

SAN DIEGO BEAUTY COLLEGE

SCHOOL CATALOG

EFFECTIVE 01-01-2015 TO 12-31-2015

This School Catalog is reviewed December each year.

Main Campus, Administrative Office and Classroom Location:

3501 El Cajon Blvd.
San Diego, CA 92104

Phone (619) 282-7979 Fax (619) 641-7979

Website: www.SanDiegoBeautyCollege.net
Email: SanDiegoBeautyCollege@Gmail.com

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Requesting a School Catalog:

San Diego Beauty College provides prospective students or a member of the public a catalog, on the School's Website (www.sandiegobeautycollege.net), when requested by phone or e-mail to mail a catalog to the individual's home, or at any time an individual can visit the School and pick up a Catalog in person.

All classes are held at SDBC's main campus located at: **3501 El Cajon Blvd., San Diego, CA 92104**

The San Diego Beauty College is not currently accredited. **Therefore no Federal Financial Aid is available to students at this institution. SDBC also does not participate in State Financial Aid programs.**

STUDENT RECORDS

SDBC maintains all student records while students are actively enrolled in school in both paper and digital formats. Upon graduation, student academic records are maintained for a minimum of five years in a digital format. All student records are maintained safe from fire, flood, theft and /or casual contact.

APPROVAL DISCLOSURE STATEMENT

SAN DIEGO BEAUTY COLLEGE (SDBC), 3501 El Cajon Blvd., San Diego, CA. 92104, is a private institution approved to operate in the State of California by the **Bureau for Private Postsecondary Education** which is based on Provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 and the California Code of Regulations (CCR). The San Diego Beauty College does not imply that the Bureau endorses our programs, or that Bureau approval means the institution exceeds minimum state standards.

Cosmetology.....	1, 600 Hours
Barbering.....	1, 500 Hours
Manicurist.....	400 Hours
Esthetician.....	600 Hours
Teacher Training.....	600 Hours
Massage Practitioner	300 Hours
Massage Therapist	600 Hours
Health Holistic Practitioner	1, 000 Hours

NOTE: Teacher Training course is no longer required and does not result in licensure by the Board of Barbering and Cosmetology. This Institution did not enroll any students for all courses of massage since 2012.

STUDENT RIGHTS:

The above amount of hours listed for Cosmetologist, Barbering, Manicurist, and Skin Care courses are the requirements for eligibility to take the state mandated licensing examinations.

In Massage Certifications are under the control of National Certification Board for Therapeutic Massage & Bodywork and the California Massage Therapy Council and therefore requirements are different from California Board of Barbering and Cosmetology.

Instruction is in residence with facility occupancy level accommodating 100 students at any one time. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact.

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.

“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 and enrollment agreement.”

Students or persons seeking to solve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Mr. Trang Le, School Director. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 916-574-7720 (Toll free 888-370-7589) or by completing a complaint form, which can be obtained on the Bureau’s internet Website www.bppe.ca.gov.

Declaration under penalty of perjury, all information in the content of this School Catalog is current and correct and is so certified as true by, Mr. Trang Le, School Director.

School Official Signature: _____

Trang Le, Director

Licensing documentation may be reviewed upon request in the Administrative Office.

GENERAL INFORMATION

WELCOME MESSAGE

Mr. Trang Le, President of the San Diego Beauty College, wants to help others to become self-supporting. Education is the best way to help others to begin to support themselves, thus the inception of the SAN DIEGO BEAUTY COLLEGE (SDBC) is a dream realized for Mr. Trang Le, a place where students are able to attain a good education and career training to assist them in fulfilling the AMERICAN DREAM of success.

It is a pleasure to have you join us at SAN DIEGO BEAUTY COLLEGE (SDBC). Our goals are to help you discover your ability to transform your life and others by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

FACILITIES

SAN DIEGO BEAUTY COLLEGE (herein referred to as SDBC) is conveniently located near public transportation and shopping centers at 3501 El Cajon Blvd, San Diego, California. The atmosphere provides an ideal environment for learning the profession of Cosmetology and Massage.

San Diego Beauty College is a spacious facility. The physical area comprises approximately 5,500 square feet of space that includes classrooms for theory and demonstrations. The facility consists of a reception area, administrative office, combined lecture/lab classrooms, clinic areas, student resource library, and a student/faculty lunch room. Additionally, individual lockers are provided for students to secure their personal belongings. The facility and equipment used fully comply with Federal, State, and Local laws, regulations and ordinances regarding fire safety, building safety, and health regulations.

Materials used for instruction include:

12 mannequins, 2 time clocks, 6 shampoo bowls, 12 dryers, 4 facial chairs, 10 manicure stations, 20 hairstyling chairs, 1 stove & 3 non-electric combs, 1 stove & 3 non-electric curling irons, 1 electric curling iron, 4 computers, 2 copy machines, textbooks approved by the board for each course.

MISSION STATEMENT

The mission for the San Diego BEAUTY COLLEGE (herein referred to as SDBC) is to offer training that successfully prepares graduates with the skills needed to secure employment in the broad field of cosmetology and massage. Our students' success is our success.

EDUCATIONAL OBJECTIVES

With our Mission in mind, we continually survey the profession to keep up to date with current trends, designs, and techniques required by employers.

- ▶ The highest academic and career standards are maintained to assure graduates of superior capability and qualification in their profession.
- ▶ The curriculum is flexible enough to allow for new procedures and techniques as they are developed, yet solid enough to maintain high academic standards.
- ▶ The final objective, through our specialized training and classes, is to have our students successfully complete their program, secure and retain employment, and advance in the professional field of Cosmetology and Massage.
- ▶ The institution also offers affordable education to help students achieve their educational goals.

FACULTY AND STAFF

Director, CEO:	Trang Le
Supervisor Instructor, CAO:	Andy Nguyen
Instructors:	Suzanne Nguyen, Tina Thuy Le, Andy Nguyen, Gio Bang, Imad Awadich, Lap Duc Nguyen.
Substitute Instructors:	Hang Tran.
CPO, Manager:	Trang Le
Administrators:	Ngan Do.

Each member of our school staff is dedicated to the success of our students.

Note: Per California law, California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching. Some programs may utilize Teaching Assistants who are trained in all educational areas offered in their respective programs, are licensed and/or certified in their field, and work under the direct supervision of a full time instructor.

Trang Le: School Director, Chief Executive Officer (CEO), Chief Financial Officer (CFO)

Qualifications: California Licensed Cosmetologist since 1989 (License # KK 217255, expiration date 11-30-15) with six years of experience (1986-1992) as a manager of the Asian American International Beauty College, an approved private postsecondary school, and graduated from the University of Economy and Public Administration and the University of Social Science in Vietnam.

Andy Nguyen: Chief Academic Officer (CAO), Supervisor Instructor, Manicurist Instructor.

Qualifications: He has been a licensed Manicurist since October 17, 1996, valid until 10-31-2016.

Suzanne Nguyen: Cosmetology and Esthetician Instructor

Qualifications: Cosmetology Instructor Certificate of Authorization # COAFS-05-382577, expiration date 12/14/2008. With more than 35 years of experience in the field of Cosmetology, she has been a licensed Cosmetologist in Texas since 1980, License # 000842955. She moved to California and received her California Cosmetologist License on November 17, 1995, License # KK317770, valid until 11-30-2015.

TinaThuy Le: Cosmetology and Esthetician Instructor.

Qualifications: She has been a licensed Cosmetology since August 16,1993 with 22 years of experience in the field of Cosmetology, License # KK 280666, valid until 08-31-2017.

Gio Linh Bang: Cosmetology and Esthetician Instructor

Qualifications: California Licensed Cosmetology since 09-08-2008, valid until 09-30-2016.

Thu Hang Tran: Manicurist Instructor.

Qualifications: California Licensed Manicurist since May 21, 1997, valid until 05-31-2017.

Lap Duc Nguyen: Cosmetology and Barbering Instructor

Qualifications: California Licensed Barber since 10-23-2000, valid until 10-31-2916; California Licensed Cosmetology since August 06, 1993, valid until 08-31-2017.

Imad Awadich: Barbering Instructor

Qualifications: California Licensed Barber since 07-15-2010, valid until 07-31-2016.

STATEMENT OF NON-DISCRIMINATION

In compliance with federal, state and local government requirements, San Diego Beauty College does not discriminate against any individuals in our employment process, admission, instruction, school administered program, and graduation policies on the basis of ethnic origin, color, race, age, religion, sex, creed, area of origin or residence, handicap, or financial status.

BANKRUPTCY

San Diego Beauty College has never filed for bankruptcy petition, or operated as a debtor in possession, or had a petition of bankruptcy filed within the last five years, or has a petition in bankruptcy filed against the institution within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.

CHEMICAL DEPENDENCY REHABILITATION

Under the 1986 Reauthorization of the Higher Education Act, schools are required to have a program or plan of drug prevention in effect as of July 1, 1987. This program must be available to students as well as to staff members. A school may approach one or more organizations that assist the general public (hospitals for example) with drug problems. That organization may give them the name of an official that can be contacted, thus the school would be in compliance with the drug prevention requirement.

In some cases, many agencies are supported by the state and the cost to the user may be limited or nonexistent. At San Diego Beauty College we are suggesting the use of the following companies for compliance with this new law:

California Self-Help Center (310) 825-1799
Episcopal Community Service (619) 292-5670
San Diego Count (Health Services Department) (619) 692-5727

GRIEVANCE PROCEDURE/COMPLAINT PROCEDURE

Students seeking to solve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the president. **A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet Website www.bppe.ca.gov.**

This institution handles any student grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the President: Mr. Trang Le.
3. All grievances regardless of the nature will be turned over to the President and reviewed
4. The President will evaluate the grievance and set up an appointment with the person within 7 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.

