

SANTA ANA BEAUTY COLLEGE

**MANICURIST – MASSAGE THERAPIST –
ESTHETICIAN – HOLISTIC PRACTITIONER –
COSMETOLOGIST**

CATALOG

AUGUST 01, 2013 - JULY 31, 2014

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*** THESE PROGRAMS APPROVED BY THE CALIFORNIA BOARD OF BARBER AND COSMETOLOGY.
 THESE PROGRAMS ARE CURRENTLY PENDING UNTIL APPROVAL BY THE NATIONAL ACCREDITING
 COMMISSION OF CAREER ARTS AND SCIENCES (NACCAS).**

INTRODUCTION:

We want to thank you for selecting us to assist you in obtaining your desired physical arts and cosmetologist training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry. At the Santa Ana Beauty College, we offer you the basic training to pass the programs of study including the Cosmetologist licensing examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part. You will practice shop management, business concepts and the psychology of personal success. It is a pleasure to have you join us at Santa Ana Beauty College. Our goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

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.

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

Any questions you may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Dr. Suite 400, Sacramento CA 95833, www.bppe.ca.gov , Tel: (916) 431-6959 or Fax: (916) 263-1897.

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

Diane Nguyen, CEO/Owner

The **Santa Ana Beauty College** is dedicated to providing career training in the field of professional physical artistry. Graduates of this institution will be equipped to find employment in various venues as Cosmetologist, Holistic Practitioner, Esthetician, Massage Therapist, and Manicurist. The school accomplishes this goal by offering the following course programs:

Cosmetologist	1600 clock hours
Holistic Practitioner	1000 clock hours
Esthetician	600 clock hours
Massage Therapist	600 clock hours
Manicurist	400 clock hours

We are currently approved by the California Board of Barbering and Cosmetology to provide the training for Barbering (1,500 clock hours, Barber Crossover (400 clock hours) and Cosmetology Crossover (400 clock hours). However, since this institute accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), these programs are pending until approval by the commission.

All the classes will be held at **Santa Ana Beauty College**, 1926 W. 17th Street, Santa Ana, CA. 92706. The school offers a classroom training experience that provides the student with a broad range of skills and a classroom environment that simulates the real workplace environment.

MISSION OF THE COLLEGE

The mission of Santa Ana Beauty College (SABC) is to offer training that prepares the successful student to acquire the knowledge and skills necessary to pass the program exams and the development and personal growth to help each student discover his/her potential and hopefully function as cosmetologist, barber and massage therapist, entrepreneurs and teachers of the future. Our prime vocational objective is to train and produce graduates sufficiently knowledgeable to seek and find employment in the beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: hair stylist, hair colorist, manicurist, racialists, masseuse, waxing, make-up or as a beauty salon operator. Normal progression should move her/him to positions such as beauty salon manager, beauty salon owner, teacher and director or school owner.

The daily training operation of **Santa Ana Beauty College** is under the instruction of a qualified educational director who brings almost a decade of valuable experience within the beauty industry and believes in continuing their education to keep abreast of the vast changes in the industry. Our educational director brings several years of administrative experience to the program. This experience compliments their great educational and managerial talents and expertise. The resultant educational program, the teaching and training at Santa Ana Beauty College represents the spectrum of cosmetologist knowledge and experience. Our educational director presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields - the beauty industry.

The quality of the Santa Ana Beauty College faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all Cosmetologist, Manicuring, Skin Care and Massage Therapy professions. These exciting activities are carried out in an environment that is characterized by spacious, well-lighted facilities, remodeled to meet functional school needs, salon-

type equipment especially designed to properly enhance student training, an educational philosophy that demands student's adherence to exemplary professional conduct and standards and an instructional methodology that provides continual individualized instruction during the complete tenure of student training. Students gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment. The constant utilization helps develop skills to their fullest capacities.

One who chooses a career in the beauty industry, which includes the care and treatment of hair, nails, and skin, is typically a creative individual who likes to work with their hands. The work environment is fast-paced and is the right profession for someone who likes to work with others and enjoys working with the public. It takes a person who can manage time well. The daily work is done predominantly while standing on your feet. You will find success in this field if you are looking for an opportunity to develop the client interaction and relationships, as well as a professional appearance and attitude, needed for the beauty business. You need a license to practice in these career fields: hair stylist, esthetician, and manicurist. A successful licensed professional creates an encounter that the customer will enjoy and will definitely want to repeat. The beauty industry must keep pace with the fashion world and be ready to update and adapt to changing skills to ensure continued success. If you are a person who is self-motivated, has a positive outlook, and the capability to multi-task, the salon/spa industry is for you!

The Santa Ana Beauty College welcomes all persons interested in the beauty industry. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

FACILITY

Santa Ana Beauty College's address is: 1926 W. 17th Street, Santa Ana, California. The school building is a spacious (7000 sq. ft.) air-conditioned, one-story modern facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing," with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student area is provided for the students' use with facilities, eating and rest areas. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register. Our students learn inventory control and assist in operating our supply system. Our objective is to help the student become "salon ready."

Access for disabled students to the institution's facility is available at the college. This institution does offer programs for handicapped students depending on the physical ability of the handicapped student.

APPROVAL STATEMENT

Santa Ana Beauty College is a private institution and that it is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approved means that the institution and its operation comply with the minimum standards established under the law for occupational institutions. Also, this institution is approved to provide the Cosmetology Programs by The Board of Barbering and Cosmetology (BBC) and accredited by The National Accrediting Commission of Career Arts and Sciences (NACCAS).

STATEMENT OF OWNERSHIP

Santa Ana Beauty College is a for-profit corporation established in the state of California.

INTERNATIONAL STUDENTS

Santa Ana Beauty College is authorized under Federal law to enroll nonimmigrant students.

COURSE SCHEDULE

Courses are held daily from 8:30 a.m. to 5:00 p.m. Monday through Friday for daytime classes and evening classes from 5:00 p.m. to 10:00 p.m. Monday through Thursday and Saturday from 9:00 a.m. to 5:30 p.m. The institution observes the following holidays: New Year's Day (*Sunday 1/1/13*), Martin Luther King's Birthday (*Monday 1/21/13*), President's Day (*Monday 2/18/13*), Memorial Day (*Monday 5/27/13*), Independence Day (*Thursday 7/4/13*), Labor Day (*Monday 9/3/13*), Thanksgiving and the day after Thanksgiving (*Thursday 11/22/13 and Friday 11/23/13*), and Christmas Day (*Tuesday 12/25/13*).

BEGINNING DATES OF CLASSES

All SABC programs (Cosmetologist, Holistic Practitioner, Esthetician, Massage Therapist, and Manicurist) begin new classes every Monday unless Monday is a holiday and then the classes begin on Tuesday. The beginning dates for the 2013 – 2014 year are:

