Advance Beauty Techs Academy

(ABT Beauty Academy)
Jan 1, 2012 – Dec 31, 2012 Academy Catalog

Main Campus
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THE FOLLOWING POLICY HANDOUTS ARE REFERENCED AND MADE A PART OF THIS CATALOG. YOU SHOULD RECEIVE AND SIGN THE ACKNOWLEDGEMENT CONFIRMING YOUR RECEIPT OF THE FOLLOWING:

CAMPUS SECURITY ACT DISCLOSURE (CLERY ACT)
STUDENT ACADEMIC PROGRESS POLICY (SAP POLICY)
DRUG AND ALCOHOL ABUSE POLICY

Approval Disclosure Statement

Advance Beauty Techs Academy (ABT BEAUTY ACADEMY) is a private institution located at 641 N. State Street #1, San Jacinto, CA 92583. The school was granted institutional approval from the Bureau for Private Postsecondary Education pursuant to the California Education Code. The Bureau's approval means that Advance Beauty Techs Academy is in compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved and is subject to continuing review. Programs approvals by Bureau for Private Postsecondary Education are the following:

- Cosmetology 1600 Clock Hours
- Esthetician 600 Clock Hours
- Manicurist 400 Clock Hours
- Barbering 1500 Clock Hours
- Barbering Cross-Over 400 Clock Hours
- Teacher Trainee 600 Clock Hours

Instruction is in resident with facility occupancy level accommodating 150 students at any one time.
California statute requires that students, who successfully complete programs of study, be awarded program completion diplomas.
Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss educational and occupational plans with Academy personnel prior to enrolling or signing enrollment agreements. Persons seeking to resolve problems or complaints should first contact the instructor in charge. In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's instructor; the student is to make his/her grievance known to the School Director.

Currently, Advance Beauty Techs Academy does not offer nor participate in any type of financial aid.

All information in the content of this school catalog is current and correct and is so certified as true by:

Yolanda T. Duran
951-487-8751
School Director/Owner

Mission Statement

At Advance Beauty Techs Academy, our mission is to offer students industry training, knowledge and technical skills necessary to pass the California State Barbering and Cosmetology examination. The Academy is committed to providing quality cosmetology and barbering industry career courses that meet the needs of the employer's expectations in today's beauty industry. We strive in equipping and preparing students with effective communication skills and career assistance for the Cosmetology and Barbering Arts and Sciences. We look forward in watching you develop and enhance your personal and professional skills at Advance Beauty Techs Academy.

Welcome Letter from the Director

Advance Beauty Techs Academy would like to give you the warmest welcome. This is an exciting time for you and our Academy. As a student you are embarking on one of the most exciting and fulfilling careers in the beauty industry, Our Academy is brand new with the state of the art equipment and professional products you will be learning to use. We hope to give you the best insight that the beauty industry can offer. With our well educated professional staff we hope to provide you with the best level of education. We also provide a professional atmosphere and promote team work. It takes dedication and hard work; however the end results will be well worth the effort! Once again, Welcome!
Sincerely,

Yolanda T. Duran
School Director/Owner

English as a Second Language

This institution does not offer English as a Second Language (ESL) program. All prospective students that are accepted for enrollment must be proficient in the English language.

Bureau / Board Approvals

This institution has accreditation and licenses from the following entities:

National Accrediting Commission of Career Arts and Sciences Ref# 014385-00
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600 - 7600

The Bureau for Private Postsecondary Education (formerly BPPVE) School # 37954103
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959
Fax (916) 263-1897

California State Board of Barbering and Cosmetology (BBC)
2420 Del Paso Road, Suite 100
Sacramento, Ca 95834
(800) 952-5210

Description of Facilities

Our facility at 641 N. State Street, Ste. #1, San Jacinto, California is situated in one of the most densely populated, ethnically diverse areas of Riverside County. Advance Beauty Techs Academy is carefully designed to simulate a salon environment for the sole purpose of beauty education. It is equipped with modern visual and teaching aids, and possesses the type of modern professional salon equipment used in the best salons in America.

Advance Beauty Techs Academy has approximately 5000 square feet of facilities devoted to teaching the science and arts of cosmetology. The facility includes a classroom area for lectures and practical training, and an audio/visual center, which can handle videotape/DVD and classroom demonstrations. Our college is equipped with extensive shampoo facilities, chair hair dryers, blow dryer stations, and individual student workstations.

The facility is air conditioned, well lit and attractively furnished to simulate a salon environment. It has a maintained reference resource center for students' study and reference. Our administrative and advising offices are fully staffed and available to assist students during normal business hours.

Statement of Ownership

Advance Beauty Techs Academy is owned and operated by Yolanda T. Duran.

Admission Procedures

To apply for admission, applicants should contact a school representative to schedule an appointment for a personal interview and tour of the school campus. Accepted applicants will complete an enrollment agreement, pay a $75.00 non-refundable enrollment fee and will be scheduled to begin training.

Admission Policy

1. Applicant must have a copy of their high school diploma or G.E.D. or a state certification of home school completion.
2. In the absence of the above documentation the applicant must be at least 18 years old (Compulsory school attendance in California), have a 10th grade education or its equivalent as required by Bureau of Barbering and Cosmetology and pass the Wonderlic Scholastic Ability to Benefit Test ("ABT") prior to admission with a passing score. The test will be administered per Wonderlic guidelines by an approved independent test proctor.

3. Effective July 1, 2012, financial aid will not be offered to students utilizing the ABT admission procedure. If the student took an approved ATB test prior to July 1, 2012 and attended / started a Title IV approved program (even at another school) then they can still use that ATB test to qualify for financial aid.
4. For a student that has immigrated to the United States, the applicant is required to pass the Wonderlic Scholastic Exam (Ability to Benefit Test) prior to admission with a passing score. The test will be administered per Wonderlic guidelines by an approved independent test proctor or the applicant may enroll in and successfully complete at least 225 clock hours per the assessment factors for academic progress listed below.
5. Students enrolling under training agreements between ABT Beauty Academy and another entity must meet the admissions requirements set forth in the training agreement with the other entity.
6. Instructor Course applicants must have a valid California license in the field they wish to teach.
7. ABT Beauty Academy does not recruit students already attending or admitted to another school offering a similar program of study.
8. ABT Beauty Academy does not accept international students studying abroad utilizing student visas.
9. ABT Beauty Academy does not offer correspondence courses (Distance Courses).

Transfer Policy

Students requesting credit for prior training or experience outside of California must furnish proof of the number of hours of training to the State Board for Barbering and Cosmetology and to the school. The Academy will evaluate a student's prior training in the State of California by way of an Official Proof of Training Document. Advance Beauty Techs Academy only accepts transfer students under certain conditions and does not recruit from other schools. Additional administrative charges will apply.

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS
AND CREDIENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at ABT Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 ABT Beauty Academy to determine if your credits will transfer."

Currently, the school does not have a transfer agreement or articulation agreement with any other school, college or university.

Satisfactory Academic Progress (SAP) Policy

Advance Beauty Techs Academy (ABT BEAUTY ACADEMY) expects all enrolled students to maintain Satisfactory Academic Progress (SAP), in attendance and academic work for all students enrolled in this school and comply with contract hours.

ATTENDANCE PROGRESS: (Quantitive)

Full time: Students enrolled 24 to 40 hours per week are full-time.

Half time: Students enrolled 18 to 22 hours per week are half-time.

Part time: Students enrolled 12 to 16 hours per week are part time.

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain satisfactory progress and complete the course within the time allowed.

