



HAIR CALIFORNIA BEAUTY ACADEMY

Instruction in the Arts of
HAIR, NAILS, SKIN CARE &
MASSAGE THERAPY

SCHOOL CATALOG

Valid Jan. 1, 2015 – Dec. 31, 2015

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ORANGE, CA 92867
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www.hairca.com



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WELCOME/MISSION STATEMENT

Welcome to the wonderful world of beauty and hairstyling. Hair California Beauty Academy offers you personalized care with detail attention to your needs and abilities. If you are people oriented and are willing to learn and study, Hair California Beauty Academy will help open the door to your future.

Our mission is EDUCATION for those wishing to enter the beauty industry as a Manicurist, Cosmetician, Barber, Cosmetologist, Instructor, or Massage Therapist . We will educate you to pass the State Board Licensing Examination (you must be licensed to work) and to enter the working field with your confidence. We want to offer to you the most current and up to date methods and techniques.

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.

HISTORY

Hair California Beauty Academy was established in 1989 as a takeover of an existing successful school. New America Beauty Education, Corp. became the new owner in 2014. It is the goal of management and ownership to bring a positive service to the community. The methods of teaching will reflect all ethnic needs.

FACILITY

Hair California Beauty Academy is a modern structure with all necessary equipment and training aids. Student and patron comfort were taken into account when designing the school. The location has excellent access to and from freeways and has more than ample parking.

The facility has over 4500 sq. ft. of space which includes 3 theory (class) rooms, a large clinic (service) area with a total of 79 work stations, 10 hair dryers , and 7 shampoo bowls for practical training, 3 staff offices, and 2 restrooms.

Instruction is in residence with facility occupancy level accommodating students at any one time.

FINANCIAL STATEMENT

Hair California Beauty Academy does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. Hair California Beauty Academy has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

LANGUAGE OF INSTRUCTION

We provide instruction in English. Students from the Saddleback Community College must meet the Community College requirements for English proficiency.

APPROVAL DISCLOSURE STATEMENT

The HAIR CALIFORNIA BEAUTY ACADEMY is a private institution licensed to operate by the Bureau for Private Postsecondary Education. This means that the institution and its operation must comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. This license must be renewed every three years and is subject to continuing review. The institution is licensed to teach the following courses/professions:

Manicuring 400 hrs	Cosmetician 600hrs	Barbering 1,500 hrs
Cosmetology 1,600 hrs	Teacher Training 600hrs	Massage Therapy 600 hrs

HAIR CALIFORNIA BEAUTY ACADEMY is an accredited institution. Our accrediting agency is the National Accrediting Commission of Career Arts & Sciences.

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

APPROVALS

The following state boards, bureaus, departments and agencies which set minimum standards for our programs of study in accordance with Education Code Section 94316.12:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Dr., Suite 400
Sacramento, California 95833
P(916) 431-6959 F(916) 263-1897
bppe.ca.gov

National Accrediting Commission of Career Arts and Sciences

4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703)600-7600
naccas.org

Board of Barbering and Cosmetology

2420 Del Paso Road Suite 100
Sacramento, CA 95834
1-800-952-5210
Fax (916) 575-7281
barbercosmo.ca.gov

California Massage Therapy Council

One Capitol Mall, Suite 320
Sacramento, CA 95814
Phone: (916) 669-5336
Fax: (916) 669-5337
camtc.org

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 Dr., Suite 400
 Sacramento, California 95833
 PO Box 980818
 West Sacramento, California 95798-0818
 Website: www.bppe.ca.gov
 P (888) 370-7589 (916) 431-6959 Fax (916) 263-1897

All information in the content of this school catalog is current and correct and is so certified as true by Ms. Thanh Mai Tran

Hair California Beauty Academy is authorized by the State of California, as a training institution to qualify its graduates for a State license as a Cosmetologist, Manicurist, Cosmetician, Barber and Massage Therapist. Currently, there is no license requirement for Cosmetology/Barber/Cosmetician/Manicurist Instructor.

ADMINISTRATION

Hair California Beauty Academy is directed by Thanh Mai Tran with its main location at 1110 N. Tustin, Orange, California 92867

Thanh Mai Tran	President
Henry Dang	Vice President
Jonathan Nguyen, DC	School Director
Claudia Osorio	Financial Aid Administrator
Adrienne Jackson Wright, Ed.D.	Director of Education

INSTRUCTORS:

Instructors are licensed by the California State Board of Cosmetology. To keep up with the current methods of teaching styling trends, the staff regularly attends special classes and seminars.

Ilene Higginbotham.....Instructor
 has been in the cosmetology field for more than 18 years as an instructor, teacher, manager and master stylist.
 Julia Ruiz.....Instructor
 has been in the cosmetology field more than .30 years as a Barber and skin care instructor .
 Angelica Maria Rodriguez.....Instructor
 has been in the cosmetology field for more than10 years as a Cosmetology instructor
 Nina Doan.....Instructor
 has been in the cosmetology field for more than30 years as a Cosmetology instructor & School director.

SUBSTITUTE INSTRUCTORS:

Carol Etchandy.....Instructor
 has been in the cosmetology field for over 30 years as a salon owner, massage therapist, and instructor.
 Jillian Renee Martinez.....Instructor
 has been a Cosmetology and Cosmetician instructor since 2010.

SCHOOL CALENDAR AND STARTING DATES

Hair California Beauty Academy operates continuously throughout the year except for the following holidays:
 New Year's Day Memorial Day July 4th Labor Day Thanksgiving Day Christmas Day
 The courses begin weekly as each course has open enrollment. All enrolled students must attend orientation before the first day of the class. The staff member conducting the orientation will provide general information about the course along with the educational objectives of the course, school expectations, rules and regulations.

CONSTITUTION DAY

Federal legislature requires that all educational institutions receiving federal funding teach about the US Constitution to students on September 17 of each year.

CLASS SCHEDULES

We offer day and evening programs as well as full time and part time at Hair California Beauty Academy. Your specific schedule will be developed during your meeting with the Admissions Administrator.

ORIENTATION

Orientation is required for all students to attend prior to the first day of class. Orientations are held two weeks prior to the start of your class. You cannot clock any hours before you attend Orientation.

ADMISSION REQUIREMENTS - FOR ALL PROGRAMS

Students are admitted as regular students under the following criteria:

- A completed Hair California Beauty Academy application,
- Government issued picture Identification,
- High School Diploma **or** transcript **or** GED **or** College transcript,
- Students enrolling in the Teacher Training Program must have a valid California Cosmetologist/ Cosmetician/Barber/ Manicurist/ Massage Therapist License **and** a High School diploma **or** its recognized equivalent.
- \$100 Application Fee

TRANSFER TO HAIR CALIFORNIA BEAUTY ACADEMY POLICY AND PROCEDURE

In addition to the above listed Admissions requirements, individuals wishing to transfer to

Hair California Beauty Academy (Academy) must submit Proof of Training or Transcript with the completed Hair California Beauty Academy application.