If you cannot resolve any grievance with the institution, you may contact the **Bureau for Private Postsecondary Education by calling 888-370-7589** or by completing a complaint form, which can be obtained on the bureau's internet Website www.bppe.ca.gov.

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

Bureau for Private Postsecondary Education:
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Web Address: www.bppe.ca.gov
Telephone: 800-370-7589 or 916- 431-6959
FAX: 916-263-1897

ADMISSIONS PROCEDURES AND REQUIREMENTS

ADMISSION INFORMATION

ADMISSION PROCEDURES

- 1) As a prospective student, you are required to visit San Diego Beauty College facility. The purpose of the school tour is to discuss your personal education and career plans with our school staff prior to enrolling or signing an enrollment agreement. This way you can be assured in advance that San Diego Beauty College, our courses, and our educational philosophy are the right fit for you before you make your final decision.

ADMISSION REQUIREMENTS

- 1) All students are required to pass an admission test. San Diego Beauty College uses its School Test as an "Admission Test." Students must pass the test with a minimum score of 70%. This test will be administered by a school officer.
- 2) All students must have completed the 10th grade, or its equivalent as required by the California State Board of Barbering and Cosmetology to be eligible to take the State Board examination, or Applicant must have a High School Diploma or its equivalent (GED, California State Proficiency Test, Etc.).

Online General Education Diploma (GED) preparation courses are available. GED certification must be taken in person at a state approved adult school in your area:

San Diego Community College District-West City
3249 Fordham Street, San Diego, CA. 92110
Tel: 619-3881873 Fax: 619-221-6951
<http://sdce.edu/services/testing/ged>

- 3) Students may begin training at 16 years of ages, but must be at least 17 years of age in order to take the California State Board Examination. According to the California Massage Therapy Council (CAMTC), students who want to enroll for Massage Therapy courses must be 18 years old.
- 4) **Ability-to-Benefit (ATB) Admissions:** If a student does not have a HS Diploma or a GED, a student may be admitted to a program at this institution through taking an ATB exam, The *Accuplacer*, through the College Board.
- 5) You need to provide the following items: valid Social Security card, a valid government issued photo identification or driver's license
- 6) Physical Ability: For the Massage Programs, due to the physically demanding nature of the profession, students must take into consideration their health and ability to complete a massage program. Performance of massage requires that a person be able to stand and move about steadily for an hour or more. If you have neck, back, hip, knee, ankle, shoulder, elbow or wrist pain or injuries, you should consult your physician about the likelihood of problems when giving massages.
- 7) Pregnancy: Pregnant students may participate in the Massage Programs at San Diego Beauty College provided they have a written consent from their doctor(s).

NEW STUDENT ORIENTATION

All students must attend and complete the New Student Orientation prior to the first day of class. Student is required to attend this so to understanding the responsibility and expectation to successfully achieve their educational goal. Orientation is not counted towards the student's scheduled course hours.

INSTRUCTIONAL LANGUAGE

The institution does not offer English as a Second Language ("ESL") course. All instructions are conducted in English or in Vietnamese. San Diego Beauty College employs instructors who are bilingual. Since instructors are bilingual, some translation of the terms may occur. The institution reserves the right to refuse admission for applicants who do not meet the institution's admission criteria.

ATTENDANCE POLICY

Students are expected to be regular in their attendance. Absences from classes will seriously affect the student's progress. An absence may be excused but the student is required to complete the prescribed work. Excessive tardiness/absenteeism will be reviewed by the instructor in charge and may result in suspension or dismissal. Total clocked hours for each day will be rounded to the nearest 1/4 hour.

San Diego Beauty College makes every effort to accommodate students in their ability to attend school while continuing work to pay for educational and personal expenses. Therefore, full time enrollment is defined as: 67% of scheduled enrollment, but not less than 100 hours of attendance per month. Part-time enrollment is defined as 67% of scheduled enrollment, but not less than 50 hours of attendance per month. Less than 50 hours of attendance per month is less than half time, this institution does not enroll half time students. Scheduled attendance is defined as the hours per week/month the student has contracted for on his/her enrollment agreement (contract).

Students are required to attend a minimum of 67% of scheduled hours of attendance. Students with an excess of three (3) un-excused absences within 30 days will be counseled; more than three counseling in three months may result in suspension, probation or termination of enrollment.

CLASS HOURS

Tuesday-Saturday: 9:00am-5:30pm

Monday – Friday 6:00pm-9:00pm

Classes start weekly, every Monday and every Tuesday

ATTENDING CLASSES

It is very important for you to take part in class work in order to meet the state standards. When you miss a class, you miss very important parts of your education. We ask you to report reasons for absences the first day you return to class. Illnesses, death of an immediate family member, or other circumstances that are beyond your control, are an excused absence.

TARDINESS POLICY

If you are going to be late you must notify the school by 8:30 am. When you clock in late your time will be calculated to the nearest 1/4 hour. If you are tardy five (5) or more times in a month, you will be counseled and disciplinary action may result (suspension for one to three days and/or termination). If you are tardy for a theory class, you will be assigned other work to perform, such as outlines or practical work. Classes begin at 9:00 am each morning, and it is important that you be on time.

CALENDAR/HOLIDAYS

SAN DIEGO BEAUTY COLLEGE also reserves the right to schedule a special Holiday for Special or Emergency reasons. Students will be notified in person, by phone or mail as expeditiously as possible of any unexpected closures due to extenuating circumstances. Holidays of all religious beliefs are respected and allowed. San Diego Beauty College observes the following holidays:

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

STUDENT PROFESSIONALISM **APPEARANCE**

Your own appearance is a mark of your professional ability in a field dedicated to the improvement of personal appearance. You will be selling beauty services, and your appearance is a mark of your professional skills. We teach and observe good grooming. Hair may be worn in any fashionable style and may be any length. Your hair must be clean and neat.

For massage programs, the dress code requires students to wear neat and clean, opaque garments that cover at least from the collarbone to 4 inches above the knee. A polo shirt and long pants or walking shorts are recommended. Sleeveless shirts, tank tops, spaghetti straps and bare midriffs are not allowed. Shoes must be worn outside of the massage classroom at all times. Fingernails must be kept short and clean. Acrylic nails are not permitted.

CONDUCT

Professional conduct and discipline is expected at San Diego Beauty College. When you become a student, you will be given a copy of the "Rules and Regulations" which are primarily written to protect all students from unnecessary disruptions or breaches of good personal conduct. If any student fails to follow the rules, he/she may be dismissed and will not be reinstated unless the administration of the school is convinced that the cause for dismissal can be corrected.

A student may be dismissed from San Diego Beauty College for, but not limited to, the following reasons: alcohol or drug abuse; possession of alcohol, drugs, or weapons on school property; behavior that is a safety hazard to others at school; threatening or disrespectful behavior to others at the school; a disregard of stated rules of behavior; violation of dress code; or any form of sexual harassment including, but not limited to, sexual activity, sexual advances, unethical touching, sexual speech or innuendo on school property. If there are changes to the rules, all changes will be posted promptly.

STUDENT LOCKERS AND PERSONAL ITEMS POLICY

Students are responsible for their own personal property. San Diego Beauty College is not responsible for damages, loss or theft of personal items. All articles should be labeled with permanent marker or engraved with the student's name.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNING AT OUR INSTITUTION

The transferability of credits you earn at the San Diego Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in the Cosmetology, Barbering, Esthetician, Manicuring or Body Massage Program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Diego Beauty College to determine if your credits or diploma will transfer.

TRANSFER/ CREDIT FOR PREVIOUS TRAINING

Acceptance of hours from another approved schools and institutions is at the sole discretion of San Diego Beauty College. Prospective student who have had prior training hours from another institution must provide proof of training and the total hours complete to the school admission office for an evaluation. San Diego Beauty College will keep this process and record in the student's file. San Diego Beauty College accepts a maximum of 100 % for the credit hours/ credits required for any certificate or program to be transferred from another approved institution, with the following requirements:

1. The content of the classes requested to be transferred matches the requirements in the current San Diego Beauty College curriculum.
2. The classes requested to be transferred was passed with a "C" or better.
3. The class is a requirement of the student's current program of study.

Students desiring credit for training from schools out of this state must submit proof of training to the State Board of Cosmetology for approval. The Board will provide the applicant with acknowledgment of approved credit. In some cases the applicant will be required to take the State Board examination and in other cases the applicant will be required to enroll in an approved institution in California for additional training.

RE-ENTRY POLICY

All records of the student are stored for five (5) years only from the last recorded day of attendance. It is the responsibility of the student to maintain all documents received from the institution. Re-enrollment into the institution following termination or withdrawal will be at the discretion of the institution. All re-enrollments will be evaluated by the school Director. The Director will review request base on case by case. The institution reserves the right to deny re-enrollment to any student who does not meet the institutions financial, behavioral, and academic standards.

TRANSFER OR ARTICULATION AGREEMENTS

This institution has not entered into any transfer or articulation agreement with any other college or university.

DISCLOSURE AND RETENTION OF EDUCATION RECORDS

Adult students, parents of minor students, and parents of tax dependent students have the right to inspect, review, and challenge information contained in their education records or those of their minor or tax dependent children. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. Written consent is required before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student files.