Program	Typical Length of Program	Maximum Length of Program

Cosmetology	10 1/2 months	15.75 months
Barber	10 months	15months
Manicurist	3 months	4.5 months
Barber crossover	3 months	4.5 months
Esthetician	4 months	6 months
Teacher Training	4 months	6 months

Note: The Percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. In addition one or two weeks (depends on program) of absences will be added to their course, which he/she will not be charged. However, any student not completing the course within the scheduled allowed according to the terms of the enrollment agreement, student will be charged per rate hour of additional instruction needed to complete the course. (See schedule rate table on Program Offered/Tuition Cost in school catalog)

ACADEMIC PROGRESS: (Qualitive)

Each evaluation must be in compliance with the Satisfactory Academic Progress; it is divided into evaluation periods and is assessed for each program in the following manner:

EVALUATION PERIODS

Program	Program Hours	Program Hours	Program Hours	Program Hours
Cosmetology	1600	450	900	1250
Barber	1500	375	750	1125
Manicurist	400	100	200	300
Barber crossover	400	100	200	300
Esthetician	600	150	300	450
Teacher Training	600	150	300	450

At each evaluation period which, are based on scheduled hours, the student must maintain a "C" (70%) grade average and complete a minimum of 67% of clock hours attempted in order to successfully progress through the program within the maximum timeframe, indicated on their enrollment contract. A copy of the students SAP report will be provided to the student upon completion at the end of every period.

ASSESSMENT FACTORS FOR ACADEMIC PROGRESS

Evaluation of progress will be conducted by the Supervising Instructor at the evaluation periods listed above. (25, 50, 75 and 90% of program completion)

Theory grading scale:		Practical/Laboratory work grading scale:
100%-90%	A (Excellent)	4 Points = A (Excellent)
89%-80%	B (Average)	3 Points = B (Average)
79%-70%	C (Satisfactory)	2 Points = C (Satisfactory)
69%-60%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" average (minimum of 70% in theory work and 2 points in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.
Students must meet minimum academic and attendance requirements.
Students who fail to meet the minimum "C" (70%) grade average and 67% attendance at the designated evaluation periods are placed on warning and considered to be making satisfactory progress during the warning period until the next scheduled evaluation period.
Student who fails 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 appeal.
If at the end of the Probationary period, the student has still not met both the attendance and academic requirement, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.
Students meeting minimum attendance and academic requirements by the end of the probationary period may re-establish satisfactory progress, and Title IV aid, as applicable.

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be drop from the program. This shall apply to all students except those on an approved leave of absence (see LOA Policy). Students who expect to be absent 21 or more days are encouraged to request a leave of absence. In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to policies relating to attendance and tardiness.

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 of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to 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 and, if applicable, students may be deemed ineligible to receive Title IV funds.

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 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. 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period 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 180 calendar days of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, and placed on probation, the student may appeal the determination. 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, such as death in the family, an injury or illness, car accident. This information should include what has changed about the student's situation, which will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours, as accepted at the sole discretion of the School Director, will be counted as both attempted and earned hours.

RE – ENTRY POLICY (WITHDRAWLS)

All students who withdraw may re-enter into the program without the loss of hours provided it is within 5 years from the date of their withdrawal. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The Academy reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

LEAVE OF ABSENCE (LOA)

Occasionally, students may experience extended personal medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to six months (180 days) as long as the student follows the school's policy in requesting the LOA. The LOA must be requested in advance and in writing by the student and include the reason for the request and be signed by the student. An LOA must be approved by the School Director. The School Director must have a reasonable expectation that the student will return. To school. An LOA request form must be filled out and the date of leave and return must be stated on the form prior to the Director approving the LOA.

Students on LOA's will not be assessed any additional charges of tuition. Do not request a Leave of Absence unless you absolutely need one. Under no circumstances can the school grant LOAs totaling more than 180 days in a twelve month period.
A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
Student 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, a student returning from a LOA will have his/her maximum time frame (contract period) to complete the program extended by the same number of days as the leave of absence. Changes to the contract period and enrollment agreement must be initialed by all parties or an addendum must be signed by all parties.
Formal termination also may occur in cases where a student fails to return from an approved official LOA. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be made and all refunds due will be issued to the student within 45 days. The withdrawal date for the purpose of calculating a refund is always the last date of attendance.

The school understands that there may be instances where the student cannot make these arrangements in advance. In such cases, the school may grant the LOA to a student due to unforeseen circumstances. In such cases, the school will document the reason for the decision and collect the request from the student at a later date. *The beginning date of the approved LOA will be determined by the school to be the first date the student was unable to attend the school because of the event.*

Disclosure of Educational Records Policy

Adult students and parents of a minor student have the right to inspect, review and challenge information contained in their education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. The academy will maintain student records for five (5) years. Transcripts will be kept indefinitely. **Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.**

Cancellation Policy

A student has the right to cancel an agreement for a program of instruction until midnight of the seventh business day after the day on which the student:

1) Attends the first class of the program of instruction, or;
2) Receives a copy of the notice of cancellation, or;
3) Receives a copy of the agreement and the disclosure, whichever is later.

All funds paid to ABT Beauty Academy will be refunded if the student is rejected for enrollment. The student will be refunded all funds paid to if cancellation occurs within three-business days after the Enrollment Agreement (contract) is signed and prior to starting classes and is entitled to a full refund, excluding the $75.00 registration fee. Cancellation shall occur when the student gives written notice of cancellation at the ABT Beauty Academy address. This can be done 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. You do not cancel the contract by just not attending classes.

Termination/Withdrawal

Beyond the cancellation period, the student is considered a withdrawal. Any student absent more than three consecutive weeks without being on an approved leave of absence or other official non-attending status will be withdrawn from school. Formal termination also may occur in cases where a student fails to return from an approved official leave of absence. When a student does not return from a leave of absence and does not notify the school of his or her mitigating or extenuating circumstances, the documented date of return as the withdrawal date.

Bureau for Private Postsecondary Education Refund Policy

If a student withdraws after midnight of the seventh business day following their first scheduled class session, any registration fee paid (not to exceed $75) will not be refunded. The school will earn tuition on a pro-rata basis. Refunds are based on the portion of the program not completed, less the registration fee (not to exceed $75).

Refund Policy / Return Policy For Kits:

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal.
2. **Course Cancellation** – If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.
3. **School Closure** – If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.
4. An applicant not accepted for training by ABT Beauty Academy shall be entitled to a full refund of all funds paid.
5. If the student cancels his/her enrollment after the third assessed business day of classes ***without the student starting classes***, he/she shall be entitled to a refund of all tuition monies paid to the school.
6. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and requests his/her funds returned in writing, within seventh business days (by midnight) of the first day of classes, all monies collected by ABT Beauty Academy shall be refunded, less the cost of a registration fee of $75.00. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to school administrator/owner in person.
7. If you withdraw after the start of class, you may be entitled to a partial refund. You have a right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of that refund shall be "pro-rated" according to the incomplete portion of the course, less the cost of a registration fee of $75.00. **Upon acceptance by the student, kits cannot be returned due to health and sanitary reasons, and no refund will be received. Kits left on school premises after graduation, leave of absence, cancellation or withdrawal are deemed abandoned by the student and Advance Beauty Techs Academy is not responsible for any items.**

8. ***For the purpose of determining the refund amount you are owed, the school will use the hours the student should have completed by contract.*** **Student Initials _____**

Hypothetical Refund example in accordance with the state pro rata policy:

Assume that a student, upon enrollment in a 1600 hour course, pays $6800.00 for tuition, $75.00 registration fee and $400.00. for equipment as specified in the enrollment agreement and withdraws after completing 600 hours *per the contract* without returning the equipment.

The pro-rata refund to the student would be $4,250.00 based on the calculation stated below.

Registration fee	$75.00	Non-Refundable
Equipment	$400.00	Non-Refundable
Tuition	$6,800.00	(6,800.00 divided by 1600 (hours) = $4.25 per hour
Hours completed	$2,550.00	(600 hours x $4.25 per hour)
TOTAL REFUND	$4,250.00	**(Tuition – Completed Hours)**

Assume that a student, upon enrollment in a 1600 hour course, pays $6800.00 for tuition, $75.00 registration fee and $400.00. for equipment as specified in the enrollment agreement and withdraws after completing 600 hours without returning the equipment.

Although the student only completed 600 hours, by contract, they should have completed 750 hours.

