

Orange Valley College

Catalog Jan 1-Dec 31 2012

Campus Location 7138 Westminster Blvd. Suite B
Westminster, CA 92683
Phone: (714) 698-9209
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**Approval
Disclosure
Statement**

California State Approval

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

Approved Courses:

| Course | Clock Hours | Months | Inst. Weeks | Award |
|-------------------------|-------------|--------|-------------|---------|
| Cosmetology | 1600 | 12 | 54 | Diploma |
| Esthetician | 600 | 7 | 30 | Diploma |
| Manicurist | 400 | 5 | 20 | Diploma |
| Massage Technician | 500 | 6 | 25 | Diploma |
| Permanent Makeup Artist | 40 | 0.5 | 2 | Diploma |
| Advanced Skin Care | 20 | 0.25 | 1 | Diploma |

| Course | CIP | SOC | O*NET | Occupations |
|----------------------------|---------|---------|---------|---|
| Cosmetology | 12.0401 | 39-5012 | 39-5012 | Hairdressers, Hairstylists and Cosmetologists |
| Esthetician | 12.0409 | 39-5094 | 39-5094 | Skin Care Specialists |
| Manicurist | 12.0410 | 39-5092 | 39-5092 | Manicurists and Pedicurists |
| Massage Technician | 51.3501 | 31-9011 | 31-9011 | Massage Therapists |
| Permanent Makeup Artist | 12.0411 | 39-5091 | 39-5091 | Makeup Artists |
| Advanced Skin Care | 12.0409 | 39-5094 | 39-5094 | Skin Care Specialists |

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

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

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov 888.370.7589(phone) or 916.253.1897(fax).

BPPE

P.O. Box 980818

West Sacramento, CA 95798-0818

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

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

Course Approval

Courses offered at Orange Valley College are approved by:

Board of Barbering and Cosmetology

2420 Del Paso Road Suite 100

Sacramento, CA 95834

1-800-952-5210

At the time of this publication, Orange Valley College is not offering any form of private, Federal or State Financial Aid Program.

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

Kyu Choe

President

Revised: April 19 , 2012

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About Orange Valley College

Introduction

We want to thank you for selecting us to assist you in obtaining your desired physical arts and cosmetology training. You will receive real field experience that will hopefully provide you with the opportunity for a successful future in the cosmetology industry. At Orange Valley College, we offer you the basic training to become make-up artists, tattooists, advanced skin care specialists or massage therapist. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work dedication and practice on your part. You will practice shop management, business concepts and the psychology of personal success. It is a pleasure to have you join us at Orange Valley College. Our Goal is to help you discover your ability to transform your life and others by your training. The degree of success will depend on the effort you are willing to apply during the entire course of your training.

Mission Statement

At Orange Valley College, the prime objective is to offer training that prepares students to become successful members of the cosmetology, esthetician, manicuring and massage therapy professions and to successfully pass the State Board Examination.

College Objectives

Our primary objective at Orange Valley College is to offer each of our students with high quality teaching and training so that they may be prepared to successfully pass the state board examination and become a successful professional in the cosmetology industry. In order to fulfill our objective, we not only teach the techniques and artistry of cosmetology; we also teach poise, charm, self-reliance, business practices, and personal hygiene. We continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Teachers give “individual” as well as “class” instruction. This combination helps serious students realize their goals. In the process, the secondary objective is to maximize the development and personal growth of each student as a total person, to help each student discover his/her potential success. Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty and massage industry.

Statement of Non Discrimination

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

Instructional Facilities

Orange Valley College occupies a floor space of approximately 3,200 square feet at 7138 Westminster Avenue Suite B Westminster, CA 92683. The facility will include

four large classrooms/practice rooms. Each classroom will accommodate up to 15 students. The total capacity of the facility will be approximately 100 students at any one time. The facility has ample office space for student record keeping and admissions usage. Restrooms and private changing areas will be provided to students. The facility is accessible for all handicapped students. There is adequate parking space located around the facility. Public transportation is available to students through a bus stop located within one block of the school. Each theory classroom will have appropriate student tables and chairs for each student and will also have an appropriate whiteboard and teacher podium or desk. The college provides sufficient electrical equipment (dryers, electrical caps, electric and non-electric combs, electric and non-electric curling irons), dermal lights, shampoo bowls, mannequins, facial chairs, manicure stations and time clocks for quality education.

School Calendar Classes begin EVERY MONDAY and TUESDAY for all classes.

Hours of Operation Monday through Saturday 9:00 am to 5:30 pm
Full and part-time schedules are available.

Bankruptcy Orange Valley College does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has never 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 [11U.S.C. Sec. 1101 et seq.].

