career Beauty Academy is a closed campus. Leaving the school grounds while on the time clock is not permitted at any time. If you wish to leave the campus, you must first obtain permission from the instructor on duty, inform the receptionist, and clock out on your timecard. Any student that leaves the campus while still on the time clock will be subject to disciplinary action. A student who leaves the school without permission during school hours will be clocked out for the remainder of the day. Three clock outs will result in suspension.

School Policy on Sexual Harassment: The Fair Employment and Housing Commission regulations define sexual harassment as unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature. This definition includes many forms of offensive behavior. The following is a partial list:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Visual conduct such as leering, making sexual gestures, display of sexually suggestive objects, pictures, cartoon or posters
- Verbal conduct such as making or using derogatory comments, slurs or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault, impeding or blocking movement

Upon confirmation of any act of sexual harassment, action will be taken immediately to remedy the situation.

Dress Code

Uniforms and name tags indicating student identify the students from the clients and instructors; they also protect the technicians clothing and person from potentially hazardous chemicals which are commonly used in the industry. Students must wear solid black slacks past the ankle ONLY – this does not include leggings, jeggings, jeans, stretch pants, yoga pants, etc. Black slacks should have a zipper and a button(s), they may also have pockets but not always. Career Beauty Academy will provide you with a CAREER BEAUTY ACADEMY chemical proof apron and CAREER BEAUTY ACADEMY t-shirt. Solid black closed-toe shoes must be worn at all times, slippers are not permitted. Saturday you may wear jeans with a CAREER BEAUTY ACADEMY t-shirt, CAREER BEAUTY ACADEMY apron, and solid black closed-toe shoes. Jeans must not have any holes and must be past the ankle. CAREER BEAUTY ACADEMY will provide 2 T-Shirts to each student; additional shirts may be purchased for \$10 + tax (\$10.73 per shirt). CAREER BEAUTY ACADEMY T-shirts cannot be altered in any way (i.e. cutting the sleeves, cutting the neck line, etc.). Your personal hygiene, i.e. bathing, clean and brushed hair, teeth, nails, and clothing must be practiced every day before you arrive at school. Makeup and hair should be done before you arrive at school and should not be done upon arrival to school. You must arrive at school with your personal grooming complete. You will not be permitted time to fix your hair or makeup once you have clocked in. Hair must be styled in a manner that reflects consumer safety and protection. Long hair should never come in contact with the clients. Your vision should never be obstructed in any way. Your nails should be manicured and free of

snags and hangnails. The length of nails should be maintained so that they are not a danger to the client in any way.

General Policies

Parking: Career Beauty Academy provides ample student parking at no charge. The parking nearest to the school is reserved for clients. Students will be notified of the student parking zone during orientation on the first day of school. Students parked in client or staff parking will be asked to move their vehicles to the proper parking area.

Lost or Stolen Articles: Career Beauty Academy is not responsible for lost or stolen articles. This includes books, equipment, personal effects, food, money, etc. We provide lockers for your personal belongings. We highly recommend that you keep all valuables locked up at all times. Books and other equipment necessary for school should have your name conspicuously marked on them to identify them. Any items left for more than 30 days on the school grounds following graduation, withdrawal, expulsion, or suspension shall be considered abandoned and become the property of Career Beauty Academy. ***Note** – *Career Beauty Academy is not responsible for lost or stolen property.*

Desk, lockers, cabinets and other means of storage on school grounds are the property of Career Beauty Academy. *Career Beauty Academy reserves the right to inspect the premises at any time; locks will be cut, if necessary.* Contraband items on the premises will be reported to authorities immediately.

Visitors: Visitors, friends or family are not allowed to visit the students during school hours, unless they are receiving a paid service. Students are not allowed to bring children to school with them.

Satisfactory Academic Progress

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at school. It is printed in the course catalog to ensure that all students receive a copy prior to the first day of class.

Evaluation Periods

Students are evaluated for Satisfactory Progress as follows:

Cosmetology: 450, 900, 1350 and 1600 scheduled hours

Esthetics: 300, 600 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 75% 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 75% 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 progress is stated below:

<u>Course</u>	<u>Maximum Time Allowed</u>	
	<u>Weeks</u>	<u>Scheduled Hours</u>
Cosmetology (Full Time, 40 hrs/wk) – 1600 Hours	53.5 Weeks	2134
Cosmetology (Part Time, 28 hrs/wk) – 1600 Hours	76.25 Weeks	2134
Esthetics (Full Time, 40 hrs/wk) – 600 Hours	20 Weeks	800
Esthetics (Part Time, 28 hrs/wk) – 600 Hours	28.6 Weeks	800

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% 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 75% 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
- 75 – 84 SATISFACTORY
- 70 – 74 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 Progress Determination at the time of each evaluation. Students deemed not maintaining Satisfactory Progress will be placed on warning. **Freshmen must be able to complete and pass the freshman test out exam with a*

75% or better average. Freshmen students are allowed to take their freshman test out exam a total of 3 times in order to achieve a satisfactory grade of 75% or better. After the freshman student has taken the exam 3 times and has failed 3 times, they will be withdrawn from their program of study with no right of appeal. This decision is based on the student's failure to perform the necessary required State Board practical operations senior floor clientele and cannot proceed to the senior floor.

Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to NOT be making satisfactory 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 may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon the appeal. Additionally, only students who have the ability to meet the Satisfactory 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 on 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, he/she will be determined as NOT making satisfactory academic progress. At this time, the academic based scholarship will be revoked.

Re-establishment of Satisfactory Academic Progress:

Students may re-establish satisfactory academic progress by meeting the 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 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 within 3 calendar years of the original official withdrawal date will return in the same satisfactory academic progress status at the time of withdrawal.

Appeal Procedure:

If a student is determined to not be making satisfactory progress, the student may appeal the determination within 10 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 circumstances. 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's file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.