The Academy will accept credit hours of previous training from another school as allowed by the California Board of Barbering and Cosmetology. Transferring students will be required to take an evaluation test to determine proper course placement and a new kit will need to be purchased. If over 60% of the required hours have been completed an enrollment fee of \$700.00 will be required for practical and written mock board testing and supplies.

CROSSOVER APPLICANTS

In addition to the above listed Admissions requirements, individuals wishing to enroll into a program where previous training occurred while obtaining a Cosmetology/ Barbering license, the Academy may accept credit hours of previous training from another program as allowed by the California Board of Barbering and Cosmetology.

The applicant must have a valid California Cosmetologist/ Cosmetician/ Barber/Manicurist license and submit a copy with the license with the completed Hair California Beauty Academy application.

STATEMENT OF NON DISCRIMINATION

Hair California Beauty Academy does not discriminate on the basis of Race, Color, Religion, Sex, Age, Disability, Financial Status, or National Origin in its admissions, instruction or graduation policies.

CREDIT EVALUATION

If for some unforeseen reason a student must interrupt the course of study, the California Board of Barbering & Cosmetology (BBC) provides that the hours of applied effort accumulated will remain in effect for a period of three years from the date of withdrawal. Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the BBC Act and the Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on an evaluation by the California BBC.

DISCLOSURE & MAINTENANCE OF EDUCATIONAL RECORDS

Adult students and parents/guardians of dependent minor students have the right to inspect, review, and challenge information contained in the student's educational records. The files are located in a safe, locked area of the administrative office and are inaccessible to the student unless the student requests to review the file. During this review a staff member must provide supervision and interpretation of the records. Educational records are defined as files, materials, and documents which contain information directly related to the students. These records will be maintained for a minimum of five years after graduation. Students are not entitled to inspect the financial records of their parents.

Written consent is required from student or guardian before educational records or any other information may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

ADVISING POLICY/PROCEDURE

Students will be advised on an individual basis for matters pertaining to Financial Aid, education and professional growth.

The students are advised for academic progress as needed and, at the time of their SAP evaluations. The type of advice will vary according to each student's evaluation. The student's strengths and weaknesses are assessed. In cases of unsatisfactory progress, a formal advising session must be documented on the school's advising form. A plan for improvement will be made which is understood and agreed to by the students. A copy of the report is filed in the student's personal files and is available for review by the student and or guardian where applicable upon request.

CAREERS IN BEAUTY, BARBERING & MASSAGE THERAPY

Mastering the art of these careers will qualify you to specialize in hair styling and designing, coloring, permanent waving, skin care, make-up, manicuring, massage therapy, salon management, instructing and/or platform artistry. In choosing beauty, barbering or Massage Therapy as a career, you are assured of a rewarding, creative and innovative future by using your talents to reach and achieve your highest goals.

The Board of Barbering and Cosmetology requires a license for your chosen profession. After completing the required hours, passing the required exams and paying all required costs and fees at Hair California Beauty Academy a Proof of Training will

be submitted to the board with your application for the required examination. Once you pass the state exam, you will receive your license to work in California in your chosen career.

For massage therapy a state examination is not required but licensure in the city where you plan to work as a massage therapist is required. A background check (Livescan) is required to obtain clearance for Massage Therapy licensure.

BACKGROUND CHECK

The California Board of Barbering and Cosmetology applications for examination and the California Massage Therapy Council require an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam or to receive a massage certificate. Individuals who have been convicted of a crime can still apply. The Board will request documents relating to a conviction to be included with the application. These are reviewed and evaluated on a case-by-case basis.

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license or any local license or permit for Massage Therapy. For more information about state license requirements please visit www.barbercosmo.ca.gov and camtc.org

The following website provides sex offenders information in our area: www.city-data.com/so/sotemple-city-california.html

SALARIES

A beginning careerist in the beauty industry can realize a comfortable income and the professional with more experience can increase his/her salary substantially. Although the beauty profession is an artistic and challenging career in which one's talent can be nourished and expanded, it is attitude and desire which are most important for success. Dependability and ability to interpret a client's desires are most important, and these traits should be emphasized. Salaries range from \$10.00 a service to \$250.00 per service depending on your area of expertise and experience.

PLACEMENT & EMPLOYMENT PREPARATION

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Once a diploma has been awarded for Cosmetology, Cosmetician, Barbering or Manicuring, the graduate must pass the California exam to receive the license to work in California. At this time there is not a state exam for Teacher Training. Massage Therapists must complete licensing requirements by the California Massage Therapy Council. Once all requirements are met for your chosen field, Hair California will assist you in securing employment. Although we cannot guarantee placement, we offer employment referrals and placement assistance upon graduation and at anytime thereafter by posting requests from salons for graduates interested in employment. Training in preparation for employment is an integral part of our curriculum.

HOUSING

The availability of housing located near HAIR CALIFORNIA BEAUTY ACADEMY ranges from \$950.00 to \$1200.00 PER MONTH for a 1 bedroom apartment. HAIR CALIFORNIA BEAUTY ACADEMY has no responsibilities to find or assist a student in locating and/or securing housing.

NEW STUDENTS

Must have notepaper and pencil or pen for note taking. Arrive at school 15 minutes before scheduled time on first day to be clocked in and introduced to staff and students is recommended.

UNIFORMS

1. No student will be allowed to remain in school without the proper uniform.
2. School uniform (white/black) must be worn at all times while clocked in.
3. Additional clothing such as sweaters, sweatshirts, jackets should be white or black, preferably.
4. Full-coverage shoes must be worn at all times.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hair California Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma program, or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Hair California Beauty Academy to determine if your diploma or certificate will transfer.

LEAVE OF ABSENCE

Students are required to call the administrator to report absence and the reason. If a student will be absent more than 14 class days, a leave of absence must be requested, approved and so documented in the student's file. If the student does not obtain a leave of absence, he/she will be terminated. The Academy policy is to grant no more than a thirty (30) days leave of absence except for severe personal or medical problems, adequately substantiated by proper documentation. A longer (six

months) leave request must be accompanied by a doctor's statement stating the reason and anticipated period of absence. Regardless of the duration of the leave of absence taken by the student, the Academy may only grant one (1) leave per student per academic year. Upon returning to school, the student must bring in a doctor's release. It is the responsibility of the student to meet with the instructor to get missed assignments during the absence or upon return.

WITHDRAWAL & RE-ENTRY POLICY

Students in good standing, who must withdraw due to extenuating circumstances, and who may wish to return, must notify the Director/Administration prior to being absent fifteen (15) consecutive class days. The student will be advised to determine if a Leave of Absence would be more appropriate. If a withdrawal is agreed upon by the student and school staff it will be granted and the student may return to school within six months of the student's last day of attendance, providing all fees and charges, per refund policy, have been paid for the current enrollment.

