PRO BARBER COLLEGE CATALOG

Catalog valid:

September 1, 2014 through October 31, 2015

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About Pro Barber College

Jimmy Vo is the owner of the Pro Barber College in California. The main school, Pro Barber College, is on the campus of Hamilton Adult School in Torrance, CA. The second school is a branch school of the Torrance campus, the Westminster branch, which is located in a commercial area of Westminster; Ca.

Both locations of Pro Barber College are private institutions and are approved to operate by the Bureau for Private Postsecondary Education and the Board of Barbering and Cosmetology. Our College was granted institutional approval from the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. The Bureau's approval means that the institution and its operation are in compliance with the California Private Postsecondary Education Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review. The courses approved are Barbering Hairstyling Course: 1500 Clock Hours, Cosmetology to Barber Crossover Course: 400 Clock Hours, Barber Refresher Course: 400 Clock Hours and Barber Instructor Course: 600 Clock Hours.

Our barber college has continuous enrollment. Students graduate and enroll each month. This means that students can enroll anytime during the year. We have a revolving course. Instruction for the practical portion is a one on one teaching/learning experience. The theory is taught from the State Board approved textbook. Students enter into the textbook where the class is and the book is repeated. Cosmetology Crossovers, Refreshers, and Instructor courses are tailored. Enrollments are restricted to maintain a low student-to-instructor ratio.

Pro Barber College Main Campus offer classes on Monday through Friday, from 9:00 am to 7:00 pm. Classes at Main Campus will be held at 2606 W. 182nd Street, Torrance, CA.
Pro Barber College Westminster Branch School Campus offer classes on Tuesday through Saturday, from 9:30 am to 6:30 pm. Classes at Westminster Branch School Campus will be held at 6478 Westminster Blvd., Westminster, CA.

Students will attend the classes at the campus location of their enrollment.

Preparing to Attend

At the Pro Barber College we encourage the perspective students to visit either campus where they can pick up an enrollment agreement form, and catalog. All prospective students admitted to the College must provide documentation showing completion of a high school diploma, G.E.D or its equivalent. If the perspective students meet the admission requirements listed above. please read our college catalog, fill out the enrollment form, and make an appointment with the school administrator. Please bring with you your high school diploma or equivalent, social security card, driver license, or valid I.D. card for proof of completion and identification. Orientation is scheduled based on student's enrollment schedule.

Our private institutions teach in English only

As a perspective 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.

Administration Business Hours

Admissions: Applicants for admissions may secure information on Monday-Friday from 9:00am-7:00pm.
Person to Contact either: Ms. Jackie Regal (310)866-8460 or Mr. Jimmy Vo (714)797-9719
Placement Assistance: Applicants may secure information with the director or the administrator Monday-Friday from 9:00am-5:00pm
Person to Contact: Mr. Jimmy Vo (714) 797-9719 or Ms. Jackie Regal (310)866-8460.

To Our Prospective Students

If you are considering a career in Barber Hairstyling, we welcome you with open arms. We will train you in the "shop environment" to allow you a comfortable transition into a new shop of your choice upon licensure. At Pro Barber College, we teach you more than the basic barber training required by the Board of Barbering and Cosmetology. Our instructors continuously update on the latest trends, tools and styles. We encourage creativity, as we consider you an artist. We allow students to spend time observing advanced student's techniques. We allow you to choose the tools you prefer because, after all, it is the finished product that is important.

This sounds fun right? There is hard work involved. You must learn the theory behind every practical application as you become an educated/master barber that can answer your customer's questions about skin and hair problems. You must also understand the dire importance of disinfection of tools and station as well as customer protection. We offer this and much more. We teach women's hair cutting and coloring as well. If you decide to enroll with Pro Barber College I hope you take the opportunity to learn all that the school has to offer, and not just the basic requirements. You will learn shop management, ownership and how to treat a customer to build a clientele. Come and visit the school to see our class in action.

Mission Statement

The goal of Pro Barber College is to train our students to master the art & science of Barber Hairstyling and to instill in our students the importance of good public relations and for students to obtain the necessary state license to practice barbering.

Statement of Educational Objectives

Our utmost goal is to provide a curriculum that will train our students in learning all aspects of the Barber/Hairstyling profession required by the Board of Barbering and Cosmetology's minimum requirements for each student. We do this by training the students to adhere daily to State Board rules of sanitation/disinfection, at their station, throughout the course; this is important to public health. Our 80%

curriculum of practical (manual) training offers a step by step manual for each procedure to learn, DVD of each procedure to view, observing senior students while practicing the procedures for the State exam, and one on one instructor training as well as the textbook knowledge of each procedure. We try to capture every learning style. For the 20% theory, we have a chapter a week, and students must complete the worksheets and pass Chapter test. Our main objective is to allow every student to pass the State Board exam with at least the minimum requirement to achieve their license.

Our second objective, beyond the State Board minimum requirements, is that we want them to be valuable to the job market and stay on the cutting edge of what the customers and employing shops want. We offer the students more instruction than required in the basics; such as scalp designs, head shaves, line ups, black, Hispanic, and Asian hair cutting experience, extensive women's cutting and much more. We are fortunate to be in geographically located areas to provide a diversified clientele.

Our teachers attend yearly conventions and workshops to update the students on current trends and shop needs. Our goal is to produce not just licensed barbers but professionals who can advise customers on skin and hair issues: through theory and knowledge, and new training to provide the current trends in cutting and styling .Prospective students are encouraged to come to the school of choice, spend time and observe our instruction before enrollment. The bottom line is we want to produce the best in our profession and give the student more than a barber license.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational goals with school personnel prior to enrolling or signing enrollment agreement.

Approval Disclosure Statement

The Pro Barber College operates at 2 different campuses. The Main Campus is located at 2606 W. 182nd Street, Torrance, CA. It was opened in 2008 and has been operating since under the approval of The Board of Barbering and Cosmetology. The Westminster Branch School campus is located at 6478 Westminster Blvd., Westminster, CA. It was opened in 2010 and has been operating since under the approval of The Board of Barbering and Cosmetology.