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 progress standards.

Transfer Hours:

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

Honors Externship Program

We are proud to offer an Honors Externship Program which will offer our students opportunities to extern in one of the top salons or spas in the Sacramento/Roseville area. The externship program is an optional program, designed by the Board of Barbering and Cosmetology to give students valuable on-the-job training and experience in a professional environment. The program is a privilege for Honor Students who have demonstrated exemplary ability, attitude, attendance, and professionalism.

We have set the highest standards for those students who wish to participate. Eligible students must demonstrate an extremely high level of professionalism that would be required of an employee in a top salon. These qualities include punctuality, excellent customer service skills, respect for authority and co-workers, appropriate and professional attire, and a desire to succeed in the cosmetology and esthetics industry.

To qualify for an externship, the student must:

- ✓ Complete 75% of all requirements (clock hours, theory and practical operations)
- ✓ Have an excellent record of attendance and punctuality. Students must have at least 85% attendance (including theory attendance)
- ✓ Have no more than 3 disciplinary write-ups (i.e. insubordination, uniform violations, refused clients, etc.)
- ✓ Demonstrate excellent customer service skills, merchandising and retail ability
- ✓ Select a participating establishment, apply and interview (outside of school time)
- ✓ Your application will be reviewed by the staff to determine eligibility. Any staff member may challenge the externship if they feel that the student has not met the appropriate State Board standards

The externship shall be immediately revoked:

- ✓ At the request of the salon, for any reason
- ✓ If the student no longer meets the honor standards
- ✓ If the student displays inappropriate behavior in the salon or at school
- ✓ If the student has unexcused absences in the salon or at the school
- ✓ If the student faces any disciplinary action during the externship

✓ If the student is not appropriately attired in the salon or at school
Career Beauty Academy reserves the right to revoke or discontinue the externship program at any time without notice.

Additional Information

These following four topics below are taken from the United States Department of Labor Statistics and Reporting are intended to give students basic information applicable to the cosmetology industry.

- 1. Employment Opportunities:** A job placement bulletin board is available listing current openings in our community. Information includes the salon name, address, telephone number, position, and full or part-time. Supervised salon field trips are available to Honors Students to expose them to job opportunities and salon owners/managers.
- 2. Compensation:** Types of compensation and the advantage and disadvantages of each are covered during salon management classes. There are many options based on the candidate's abilities, shop location, station rental, commissions, salary or hourly wages. According to the California Employment Development Department's Occupation Profiles, cosmetologists mean hourly wage is \$12.73. Estheticians (skin care specialists) mean hourly wage is \$16.46. The Occupational Projections from 2008-2018 for cosmetologists is projected at 46,900 in 2018 compared to 41,100 in 2008 which is a 14.1% increase. The Occupational Projections from 2008-2018 for esthetics (skin care specialists) is projected at 5,300 in 2018 compared to 4,100 in 2008 which is a 29.3% increase.
- 3. Our Student Academic Statistics:** Based on our 2010 calendar year our cosmetologists and esthetics students statistics are as follow: 39 students out of 39 graduated from their program of study (100%), 38 students out of 38 passed the California State Board exam and were licensed (100%), and 29 students out of 38 that passed the California State Board exam went on to become employed in the program of their study (77%)
- 4. Physical Demands:** Cosmetologists should be aware that they will be standing, mostly in one spot for long periods of time and doing considerable bending from the waist. People with back, foot, leg and wrist problems would be wise to consult their physicians before entering the field. Estheticians would have similar considerations though most of their services are given from a sitting position.
- 5. Safety Requirements:** Safety requirements are repeatedly taught to students throughout their training before they are allowed to participate in a given service. Always remember ASAPP – Assemble, Sanitize, Analyze, and Patron Protection. Closed toed shoes, rubber gloves, sanek strips, SMA's, shampoo capes, and comb-out drapes are also used for both patron/student safety and protection. The basic elements of electricity and chemical reactions are taught in all freshman segments of each course to insure patron protection.

Friends and Family Discount: Students are able to bring in friends and family to receive services at a discounted rate on Thursdays only. *The friend or family must be approved by the front desk receptionist prior to the appointment being made.* Students must perform their services on their own friend or family without the help of fellow students. The appointment must be booked in advance and not conflict with any previously booked appointment. The friend and family discount is 50% off services which includes any chemical or spa service (excluding microdermabrasions and glycolics). The discount is designed to give students the opportunity to gain confidence and skill in performing certain services on those closest to them. The appointment must be identified as “Friends and Family” client at the time of booking. It will not be priced as “Friends and Family” if it is not identified as such at the time of the appointment being booked.

Complaint Procedures: Any person seeking to resolve problems or complaints should first contact the supervisor in charge of the school. Complaint forms are available in the office and a suggestion box is available for anonymous complaints. Complaints can also be directed to the California State Board of Barbering and Cosmetology, mailing address:

California State Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260

Cosmetology Course Description

Our cosmetology course consists of 1600 hours of technical instruction and practical training according to §7316 of the Barbering and Cosmetology Act. Technical instruction shall consist of lectures, demonstrations, classroom participation and weekly examinations. The practical training consists of the time involved in order to complete a practical operation. You will be given a course outline on the first day of instruction.