Students' records are retained by this institution for a period of five years from the date the student graduates, withdraws or otherwise ceases to be enrolled.

ACCESS FOR HANDICAPPED STUDENTS

The institution does not discriminate on the basis of disability in our admission, or services of individuals who meet all enrollment and physical requirements. San Diego Beauty College will provide reasonable accommodations for applicants with documented disabilities who are eligible to enroll in the institution's services, activities, and courses.

STATEMENT OF FINANCIAL AID PROGRAMS

This institution does not participate in federal or state financial aid programs of any kind. This institution is not accredited and therefore students are not eligible for federal financial aid.

INTERNATIONAL STUDENT VISAS

San Diego Beauty College does not offer International Student Visas (I-20). No visas of any kind are issued by this institution.

STATEMENT on the ENGLISH LANGUAGE and VIETNAMESE CLASSES

This institution does not offer instruction in **English as a second language**. Nor do we provide English language services. All classes are conducted only in the English or Vietnamese languages. To prove students are able to communicate fluently in English, if there is any doubt, this institution accepts a successful TOEFL test result and/or the U.S. Foreign Service Language Rating System. Students who have had English as a second language need to demonstrate English proficiency by submitting TOEFL (Test of English as a Foreign Language) scores of 213 or higher on the computer-based test, 79 or higher on the internet based test, or 550 or higher on the paper-based test. Visit www.toefl.org for more information on the TOEFL exam.

Students who are fluent Vietnamese speakers will demonstrate their language ability to the President of the School in a personal interview.

STUDENT SERVICES

ADMINISTRATIVE/ADMISSIONS/STUDENT SERVICES OFFICE HOURS

Admissions Information is available from the school during regular office hours.

Sunday-Friday: 9:00 am – 9:00pm

Saturday : 9:00 am – 6:00pm

An appointment with the Admission Office is highly recommended.

HOUSING INFORMATION

No housing assistance is available through the School; the institution does not have dormitory facilities under its control; there is no housing available as the programs of study are on-line, and the school has no responsibility to find or assist in students finding housing; the school is non-residential. A recent review of local rentals through newspapers and on-line rental agencies offers rooms for rent in the area for about \$650 a month. One bedroom apartments rent starting at \$900 and on average going for \$1500 per month. While the institution has no responsibility to find or assist students in finding housing, the following websites are useful websites to get more information:

www.apartmentguide.com

www.zillow.com

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge, but the school gives no guarantee of employment nor does the school use placement data as an incentive to entice prospective students to enroll. Communication is maintained between the salon community and the college. Surveys are taken inquiring which salons will be open to employing our graduates. Salons call the college frequently to inquire about our graduates. Training is provided to students on job interview techniques and the development of a resume. Job Listings will also be posted throughout the school.

COUNSELING

Each and every one of our staff is genuinely interested in you. Counseling is available from people much like yourself, who have met and solved some of the very same problems that you may now be facing. The staff cannot guess when you may need counseling; therefore, you are encouraged to request a

counseling session with any instructor or administrative personnel at any time. Whether it is counseling for personal reasons or career direction the staff here at San Diego Beauty College is more than willing and able to take the time out to sit down and talk with students. Students are counseled individually and sessions are completely confidential.

LIBRARY AND LEARNING RESOURCES

Supplementary instructional resources are available to the students through online learning modules that are accessible either from their personal computers or through the computers that are available for students use in the library room. Additional hard copies and CD or DVD instructional materials are also available for students to use. Resources are available to students at any time during school hours. All referenced instructional items are only intended for on-site usage due to limited supplies. When borrowing any items, the student must sign in before and sign out after using.

INSTITUTIONAL REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. A student (and student's Parent/Guardian) has the right to cancel his or her enrollment agreement, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later.
2. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) per cent or less of the period of attendance. Once more than sixty (60) percent of the period of attendance has incurred, there will be no refund to the student.
3. Cancellation may occur when the student provides a written notice of cancellation at the following address: San Diego Beauty College at 3501 El Cajon Blvd, San Diego, CA. 92104. This can be done by mail, FAX, email or by hand delivery.
4. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
5. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement. You do not have the right to cancel by telephoning San Diego Beauty College or by not coming to class
6. Registration fee of \$75.00 is non-refundable.
7. Student Tuition Recovery Fund (STRF) fee is non-refundable.
8. Textbooks, equipment, supplies, kits, uniform and any other items issued, and received by student is non-refundable and non-returnable. Once item is issued, received, and signed for by student, the student is responsible for the item(s).
9. If the Enrollment Agreement is cancelled, within 30 days after the notice of cancellation is received, the institution will refund the student or third party any money he/she paid, less a registration fee of \$75.00, less any STRF payment, and less any deduction for equipment that the student has received and signed for.
10. If you have borrowed items, such as equipment, books or other materials, from School; you must return those items within 30 days following the date of your notice of cancellation. If you fail to return any borrowed school equipment, materials, or books, in good condition within 30 days, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

WITHDRAWAL POLICY

1. You may withdrawal from San Diego Beauty College at any time after the cancellation period. The institution provides a pro rata refund within 30 days to students who have completed 60 percent or less of the period of attendance. Students who completed 60 percent or greater of the period of attendance will not be entitled to a refund.

2. Tuition charges are calculated from the first day of scheduled class to the date student notified school of their request to withdrawal from enrolled course.
1. Student is required to submit a written notice for withdrawal.
2. Registration fee of \$75 is non-refundable.
3. Student Tuition Recovery Fund (STRF) fee is non-refundable.
4. Textbooks, equipment, supplies, kits, uniform and any other items issued, received and signed for by student is non-refundable and non-returnable due to sanitary reason. Once item is issued, received and signed for, the student is responsible for the item(s).
5. If the program is cancelled subsequent to the student's enrollment, San Diego Beauty College will refund all of the money paid to the institution.

HYPOTHETICAL REFUND CALCULATION

Example 1: Assume that a student enrolled in, and paid for, a 1,600 clock hour program which costs \$3,845 (\$3,770 tuition + \$75 registration fee) and received, and paid for, equipment valued at \$225. The total amount paid for instruction would be \$4,070. If the student withdrew at the point he/she has completed 1,200 clock hours and failed to return the equipment, the refund calculation would be:

$$\begin{array}{lcl}
 [\$3,845 - \$75] / 1,600 = 2.35625 \text{ per unit cost} & \rightarrow & [\$3,845 - \$75] / 2.35625 = 1600 \text{ hrs.} \rightarrow \\
 1,600 \text{ (paid hrs.)} - 1,200 \text{ (completed hrs)} = 400 & \rightarrow & [\$3,845 - \$75] \times 400 = \$942.50 \\
 & & 1600
 \end{array}$$

$\$942.50 + \0 (Kit Not Returned once issued and received by student) = $\$942.50$ (Total Refund Due to Student)

Example 2: Assume that a student enrolled in, and paid for, a 300 clock hour program which costs \$1,075 (\$1,000 tuition + \$75 registration fee) and received, and paid for, equipment valued at \$125. The total amount paid for instruction would be \$1,200. If the student withdrew at the point he/she has completed 150 clock hours (50% of total enrollment time), the refund calculation would be:

$$\begin{array}{lcl}
 [\$1,075 - \$75] / 300 = 3.33 \text{ per unit cost} & \rightarrow & [\$1,075 - \$75] / 3.33 = 300 \text{ hrs.} \rightarrow \\
 300 \text{ (paid hrs.)} - 150 \text{ (completed hrs)} = 150 & \rightarrow & [\$1,075 - \$75] \times 150 = \$500.00 \rightarrow \\
 & & 300 \\
 \$500.00 + \$0 \text{ (Kit Non-Refundable once issued and received by student)} & = & \$500.00 \text{ (Total Refund Due to Student)}
 \end{array}$$

ENROLLMENT TIME

Enrollment time is defined as scheduled hours of attendance, that portion of the course scheduled to be completed between the actual starting date and the date of the student's last day of physical attendance in the school.

[Contract Price* - \$75 reg. fee]

Number of hours of instruction in the contract period = Per Unit Cost of Instruction

The number of hours for which student has paid – The number of hours which had been completed when the student dropped = Hours which were paid for but not received when student dropped

Amount Paid for instruction x Number of hours which were paid for but But not received when the students dropped = Initial refund
Total number of hours for which the student has paid amount

Initial Refund Amount + Cost of Borrowed Returned Equipment = Actual Refund Amount

* **"Contract Price"** reflects the amount of tuition, fees and all other costs for which the student has contracted to pay **EXCEPT** the value of equipment, books, and supplies.

* **"Amount Paid for Instruction"** reflects the total amount paid to the school for tuition, fees and all other charges for which the student has paid **EXCEPT** the value of equipment, books, and supplies.

NOTE: This institution calculates refunds under both the State AB 1402/4050 requirements as stated above and the Federal refund requirements PL 102-325, Sec 484B, the refund which delivers the highest refund amount to the student's benefit is the refund which is used. See the school administrator for the federal refund requirements. In most cases the State refund policy will deliver the highest refund amount to the student's benefit.

TEXTBOOKS, EQUIPMENTS, SUPPLIES, KITS, UNIFORM REFUND POLICY

Textbooks, equipment, supplies, kits, uniform and any other items issued, received, and signed for by student is non-refundable and non-returnable. Once item is issued and received by student, it belongs to the student, he is responsible for the item(s).