The status of a student re-entering school is the same progress status as when s/he left. The student must pay a re-enrollment fee of \$700.00 which will be charged for written testing, practical mock-board exam and supplies. The student is responsible for all supplies that were issued on first day of class (books/kit/etc). The student is required to have these items each day so as to be ready to complete all practicals assigned. The total tuition charges appearing on the original enrollment agreement (contract) will be honored. No credits for hours or operations will be lost.

All students who withdraw may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. All records for students are stored for five (5) years. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. If re-enrollment is requested after six (6) months from official withdrawal date, current tuition, fees and supply costs will be charged during re-enrollment process.

VISITORS

No visitors will be permitted in the school except at the discretion of the supervisor. Persons dropping off or picking up a student are to wait outside of the school.

GROUND FOR TERMINATION

Any student involved in theft of any kind, or the using, and/or selling and/or in possession of drugs or alcohol will be terminated immediately and reported to law enforcement. Students will conduct themselves in a courteous, efficient, and professional manner at all times. Insubordination is cause for termination. Students will maintain high moral standards and high standards of appearance and attitude at all times. A student found cheating on assignments or tests may be terminated at the discretion of the instructor or director. Review and evaluation will be frequent and will be documented by both the supervisor and the student and are available for review by students over 18 years of age or by parents/guardian upon request. A student may be terminated for violation of any of the school rules. A student may be terminated for failure to maintain Satisfactory Academic Progress (SAP). At the school's sole discretion, the school reserves the right to terminate a student if the student's continued attendance would not be in the best interests of the school and or the student body.

GRADING

Students are graded regularly in theory, practical work, attendance and attitude. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a "C" average for satisfactory academic status. A copy of the progress report is given to the student periodically. The grading system follows:

90% - 100%	A Excellent	70% - 74%	D Unsatisfactory
80% - 89%	B Good	below 70%	F Fail
75% - 79%	C Passing		

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by National Accrediting Commission of Career Arts and Sciences and the Federal regulations established by the United States Department of Education.

EVALUATION PERIODS: Students are evaluated for Satisfactory Academic Progress at the following points of "scheduled" hours of completion:

Cosmetology – 400,800 and 1200 hours of scheduled hours.

Barbering - 375, 750, 1125 hours of scheduled hours.

Cosmetician, Teacher Training, Massage Therapy –300 hours of scheduled hours.

Manicuring –200 hours of scheduled hours.

*Transfer students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course.

ATTENDANCE PROGRESS EVALUATION: Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is:

COURSE	MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full-time 30hrs/wk) – 1600 Hours	71 weeks	2130
Cosmetology (Part-time 20 hrs/wk) – 1600 Hours	106 weeks	2120
Barbering (F/T 30 hrs/wk.) – 1500 Hours	66.5 weeks	1995
Barbering (P/T 20 hrs/wk.) – 1500 Hours	100 weeks	2000
Cosmetician/Massage (F/T 30 hrs/wk.) – 600 Hours	27 weeks	810
Cosmetician/Massage (P/T 20 hrs/wk.) – 600 Hours	40 weeks	800
Manicuring (F/T 30 hrs/wk.) – 400 Hours	18 weeks	540
Manicuring (P/T 20 hrs/wk.) – 400 Hours	27 weeks	540
Advance Massage Therapy (F/T 30 hrs/wk.) - 1000 Hours	51 weeks	1530
Advance Massage Therapy (P/T 20 hrs/wk.) - 1000 Hours	75 weeks	1500

ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90% - 100%	A Excellent	70% - 74%	D Unsatisfactory
80% - 89%	B Good	below 70%	F Fail
75% - 79%	C Passing		

FACTORS TO BE EVALUATED:

- o Theory
- o Practical work

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and

academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

REINSTATEMENT OF TITLE IV FINANCIAL AID: Students who have failed to meet academic progress and been found ineligible to receive financial aid will only have their eligibility reinstated after the student has reestablished SAP in accordance with the attendance and grading standards indicated above.

APPEAL PROCEDURE If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

LEAVE OF ABSENCE: Do not request a Leave of Absence unless you absolutely need one. Under no circumstance can the school grant more than a single LOA within an academic year.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

TOOLS AND EQUIPMENT

Students will insure that all property of the school remains on the premises at all times. Books and working supplies must be paid for before commencing the course and the student is required to have these each day so as to be ready to do all practices assigned.

GRADUATION/DIPLOMA REQUIREMENTS

In order to graduate the student must meet all requirements for their course/program in accordance with our Satisfactory Academic Progress Policy and pass the final examinations (written exams and practical exams), pay all required tuition and fees and complete required hours for the program. At that time, a graduating student will be presented with a diploma from Hair California Beauty Academy. If the student has reached 17 years of age and has at least a 10th grade education he/she is eligible to apply for the California Board of Barbering and Cosmetology examination.

MAKE UP WORK

In the case of a necessary absence on the day of an examination, the student must arrange to take the test within 3 days of returning to school.

Students enrolled as day students are required to be in attendance one hundred twenty (120) hours per month. Students enrolled as night students are required to be in attendance ninety six (96) hours per month. Eligibility for student financial assistance is lost when the student attends less than the required minimum time as per his/her enrollment agreement and as per the Satisfactory Academic Progress Policy of the school.

TUITION AND FEE SCHEDULE

Fees & Charges	Cosmetology 1600 HRS	Cosmetician 600 HRS	Manicuring 400 HRS	Barbering 1500 HRS	Massage Therapy 600 HRS	Teacher Training 600 HRS
# Weeks to Complete	54/80	20/30	14/20	50/75	20/30	20/30
Tuition	\$10,560.00	\$3,960.00	\$2,640.00	\$9,900.00	\$3,960.00	\$3,960.00
Application Fee*	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Kit & Supplies*	\$1,800.00	\$1,800.00	\$1,500.00	\$1,500.00	\$1,000.00	\$500.00
Testing Fee	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
TOTAL	\$12,535.00	\$5,935.00	\$4,315.00	\$11,575.00	\$5,135.00	\$4,635.00

Optional Fees:

Pre-Application to CA State Board Licensing Exam-\$25.00 for each pre-application

Completion/Proof of Training Fees- \$25.00 for each documentation (after initial issuance)

Completion Testing - \$250.00 for each rescheduled practical final exam (if student misses originally scheduled mock board examination date) Student considered "non-complete" if this test is not taken and passed.

EXTRA INSTRUCTIONAL CHARGES

There will be a fee \$10.00 for any extra instruction hours needed to complete program. The student will only be charged for extra instruction for hours of instruction occurring after completion of all hours paid for under the original contract. Payment for these charges must be paid PRIOR to attending class(es).

BRUSH UP CLASSES

Individuals wishing to participate in classes to prepare for the state board exam will need to meet with the Director of Education to schedule the appropriate classes to attend and pay a fee of \$700.00 before attending the first class. Individuals must supply their own equipment.