Pro Barber College was granted institutional approval from the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. The Bureau's approval means that the institution and its operation are in compliance with the California Private Postsecondary Education Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review. The courses approved are Barber Hairstyling Course: 1500 Clock Hours, Cosmetology to Barber Crossover Course: 400 Clock Hours, Barber Refresher Course: 400 Clock Hours and Barber Instructor Course: 600 Clock Hours.

The following are state programs, departments or agencies which set minimum standards for our program of studies in accordance with: BOARD OF BARBERING and COSMETOLOGY.

The institution is not Title IV accredited institution. Currently our institution does not offer any type of State or Federal Financial Assistance in order to cover the financial costs associated with our courses of study. The institution has not entered into an articulation or transfer agreement with any other college or university.

The school phone number for the Main Campus is 310-866-8460 and for the Westminster Branch school is 714-797-9719. . You may also contact the school at jimmyhungvo@yahoo.com or hbjax@aol.com or fax at 310/972/6395.

The institution has no pending petition in bankruptcy, and does not operate as a debtor in possession, has not filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

Persons seeking to resolve problems or complaints should first contact the instructor in charge. If the problem is not resolved, the person may then contact:

The Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
(916) 575-7570

In accordance with Title 5, California Code of Regulations Division 7.5, Bureau for Private Postsecondary Education, section 73750 of the Regulations "The catalog shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational services, procedures, or policies are implemented before the issuance of the next updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational goals with the Director or school representative prior to enrolling or signing enrollment agreement.

Catalog Questions

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

Institution Complaint

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

Enrollment Requirements

Admission Policy & Requirements

Our College requires all prospective students to have a high school diploma or G.E.D. or its equivalent prior to enrollment and provide a social security number. Applicants must be of good morals and possess temperate habits. The College and its staff do not discriminate in any of its policies based on color, race, religion, creed, national origin, financial status, sex, age, handicap, or sexual preference.

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California State Licensure Requirements

To qualify for taking the California State Barber exam, an applicant must provide to the Board of Barbering and Cosmetology the proper forms, paid the required fee, be not less than 17 years of age, have completed the 10th grade in the public schools of this state or its equivalent, is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act, and has completed a course in barbering from a school approved by the Board of Barbering and Cosmetology.

Enrollment Procedure

Our College has continuous enrollment. Students graduate and enroll each month. This means that students can enroll anytime during the year. We have a revolving course. Instruction for the practical portion is a one on one teaching/learning experience. The theory is taught from the State Board of Barbering and Cosmetology approved textbook. Cosmetology Crossovers, Refreshers, and Instructor courses are tailored. Enrollments are restricted to maintain a low student-to-instructor ratio.

Application

Before completing an enrollment agreement for admission, the prospective student must have read the College Catalog. The enrollment agreement is submitted to the College with the required registration fee and Student Tuition Registration fee (STRF). The applicant must be interviewed at the College prior to enrolling into the selected program.

Admission Procedures

1. The student will schedule for an interview with the College admissions officer or designated representative. A tour of the campus is provided.
2. The applicant completes an application to enroll in the College and signs an Enrollment Agreement.
3. The applicant must provide a social security card, a valid I.D. card for proof of identification and documentation showing completion of a high school diploma, G.E.D or its equivalent prior to enrollment.
4. The applicant is assigned a date and time to come in for the orientation to have an opportunity to be introduced to the College Staffs and instructors and to start training for the desired program.

No applicant is denied admission based on color, religion, sex, ethnic origin, race or age.

School Calendar

The College operates on a 12-months-per-year schedule, with an open enrollment and an open completion date. College holidays are: Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, July 4, Labor Day, Thanksgiving Day, Christmas Day, New Years Day.
Any days deemed necessary by the College.

Pro Barber College Main Campus offer classes on Monday through Friday, from 9:00 am to 7:00 pm.
Classes at Main Campus will be held at 2606 W. 182nd Street, Torrance, CA.

Pro Barber College Westminster Branch School Campus offer classes on Tuesday through Saturday, from 9:30 am to 6:30 pm.
Classes at Westminster Branch School Campus will be held at 6478 Westminster Blvd., Westminster, CA.

Students will attend the classes at the campus location of their enrollment.

Courses Offered

Pro Barber Colleges offer the following courses:

- Barber / Hairstyling 1500 Hours
- Cosmetology Crossover 400 Hours
- Barber Refresher 400 Hours
- Barber Instructor 600 Hours

Barber Hairstyling Course Tuition and Fees

Total Clock Hours: 1500
Length of Course: 75 weeks (Part time, 20 hours of attendance per week)
38 Weeks (Full Time, 40 hours of attendance per week)
Schedule: Full-time or Part Time
Class Offered: Monday through Friday 9:00AM to 7:00PM.
Classes Start: Every day

COURSE COST (TUITION, BOOK and TOOL KIT included)	$5,250.00
REGISTRATION FEE (non-refundable)	$100.00
STRF FEE (refer to Note (1) below)	$2.50

A SCHEDULE OF TOTAL CHARGES FOR BARBER HAIRSTYLING COURSE

FOR A PERIOD OF ATTENDANCE	$5,352.50
ESTIMATED SCHEDULE OF TOTAL CHARGES BARBER HAIRSTYLING COURSE	$5,352.50
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	$2,352.50
(Down Payment)	
BALANCE	$3,000.00

Note

(1): Student Tuition Recovery Fee is refundable if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is non refundable after this cancellation period passes.

Barber Hairstyling Course Educational Objectives:

The objective for this course is to prepare the student for an entry level position in a career in the Barber Industry and to acquire the necessary license to practice the art of barbering. This can lead to positions such as a barber shop manager, barber shop owner, a competition and platform specialist, product demonstrator or a sales representative in the Barbering industry. These experiences can prepare the Barber for the Barber Instructor Course.