<u>*2013</u>	<u>* 2014</u>	<u>*2014</u>
Monday, August 5, 2013	Monday, January 6, 2014	Monday, June 2, 2014
Monday, August 12, 2013	Monday, January 13, 2014	Monday, June 8, 2014
Monday, August 19, 2013	Tuesday, January 21, 2014	Monday, June 16, 2014
Monday, August 26, 2013	Monday, January 27, 2014	Monday, June 23, 2014
		Monday, June 30, 2014
Tuesday, September 3, 2013	Monday, February 3, 2014	
Monday, September 9, 2013	Monday, February 10, 2014	Monday, July 7, 2014
Monday, September 16, 2013	Tuesday, February 18, 2014	Monday, July 14, 2014
Monday, September 23, 2013	Monday, February 24, 2014	Monday, July 21, 2014
Monday, September 30, 2013		Monday, July 28, 2014
	Monday, March 3, 2014	
Monday, October 7, 2013	Monday, March 10, 2014	Monday, August 4, 2014
Tuesday, October 15, 2013	Monday, March 17, 2014	Monday, August 11, 2014
Monday, October 21, 2013	Monday, March 24, 2014	Monday, August 18, 2014
Monday, October 28, 2013	Monday, March 31, 2014	Monday, August 25, 2014
Monday, November 4, 2013	Monday, April 7, 2014	Tuesday, September 2, 2014
Monday, November 11, 2013	Monday, April 14, 2014	Monday, September 8, 2014
Monday, November 18, 2013	Monday, April 21, 2014	Monday, September 15, 2014
Monday, November 25, 2013	Monday, April 28, 2014	Monday, September 22, 2014
		Monday, September 29, 2014
Monday, December 2, 2013	Monday, May 5, 2014	
Monday, December 9, 2013	Monday, May 12, 2014	Monday, October 6, 2014
Monday, December 16, 2013	Monday, May 19, 2014	Tuesday, October 14, 2014
Monday, December 23, 2013	Tuesday, May 27, 2014	Monday, October 20, 2014
Monday, December 30, 2013		Monday, October 27, 2014

COURSE PROGRAM: Cosmetologist: (1600 Clock hours)

Course Description

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (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 Cosmetologist Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology.

Course Length

The course can be completed in 40 weeks by taking classes 40 hours a week for five days a week or completed in 80 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of cosmetology, and acquire business management techniques.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

Minimum Specified Practical Operations

- | | | | |
|----|-----------------------------|-----|--|
| 10 | Disinfection | 200 | Wet Hair Styling |
| 40 | Thermal Hair Styling | 80 | Permanent Waving |
| 25 | Chemical Straightening | 80 | Haircutting |
| 20 | Hair Bleaching | 50 | Hair Coloring |
| 20 | Scalp and Hair Treatments | 10 | Manual Facials |
| 15 | Electrical Facials | 15 | Chemicals (skin peels, masks & scrubs) |
| 10 | Make-up applications | 20 | Eyebrow Arching and Hair Removal |
| 15 | Water and Oil Manicures | 10 | Complete Pedicure |
| 50 | Liquid and Powder Brush-ons | 50 | Artificial Nail Tips |
| 20 | Nail Wraps and Repairs | | |

Subject of Technical Instruction	Freshman	Senior
	First Phase (Hrs.)	Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	5	15
Cosmetologist Chemistry (includes chemical composition and the purpose of cosmetic, nail, hair and skin care preparation; elementary chemical make-up, chemical skin peels, physical and chemical changes of matter)	5	15
Health and Safety/Hazardous Substances (includes training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws	5	15

and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B)		
Theory of Electricity in Cosmetologist (includes the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	1	5
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	5	15
Bacteriology, anatomy, and physiology	3	12
Wet Hair Styling (includes hair analysis, shampooing, finger waving, pin curling, comb-outs)	8	27
Thermal Hair Styling (includes hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling – A:Thermal Styling; B: Press and Curl)	7.5	22.5
Permanent Waving (includes hair analysis, chemical and heat permanent waving)	7.5	22.5
Chemical Straightening (includes hair analysis, and the use of sodium hydroxide and other base solutions)	7.5	22.5
Haircutting (includes hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting)	5	15
Hair coloring and bleaching (includes hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dry removers; does not include any credit for color rinses) A: Hair coloring; B: Bleaching	15	45
Scalp and Hair Treatments (includes hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments)	1	4
Facials: A: Manual (include cleansing, scientific manipulations, packs, and masks) B: Electrical (includes 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) C: Chemicals (includes chemical skin peels, packs, masks and scrubs; emphasize that only non-living, upper most 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 922 regarding skin peeling)	1 2.5 2.5	4 7.5 7.5
Eyebrow Arching and Hair Removal (includes the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair)	2.5	7.5
Make-up (includes skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes)	3	12
Manicuring and Pedicuring: A: Water and Oil Manicure, including nail analysis, and hand and arm massage. B: Complete Pedicure, including nail analysis, and foot and ankle massage. C: Artificial Nails: 1. Liquid and Powder Brush-on 2. Artificial Nail Tips 3. Nail Wraps and Repairs	1 1 6	4 4 19

Additional Training:

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

Cosmetologist Performance Objective:

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

Textbook

Milady's Standard Cosmetologist HC, Delma Publishers
Milady's Standard Theory Workbook

Skills to be Developed:

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

Attitudes and Appreciations to be Developed:

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

Requirements for Satisfactory Completion of Course:

Shall have completed theory and operations required by program of Cosmetology with a grade average of "C" (70%) or better.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Cosmetologist with a GPA of "C" (70%) or better, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination.

Licensing Requirements

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

COURSE PROGRAM: Holistic Practitioner (1000 Clock Hours)

Course Description

The curriculum for students enrolled in the Holistic Practitioner course shall consist of one thousand (1000) clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the technician of all techniques and principles.

Course Length

The course can be completed in 25 weeks by taking classes 40 hours a week for five days a week or completed in 50 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage and holistic therapy, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, and acquire business management techniques.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

Subject of Technical Instruction	Freshman	Senior	Lecture/Lab	
	First Phase (Hrs.)	Advanced Phase (Hrs.)		
Health and Safety/Hazardous Substances (includes training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B)	7	8	15	0
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	7	8	10	5
History, anatomy, and physiology	5	5	10	0
Ethics, Nutrition, Principles & Techniques	12	13	25	0

The Body's Muscles & Nerves	5	5	10	0
Trigger Points of Massage	5	5	10	0
Other Systems of Massage	2	3	5	0
Basics of the Traditional Massage	15	15	10	20
Basics of the Traditional Swedish Massage	17	18	10	25
Contemporary American Techniques	17	18	10	25
Basic Shiatsu Routine & 16 movements	17	18	25	0
Ampuku	7	8	5	10
Patterns of Ki	8	7	15	0
The Front, Back and Side Channels	25	25	25	25
Introduction of Other Systems of Massage and Bodyworks	12	13	10	15
Sports Massage (study of pre-, post- event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching)	50	50	25	75
Introduction to Holistic Theory	5	5	10	0
Acupressure 1 & 2 (covers 12 muscle meridians and the 5 elements and the Yin Yang Theory and incorporating different eastern techniques)	33	32	35	30
Aromatherapy (use of essential oils)	10	10	5	15
Chinese Therapeutic Massage	13	12	10	15
Geriatric Massage 1 & 2	25	25	10	40
Massage for the Physically Challenged	25	25	15	35
Reflexology	13	12	10	15
Social Psychology	12	13	25	0
Supervised Training in a Sport/Clinical Facility	100	100	200	0
Chair-side Techniques & Business Practices	12	13	25	0

Textbooks

Theory & Practice of Therapeutic Massage, 5th edition

Theory & Practice of Therapeutic Massage, 5th edition, student's workbook

Skill to be Developed

Learn the proper use of implements relative to all services, acquire the knowledge of massage/holistic therapy prior to all services to determine any disorders, injuries, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of holistic therapy.

Attitudes and Appreciations to be Developed

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

Graduation Requirements

When a student has completed the required theory hours and practical operation in Holistic Practitioner with a GPA of “C” (70%) or better he or she is awarded a Certificate of Completion of his or her graduation.

Permit Requirements

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process of how to get the Certified Massage Therapist and Certified Holistic Therapist by California Massage Therapy Council (CAMTC).

COURSE PROGRAM: Esthetician (600 Clock Hours)

Course Description

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

Course Length

The course can be completed in 15 weeks by taking classes 40 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for two days a week.