Holidays Orange Valley College observes the following holidays during which the school is closed:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving break
- Christmas break

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

Pre-Enrollment Information and General Rules Each prospective student receives a catalog. Although general rules are reviewed during orientation, students are individually responsible for knowledge of all College rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for

admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Orientation Orientation classes for all students are held as follows:
 Evening Students: Monday 5:00pm to 6:30pm
 Day Students: Tuesday 8:30 am to 10:30 am

Administrative Staff President/CEO: **Mr. Kyu Choe**
 Chief Operating Officer: **Joo Ha Choe**
 Assistant Director/Financial Advisor: **Timothy Choe**
 Chief Academic Officer: **Diane Nguyen**
 Admission/Placement: **Nga Vu**
 Admission/Registrar: **Oanh Nguyen**

Faculty

| Instructor | Course | Instructor Qualifications |
|-------------------|-----------------------------------|--|
| Diane Nguyen | Cosmetology | CERT# COAFS04377497 Licensed Cosmetologist for 10 years Cosmetology Instructor for 3 years |
| Vanessa Le | Manicurist | Licensed Cosmetologist for 10 years Cosmetology Instructor for 9 years |
| Hanh Nguyen | Esthetician/ Advanced Skincare | CERT# NHAK5BBMVX2002 Licensed Cosmetologist for 10 years Esthetician Instructor for 4 years |
| Peter Q. Ngo | Permanent Makeup Artist | CERT# NHAK5BBMVX2002 Licensed Cosmetologist for 10 years Cosmetology Instructor for 7 years |
| Ben Dang | Massage Technician | NCBTMB certification for 5 years. CAMTC certification for 2 years. Massage Therapist for 5 years Massage Therapy instructor for 2 years |

Admission Policy

Admission Requirements

1. Applicant must have one of the following:
 - a. High school diploma, or its equivalent
 - b. Over the age of compulsory school attendance and has the ability to benefit from the training offered at the school
2. Applicant must submit completed application.
3. Applicant must be free of contagious disease.
4. Payment of registration fee.
5. Interview by the school's director or admissions person.

Ability to Benefit

Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass an Ability to Benefit exam prior to admission. Students admitted under this criteria, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit criteria guidelines. Currently, our school is using the CPAT Ability-to-Benefit. These tests will be administered by an independent proctor. Passing score is Writing 32, Reading 62 and Arithmetic 25. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after one week waiting period and the independent proctor will explain and provide you with the re-testing procedures.

Admissions Procedure

Applicants are advised to call the College for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually, so that the College may better understand the career goals of the applicant, and the applicant can better understand the programs of the College.

As part of the admissions procedures, all applicants are required to:

1. Complete an application for admission;
2. Take and pass the SLE test (Scholastic Level Exam) Form IV which is designed to measure the applicant's aptitude to successfully complete the educational program for which the applicant has applied. Specific testing requirements are detailed in the Ability-to-Benefit policy sections of this catalog; Student must show English language proficiency. A passing score on either the SLE test (Scholastic Level Exam) Form IV or the CPAT Ability-to-Benefit test will be acceptable in showing English language proficiency.
3. Have an interview with a representative of the Admissions Department;
4. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans;
5. Submit high school diploma or GED certificate if applicable
6. Complete all necessary paperwork for admission;
7. Receive a catalog and school performance fact sheet
8. Take a tour of the facility.

Upon completion of the admission procedures, the student will be notified of the College's decision regarding admission.

**English As
Second
Language**

The College does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa for foreign students. All instruction is provided in the English and Vietnamese language. All of our instructors are bilingual who are fluent in English and Vietnamese.

**Transferability
of Credits
Earned**

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

1. Accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the College's approved curriculum for that program of study and/or
2. Administer a comprehensive exam for each course that measures and affirms the student's previous education and training experience. A score of 75% or better is required for each such exam in order to receive credit for that particular course. It may be necessary to administer a series of examinations both in theory and hands-on in order to validate the granting of credit for experiential learning, previous education, and work experience. If a satisfactory result is achieved, the student's training period may be reduced proportionately. Students who are granted such credit may have their tuition reduced proportionately.
3. If the college denies credit for prior learning a student can appeal in writing. The college will review the appeal and respond in seven days.
4. The college does not charge a fee for transfer of credit process.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Orange Valley College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Orange Valley College is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution 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 Orange Valley College to determine if your credits, diploma or certificate will transfer.

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

**Students
Admitted to
Other Schools**

The College does not recruit students who are admitted or attending other schools offering similar program of study.