Barber Hairstyling Training Program Curriculum

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

Technical instruction consists of instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training includes the time it takes to perform a practical operation. Technical instruction and practical training include the following hours:

1. 1100 Hours of Technical Instruction and Practical Training in Hair Dressing
   The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

   - Hairstyling (65 hours of Technical Instruction and 240 Practical Operations): Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

   - Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations): Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and

alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

- Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations): Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, 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

- Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations): Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

2. 200 Hours of Technical Instruction and Practical Training in Shaving

   The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

   - Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

   The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: 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.

3. 200 Hours of Technical Instruction in Health and Safety

   The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

   - Laws and Regulations (20 hours of Technical Instruction)

     The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

   - Health and Safety Considerations (45 hours of Technical Instruction)

     Health and Safety/hazardous substances including 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 B.

   - Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

- Anatomy and Physiology (15 hours of Technical Instruction)

  The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

At the completion of the hours, you will be required to take the State Board of Barbering and Cosmetology exam to obtain barber licensure. The school will prepare you for the State Board of Barbering and Cosmetology exam free of charges and will do all necessary paperwork

Cosmetology Crossover Tuition and Fees

Total Clock Hours: 400
Length of Course: 20 weeks (Part time, 20 hours of attendance per week)
10 Weeks (Full Time, 40 hours of attendance per week)
Schedule: Full-time or Part Time
Class Offered: Monday through Friday 9:00AM to 7:00PM.
Classes Start: Every day

Prerequisite for Crossover:
Completed 1600 hours of Cosmetology in an approved California cosmetology school and provide a "Proof of Training" Document from the school or provide a California Cosmetology license whether expired or not.

COURSE COST (TUITION, BOOK and TOOL KIT included)	$2,500.00
REGISTRATION FEE (non-refundable)	$100.00
STRF FEE (refer to Note (1) below)	$1.00
A SCHEDULE OF TOTAL CHARGES FOR CROSSOVER COURSE FOR A PERIOD OF ATTENDANCE	$1,701.00
ESTIMATED SCHEDULE OF TOTAL CHARGES CROSSOVER COURSE	$1,701.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT (Down Payment)	$1,201.00
BALANCE	$500.00

Note

(1): Student Tuition Recovery Fee is refundable if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is non refundable after this cancellation period passes.

Cosmetology Crossover Educational Objectives:

The objectives for this course are as follows:

1. To train our students in current instructional areas.
2. To provide a hands-on instructional program, this will enable each student to progress as rapidly as capability permits.
3. To include in every program of study those subjects areas which are most needed in Barber industry, and to emphasize those most needed for success
4. To prepare our students the ability to pass the California State Board of Barbering and Cosmetology Examination
5. To assist in finding employment at the conclusion of their training.

Note: The Cosmetology Crossover course is for the students who have completed 1600 hours in a California approved cosmetology school and would like to become a barber. Please provide our school with a valid California Cosmetology License or "Proof of Training" documents from an approved California Cosmetology school.

Cosmetology Crossover Training Program Curriculum

- The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum 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.

- 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 or on a mannequin. Technical instruction and practical training shall include the following hours:

    1. 300 Hours of Technical instruction and practical Training in Hair Dressing

        - Hairstyling (20 hours of Technical Instruction and 80 Practical Operations): The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

- Permanent Waving and chemical straightening (10 hours of Technical Instruction and 30 Practical Operations):
  The subject of Permanent waving and chemical straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

- Hair Coloring and Bleaching (15 hours of Technical Instruction and 15 Practical Operations):
  The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, 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.

- Rest Facials (10 hours of technical Instruction and 10 Practical Operations):
  The subject of Rest Facials shall include, but is not limited to the following techniques and procedures :Manual(shall include cleansing, scientific manipulations ,packs and masks
- Hair Cutting (10 hour of Technical Instruction and 20 Practical Operations):
  The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

2. 50 Hours of Technical Instruction and Practical Training in Shaving

   - Preparation and performance (25 hours of Technical instruction and 25 Practical Operations)
     The subject of Preparation and performance shall include, but is not limited to the following techniques and procedures: 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.

3. 50 Hours of Technical Instruction in Health and Safety

   - Law and Regulations (10 hours of Technical Instruction)

   The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

   - Health and Safety Considerations (20 hours of Technical instruction)

   Health and Safety/hazardous substances including 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 B.

- Disinfection and sanitation (10 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

- Anatomy and Physiology (10 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human anatomy, Human Physiology.

Students must also complete all theory assignment related to barbering not covered by your previous cosmetology education. Students must review and practice the rules and regulations required by The Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students will need to take a State Board of Barbering and Cosmetology exam to obtain a barber licensure.

Barber Refresher Course Tuition and Fees

Total Clock Hours: 400
Length of Course: 20 weeks (Part time, 20 hours attendance per week)
10 Weeks (Full Time, 40 hours of attendance per week)
Schedule: Full-time or Part Time
Class Offered: Monday through Friday 9:00AM to 7:00PM
Classes Start: Every day
Prerequisite for Barber Refresher Course:
A California Barber license whether it is still valid or expired.

COURSE COST (TUITION, BOOK and TOOL KIT included)	$2,500.00
REGISTRATION FEE (non-refundable)	$100.00
STRF FEE (refer to Note (1) below)	$1.00
A SCHEDULE OF TOTAL CHARGES FOR CROSSOVER COURSE FOR A PERIOD OF ATTENDANCE	$1,701.00
ESTIMATED SCHEDULE OF TOTAL CHARGES CROSSOVER COURSE	$1,701.00
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT (Down Payment)	$1,201.00
BALANCE	$500.00

Note

(1): Student Tuition Recovery Fee is refundable if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is non refundable after this cancellation period passes.