Course Objectives

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

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

Practical Operations Hours

Disinfection & Sanitation	10 hrs
Facial Manual	40 hrs
Facial Electricity	60 hrs

Facial Chemical	40 hrs
Eyebrows Arching & Hair Removal by Tweezer	10 hrs
Wax & Depilatories	40 hrs
Make-up	40 hrs

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	5	5
Chemistry pertaining to the practices of an Esthetician (includes the chemical composition and purpose of cosmetic and skin care preparation; the elementary chemical make-up, chemical skin peels, physical, and chemical changes of matter)	5	5
Health and Safety/Hazardous Substances (includes training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B)	10	10
Electricity (includes the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	5	5
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	5	5
Bacteriology, anatomy, physiology, and skin analysis and conditions	7	8
Facials: A: Manual (includes skin analysis, cleansing, scientific manipulations, packs and masks) B: Electrical (includes 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) C: Chemicals (includes chemical skin peels, packs, masks and scrubs; emphasize that only non-living, upper most 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 922 regarding skin peeling)	8 15 10	7 15 10
Eyebrow Arching and Hair Removal (includes the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair) A: Tweezers B: Wax and depilatories	2 10	3 10
Make-up (includes skin analysis, complete and corrective make-up, and the application of false eyelashes)	10	10
Preparation: training include classes in salon management, communication skills including professional ethics and client consultation, salesmanship, decorum, intake procedures, contraindications, record keeping, client service record cards and preparing a resume, employment development, pre- and post-operative care, CPR/AED, salon and spa skills	8	7

Textbook

Milady's Standard Cosmetician HC

Esthetician Performance Objective

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

Skills to Be Developed

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

Attitudes and Appreciations to be Developed

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

Requirements for Satisfactory Completion of Course

Shall have completed theory and operations required by program of Cosmetology with a grade average of "C" (70%) or better.

Graduation Requirements

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

Licensing Requirements

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

COURSE PROGRAM: Massage Therapist (600 Clock Hours)

Course Description

The curriculum for students enrolled in the massage technician course shall consist of five hundred (600) clock hours of technical instruction and practical operations in teaching the art of massage.

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the massage technician of all techniques and principles. The course is designed for the student who has no prior experience in the field and who wishes to enter the industry immediately upon graduation.

Course Length

The course can be completed in 15 weeks by taking classes 40 hours a week for five days a week or completed in 26 weeks by taking 30 hours a week.

Course Objectives

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

Subject of Technical Instruction	Freshman	Senior	Lecture/Lab	
	First Phase (Hrs.)	Advanced Phase (Hrs.)		
Health and Safety/Hazardous Substances (includes training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases including HIV/AIDS and Hepatitis B)	10	10	20	0
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; ten required minimum operations all necessary functions for disinfecting instruments and equipment; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	12	13	15	10
History, anatomy, physiology & Kinesiology	60	60	120	0
Ethics, Nutrition, Principles & Business Techniques	10	10	20	0
Application of Massage Techniques	25	25	20	30
Introduction of Other System of Massage & Bodyworks	30	30	20	40
Basic of Deep Tissue Massage	15	15	15	15
Basics of the Traditional Massage	13	12	10	15
Basics of the Traditional Swedish Massage	12	12	15	20
Contemporary American Techniques	15	15	15	15
Basic Shiatsu Routine & Massage Movements	35	35	20	50
Pathology	20	20	40	0
CPR & First Aid Training	5	5	5	5

The Front, Back and Side Channels	13	12	10	15
Introduction of Sports and Chair Massage	15	15	15	15
Business Practices & Salon Management	5	5	0	10

Massage Technician Performance Objective

Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases to all phases of massage, acquire the knowledge of general theory relative to massage including anatomy, physiology, nutrition, theory and acquire business management techniques.

Textbooks

Theory & Practice of Therapeutic Massage, 5th edition

Theory & Practice of Therapeutic Massage, 5th edition, student's workbook

Skills to be Developed

Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn the all basic massage techniques including Swedish, American and Shiatsu and will learn the all proper procedures of massage.

Attitudes and Appreciations to be Developed

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

Graduation Requirements

When a student has completed the required theory hours and practical operations in massage therapy with a GPA of "C" (70%) or better he or she is awarded a Certificate of Completion of his or her graduation

Permit Requirements

In order to practice the art of massage in an establishment a permit/business license is required and must be secured by the local city office (police department) of which you plan on working in. Each city has certain requirements and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process of how to get the Certified Massage Therapist and Certified Holistic Therapist by California Massage Therapy Council (CAMTC).

COURSE PROGRAM: Manicurist: (400 Clock hours)

Course Description

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of

a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring.

Course Length

The course can be completed in 10 weeks by taking classes 40 hours a week for five days a week or completed in 20 weeks by taking 20 hours a week for two days a week.

Course Objectives

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

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

Minimum Specified Practical Operations

10	Disinfection and Sanitation	40	Water and Oil manicures
20	Complete Pedicures	80	Acrylic: Liquid and Powder Brush on nails
60	Nails Tips	40	Nail Wraps and repairs

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	5	5
Cosmetology Chemistry Related to Manicuring Practices (includes the chemical composition and purpose of nail care preparations)	5	5
Health and Safety/Hazardous Substances (includes training in chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases including HIV/AIDS and Hepatitis B)	7	8
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	10	10
Bacteriology, anatomy, and physiology	5	5
Water and Oil Manicures (hand and arm massage)	8	7
Complete Pedicure (including foot and ankle massage)	5	5
Artificial Nails: 1. Acrylic: Liquid and Powder Brush-on 2. Nail Tips 3. Nail Wraps and Repairs	12	13

Textbook

Milady's Standard Manicurist HC
Milady's Standard Theory Workbook
Delma Publishers

Additional Training

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

Manicurist Performance Objective

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

Skills to be Developed

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

Attitudes and Appreciations to be Developed

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

Requirements for Satisfactory Completion of Course

Shall have satisfactorily completed theory and operations required by program of Cosmetology with an average grade of "C" (70%) or better.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination.

Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and

graduated from the Cosmetology course as described above and passed the Cosmetology Licensing Exam with an overall average of 75%.

COURSE PROGRAM: Manicurist* (600 clock hours)

Approved by the California Board of Barbering and Cosmetology

***Pending**

Course Description

This course goes beyond the basics of manicuring with advanced techniques to prepare students to be salon ready. The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist and two hundred (200) clock hours of technical instruction and practical operations covering those manicurist practices that are not a part of the required training or practice of manicurist pursuant to Section 7316 of the California Board of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person.

Course Length

The course can be completed in 15 weeks by taking classes 40 hours a week for five days a week or completed in 30 weeks by taking 20 hours a week for two days a week.

Course Objectives

Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed, instruments like electric nail files, air brush, ergonomics, reflexology and nail art and acquire business management techniques common to manicurist.

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

Minimum Specified Practical Operations

10	Disinfection and Sanitation	40	Water and Oil manicures
20	Complete Pedicures	80	Acrylic: Liquid and Powder Brush on nails
60	Nails Tips	40	Nail Wraps and repairs
20	Nail Art	20	Electric Files Acrylic Nails
20	Electric Files Tip Overlay	20	UV Gels
20	Foot Massage		

Subject of Technical Instruction	Freshman	Senior
	First Phase (Hrs.)	Advanced Phase (Hrs.)
Cosmetologist Act and the Program's Rules & Regulations	5	5

Cosmetology Chemistry Related to Manicuring Practices (includes the chemical composition and purpose of nail care preparations)	5	5
Health and Safety/Hazardous Substances (includes training in chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases including HIV/AIDS and Hepatitis B)	7	8
Disinfection and Sanitation (includes procedures to protect the health and safety of the consumer and the technician; <u>ten</u> required minimum operations all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980; disinfection is emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	10	10
Bacteriology, anatomy, and physiology	5	5
Water and Oil Manicures (hand and arm massage)	8	7
Complete Pedicure (including foot and ankle massage)	5	5
Artificial Nails: 1. Acrylic: Liquid and Powder Brush-on 2. Nail Tips 3. Nail Wraps and Repairs	12	13
Handling the Electricity Equipment	3	2
Electric Nail Files	5	5
UV Gels	3	2
Reflexology (History, anatomy, physiology & kinesiology)	5	5

Textbook

Milady's Standard Manicurist HC
 Milady's Standard Theory Workbook
 Theory & Practice of Therapeutic Massage, 5th edition

Additional training will be given in the following subject matter

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

Skills to be Developed

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

Attitudes and Appreciations to be Developed

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

Requirements for Satisfactory Completion of Course

Shall have satisfactorily completed theory and Operations required by Program of Barbering and Cosmetology with an average grade of “C” (70%) or better.