REFUND DUE TO REJECTION OF APPLICANT OR SCHOOL CLOSURE

1. An applicant not accepted for admission by San Diego Beauty College is entitled to all money paid, less a registration fee of \$75.00, and less any deduction equipment that the student received and signed for.
2. If the Institution is permanently closed and no longer is offers instruction after a student enrolled, the student shall be entitled to a pro-rated refund, less any deduction equipment that the student received and signed for.

STUDENT LOANS

If a student obtains a loan to pay for an educational program at San Diego Beauty College, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If a student defaults on a federal or state loan, both the following may occur: (1) The Federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other feral student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.

FORMAL TERMINATION

Formal termination of a student's enrollment will occur when one of the following takes place:

1. A student provides the school a "Cancellation Notice" Form;
2. A student fails to return at the expiration of an authorized leave of absence. In this event, the refund will be calculated based on the period of enrollment from the time the instruction began through the last day of the student's physical attendance, prior to the authorized leave of absence.
3. A student has been absent for three consecutive weeks, (15 class days).
4. The school dismisses a student for a violation covered in the "Rules and Regulations" of the school.
5. Students may be dismissed by the institution for failure to make tuition payments as scheduled in the enrollment agreement.

All refunds are made within 30 days of formal cancellation or determination of withdrawal as stated in the institution Refund Policy.

SATISFACTORY ACADEMIC PROGRESS (SAP)

STANDARDS

This institution expects its students to maintain Satisfactory Academic Progress (SAP). You will be evaluated on three (3) criteria's, (1) Attendance (must average at least 67% of scheduled hours of attendance), (2) Theory exam test grades and/or completed work projects, (3) Progress regarding your ability to perform required operations (practical skills) in a proficient manner. Completion of (2) & (3) must average at least 70%. You will be evaluated at least 2-4 times during your course in accordance with your course requirements. In order to maintain SAP as established by this institution, the student must:

- 1) Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work, such as outlines or assigned independent study.
- 2) Full time students must maintain a cumulative average attendance level of at least 27 hours per week (approx. 108 hours per month) out of a typical 160 hours per month for a full-time student. Students scheduled to attend less than 160 hours per month must maintain an average attendance level of at least two-thirds ($\frac{2}{3}$) of the scheduled hours indicated on their enrollment contract. For example a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ($\frac{2}{3} \times 30 = 20$).

Regardless of the average level of attendance, students who have three consecutive weeks of absences, (15 class days) will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see below). Students who expect to be absent 15 or more days are encouraged to request a Leave of Absence.

In addition to attendance standards relating to Satisfactory Academic Progress, students are also required to adhere to other general institutional policies relating to attendance, tardiness and school rules and regulations. These policies are outlined in the "School Catalog".

- 3) Complete the course within one and one-half ($1\frac{1}{2}$) times the length of the course as defined in the enrollment agreement. For example if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
- 4) Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint of the course to be considered as meeting satisfactory progress. Students meeting the minimum requirements for attendance and academic progress at an evaluation will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

For courses of 600 or more clock hours:

- the point at which 25% of the course is scheduled to be completed;
- the point at which 50% of the course is scheduled to be completed;
- the point at which 75% of the course is scheduled to be completed;
- the point at which 100% of the course is scheduled to be completed.
- the point at which a student is scheduled to reach each additional 400 clock hours beyond scheduled completion and at the point of actual completion.

Example: For the 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the student **is scheduled** to reach 400, 800, 1200 and 1600 clock hours.

For courses of less than 600 clock hours:

- the point at which 50% of the course is scheduled to be completed;
- the point at which 100% of the course is scheduled to be completed.
- the point at which a student is scheduled to reach each additional 200 clock hours beyond scheduled completion and at the point of actual completion.

For the 400 hour **Manicurist course** a student will be evaluated at the increments at which the student **is scheduled** to reach 200 and 400 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. For example, a student enrolled at 200 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months, and a 1600 hour course in 16 months, allowing for no absences.

For example, a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week, the 30th week, and the 40th week. These dates would correspond to the point at which the student is scheduled to have completed 400, 800, 1200 and 1600 clock hours. A student maintaining the minimum level of attendance (67% of scheduled hours) will receive additional evaluations as follows: the point at which a student is scheduled to reach each additional 400 clock hours for courses of 400 clock hours or less or each additional 200 clock hours for courses of less than 600 clock hours, beyond scheduled completion and, at the point of actual completion.

ACADEMIC ATTENDANCE AND PROBATION

Students who fail to meet the SAP standards at a given evaluation will be placed on academic and/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making satisfactory progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probation period will be deemed as not to be making “Satisfactory Academic and/or Attendance Progress” and will lose any remaining eligibility for student financial aid and will be terminated.

Probationary students, who meet SAP by the conclusion of the probationary period, will be removed from probation and SAP will be re-established.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making “Satisfactory Academic Progress” must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The administrator shall evaluate the appeal within a reasonable time-frame (5-10 business days) and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 business days). The decision of the committee shall be final.

A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student.

Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation.

COURSE INCOMPLETES

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

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical, or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a "Leave of Absence" (LOA) from the program. LOA's must be requested in writing by the student and must be approved by the school. LOA's for non-medical reason may be granted for up to 60 days. Medical LOA's may be granted for up to six months with a written request from the student's physician. Do not request an LOA unless you absolutely need one. Under no circumstances can the school grant more than a single LOA within a 12 month period. Students returning from an LOA will be returned to the academic progress standing they held prior to the start of the leave. Students who fail to return from an LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave.

STUDENT ACHIEVEMENT

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical, and clinic work. The evaluations are measured on a standard percent basis and the percentage equated to a letter grade. Students must maintain a "C" (70%) grade average to maintain satisfactory academic status. The system detailed below is the system utilized in this school.

Theory:

100%-90%.....	A.....	Excellent
89%-80%.....	B.....	Above Average Performance
79%-70%.....	C.....	Satisfactory Performance
69% or below.....	D.....	Unsatisfactory Performance

Practical Work:

10.....	A+.....	100%.....	Exceptional
09.....	A.....	99%-90%.....	Excellent
08.....	B.....	89%-80%.....	Above Average Performance
07.....	C.....	79%-70%.....	Average Performance
06 & Below.....	D.....	69%-0%.....	Unsatisfactory Performance

GRADUATION REQUIREMENTS

Students are eligible for graduation, providing they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects and maintained a passing rate in theory, and either have paid their tuition in full or have entered into a payment plan agreement for payment of tuition. They must also have been in attendance for the required amount of clock hours as set forth in the course of instruction.

DIPLOMAS AND CERTIFICATES

Students are issued a Diploma upon completion of programs leading to State or National Licensing, or a Certificate, upon completion of programs that do not lead to licensure, evidencing graduation and satisfactory completion of the required clock hours. The student must have attained a satisfactory grade in all subjects covered, met the attendance requirements and satisfied all financial obligations, including payment in full of tuition charges or have entered into a payment plan agreement for payment of tuition. Proof of training and academic transcripts will be released to appropriate licensing and certification agencies upon completion of the program. There is a \$50 fee for each request for a duplicate diploma or academic transcript.

EXCUSED/UNEXCUSED ABSENCES PERTAINING TO TUITION

Students with an excess of three (3) un-excused absences within 30 days will be counseled, more than three counseling in three months may result in suspension, probation or termination of enrollment. Excused absences are limited within the Satisfactory Academic Progress Policy (SAP).

Students who drop out or go over their contract period will be charged for unexcused absences as time attended or elapsed time in accordance with the refund policy. Excused absences are absences accompanied by a doctor's note or other documentation certifying illness, doctor or dentist appointments, death in the family, jury duty or other special circumstances approved on an individual basis by the school's director. Documented excused absences will not be counted as time attended in the event of the student dropping out or going over the contract period.

REQUIREMENTS FOR STATE EXAMINATION

In order to receive compensation for cosmetology, barbering, manicuring or esthetic services, and graduates must be licensed by Board of Barbering and Cosmetology. Applicable students are eligible for examination given by the state, provided they have completed the selected course at a licensed school of cosmetology. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology for schools of cosmetology. Each applicant must have a current government issued identification, a valid Social Security Number when applying for examination, be seventeen years of age or older, have completed the 10th grade or its equivalent, and has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Proof of training will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.



COURSES OF STUDY

I. COSMETOLOGY COURSE OF STUDY

COSMETOLOGY COURSE OF STUDY (1,600 CLOCK HOURS)

The course of study for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours which include a minimum of 355 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology: The minimum combined total clock hours of 1,600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

COSMETOLOGY COURSE EDUCATIONAL GOALS (D. O. T. # 332.271-010)

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, and styling publicist.

COSMETOLOGIST COURSE PERFORMANCE OBJECTIVES

The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair-colorist, Hair Cutter, Facial Specialist, Manicurist, Television or Movie Studio work, salon owner, product demonstrator, or platform artist. They will be versed in all areas of Cosmetology.

COSMETOLOGIST COURSE GRADUATION REQUIREMENTS

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

COSMETOLOGIST COURSE LICENSING REQUIREMENTS

A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the Cosmetology State Board Exam with an overall average of 75%.