Tuition / Refund Policy

Tuition Charges

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. The entire tuition and fees are due at the time of signing of the Enrollment Agreement. Installment payments are arranged for exceptional cases only. In addition, tuition cost may vary based on special promotions at the time of enrollment. The student is responsible for costs of transportation to and from school and any potential site practice or externships if required.

| Program | Registration Fee | Tuition | | | | Books & Supplies | STRF Fee | Total Cost |
|-------------------------|------------------|--------------------|--------------------|--------------------|--------------------|------------------|----------|------------|
| | | 1 st PP | 2 nd PP | 3 rd PP | 4 th PP | | | |
| Cosmetology | \$75.00 | \$625 | \$625 | \$625 | \$625 | \$450.00 | \$1.50 | \$3,026.50 |
| Esthetician | \$75.00 | \$650 | \$650 | N/A | N/A | \$300 | \$1.00 | \$1,676.00 |
| Manicurist | \$75.00 | \$350 | \$350 | N/A | N/A | \$125 | \$0.50 | \$900.50 |
| Massage Technician | \$75.00 | \$700 | \$700 | N/A | N/A | N/A | \$0.50 | \$1,475.50 |
| Advanced Skin Care | \$75.00 | \$500 | N/A | N/A | N/A | N/A | \$0.50 | \$575.50 |
| Permanent Makeup Artist | \$75.00 | \$600 | N/A | N/A | N/A | N/A | \$0.50 | \$675.50 |

*PP is for Payment Period.

Extra Instruction Charges

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

- Cosmetology: \$2.00 / Hour
- Esthetician: \$3.00 / Hour
- Massage Technician: \$3.00 / Hour
- Manicuring: \$3.00 / Hour

Textbooks, Equipment and Supplies

Textbooks and a kit will be issued at the beginning of the course. Each student will be issued a complete kit of equipment with a carrying case. The kit contains equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Student's Right to Cancel

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

Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with prepaid postage. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement. On the day you sign the enrollment contract, you will be given two Notice of Cancellation forms for your use if you decide to cancel, however, you can use any written notice that you may wish. You do not cancel the contract by just not attending classes.

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

Student's Right to Withdraw

After the end of the cancellation period, midnight of the fifth business day after the day on which the student attended the first class of the program of instruction, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Withdrawal will occur on the earlier of the dates that:

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

Effective Date of Cancellation or Withdrawal

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

Unofficial Withdrawal

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

Refund Policy

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

Cancellation

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

Withdrawal (Official or Unofficial)

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

Refund Policy for Kits and Supplies

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

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

Date of Refund

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

School Closure Policy

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

Course Cancellation

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

Refund Example

The following sample California State refund calculation is for a student who attempting 15 hrs. of instruction for a 40 hrs. program and prepaying \$400.

- Total Cost: \$695 minus non-refundable registration fee \$100 = \$595
- Divide \$595 by 40 to find the cost per hour of instruction: \$14.88 per hour
- Multiply the amount in line above with the total hours attempted. \$14.88 x 15 hrs. = \$223.13. This is the amount of tuition earned by the institution
- Subtract the amount in line above from the amount the student has paid, minus the non-refundable registration fee of \$100. If the total amount is a positive number, this is the amount to be refunded to the student. If the total amount is a negative number, this is the amount the students still owes the institution.

$\$400 \text{ (paid)} - \$100 \text{ (registration fee)} = \$300 - \$223.13 \text{ Tuition earned} = \$76.87 =$
Refund owed to student.

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

STUDENT TUITION RECOVERY FUNDS:

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

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

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

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

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

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

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

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

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

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

. For further information or instructions contact:

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

School Policies

Diplomas and Certificates

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

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

Attendance Policy

- Students must complete all lessons and complete all clock hours before they are allowed to graduate
- Students have 1 ½ times the scheduled completion time to complete the program. Students who do not complete the program after this time will be dropped.
- If a student is absent from class, the student may make-up that class at no additional charge. The student should arrange make-up work with the instructor or director.
- Students who are tardy more than 30 minutes will be counted as absent. Students who leave class early will be counted as absent unless prior arrangements have been made with the instructor or director.
- Students who arrive late to class up to 30 minutes will be counted as tardy. Three tardies will be counted as one absence.
- At no time is any student allowed to attend class who is not on the attendance roster.

Attendance Status

Full time students are required to be enrolled to attend a minimum of 24 hours per week. Half-time enrolment requires a minimum of 12 hours per week. Part-time enrollment is defined as more than 12 but less than 24 hours per week. Less than 12 hours per week is less than half-time.