I. Two concepts (technical and practical), with a total of 1100 hours in Hair Dressing will be taught and are required. The breakdown of *minimum* hours are as follows:

1. **Hairstyling (65 Hours of Technical Instruction and 240 Practical Operations)** – This subject covers techniques in hair analysis i.e. hair texture, density, porosity, elasticity, growth patterns, dry hair and scalp or oily hair and scalp. The student will also learn how to properly shampoo the hair, wet hairstyling basics, finger waving, pin curls, roller curls, comb-out techniques, hair wrapping, blow-dry styling, thermal styling, thermal hair straightening, and styling long hair.
2. **Permanent Waving and Chemical straightening (40 Hours of Technical Instruction and 105 Practical Operations)** – These two subjects involve different objectives, however the services are quite similar. The student will be taught the essential two-step process of permanent waving, that of the physical changes and secondly, the chemical changes. Students will be taught all the essential elements of hair analysis prior to the procedure of permanent waving, permanent waving, including what a perm wrap is, the types of rods used, the essentials of end wraps and wrapping techniques, learning how to

section a perm, base placement and direction, the chemistry of permanent waving, what reduction reaction is, the types of permanent waves available for salon use, all safety precautions used in permanent waving, and permanent waving procedures.

Students will also learn about all aspects of chemical straightening. This involves the understanding of the most common types of chemical straighteners, hair analysis, the nature of curly hair, thio relaxers, hydroxide relaxers, guanidine hydroxide relaxers, low-ph relaxers, thermal ionic reconstructors, base and no-base relaxers, relaxer strengths, the procedures to chemical hair-relaxing procedures, and virgin hydroxide relaxers, as well as touch ups.

- 3. Hair Coloring and Bleaching (60 Hours of Technical Instruction and 80 Practical Operations)** - In this portion of the course the student will learn and will be able to identify the principles of color theory and be able to relate them to hair color, explain the level and tone in formulating hair color as well as the role it plays, list the four basic categories of hair color, explain their chemical effects on the hair, what developers and toners are, and be able to give examples of their use. The bleaching portion of study enables the student to explain the action of hair lighteners.

The students are taught in depth on client consultations, keeping records on client cards for chemical treatments, understanding release statements and the release of liability form, performing patch test, and the preliminary strand test. Safety precautions are always taught and practiced on each client service.

- 4. Haircutting (20 Hours of Technical Instruction and 80 Practical Operations)** – The basic principles of haircutting are taught in this section of study. The student at the end of this section will be able to identify reference points on the head form and understand their role in haircutting. Defining angles, elevations and guidelines are taught. The student will be able to list the factors involved in a successful client consultation, be able to demonstrate the safe and proper use of the various tools of haircutting, demonstrate mastery of the four basic haircuts, and demonstrate the mastery of other haircutting techniques. The proper use of the haircutting tools, the body position and, as always, safety is taught.

II. Technical Instruction in Health and Safety are taught with a required 200 Hours. The breakdown of *minimum* hours are described as follows:

- 1. Laws and Regulations (20 Hours of Technical Instruction)** – The State of California Department of Consumer Affairs' subdivision Board of Barbering and Cosmetology has issued The Barbering and Cosmetology Act along with the Rules and Regulations which includes all amendments through January 1, 2004 as well as regulations found in Title 16, Division 9, of the California Code of Regulations. Each student is issued these rules and regulation and their teachings are incorporated in classroom theory classes and practiced on the student floor.
- 2. Health and Safety Considerations (45 Hours of Technical Instruction)** – The Department of Consumer Affairs' Board of Barbering and Cosmetology has issued a

Health and Safety Guideline booklet for all Cosmetology students scope of practice. Each student receives this booklet and are taught in detail the laws of the State of California pertaining to health and safety in the salon/spa environment. Issues from Federal agencies are also stressed. The student is taught about the Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets (MSDS), and the Environmental Protection Agency (EPA). Each of these agencies was created to protect the public from disease and contaminations that are potentially hazardous to the general population. After the student is taught about the health and safety considerations in the salon/spa environment, these are continually practiced on the freshman and senior floors at all times.

3. **Sanitation and Disinfection (20 Hours of Technical Instruction)** – The elements of sanitation and disinfection will be taught to include the proper way to wash hands, sweeping hair off the floor, chair, and work station, draping the client, sanitation of implements and tools, blade replacement, shear maintenance, and complete sanitation of the workstation after each client. As well as these topics that are taught, the act of pre-service sanitation is taught which includes the correct way of washing instruments, properly rinsing implements in water, immersing implements in disinfectant solution for the required time allotted, washing hands with liquid soap, and properly drying and storing implements.
4. **Anatomy and Physiology (15 Hours of Technical Instruction)** – The learning objectives that are taught to the students are explanation of the importance of anatomy and physiology to the cosmetology profession, description of cells, their structure and their reproduction, definition of tissues and identification of the types of tissues found in the body. Upon completion of this section of study the student will be able to define all listed above as well as name the 10 main body systems and explain their basic functions.

III. Technical Instruction and Practical Training in Esthetics are taught with a required 200 hours. The breakdown of *minimum* hours are described as follows:

1. **Manual, Electrical and Chemical Facials (25 Hours of Technical Instruction and 40 Practical Operations)** – In order for the student to understand the benefits of these different types of facials, the student must first learn the various skin types and conditions, understand contraindications and the use of health screening forms to safely perform facial treatments, be able to identify the various types of massage movements and their physiological effects, be able to describe the different types of products used in facial treatments, understand the basic types of electrical equipment used in facial treatments, and be able to demonstrate the procedure for a basic facial.

The student will learn the basic massage/manipulations for manual facials as well as cleansing techniques, masks, and facial equipment used. Chest, back and neck manipulations will be taught additionally. Electrical facials will include the use of an electrode as an applicator for directing electric current from machine to client's face. Several contraindications are strictly adhered to in order to protect the client; consequently, the client's medical history as a work-up is taught. Chemical facials will be taught to include chemical peels, masks, moisturizers, and scrubs. In each case of these

three basic types of facials, it is imperative that each student understand the necessity of record-keeping on each client. Client cards will be used and stored for continuous use.

According to The Board of Barbering and Cosmetology, Rules and Regulations, Article 12, §992 with regard to skin peeling, is limited to the uppermost living layer of facial skin can be removed and only for beautification purposes.