COSMETOLOGY STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:

The Barbering and Cosmetology Act, No. 7337: "Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

	COSMETOLOGY TECHNICAL SUBJECT	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1	The Cosmetology Act and the Board's Rules and Regulations	20	N/A
2	Cosmetology Chemistry (Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.)	20	N/A
3	Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	20	N/A
4	Theory of Electricity in Cosmetology (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	5	N/A
5	Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20	10
6	Bacteriology, Anatomy and Physiology	15	N/A
7	Wet hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	25	200
8	Thermal Hair Styling and Blow Drying A. Thermal styling B. Press and curl	20	40 20
9	Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	20	80
10	Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	20	25
11	Hair cutting (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	20	80
12	Hair Coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) ▪ Bleaching ▪ Hair coloring	40	20 50
13	Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments)	5	20
14	Facials Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	5	10
15	Facials Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	10	15
16	Facials Chemicals (Shall include chemical skin peels, packs, masks and Scrubs. Training shall	10	15

	emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)		
17	Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair.)	10	20
18	Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	10
19	Manicuring and Pedicuring A. Water and Oil Manicure, including nail analysis, and hand and arm massage B. Complete Pedicure, including nail analysis and foot and ankle massage. C. Artificial Nails a. Liquid and powder Brush-On b. Artificial Nail Tips c. Nail Wraps and Repairs	5 5 10	50 Nails 50 Nails 20 Nails
20	Additional Training (Optional) (May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student records, modeling, desk and reception, and care and styling of wigs. May also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record.		N/A

II. BARBERING COURSE OF STUDY

BARBERING COURSE OF STUDY (1,500 CLOCK HOURS)

The course of study for students enrolled in a barbering course shall be consist of fifteen hundred (1500) clock hours which include of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. The minimum combined total clock hours of 1,500 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

BARBERING COURSE EDUCATIONAL GOALS (DOT 330.371-101)

The barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber. The knowledge and skills will prepare licensed students for work as a barber, salon manager, hair-colorist/stylist, barber shop owner, product demonstrator, and styling publicist.

BARBERING COURSE PERFORMANCE OBJECTIVES

1-Acquire knowledge of laws and rules created by the California State Board of Cosmetology. 2-Understand sterilization procedures. 3- Acquire knowledge of general theory relative to Barber, chemistry, and theory relative to practical procedures performed. 4- Acquire business management techniques common to Barber.

BARBERING COURSE GRADUATION REQUIREMENTS

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

BARBERING COURSE LICENSING REQUIREMENTS

A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Cosmetology State Board Exam with a total of 75 points (75% out of a possible 100 points). The examination consists of two parts, a written part and practical part. Both parts are scheduled for the same day.

BARBERING STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:

The Barbering and Cosmetology Act, No. 7337: "Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

	BARBERING TECHNICAL SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
1	Hairdressing-1100 hours of technical & practical training		
	Hairstyling hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling	65	240
	Permanent Waving and Chemical Straightening hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
	Hair Coloring and Bleaching use of semi-permanent , demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
	Hair Cutting use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
2	Shaving-200 hours of technical & practical training		
	Preparation and performance-preparing hair for shaving, assessing the condition of the clients skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	100	40
3	Health & Safety-200 Hours of technical instruction		
	The Barbering and Cosmetology Act and the Board's Rules and Regulations	20	N/A
	Health and Safety/Hazardous Substances Shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.	45	N/A
	Disinfection & Sanitation Proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20	N/A
	Anatomy & Physiology human anatomy, human physiology	15	N/A
4	Additional Training (optional)		

	May include professional ethics, personal hygiene, good grooming, salesmanship, required keeping of student records, modeling, desk and reception, and care and styling of wigs. May also include not more than sixteen (16) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record.		
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III. MANICURIST COURSE OF STUDY

MANICURIST COURSE OF STUDY (STATE REQUIREMENTS: 400 HOURS, AND ADDITIONAL TRAINING (OPTIONAL: 100 HOURS)

The course of study for students enrolled in a manicurist course shall consist of four hundred (400) hours which include a minimum of 110 clock hours of technical instruction and practical operations covering all practices constituting the art of a manicurist and pedicurist. The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

MANICURIST COURSE EDUCATIONAL GOALS: (D. O. T. # 331.674-010)

The Manicuring course of study is designed to prepare students for the state licensing examination and for profitable employment as a manicurist specialist, product demonstrator or nail artist.

MANICURIST COURSE PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules created by the California State Board of Cosmetology. Understand sterilization procedures. Acquire knowledge of general theory relative to manicuring chemistry, and theory relative to practical procedures performed. Acquire business management techniques common to manicurist.

MANICURIST COURSE GRADUATION REQUIREMENTS:

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

MANICURIST COURSE LICENSING REQUIREMENTS:

A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the State Board Exam with an overall average of 75%.

MANICURIST STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:

The Barbering and Cosmetology Act, No. 7337: "Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

	MANICURIST TECHNICAL SUBJECT	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1	The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	N/A
2	Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	N/A
3	Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	15	N/A
4	Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
5	Bacteriology, Anatomy and Physiology	10	N/A
6	Water and Oil manicures, including hand and arm massage	15	40
7	Complete Pedicure, including foot and ankle massage	10	20
8	Application of Artificial Nails Nail Wraps and repairs Nail Tips Liquid and powder brush-ons	5 10 15	40 Nails 60 Nails 80 Nails
9	Additional Training (Optional) (May include professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, required keeping of student daily records, modeling, desk, and reception. May also include not more than eight (8) hour's credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Field trips may be counted as earned hours for documentation time and description of field trip shall be recorded on student's daily record.	100	N/A

IV. ESTHETICIAN COURSE OF STUDY

ESTHETICIAN COURSE OF STUDY (600 HOURS)

The course of study for students enrolled in a esthetician course shall be consist of six hundred hours which include the minimum of 190 clock hours of technical instruction and practical operations covering all practices constituting the art of esthetician: The minimum combined total clock hours of 600 , include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school's instructors.

ESTHETICIAN COURSE EDUCATIONAL GOALS: (D.O.T. # 332.271.014)

The esthetician course of study is designed to prepare students for the state licensing examination and for profitable employment as a esthetician specialist, product demonstrator or cosmetician.

ESTHETICIAN COURSE PERFORMANCE OBJECTIVES:

The licensed esthetician will be prepared to seek profitable employment as a skin care specialist, skin care salon manager, salon owner, or product demonstrator. They will be versed in all areas of the skin care profession.

ESTHETICIAN COURSE GRADUATION REQUIREMENTS:

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

ESTHETICIAN COURSE LICENSING REQUIREMENTS:

An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the State Board's practical examination with an overall average of 75%, and written examination with an overall average of 70%.

ESTHETICIAN STATE BOARD REQUIREMENT FOR TAKING EXAMINATION:

The Barbering and Cosmetology Act, No. 7337: "Every application for admission to examination and licensure shall be in writing, on forms prepared and furnished by the board. Each application shall be accompanied by the required fee, and shall contain proof of the qualifications of the application for examination and licensure. It shall be verified by the oath of the applicant. Every applicant shall, as a condition of admittance to the examination facility, present satisfactory proof of identification. Satisfactory proof of identification shall be in the form of a driver's license or identification card, containing the photograph of the person to whom it was issued, by any State, Federal or other government entity."

Technical instruction means instruction by demonstration, lecture, participation, or examination: Practical Operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

	ESTHETICIAN TECHNICAL SUBJECT	MINIMUM THEORY HOURS INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
1	The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	N/A
2	Chemistry pertaining to the practices of an esthetician. (Shall include the chemical composition and purpose of cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	10	N/A
3	Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including GIV/AIDS and Hepatitis B.)	20	N/A
4	Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical devices.)	10	N/A
5	Disinfection and Sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	N/A
6	Bacteriology, Anatomy, Physiology, Skin Analysis and Conditions.	15	N/A
7	Facials (Manual) (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks) Facials (Electrical)	20	40

	(Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	30	60
	Facials (Chemicals) (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be performed in accordance with Section 992 regarding skin peeling.)	20	40
8	Eye Brow Arching and Hair Removal: Tweezers Wax and depilatories	5 20	10 40
9	Make-up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	20	40
10	Additional Training (Optional) (May include professional ethics, personal hygiene, good grooming, salesmanship, normal clean-up duties, required keeping of student records, modeling, desk and reception. May also include not more than eight (8) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor. Date, time, and description of the field trip shall be recorded on student's daily record.)		N/A

EXTRA TRAINING (OPTIONAL): PERMANENT MAKE-UP (450 hours)

Eyebrow Simulation (150 hours)

Create an eyebrow for the woman or man who has none or just fill in to enhance a sparse brow to look totally natural. Remember, the eyebrows frame your face and are the most important part of expression and appearance. Your eyebrows can make you look happy, sad, and even angry. So learning the proper placement is very important. In this class you will learn several different techniques but we will focus mainly on the hair stroke, which most resembles a natural eyebrow.



Blended Lip liner (150 hours)

Lips can be naturally lined for a more defined look with any shade from natural to full lip color and can be made fuller with a pouty look. Asymmetrical, faded lip borders can easily be corrected along with scars that may have altered the natural contour of your lips. Redefining the vermillion border of your client's lips is the easiest way to make your client look and feel younger.



Eyeliner and Lash Enhancement (150 hours)

They say that the eyes are the windows to your soul and enhancing the eye will give the client a more youthful look. Perfect for the client with sparse eyelashes, a soft, natural liner in the lashes creates a fuller appearance or a thicker line for a more dramatic look. Correctly applied, eyeliner will add symmetry and a lifted look to your client.



The Results

You'll receive training in how to make your client's look beautiful and feel younger. You will have the knowledge and tools needed to enter your new career as a permanent cosmetic technician.

V. TEACHER TRAINING COURSE OF STUDY

TEACHER TRAINING COURSE OF STUDY (600 HOURS)

The course of study for students enrolled in an instructor training course shall consist of 600 clock hours which include a minimum of 390 clock hours of technical instruction (lecture, demonstrations, classroom participation and/or examination) and the following minimum specified practical operations: The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications under the supervision of the school's instructors.