Make-Up Policy

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

Course Repetitions

If a student is required to repeat a course, both the original and the repeated course are counted toward the Maximum Time Frame to complete the program. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

| | |
|----------------------------|---|
| Leave of Absence | Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The college may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the officer's approval of the LOA request. Do not request a Leave of Absence unless you absolutely need one. Students on LOA's will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date. |
| Academic Counseling | The College assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the College. However, students are referred to community professionals for personal, non-academic counseling. The College does not find or assist students in finding housing. |
| Re-Entry | Any student who requests re-entry to The Orange Valley College must first obtain and complete a Re-entry Clearance Form from the Registrar's Office which will be processed and reviewed for approval prior to the re-entry. Students may only re-enter the College once. Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the College may be considered. |
| Student Conduct | Students are required to conduct themselves at all times as if they were working in the industry. Professional behavior is a must for all students. Any student not conducting him/herself in an orderly and professional manner can be dismissed from the institution. Students who attend class intoxicated or under the influence of drugs will be immediately dismissed. Students who are found to be unruly, disorderly, engaging in sexual harassment, or creating a hazardous environment for other students or stealing of school or other students' property will be immediately dismissed. |
| Probation | At the discretion of the school director a student may be placed on probation for violation of student conduct policies or attendance violations. The length of the probation period is left to the discretion of the director. |

Rules and Regulations

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

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

every week unless other arrangements have been made on the date of enrollment. The school is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the school for tuitions. The student should verify they received proper credit against their month student status reports.

18. Any student discontinuing, transferring or completing training is requested to check with the school registrar so that appropriate records may be prepared.
19. Theft or Damage to Equipment – Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.

**Grounds for
Disciplinary
Action**

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

**Disciplinary
Procedure and
Dismissal**

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

**Class
Cancellation**

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

Satisfactory Academic Progress Policy

The Higher Education Act mandates that institutions of higher education establish minimum of Satisfactory Academic Progress (SAP) policy for students receiving financial aid. Students are eligible to receive Federal Title IV financial aid only if they maintain the satisfactory academic progress. Students' SAP are evaluated at various scheduled times during their enrollments.

If a student is determined to be making satisfactory academic progress at one of the evaluations, the student is deemed to be making satisfactory academic progress until the next scheduled evaluation. However, if a student is determined not to be making satisfactory academic progress at one of the evaluations, the student's financial aid eligibility will be suspended until the student is determined to be making satisfactory academic progress in the next scheduled evaluation. A Student found not to be making satisfactory academic progress will remain in that status even after a temporary break in their attendance through LOA or drop-and-reentry.

Orange Valley College applies these standards to all students, regardless of whether or not they are financial aid recipients.

Maximum Time Frame to Complete

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

A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

Satisfactory Academic Progress (SAP)

Students must maintain Satisfactory Academic Progress (SAP) as established by this institution. The student must:

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

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved leave of absence policy (see LOA policy). Students who expect to be absent more than 21 days are encouraged to request a leave of absence.

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

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

3. Complete the course within 1 ½ times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Student must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period will be considered to be making satisfactory progress until the next evaluation.

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at 25%, 50%, 75%, and 90% of the course hours completed. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized by this school.

| | | |
|-------------|---|----------------------|
| 90% - 100% | A | Superior Performance |
| 80% - 89% | B | Above Average |
| 70% - 79% | C | Average |
| 60% - 69% | D | Unsatisfactory |
| 59% - Below | F | Failure |
| | W | Withdrawal |
| | I | Incomplete |

An incomplete grade designation will automatically be converted to a failing grade on the last day of the maximum time frame for a particular program. If a student has not returned from a leave of absence, an incomplete grade will convert to a failing grade.

Academic Probation

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

probationary will be removed from academic probation.

**Appeal
Procedure**

Students who wish to appeal the decision that they are not making SAP must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and will be reinstated.

**Course
Incompleteness**

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

Student Services

| | |
|--------------------------------|---|
| Counseling and Advising | Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations, discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructor s and directors. Students may request additional counseling sessions at any time. |
| Library | The college maintains a reference library containing audio and visual aids, books, periodicals and magazines for the use of the staff and students. Students are responsible for the materials they check out and may be charged for any materials not returned. |
| Housing | The college does not offer any assistance to find housing. |
| Job Placement | Job placements assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student register and the process of follow-up begins. When students take the licensing exam, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The placement director assists students in placements as often as needed; however, the school does not guarantee placement to any students. Office hours are Wednesday and Thursday between 10 am – 12 pm. |
| Student Records | The college maintains a file for each student who enrolls in the college for a period of 6 years from the student's date of completion or withdrawal. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room. Student data are also entered into RGM school management system on a daily basis to back up students' information in electronic format. The college stores academic transcripts in electronic files permanently. Student's file consists of admission records, academic records, and financial records as one file. Each student's file shall contain all of the following pertinent student records: (1) Written records and transcripts of any formal education or training, testing that are relevant to the student's qualification for admission to the college or the college's award of credit or acceptance of transfer credits such as: (A) |