Barber Refresher Educational Objectives:

The objectives for this course are as follows:

1. To train our students in current instructional areas.
2. To provide a hands-on instructional program, that will enable each student to progress as rapidly as capability permits.
3. To include in every program of study those subjects areas which are most needed in Barber industry, and to emphasize those most needed for success
4. To prepare our students the ability to pass the California State Board of Barbering and Cosmetology Examination
5. To assist in finding employment at the conclusion of their training.

Note: The barber refresher course is for the students who has let his/her license expires or for the barber who wishes to return back to the profession and wants to practice and review.

Barber Refresher Training Program Curriculum

- The curriculum for students enrolled in a barber refresher course shall consist of a minimum of four hundred (400) clock hours of technical instruction and practical operations covering those barber practices.

- 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 or on a mannequin. Technical instruction and practical training shall include the following hours:

    1. 300 Hours of Technical instruction and practical Training in Hair Dressing

        - Hairstyling (20 hours of Technical Instruction and 80 Practical Operations):
        The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

        - Permanent Waving and chemical straightening (10 hours of Technical Instruction and 30 Practical Operations):
        The subject of Permanent waving and chemical straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and

alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

- Hair Coloring and Bleaching (15 hours of Technical Instruction and 15 Practical Operations):
  The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, 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.

- Rest Facials (10 hours of technical Instruction and 10 Practical Operations):
- The subject of Rest Facials shall include, but is not limited to ,the following techniques and procedures :Manual(shall include cleansing, scientific manipulations ,packs and masks

- Hair Cutting (10 hour of Technical Instruction and 20 Practical Operations):
  The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

2. 50 Hours of Technical Instruction and Practical Training in Shaving

- Preparation and performance (25 hours of Technical instruction and 25 Practical Operations)
  The subject of Preparation and performance shall include, but is not limited to the following techniques and procedures: 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.

3. 50 Hours of Technical Instruction in Health and Safety

   i. Law and Regulations (10 hours of Technical Instruction)
   The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

   ii. Health and Safety Considerations (20 hours of Technical instruction)
   Health and Safety/hazardous substances including 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 B.

iii. Disinfection and sanitation (10 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

iv. Anatomy and Physiology (10 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human anatomy, Human Physiology.

Students must also review and complete all theory assignment related to barbering not covered by their previous barbering education. Students must review and practice the rules and regulations required by The Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students may not need to take a State Board of Barbering and Cosmetology exam if their State Barber licensure is still active. Otherwise, if their State Barber licensure is expired, then they will need to take a State Board of Barbering and Cosmetology exam to obtain a barber licensure.

Barber Instructor Course Tuition and Fees

Total Clock Hours: 600
Length of Course: 30 weeks (Part time, 20 hours of attendance per week)
15 weeks (Full Time, 40 hours of attendance per week)
Schedule: Full-time or Part Time
Class Offered: Monday through Friday 9:00AM to 7:00PM
Classes Start: Every day

Prerequisite for Instructor Course

A valid California Barber License before enrollment.

COURSE COST (TUITION, BOOK and TOOL KIT included)	$3,000.00
REGISTRATION FEE (non-refundable)	$100.00
STRF FEE (refer to Note (1) below)	$1.50
A SCHEDULE OF TOTAL CHARGES FOR CROSSOVER COURSE FOR A PERIOD OF ATTENDANCE	$2,501.50
ESTIMATED SCHEDULE OF TOTAL CHARGES CROSSOVER COURSE	$2,501.50
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT (Down Payment)	$1,501.50
BALANCE	$1,000.00

Note

(1): Student Tuition Recovery Fee is refundable if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is non refundable after this cancellation period passes.

Barber Instructor Educational Objectives:

The objectives for this course are as follows:

1. To train our students in current instructional areas.
2. To prepare our students with the teaching skills necessary to be a successful Barber Instructor.
3. To include in every program of study those subjects areas which are most needed for the Barber Instructor Program.

Barber Instructor Training Program Curriculum

- The curriculum for students enrolled in a barber Instructor course shall consist of a minimum of six hundred (600) clock hours of technical instruction and practical operations training covering all practices of a Barber.

- 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 or on a mannequin. Technical instruction and practical training shall include the following hours:

    1. 500 Hours of Technical instruction and practical Training in Hair Dressing

        - Hairstyling (40 hours of Technical Instruction and 120 Practical Operations):
          The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

        - Permanent Waving and chemical straightening (10 hours of Technical Instruction and 30 Practical Operations):
          The subject of Permanent waving and chemical straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

        - Hair Coloring and Bleaching (15 hours of Technical Instruction and 15 Practical Operations):
          The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, 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.

- Rest Facials (10 hours of technical Instruction and 10 Practical Operations)
  The subject of Rest Facials shall include ,but is not limited to ,the following techniques and procedures :Manual(shall include cleansing, scientific manipulations, packs and masks.

- Hair Cutting (80 hour of Technical Instruction and 180 Practical Operations):
  The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

2. 50 Hours of Technical Instruction and Practical Training in Shaving

   The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

   - Preparation and performance (25 hours of Technical instruction and 25 Practical Operations)
     The subject of Preparation and performance shall include, but is not limited to the following techniques and procedures: 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.

3. 50 Hours of Technical Instruction in Health and Safety

   The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

   - Law and Regulations (10 hours of Technical Instruction)
     The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

   - Health and Safety Considerations (20 hours of Technical instruction)
     Health and Safety/hazardous substances including 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 B.

   - Disinfection and sanitation (10 hours of Technical Instruction)
     The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.
     Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

- Anatomy and Physiology (10 hours of Technical Instruction)
  The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human anatomy, Human Physiology.

Students must also complete theory assignments as remedial to barbering as well as practice the rules and regulations in the Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students are not required to take a State Board of Barbering and Cosmetology exam for licensure.

NOTE:

1. Completion of either the Barbering or Crossover course will require taking a State Board of Barbering and Cosmetology Barber exam to obtain licensure.