TEACHER TRAINING COURSE EDUCATIONAL GOALS: (D. O. T. #075.127-010-Cosmetology instructor)

The Teacher Training course is designed to prepare licensed students for the state instructors licensing examination and for profitable employment as a cosmetology instructor. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the instructor trainee of teaching techniques and principles.

TEACHER TRAINING COURSE PERFORMANCE OBJECTIVES:

To develop the ability to:

- Teach related information, manipulative operations, and techniques.
- Use various teaching aids, such as instruction sheets, visual aids and tests.
- Achieve professional competency as a teacher.
- Develop personal characteristics that contribute to success in teaching.
- Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students.
- Develop lesson plans, outlines, procedures, and tests that will insure student comprehension and will instill the will to learn.
- Develop a course content reflecting a comprehensive, correlated unit of study.
- Develop instructional materials that will facilitate set-up and preparation of class.
- Develop supplemental teaching aids that will give the student a variety of ideas from which to draw, and maintain motivation.

- Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

TEACHER TRAINING COURSE GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Teacher Training with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. **This course is no longer required and does not result in licensure by the Board of Barbering and Cosmetology**

TEACHER TRAINING COURSE LICENSING REQUIREMENTS:

This course is no longer required and does not result in licensure by the Board of Barbering and Cosmetology

COURSES/ SUBJECTS	LECTURE HOURS	PRACTICAL HOURS	TOTAL HOURS
Barbering & Cosmetology Act and Board's Rules & Regulations	10 hrs	----	10 hrs
Preparatory Instruction: a. Instructional Techniques: method of instruction, lecture, demonstration, performance, communication skills, instructional aids, & use of questions to promote learning. b. Organization techniques: 4 steps teaching method, performance objectives, learning domains, etc. c. Lesson planning: subjects, outlines, development, visual aids, etc. d. Techniques of evaluation: purpose of tests, types of test, test administration, scoring, & grading, etc.	40 hrs 30 hrs 60 hrs 10 hrs	30 hrs 20 hrs 30 hrs 5 hrs	70 hrs 50 hrs 90 hrs 15 hrs
Conducting classroom and technical instructions and demonstrations for 3+ students on all practices of cosmetology, including the Cosmetology Act & Rules & Regulations. Shall be conducted under supervision of a licensed instructor.	140 hrs	60 hrs	200 hrs
Supervising and training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100 hrs	65 hrs	165 hrs
CUMULATIVE HOURS	390 HOURS	210 HOURS	600 HOURS TOTAL

NOTE: This course is no longer required and does not result in licensure by the Board of Barbering and Cosmetology.

VI. MESSAGE PRACTITIONER COURSE OF STUDY

MESSAGE PRACTITIONER (300 CLOCK HOURS)

The Massage Practitioner consists of 300 hours which include the minimum of 191 clock hours of technical instruction and 109 clock hours of practical operations to acquire the necessary skills through practical applications, under the supervision of the school's instructors, to obtain the necessary skills to receive a Massage Practitioner Certification and enables the student to earn a living while having hands on real life experience giving them more knowledge and experience before continuing on in their massage education and receiving their Massage Practitioner Certification.

MESSAGE PRACTITIONER EDUCATIONAL GOALS:

The Massage Practitioner course of study is designed to prepare students for the licensing and profitable employment as a Massage Practitioner through technical instruction and practical operations in class and on actual clients.

MESSAGE PRACTITIONER PERFORMANCE OBJECTIVES:

The Massage Practitioner course of study is designed to teach massage fundamentals and be “hands-on” from the start. This program teaches non-intrusive techniques for giving professional, stress-relieving, massages through lecture and “hands-on” practice sessions. The Massage Practitioner course of study will allow students to work at licensed massage establishments getting on the job training and continuing their education to the next level, Massage Therapist (600 clock hours).

MESSAGE PRACTITIONER GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations, with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation, and is able to continue on to the Massage Therapist Program for his/her continuing education.

MESSAGE PRACTITIONER CERTIFICATION REQUIREMENTS:

Minimum State requirement: 250 hours or more completion from California state approved school,

California Massage Therapy Council (CAMTC) issues the California certification for Massage Practitioner (CMP).The applicant must provide the following: State Application signed and Fee, School Transcript and Exam proof, Live Scan fingerprint, valid Government issued ID, and Passport Photo. . There is a certificate renewal every two years.

COURSES	LECTURE HOURS	PRACTICAL HOURS	TOTAL HOURS
Essentials of Massage Therapy	20 hrs	20 hrs	40 hrs
Anatomy, Muscles & Nerve Functions	40 hrs	-----	40 hrs
Physiology	40 hrs	-----	40 hrs
Massage Technician Theory Class	30 hrs	30 hrs
Massage Technician Practical	-----	69 hrs	69 hrs
Pathology	40 hrs	-----	40 hrs
Body Mechanics	5 hrs	15 hrs	20 hrs
Body Reading	5 hrs	5 hrs	10 hrs

Ethics	6 hrs	-----	6 hrs
Business Practice & Professional Development	5 hrs	-----	5 hrs
CUMULATIVE HOURS	191 HOURS	109 HOURS	300 HOURS TOTAL

VII. MESSAGE THERAPIST COURSE OF STUDY

MESSAGE THERAPIST (600 CLOCK HOURS)

The Massage Therapist course of study consists of 600 hours which include the minimum of 326 clock hours of technical instruction and 274 clock hours of practical operations to acquire the necessary skills through practical applications, under the supervision of the school's instructors, to obtain the necessary skills to receive a Massage Therapist Certificate.

MESSAGE THERAPIST EDUCATIONAL GOALS: (D.O.T. #334.374-010, 153.227-014, 339.137-010, 076.310-010)

The Massage Therapist course of study is designed to prepare students for the Certification and profitable employment as a Massage Therapist through technical instruction and practical operations in class and on actual clients.

MESSAGE THERAPIST PERFORMANCE OBJECTIVES:

The Massage Therapist course of study is more in-depth and detailed than the Massage Practitioner with the ultimate objective of students receiving their own Certificate and being able to not only work at licensed massage establishments but also provide massage services “off premise.” After completing the Massage Therapist Program, graduates will be able to work at chiropractic offices, fine hotels, spas, or salons offering massage services.

MESSAGE THERAPIST GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations, with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation, and is able to continue on to Phase III: Health Holistic Practitioner of his/her education.

MESSAGE THERAPIST CERTIFICATION REQUIREMENTS:

A Therapist's Certificate allows graduates to work at a licensed massage establishment. You must provide proof of satisfactory completion of minimum 500 hours of instruction from any California an approved school. The applicant must provide proof that the school (s) attended by the applicant are/were state approved schools. California Massage Therapy Council (CAMTC) issues the California certification for Massage Therapist (CMT). The applicant must provide the following: State Application signed and Fee, School Transcript and Exam proof, Live Scan fingerprint, valid Government issued ID, and Passport Photo. There is a certificate renewal every two years. City of San Diego Massage Permit has its own requirements.

COURSES	LECTURE HOURS	PRACTICAL HOURS	TOTAL HOURS
Essentials of Massage Therapy	20 hrs	20 hrs	40 hrs
Anatomy, Muscles, & Nerve Functions	40 hrs	-----	40 hrs
Physiology	40 hrs	-----	40 hrs

Massage Technician Theory Class	30 hrs	30 hrs
Massage Technician Practical	-----	69 hrs	69 hrs
Pathology	40 hrs	-----	40 hrs
Body Mechanics	5 hrs	15 hrs	20 hrs
Body Reading	5 hrs	5 hrs	10 hrs
Ethics	6 hrs	-----	6 hrs
Business Practice & Professional Development	5 hrs	-----	5 hrs
Acupressure I	10 hrs	10 hrs	20 hrs
Deep Tissue	10 hrs	10 hrs	20 hrs
Sport Massage	20 hrs	30 hrs	50 hrs
Reflexology	20 hrs	45 hrs	65 hrs
Kinesiology: Upper Body	25 hrs	25 hrs	50 hrs
Kinesiology: Lower Body	25 hrs	25 hrs	50 hrs
Spa Techniques	10 hrs	10 hrs	20 hrs
Self Care	10 hrs	10 hrs	20 hrs
National Certification Exam Review	5 hrs	5 hrs
CUMULATIVE HOURS	326 HOURS	274 HOURS	600 HOURS TOTAL

VII. HOLISTIC HEALTH PRACTITIONER COURSE OF STUDY

HOLISTIC HEALTH PRACTITIONER: HHP (1,000 CLOCK HOURS)

The Health Holistic Practitioner (HHP) course of study consists of 1000 hours which include the minimum of 491 clock hours of technical instruction and 509 clock hours of practical operations to acquire the necessary skills through practical applications, under the supervision of the school's instructors, to obtain the necessary skills to receive a Holistic Health Practitioner Certificate.

HOLISTIC HEALTH PRACTITIONER EDUCATIONAL GOALS: (D.O.T. #334.374-010, 153.227-014, 339.137-010, 076.310-010)

The Holistic Health Practitioner of study is designed to prepare students for the certification and profitable employment as a Holistic Health Practitioner through technical instruction and practical operations in class and on actual clients.

HOLISTIC HEALTH PRACTITIONER PERFORMANCE OBJECTIVES:

Holistic Health Practitioners can work in all the establishments listed above in the Massage Practitioner and Massage Therapist sections and preparing students for additional advanced Practical and Technical training.