Verification of high school completion or equivalency (GED, Home School) or successful completion of ability-to-benefit test; (B) Records documenting units of credits earned at other institutions that have been accepted and applied by the college as transfer credits; (2) Personal information regarding a student's age, gender and ethnicity if that information has been voluntarily supplied by the student; (3) Copies of all documents signed by the student, including contracts and instruments of indebtedness; (4) Records of the dates of enrollment and, if applicable, withdrawal from the college, leaves of absence and graduation; (5) A transcript showing all of the following: (A) The courses that were completed, or were attempted but not completed and dates of completion or withdrawal; (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit; (C) Credit for courses earned at other institutions; (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes; (E) The name, address, website address and telephone number of the institution. (6) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; (7) A copy of documents relating to student financial aid that are required to be maintained by law or by guarantee agency; (8) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity the refund was sent; (9) Copies of any official advisory notices or warnings regarding the student's progress; (10) Complaints received from the student. All students and parents of tax-dependent students have the right to inspect information contained in their records. The college observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review and copy the student's records without the student's consent.

Referral Services

Students are referred to community professionals for personal, non-academic counseling.

**Drug Abuse
Prevention
Program**

The college makes the following information available to its students, staff and instructors. Any individual associated with the Orange Valley College who is seeking information, counseling or assistance concerning drug abuse prevention may call or visit the Charter Hospital, 6060 Paramount Blvd, Long Beach, CA 90805, (562) 220-1000.

**Grievance Policy
Student Complaint
Procedure**

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

1. Fill out grievance form and list all grievances.
2. Hand deliver or mail all forms to the school director to the address listed on the front of this catalog.
3. All grievances regardless of the nature will be turned over to the owners and reviewed.
4. The director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

Any grievance that the student cannot work out with the institution may be forwarded to: **Bureau for Private Postsecondary Education (BPPE)**
2535 Capital Oaks Drive, Suite 400
Sacramento, CA 95833 (916) 431-6959

Board of Barbering & Cosmetology (BBC)
2420 Del Paso Road Suite 100
Sacramento, CA 95834 (800) 952-5210

Cosmetology (1600 Clock Hours)

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

POTENTIAL OCCUPATION AFTER COMPLETION

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

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

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

PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

MATERIALS AND SUPPLIES REQUIRED:

Cosmetology Textbook and Workbook (Milady), notes from class lectures, supplemental materials hand out in classes, school library and demonstrations.

LEARNING STRATEGY:

Students will learn assigned chapters of textbook (Milady) and other materials in school library, attend schedules one (1) hour theory classes for lecture daily, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/ or a mannequin.

INSTRUCTORS:

As in all phases of any profession in each individual has specialties within his/her training and acquired skills. Every attempt made by the school to best utilizes the special skills of each instructor to provide the

best education available. Classes are assigned and posted on the appropriate bulletin Programs, instructors giving these classes are also posted for the students' benefit.

GRADING PROCEDURE

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

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

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

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

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

| Grading Period | Minimum Average Grade |
|----------------|-----------------------|
| 450 hrs. | 65 |
| 900 hrs. | 67 |
| 1,250 hrs. | 69 |
| 1,600 hrs. | 70 |

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

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

GRADUATION REQUIREMENTS

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

LICENSING REQUIREMENTS

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

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

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

| | Subject | Minimum Hours Theory | Minimum Operations |
|----|--|-----------------------------|---------------------------|
| 1 | Cosmetology Act and Board Rules | 20 | |
| 2 | Cosmetology Chemistry | 20 | |
| 3 | Theory of Electricity in Cosmetology | 5 | |
| 4 | Bacteriology, Sterilization & Sanitation, Safety Precautions, Anatomy and Physiology | 65 | 10 |
| 5 | Wet Hairstyling | 25 | 200 |
| 6 | Thermal Hairstyling | 20 | 40 |
| | Health Safety/Hazardous Substance | 20 | |
| | Chemical Skin Peels, Masks, etc. | 10 | |
| | Press & Curl | | 20 |
| 7 | Permanent Waving | 20 | 80 |
| 8 | Chemical Straightening | 20 | 25 |
| 9 | Hair Cutting | 20 | 80 |
| 10 | Hair Coloring and Bleaching | 40 | |
| | A. Bleaching | | 20 |
| | B. Hair Coloring | | 50 |
| 11 | Scalp and Hair Treatments | 5 | 20 |
| 12 | Facials | | |
| | A. Manual | 5 | 10 |
| | B. Hair Coloring | 10 | 15 |
| 13 | Eyebrow Arching and Hair Removal | 10 | 20 |
| 14 | Make-Up | 15 | 10 |
| 15 | Manicuring and Pedicuring | | |
| | A. Water Oil Manicure | 5 | 15 |
| | B. Complete Pedicure | 5 | 10 |
| | C. Artificial Nails | 25 | |
| | 1. Liquid & Powder Brush-Ons | | 50 nails |
| | 2. Artificial Nail Tips | | 50 nails |
| | 3. Nail Wraps and Repairs | | 20 nails |
| 16 | Additional Training (A). May include professional ethics, personal hygiene, good grooming, salesmanship, normal cleanup duties, required keeping of student daily records, modeling, desk, and reception. May also include not more than eight (8) hours credit for field trips. Such field trips shall be under the direct supervision of a licensed cosmetology instructor. Date, time and description of field trip shall be recorded on Student's daily record. (B). All Students shall have completed the specified minimum required hours and operations upon completion of sixteen hundred (1600) hours course. A Proof of Training record shall be issued. | 100 | |