METHODS OF PAYMENT

A mutually agreeable payment plan or financial aid may be arranged by school. Payments are acceptable by cash, check, credit card and or cashier check.

REFUND POLICY – STUDENT'S RIGHT TO CANCEL

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A 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 seventh day after enrollment, whichever is later. A student must notify the institution of his/her withdrawal in writing.
3. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
4. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
5. In types 2 and 3, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after seven business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

% OF SCHEDULED TIME ENROLLED	TUITION SCHOOL RETAINS
0.01% to 59.99%	pro rata of scheduled time elapsed
60.00% and over	100% of tuition paid/owed

All refunds will be calculated based on the student's last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Students who withdraw or terminate prior to course completion are charged a cancellation fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement.

Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

School Closure: If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

Return of Title IV: Special note to students receiving Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program(s) by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

FEDERAL FINANCIAL AID

Hair California Beauty Academy offers Pell Grants for those students who qualify. Students interested in receiving Federal Financial Aid should meet with Admissions Administrator for FAFSA application and information.

AWARDING OF TITLE IV, HEA PROGRAM AID

Federal financial aid is available for those who qualify.

Each student who is awarded Title IV, HEA aid is given the following to read and initial regarding the disbursement of Federal funds.

I UNDERSTAND: (student is to initial each item indicating his/her understanding, approval and authorization of the actions stated on that statement)

_____ That funds from Federal Pell Grant, Federal Perkins Loan, Federal Supplemental Educational Opportunity Grant, FFELP and Direct Loan programs will be utilized to cover institutional charges via a direct credit entry to my account. If Pell Grant funds result on the first funds available I herewith authorize the institution to credit my account for charges including books and supplies issued to me by the institution. That I authorize the institution to credit my account with funds disbursed in subsequent payment periods for charges assessed in prior payment periods within the same academic year. I will be informed by the institution of each disbursement from aid credited to my account.

_____ That all estimates of financial aid have been considered in meeting my educational expenses, I also understand that all the institutional charges would be assessed to my account during the first payment period.

_____ That after these costs have been covered and funds are still available; those funds will be paid directly to me to cover additional education-related expenses (i.e., uniforms, transportation, etc.). If I need the institution to assist me in budgeting these funds, I may request (in writing) the assistance of the institution. I may at any time request the excess funds by rescinding my written request. The institution may take up to seven working days to process my request for these funds.

_____ That I will be required to sign a Promissory Note for each loan program received stating my repayment obligations. I will have repay the loan plus interest. If I have a loan I will be refunded any money not paid for school expenses.

_____ That all funds awarded to me are subject to my submission of required documentation, my compliance with the school satisfactory progress policy, and with school rules and regulations. The availability of federal funds in general is subject to the continuous appropriations of funds from the U.S. Department of Education.

_____ That if the institution receives the Federal funds based on the reimbursement system, all funds to be used for tuition payments and/or for student personal expenses will be subject to a monthly submission to USDE for approval. The approval from USDE may take 30 to 60 days. The request for funds may be approved or rejected by USDE. If approved, funds may be expected within two to three weeks from the date of USDE approval. If rejected, the request may be resubmitted within the following month's request for funds. Under this process, students receive credit in their school account card for the amounts requested to cover school charges. Funds scheduled to be disbursed to the student to cover personal expenses will be subject to the approval and receipt of funds from USDE.

_____ That I have been fully informed of my loan obligations and that I authorize the institution to credit my account with any available FSA funds any current institutional charges, any other charges assessed to my account and a maximum of \$100 for charges incurred in the prior academic year. My authorization includes FSA funds available during the normal enrollment period, as late disbursement or as post-withdrawal disbursement. I understand and agree that FSA disbursement may include Grants and Loan funds.

VERIFICATION

Students receiving Title IV financial aid who are selected by the system for verification may need to furnish documents to verify the following:

Household size, Number in household attending college, Adjusted Gross Income (AGI), U.S. Tax paid, Certain non-taxable income, Household size for dependent students (Applicant, parents, applicant's siblings, applicant's children, applicant's parents' unborn child or applicant's unborn child), other persons (living with parents).

Note: The persons included must have received and will continue to receive more than half of their support from the applicant's parents. Verification form is provided in two formats: Dependent student and independent student.

LIBRARY

There is an area with computers and internet access as well as reference books, DVDs and videos to support the educational programs at Hair California Beauty Academy.

ADMISSIONS INFO/HOURS:

Applicants for admission may secure enrollment information on Tuesday-Saturday during the following hours:

Tuesday - Thursday	08:30 AM - 7:00 PM
Friday - Saturday	08:30 AM - 5:00 PM

Because the courses offered are on an on-going basis, all prospective students may enroll on the first Tuesday of each month. Classes begin the first Tuesday of each month except holidays and holiday eves. For specific information please contact the school administrator.

Person to contact regarding information - Claudia Osorio, Admissions Counselor (714) 633-7170.

ABUSE PREVENTION PROGRAMS

Any individual associated with the Academy who is seeking information, counseling or assistance concerning Drug/Alcohol/Adult/Child Abuse and/or Domestic Violence Prevention may call or visit the individual/agency:

Southern California Alcohol & Drug Programs - Heritage House Village

405 South Rose Street Unit 102 Anaheim, CA 92805

(714) 999 - 5960

California Hispanic Commission Casa Elena

832 South Anaheim Blvd. Anaheim, CA 92805

(714) 772 - 5580

Adult Abuse Service 1-800-451-5155

Child Protective Services 1-800-442-4918

Domestic Violence Hotline (714) 992 - 1931

PRIVACY POLICY

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. Hair California Beauty Academy requires a release form be completed for each third party request of information. Hair California Beauty Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

GRIEVANCES/COMPLAINTS/STUDENT RIGHTS POLICY

All complaints will be taken seriously. They are to be addressed first to your instructor in a calm and courteous manner. If the matter is not resolved, it should then be taken directly to the school Administrator. If the student feels that the complaint is of a serious nature, it should be put in writing and submitted to your instructor and the school administrator. It need only be hand written neatly enough to be legible. Please detail the exact nature of the problem, citing specific concerns. The complaint will then be resolved as quickly and as fairly as possible.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director, Mr. Jonathan Nguyen.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complain form which can be obtain on the Bureau's internet website: www.bppe.ca.gov or by contacting;

National Accrediting Commission of Career Arts and Sciences (NACCAS)
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
(703) 600-7300

COURSES OF STUDY

Currently Hair California Beauty Academy is approved to offer Cosmetology for 1,600 Clock Hours, Barbering for 1,500 Clock Hours, Manicuring (Nail Care) for 400 Clock Hours, Cosmetician (Skin Care) for 600 Clock Hours Massage Therapy for 600 Clock Hours, Teacher Training for 600 Clock Hours.