2. Students completing the Refresher Course and their California State Barber license is expired, they will be required to take a State Board of Barbering and Cosmetology Barber exam for licensure. However, if their California State Barber license is still valid, they will not be required to take the State Board of Barbering and Cosmetology Barber exam.

3. Students completing the Instructor course do not require to take a State Board of Barbering and Cosmetology exam to obtain licensure.

4. We train and prepare you for the State Board of Barbering and Cosmetology exam. We do all paperwork of your application and use video taping of your performance to prepare you and show you how professional you look before the exam. This is used to allow uninterrupted practice as if you are actually having the exam. It will also show the student how professional they look although they do not feel professional. We repeat this video exam until the student feels ready for the actual exam. It is a confidence buster.

5. According to the Rules and Regulations code governing Barbering, schools may not allow student's money or "hour credits" for scrubbing the school or laundering towels. However, it is the responsibility of the student to keep their station clean and sanitized according to the Rules and Regulation Code of Barbering. That is how you will learn to comply with the rules in a shop.

Exam Fees

State Board Exam Fee = $75.00
License Fee=$50.00
Pre-Registration Fee = $9.00
Model Fee = Model sets fee

Note: All courses and registration costs are subject to change without notice. Please refer to the current addendum of the catalog for changes if any.

Payment Plan

Total cost for the enrolled course may be paid in full at registration or paid in monthly installments of cash, check or money order. Students make tuition payments directly to the school office. The payments are recorded directly into the student's file. A receipt is given to the student and the receipt book holds a copy of the payment for a school back up record. A third carbon of the receipt accompanies the payment for financial record keeping. All monies owed the College must be paid in full before registering to take the State Board of Barbering and Cosmetology Barber Exam.

Financial Aid and Scholarship Policy

The College currently does not offer scholarship to students at this time and is not approved to offer financial aid and student loans.

STAFF

The instructors of the Pro Barber College are licensed professionals. They are approved by the Board of Barbering and Cosmetology. The staffs are kept current by attending seminars, conferences and demonstrations on fashions, methods, and new services.

College Facilities /Equipments

The Pro Barber College, Torrance school is located on the campus of Torrance Adult School, (Hamilton Adult School). It is the old woodshop and has a high ceiling that is surrounded by high windows for natural light. The College is equipped with 15 barber chair stations with tool drawers and mirrors, 2 sinks and two shampoo bowls. Lockers are available for students if needed to store student's supplies. The college classroom contains student tables and chairs, a demonstration area, color charts, and audio-visual equipment. Areas for lunch are available to students. In addition, each student is provided with professional quality tools if needed or agreed upon in the contract. The college has approximately 1800 sq. ft. and is equipped with restrooms and water fountains. The Barber College has two doors. One opens to the campus quad (lawn area) with picnic tables for lunch and homework assignments. The other door opens to a small, separate, parking lot for our customers.

The Pro Barber College Branch School, in Westminster, is located in an "L" shaped shopping center on the southwest corner of Westminster Blvd. and Edwards Street. It is a busy location for prospective customers, students can service. It has 1335 square feet with a full front window. The school is equipped with 8 barber stations with tool drawers and mirrors, a 10 foot by 14 foot area for practical training on mannequins and two shampoo bowls. There is a lunchroom and college classroom with a full blackboard, student tables and chairs, a demonstration area, color charts, and audio-visual equipment. This school has a front and back door and ample parking for customers and students.

Both schools are handicap accessible inside and out.

Library Resources

Students will be provided with the State Board Approved Textbook related to the course in which they are enrolled in.

We have reference books available, previous textbooks that were approved by The Board of Barbering and Cosmetology. We also have DVD equipment for our library of DVDs on haircutting, color and State Board exam exercises and skincare. We offer a computer for "state of the art" references. All reference books, manuals, DVD's, color charts, haircutting tools and extra textbooks are checked out from the office. They must be turned in before going home each day.

Class Size

Classes are limited to a maximum of 60 students per instructor. The number of students in a typical class is approximately 30, with a maximum of 60 students per instructor.

Handicapped Students

The College facility is totally accessible for disable students. This institution does offer programs to disabled students depending on the physical abilities of the student.

Housing

The Pro Barber College does not offer any type of housing nor do we offer any type of housing assistance such as housing referral, location assistance or financial housing assistance. Housing must be made individually. Apartments and rooms for rent are available in the area, city bus services also available nearby. See current edition of local Newspaper for availability.

In addition, students can check the local Housing websites that list rental availability of housing located reasonably near the campus of their enrollment. An estimation of the approximate cost or range of cost of the housing is also provided based on the cities where the institution's facilities are located.

1. Samples of reasonably nearby housings near our Torrance, CA campus with an estimation range of housing cost or you can click on the links below to find more available listings near this campus. Refer to item 3 listed below.

    - Woodlake Apartment
      5410 W 190Th St
      Torrance, CA 90503
      Phone: (877)206-2841
      1 Bed $1350 - $1375
      2 Beds $1550 - $1625
      Short term lease available
      Beautifully upgraded apartments
      Sparkling pool and spa

Fitness center
Large clubhouse with pool table and fireplace
Apartments include private patio or balcony
Close to the beach and shopping
Located in Torrance School District
BBQ Area
Covered Parking
Beautiful Torrance Apartments
Running streams and waterfalls throughout

- Park Anza Townhouses
  23817 Anza Ave
  Torrance, CA 90505
  Phone: (877)206-0844
  1 Bed $1370
  2 Beds $1515 - $1715
  Spacious single and two-story floor plans
  Conveniently close to parks, schools and beaches
  Upgraded and remodeled units
  Professional on-site management and maintenance
  Convenient garages - parking
  Large private patios
  On-site laundry facilities
  Gas stoves and heating
  Cable ready
  Located in a Torrance school district
  Nearby to shops
  One and two story floor plans

2. Samples of reasonably nearby housings near our Westminster, CA campus or you can click on the links below to find listings near this campus. Refer to item 3 listed below.