Esthetician (600 Clock Hours)

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

POTENTIAL OCCUPATION AFTER COMPLETION:

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

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

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

PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the Knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:

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

MATERIALS AND SUPPLIES REQUIRED:

Cosmetician Textbook and Workbook (Milady), notes from class lectures, supplemental materials hand out in classes, school library and demonstrations.

LEARNING STRATEGY:

Students will learn assigned chapters of textbook (Milady) and other materials in school library, attend schedules one (1) hour theory classes for lecture daily, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/ or a mannequin.

INSTRUCTORS:

As in all phases of any profession in each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin Programs, instructors giving these classes are also posted for the students' benefit.

GRADING PROCEDURE

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

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

3. Professionalism count 20% toward the grade

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

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

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

| Grading Period | Minimum Average Grade |
|----------------|-----------------------|
| 300 hrs. | 65 |
| 600 hrs. | 70 |

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

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

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Esthetician with a final grade of 70 or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the state licensure Examination.

LICENSING REQUIREMENTS:

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

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

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

| | Subject | Minimum Hours Theory | Minimum Operations |
|----|---|----------------------|--------------------|
| 1 | Cosmetology Act and Board Rules and Regulations | 10 | |
| 2 | Chemistry | 10 | |
| 3 | Health and Safety/Hazardous Substances | 20 | |
| 4 | Electricity | 10 | |
| 5 | Disinfection and Sanitation | 10 | 10 |
| 6 | Bacteriology | 15 | |
| 7 | Facials - Manual | 20 | 40 |
| 8 | Facials - Electrical | 30 | 60 |
| 9 | Chemical Skin/Peels, Masks, Packs, and Scrubs | 20 | 40 |
| 10 | Eyebrow Arching/Tweezing | 5 | 10 |
| 11 | Hair Removal/Waxing and Depilatories | 20 | 40 |

| | | | |
|----|---|-----|----|
| 12 | Make-up/Skin Analysis/False Eyelash Application | 20 | 40 |
| 13 | Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (16) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record. | 100 | |

Manicurist (400 Clock Hours)

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

POTENTIAL OCCUPATION AFTER COMPLETION:

Manicurist, Pedicurist, Nail Art Specialist.

INSTRUCTIONAL METHODS

This program is taught using a combination of following methods:

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

PERFORMANCE OBJECTIVE:

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

SKILLS TO BE DEVELOPED:

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

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

MATERIALS AND SUPPLIES REQUIRED:

Manicuring Textbook and Workbook (Milady), notes from class lectures, supplemental materials hand out in classes, school library and demonstrations.

LEARNING STRATEGY:

Students will learn assigned chapters of textbook (Milady) and other materials in school library, attend schedules one (1) hour theory classes for lecture daily, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person and/ or a mannequin.

INSTRUCTORS:

As in all phases of any profession in each individual has specialties within his/her training and acquired skills. Every attempt is made by the school to best utilize the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin Programs, instructors giving these classes are also posted for the students' benefit.

GRADING PROCEDURE

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

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

For the second grading period and beyond, the average grade is cumulative, i.e., scores from previous

grading periods will be included in the calculation.

REQUIREMENTS FOR SATISFACTORY ACADEMIC PROGRESS

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

| | |
|----------------|-----------------------|
| Grading Period | Minimum Average Grade |
| 200 hrs. | 65 |
| 400 hrs. | 70 |

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

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

GRADUATION REQUIREMENTS

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

LICENSING REQUIREMENTS:

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

SUBJECT OF TECHNICAL INSTRUCTION

Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin.