Graduation Requirements

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of “C” (70%) or better, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

Licensing Requirements

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

COURSE PROGRAM: Barbering* (1,500 clock hours)
Approved by the California Board of Barbering and Cosmetology
***Pending**

Course Description

The curriculum for students enrolled in a Barber course shall consist of fifteen hundred (1,500) actual 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. Practical training shall mean the time it takes to perform a practice operation.

Course Length

The course can be completed in 37.5 weeks by taking classes 40 hours a week for five days a week or completed in 75 weeks by taking 20 hours a week for three days a week.

Course Objectives

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

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

MINIMUM SPECIFIED PRACTICAL OPERATIONS SHALL INCLUDE:

Hair Coloring & Bleaching	105	Hair Cutting	80
Hair Styling	240	Scalp Manipulation	20
Shaving	100	Professional Ethic	10
Hair Permanent Waving & Chemical Straight			105

Subject of Technical Instruction	Freshman First Phase (Hrs.)	Senior Advanced Phase (Hrs.)
<u>Laws and Regulations</u> The Barbering and cosmetology Act and the Board's rules and Regulations	5	15
<u>Health and Safety/Hazardous Substances</u> Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	11	34
<u>Disinfection & Sanitation</u> Procedures to protect the health and safety of the consumer as well as the technician and disinfection procedures for equipment used in establishments	5	15
<u>Bacteriology, Anatomy and Physiology</u> Human anatomy and human physiology	3	12
<u>Hair Styling</u> Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, Curling with hot combs and hot curling irons and blower styling	16	49
<u>Hair Permanent Waving & Chemical Straightening</u> Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions	10	30
<u>Hair Coloring & Bleaching</u> The use of semi-permanent, demi-permanent and temporary colors, hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	15	60
<u>Hair Cutting</u> Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting	5	15
<u>Shaving</u> Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages	25	75
<u>Professional Ethic</u>	3	12
<u>Sale Technique</u> Salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers	3	12

Textbook

Milady's Standard Professional Barbering, 5th Edition 2011
Milady's Standard Theory Workbook

Graduation Requirements

When a student has completed the required theory hours and practical operations in Barbering with a GPA of “C” (70%) or better, he or she is awarded a Certificate of Completion of his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering Examination.

Licensing Requirements

Applicant 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 Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Barber course as described above and passed the licensing exam with an overall average of 75%.

COURSE PROGRAM: Cosmetology Crossover* (400 clock hours)

Approved by the California Board of Barbering and Cosmetology

***Pending**

The curriculum for students enrolled in a cross-over to cosmetology course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering those cosmological practices that are not a part of the required training or practice of barber pursuant to Section 950.8 of Title 16, Division 9, California Code of Regulations 8 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The practical training shall include performance of the following minimum practical operations.

Course Length

The course can be completed in 10 weeks by taking classes 40 hours a week for five days a week or completed in 20 weeks by taking 20 hours a week for three days a week.

Course Objectives

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

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

MINIMUM PRACTICAL OPERATIONS

Disinfection and Sanitation	10
Wet Hair Styling	35

Thermal Hair Styling	15
Permanent Waving	35
Chemical Straightening	10
Hair Cutting	10
Hair Coloring	15
Hair Beaching	05
Scalp & Hair Treatment	05
Facial - Manual	05
Facial – Electrical	05
Facial - Chemicals (Chemical skin peels, packs, masks and scrubs)	15
Eyebrow Arching & Hair Removal	05
Makeup	10
Water/Oil Manicure (Including nail analysis, hand & arm massage)	15
Complete Pedicure (Including nail analysis, foot & ankle massage)	03
Artificial Nail Tips	10 Nails
Acrylic: liquid & Powder Brush-on	10 Nails
Nail wraps & Repairs	05 Nails

Subject of Technical Instruction	Freshman	Senior
	First Phase (Hrs.)	Advanced Phase (Hrs.)
The Barbering & Cosmetology Act	2	3
The Board's Rules & Regulations	2	3
Cosmetology Chemistry	2	3
Health/Safety/Hazardous Substances	10	10
Theory of Electricity in Cosmetology	2	3
Disinfection and Sanitation	5	5
Bacteriology, Anatomy and Physiology	3	2
Wet Hair Styling	5	5
Thermal Hair Styling	3	2
Permanent Waving	5	5
Chemical Straightening	2	3
Hair Cutting	1	1
Hair Coloring	10	10
Scalp & Hair Treatment	1	1
Facials:		
A: Manual (include cleansing, scientific manipulations, packs, and masks)	1	1
B: Electrical (includes 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)	4	3
C: Chemicals (includes chemical skin peels, packs, masks and scrubs; emphasize that only non-living, upper most 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 922 regarding skin peeling)	5	5

Eyebrow Arching and Hair Removal (includes the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair)	3	2
Make-up (includes skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes)	3	2
Manicuring and Pedicuring:		
A: Water and Oil Manicure, including nail analysis, and hand and arm massage.	2	3
B: Complete Pedicure, including nail analysis, and foot and ankle massage.	1	0
C: Artificial Nails:		
1. Liquid and Powder Brush-on	2	3
2. Artificial Nail Tips	1	2
3. Nail Wraps and Repairs	1	1

Textbook

Milady's Standard Cosmetology 2012
 Milady's Standard Cosmetology Theory Workbook

Graduation Requirements

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

Licensing Requirements

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

COURSE PROGRAM: Barber Crossover* (400 clock hours)
Approved by the California Board of Barbering and Cosmetology
***Pending**

Course Description

The curriculum for students enrolled in a cross-over to barber course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist pursuant to Section 950.8 of Title 16, Division 9, California Code of Regulations 8 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 400 hour course shall cover not less than 130 hours theory including training in shaving, clipper haircutting, rolling cream massages, and rest facials at

the discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations.

Course Length

The course can be completed in 10 weeks by taking classes 40 hours a week for five days a week or completed in 20 weeks by taking 20 hours a week for three days a week.

Course Objectives

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

Sequence and Frequency of Classes

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students.