Registration fee	$75.00	Non-Refundable
Equipment	$400.00	Non-Refundable
Tuition	$6,800.00	(6,800.00 divided by 1600 (hours) = $4.25 per hour
Contracted hours	$3,178.50	(750 hours x $4.25 per hour)
TOTAL REFUND	$3,621.50	**(Tuition – Contracted Hours)**

You shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school in writing of your intent to withdraw. Only the Administration Office is authorized to accept a student's Notification of Intent to Withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
3. The date you fail to attend classes for a three week period (21 days). In this case the date of withdrawal shall be deemed to be the last date of recorded attendance.
4. You fail to return as scheduled from an approved leave of absence (LOA). The date of determination of withdrawal will be the scheduled date of return from the LOA. The withdrawal date shall be the last date of recorded attendance.

The following information you should know before enrolling:

1. If you obtain a loan to pay for the program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
2. If you have received federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal student financial aid program funds.
3. Currently, Advance Beauty Techs Academy, does not participate in federal or state financial aid programs.
4. Advance Beauty Techs Academy is not a public institution. It has never filed for bankruptcy protection.
5. 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.

Refund Table

The table below outlines the estimated refund of tuition if you were unable to complete your training program. Please look in the appropriate column related to your program and tuition. **Please note: Registration, STRF, Books and Supplies are not included in the computation below. Once more than 60% of the enrollment period in the entire course has transpired, (including absences) there will be no refund to the student.**

Course	Cosmetology 1600 Hours	Esthetician 600 Hours	Manicurist 400 Hours	Teacher Trainee 600 Hours	Barber 1500 Hours	Barber Crossover 400 Hours
Tuition	$ 14,400.00	$ 5,700.00	$ 4,800.00	$ 5,400.00	$ 13,500.00	$ 3,600.00
10%	$ 12,960.00	$ 5,130.00	$ 4,320.00	$ 4,860.00	$ 12,150.00	$ 3,240.00
25%	$ 10,800.00	$ 4,275.00	$ 3,600.00	$ 4,050.00	$ 10,125.00	$ 2,700.00
50%	$ 7,200.00	$ 2,850.00	$ 2,400.00	$ 2,700.00	$ 6,750.00	$ 1,800.00
60%	**$ 0.00**	**$ 0.00**	**$ 00.00**	**$ 00.00**	**$ 0.00**	**$ 0.00**

State of California Student Tuition Recovery Fund

CALIFORNIA RESIDENTS: (a) "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, 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.
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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, 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 decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

5. An inability to collect on a judgment against the institution for a violation of the Act.

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

NOTE: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Student seeking a STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary Education that the school has closed. If students do not receive a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, student must file a STRF application within two year of the final judgment. It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or cancelled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
(916) 431-6959
Fax (916) 263-1897

Effective February 1, 2010 the STRF required that institutions collect from each newly enrolled student a "STRF Fee" in the amount of $2.50 per thousand dollars of all tuition costs and fees.

Return to Title IV

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** (60%) of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. **If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.**

Return to Title IV Refunds

If any refunds are due based on the Return of Title IV calculation **or** based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is;
1 Unsubsidized Stafford Direct Loans
2. Subsidized Stafford Direct Loans
3. PLUS (Parent Loan for Undergraduate Students) Direct Loans
4. Pell Grant
5. Federal SEOG (Supplemental Education Opportunity Grant)

Attendance

Attendance Status

Full time: Students enrolled 24 to 40 hours per week are full-time.

Half time: Students enrolled 18 to 22 hours per week are half-time.

Part time: Students enrolled 12 to 16 hours per week are part time.

Satisfactory Attendance Policy

All students enrolled at Advance Beauty Techs Academy are expected to attend 100% of their assigned schedule. Emergency excused absences are defined below. Absences will be considered as excused under the following conditions: illness, death or birth in immediate family, and other valid reasons. All excused absences are to be substantiated in writing and are at the discretion of a school official. All other absences will be considered unexcused. All special events such as vacation must be excused with a two-week advance notice.

Failure to maintain 67% attendance may lead to termination. Students must maintain a cumulative average attendance level of at least 67% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20). More than three (3) absences without notification or documented excuse me be grounds for three (1) day suspension.

Tardiness

A student who is tardy (arrives after 8:38 a.m. or after 5:08 pm.), cannot clock in until after the theory class is over and may not attend the class. Students who are habitually tardy (5 times per month) will be advised, and if tardiness continues a student may be suspended or may be placed on probation until tardiness ceases.

Make-Up Hours

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an Advance Beauty Techs Academy instructor is present. All assignments, tests and homework may be made up. Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as a "O" (zero) when calculating the academic progress quarterly grade point average.

Termination Rules and Conduct

There are various violations that will result in termination of a student from the course. Students at Advance Beauty Techs Academy are always expected to follow the rules of conduct and be a positive influence on other students around them. If a student is terminated from the program they have the right to an appeal. This appeal must be in writing addressed to the School Director requesting that their case be re-evaluated and discuss the changes that have been made to solve the problem that caused their termination. At the discretion of the Director the student may be readmitted. If not, they will be unable to continue training at Advance Beauty Techs Academy. Advance Beauty Techs Academy does charge a termination fee of $250.00. for conduct related termination.

Graduation Policy

Students, who maintain a C average, complete a 100% of required clock hours scheduled for the program of study, meet the individual program graduation requirements defined in the "Program Section" of this catalog and satisfy all financial obligations to the school are eligible for graduation.

Graduation Requirements / Documentation

When a student who has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, and completed a simulated (Mock Board) and has paid all their required school fees, the student is awarded a diploma certifying their graduation from Advance Beauty Techs Academy. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering and Cosmetology Examination.

Clock Hours Policy

The Bureau of Barbering and Cosmetology will only recognize time clock punched hours of attendance. As a result of this requirement the school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start, end of their class day, and lunch period. You are given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends more than 6-hour class day. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out on your time card for the lunch break. Once a theory class has started, no one will be allowed to enter the theory classroom. **Instructors may not sign a student in or out, if a student does not clock in or out at lunch one hour (1) for lunch will be deducted**. **If an error is made on the student timecard, the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.**

At the completion of the week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are entered in the prior column on the next day's time card. The timecard must be signed by the student and the instructor daily to be granted credit for the day.

Time cards reflect the student daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your time card so that the hours and operations are transferred correctly to the student monthly report.

The time cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, professional grooming and remain in the building. Reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

Time Card Credit

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

Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are to be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student. Note the following period is the period that the Bureau gives for each operation:

- Shampoo/Set ..... = 1½ hours
- Scalp Treatment .....= ½ to 1 hour
- Permanent Wave ..... = 2 to 2 ½ hours
- Facial .....= 1 ½ to 2 hours
- Manicure .....= ½ hour
- Hair Cut .....= ½ to 1 hour

Using the above operations, the Bureau would not consider a student capable of performing more than three permanent waves per day.

Academic Calendar

Class Start Dates:

Barbering/Barber Cross-Over	Classes begin monthly every First Monday night of the month.
Cosmetology	Classes begin every Tuesday of the month.
Esthetician	Classes begin once a month, First Tuesday of the month.
Manicurist	Classes begin monthly every First Monday night of the month.
Teacher Training	To be scheduled by School Director

School Holidays

Advance Beauty Techs Academy observes the following holidays:

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

If the college is unexpectedly closed due to unforeseen circumstances, students will be notified. Students are to return the following scheduled day, unless otherwise instructed.

School Policies

Student Conduct

Students are expected to conduct themselves in a manner appropriate to a professional work environment. They are at all times required to follow the rules of conduct given to them at orientation. If their instructor or other staff members determine a student's conduct inappropriate, they will be warned about their conduct and improvement will be expected. If the inappropriate conduct continues, the student will be terminated from the program. Advance Beauty Techs Academy does charge a termination fee of $250.00. for conduct related termination.

Grading Policy

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. The instructor provides an Evaluation Report to students at the completion of specific clock hour periods. Please refer to the Satisfactory Academic Progress Policy, Evaluation Periods section. The evaluation will reflect the overall attendance and academic progress of the student.