- Springdale Villa Apartments
  6000 Garden Grove Blvd
  Westminster, CA 92683
  Phone:(866) 274-8335
  Studio $985 - $1015
  1 Bed $1095 - $1145
  2 Beds $1375 - $1445
  Deluxe Studios, One & Two Bedroom Apartments
  Gated Community
  Built-in Range & Oven
  Pool/Spa/Sauna & Large BBQ Area
  State-of-the-Art Fitness Center
  Within Minutes of Beaches, Malls & Schools

Heat & Air Conditioning
Elevators

- Los Alisos Estates
  5772 Garden Grove Blvd
  Westminster, CA 92863
  Phone: (866)-282-9459
  1 Bed $1000
  2 Beds $1450 - $1700
  3 Beds $1650 - $2100
  One, Two & Three Bedroom Apartments for Rent
  Fitness Center
  Recreation Room, Library, & Clubhouse
  High Speed Internet Available
  Night Patrol
  Upgraded Gourmet Kitchens
  Two Tone Paint
  Three Swimming Pools

3. Students can click on the links below for more available listings of housings located near the campus of their enrollment.
   - Apartmentlist.com:
     http://www.apartmentlist.com/ca/westminster/
     http://www.apartmentlist.com/ca/torrance/

   - Craigslist:
     http://orangecounty.craigslist.org/hhh/
     http://losangeles.craigslist.org/wst/roo/

   - Rent.com:
     http://wwww.rent.com

   - Apartment Guide:
     http://www.apartmentguide.com/apartments/California/Westminster/
     http://www.apartmentguide.com/apartments/California/Torrance/

   - ForRent.com:
     http://www.forrent.com/search-apartments-by-area/CA/Orange-County.php
     http://www.forrent.com/search-apartments-by-area/CA/LosAngeles-County.php

   - Rentals.com:
     http://www.rentals.com/Apartments/California/Orange-County/
     http://www.rentals.com/Apartments/California/Los-Angeles/

Student Service Policy

It is the policy of the College to assist the student where possible. The school makes no representations or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

1. Referrals to social service agencies.
2. Ride-sharing for transportation.
3. Referral to drug or alcohol abuse programs.
4. Tutoring programs or remedial studies.
5. Health service agencies.
6. Assistance in organizing student study groups.
7. Referral to obtaining a GED.

A student desiring assistance in areas listed in the Student Services should submit an oral or written request to an instructor, or the Director of the school office.

General Terms

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.
The College reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students. The College reserves the right to reject any applicant for admission not meeting the requirements for the course selected. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision was omitted.

Students Access/ Privacy Rights

All students, former students and parents/guardians of minor students are guaranteed the right to gain access to their files. The school is not required to provide copies of materials in the education records. No information may be published or released about an individual student without the student's, former students and parents/guardians of minor students' written consent unless required by law. Any accrediting agency such as NACCAS has the right to student and school files for any accreditation process.

Attendance Policy

The College operates on ten (10) hours per day, five (5) days per week, for a total of fifty (50) hours per week. Full-time attendance is considered 40 hours per week. Part-time schedules 30 hours or less per week must be approved by the administrative office prior to enrolling. Students are expected to attend in accordance with the enrollment agreement.

Definition of Clock Hours

The College defines all students maintaining a minimum of 20 hours per week schedule and an overall grade average of "C" as making satisfactory progress. A clock hour is defined as sixty (60) minutes of time in the training setting, participating in the training program.

Tardiness Policy

A student who will be late for their scheduled time must call the school for an excused tardy. Excused tardy will be allowed to attend other scheduled classes. Habitual tardiness will not be accepted and is cause for disciplinary action and, if not corrected, dismissal from the College.

Maximum Time Frame

Students attending on a full-time basis must complete the training within the allotted time frame on the enrollment contract.

Absence Policy

Absence is any time not spent in training. All absences, both excused absences (78 hrs max) or un-excused absences (those not approved or absences without notification), are recorded. Course time is recorded by time clock. A CLOCK HOUR is defined as sixty (60) minutes spent participating in the training setting which accredited towards all training courses to obtain a diploma. Students are responsible for advising the school of any absences by telephone, in writing or in person.

Leave of Absence Policy

Should a student find it necessary to be out of school for an extended period, a leave of absence must be requested in writing, signed and dated. Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days but less than 60 days. Students will not be assessed additional tuition charges while on their Leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from an approved LOA will be considered dismissed as of the last class day of attendance and are therefore

withdrawn from the program, they would then have to apply for readmission and must pay a new registration fee.

Drop Out Policy

A student may drop from the course at any time by notifying the College in writing. See "Refund / Cancellation Policy" for information in regard to tuition refund. If the student owes back tuition or fees, these must be paid within 30 days or appropriate action may be taken to recover the loss. Your hours will not be provided until paid in full. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

Probation

The student is required to maintain 70% attendance, anything bellow that they are considered as having unsatisfactory attendance. If a student fails to maintain an overall average of 70% a consultation with a school official will be scheduled. At that time, the student will be placed on a reasonable probation. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended or terminated from school.

Course Interruption / Termination

A student may be interrupted from training for unsatisfactory attendance or academic progress, or violation of College or State rules and regulations. A student will be terminated if he/she is out of school for more than 2 consecutive weeks (10 week days), without a valid Leave of Absence. If he/she does not recuperate from probation and if he/she does not return from a Leave of Absence, He/she may appeal any action taken by the school to the school administration by following the appeal process. Please note that the date of termination is the last day of scheduled attendance.

Re-Entry Policy

A student may apply for readmission after a leave of absence and must pay a registration fee. If a student has taken an approved leave of absence and returned within the approved amount of time, he/she should not be subject to re-applying and paying a new registration fee. However, if he/she does not return from an approved leave of absence and is therefore withdrawn from the program, he/she would then be subject to this policy.

Appeals

A student who wishes to appeal the determination that he/she is not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances the student feels deserves further consideration. A decision relating to the appeal will be made and the student will be notified accordingly.