MINIMUM PRACTICAL OPERATIONS SHALL INCLUDE:

Haircuts	150	Hair Styles	60
Disinfecting of Instruments	50	Shaving	100
Shampoos	15	Scalp Manipulations	10
Hair Waving and Curling	10	Hair Coloring and Tinting	15
Hair Processing and Relaxing	10	Measuring, fitting and Servicing of Hairpieces	10
Application of Chemicals used on the Hair and Hairpieces			10

Subject of Technical Instruction	Freshman	Senior
	First Phase (Hrs.)	Advanced Phase (Hrs.)
Barbering & Cosmetology Act and Program Rules & Regulation	2	3
Disinfection & Sanitation (Procedures to protect the health and safety of the consumer as well as the technician, performing all necessary functions for disinfecting instruments and equipment as required, disinfection Should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment)	3	2
Health and Safety/Hazardous Substances (Training in chemicals and health in establishments, material safety, data sheets, protection from Hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	2	3
Theory of Electricity in Barbering/Bacteriology Anatoly and Physiology (The nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	1	1

Bacteriology, Anatomy and Physiology	2	1
Hairpieces	5	5
Industry Relations	7	8
Fundamentals	5	5
Haircutting (The use of the razor, scissors, electric clippers, thinning shears for wet & dry cutting to include neck and side taper)	10	10
Shaving Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages	50	50
Additional Theory-Subject matter	5	5

Textbook

Milady's Standard Professional Barbering, 5th Edition 2011
Milady's Standard Theory Workbook

Graduation Requirements

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

Licensing Requirements

Applicant 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 Board of Barbering and Cosmetology only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the licensing exam with an overall average of 75%.

ADMISSION REQUIREMENTS

Applicants for admission may secure information on Tuesday through Friday between 10 a.m. and 4 p.m.

Enrollees are admitted as regular students in any program of study if one of the following met:

- A high diploma or its equivalent;
- A state-issued credential for secondary school completion if homeschooled
- A college transcript and/or a university diploma
- For students that have graduated high school outside the United States, they must have their High School Diploma translated into English by an independent evaluator and certify as required by the United States standards or California Board of Education standards.
- If you do not have a high school diploma, you must be at least 18 years old and completed the 10th grade education level or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit tests approved by the US Department of Education administered by an independent proctor.

(Note: You must be at least 17 years of age to take the licensing exam).

(Note: You must have a high school diploma or equivalent to receive financial aid).

If the applicant is not a high school graduate, we strongly urge you to seek your G.E.D.

Santa Ana Beauty College does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, and ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.

Credit Evaluation

Appropriate credit for cosmetology courses will be granted for prior training or experience upon review and verification by college officials of its validity under the Cosmetology Act and the Program of Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the program of Cosmetology. No credit will be granted for the remaining courses.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

Santa Ana Beauty College accepts transfer credit from accredited school of Cosmetology in California. For those students previously enrolled in out states schools, the College may accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the California's approved curriculum for that program of study. If accepted, the students may have their tuition reduced proportionately.

Santa Ana Beauty College does not enter into an articulation agreements with any other college or university.

Freshman Class Enrollment

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass the licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows:

Manicuring	200 hours
Massage Therapist	250 hours
Esthetician	300 hours
Holistic Practitioner	500 hours
Cosmetologist	400 hours
Barbering	375 hours *
Barber Crossover	200 hours *
Cosmetology Crossover	200 hours *
Advanced Manicurist	300 hours *
Massage Therapist 600	300 hours *
* Pending	

The Santa Ana Beauty College considers the freshman classes to be the foundation for your chosen programs.

Orientation Class

Orientation classes for all students are held as follows:

Day Students	Sunday 8:30 a.m. to 9:30 a.m.
Evening Students	Monday 5:00 p.m. to 6:30 p.m.

Students are not clocked in during orientation and all new, re-enroll and transfer students must attend orientation prior to the start of all new classes. Please refer to the class schedule starting times.

Class Schedules

Classes are held Monday through Friday for full-time students and Monday through Thursday and Saturday for part-time students. Classes generally start at 8:30 a.m. for full-time students and 5:00 p.m. and Saturday 9:00 a.m. for part-time students. The institution observes the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Health and Physical Considerations

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

English as a Second Language

All courses are taught in English. This institution does not offer English as a Second Language (ESL) courses.

Continuing Education

The State of California does not currently require continuing education for licensees to renew their license. However, SABC strongly encourages their graduates to continue their education through trade shows and periodicals related to cosmetology and the other associated fields.

STUDENT ATTENDANCE AND CONDUCT POLICIES

Attendance

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

Attendance Status

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

Leave of Absence

Occasionally, a student 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 for up to 180 days. An LOA must be requested in writing by the student and must be approved by the school director. An LOA request form must be filled out and the date of leave and the date of return must be stated on the form prior to the director approving the LOA. A leave of absence will not be granted unless absolutely necessary. Under no circumstances can the school grant more than a single (1) LOA within a 12-month period. Students on LOA will not be charged any additional amount of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will be returned to the academic progress status they held prior to the start of the leave of absence. The period of the leave of absence will extend the contract period by the same number of days taken in the leave of absence. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

Conduct

Students are required to conduct themselves at all times as if they were working in the industry. Professional behavior is a must for all students. Any student not conducting themselves in an orderly manner and professional manner can be dismissed from the institution. Students who attend

class intoxicated or under the influence of any drugs will immediately be dismissed. Students who are found to be unruly, disorderly, engaging in sexual harassment, or creating a hazardous environment for other students or stealing school property or student property will immediately be dismissed from the school.

Probation

At the discretion of the school director, a student may be placed on probation for violation of student conduct policies or for attendance violations. The length of the probation period is left to the discretion of the director.

School Rules and Regulations

1. School hours are:
 - Day students – Monday through Friday, 8:30 am. to 5:00 p.m.
 - Evening students – Monday through Thursday, 5:00 p.m. to 10:00 p.m and Saturday 9:00 a.m. to 5:30 p.m.
 - Full and part-time schedules are available
2. Time cards must be clearly legible. Students must punch only their own time cards.
3. In case of illness or emergency on any day, the student must call into the school director to report his/her absence before 8:30 a.m. that morning.
4. Students are required to be in class for roll call promptly at 8:30 a.m. (unless your schedule states a different starting time) in clean, prescribed uniform.
 - a. Females must wear a neat and clean white smock, white slacks, white closed toe and heel shoes (no shorts are allowed).
 - b. Males must wear a neat and clean lab jacket, black pants and black closed toe shoes (no shorts are allowed).
5. Students appearing in school with their hair not set and neat will clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy (days - 8:38 a.m.; evenings - 5:08 p.m.) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be counseled and, if tardiness continues, may be suspended or be placed on probation until tardiness ceases.
7. Students will take lunch between 11:30 a.m. and 1:30 p.m. and must be cleared by receptionist at the desk. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is half hour (30 minutes). Lunch period is each student's responsibility, and lunch times must be staggered.

8. A student must use the time clock to punch “IN” when entering and “OUT” when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also required to punch in and out for all breaks on the back of their time cards. A 15-minute break will be given in the morning and one 15-minute break will be given in the afternoon for 8-hour students.
9. Students are not allowed to clock out during college hours without permission from the Instructor. A student may not clock in or out for another student. This rule is strictly enforced. Anytime a student leaves the building during the day his/her time card must be left at the receptionist desk.
10. Chewing gum is not allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.
11. Visitors are not permitted in the classroom or student lounge area unless approved by the director.
12. College business phones may not be used for personal calls. A pay phone is provided for student emergency use only. All calls are limited to 3 minutes. A student is not permitted to leave a patron to take a phone call.
13. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
14. Students must keep their work station, in class or on the floor, clean and sanitary at all times.
15. A minimum of .5 hours of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day and all articles must be labeled at all times.
16. All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
17. A student may not leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
18. 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.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
20. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

21. 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.
22. A student must attend college on all scheduled class days. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. 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 drugs.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and Program of Cosmetology. Credit will be given for applied effort only; 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.
26. 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 the failure to do so.
27. Only products furnished by the college may be used unless otherwise approved by the director.
28. Students are to park only in the area designated by the college. The director will show you the parking area and where to park during orientation class.
29. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
30. Students must comply with college policy and state rules and regulations.
31. In the case of absences, all assignments, tests and homework must be made up. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Students must notify the college office immediately of any student address or telephone number change.
33. Absences of seven days or more with notification shall be considered cause for suspension. A student who is absent more than twenty-one (21) days without notifying the director will be dismissed.