The system detailed below is the system utilized to measure acceptable performance:

Theory Grading		Point/GradesFor Practical/Clinical Work
100% - 90%	**"A" --------- Excellent**	**4 Points = "A"**
89% - 80%	**"B" --------- Average**	**3 Points = "B"**
79% - 70%	**"C"---------- Satisfactory**	**2 Points = "C"**
69% - 60%	**"D" --------- Unsatisfactory**	**1 Points = "D"**
59% - Below%	**"F"---------- Failing**	**0 Points = "F"**

Program Incomplete, Repetitions, Non-credit Remedial

Program incompleteness, repetitions and non-credit remedial programs are not offered at this institution.

Dress Codes

Advance Beauty Techs Academy dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers. All students are expected to dress in a uniform provided as part of the kit, and must at all times be neat, clean and have proper hygiene to work with the general public.. Advance Beauty Techs Academy reserves the right to make minor modifications in the dress code when it believes such action is necessary.

General Policies

The director of the school and teacher in charge of training programs have the responsibility for establishing and maintaining high standards of performance. enforcing efficiency of operation and discipline, including the right to increase, decrease, or rotate class assignments and schedules, and to formulate curriculum, methods and modes of instruction: to promote, demote, discharge or discipline for cause.

Grievance Procedure / Complaint Policy

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

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your immediate instructor.
3. If you are unable to deliver the form to the instructor, you may deliver it to the School Director.
4. The School Director will evaluate the grievance and set up an appointment with the individuals involved within 10 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's instructor; the student is to make his/her grievance known to the School Director. If no arrangements have been made, the student can write his/her grievance to: **Attn: Yolanda T. Duran, c/o Advance Beauty Techs Academy at 641 N. State Street Ste #1, San Jacinto, CA 92583.** It is strongly recommended that all grievances be presented in writing. The College will provide a corresponding written response to all grievances. If the issues remain unresolved, student may present their grievance to the agencies listed below.
Any grievance you cannot work out with the College you may contact:

Board of Barbering & Cosmetology (BBC)

2420 Del Paso Road, Suite 100
Sacramento, Ca 95834
(800) 952-5210

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

Bureau for Private Postsecondary Education

Mailing Address: P. O. Box 980818
Sacramento, CA 95798

Physical Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca, 95833

Phone (916) 431-6959
TOLL FREE : 1.888.370.7589
Fax (916) 263-1897
www.bppe.ca.gov

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

Library Policy

Books and Video's, DVD's, may be checked out by presenting your time card and the library card from the book signed out with your signature to receptionist desk. All materials are to be kept on school premises. Any other arrangement needed will be only be approved by the school director. Use of school computers for internet study assignments and on-line testing review for all programs will be done with teacher's approval only.

Career Assistance/Career Advising

Career assistance is available to graduates and students at no additional charge. Upon graduation, student's names are recorded in the student register and the process of follow-up begins. When students take the licensing examination, a record of their pass or fail is documented in the student's record. Students are encouraged to return for placement assistance by reviewing the listing of salons seeking employees and the requirements, salary and other pertinent information regarding the position. However, the school does not guarantee placement to any student.

Advance Beauty Techs Academy takes a personal interest in each individual student. Every student is extended the privilege of consulting with the School Director at any time. The Academy offers career individual placement and drug advising referral.

Notice of Students Rights

1. You may cancel your contract for school, without any penalty or obligation on the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first day.

2. **Read the Notice of Cancellation section of the Enrollment Agreement** for an explanation of your cancellation rights and responsibilities. If you have lost your Enrollment Agreement ask the school for a copy.
3. After the end of the cancellation period, you also have the right to stop school at any time, and receive a refund for the part of the program not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a copy of the refund policy**.**
4. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number listed above for more information.

Drug-Free School Policy

Advance Beauty Techs Academy is temporarily approved by the Bureau for Private Postsecondary Institution that is required to have all students follow all of the standards of conduct required by the State of California regarding the Drug-Free Schools and Campuses Act. This law prohibits all use or unlawful possession, or distribution of illicit drugs and alcohol on school property.

It must be clearly understood by all students that the sanctions for violating these State and Federal laws will be strictly enforced. Possession or found under the influence of drugs can be punishable by imprisonment in state jail for up to 1 year for the first offense.

In addition to the legal risks associated with drugs, a health risk should also be of concern to students attending Advance Beauty Techs Academy. For your information listed below is a description of the expected health risks that are common to those that choose to take the chance to use drugs and alcohol while attending Advance Beauty Techs Academy and after completion of training.

Health Risk of Using Drugs

- Nerve cell damage
- Impairment in learning, and memory, precision, and judgment
- AIDS, hepatitis and other disease caused by injecting cocaine with contaminated kit
- Death by cardiac arrest or respiratory failure
- Addiction

Health Risks of Using Alcohol

- Dizziness and Slurred Speech
- Nausea, Vomiting and Hangovers
- Impaired Motor skills
- Fetal Alcohol syndrome
- Respiratory Depression and Death

▪Addiction

Advance Beauty Techs Academy does not provide drug counseling, treatment, or rehabilitation programs as part of our student services but we will give students a referral to counseling treatment facilities or a rehabilitation program available to all students. If a student has a problem with any association with drugs and alcohol, they will be tested by a certified testing agency. If the tests result in a positive determination by Hill Counseling, Temecula, CA, the student will be referred to counseling. Advance Beauty Techs Academy makes the following information available to students, staff, and instructors.
Students who are terminated from the program because of testing positive for drug use can only be re-admitted after they have successfully completed a certified rehabilitation program.

Life Choice Services
442 W. Esplanade Ave Ste # 107
San Jacinto, Ca #951-652-3111 or
24 Hour Hotline #800-848-5683

House of Luke Ministry
44200 Palm Ave
Hemet, Ca (Men Only)
951-927-7316

La Vista Alcohol-Drug Recovery Center
2220 Girard St
San Jacinto, Ca (Women only)
951-925-8450

Statement of Non-Discrimination

Advance Beauty Techs Academy does not discriminate on the basis of **age, color, sex**, **ethnic origin, race, religion**, creed, physical handicap, political affiliations or beliefs in its educational programs, admissions, instruction, graduation policies, or any other areas in which it operates, and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school, the administration of students engaged in programs, and activities operated by ABT Beauty Academy. Federal sexual harassment guidelines have been adopted as part of the Academy's policy.

Housing

Advance Beauty Techs Academy does not offer a housing facility and has no dormitories. It has no responsibility to find or assist a student in finding housing. SEE CALIFORNIA EDUCATION CODE SECTION 71810 (b) (13) (C)

Hours of Attendance / Daytime Classes:

1. Full time: Tuesday through Friday 8:30 a.m. to 5:00 p.m.(Each student must have a 30-minute break)
   Or Tuesday through Friday, 8:30am to 2:30pm and Saturday 8:30 am to 5:00 pm
2. Part time: Tuesday through Friday, 8:30 a.m. to 2:30 p.m. and Saturday 8:30 a.m. to 5:00 p.m.

Senior Discount client service hours are 10:00 a.m. to 4:00 p.m. Tuesdays & Wednesday only (10%).
Saturday client services 9:00 a.m. to 4:00 p. m., or if otherwise approved by the Supervising Instructor

Programs Offered /Tuition Cost

Course	Tuition	Reg. Fees	Kit/Books	STRF	Total	Completion Schedule
Cosmetology	$14,400.00	$75.00	$1494.52	27.50	$10,927.79	68 weeks
Esthetician	$5,700.00	$75.00	$1555.49	20.00	$ 7,586.60	16 weeks
Manicurist	$4,800.00	$75.00	$1265.02	12.50	$ 4,663.21	11 weeks
Teacher Training	$5,400.00	$75.00	$1525.22	15.00	$ 5,248.68	16 weeks
Barber	$13,500.00	$75.00	$1535.00	27.50	$10,396.81	62 weeks
Barber Crossover	$3,600.00	$75.00	$1535.00	10.00	$ 4,054.31	16 weeks

ABT BEAUTY ACADEMY reserves the right to change the Tuition Fees and make subject changes without prior notice.