HOLISTIC HEALTH PRACTITIONER GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations, with a GPA (Grade Point Average) of "C" (70%) or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file to the appropriate state certification.

HOLISTIC HEALTH PRACTITIONER CERTIFICATE REQUIREMENTS:

A Holistic Health Practitioner permit would allow you to work at a licensed massage establishment, do outcall work, and/or allow clients to come to your facility. Note: California Massage Therapy Council (CAMTC) issues the California certification. The applicant must provide the following: State Application signed and Fee, School Transcript and Exam proof, Live Scan fingerprint, valid Government issued ID, and Passport Photo. There is a certificate renewal every two years.

COURSES	LECTURE HOURS	PRACTICAL HOURS	TOTAL HOURS
Essentials of Massage Therapy	20 hrs	20 hrs	40 hrs
Anatomy, Muscles, & Nerve Functions	40 hrs	-----	40 hrs
Physiology	40 hrs	-----	40 hrs
Massage Technician Theory Class	30 hrs	-----	30 hrs
Massage Technician Practical	-----	69 hrs	69 hrs
Pathology	40 hrs	-----	40 hrs
Body Mechanics	5 hrs	15 hrs	20 hrs
Body Reading	5 hrs	5 hrs	10 hrs
Ethics	6 hrs	-----	6 hrs
Business Practice & Professional Development	5 hrs	-----	5 hrs
Acupressure I & II	40 hrs	60 hrs	100 hrs
Deep Tissue Massage	10 hrs	20 hrs	30 hrs
Sport Massage	30 hrs	40 hrs	70 hrs
Reflexology	20 hrs	20 hrs	40 hrs
Kinesiology: Upper Body	25 hrs	45 hrs	70 hrs
Kinesiology: Lower Body	25 hrs	45 hrs	70 hrs
Spa Techniques	20 hrs	30 hrs	50 hrs
Self Care	10 hrs	10 hrs	20 hrs
Trigger Point	20 hrs	30 hrs	50 hrs
Chair Massage	20 hrs	40 hrs	60 hrs
Shiatsu Massage	20 hrs	40 hrs	60 hrs
Feng Shui	5 hrs	5 hrs	10 hrs

Whole Foods & Comparative Nutrition	20 hrs	-----	20 hrs
Herbology	15 hrs	15 hrs	30 hrs
National Certification Exam Review	20hrs	-----	20 hrs
CUMULATIVE HOURS	491 HOURS	509 HOURS	1000 HOURS TOTAL

MASSAGE PROGRAM COURSE DESCRIPTIONS

1) Acupressure I:

This class focuses on teaching the students the theory and foundation of acupressure, and practice basic acupressure points and their functions. Students will have hands-on practice on clients and in class.

2) Acupressure II:

This class builds on knowledge learned in Acupressure I with more in-depth instruction and hands-on training.

3) Anatomy, Muscles, Nerve Functions:

This class focuses on human anatomy, focusing on the 10 systems of the body and their functions, muscles and its functions, and nerves and its functions as appropriate to massage therapists and body workers.

4) Body Mechanics

This class focuses on learning the right body mechanics and techniques to save hands, shoulders, neck, and back from getting hurt during massage sessions. Students also learn the postures, stances, and movements that are fundamental to all massage styles.

5) Body Reading

This class focuses on teaching students massage techniques and methods related to reading the body's energy fields to assist clients in clearing energy blocks. Body Reading goes beyond the physical body and deals with the emotional, mental, and spiritual energies of what is termed the "subtle body". Students will have hands-on practice on clients and in class.

6) Business Practice & Professional Development:

This class focuses on various employment options for massage therapists and body workers, how best to present oneself for employment, how to create career opportunities, how to develop basic promotional materials to promote their practice and services, how to build a client base, licensing requirements for cities in and around the San Diego area, and city, state, federal laws and regulations governing massage therapists and body workers.

7) Chair Massage:

This class focuses on massage techniques to use on a portable massage chair for neck, shoulder, and back with hands-on practice on clients and in class.

8) Deep Tissue Massage:

This class focuses on the deeper layer of muscle tissue. This technique aims to release the chronic tension in the body through slow strokes and deep finger pressure on the contracted areas, either following or going across the fibers of the muscles, tendons, and fascia. Students will have hands-on practice on clients and in class

9) Essentials of Massage Therapy:

This class focuses on the history, theory, benefits, and contraindications of massage, basic Swedish massage strokes, proper hygiene and sanitation (clean sheets, clean hands), how to properly set up a massage room professionally, and draping techniques. Students will have hands-on practice on clients and in class.

10) Ethics:

This class focuses on legal and business ethics facing the profession. Legal ethics will focus on boundaries of client/therapist relationships (i.e. Sexual harassment, not dating clients, how to handle inappropriate

attempts). Business ethics will focus on client/employer boundaries (i.e. Clients belong to clinic in which they are employed, professional procedures for giving and receiving referrals).

11) Feng Shui:

Feng Shui is the oriental art of placement to create a harmonious environment. This class focuses on teaching students how to design and adjust their space to better serve their specific needs and desired outcomes to generate more positive and prosperous energy in their home, office, or business.

12) Herbology:

This class focuses on the many benefits of herbs. Students will learn the properties of each herb and how it affects specific systems in the body. Each herb will be presented with its traditional folk use and modern scientific research documenting their therapeutic effectiveness and safety and any side effects or drug interactions. Presentations include handouts and actual samples or pictures. Students will be formulating their own herbal program to be presented in class.

13) Kinesiology - Lower Body:

This class focuses on skeletal-muscular movement. Students will learn to identify the origins and insertions of muscles of the lower body and the corresponding postures they produce. Students will also learn the physiology and neurology of muscle tissue, plus movement and practice neuromuscular techniques to palpate the muscles and relieve chronic tension in the lower body. Students will have hands-on practice on clients and in class.

14) Kinesiology - Upper Body:

This class focuses on skeletal-muscular movement. Students will learn to identify the origins and insertions of skeletal muscles of the upper body and the postural expressions they produce. Students will also learn neuromuscular techniques to palpate the muscles and relieve chronic tension in the upper body. Students will have hands-on practice on clients and in class.

15) Massage Technician Class:

Students learn fundamentals of Swedish massage, basic yoga and breathing techniques, and specific strokes for releasing neck, shoulder, and lower back problems. Students will have hands-on practice on clients and in class.

16) Massage Technician Practical Lab:

This hands-on class lets the students practice what they have learned in the Massage Technician class with actual clients in a business setting.

17) National Certification Examination Review:

This class focuses on preparing the students to take their National Certification Examination with practice exams, reviews, and worksheets. Basic information is provided as to how, when, and where to take the tests to be discussed.

18) Pathology:

This class focuses on disorders and diseases commonly encountered by massage therapists and body workers. Students learn the symptoms of the pathologies, as well as the indications and contraindications of massage and bodywork. Standard precautions and the need to ensure client and therapist safety and well-being are also covered.

19) Physiology:

This class focuses on providing a basic understanding of how the human body functions. All body systems, including cells, tissues, the integumentary, musculoskeletal, and nervous systems are covered.

20) Reflexology:

This class focuses on identifying reflexology release points of the foot and hand. Applying pressure to specific areas on the feet and hands can affect internal organs and body systems and therefore promote good health. Students will learn to stimulate and work these organs and systems through the reflex areas on the hands and feet through hands-on practice on clients and in class.

21) Self Care:

This class focuses on the physiological and psychological effects of stress. Students learn to manage stressors through personal development and effective relationships in order to be more successful in the profession. Topics include nutrition, fitness, body mechanics, and interpersonal communication. Students will develop a self-care program for themselves and present it in class.

22) Shiatsu Massage:

Shiatsu Massage incorporates finger, thumbs, palms, knees, forearms, elbows and feet pressure. Pressure is applied to the areas of energy lines (meridians) to promote good health by stimulating the body's energy flow (Ki). Students will have hands-on practice on clients and in class

23) Spa Techniques:

This class focuses on a variety of techniques appropriate to the spa setting: aromatherapy, body wraps, hydrotherapy, and exfoliation, use of color and sound, and reflexology. Students will have hands-on practice on clients and in class.

24) Sport Massage:

This class focuses on pre- and post- event massage, injury evaluation and when to refer range of motion, athletic conditioning massage, and use of trigger points. Students will have hands-on practice on clients and in class.

25) Theory of Asian Body Work:

This class prepares the students to work with the body's energy system based on the theories of Traditional Chinese Medicine. Students will be introduced to Qi (energy flow), Yin and Yang, 5 Elements Theory, the meridian system of the body, the 6 divisions, and the Asian theory of disease. Students will also learn basic acupressure points and have hands-on practice in class.

26) Trigger Point:

This class focuses on trigger point techniques that can be used for elite or occasional athletes and clients with acute and chronic pain. Proven effective for immediate release of muscle contraction from sudden injuries, repetitive motion injuries, pain, and stress. Students will also learn pre- and post- event massage, injury evaluation, and athletic conditioning massage routine. Students will have hands-on practice on clients and in class.

27) Whole Foods & Comparative Nutrition:

This class focuses on the importance of nutrition in daily health, promoting a healthy lifestyle, prevention or treatment of many common health concerns and lifestyle considerations. The class will cover proteins, carbohydrates, fats, oils, vitamins and minerals, antioxidants, and detoxification.



TUITION AND FEES

CURRENT FEES AND TUITION: Total costs include tuition, books, supplies and equipment.