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

| | Subject | Minimum Hours Theory | Minimum Operations |
|---|--|----------------------|--------------------|
| 1 | Cosmetology Act and Board Rules and Regulations | 10 | |
| 2 | Cosmetology Chemistry | 10 | |
| 3 | Bacteriology, Sanitation, and Sterilization, Safety Precautions, Anatomy, and Physiology | 20 | 10 |
| 4 | Water and Oil Manicures including Hand and Arm Massage | 15 | 40 |
| 5 | Complete Pedicure, including Foot and Ankle | 10 | 20 |
| 6 | Application of Artificial Nails | | |
| | A. Liquid and Powder Brush-On | 15 | 80 nails |
| | B. Nail Tips | 10 | 60 nails |
| | C. Nail Wraps and Repairs | 5 | 40 nails |

| | | | |
|---|--|----|--|
| 7 | Additional Training May include professional ethics, personal hygiene, good grooming, salesmanship, and normal clean-up duties, required keeping of student daily records, modeling, desk and reception. May also include not more than sixteen (8) outside field trip hours. Such field trips shall be under the direct supervision of a licensed instructor. Date, time, and description of field trip shall be recorded on Student's daily record. | 25 | |
| 8 | Health and Safety/Hazardous Substances | 15 | |

Massage Technician (500 Clock Hours)

The Massage Technician course consists of 500 clock hours, which include hours of technical instruction (lecture, demonstration, classroom, and/ or examination) and the following minimum **specified practical operations**: student of a complete service on another person:

Minimum Specified Practical Operations Hours:

| | | | |
|----|-------------------------------------|----|------------------------------------|
| 5 | DISINFECTION & SANITATION | 10 | FACE AND SCALP MASSAGE |
| 15 | BASIC SWEDISH MASSAGE | 30 | SHIATSU APPLICATION |
| 70 | CLASSIFICATION OF MASSAGE MOVEMENT | 5 | BUSINESS PRACTICE/MASSAGE BUSINESS |
| 20 | APPLICATION OF MASSAGE TECHNIQUE | | |
| 30 | PROCEDURE FOR COMPLETE BODY MASSAGE | | |

SUBJECT OF TECHNICAL INSTRUCTION:

MINIMUM HOURS OF THEORY

| <u>SUBJECT OF TECHNICAL INSTRUCTION</u> | <u>MINIMUM HOURS OF THEORY</u> |
|---|--------------------------------|
| 1. Health Safety/Hazards/HIV Aids | 5 |
| 2. Disinfection/Sanitization | 10 |
| 3. Histology/Anatomy/Physiology | 120 |
| 4. Ethics/Nutrition/Principle/Techniques | 15 |
| 5. Effects, Benefits of Massage | 5 |
| 6. Indications and Contraindications Of massage | 10 |
| 7. Basic Swedish Massage | 15 |
| 8. Basic Shiatsu | 15 |
| 9. Aromatherapy | 10 |
| 10. Pathology | 50 |
| 11. Kinesiology | 20 |
| 12. Introduction athletic/Sports Massage | 10 |
| 13. Introduction Holistic Therapy | 10 |
| 14. Law, Rules, Regulation and Limitation | 10 |
| 15. Historical overview of massage | 10 |

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

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

DESCRIPTION OF COURSE: (D.O.T. # 332.271-010, CIP # 51.3501, SOC code 31.9011)

This course covers all aspects of Holistic Practitioner course shall consist of one thousand (1000) clock hours. Learn the proper use of implements relative to all services, acquire the knowledge of holistic therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all holistic services, will learn the basic holistic techniques including Swedish, American and Shiatsu and all the proper procedures of holistic therapy

DEFINITION OF TERMS

Technical Instruction means instruction by demonstration, lecture, classroom participation, studying textbooks (Milady) and related materials, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

Practical Operations means the actual performance by the student of complete services on another person or a mannequin.

INSTRUCTIONAL TECHNIQUES AND METHODS:

Students will attend regularly scheduled one (2) hour theory classes for lecture daily, read assigned chapters of their textbooks (Milady), must take and pass assigned tests with a grade point average of 70%(C) or better. Acquire knowledge of laws and rules regulating California establishment's practices and understand procedures. Acquire the knowledge of general theory relative to anatomy, physiology, chemistry, and theory relative to practical procedures and perform and acquire business management techniques common to massage therapists.

Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction,

- (1) Theory classes, (lectures and demonstrations)
- (2) Theory testing (written and oral)
- (3) Practical operations demonstrations,
- (4) Practical operations on other person,
- (5) Complete operations performed on another person and
- (6) Performance reviews (progress evaluations, see satisfactory progress policy)

MESSAGE TECHNICIAN COURSE PERFORMANCE OBJECTIVES:

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

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

EDUCATIONAL GOALS:

The Holistic Practitioner course of study is designed to prepare students for the permit and for profitable employment, as a massage therapist. The knowledge and skills will prepare permit students for work as a massage therapist.