EXTRA-INSTRUCTIONAL CHARGES POLICIES

Students are expected to be complete within the time allowed as specified in the Enrollment Agreement.

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately five percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the applicable rate as indicated in the section below. Students will not be allowed to graduate until all payments and financial obligations to the school are paid.

ABT BEAUTY ACADEMY offers one payment and payment plan promotions. Ask for information on current promotional offers.
Additional Charges will be assessed for any student who does not complete a course within the allotted enrollment period at a rate of:

Cosmetology = $9.00 hour	Esthetician= $9.50 hour	Manicurist= $8.00 hour
Barber= $9.00 hour	Barber Cross-over = $9.00	Teacher Training= $9.00 hour

Scholarships

At this time the Academy does not award any institutional scholarships incentives. Any change will not affect attending students.

Advance Beauty Techs Academy

Cosmetology Course Outline SOC# 39-5012 (1600Clock Hours)

The curriculum for students enrolled in a cosmetology program consist of sixteen hundred hours (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Minimum Specified Practical Operations Hours:

100 Disinfection and Sanitation	100 Wet Hair Styling	20 Eyebrow Arching and Hair Removal
80 Permanent Waving	150 Thermal Hair Styling	
60 Press and Curl	120 Hair Cutting	
50 Chemical Straightening	45 Hair Coloring	10 Manual Facials
		15 Chemical Facials (Masks, scrubs)
35 Hair Bleaching	15 Water and Oil Manicures	15 Electrical Facials
30 Scalp and Hair Treatments	50 Artificial Nail Tips	10 Complete Pedicures
50 Acrylic Liquid Powder Brush On	20 Nail Wraps & Repairs, Gels	25 Make – Up Applications

Subject of Technical Instruction:	Minimum Hours of Technical Instruction
1. The Cosmetology Act and the Bureau's Rules and Regulations	40
2. Cosmetology Chemistry : ▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. ▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.	20
3. Health and Safety/Hazardous Substances: ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	45
4. Theory of Electricity in cosmetology: ▪ The nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical devices.	5
5. Disinfection and Sanitation: ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The ten requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfecting should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.	40
6. Bacteriology, Anatomy, and Physiology Human Anatomy, Human Physiology, Bacteriology, Analysis and Conditions.	30
7. Wet Hair Styling: Hair analysis, shampooing, finger waving, pin, curling, comb-outs.	30
8. Thermal Hair Styling ▪ Hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blow styling. A. Thermal Styling B. Press and Curl	35
9. Permanent Waving: ▪ Hair Analysis, chemical and heat permanent waving.	20
10. Chemical Straightening: ▪ Hair Analysis and the use of sodium hydroxide and other base solutions.	20
11. Hair Cutting : ▪ Hair analysis and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.	20
12. Hair Coloring and Bleaching: ▪ Hair analysis, predisposition tests, safety precautions, formula mixing , tinting, bleaching and the use of dye removers. (Shall not include credit for color rinses.)	60
13. Scalp and Hair Treatments: ▪ Hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other	5

hair treatments	
14. Facials: ▪ Manual-Cleansing, scientific manipulations, packs and masks ▪ Electrical- The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) ▪ Electrical-include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	5 10 10
15. Eyebrow Arching and Hair Removal : ▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.	10
16. Make-Up: ▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.	15
17. Manicuring and Pedicuring: ▪ Water and Oil Manicure, including nail analysis, and hand and arm massage. ▪ Complete Pedicure, including nail analysis, and foot and ankle massage.	5 5
18. Artificial Nails 1. Liquid and Powder Brush-On 2. Artificial Nail Tips 3. Nail Wraps and Repairs, Gels	10 10 5
19. Additional Instruction Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, employment development, desk and reception and other subjects relating to the cosmetology field.	145

Cosmetology Performance Objective:

Acquire knowledge of laws and regulations of California's cosmetology establishment practices.

Acquire the knowledge of sanitation and sterilization as related to all phases of hair , skin, and nails.

Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory. Acquire business management techniques common to cosmetology.

Text Book/Instructional Materials:

Milady's Standard Cosmetology Theory Book
The Performance Criteria developed by the Board
Milady's Standard Test Booklet
Milady's Standard Cosmetology Workbook
The Barbering and Cosmetology Act
The Rules and Regulations of the Board of Barbering and Cosmetology

Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips, practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

Skills to be developed:

Learn the application of artificial nail services such as acrylics, nail wraps, nail tips, gel, The proper use of the implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. 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 pedicuring. and nail art.

Attitudes and appreciation to be developed:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the pubic and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

Potential occupations after completion:

Hair stylist, esthetician, manicurist, make-up artist, cosmetic or beauty product representative and some areas of dermatology and plastic surgery.

Grading Procedures:

Theory grading scale:		Practical/Laboratory work grading scale:
90%-100%	A (Excellent)	4 Points = A (Excellent)
80%-89%	B (Average)	3 Points = B (Average)
70%-79%	C (Satisfactory)	2 Points = C (Satisfactory)
60%-69%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59%	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" Satisfactory (minimum of 70% in theory work and 2 in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Grading requirements:

When a student has completed theory hours and practical operations in the Cosmetology course with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The Academy assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

Licensing requirements:

Applicants 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 (written and practical) with an overall average of 70%.

Advance Beauty Techs Academy

Barbering Course Outline SOC# 39-5011 (1500 Clock Hours)

The curriculum for students enrolled in a barber course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices of a the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Minimum Specified Practical Operations Hours:

750 Haircuts and Hairstyles	25 Shampoos	25 Hair Coloring & Tinting
55 Shaves	20 Scalp Manipulations	25 Hair Processing & Relaxing
20 Rest Facials	25 Hair Waving and Curling	60 Disinfection & Sanitation

Subject of Technical Instruction:	Minimum Hours of Technical Instruction
20. The Barbering Act and the Bureau's Rules and Regulations • California Rules and Regulations • Preparing for State Board Exams	40
21. Theory Of Barbering • History of Barbering • Origin of the Barber • Modern Barber and Barbering	40
22. Health and Safety/Hazardous Substances: ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	40
23. Hair Cuts & Hair Styles • Training in cuts with straight razor, safety using straight blade on the skin, Hair clippers • Men hair cutting, hair styling, female hair cutting, styling ,Hair styling, • Training in Thermal styling, Shampooing, Hair analysis	30
24. Shaves • Shaving and Facial Hair Design	40
25. Rest Facials • Men's Facials Massage and Treatments	20
26. Shampoo • The importance of shampooing, scalp massage, Shampoo , conditioners, Draping, Men's and women shampoo, Shampoo procedures	40
27. Scalp Manipulations • Treatments of the hair and scalp, Skin and Scalp Disorders • Manual scalp manipulation, and other hair treatments	20
28. Hair Waving & Curling • Introduction to chemical waving, Hair analysis, Thermal styling, blow dryer, hot combs • Method of hot combs and hot irons	20
29. Hair Color &Tinting • Hair structure, Color Theory, Special effects Hair coloring and Lightening • Coloring Mustaches and Beards, Hair coloring and Lightening Safety Precautions	25
30. Hair Processing & Relaxing • Chemical Texture Services Defined, Client consultation, Permanent Waving, • Chemical relaxing, Reformation curls	25
31. Additional Training Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception and other subjects relating to the barbering field.	155

Barbering Performance Objective:

Acquire knowledge of laws and rules regulating California's Barbering and Cosmetology establishments, practices and understand sterilization procedures. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to barbering and cosmetology.

Text Book/Instructional Materials:

Milady's Standard Barbering Theory Book
The Performance Criteria develop by the Board
Milady's Standard Test Booklet
Milady's Standard Barbering Workbook
The Barbering and Cosmetology Act
The Rules and Regulations of the Board of Barbering and Cosmetology

Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips, practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

Skills to be developed:

Use of proper implements relative to all barbering and cosmetology services. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the scalp, face and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in used in performing all barbering and cosmetology services.