2. **Eyebrow Beautification, Hair Removal, and Makeup (25 Hours Technical Instruction and 30 Practical Operations)** – Eyebrow beautification is taught to the students as a temporary hair removal operation. This takes into account teaching the practices of shaving, tweezing, electronic tweezers, epilators, and depilatories. Client consultations are required before any procedure is performed.

The students learning objectives for makeup will take into account the description of the various types of cosmetics and their uses, demonstrations in cosmetic color theory, demonstrations in basic makeup procedures for any occasion, identification of the different facial types, demonstration procedures for basic corrective makeup, demonstration of the application and removal of artificial lashes, and listing safety measures to be followed during makeup application. By the end of this section, the student should be able to demonstrate and explain all of these procedures.

IV. Technical Instruction and Practical Training in Manicuring and Pedicuring are taught with a required 100 Hours. The breakdown of *minimum* hours are described as follows:

1. **Manicuring and Pedicuring (10 Hours Technical Instruction and 25 Practical Operations)** – Students are taught the identification of the four types of nail implements and tools required for manicures and pedicures, the correct and safe handling of nail implements and tools, nail analysis, proper set-up of the manicure/pedicure table, identification of basic nail types, the correct application of nail polish and conditioning oils, hand and arm massage movements, foot massage, paraffin-wax treatments, and the display of all sanitation, disinfection, and safety requirements essential to all equipment and nail and hand care services.
2. **Artificial Nails, Wraps and Nail Tips (25 Hours Technical Instruction and 120 Nails Practical Operations)** – Students are taught the identification of the three types of nail tips, the supplies that are needed and why, demonstrations of the proper procedures and precautions used in applying nail tips and their removal, identification of four kinds of nail wraps and what they are used for, the benefits of using silk, linen, fiberglass, and paper wraps, demonstrations of proper procedures and precautions used in fabric wrap application, the maintenance involved in fabric wraps, their repairs and removal, the definitions of no-light gels and the proper procedure for applying no-light gels.

Esthetics Course Description

Our esthetics course consists of 600 hours of technical instruction and practical training according to §7316 of the Barbering and Cosmetology Act. Technical instruction shall consist of lectures, demonstrations, classroom participation and weekly examinations. The practical

training consists of the time involved in order to complete a practical operation. You will be given a course outline on the first day of instruction.

I. Technical Instruction and Practical Training in Facials are taught with a required 350 Hours. The breakdown of *minimum* hours are described as follows:

1. **Manual, Electrical and Chemical Facials (70 Hours of Technical Instruction and 140 Practical Operations)** - In order for the student to understand the benefits of these different types of facials, the student must first learn the various skin types and conditions, understand contraindications and the use of health screening forms to safely perform facial treatments, be able to identify the various types of massage movements and their physiological effects, be able to describe the different types of products used in facial treatments, understand the basic types of electrical equipment used in facial treatments, and be able to demonstrate the procedure for a basic facial.

The student will learn the basic massage/manipulations for manual facials as well as cleansing techniques, masks, and facial equipment used. Chest, back and neck manipulations will be taught additionally. Electrical facials will include the use of an electrode as an applicator for directing electric current from machine to client's face. Several contraindications are strictly adhered to in order to protect the client; consequently, the client's medical history as a work-up is taught. Chemical facials will be taught to include chemical peels, masks, moisturizers, and scrubs. In each case of these three basic types of facials, it is imperative that each student understand the necessity of record-keeping on each client. Client cards will be used and stored for continuous use.

According to The Board of Barbering and Cosmetology, Rules and Regulations, Article 12, §992 with regard to skin peeling, is limited to the uppermost living layer of facial skin can be removed and only for beautification purposes.

2. **Preparation (15 Hours of Technical Instruction)** – With the preparation process for all facials, the esthetics students will learn about room setup, meeting and greeting their clients, product and supply checklists, preparing and draping the client for facials, skin analysis, facial contraindications, and proper client record keeping.

II. Technical Instruction in Health and Safety are taught with a required 200 Hours. The breakdown of *minimum* hours are described as follows:

1. **Laws and Regulations (10 Hours of Technical Instruction)** – The subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
2. **Health and Safety Considerations (40 Hours of Technical Instruction)** - The Department of Consumer Affairs' Board of Barbering and Cosmetology has issued a Health and Safety Guideline booklet for all Esthetic students scope of practice. Each student receives this booklet and are taught in detail the laws of the State of California pertaining to health and safety in the salon/spa environment. Issues from Federal agencies are also stressed. The student is also taught about the Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets (MSDS), the Federal Food

and Drug Administration (FDA), and the Environmental Protection Agency (EPA). Each of these agencies was created to protect the public from disease and contaminations that are potentially hazardous to the general population. After the student is taught about the health and safety considerations in the salon/spa environment, these are continually practiced on the freshman and senior floors at all times. With the use of electrical equipment with regard to the practice of esthetics, electrical equipment training and safety is taught and enforced. The principles of infection and infection control are taught along with the principles of prevention, sanitation, disinfection, sterilization, disinfectant safety, cross-contamination prevention, and choosing the proper linens for draping.

3. **Sanitation and Disinfection (10 Hours of Technical Instruction)** – All methods of sanitation and disinfection are taught with the utmost concern to all students. Universal precautions are discussed along with the principles of infection and infection control are taught along with the principles of prevention, sanitation, disinfection, sterilization, disinfectant safety, cross-contamination prevention, and choosing the proper linens for draping.
4. **Anatomy and Physiology (15 Hours of Technical Training)** – Students will be taught the basic structures of the human body, what they are made up of, their functions and activities. The science of the structure of organisms and their parts along with the study of the tiny structures found in living tissue (microscopic anatomy) will also be taught. The primary focus will be on the muscles, bones, nerves, and circulation of the head, neck, arms, and hands. Students will ultimately be taught skin analysis and be able to identify skin types, conditions and their causes, effects of the sun and UV rays on the skin, healthy habits for skin, treatment contraindications, client consultation, and filling out skin analysis charts.