COURSE GRADUATION REQUIREMENTS:

Students must maintain at least a "C" (70%) average in order to graduate. Students must apply themselves with classes, study, and practice while clocked in and have activity recorded on time cards. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" grade or better. A graduating student will be presented with a diploma.

PERMIT REQUIREMENTS:

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. Massage Therapist certificate will be granted by California Associate Massage Technician Counsel (CAMTC) only after the student has successfully completed and graduated from the Massage Technician course as described above and provided the Massage Technician proof of Training. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process

MATERIALS AND SUPPLIES REQUIRED:

Massage Technician Textbook and Workbook (Milady), notes from class lectures, supplemental materials hand out in classes, school library and demonstrations.

LEARNING STRATEGY:

Students will learn assigned chapters of textbook (Milady) and other materials in school library, attend schedules five (5) hours theory classes for lecture daily, and demonstrations, prepare written procedures on practical operations, perform practical operations on another person.

INSTRUCTORS:

As in all phases of any profession in each individual has specialties within his/her training and acquired skills. Every attempt made by the school to best utilizes the special skills of each instructor to provide the best education available. Classes are assigned and posted on the appropriate bulletin Programs, instructors giving these classes are also posted for the students' benefit.

Permanent Makeup Artist (40 Clock Hours)

I. Description

This program is designed to give the student the skills to be a practitioner in permanent make-up artistry. The course will include hygienic requirements and skills needed to be successful in the industry.

| | Subject | Instruction Min Hrs. | Practice Min Hrs. |
|----|---|-------------------------|----------------------|
| 1 | History of the Art | 1 | |
| 2 | Skin histology | 1 | |
| 3 | Sterilization and Sanitation | 3 | 3 |
| 4 | Needles and Machine usage | 1 | 2 |
| 5 | Color Mixing Chart | 1 | 2 |
| 6 | Client Preparation | 1 | 2 |
| 7 | Natural Enhancements | 1 | 2 |
| 8 | Eyebrow, Ear Piercing, Body Tattoo, Eyeliner, Lip | 3 | 6 |
| 9 | Permanent Make-up Removal Techniques | 1 | 6 |
| 10 | Home Treatments | 1 | 2 |
| 11 | Legal Issues | 1 | |

II. Permanent Make-up Practitioner Performance Objectives

Develop skills to practice as a permanent make-up artist to include sanitation, health issues, removal issues and legal issues.

III. Skills to be developed

Proper use of needles, artistic development, skin health care and make-up enhancements and client relationship skills.

IV. Attitudes to be developed

Proper customer relations in a caring community and for development of proper business relationships.

V. Graduation Requirements

Complete all modules with a minimum grade of 70% including skills to be learned. Attend all class sessions and attend all practice sessions.

VI. Textbooks

Milady's Aesthetician Series: Permanent Makeup, Tips and Techniques, 1st Edition.

VII. Instructional Modes and Methods

Students will learn the skills through demonstration and lecture. The instructor will then reinforce most of the skills that will be demonstrated through practice and critique of student work.

Advanced Skin Care (20 Clock Hours)

I. Description

The curriculum for students enrolled in the Advanced Skin Care course shall consist of twenty (20) clock hours of technical instruction and practical operations in teaching of advanced skin care. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the technician of all techniques and principles.

| <u>Subject</u> | <u>Instruction Min Hrs.</u> | <u>Practice Min Hrs.</u> |
|------------------------------|-----------------------------|--------------------------|
| Acne and Oily Skin Treatment | 1 | 1 |
| Skin care massage | 1 | 1 |
| Acupressure massage | 1 | 1 |
| Skin Analysis | 1 | 1 |
| Masking Techniques | 1 | 1 |
| Machine Skin Care | 3 | 3 |
| Eyebrow, Eyelash Care | 1 | 1 |
| Ear Piercing | 1 | 1 |

II. Advanced Skin Care Performance Objective

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of advanced skin. In addition to acquiring the knowledge of general theory relative to skin care.

III. Skills to be developed

Learn the proper use of implements relative to all services; acquire the knowledge of skin care prior to all services to determine any disorders, injuries. Will also learn the procedures and terminology used in performing all advanced skin care services.

IV. Attitudes and Appreciations to be developed

Be able to appreciate good workmanship common to the field of skin care, possess a positive attitude towards public and fellow workers, appreciate honesty and integrity, and improve personality to better deal with patrons and colleagues.

V. Graduation Requirements

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

Additionally, the student is encouraged to come into the institution and practice their production skills to enhance their employability. Upon completion of the program and meeting all graduation requirements, the student will be issued a Certificate of Completion.