Each course of study consists of the state mandated technical instructional and practical operations covering all practices constituting the art & science of Cosmetology, Skin Care, Barbering, Manicuring, or Massage Therapy.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a Cosmetologist (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #30-9011), Cosmetician/Esthetician (D.O.T. # 332.271-010, CIP #12.0409, S.O.C. #39-5094), Manicurist (D.O.T. # 331.674-010, CIP # 12.0410, S.O.C. #39-5092), or Teacher (D.O.T. #094.227-026, CIP #12.0413, S.O.C. #25-1194).

Massage Therapist certification, although voluntary, may be required to become employed, however, in most cities a permit is also required by the Local Police Department; Massage Therapist (D.O.T. # 334.374-010, CIP # 51.3501, S.O.C. #31-9011).

COSMETOLOGY 1600 HOURS COURSE OUTLINE

COSMETOLOGY CURRICULUM DESCRIPTION

Completing 1600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of cosmetology and be qualified as a hairstylist, permanent wave, coloring, make-up, skin care or manicuring specialist.

Successful graduates will have the knowledge and skills needed to pass the required California state board examination for Cosmetologist licensure.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of cosmetology professional salon management.

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Cosmetology and principles of hair design and styling, hair enhancements, nail care, skin care, hair change, and hair color.

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Standard Textbook of Cosmetology - Milady Publishing Corporation, updated edition.

2013 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs

Pi by Raphael Perrier

Razor Cutting - Milady Publishing Corporation

Making it Count - Milady Publishing Corporation

Cosmetology kit

Instructor Handouts

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours and the associated practical and written tests.

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the California Board of Barbering and Cosmetology in preparation to take the licensing exam:

	<u>Minimum Hours of</u> Technical Instruction	<u>Minimum of</u> Practical Operations
SUBJECT		
Cos. Act. Rules & Reg' s, Law	20	
Cosmetology Chemistry	20	
Health & Safety/Hazardous Substances	45	
Electricity	5	
Disinfection/Sanitation	20	20
Anatomy/Physiology	35	
Wet & Thermal Hairstyling	105	240
Permanent Waving	20	80
Chemical Straightening	20	25
Hair Cutting	20	80
Hair Coloring/Bleaching	60	70
Scalp & Hair Treatments	5	20
Facials-manual	15	10
Facials-electrical	10	15
Chemical Facials	15	15
Eyebrow Arching & Hair Removal	10	20
Make up	15	10
Manicuring	5	15
Pedicuring	5	10
Artificial Nails	10	50 nails
Liquid& Powder Brush-on	10	50 nails
Nail tip	10	50 nails
Nail wraps& Repairs	5	20 nails
Additional Training	100	

LABORATORY TO INCLUDE INSTRUCTIONAL:

Basic operating rules, tools and equipment, station set-up and operations, mannequin care and handling, hair design, patron relations and salesmanship, hair-shaping, cutting and styling, permanent waving, thermal styling, combing, and brushing. Shampooing, care of scalp and hair, manicuring and pedicures, skin care, chemical hair changing, the art of hair coloring, Wigs and hair enhancements, removal of hair, makeup applications, and procedures. Acrylic nails, wraps and tips.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities

Written objective examinations

Practical demonstrations and evaluations of student performance

Successful completion of mock board

Under supervision of the instructor, the student will be able to transfer concepts of theory to practical demonstrations with clients

Completion of written exams and demonstrations with at least 75%

Grade Chart

90 - 100 = A 75 - 79 = C
80 - 89 = B 70 - 74 = D below 70 = F

COSMETICIAN 600 HOURS COURSE OUTLINE

COSMETICIAN CURRICULUM/DESCRIPTION

This 600 hours program shall consist of technical instruction and practical operations covering all practices of a cosmetician.

Successful graduates will have the knowledge and skills needed to pass the required California State Board Examination for Cosmetician(Esthetician) licensure.

COURSE GOALS

The student will learn:

All phases of skin care - including manual and electrical facials; use of cosmetic preparations; daytime, evening, fantasy, and theatrical make up.

Knowledge of product chemistry for safety and patron protection.

Business practices and professional ethics in skin care

Successful graduates will have the knowledge and skills needed to pass the State Board Examination for licensure, and to secure employment as cosmetician/Esthetician.

COURSE MATERIALS

Esthetics Fundamentals - Milady Publishing corporation, updated edition.

2013 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Cosmetician Kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

SUBJECT:	<u>Minimum</u> Hours of Technical Instruction	<u>Minimum</u> of Practical Operations
Cosmetology Act & Board Rules & Regulations	10	
Cosmetic Chemistry	30	
Anatomy, Bacteriology/Biology	15	
Health & Safety (HIV/AIDS & Hepatitis B), MSDS	40	
Electricity	10	
Disinfection & Sanitation	10	10
Facials-Manual	20	50
Facials-Electrical	20	50
Chemical Facials	30	40
Eyebrow Arching, Hair Removal, Tweeze & Wax	20	20
Make-Up, including skin analysis	30	10
Corrective Make-up	10	10
Preparation for Employment	15	
Client & work prep	15	
Additional Training	60	10
Including training in: professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties keeping records, modeling, desk and reception, payroll deductions, obtaining employment, preparation of employment application, consumer safety, effective communication,		

human relations, compensation packages, licensing requirements and regulations, business management.

LABORATORY TO INCLUDE INSTRUCTION:

Basic operating rules tools and equipment. station set-up and operation .Mannequin care and handling .Performance. Patron relations and salesmanship.. Scientific manipulation,. Manual Facial including cleansing, packs, masks. Electrical facial the use of electrical modalities, dermal lights. Chemical facial include chemical skin peels . Removal of hair. Eyebrow shaping and hair removal , waxing, tweezing. Special makeup applications, and procedures. Advanced .

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aids, actual on-the-floor performance practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities

Written objective examinations

Practical demonstrations and evaluations of student performance

Successful completion of mock board

Under supervision of the instructor, the student will be able to transfer concepts of theory to practical demonstrations with clients

Completion of written exams and demonstrations with at least 75%

Grade Chart

90 - 100 = A 75 - 79 = C
80 - 89 = B 70 - 74 = D below 70 = F

**MANICURING 400 HOURS
COURSE OUTLINE**

MANICURING CURRICULUM DESCRIPTION:

The 400 hours teaches the art and science of manicuring. The student will learn to perform the skills, methods and techniques of beautifying the hands through manicuring, applying artificial nails, nail wrapping and massaging. He/ She will also improve the appearance of the feet with pedicure. Successful graduates will have the knowledge and skills needed to pass the required California board examination for manicurist licensure.

COURSE PURPOSE/GOALS

The student will learn:

All phases of nail beautification - including nail tips, nail wraps and acrylics.

Knowledge of product chemistry for safety and patron protection

Business practices and professional ethics in nail care.