III. Technical Instruction and Practical Training in Hair Removal are taught with a required 50 Hours. The breakdown of *minimum* hours are described as follows:

1. **Eyebrow Beautification (25 Hours of Technical Instruction and 50 Hours of Practical Operations)** - Eyebrow beautification is taught to the students as a temporary hair removal operation. This takes into account teaching the practices of shaving, tweezing, electronic tweezers, epilators, and depilatories. Client consultations are required before any procedure is performed.
2. **Makeup (20 Hours of Technical Instruction and 40 Hours Practical Operations)** - The students learning objectives for makeup will take into account the description of the various types of cosmetics and their uses, demonstrations in cosmetic color theory, demonstrations in basic makeup procedures for any occasion, identification of the different facial types, demonstration procedures for basic corrective makeup, demonstration of the application and removal of artificial lashes, and listing safety measures to be followed during makeup application. By the end of this section, the student should be able to demonstrate and explain all of these procedures.
3. **Preparation (15 Hours of Technical Instruction)** – The students will be taught on how to perform a proper client consultation with each client before each procedure, which will include specific data collected from the client on a client intake form and client record card (client record keeping). During the consult the student will learn how to review, assess, understand and adhere to client preferences, skin analysis, questions regarding

lifestyle, discussion of treatment of options, suggestions for treatment, sun exposure, skin maintenance, and the summarization and repetition of all that is discussed at the time of the consult. Pre-existing medical or existing skin conditions that would prohibit treatment would be discussed and termed as contraindications. The student will also learn the techniques required for pre-operative and post-operative care of the client. Lessons on preparing the skin for a procedure and providing care for rapid wound healing and the avoidance of infection will be taught. The student will find it necessary and fundamentally important to learn CPR/AED which will be taught by our trained certified staff. This is an integral part of lifesaving aid to people that may suddenly suffer cardiac arrest. In addition to CPR (Cardio Pulmonary Resuscitation), the use of an AED (Automated External Defibrillator) will be taught in conjunction in order to continue with CPR while the device continues to analyze the victim until emergency help arrives. Professional conduct and ethics is taught and stressed throughout the entire course by introducing and practicing diplomacy, emotional stability, receptivity, sensitivity, values and goals, communication skills, discretion and confidentiality, and maintaining boundaries. With all the integral parts of the course being taught, salon and spa skills are incorporated to round out the curriculum.

*In addition to the hours of technical Instruction and Practical Operations for the cosmetologists and esthetics student, they will also be taught business fundamentals for the salon/spa professional. Upon course completion, students will be able to describe the qualities necessary to be successful in this service profession. They will be able to name and describe the types of ownership under which a skin care salon or spa operates, why it is necessary to keep accurate client records, the importance of the front desk and receptionist to the salon/spa, demonstrate the best practices for telephone use, and understand the value of excellent salesmanship.

Job Placement Policy

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 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.

PORTFOLIO PREPARATION

While you are a student at Career Beauty Academy use this opportunity to express yourself in such a way as to become desirable to a prospective employer. For example, your collections of documents that you have acquired, photos of your best work, awards received or any notices of recognition will most often help to boost your chances of employability. Below is a list of items that should be contained in your portfolio.

- Diplomas – secondary and post-secondary

- Awards and Achievements received
- Field-related achievement – oriented Resume
- Letters of reference from employers
- Summary of continuing education and copies of certificates
- Statement of professional affiliations – groups
- Statement of civic affiliations
- Before and after photographs of technical services you have performed
- Statement of why you have chosen cosmetology or esthetics as a career

Employers are looking for a well-rounded, honest, professional, educated team player. A full, concise portfolio is your opportunity to share your accomplishments and achievements with that prospective employer.

On the following pages you will find statistics, helpful tips on looking for that perfect job as well as a sample of a resume. Additional sample resumes are on the internet using Microsoft Office templates, free to download and adjust according to your personal preferences.

SUCCESSFULLY SEARCHING FOR A JOB

How to Create a Great Resume

I. Reflection and Organization

The hardest parts of building a resume are reflection and organization. When I say reflection I mean knowing what your marketable qualities are and then organizing them in a unique, stylish manner on paper. If you have never worked before and this is the first time you will be entering the job market, you may feel you have no real marketable qualities to fall back by way of experience. You would be surprised to know that many of the ordinary tasks that you do day to day are, in fact, good marketable qualities that employers may be looking for. For example:

- Being on time
- Being dependable
- Being a team player
- Being a good listener
- Being able to assimilate problems and come to resolutions
- Being open to new suggestions

These qualities are worth its weight in gold to a prospective employer. These qualities are what make a great employee and co-worker. When you are reflecting on your qualities, make a list of what you feel you're greatest qualities are.

Now that you are coming upon completion of your cosmetology or esthetics course, you will need to formulate a creative, interesting, and professional resume. Hopefully, you have taken the opportunity to prepare a great portfolio for yourself while you have been in school. Your portfolio should contain articles such as:

- Diplomas – secondary and post-secondary
- Awards and achievements received while in school
- Grade point averages on testing
- Field-related achievements from internships and competitions
- Letters of references from the school
- Copies of continuing education certificates in your field of study
- Copies of certificates from professional affiliation groups in your field of study
- Copies of certificates from any civic affiliations
- Before and after photographs of technical/chemical and styling services you have performed
- Statement of why you have chosen cosmetology or esthetics as your career choice

Employers are looking for a well-rounded, honest, educated, professional team player for their work group. A full, concise portfolio is your opportunity to share your accomplishments and achievements with the prospective employer of your choice. Make yourself an asset to their business. You will ultimately be a key to their success.