* Prices subject to change without notice* Effective January 01 2015

COURSE	REGISTRATION Non-refundable	BOOK Non-refundable	KIT Non-refundable	UNIFORM Non-refundable	TUITION	TOTAL COST
COSMETOLOGY 1600 hours	\$75.00	\$365.00	\$400.00	\$20.00	\$ 2,425.00	\$3,285.00
BARBERING 1500 hours	\$75.00	\$300.00	\$400.00	\$20.00	\$2,425.00	\$3,220.00
ESTHETICIAN 600 hours	\$75.00	\$345.00	\$200.00	\$20.00	\$1,425.00	\$2,065.00
MANICURIST 400 hours	\$75.00	\$325.00	\$140.00	\$20.00	\$325.00	\$885.00
MASSAGE COURSE 300 HOURS	\$ 75.00	\$300.00	\$400.00	\$20.00	\$1,425.00	\$2,220.00
MASSAGE COURSE 600 HOURS	\$75.00	\$300.00	\$400.00	\$20.00	\$2,925.00	\$3,720.00
MASSAGE COURSE 1000 HOURS	\$75.00	\$300.00	\$400.00	\$20.00	\$4,925.00	\$5,720.00

CURRENT FEES AND TUITION FOR BRUSH-UP COURSES: Total costs also include tuition, books, supplies and equipment. * Prices subject to change without notice* Effective January 01 2015

COURSE	REGISTRATION	BOOKS	KIT	UNIFORM	TUITION	TOTAL CHARGE
MANICURIST BRUSH UP	\$75.00	\$325.00	\$140.00	\$20.00	\$ 125.00	\$ 685.00
ESTHETICIAN BRUSH UP	\$75.00	\$345.00	\$200.00	\$20.00	\$ 525.00	\$ 1,165.00

COSMETOLOGY BRUSH UP	\$75.00	\$365.00	\$400.00	\$20.00	\$ 925.00	\$ 1785.00
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NOTES:

- 1. This institution reserves the right to change the tuition and fees without prior notice. However, any change will not affect currently enrolled students.**
- 2. The above fees and tuition are effective from January 01, 2015**

EXTRA INSTRUCTION CHARGES

The school is authorized to charge additional fees for any training required beyond the end of the contract period. Additional training charges are assessed at the current rate charged per hour at the end of the student's contract period, for all remaining hours to be completed at the end of the student's contract period, deducting all excused absences. This amount is calculated by dividing the current tuition cost by the (student's course) total hours, and multiplying this amount by the hours remaining to be completed by the student.

The above rates would be calculated as follows:

Cosmetology	\$1.52 per hour of training beyond the enrollment agreement
Barbering	\$1.52 per hour of training beyond the enrollment agreement
Skin Care	\$2.40 per hour of training beyond the enrollment agreement
Manicuring	\$0.82 per hour of training beyond the enrollment agreement
Phase I: Massage Technician	\$4.75 per hour of training beyond the enrollment agreement
Phase II: Massage Therapist	\$4.87 per hour of training beyond the enrollment agreement
Phase III: Health Holistic Practitioner	\$4.92 per hour of training beyond the enrollment agreement.

PAYMENT METHODS

Students may pay in full up to 30 days in advance of the program/class. SDBC will accept cash, personal check, money order, or traveler's check. Third party payments are accepted. However, it is the student who accepts responsibility for payment of all fees. Delinquent balances will be referred to a collection agency and returned checks will be assessed a \$25 return check processing fee.

This institution does not provide any type of scholarship programs.

LOANS

If a student obtains a loan to pay for an educational program at SDBC, 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 no paid from federal financial aid funds. No Federal or State financial aid is available through the SDBC.

SCHOOL RULES AND REGULATIONS

Schools and businesses rely on standards and rules in order to operate successfully. To comply with the expectations from the State Board of Cosmetology, and to be professional, everyone must follow these rules:

ATTENDANCE:

- Student must be prompt, must attend full time (40 hours), three quarter (30 hours), or half time (20 hours) as enrolled.
- Doctors' excuses are required for absences due to illness.
- School hours: Sunday - Saturday: 9:00 AM - 9:00 PM.
- Students punch IN/OUT, time cards must be clearly legible.
- Students must clock own time cards.
- Students must report absence on a daily basis.
- Students, who are not clocked in by 9:07 AM, will not be allowed to clock in until 10:30 AM.
- Students with an excess of three (3) un-excused absences within 30 days will be counseled. More than three counseling's in three months may result in suspension, probation, or termination of enrollment.

APPEARANCE:

- A clean, white uniform coat is required. May wear White Lab Coats.
- Shoes must have closed toes and no high heels.
- Supplies for personal services must be furnished by student.
- No gum chewing, smoking, food, coffee, or soft drinks at stations, desk, table, or classroom.
- Hair may be worn in any fashionable style and may be any length. Your hair must be clean and neat.
- Strong odors such as cigarette smoke, bad breath, body odors, perfume, colognes, and aftershaves are not considered professional.
- Distracting ornaments are not appropriate in a salon, and are not to be worn at school.
- For students in the massage programs, the dress code requires students to wear neat and clean, opaque garments that cover at least from the collarbone to 4 inches above the knee. A polo shirt and long pants or walking shorts are recommended. Sleeveless shirts, tank tops, spaghetti straps and bare midriffs are not allowed. Shoes must be worn outside of the massage classroom at all times. Fingernails must be kept short and clean. Acrylic nails are not permitted.

EQUIPMENT:

- Kits and equipment must be kept in a sanitary condition, according to State Board rules.
- Mirrors and stations must be kept clean by students.

SERVICE:

- Never talk patrons out of services you do not feel like performing.
- Do not argue with patrons.
- Greet patrons by name, be polite.
- Never complain in front of patrons.
- Do not talk over the heads of the patrons to others.
- Remember that extra services or service on long hair requires special fees to be paid first at the front desk.

These rules are designed to help you form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a cosmetologist, manicurist, cosmetician, massage therapist, or instructor. Violation of school rules and regulations may result in suspension or termination.

IMMEDIATE WITHDRAWAL:

- 1) Perpetration of theft of any object belonging to another student, customer, and/or school.
- 2) Physical or vulgar abuse of another individual committed on campus grounds.
- 3) Use of drugs, alcohol, or behavior altering substance.
- 4) Causing class disruption after being warned for the same infraction in the past.
- 5) Clocking another student time card or have another student do the same for you
- 6) Forging any information on time cards.

ONE WEEK SUSPENSION:

- 1) Leaving school grounds without supervisor permission.
- 2) Failure to come to school without necessary equipment.
- 3) Not following class / floor instructor directions without authorization of instructor.
- 4) Use of foul language, ethnic, racial or sexual slurs.
- 5) Use of products, services not charged on service ticket, or using any other products other than those carried by school.
- 6) Carrying any time cards (own or another student) off school grounds.
- 7) Refusing to perform services or being impolite to a patron.
- 8) Smoking or eating outside of designated area.
- 9) Spreading gossip about another student, staff or patron.
- 10) Assigning patron services to another student and receiving personal services without permission of instructor in charge.

THE THREE (3) VIOLATIONS LEADING TO TWO WEEK SUSPENSION:

- 1) Improper Attire (uniform), unauthorized substitutes.
- 2) Practice of improper sanitation and sterilization measures.
- 3) Failure in daily cleaning-up of work area and assigned duties at the end of the day.
- 4) Failure to clock in and out in the proper manner.
- 5) Being late or leaving class or clinic without proper authorization.

GENERAL:

- 1) Three suspensions constitute sufficient cause for withdrawal from this school.
- 2) It must be realized that above guidelines do not encompass all violations that may occur and therefore are not all inclusive or limit any action that may be taken by the school.
- 3) Rules and Regulations maybe revised at any time as the school administrator deems necessary to meet internal state and federal standards.

I (student) have read and agree to abide by these rules and regulations.

Student Signature

Date

IMPORTANCE NOTICES & STUDENT RIGHTS

THIS INSTITUTION ENCOURAGES STUDENTS TO REVIEW THE CATALOG AND SCHOOL PERFORMANCE FACT SHEET PRIOR SIGNING AN ENROLLMENT AGREEMENT:

1. “As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You also encouraged reviewing the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement”.
These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.
2. Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education :
Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
3. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary by calling (888) 370-7589 toll-free or completing a complaint form, which can be obtained on the Bureau’s Internet web site
www.bppe.ca.gov
4. I understand that enrollment agreement is a legally binding contract. My signature certifies that I have received the Catalog, the School Performance Fact Sheet, I have read, understood and agreed to my rights and responsibilities, and that the institution cancellation and refund policies have been clearly explained to me, including those related to the course cancellation and refund as outline in this document and the school’s “Enrollment Agreement” to which this serves as an addendum. I also acknowledge the receipt of a copy of this “Enrollment Agreement” and school catalog, School Performance Fact Sheet and I have been advised both verbally and in writing of the course description, course graduation requirements and the refund policy based upon the payment period obligation.
5. Requests for a School Catalog can be filled by downloading the School Catalog from the school’s website (www.sandiegobeautycollege.net), by sending an e-mail to (sandiegobeautycollege@gmail.com) and requesting one through the website, or by calling the school and requesting a Catalog be sent through the mail.
6. **Default Statement:** When an institution is in default, student institutional charges may be refunded on a pro rata basis if the Bureau (BPPE) determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charge s in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to the student. §94927

REVISED on February 09, 2015
EFFECTIVE FROM 01-01-2015 TO 12-31-2015