The above rules are designed to form excellent work habits and attendance and to aid in completing the course as soon as possible so that the student may become employable. Violation of school rules may result in suspension or dismissal.

Student Grievance and Complaint Policy

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

1. Fill out a grievance form and list all grievances.
2. Hand deliver or mail all forms to the School Director, Santa Ana Beauty College, 1926 W. 17th Street, Santa Ana, CA 92706-2321. All grievances, regardless of the nature will be turned over to the owners and reviewed.
3. The director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
4. If the matter is not resolved after going through the SABC complaint process, you may pursue the matter further through the Bureau for Private Postsecondary Education by call toll-free at 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 or contact the school accrediting agency: National Accrediting Commission of Career Arts and Sciences (NACCAS), 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432, phone (703) 600-7600, fax (703) 379-2200.
5. All complaint and the complaint documentation and complaint resolutions are maintained by the director in the fireproof filing cabinet at the back of student records.

STUDENT ACADEMIC POLICIES

Student Clock Hour Policy

The programs of study will only recognize time-clock punched hours of attendance, as a result of this requirement this 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 and end of their class day and lunch period. Students will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven minutes period applies to starting of the class day and shall not be abused. Once theory classes have been started no one will be allowed to enter the theory classroom. At the completion of each day, a weekly time card is prepared from the current daily operations and hours. The daily hours and operations earned are added to the previous totals of the prior cumulative column totals and then transferred to the new cumulative column. The time card must be signed by the student and the instructor daily.

Time cards reflect the student's weekly and daily record of hours and operations. It is important that all of the hours and operations are recorded properly and accurately. The attendance personnel must be able to read the time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times.

After clocking in, the student is required to maintain applied effort in personal grooming, attendance within the classroom building, and focus of activities directly related to the program course. Any activity not directly related to the training will not be tolerated. If this occurs, the student will be asked to stop the activity or punch out for the remainder of the day. Continued activities of this nature could result in the student's dismissal.

Time Card Credit

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

1. Each theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical operations.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the program gives for each operation.

Shampoo/set	1.5	hours
Facial	1.5 to 2	hours
Haircut	.5 to 1	hour
Permanent Wave	2 to 2.5	hours
Manicure	.5	hours

Using the above, the program would understandably not consider a student capable of performing more than three (3) permanent waves per day.

Satisfactory Academic Progress Policy

Grading System

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade. Evaluation forms are issued to the students enrolled in the Esthetician, Manicurist, Barber Crossover, Cosmetology Crossover, Massage Therapist and Holistic Practitioner programs are evaluated two times. The first evaluated is completed at 50% scheduled clock hours and the second evaluated is completed at 100% scheduled clock hours of the program. Students enrolled in the Cosmetology and Barbering programs are evaluated four times during their course of instruction which occur at 25%, 50%, 75% and 100% scheduled clock hours of the program.

In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply on those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system is detailed below:

Grading Scale

90% -100%	A	Excellent
80% - 89%	B	Above average

70% - 79%	C	Average
69% - 60%	D	Unsatisfactory

STANDARDS: This institution expects that all students maintain Satisfactory Academic Progress (SAP) as established by this institution. SAP evaluation periods are based on scheduled hours to complete at the institution. Students deemed not maintaining Satisfactory Academic 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. Every student must:

1. Maintain a cumulative academic average of “C” (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) or 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 ($2/3 \times 30 = 20$).

Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see LOA policy). An approved leave of absence will extend a student’s contract period by the same number of days taken in the leave of absence; however, an approved leave of absence will not extend the time or reset the time period for a student to come into satisfactory academic progress. Students who expect to be absent more than 21 days are encouraged to request a leave of absence.

In addition to attendance standards relating to Satisfactory Academic Progress (SAP), all students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the **STUDENT ATTENDANCE AND CONDUCT POLICY** section of this catalog.

3. Complete the course within one and one-half (1.5) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students who meet minimum academic and attendance requirements are considered to be meeting satisfactory progress until the next scheduled evaluation period. If the program of study exceeding one academic year (900 clock hours), such as Cosmetology and Holistic Practitioner, students must meet minimum academic and attendance requirements for one evaluation prior to the midpoint (50%) of the course in order to be considered as meeting satisfactory progress at the end of an evaluation period and considered to be making satisfactory progress until the next evaluation.

Evaluation Periods

Students enrolled in the Esthetician, Manicurist, Barber Crossover, Cosmetology Crossover, Massage Therapist and Holistic Practitioner programs are evaluated two times. The first evaluated is completed at 50% scheduled clock hours and the second evaluated is completed at 100% scheduled clock hours of the program.

Example: For the 400 hour Manicurist course, the student will be evaluated at the point where 200 scheduled clock hours and 400 scheduled clock hours of instruction have been completed.

Students enrolled in the Cosmetology and Barbering programs are evaluated four times during their course of instruction which occur at 25%, 50%, 75% and 100% scheduled clock hours of the program.

Example: For the 1600 hour Cosmetology program, a student will be evaluated at the point where 400, 800, 1200, and 1600 scheduled clock hours of instruction have been completed.

In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations - at the time the student is scheduled to reach each additional 125% program clock hours.

Academic Probation

Students who fail to meet SAP standards during a given evaluation period may be placed in a status of academic probation if they appeal the negative determination at the beginning of the probationary period and prevail upon appeal, as long as the student agrees to follow special academic plan developed by the school director that, if followed, ensures that the student is able to meet the satisfactory academic progress requirements by the next evaluation point and within the maximum timeframe of the student's program. 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.

Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making Satisfactory Academic and/or Attendance Progress, will be dismissed from the institution and, if applicable, students will not be deemed eligible to receive Title IV funds.

A student can re-establish satisfactory academic progress when the student has successfully followed the special academic plan and meets SAP at the end of the probation period, which is the next scheduled evaluation period. In the event students are allowed to continue with instruction, reinstatement would only occur after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 and 4 of this policy. In the event a student is dismissed due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

If a student was granted a leave of absence from, the student is given an extended period of time to meet SAP that is equivalent to the number of days the student was out on an approved leave of absence. If a student re-enters SABC after withdrawing, the student is required to re-enter in the same progress status as when they left the institution. If SABC accepts transfer hours from another institution that are accepted toward the student's educational program, those hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted and evaluation periods are established.

The SABC instructor meets with each student at the point of the measurement of SAP to provide each student with their academic progress evaluation results.

Satisfactory Academic Progress Appeal Procedures

A student may appeal a satisfactory academic progress determination for the following reasons: the death of a relative; an injury or illness of the student; other allowable special circumstances. The student must provide documentation as to why they failed to make satisfactory academic progress and what has changed in their situation that will allow the achievement of satisfactory academic progress at the next evaluation.

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's director at the beginning of the probationary period. The letter should be received within (5) days of being notified on not making SAP and it must describe any circumstances related to the student's academic standing which the student believes deserves special consideration, including documentation to verify claims of the student. The director shall evaluate the appeal within a reasonable time frame (no more than 10 days) and notify the student in writing of the director's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (no more than 10 days) and a copy of the written notice will be placed in the student's file. The decision of the committee shall be final. Students who prevail in the appeal, re-entering the program after an interruption of training or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and will be reinstated.

Course Incompleteness

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

STUDENT SERVICES

Academic Advising

Students are advised individually, as often as necessary (at a minimum every six weeks) to review the student's progress and adjustments. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc., with the students. This activity supplements the daily advising carried out by the instructors and directors. Students may request additional advising sessions at any time. Students may see the Registrar/Student Services for a specific referral to an organization for professional assistance.