Successful graduates will have the knowledge and skills needed to pass the California State Board Examination for licensure and to secure employment as a manicurist.

COURSE MATERIALS

Standard Nail Technology - Milady Publishing corporation, updated edition.

2013 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Manicuring kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT:

Required by the State Board of Barbering and Cosmetology in preparation to take the licensing exam:

<u>SUBJECT</u>	Minimum Hours Of Technical Instruction	Minimum Of Practical Operations
Cosmetology Act & Board Rules & Regulations	10	
Cosmetology Chemistry	10	
Health & Safety, Hazardous Substances, HIV/AIDS	25	
Bacteriology, Biology, Anatomy, Physiology	10	
Disinfection & Sanitation	20	10
Manicures	30	40
Pedicures	30	20
Artificial Nails	10	
Liquid & Powder Brush - on	15	80 nails
Nail Tips	10	60 nails
Nail Wraps & Repairs	15	40 nails
Preparation for Employment including: Professionalism, Application/Resume Development, Interview Preparation and Job search skills	15	
Additional training Including: professional ethics, personal hygiene, grooming, salesmanship, normal clean-up duties, keeping records, modeling, desk and reception, payroll deductions, compensation packages, obtaining employment, preparation of employment application, consumer safety, licensing requirements, business management.	25	

LABORATORY TO INCLUDE INSTRUCTION:

Basic operating rules for tools and equipment, station set-up and operation, mannequin care and handling, performance, patron relations and salesmanship, scientific hand and arm massage, water and oil manicures including hand and arm massage complete pedicure including foot and ankle massage, artificial nails, including liquid gel, and powder brush-on, nails tips, nails wraps and nail repairs.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities

Written objective examinations

Practical demonstrations and evaluations of student performance

Successful completion of mock board

Under supervision of the instructor, the student will be able to transfer concepts of theory to practical demonstrations with clients

Completion of written exams and demonstrations with at least 75%

Grade Chart

90 - 100 = A

75 - 79 = C

80 - 89 = B

70 - 74 = D

below 70 = F

BARBERING 1500 HOURS COURSE OUTLINE

BARBERING CURRICULUM DESCRIPTION

Completing 1500 hours of applied effort including the following technical and operational requirements set forth by BBC. Successful graduates will have the knowledge and skills needed to pass the required California state board examination for licensure and secure employment as a barber.

COURSE PURPOSE/GOALS

Knowledge of State Board Rules and Regulations, laws, and other administrative requirements of barbering and barber shop management

Assimilation of knowledge in hair chemistry, principles of electricity as they apply to Barbering and principles of hair design and styling, hair goods, and hair coloring

Demonstrations by students that they have met all of the state behavioral objectives prescribed for the course preparatory to state licensure examinations.

COURSE MATERIALS

Standard Professional Barbering - Milady Publishing Corporation, updated edition.

2013 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Barbering kit

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

<u>SUBJECT</u>	Minimum Hours of Technical Instruction	Minimum of Practical Operations
Laws, Regulation	20	
Health and Safety	45	
Hairstyling	65	240
Hair Cutting	20	500
Shaving and Facial services	100	60
Client Prep	10	
Anatomy and Physiology	15	
Disinfection and Sanitation	20	20
Scalp Manipulations & shampooing	15	25
Hair Waving and Curling (Permanents)	40	105
Hair Coloring Tinting & Bleaching	60	50
Preparation for Employment including:	25	
Skin & Hair analysis & Diseases	15	
Additional training	80	

LABORATORY TO INCLUDE INSTRUCTION:

Basic operating rules tools and equipment. station set-up and operation .Mannequin care and handling, including razor cutting, hair processing, hair coloring and bleach, permanent waving and Chemical Straightening, Preparing the clients hair for shaving, and facial services, massaging the client face. Blow waving and sales techniques. instruction shall include training in sales techniques which may be completed in practical training at the discretion of the

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

Lectures and discussions, demonstrations, guest lectures and experts, audio and visual instructional aides, actual on-the-floor performance of barber practices with 100% supervision. Students are eligible to work in the clinic after successfully completing 25% of their program hours the associated practical assignments and written tests.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

List graded activities

Written objective examinations

Practical demonstrations and evaluations of student performance

Successful completion of mock board

TEACHER TRAINING - 600 HOURS COURSE OUTLINE

TEACHER TRAINING CURRICULUM DESCRIPTION

600 clock hours will enable the trainee to achieve an education in application of the learning process; utilize instructional techniques appropriate to each student's needs and develop skills necessary to counsel and guide students. Upon receiving this training he/she will be qualified to teach students at all levels of hairstyling, permanent waving, coloring, make-up, skin care and manicuring. CURRENTLY CALIFORNIA DOES NOT REQUIRED A TEACHER LICENSE.

HAIR CALIFORNIA BEAUTY ACADEMY offers this course to individuals interested in becoming teachers in California as well as other states. We anticipate that this course could become a requirement in California in the near future.

COURSE PURPOSE/GOAL

Upon successful completion of this course, the student will:

- a. Know the procedures of the various operations required by the State Board of Cosmetology;
- b. Be competent with the terminology used in Cosmetology;
- c. Obtain experience by understanding the function of teaching by participating in classroom environments;
- d. Assess and present his/her teaching competencies and characteristics in terms of standardized tests

Professional or Vocational:

1. Prepare the student for a successful teaching career in Cosmetology;
2. Give the student background in the knowledge and techniques of teaching;
3. Furnish the student with experience in practicing teaching skills;
4. Foster ideals of establishing and practicing professional ethics.

GENERAL EDUCATION

1. Develop professional and ethical attitude.
2. Develop student-teacher problem solving techniques.
3. Impart knowledge and understanding of good citizenship.
4. Provide 5. Develop sanitary and safe work habits and attitudes necessary in the practice of beauty culture.
6. Provide experiences of an occupational nature in the practice of beauty culture so that learning, evaluating and appreciation takes place.
7. Develop and encourage the establishment of methodical habits.
8. Provide experience which are valuable in creating harmonious relationships with others.

COURSE MATERIALS

Master Educator, 3rd Edition - Milady

Milady's Workbook for the Professional Instructor

2013 Barbering and Cosmetology Act and Regulations - California Department of Consumer Affairs.

Instructor Handouts

MAJOR SEGMENTS OF COURSE CONTENT

1. THEORY

A. 10 hours of Cosmetology Act and Rules/Regulations.

B. 90 hours of preparatory instruction. These are hours devoted to teaching techniques, lesson planning, methods of instruction, syllabus and evaluation of instructions.

This will include instruction in:

Review of the content of the course in cosmetology arts and sciences for which the student is training as an instructor.