II. Identifying Your Marketable Skills

1. On the following page is a graph of marketable skills and a section to fill in for the experience you have or have not had in each category. The directions are simple. Go through the list and identify the skills that you have had experience in and list where you have had that experience(s) at the top section; then check the boxes in which you have had the experience
2. After the chart is complete, look at the chart to see which skills you have had the most experience in
3. If you want to use any of these skills list them as such: Communication Skills, Leadership Skills, Organization Skills, etc.
4. This chart helps to outline your experiences

III. Putting Your Resume Together

1. The first section of your resume should include your demographics: Name, address, telephone/cell number or both, fax number if you have one, email address, and if you have a web page – your web page address
2. Section 2 should state your “Job Objective” – this helps convince employers that you know what you want and are familiar with the field. Be as specific and concise as possible. A short statement such as, “Hair Stylist”, “Hair Colorist”, or “Esthetician” is sufficient – see example
3. Section 3 for an entry level position would be to list your “Key Skills”. This section should include how knowledgeable you are in your field of study, communication skills, knowledge and experience in your field of study (i.e. coloring, cutting, perms, massages, facials, etc.), product knowledge, negotiation and salesmanship abilities, energetic and enthusiastic to work full time, and good mathematical skills
4. The fourth section is for your “Educational Qualifications”. How long have you been interested, studied and practiced in your field of study. Where did you complete your

- training and the dates you attended? Also list any extra-curricular classes that you have taken related to your field of study with dates and mention certificates earned
5. If you have any work related experience, even if you have only interned, this is the section you would list that experience with dates
 6. Section 6 should include all your responsibilities and duties you have performed. Some examples are: Salon cleanliness and hygiene, greeting and interacting with clients, use of hair colors and brands, use of equipment for your profession, and implementing new techniques and styles
 7. Section 7 is where you can list your achievements, i.e. certificates of achievement, increased revenue for an establishment with an example of a % of growth rate in what year
 8. Section 8 should list the languages you speak
 9. Last, Section 9 should list your references. Professional references are always listed first and personal references listed last with contact numbers and/or email addresses. List them as such

THE JOB INTERVIEW AND HOW TO PREPARE FOR IT

Now that you have successfully landed an appointment for a job interview, you will need to prepare for the interview. Here are your categories to pay attention to before the interview:

1. Thoroughly research the company you would like to work for
2. Print your completed resume on professional paper; make several copies
3. Have your business cards ready to distribute
4. Decide ahead of time what you will wear to the interview
5. Practice interviewing with another person

These tips will be discussed further and in detail as we go along. We cannot stress preparation for an interview enough as this will be your one chance to prove yourself to someone and potentially land that job you want.

I. Researching the Company you will Interview with

- A. You will probably be able to look up a company on the internet to get a business profile on them. It should be able to list the management, when the business started, their location, demographics, and the type of industry they are in. Some suggested sites are Glassdoor.com, Vault.com, and Google.com
- B. You can also look them up on the Better Business Bureau to see if they are in good standing with them.
- C. Being knowledgeable about the company, their mission and their employees will let them know how interested you are in working at their establishment.

II. Practice Interviewing

- A. You will be given the chance to have mock interviews with the students and staff while you are in school. The cosmetologists will practice mock interviews at 1450 hours of completion of their course and the esthetics students will start their practicing at 300 hours.

- B. At home, try to involve family and friends with mock interviews. Have them run through typical questions asked on an interview.
- C. A list of difficult and the typical top 10 interview questions are provided here for you.
- D. Research your answers and practice what feels right for you to say given your parameters.

III. What to Bring to the Interview

- A. Any work samples or portfolio you have prepared in your field of study
- B. A notepad and pen
- C. Breath mint (before you enter the building and not while in the interview)
- D. An extra copy of your resume on professional paper
- E. Your business cards

IV. What not to Bring to the Interview

- A. Your cell phone
- B. An iPod or any other electronic device
- C. Gum
- D. Cigarettes
- E. Candy
- F. Soda or drinks of any sort
- G. Scuffed shoes, messy and/or not-so-clean clothes

V. What to Wear and What not to Wear

- A. Dress appropriate for the establishment you are interviewing with. The hair industry is typically on the flamboyant side when it comes to attire and hair design. While standing out from the others is alright sometimes, it is not alright on an interview. Try to tone down any flashy, glitzy, unreserved, gaudy or loud attire, makeup and hair design. Try to avoid showing tattoos, piercings, multi-colored hair, flashy jewelry, and anything that would draw attention away from you during an interview.
- B. Keep in mind that you will be presenting yourself to a variety of different people that come from all walks of life while working. Dressing to fit a certain style will single you out as a person that shows an interest and taste in one particular style. Try to keep your image open and fresh and inviting to all different styles of people.
- C. A business casual dress code is appropriate for this industry. Long tailored pants and a neutral blouse or shirt is acceptable. If you want to wear a skirt, remember to keep it at a respectable length so as to not offend anyone.
- D. Makeup should be kept tasteful and not overdone.
- E. Jewelry should be kept to a minimum as well.
- F. If you decide to wear perfume, only use a very small amount so as not to overwhelm your interviewer or those around you. A clean smell is always the best smell.
- G. Hair should be washed and styled neatly and not overdone.
- H. Shoes should be closed toed if possible; never wear flip flops, crocs, stilettos, tennis shoes, or old dirty shoes that smell to an interview.