Placement

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the student's name is recorded in the student register and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. The job placement officer assists students in

placements as often as needed; however, the school does not guarantee placement to any student. Job placement office hours are: Wednesdays and Thursdays between 10 a.m. and 12 noon.

Student Records

Student records are kept for a period of 5 years after the student either drops from the program or completes the training program. Student transcripts are maintained indefinitely and kept permanently. Students who need a transcript of their training may contact the school office and request a transcript. The school has a right to issue only a transcript reflecting the total hours paid for by the student if the student has an unpaid balance for instruction provided to the student.

In accordance with the Federal Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. 1232g et seq.) and implementing regulations (34 CFR section 99.1 et seq.), SABC will provide the following notice to students on an annual basis:

The Family Educational Rights and Privacy Act (FERPA) affords students the following rights with respect to their educational records:

1. The right to inspect and review the student’s education records which includes discipline records, within 45 days from the date the College receives a request for access.
Students may submit to the SABC Admissions Office written requests that identify the specific record(s) they wish to inspect. Within 45 days, the Admissions Office will make arrangements for access and will notify the student of the time and place where the records may be inspected. Education records are those records that are directly related to students and are maintained by SABC. Students may not inspect education records pertaining to parents’ financial records and certain confidential letters or recommendations.
2. The right to request an amendment of the student’s educational records which the student believes to be inaccurate, misleading or otherwise in violation of the student’s privacy rights.
Students may ask the Chief Executive Officer, or his/her designee to amend a record that they believe is inaccurate, misleading, or in violation of their privacy rights. A student seeking to amend an educational record should write to the Chief Executive Officer and clearly identify the part of the record he/she wants changed and specify why it is inaccurate, misleading, or in violation of his/her privacy rights. If the Chief Executive Officer, or his designee, decides not to amend the record as requested by the student, the College, in accordance with section 99.21 of the Code of Federal Regulations and section 76232 of the Education Code, will notify the student of the decision and of his/her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA and California law authorize disclosures without consent.
If a student authorizes the release of his/her education record to a third party, he/she shall provide a dated written consent to the Chief Executive Officer authorizing said release with a specific list of the information to be released. If the student is a minor, authorization for release must be obtained from a parent or guardian. Parents or guardians of dependent minors (those considered dependent for tax purposes) must also authorize release of student

records to third party requests. Federal and California law authorize certain disclosures of personally identifiable information without a student's written consent. One such exception is the disclosure of personally identifiable information to school officials with legitimate educational interests.

4. The right to restrict disclosure of personally identifiable information that the College has designated as directory information, which may be released without the written consent of the student.
- 5.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-4605

Drug Abuse Prevention Program

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

Notice of Student Rights

If an applicant is not accepted by Santa Ana Beauty College (SABC) for admission, all monies paid by the applicant will be refunded within thirty (30) days of the date of notification by SABC.

You have the right to cancel and obtain a refund of charge paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Refund policy must adhere to CEC section 94920. If you have lost your "Notice of Cancellation" form, please ask the school for a sample copy.

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 course not taken. Your refund rights are described in the enrollment agreement (contract). If you have lost your contract, ask the school for a description of the refund policy.

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 below for information.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr. Suite 400
Sacramento CA 95833
www.bppe.ca.gov
Tel: (916) 431-6959
Fax: (916) 263-1897
Toll-free (888) 370-7589

FINANCIAL AID

SABC is approved for and does participate in USDE Title IV programs. This includes grants to defray the costs of attending for those students eligible for financial aid considerations:

PELL Grant \$5,550.00 maximum annual limit (This aid does not have to be repaid).

Financial aid is a mechanism that reduces out-of-pocket costs that the student and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. SABC does not participate in financial aid loan programs. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

Be admitted as a regular student

Be enrolled or accepted for enrollment in an eligible program on at least a half time basis

Be a citizen or an eligible non-citizen

Not owe a refund on a FPELL Grant or FSEOG at any school

Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school

Have financial need

Be making satisfactory progress (as defined by the school's policy) in the course of study

Be registered for selective service (if a male between the age of 18-25)

Have signed a statement of educational purpose

Have signed a statement of updated information

Have a High School Diploma, (or its equivalent) a GED, or demonstrated the ability-to-benefit

Agree to use any federal student aid received solely for educational purposes.

Office Hours

Applicants or students may secure financial information Mondays through Fridays, 10 a.m. to 4 p.m. All information can be obtained through the school director.

Course Cost

Program	Non-Refundable Registration Fee	Tuition	Books/Supplies	*STRF	Total
Cosmetologist	\$75	\$9,500	\$850	\$ 5.00	\$10,430.00
Holistic Practitioner	\$75	\$6,500	\$575	\$ 3.50	\$ 7,153.50
Esthetician	\$75	\$3,500	\$850	\$ 2.00	\$ 4,427.00
Manicurist	\$75	\$ 400	\$350	\$ 0.50	\$ 825.50
Advanced Manicurist*	\$75	\$ 600	\$800	\$ 0.50	\$ 1,475.50
Barbering*	\$75	\$1,500	\$850	\$ 1.00	\$ 2,426.00
Barber Crossover*	\$75	\$ 400	\$400	\$ 0.50	\$ 875.50
Cosmetology Crossover*	\$75	\$ 400	\$400	\$ 0.50	\$ 875.50
Massage Therapist 600*	\$75	\$2,400	\$350	\$ 1.50	\$ 2,826.50

*Available upon approval by our accrediting agency, NACCAS.

Students may make payments as they go all pay all of the tuition and fees before classes begin. The student is responsible for costs of transportation to and from school and any potential site practice or externships if required.

*STRF Fee: Commencing with January 1, 2013, an assessment of fifty cents (\$.50) per one thousand dollars (\$1,000) of tuition, rounded to the nearest thousand dollars, applies to each new student as tuition is paid or loan are funded on behalf of the student. For tuition paid of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$.50).

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr. Suite 400, Sacramento CA 95833, www.bppe.ca.gov , Tel: (916) 431-6959 or Fax: (916) 263-1897 or toll-free: (888) 370-7589.

COMPARABLE TUITION/PROGRAM INFORMATION

Students may receive comparable program information related to tuition and program length by contacting:

National Accrediting Commission of Career Arts and Sciences

4401 Ford Ave., Suite 1300

Alexandria, VA 22302

Phone (703) 600-7600 Fax (703) 379-2200 Website: www.naccas.org

STUDENT TUITION RECOVERY FUND (STRF Fund)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To qualify for STRF reimbursement you must file an STRF application within one year of receiving notice from the Bureau for Private Postsecondary and Education (Bureau) that the school is closed. If you do not receive notice from the Bureau, you have four years from the date of closure to file an STRF application. If a judgment is obtained, you must file an STRF application within two years of the final judgment.

It is a state requirement that you must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

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

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

Foreign students are not eligible for STRF claims. If a student has a STRF claim, they must contact The Bureau for Private Postsecondary Education at E-Mail: bppe@dca.ca.gov to file their

claim. Student must provide documentation of their enrollment and their contract to substantiate STRF claims. It is important that students keep all documents related to their contract, enrollment and tuition payments in case a STRF claim is filed.

Textbooks, Equipment and Supplies

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

Graduation Documentation

When a student has completed the required theory hours and practical operations with a GPA (Grade Point Average) of "C" (70%) or better and a simulated (mock) program, he/she is awarded a Certificate of Completion of his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate program of Cosmetology Licensing Examinations.

Progress Policy

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

Cancellation and Withdrawal

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the third (3rd) day after enrollment, whichever is later. If you cancel, any payment you have made will be refunded to you within 45 days following the school's receipt of your cancellation notice. To cancel the contract for school, mail or deliver a signed and dated copy of the school's cancellation notice, or any other written notice, or send a telegram to Santa Ana Beauty College, 1926 West 17th street, Santa Ana, CA 92706.