Principles of teaching/learning

Teaching methodology

- lesson plan development

- student motivation and learning

- presentation techniques

Assessment of student learning

- evaluation of overall progress

- development and use of testing/measurement instruments

Academic advising: providing feedback and orientation to students about progress in the course

Course development and review

Administrative responsibilities

- records management
- applicable organizational and regulatory requirements
- Career and employment information
 - professional ethics
 - effective communication and human relations
 - compensation packages and payroll deductions
 - licensing requirements and regulations
 - fundamentals of business management

- C. 15 hours Preparation for Employment including:
 Professionalism, Application/Resume
 Development, Interview
 Preparation and Job search skills

2. PRACTICAL OPERATIONS

- A. 50 hours preparatory instruction. These hours are used for student record keeping and school operations.
- B. 100 hours conducting classroom technical instruction and demonstrations. (30 minutes class room lectures.)
- C. 300 hours of supervising and training students. These hours are for supervising laboratory work of students on live persons or mannequins.

FIELD TRIPS

Several field trips are planned each year to Hair Shows and Association meetings. You are requested to use your own transportation. During this time you are not covered by school insurance. If you choose to give a ride to another student you do so at your own risk.

COURSE FORMAT/METHODS EMPLOYED TO HELP THE STUDENT LEARN

One hour lecture, three hours of laboratory per week. The lecture section consists of demonstrations in teaching with the student participating in both lectures of related information and practical trade demonstrations. The laboratory period involves the student in the teaching of practical operations.

GENERAL POLICIES

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

OUTSIDE BUSINESS ACTIVITIES

Enrollees may participate in outside business activities provided that they do not detract from the student's class work. Phone calls are to be made or received during break periods and NOT DURING CLASS TIME.

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Observation and evaluation of the following:

- Lecture
- Demonstrations
- Written Lesson Plans
- Homework Assignments
- Workbook Assignments
- Test/Quizzes
- Cooperation and control while in the classroom
- Your relations of rapport
- Your dress and grooming code

List graded activities, identifying those incorporating critical thinking skills.

Grade Chart

90 - 100 = A	75 - 79 = C	
80 - 89 = B	70 - 74 = D	below 70 = F

MASSAGE THERAPY 600 HOURS COURSE OUTLINE

MASSAGE THERAPY COURSE DESCRIPTION

Completing 600 hours of applied effort and the following technical and operational requirements, a student will have learned the art and science of Massage Therapy and will be qualified to obtain certification as a Massage Therapist. This career is designed for men and women who are interested in a professional level position. HAIR CALIFORNIA BEAUTY ACADEMY curriculum is based upon the California Massage Therapy Council's required and recommended curricula.

COURSE GOALS

Upon completion of this course students will:

- Be knowledgeable of State Council Rules and Regulations, California laws and administrative requirements for massage therapy and massage salon management
- Assimilate the knowledge of the principles of massage techniques
- Demonstrate that they have met all California behavioral objectives prescribed for the course in anticipation for state licensor examination

COURSE MATERIALS

Theory and Practice of Therapeutic Massage, 5th edition

[The Visual Guide to Swedish Massage](#)

[Anatomy & Physiology Reference for Massage Therapists](#)

Student Kit

MAJOR SEGMENTS OF COURSE

<u>SUBJECT</u>	<u>Minimum Hours of Technical Instruction</u>	<u>Minimum Operations Required</u>
Historical Overview of Massage	5	
Laws, Rule & Regulations	10	
Hygiene & Health	10	
Products, Tools & Equipment	5	
Sanitary & Safety Precautions	10	Graded after every operation
Anatomy & Physiology	70	
Contraindications	15	
Consultation & Documentation	5	Graded after every service
Business & Professional Ethics	30	
Classical Massage Movements	10	30
Application of Massage Techniques	10	20
Massage in Spa Settings	10	10
Complete Body Massage	10	20
Lymph Massage	10	25
Therapeutic Procedures	10	25
Chair Massage & other Somatic modalities	10	50
Sports Massage	20	50
Other Systems of Massage & Bodyworks	10	10

COURSE FORMAT

Lecture, discussion, demonstration, guest lecture, audio and visual instructional aids and lab work which is the actual performance of massage techniques under instructor supervision. Students are eligible to work on patrons after successfully completing 25% of this program AND successfully passing the associated practical assignments and written tests.

LABORATORY

Basic massage & bodywork operating rules; use of tools and equipment; station set up and clean up; patron relations, all under the supervision of instructors

GRADING PROCEDURES/STANDARDS OF ACHIEVEMENT

Theory Exams

Practical skill development

Final Assessments

Completion of written exams and demonstrations with at least 75% (C, 2.0)

Grade Scale

90 – 100 = A

80 – 89 = B

75 – 79 = C

70 – 74 = D

DRAPING

Clients must be covered or draped modestly during the massage service. Only the area being massaged will be undraped. The client may choose to leave on as much clothing as needed for comfort.

GRADUATION AND CERTIFICATION REQUIREMENTS

All requirements for Massage Therapy must be met in accordance with our Satisfactory Academic Progress policy and pass the final examinations (written and practical), mock board exam passing grade, pay all required tuition and fees and complete required hours for the course.

CALIFORNIA CERTIFICATION: The CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) handles certification of massage therapists and will give the title of Certified Massage Therapist (CMT) consistent throughout the state. This gives local jurisdictions the benefit of professional evaluation of training, education, experience, etc.

CAMTC is a private nonprofit organization that provides voluntary certification to qualified individuals. Hair California Beauty Academy does not issue "license" or "permit", but CAMTC certification is a preferable certification. Those who choose not to apply (or who do not qualify) for certification are not prohibited from practicing in California, as it is, by law, **a voluntary certification until 1/1/2016**. However, most professional massage therapists want and use the CMT title. A city may choose to use CAMTC certification as a prerequisite or replacement for a permit, or cities may request a business permit instead.

On January 1, 2015, to receive a certification, one must complete a 500 clock hour Massage Therapy program AND pass a California Approved Exam; both must be approved by CAMTC.

On January 1, 2016, City Licenses of Massage Professionals will stop and all massage therapists will either be certified by CAMTC or choose not to apply for certification. Those not certified will only be able to work in jurisdictions that do not require certification.

PERMIT REQUIREMENTS: In order to practice the art of massage in an establishment, a permit AND/OR business license may be required and must be secured in the establishment's jurisdiction. Each city in California has certain requirements and the fees vary. In cases where the CAMTC certification is accepted in lieu of a permit/business license, one must follow the CAMTC's Law related to unfair business practices as related to massage: (1) Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following: (a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council; (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that s/he or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/or graduation from Hair California Beauty Academy does not guarantee certification by the California Massage Therapy Council (CAMTC). Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et seq.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about the school may contact the California Massage Therapy Council at:

One Capitol Mall, Suite 320

Sacramento, CA 95814

www.camtc.org

Phone (916)669-5336

Fax (916)669-5337

SCHOOL RULES AND REGULATIONS

The following set of rules and regulations have been designed to help ensure your success, and define the areas of obligation to which both the student and staff must adhere.