Rules and Conduct Policy

The rules and regulations of the Pro Barber College are designed to help the students learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the College and its equipment. Each student will read and sign the College's written rules and regulations and conduct policy during orientation.

Grading Procedures

Students are graded by using a grading system of 0 to 100 points. The grade point system is then converted to alphabetical letters.

The grading factors are as follows:

Grade Scale	Alphabetical Grade	Word Grade
100-90% =	A =	Excellent
89-80% =	B =	Good
79-70% =	C =	Average
69-60% =	D =	Poor
59% or below =	F =	Failing

A "C" 70%) or better grade is required for satisfactory academic progress.
The areas of study where the students are graded are: theory classes, practical application and attendance. Each student must maintain a grade point average equal to "C," in order to successfully complete the course. Attendance must be at least 70%.

Probationary standing is a thirty (30) day period for the students to bring their grades up to standard. Students placed on probation are so informed by a staff member. A student who does not bring their grades up to standards is subject to course interruption.

Students who have been interrupted for below-average progress may return to training only upon the recommendation of the Director. Re-entry takes place in a probationary standing only, rated "P."

Students lacking in ability or aptitude are counseled by a staff member. A student, who in the opinion of staff members and the Director of Education is incapable of successfully completing any course undertaken and becoming gainfully employed, may be terminated at the discretion of the College.

Students who successfully complete the course of instruction are awarded a diploma.

Tests / Make-Up

An examination will be given after completion of each chapter or module of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next testing schedule. Students will be graded on their practical achievements and laboratory progress. A student who fails to achieve a passing score on the practical

portion of the instructions (training) will be given an opportunity to improve his/her score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor.
A passing score must be maintained in attendance and progress at all times.
Students must maintain an average score of "C", or better, at all times. Students receiving below a "C" average score will be placed on probation. If the score is not improved before the next examination or grading cycle, appropriate action will be taken by the Instructor.

Graduation

A student, upon successful completion of curriculum hours of a course of study, is awarded an appropriate diploma verifying the completion. This is not a license to practice barbering; each student must pass the State Board of Barbering and Cosmetology Barber Exam to become a licensed Barber.

Graduation Requirements

Passing of the final test with an average grade or better and satisfactory completion of 1500 hours (Barber); for licensure must pass the State Board Exam with a 75% or above.
The student who completes the course and the minimum practical services as established by the Board of Barbering and Cosmetology is qualified to take the licensing exam. Upon successfully passing the State Board of Barbering and Cosmetology Barber Exam, the graduate is issued a State Barber License. With a California State Barber License, the barber may be employed in a Barber Shop establishment, a Beauty/Styling salon, or may own and operate his/her own barber business.

Record Retention

Our school keeps all student records on site for a minimum of 5 years. After five years, student records may be archived onto the external hard drives and stored offsite. However, all transcripts are to be maintained permanently. The student records may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act. Our institution maintains the original records in fire resistant cabinets at each school location where students attending under lock and keys to secure from damage or loss. A second set of all academic and financial records is maintained at a different location offsite .All students' records are scanned and saved electronically onto the external hard drives and stored offsite to ensure backup for a disaster recovery.

Transfer of Credit

Students, who have previously attended another Barber College, approved by the State of California Board of Barbering and Cosmetology and have sufficient proof may receive credit of all or a portion of the barber training. The Pro Barber College makes no claim that we will accept training from another barber school. Proof of the barber training must be submitted to the admission office at the time of enrollment for evaluation. The College will submit prior training documentation to the Board of Barbering & Cosmetology for evaluation. The Board will make the determination as to credit for previous barber training.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits which a student earned at Pro Barber Colleges is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the diploma that he/she earned in barber hairstyling, crossover, refresher, or instructor course, is also at the complete discretion of the institution to which he/she may seek to transfer. If the credits that he/she earned at this institution are not accepted at the institution to which he/she may seek to transfer, he/she may be required to repeat some or all of your coursework at that institution. For this reason, he/she should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending Pro Barber College to determine if his/her credits will transfer.
Pro Barber College has not entered into an articulation or transfer agreement with any other college or university.

Placement Assistance

Placement assistance is provided in the form of the posting of possible job openings or referrals to potential employers. However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or graduate. The college does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the College. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the College to assist. The College maintains a "Job Bulletin Board" listing current employment opportunities, as well as a listing of Barber shops for sale; this is updated and posted as information becomes available.

Compensation Standards

A student who completes the course and passes the required Board of Barbering and Cosmetology Barber Exam for licensure may enter the Barber/Hairstyling job market industry which generally pays compensation based on the performance of each employee. Commissions vary, but the average is between 55% and 70% of the income from services the employee performs at his or her station. California Law requires payment of at least the hourly minimum wage. Some shops may operate on a chair rental policy.

Student Complaint Procedure

A student who is of the opinion that he or she has a valid complaint relating to the school should feel free to register his or her complaint. The procedure for filing a complaint is as follows:

1. A student who has a complaint may inform an instructor of the complaint verbally or in writing. The complaint should be stated clearly. Be sure that the instructor understands that the student is filing a complaint. The nature of the complaint must be fully and clearly explained to the instructor. The instructor shall make a record of all official student complaints.
2. The instructor shall attempt to resolve the complaint. Should the instructor not be able to resolve the complaint, the student may file the complaint with the Director, who will attempt to resolve the student's complaint.

3. If the Director is unable to resolve the complaint, the student may submit the complaint to:

The Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
(916) 575-7570

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

Student Tuition Recovery Fund

(a) A qualifying institution shall include the following statement on both its enrollment agreement and its current schedule of student charges:

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

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

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

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

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

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

Refund / Cancellation Policy

Registration fee is non-refundable. At this time, the registration fee is $100.00, and the STRF is based on the cost of the enrolled course. Please refer to the specific course for more details of tuition and fees.