REMEMBER, YOU MUST CANCEL IN WRITING. If the school gave the student any equipment, the student shall return the equipment within thirty (30) days following the date of the Notice of Cancellation. If the student fails to return the equipment within this thirty (30) days period, the school may retain that portion of the consideration paid by the student equal to the documented cost for the equipment and will refund the portion of the consideration exceeding the documented cost of the equipment. The Student may retain the equipment without further liability.

Refund Policy

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the third day after enrollment, whichever is later. The student shall be refunded all monies paid within 45 days after receipt of the notice. If a student is rejected for training or the course is canceled, the student will receive a refund of all monies paid within 45 days. Students who withdraw or are dismissed are entitled to a refund of unused costs,

less a registration fee not to exceed \$75. If a student is on an approved leave of absence and does not return to school at the expiration of the leave of absence, the last date attended will be used as the withdrawal date.

A student may terminate their enrollment at any time either in person or by written notification, such as a letter received in the mail. SABC employs a fair and equitable prorated refund policy whereby the student may only be charged for the cumulative hours of instruction incurred up to completion of 60% of the program, any unreturned equipment and used portions of laboratory fees. Once purchased, equipment becomes the property of the student, unless it is returned in good condition allowing for reasonable wear and tear, within 30 days following the date of the student's notice of cancellation. If not returned as above, the school may retain the documented cost of the listed equipment.

Refunds will be paid within thirty (45) days of the school's determination that the student withdrew. For students who receive financial sponsorship, tuition refunds will be made first to the sponsoring agencies up to the amount of disbursement, any additional refunds will be made to the student.

If SABC cancels a program or course subsequent to a student's enrollment and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.

If SABC closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school will make arrangements for students to have a teach-out plan in one of the following ways: an arrangement or plan will be offered to the student with a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) which offer similar educational programs by an institution in the same geographic area as the original school which provided the program or course. The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid. SABC will notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting students from the original school. SABC will submit to its accrediting agency, NACCAS, a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education. SABC will dispose of school records in accordance with state laws. If SABC does not have a teach-out plan, then students will receive a pro-rata refund of tuition.

Example Refund Calculation

In accordance to the state pro-rata policy, assume that a cosmetology student, upon enrollment in an 1600-hour course, pays \$9,500.00 for tuition, \$75.00 for registration, \$5.00 (STRF) BPPVE; Student Tuition Recovery Fund Fee and \$850.00 for equipment as specified in the enrollment agreement and has attempted 80 scheduled hours = 0.01 to 5% of course clock hours attendance then at the time of withdraw after completing 0.01% to 5% of course clock hours attendance/scheduled hours of attendance without returning the equipment (due to seal is broken, log-on occurred, or is marked or damaged) he/she obtained. The pro-rated refund to the student would be \$9,500.00 based on the calculation stated below.

Calculation Formula:

***Total Student paid -Registration Fees –unsealed Student Kit = Course Tuition Cost**

***Number of attempted Scheduled Hours = Percentage % of course clock hours attendance.**

Calculation: Percentage of course attended (up to 60 %) X (multiply by) Total Tuition Cost of Program per Enrollment Agreement = Tuition Charges to be Assessed to Student – deducted from Course Tuition Cost = Student Refund

The school earns 100% of program cost indicated on enrollment agreement if the percentage of scheduled time completed exceeds 60 %. In all cases refund is due no later than 45 days of student’s last attendance day.

For example:

Cosmetology Tuition \$9,500.00 Divided By Cosmetology Course 1600 Hours = \$5.94 cosmetology tuition cost per hour.

If a cosmetology student withdrawal with 80 hours attempted Scheduled hours = 0.01% to 5% course clock hours attendance = Cosmetology Hours 1600 X 5% = 80 attempted Scheduled hours X 5.94 cosmetology tuition cost per hour = \$475.20 Tuition charge to assessed student or \$9,500.00 X 5% = \$475.20 Tuition charge to assessed student –deducted from \$9, 500.00 cosmetology tuition student paid = \$9,024.80

Refund to student. The refund is due within 45 days of student’s last day of attendance/the determination of withdraw date.

Total Student Paid	\$10,430.00
Less BPPE (STRF)	\$5.00
Less Registration Fee	\$75.00
Less Cost of Un-Returnable Equipment	\$850.00
Equals Amount Paid for Cosmetology Tuition	\$9,500.00
Cosmetology Tuition Cost	\$9,500.00
Cosmetology Course Hours	1600 Hours
Cosmetology Tuition Divided by Course Clock Hours =Cost per Hour	$\frac{\$9,500}{1600 \text{ hr}} = \5.94 per Hr
Scheduled attempted 80 Hours = 0.01 to 5% of Course Attended	1600 X 5% = 80 Hours
Course Attended Multiply X by Cost per Hour = Amount of Tuition Charge to Assessed student	80 Hr X \$5.94 per Hr =\$475.20
Tuition Student Paid Deducted from Tuition Charge	\$9,500 -\$475.20 =\$9,024.80
to Assessed Student= Student Refund	
Student Refund	\$9,024.80

Note: All Financial Aid Disbursement Dates are Estimated. Contract end date is the same as graduation date Determination of withdrawal/School Contract.

WITHDRAWING OR DROPPING AFTER COMPLETING/ATTEMPTING 60% OF THE COURSE WILL RESULT IN NO REFUND.

LIBRARY

Santa Ana Beauty College does not offer a library. However, since the Santa Ana Public Library and Nealley Library (Santa Ana Community College) are just a short distance from Santa Ana Beauty College, the student can use these libraries as a resource center. The student can access to these libraries for a free of charge.

HOUSING

Santa Ana Beauty College does not provide housing assistance to students.

DISTANCE EDUCATION

Santa Ana Beauty College does not offer distance education.

INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

To meet the standards for student achievement, the student must at least:

- Maintain a cumulative academic average
- Maintain a cumulative average attendance level
- Complete the course within the time frame

FACULTY/STAFFKey Staff Members

Diane Nguyen	Chief Executive Officer/Director
Michiko Mendoza	Associate Director/Students Services
Vicky Nguyen	Campus Coordinator/FA Officer
Jannelle Lee	Admission Officer/Registrar
Amy Tram Vu	Non-Immigrant Specialist
MuyLeang Kang	Program Data Officer

Faculty

Hung Nguyen	Massage Instructor/Bilingual 4 years of experience in the Massage industry 3 years teaching experience Specialize in pain control Massage Therapist Certified by CAMTC
Graricela Borbon	Cosmetologist Instructor/ Bilingual Over 10 years of experience in the Cosmetologist industry State of California Certificate of Authorization for Service Over 10 years of experience as Cosmetology instructor State of California Certificate of Authorization for Service
Doan Nguyen	Cosmetologist Instructor/ Bilingual 12 years of experience in the Cosmetologist industry Over 3 years teaching experience Cosmetologist Certified by the California Board of Barber
Hung Minh Nguyen	Massage Instructor/ Bilingual Acupuncture Technician/Chinese Medicine Practitioner Over 10 years of experience in the Massage industry CA Certificate of Authorization for Service since 2004 Massage Therapist Certified by CAMTC
Kathy Pham	Cosmetologist Instructor/Bilingual Over 7 years experience in Cosmetologist industry 12 years teaching experience State of California Certificate of Authorization for Service
Kimdung Janko	Esthetician Instructor/Bilingual Over 5 years experience in Cosmetologist industry 4 years teaching experience Esthetician Certified by the California Board of Barber
Jennifer Nguyen	Teacher's Assistant/ Trainee Cosmetologist Certified by the California Board of Barber