VI. The Interview

- A. The most important first step in the interview process is to BE ON TIME! Showing up late to an interview reflects the regard you have for other people's time. If you show up late, there really is no excuse that can erase that away. The employer will look at you as not appreciating the opportunity that they have given you. Research or MapQuest the location of where the interview will take place well ahead of time. Drive there a few days ahead of time to gauge how long it takes to get there and the parking situation. Be prepared time wise.
- B. While waiting to be interviewed, you may be asked to wait in a seated area. The way you sit and wait, and how you greet their receptionist and the interviewer all have an impact on whether you are going to be considered for this job. Sit quietly and be patient. Be friendly and pleasant to everyone there. Shake hands with your interviewer firmly not sticky or clammy.
- C. During the interview, make eye contact with the interviewer for a few seconds at a time. Be pleasant and nod at appropriate times. Laugh only when the interviewer laughs first. Be polite and keep an even tone in your voice. Don't be too loud or quiet. Sit up straight and relax leaning forward a little towards the interviewer. Be careful to listen to the interviewer and don't interrupt
- D. You will be asked a series of questions; some geared toward the job and others geared towards you and your work ethic. Here is a list of the most common interview questions asked:
1. What are your greatest strengths?
 2. What are your greatest weaknesses?
 3. How do you handle stress and pressure?
 4. Describe a difficult work situation/project and how you overcame it.
 5. How do you evaluate success?
 6. Why do you want this job?
 7. Why should we hire you?
 8. What are your goals for the future?
 9. Tell me about yourself.
 10. Tell me how you get along with others
 11. How well do you work with Supervisors?
 12. Do you consider yourself successful?
 13. What salary are you looking to earn?
 14. What extra classes have you taken to enhance your abilities?
 15. How do you feel about retail sales?
 16. How would you handle conflict with a co-worker?
 17. Why did you choose the beauty industry?
 18. What motivates you?
 19. What do you know about our company?
 20. What product lines have you worked with?
 21. Why would you like to work here?
- E. In answering some of the more difficult questions, you will need to analyze yourself and your goals to give an appropriate answer. For example, "Tell me about yourself", can go two ways; either you can bore your interviewer to death and start rambling on and on looking as if you are winging it or you can offer two or three precise sentences that sum you up and get right to the point. Remember to be specific with your

answers and to the point. Your goal is to project yourself as a capable individual that knows what they want and is confident with themselves.

F. If a question focuses on negativity, turn it around to focus on the positive. For example, “What are your greatest weaknesses?” may point to what others may or may not perceive as a negative. If you have been labeled an obsessive-compulsive individual that likes cleanliness and order, this may be perceived by someone as a weakness when in reality it can come across as a very strong point on your behalf. You like order and cleanliness which is of the utmost importance in the beauty industry and is actually a plus in a salon.

G. Research and analyze your answers carefully.

H. Here is a list of the most common job interview mistakes:

1. Don't prepare for the interview
2. Dress inappropriately
3. Poor communication skills
4. Talking too much; giving out too much information
5. Don't talk enough
6. Vague, fuzzy facts
7. Not listening or paying attention to the interviewer and their questions
8. Giving the wrong, irrelevant answers to questions asked
9. Badmouthing former co-workers or past employers
10. Forgetting to follow up after the interview

VII. After the Interview

- A. Send a thank you letter, note or email to the interviewer thanking them for their time and considering you for the position.
- B. Send this out as quickly as possible
- C. Use this opportunity to reiterate your interest in the job and company
- D. Highlight your relevant skills
- E. Keep the correspondence short and to the point
- F. Proofread your correspondence before you send it out

Hopefully all of this information will help guide you through the job seeking process. On the following pages is an example of a sample resume. There are many types and styles to choose from on the internet. Do a search to see which one you like the most and the one that will allow you to portray your best skills. Remember, it is a job to look for a job and requires dedication, patience, research, and planning to get to where you want to be. Don't give up and keep moving forward. Good luck in your job searches

SAMPLE RESUME

Address:

1234 Easy Street
Sacramento, CA 95825
Home Phone: (916) 777-5555

Email Address:

beth@yahoo.com
Cell Phone: (916) 555-2222

Amanda K. Hired

Objective To obtain gainful employment in the field of the cosmetology arts and sciences

Education **Encina High School** **Graduated June, 2009**

General education requirements
GPA: 3.45

Sierra College **July 09 – June 10**

General education requirements
45 credits earned
GPA: 3.00

Relevant Courses:

Business administration Art I
Sociology History of Women
Psychology Art II

Career Beauty Academy **Graduated May, 2011**

1600 hours in cosmetology
Relevant Courses:
Health and Safety Theory of Electricity
Sanitation and Disinfection Bacteriology/Anatomy/Physiology
Wet Hairstyling Thermal Hairstyling/Press and Curl
Permanent Waving Chemical Straightening
Haircutting Hair Coloring/Bleaching
Scalp and Hair Treatment Manual Facials
Chemical Facials Eyebrow Arching and Hair Removal
Makeup Water/Oil Manicuring
Complete Pedicures Artificial Nails (liquid and powder)
Nail Tips Nail Wraps/Repairs
Electrical Facials

Work Experience **Suzie's Hair Salon and Spa** **March 2011**

Externship – 4 weeks

- Studied and assisted in performing different hair coloring process techniques and corrective coloring
- Assisted in makeup and makeovers

- Assisted in different styles of haircutting for men, women and children
- Studied and assisted in corrective conditioning and shine enhancement

Barnes and Nobles

2011 – Present

- Cashier
- Customer Service
- Stocking and Inventory

Safeway Market

2010 – July, 2009

- Cashier
- Office Assistant
- Stocking and Inventory

Skills

Outstanding customer service skills, cashiering, knowledge of inventory processes, salesmanship, and excellent knowledge and experience in all fields of the cosmetology arts and sciences.