I. ATTENDANCE POLICY/TIME CARDS

- A. Students are expected to attend all sessions of the class in which they are enrolled as per the class schedule. 75% of attendance is required to maintain SAP. Students are required to call in the day they are going to be absent. Satisfactory progress must be maintained to ensure continuity of education.
- B. Community College students will not be allowed in class until they have registered and paid for all applicable units.
- C. Absence Drop Policy - A SSC student may be dropped for excessive absences when the total hours of absence exceed 10% of the total scheduled hours of the class.
- D. **Under no circumstances are student time cards to be removed from the school.** The time cards are used to accumulate the required hours and operations for the completion of the course.
- E. No less than one (1) hour or more than eight (8) hours a day will be accepted unless authorized. An extra half hour will be allowed only if working on a client. The Instructor must approve any extra time prior to the time being scheduled.
- F. Students must be clocked in and be in theory class by 8:30 AM for day classes or by 6:00 PM for evening classes. Students may not leave class without the permission of the instructor. Students who repeatedly arrive late may be dismissed from school for the day and/or expelled from school.
- G. Students are not to be excused from scheduled classes to work in the lab.
- H. **Under no circumstances shall students clock in or out for another student.**
- I. No student is to leave the building unless clocked out. Lunch breaks are 30 minutes.

II. DRESS CODE /UNIFORMS

Rigid adherence to the rules of sanitation and hygiene are required at all times. Students found to be in violation of the below listed requirements will be sent home at the discretion of the Instructor or school director:

- A. No student will allowed to remain in school without the proper uniform.
- B. School uniform (scrubs) must be worn at all times while clocked in. White scrubs for skin care, manicuring and massage students; black or white scrubs for cosmetology and barbering students.
- C. Full-coverage shoes must be worn at all times.
- D. Identification badges must be worn while a student is in the school. There is a \$10.00 fee to replace an I.D. badge.
- E. The uniform and clothing must be clean and pressed. Use deodorant to control unpleasant odor. Bathe daily and be well groomed.

III. PERSONAL CONDUCT

- 1. Freshmen students must stay in the freshman class until the instructor evaluates the ability of the student to perform services on the public. Students must complete the required hours of their program and pass all tests before being allowed to work on paying clients.
- 2. SMOKING is prohibited anywhere on the school premises.
- 3. Students are responsible for the return of school equipment and material furnished by the school for customer services.

4. **When work is assigned, no student shall re-assign the service.** If you have a personal reason for not being able to do the service tell the instructor. The instructor will determine the validity and may re-assign the work.
5. Never refuse a customer in front of the customer or say "This is my first time". Take the client to your station, set up and prepare the client for the service. Then excuse yourself and go to the instructor for help. Any student who refuses customer service will be sent home.
6. If there is a disagreement with a client, do not argue or become upset. Go get an instructor to mediate.
7. Eating, drinking or chewing gum in working area or classroom, is not allowed.
8. Under no circumstances will anyone who is under the influence of either alcohol or drugs be allowed on or in school premises. No alcohol or illegal drugs are allowed on campus. Violation of this rule is grounds for immediate termination and/or arrest.
9. Sexual harassment will not be tolerate. Any incident of harassment should be immediately reported to the instructor and to the school director.
10. There are no personal phone calls allowed either while in class or working on a client. Should your family need to contact you, they may call on the school phone at (714) 633-7170.
11. No students are allowed behind the front desk unless they are assigned by the instructor.
12. Abusive, vulgar, profane language by a student is not allowed.
13. All personal services must be approved by an instructor.
14. School products used by students during personal services must be paid for in advance.

STUDENT'S SERVICE PRICE LIST-THE FOLLOWING PRICES PERTAIN TO SERVICE OF ANY KIND PERFORMED BY HAIR CALIFORNIA STUDENTS FOR WHICH THEY ARE ACCRUING OFFICIAL TIME CLOCK HOURS TOWARDS THE COMPLETION OF THEIR PROGRAM.

Perm.....	\$10.00 each
Tints.....	\$10.00 each (add \$5.00 for extra solution)
Bleach.....	\$10.00 e.g. tipping etc.
Foil Weave.....	\$10.00
Cap Frost.....	\$10.00
Waxing.....	\$ 5.00 per service

SENIOR STUDENTS MUST BE GRANTED SPECIAL PERMISSION BY SENIOR FLOOR INSTRUCTOR TO USE NON SCHOOL PROVIDED PRODUCTS.

SENIORS can work on immediate family members at a 40% discount from regular prices.

FRESHMEN can bring guests on Mondays/Saturdays for practice at student product price.

15. Tools, equipment and working areas must be clean and sanitary at all times.
16. Soiled towels are not allowed to be left in the salon area.
17. Practice towels will be issued with kit and students are responsible for laundering and bringing towels to class. Towels are to be kept in a clean, covered container/bag.
18. The floor must be swept immediately after cutting hair.
19. Students will refrain from gossiping, vulgarity, profanity or discussing personal matters while in school.
20. **All operations must be checked and signed for by an instructor upon completion in order to receive credit.**
21. It is the students responsibility to replace items lost, stolen, or deficient that original came with the kit. Students' tools and equipment must be at the school and available to work on clients at all times.
22. Students must conduct themselves in a courteous professional manner and shall not create discord among other

- students or staff. Any student causing discord or acting insubordinate with the school staff will be expelled.
23. All homework must be turned in on time for credit towards your grade.
 24. Re-tests are to be done within three days at the convenience of the instructor.
 25. Clean-up is required of all students every day.
 26. The school is not responsible for any personal items, equipment or any other property that the student may have on the premises. All property belonging to the student that is on school premises is there at the sole risk of the student whether left in lockers or anywhere else on school property.
 27. A student cheating on assignments or test may be terminated at the discretion of the instructor or director.
 28. Cell phones need to be on vibrate mode while clocked in.
 29. Social media: You are welcome to "friend" Hair California Beauty Academy on **Facebook** and **Instagram**. Please do not post comments about or pictures of fellow students, instructors, clients or any others affiliated with Hair California Beauty Academy on your Social Media accounts without written permission.
 30. Parking Lot Disclaimer: Hair California Beauty Academy is not responsible for damages to, loss of, or thefts from vehicles parked on school premises.

A student may be suspended for three days at the discretion of his or her instructor for not following these guideline of personal conduct.

Remember, these rules are to make the individual students look, act and be professional. The purpose of this training is to prepare the student to compete successfully in the job market.

REVISIONS

July 10, 2014	Cosmetician and Barber course outline updated to the latest state requirements (Section 7316/ 2013)
Dec 1, 2014	All course outline updated, SAP policy changed and Admission requirements updated.
Dec 30, 2014	2015 updates.
Aug 31, 2015	Midyear updates and edits for new semester

I, _____, have read all the school rules and regulations and agree to abide by them. I have also received a copy of the school catalog.

(Student's Signature)

(Instructor's Signature)

(Date)