Attitudes and appreciation to be developed:

Appreciate good workmanship common to manicuring, possess a positive attitude towards the pubic and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

Potential occupations after completion:

Barber stylist, product representative and company demonstrator.

Grading Procedures:

Theory grading scale:		Practical/Laboratory work grading scale:
90%-100%	A (Excellent)	4 Points = A (Excellent)
80%-89%	B (Average)	3 Points = B (Average)
70%-79%	C (Satisfactory)	2 Points = C (Satisfactory)
60%-69%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59%	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" Satisfactory (minimum of 70% in theory work and 2 in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Grading requirements:

When a student has completed theory hours and practical operations in the Barber Program with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The Academy assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%.

Advance Beauty Techs Academy

Barbering Cross-Over Course Outline (For Cosmetologist) SOC#39-5011 (400 Clock Hours)

The curriculum for students enrolled in a barber cross-over course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation the actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Minimum Specified Practical Operations Hours:

175 Haircuts and Hairstyles	6 Shampoos	2 Hair Coloring and Tinting
10 Shaves	5 Scalp Manipulations	2 Hair Processing & Relaxing
5 Rest Facials	5 Hair Waving and Curling	40 Disinfection & Sanitation

Subject of Technical Instruction:	Minimum Hours of Technical Instruction
32. The Barbering Act and the Bureau's Rules and Regulations • California Rules and Regulations • Preparing for State Board Exams	30
Theory Of Barbering • History of Barbering • Origin of the Barber • Modern Barber and Barbering	
33. Health and Safety/Hazardous Substances: ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	20
34. Hair Cuts & Hair Styles • Training in cuts with straight razor, safety using straight blade on the skin, Hair clippers • Men hair cutting, hair styling, female hair cutting, styling ,Hair styling, • Training in Thermal styling, Shampooing, Hair analysis	10
35. Shaves • Shaving and Facial Hair Design	10
36. Rest Facials • Men's Facials Massage and Treatments	5
37. Shampoo • The importance of shampooing, scalp massage, Shampoo , conditioners, Draping, Men's and women shampoo, Shampoo procedures	5
38. Scalp Manipulations • Treatments of the hair and scalp, Skin and Scalp Disorders • Manual scalp manipulation, and other hair treatments	5
39. Hair Waving & Curling • Introduction to chemical waving, Hair analysis, Thermal styling, blow dryer, hot combs • Method of hot combs and hot irons	5
40. Hair Color &Tinting • Hair structure, Color Theory, Special effects Hair coloring and Lightening • Coloring Mustaches and Beards, Hair coloring and Lightening Safety Precautions	5
41. Hair Processing & Relaxing • Chemical Texture Services Defined, Client consultation, Permanent Waving, • Chemical relaxing, Reformation curls	5
42. Additional Training Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception and other subjects relating to the barbering field.	50

Barbering Performance Objective:

Acquire knowledge of laws and rules regulating California's Barbering and Cosmetology establishments, practices and understand sterilization procedures. Acquire the knowledge of general theory relative to Barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to barbering and cosmetology.

Text Book/Instructional Materials:

Milady's Standard Barbering Theory Book
The Performance Criteria develop by the Board
Milady's Standard Test Booklet
Milady's Standard Barbering Workbook
The Barbering and cosmetology Act
The Rules and Regulations of the Board of Barbering and Cosmetology

Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips, practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

Skills to be developed:

Use of proper implements relative to all barbering and cosmetology services. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the scalp, face and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in used in performing all barbering and cosmetology services.

Attitudes and appreciation to be developed:

Appreciate good workmanship common to barbering, possess a positive attitude towards the pubic and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

Potential occupations after completion:

Barber stylist, product representative and company demonstrator.

Grading Procedures:

Theory grading scale:		Practical/Laboratory work grading scale:
90%-100%	A (Excellent)	4 Points = A (Excellent)
80%-89%	B (Average)	3 Points = B (Average)
70%-79%	C (Satisfactory)	2 Points = C (Satisfactory)
60%-69%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59%	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" Satisfactory (minimum of 70% in theory work and 2 in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Grading requirements:

When a student has completed theory hours and practical operations in the Barber Course with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The Academy assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%.

Advance Beauty Techs Academy

Esthetician Course Outline SOC# 39-5094 (600 Clock Hours)

The student enrolled in an Esthetician course consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of skin care. 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. Such technical instruction and practical operations shall include:

Minimum Specified Practical Operations Hours:

60 Disinfection and Sanitation
40 Facials-Manual
60 Facials- Electrical
40 Make-ups and Eyelash Application
40 Chemicals (Skin Peels, Packs, Masks and Scrubs)
20 Hair Removal and Eyebrow Arching, Tweezers
40 Wax and Depilatories

Subject of Technical Instruction:	Minimum Hours of Technical Instruction
43. The Cosmetology Act and the Bureau's Rules and Regulations	15
44. Cosmetology Chemistry Related to Esthetician Practices : ▪ The chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. ▪ The elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.	15
45. Health and Safety/Hazardous Substances: ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	20
46. Basics of Electricity: ▪ The nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment.	10
47. Disinfection and Sanitation: ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The ten requirement operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfecting should be emphasized through-out the entire training period and must be performed before use of all instruments and kit.	15
48. Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions ▪ Human Anatomy, Human Physiology, Bacteriology, Analysis and Conditions.	15
49. Facials: ▪ **Manual**-Cleansing, scientific manipulations, packs and masks ▪ **Electrical**- The use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes. (However machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) ▪ **Chemical-**include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	20 25 20
50. Preparation: ▪ Client consultation, in take procedures, and professionalism. ▪ Client record keeping , pre and post operative care, CPR/AED, salon and spa skills.	15
51. Eyebrow Arching and Hair Removal : ▪ The use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.	30
52. Make-Up: ▪ Skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes. ▪	20

53. Additional training will be given in the following subject matters: Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, independent contractors, employees, employers, employment development, desk and reception and other subjects relating to the cosmetology field.	80

Esthetician Performance Objective:

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices and understanding sterilization procedures. Acquire the knowledge of general theory relative to skin care, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to esthetician.

Text Book/Instructional Materials:

Milady's Standard Esthetician Theory Book
The Performance Criteria develop by the Board
Milady's Standard Test Booklet
Milady's Standard Esthetician Workbook
The Barbering and cosmetology Act
The Rules and Regulations of the Board of Barbering and Cosmetology

Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips, practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

Skills to be developed:

The proper use of the implements relative to all skin care, make-up, facials, eyebrow arching, and hair removal. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the facial skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions and use of facials, make-up, eyebrow arching, and hair removal.

Attitudes and appreciation to be developed:

Be able to appreciate good workmanship common to skin care, possess a positive attitude towards the pubic and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

Potential occupations after completion:

Make-up artist; cosmetic or beauty product representative, and some areas of dermatology and plastic surgery. (Under a licensed physician.)

Grading Procedures:

Theory grading scale:		Practical/Laboratory work grading scale:
90%-100%	A (Excellent)	4 Points = A (Excellent)
80%-89%	B (Average)	3 Points = B (Average)
70%-79%	C (Satisfactory)	2 Points = C (Satisfactory)
60%-69%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" Satisfactory (minimum of 70% in theory work and 2 in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Grading requirements:

When a student has completed theory hours and practical operations in the Esthetician with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The Academy assists students with completing the necessary documents to file with the appropriate Esthetician Examination.

Licensing requirements:

Applicants 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 Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

Advance Beauty Techs Academy

Manicuring Course Outline SOC# 39-5092 (400 Clock Hours)

The student enrolled in a manicuring and pedicuring course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicuring and pedicuring. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation the actual performance by the student of a complete service on another person.