**Activities
and Honors**

“Outstanding Customer Service Skills” award from Barnes and Nobles
“Most Valued Employee” from Barnes and Nobles
First Place Award for Hair Competition in Fantasy Category at Career Beauty Academy
“Student of the Month” in January of 2011

References

Available upon request

Veteran Policy

Refund Policy for Non-accredited Courses, CFR 21.4255

Our school has maintained a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to completion. The amount charged to the veteran or eligible person for tuition, fees and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees and other charges, that the length of the completed portion of the course should bear to its total length.

NOTE: The maximum non-refundable registration fee allowed by VA is \$10.00 for non-accredited courses

Standards of Progress, CFR 21.4254(b)(6)

Veterans and eligible persons are evaluated at 25% intervals in relation to their respective program length. Students are required to maintain a grade average of 75% in order to meet the minimum satisfactory academic progress requirements. Any student not meeting the required minimum satisfactory academic average at the end of an evaluation period of 450 hours will be given a warning until the next evaluation period at 900 hours. If the student fails to improve his/her grade to the required 75% minimum, the student will be placed on probation. If at the end of this probationary period at 1350 hours, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress.

Attendance Policy, CFR 21.4254(b)(5)

Student attendance is evaluated at 450 hours, 900 hours and at 1350 hours. Students are required to maintain an attendance average of 75% in order to meet the minimum satisfactory attendance requirement. Any student not meeting the required minimum attendance average at the end of an evaluation period will be given a warning after the 1st evaluation at 400 hours and if the standards are still not met at 900 hours, the student will be placed on probation and will be determined as NOT making satisfactory academic progress.

*Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

Grievance Procedures

While most problems that occur can be resolved through discussion and compromise when addressed in a timely manner, sometimes a problem may require further conciliation. Our grievance procedures are designed to resolve a problematic situation that is not able to be resolved in a simple manner. The steps that should be taken are as follows:

1. The student should register the complaint in writing on our designated form within 30 days of the date that the act which is the subject of the grievance occurred. These forms are available in our main office and will be provided immediately upon request.
2. Please fill out this form in its entirety including date, time, people involved, any evidential facts to support your grievance, and the outcome expected.
3. This form should be handed to the Director of the school, Lisa Lee.
4. The process of investigation may include interviewing other students, teachers and staff in order to substantiate the grievance.
5. The results after a thorough investigation of the problem will be put in writing and given to the student within 15 days of receiving the grievance.
6. If the student feels that the problem has not been addressed satisfactorily and still feels it necessary to pursue further relief, the student may resubmit the grievance with reasons why the solution given will not suffice and request a hearing by the school's grievance hearing committee.
7. The school's management will appoint the members of this committee which may include a staff member not included in the grievance, an instructor not related to the grievance, and an outside person not employed by the school and is not a part of the grievance.
8. All facts and evidence will be discussed and a written report with recommendations or modifications will be given to the student within 15 days after the student requests further relief.
9. All students must exhaust these procedures before submitting the complaint to the school's accrediting agency, if applicable.

STUDENT GRIEVANCE FORM

NAME _____ ADDRESS _____

Student ID# _____ TELEPHONE _____

1. Please provide a one or two sentence description of your complaint.

2. Please describe the nature of your complaint in full detail indicating what happened, when the event occurred and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date

Notice of Cancellation

Enter date of first class _____

You may cancel this contract for school at any time. You may do this using this Notice of Cancellation Form, delivered in person, by mail, or facsimile to our office address stated below.

If you withdraw from a course of instruction on the first day following the first class you attended or the seventh day after you enrolled, the school will remit a full refund less the registration fee and the STRF within 45 (forty-five) days following your withdrawal. To receive a refund for your kit and books, the items must not have been opened, unwrapped, used or damaged in any way. These items must be returned to the school within 7 (seven) days of the date you signed the cancellation notice in the condition stated above.

If you do not return the equipment within this 7 (seven) day period, the school may keep the amount of what you paid for the kit and books. The school is required to refund any amount over that as provided above, and you may keep the kit and books.

Career Beauty Academy, LLC
Attention: Director
200 Whyte Avenue
Roseville, CA 95661

DATE OF CANCELLATION: _____

I hereby cancel my contract for this school.

Student Signature

Date

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

Authorization Form – Release of Information

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations or class of parties (such as potential employers) to gain access to certain information in my student file. I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize _____ to have access to the following information:

Signature of Student or
Parent or Guardian if Student is a Dependent Minor

Date

Note: This form is to be used each time the school wants or has a need to release information from the student file to a third party unless a class of parties has been identified.

This form need not be used when releasing information from the student's file to the student or student's parent if the student is a dependent student under IRS laws.

APPEAL POLICY AND PROCEDURE FORM

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 an SAP determination 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

_____ APPEAL _____ APPEAL DENIED

EXPLANATION OF DECISION:

REQUIREMENTS OF STUDENT TO ACHIEVE SATISFACTORY ACADEMIC PROGRESS AT THE END OF THE PROBATIONARY PERIOD:

Certification

Please review the statements below and initial to the left of each statement.

Student
Initials

_____ I have received a copy of the Career Beauty Academy, LLC Course Catalog and reviewed all school rules and policies.

_____ I have received a copy of the California State Board of Barbering and Cosmetology Acts & Rules and my course Criteria.

_____ I have received a copy of the Career Beauty Academy, LLC course outline

_____ I have received a copy of my Enrollment Agreement, including my Rights to Cancel, Withdrawal and Refund Rights.

_____ Student Grievance Form

_____ I have received a Notice of Cancellation form and my rights to cancel have been explained to me.

_____ Authorization Form for Release of Student Information

_____ Appeal Policy and Procedure Form

My signature below certifies that I have read and agree to abide by all rules and regulations set forth by Career Beauty Academy, LLC course catalog and the California State Board of Barbering and Cosmetology. I understand that violation of these rules may result in disciplinary action up to and including expulsion from school.

Student Signature

Date

Print Name

An electronic version of this catalog is also available at CareerBeautyAcademy.com

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897