Pro Barber College shall give 100 percent refund of the amount paid for institutional charges, less Registration fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. (See Example 1 below)
STRF fees are refundable if a student withdraws during this period and given a full refund. STRF fees are non refundable after this cancellation period has passed.

A Student may cancel this agreement at anytime by notifying the School in writing (a "NOTICE OF CANCELLATION" is provided).

After this 100 percent refund cancellation period has passed, the refund to be paid to a student shall be calculated by deducting the registration and STRF fees from the program's total charges for a period of attendance and dividing this figure by the total number of program's clock hours. The quotient is the hourly charge for the instruction. The amount of monies owed by the student for the purpose of calculating a refund is derived by multiplying the total hours the student had attended by the hourly charge for instruction. The amount of the refund to which a student would be entitled (after completing a period of days or weeks of instruction) will be calculated by deducting both the amount monies owed by the students

and the non-refundable fees (registration and STRF) from the total charges of the program for the period of attendance (See Example 2 below). There will be no tuition refund for students who have completed 60 percent and more of the period of attendance of the program. The institution will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Example 1:
Amount refund to Students if Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later

Barbering Hairstyling 1500 Hours Course Cost (with Tuition, Book and Tool Kit included)	$5,250.00
Registration Fee (non-refundable)	$100.00
STRF FEE (refundable)	$2.50
A SCHEDULE OF TOTAL CHARGES FOR BARBER HAIRSTYLING COURSE FOR A PERIOD OF ATTENDANCE	$5,352.50
ESTIMATED SCHEDULE OF TOTAL CHARGES OF BARBER HAIRSTYLING COURSE	$5,352.50

Total amount of refund is calculated as follows:
$5,352.50 (Total Charges) - $100 (Registration Fee) = $5,252.50.

Example 2:
Amount of refund to Students after the 100 percent refund cancellation period has passed.
For the example purpose, assuming a student has completed 100 hours of Barber Hairstyling course.

Barbering Hairstyling 1500 Hours Course Cost (with Tuition, Book and Tool Kit included)	$5,250.00
Registration Fee (non-refundable)	$100.00
STRF FEE (non-refundable)	$2.50
A SCHEDULE OF TOTAL CHARGES FOR BARBER HAIRSTYLING COURSE FOR A PERIOD OF ATTENDANCE	$5,352.50
ESTIMATED SCHEDULE OF TOTAL CHARGES OF BARBER HAIRSTYLING COURSE	$5,352.50

Hourly Charge for instruction is derived as follows:
$5,352.50 (Total Institutional Charges) - $100 (Registration Fee) - $12.50 (STRF) = $5,250.00.
Divide $5,250.00 by 1500 Course Hours = $3.50 is the hourly charge for instruction.

The amount of monies owed by the student is derived as follows:
Multiply 100 hours of attended the course by $3.50 (hourly charge for instruction) = $350.00

Total amount of refund is calculated as follows:
$5,352.50 (Total Charges) - $100 (Registration Fee) - $2.50 (STRF) - $350.00 (amount owed by the Student) = $4,900.00

Requirement to Repay Loans

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid funds.

"Notice of Cancellation"

Official Withdrawals

A Student may cancel this agreement at anytime by notifying the School in writing. A "NOTICE OF CANCELLATION" can be obtained from the school. Student may mail or deliver a signed and dated NOTICE OF CANCELLATION to the Office of the School at the following address:

Pro Barber College
2606 W. 182nd Street
Torrance, CA 90504
(310) 866-8460

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

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

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

Unofficial Withdrawals

Any student absent two weeks (10 consecutive weekdays) will be terminated and will have to go through the enrollment process of test and interview to be reconsidered for reenrollment.

"Notice of Student Rights"

Pro Barber College shall refund 100 percent of the amount paid for institutional charges, less Registration fee not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy. After the end of the cancellation period, you still have the right to stop attending school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost

your copy of the contract, you can request the school for a description of the refund policy and/or a duplicate copy of the contract.

Employment and Liability Disclaimer

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative Code for a student enrolled in a Barber College to charge a fee or receive a commission for performing a barber service. You are further informed that a student's enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any type of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student you are not an employee, agent, or representative of the school, and the school or its representatives have no responsibility, liability or obligation to you as an employer. There is no employee/employer relationship of any kind between a student and the school.

School Administration

OWNERS
Mr. Jimmy Vo is the owner/CEO/Director of the Pro Barber College and has been a Barber over 26 years.

FACULTY INSTRUCTORS
Mr. Jimmy Vo
Ms. Jackie Regal
Mr. Brian Nguyen

Head of Admissions
Mr. Jimmy Vo
Mrs. Jackie Regal

Faculty Qualifications

Jimmy Vo - Owner/Director/CEO/Instructor
Jimmy Vo received his California barber license in 1987 (Lic#B66453). He has been teaching since 2006 when he opened his first school here in California. That first school, "Pro Hair Design and Barber College" was pre-approved before sunset and approved in 2010. It was sold in 2010. Mr. Vo now has two other schools. He has a long history in barbering. Before coming to America he had three schools in Vietnam. He has extensive training as an Instructor and a licensed Barber. He holds a "clear" Career and Technology Teaching Credential in the State of California. His main school is located in Torrance, CA on campus at "Torrance Unified School District, Adult School, Hamilton site. He also has a branch school in Westminster, CA.

Jackie Regal - Administrator/Supervisor Instructor/Manager of Torrance Main Campus:

Jackie Regal has been a California licensed barber for 36 years (Lic#B56831). She has been a Barber Instructor for 10 years. She was an administrator in her husband's office, a Doctor of Psychology from UCLA, for 10 years. She holds a "clear" California Teaching Credential in Career and Technology.

Brian Nguyen - Instructor

Brian Nguyen has been in the barbering field for 7 years. He graduated from Pro Barber College in Westminster, California where he earned his Barber Hairstyling training. In addition, he also holds a Cosmetology license. He has been a Barber Instructor for over 2 years at Pro Barber College.