Minimum Specified Practical Operations Hours:

10 Disinfection and Sanitation
20 Complete Pedicures
60 Nail Tips
40 Water and Oil Manicures
80 Acrylic, liquid and powder brush on nails
40 Nail Wraps and Repairs

Subject of Technical Instruction:	Minimum Hours of Technical Instruction
54. The Cosmetology Act and the Bureau's Rules and Regulations	10
55. Cosmetology Chemistry Related to Manicuring Practices : ▪ The chemical composition and the purpose of nail care preparations.	10
56. Health and Safety/Hazardous Substances: ▪ Training in chemical and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, and ergonomics. ▪ Training in communicable diseases, including HIV, AIDS, and Hepatitis B	15
57. Disinfection and Sanitation: ▪ Procedures to protect the health and safety of the consumer as well as the technician. ▪ The ten requirement minimum operations shall entail performing all necessary functions for disinfecting instruments and kit as specified in Section 979 and 980. ▪ Disinfecting should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment.	10
58. Bacteriology, Anatomy, and Physiology Human Anatomy, Human Physiology, Bacteriology, Analysis and Conditions.	10
59. Water and Oil Manicures including hand and arm massages ▪ Water and Oil Manicure, including nail analysis, and hand and arm massage.	15
60. Complete Pedicure including foot and ankle massages Complete Pedicure, including nail analysis, and foot and ankle massage.	10
61. Application of Artificial Nails ▪ Acrylic, liquid and powder brush-ons. ▪ Nail Tips ▪ Nail Wraps and Repairs.	 15 10 5
62. Additional training will be given in the following subject matters: Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards. Preparing a resume, employment development, desk and reception and other subjects relating to the cosmetology field.	40

Manicuring Performance Objective:

1. Acquire knowledge of laws and rules regulating California cosmetology establishments, practices and understand sterilization procedures. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to manicuring.

Text Book/Instructional Materials:

Milady's Standard Cosmetology Theory Book
Milady's Standard Test Booklet
The Barbering and cosmetology Act
The Performance Criteria develop by the Board
Milady's Standard Cosmetology Workbook
The Rules and Regulations of the Board of Barbering and Cosmetology

Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips, practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

Skills to be developed:

Use of proper implement 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 to be developed:

Appreciate good workmanship common to manicuring, possess a positive attitude towards the pubic and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues. Develop team work, working with the community while developing people skills and self worth.

Potential occupations after completion:

Manicurist, product representative and company demonstrator

Grading Procedures:

Theory grading scale:		Practical/Laboratory work grading scale:
90%-100%	A (Excellent)	4 Points = A (Excellent)
80%-89%	B (Average)	3 Points = B (Average)
70%-79%	C (Satisfactory)	2 Points = C (Satisfactory)
60%-69%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" Satisfactory (minimum of 70% in theory work and 2 in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Grading requirements:

When a student has completed theory hours and practical operations in the Manicuring course with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation. The Academy assists students with completing the necessary documents to file with the appropriate Barbering and Cosmetology Examination.

Licensing requirements:

Applicants must be 17 years of age or older and have completed the 10th grade. A manicuring license will be granted by the state of California only after the student has successfully completed and graduated from the cosmetology program as described above and passed the licensing exam (written and practical) with an overall average of 70%.

Advance Beauty Techs Academy

Teacher Trainee Course Outline SOC#25-1194 COSMETOLOGY / BARBERING (600 Clock Hours)

The student enrolled in a Teacher Trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of teaching the practices of the Cosmetology field. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performances by the trainee in a classroom environment.

Minimum Specified Practical Operations Hours:

50	Organization Techniques: 4 Step teaching method; Performance objectives; and Learning domains, etc.	50	Lesson Planning: subject; title; outlines; development; and visual aids, etc.

Subject of Technical Instruction:	Minimum Hours of Technical Instruction
63. The Barbering Act and the Bureau's Rules and Regulations	40
64. Preparatory Instruction	
A) Instructional Techniques: method of instruction; lecture; demonstration; Performance; communication skills; instructional aides; and the use of Questions to promote learning.	40
B) Organization Techniques: 4 step teaching method; performance objectives; And learning domains, etc.	30
C) Lesson Planning: subject; title; outlines; development; and visual aids, etc.	60
D) Techniques of evaluation: purpose of test; types of test; test administration; Scoring; and grading, etc.	30
65. Conducting classroom and technical instruction and demonstration for three (3) Or more students on all practices of cosmetology, including the Barbering and cosmetology Act and Rules and Regulations.	140
66. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory	100
67. Additional training will be given in the following subject matters: Salon management, communications skills, that includes professional ethics, salesmanship, decorum, record keeping, client service record cards, preparing a resume, employment development, desk and reception and other subjects relating to the Cosmetology field.	60

Teacher Trainee Course Objective:

Acquire knowledge of laws and rules regulating California Cosmetology establishment's practices and understand sterilization procedures. Acquire the knowledge of general theory relative to teaching the art of manicuring, skin care, cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures, perform, and acquire business management technique common to Cosmetology Instructors.

Text Book/Instructional Materials:

Milady's Standard Teacher Cosmetology Theory Book
The Performance Criteria develop by the Board
Milady's Standard Test Booklet
Milady's Standard Teacher Cosmetology Workbook
The Barbering and cosmetology Act
The Rules and Regulations of the Board of Barbering and Cosmetology

Instructional Methods:

Instruction will be presented in the form of lecture, presentations, demonstrations, visual aids, textbook study, practical assignments, classroom projects, field trips, practice on mannequins, clinic patrons, classmates, community service, fashion shows, photo shoots, or any required assignments.

Skills to be developed: Develop the necessary skills to teach students in the Cosmetology, Esthetician or Manicurist fields. The necessary methods to acquire the required knowledge to pass the Bureau of Barbering and Cosmetology Exam of their field if instruction.

Attitudes and appreciation to be developed:

Appreciate good workmanship common to teaching, possess a positive attitude towards the pubic and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

Potential occupations after completion:

Educator in any phase of the Cosmetology Field, product representative, company demonstrator and educator.

Grading Procedures:

Theory grading scale:		Practical/Laboratory work grading scale:
90%-100%	A (Excellent)	4 Points = A (Excellent)
80%-89%	B (Average)	3 Points = B (Average)
70%-79%	C (Satisfactory)	2 Points = C (Satisfactory)
60%-69%	D (Unsatisfactory)	1 Point = D (Unsatisfactory)
Below 59%	F (Fail)	0 Points = F (Fail)

Students must maintain a "C" Satisfactory (minimum of 70% in theory work and 2 in the practical/clinic work) in order to be considered making satisfactory progress.

Note: Attendance is evaluated on a cumulative basis. At each evaluation period, the attendance for the month will be added to attendance from the preceding months to determine whether the student will complete the course within the maximum time frame established in this policy and scheduled hours indicated on their enrollment contract.

Grading requirements:

When a student has completed theory hours and practical operations in the Teaching course with a GPA of "C" (70%) or better, a diploma is awarded certifying his or her graduation.

Licensing requirements:

None are required in the State of California. Our program at ABT Beauty Academy is to fulfill a 600 hours course of teaching techniques, professional skills needed to become a well trained and educated Cosmetology Instructor.

FACULTY AND STAFF

OWNER/DIRECTOR
YOLANDA T. DURAN

Faculty / Organizational Chart

Financial Director
Michael Ramirez

Educational Supervisor
Karen Stadick

Administration Assistant
Josie Duran

Registrar
Sandra Davenport

Financial Aid Officer
Norma Cerrano

Instructors:
Maricella M Billik
Ms.Casteneda
Ms.Iribe
Ms. Porter

Substitute Instructors:
Karen Stadick
Ms Casteneda
Linda Thomas
Maricella Puente
Cynthia Vellez
Yolanda Duran

Placement Officer
Yolanda Saenz

Receptionist
Marilyn Sharp

EDUCATIONAL AND FACULTY QUALIFICATION LIST

INSTRUCTORS:

Yolanda T. Duran

Licensed Cosmetologist	26 years
Licensed Instructor	17 years
Licensed Manicurist	12 years
Clear Credential and Certified Instructor	15 years

Karen A. Stadick/Supervising Instructor

Licensed Cosmetologist	15 years
Licensed Instructor	6 years
AA Cosmetology	

Erica Iribe

Licensed Cosmetologist	6 years

Barber Instructor:

Maria Casteneda	3 years
Maricella Puente(Billik)	28 years

Esthetician Instructor

Yolanda T. Duran	11 years

Manicurist Instructor:

Tina M. Porter (Rogers)
Licensed Manicurist 28 years

Substitute Instructors:

Karen Stadick	Ms Casteneda
Linda Thomas	Maricella Puente (Billik)
Cynthia Vellez	Tina M. Porter (Rogers)
Yolanda Duran	

School Rules and Regulations

These rules are designed to form excellent work and attendance habits, aid in completing your program on time and help you become employed as a Cosmetologist, Barbering, Manicurist, and Esthetician and or Teacher.

1. School hours are Tuesday – Saturday 8:30 a.m. – 5:00 p.m.
2. Saturday you cannot clock in after 8:38am at all. This is a full salon day experience.
3. Time cards must be legible, no scratch outs, no white out. **Students must only punch their own timecards.**
4. In case of illness or emergency on any day, the student must call in to any staff member of his/her absence anytime after 8:30 a.m.
5. Students are required to be in class for roll call promptly and prepared with pens, pencils and paper, in clean, prescribed uniform.
   A. **Cosmetology/Barbering** students must wear a black uniform smock with a white undershirt, and black uniform pants. Uniform pants must be hemmed before attending next day's class. The uniform must be neat and clean at all times. Black uniform type closed toe and not heel shoes (hosiery or socks must be worn). All black tennis shoes. No Levi/Jean type material permitted. Student not in proper uniform will be sent home, any staff member has the right to send you home.
   B. **Esthetician** students must wear a white uniform smock with a black undershirt, and white uniform pants. Uniform pants must be hemmed before attending next day's class. White uniform type closed toe and no heel shoes (hosiery or socks must be worn). All white tennis shoes. No Levi/Jean type material permitted. Student not in proper uniform will be sent home, any staff member has the right to send you home.
   C. **Manicuring** students must wear a black uniform smock with a sky blue undershirt and black uniform pants. Uniform pants must be hemmed before attending next day's class. The uniform must be neat and clean at all times. Black uniform type closed toe and no heel shoes. (Hosiery or socks must be worn). All black tennis shoes. No Levi/Jean type material permitted. Student not in proper uniform will be sent home, any staff member has the right to send you home.
   D. **Teacher Training** students must wear a black teacher's smock. Professional attire and closed toe and no heel shoes (hosiery or socks must be worn). All black tennis shoes. No Levi/Jean type material permitted. Any Teacher trainee unprofessionally dressed will be sent home by the school Director.
6. Student appearing in school with unkempt hair will clock out. Beauty needs are to be done on the student's time.
7. A student who is tardy during the day (8:30 a.m.) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in a month) will be counseled and may be suspended or placed on probation if the tardiness continues. Probation will last until the tardiness ceases.
8. Student will take lunch between 11:30 and 1:30 p.m. Lunch is thirty (30) minutes and will be staggered among students. Students should report missed lunch breaks to an instructor if they have not had lunch by 1:30 p.m. Evening student have break when instructor release class for break.
9. A student must use the time clock to punch "IN" when entering and "OUT" when leaving school. Students will also be required to punch in and out for all breaks on the back of their time cards. Students must first check with their instructor before leaving for lunch. Student failing to do so will only receive credit for hours indicated by the time clock. Credited hours are indicated by the time clock.
10. **ANY STUDENT THAT CLOCKS IN OR OUT FOR ANOTHER STUDENT IS SUBJECT TO IMMEDIATE TERMINATION FROM THE SCHOOL. Clocking in for another student is a falsification of school records and will be treated as such.**
11. **STUDENTS WHO FORGET OR WHO DO NOT CLOCK IN OR OUT AS REQUIRED WILL LOSE THE RESPECTIVE HOURS FOR THE UNDOCUMENTED TIME.**
12. No student is allowed to clock out during school hours without permission from the instructor. Any time a student leaves the building during the day his/her time card must be left at the receptionist desk. No excessive clocking in or out will be accepted and will be deducted off your time card.
13. No gum chewing is allowed in the school at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
14. No visitors are permitted in the classroom or student lounge area unless approved by the school director.
15. School business phones may not be used for personal calls. If you have an emergency notify the school director for assistance. You are not permitted to leave a patron just to answer the phone.
16. Students are required to follow the rules of sanitation, disinfection and personal hygiene at all times.
17. Students must keep their workstation in class or on the floor, clean and sanitary at all times.

18. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
19. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
20. No student may leave patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
21. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
22. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
23. Students are responsible for the return of college materials or kit loaned to them. Students must not borrow kits from each other. Each student is solely responsible for his/her personal belongings and materials. If the student fails to secure their belongings, the school is not responsible for any items.
24. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students. Students may line up to clock out no earlier than 5 min. before 5:00 p.m.
25. A student must attend classes on all Fridays and Saturdays as scheduled. Days before and after holidays are considered Saturdays. The college reserves the right to terminate a student if this rule is violated. A student may be required to produce medical documentation of illness.
26. Students have the privilege at all time to consult the Instructors, Supervisor, and School Director on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
27. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or illegal drugs. Student will be asked to leave school premises and be clocked out.
28. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Time cards will be audited by the college office. Credit will be given for applied effort only in continuously engaged in training and study of the Branch of cosmetology for which you are enrolled. All work must be checked by an instructor or credit will not be given. Records must be neat and clear of all transferred operations, and theory hours. They also must be signed and verified by the instructor.
29. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
30. Only products furnished by the college may be used unless otherwise approved by the instructor.
31. Students must comply with all instructions, directions, orders, etc. given by personnel relative to school activities. Insubordination will not be tolerated.
32. Students must comply with school policies and state rules and regulations.
33. Notify administration office immediately of any address or telephone changes in writing.
34. Absence of Three (3) days or more without notification shall be considered cause for suspension. Any student absent more than twenty-one-days without notifying the Director may be terminated.
35. Any Student not complying with their theory or practical assignments may not be allowed to participate.
36. **No beepers, cellular phones or head phone radios, IPods, ear phones or any other items that may interfere with students learning will be allowed to be used in the school at any time.**
37. **Any student caught vandalizing, stealing or using any items, materials, equipment that is not theirs, is subject to immediate termination subject to the sole discretion of the School Director. THE SCHOOL RESERVES THE RIGHT TO SEARCH EQUIPMENT BAGS AT IT'S SOLE DISCRETION.**
38. **Any student leaving on a Leave Of Absence must make accommodations with the school regarding equipment trolleys. The School is not responsible for any student equipment or materials.**
39. **The school utilizes surveillance equipment and cameras in common areas.**
40. **Students must replace any equipment that is damaged or rendered useless by their careless actions.**

If parents need to call the student please use the school business phone (951) 487-8751, the student will be called out of class to the front office.

Advance Beauty Techs Academy

STUDENTS ACKNOWLEDGEMENT OF REVIEW AND RECEIPT OF SCHOOL RULES AND REGULATIONS

I, _____ HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND HAVE RECEIVED A COPY OF THE SCHOOL RULES AND REGULATIONS. THIS INCLUDES THE SCHOOL STUDENT ACADEMIC PROGRESS POLICY. I ALSO ACKNOWLEDGE THAT IF GRANTED ADMISSION AND I AGREE TO ATTEND THE SCHOOL, I WILL ABIDE BY THESE SCHOOL RULES AND REGULATIONS.

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 PRIOIR TO SIGNING AN ENROLLMENT AGREEMENT.

DATE _____

SCHOOL REPRESENTATIVE_____

DATE_____

Main Campus:

641 N. State Street Ste #1
San Jacinto, Ca 92583
Ph (951) 487-8751
Fax (951) 487-8761