

CURRICULUM FOR MANICURING-600 HOURS COURSE

(600 HOURS)

The curriculum for students enrolled in a manicuring-600 and pedicurist course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. which is 200 hours over what the California Board of Barbering & Cosmetology require for licensure. Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails. This course goes beyond the basics of manicuring and adds advanced techniques to prepare students to be salon ready.

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

440 HOURS OF PRACTICAL TRAINING AND 160 HOURS OF TECHNICAL INSTRUCTION

MINIMUM SPECIFIED PRACTICAL OPERATIONS:

Disinfection/Sanitation	30	Nail Wraps/Repairs	40
Complete manicures	30	Gel Nails (nails)	40
Complete Pedicures	30	Pink and White Nails (nails)	40
Acrylic:Liquid/Powder Brush-on	80	Nail Art (nails)	80
Nail Tips (nails)	100	Drill Nail Applications (nails)	40

Board Approved Health & Safety Course 20

TECHNICAL SUBJECT

MINIMUM THEORY HOURS

1. The Cosmetology Act and the Bureau's Rules and Regulations. _____ 20
2. Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.) _____ 10
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.) _____ 15
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 instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment _____ 20
5. Board Approved Health & Safety Course _____ 20
6. Bacteriology, anatomy, physiology _____ 10
7. Complete Manicure: Water and Oil Manicures: including hand and arm massage _____ 15
8. Complete Pedicure: including foot and ankle massage _____ 15
9. Application of Artificial Nails,
 - (A) Acrylic: Liquid and Powder Brush-On _____ 10
 - (B) Nail Tips _____ 10
 - (C) Nail wraps and repairs _____ 05
10. Gel Nails _____ 05
11. Pink and White Nails _____ 05
12. Nail Art _____ 05
13. Drill Nail Applications _____ 05
14. Additional training will be given in the following subject matters:
Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, clients services record cards and preparing a resume, employment development, modeling, desk, reception and care, and other subjects relating to Cosmetology field.

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

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to manicure, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have satisfactorily completed Theory and Operations required by Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

LICENSING REQUIREMENTS: Applicant must be 18 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

REQUIRED TEXTS FOR MANICURING-600 COURSE

Milady Standard Nail Technology, 7th Edition

CURRICULUM FOR COSMETICIAN COURSE

(600 HOURS)

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Total Theory Hours: 205
 Total Practical Hours: 395
 Total Hours: 600

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<u>350 Hours of Technical Instruction and Practical Training in Facials</u>		
<p>Manual, Electrical and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	70	140
<p>Preparation: The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.</p>	15	
<u>200 Hours of Technical Instruction in Health and Safety</u>		
<p>Laws and Regulations: The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p>Health and Safety Considerations: The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup,</p>	40	

chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.		
Board Approved Health & Safety Course	20	20
SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<p>Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	10	
<p>Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.</p>	15	
<u>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</u>		
<p>Eyebrow Beautification: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.</p>	25	50
<p>Make-up: The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.</p>	20	40
The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.		

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

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Cosmetician Services, acquire the knowledge of analyzing the skin prior to all service; to determine any disorders, will learn the procedures and terminology used in performing all Cosmetician service, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to Cosmetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

LICENSING REQUIREMENTS: Applicant must be 18 years of age or older and have completed the 10th grade, A Cosmetician license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetician course as described above and passed the licensing exam with an overall average of 75%.

REQUIRED TEXTS FOR COSMETICIAN COURSE

Milady Standard Esthetics: Fundamentals, 11th Edition (English or Spanish)

CURRICULUM FOR TEACHER TRAINING

(600 HOURS)

The curriculum for students enrolled in Teacher training course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation & examination. Practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Please note 110 hours will be devoted to clinic/theory experience which shall include all phases of being an Instructor.

THEORY SUBJECT

1. The Cosmetology Act and the Board's Rules and Regulations.	10
2. Preparatory instruction: (A) Instructional techniques: method of instruction, lecture; demonstration, performance communication skills; instructional aides and the use of questions to promote learning. (B) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc. (C) Lesson planning: Subject; title; outlines, development; and visual aids, etc. (D) Techniques of evaluation: purpose of tests; types of tests; test administration, scoring and grading etc.	40 30 60 10
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act/ Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor).	150
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	200

TECHNICAL SUBJECT PRACTICAL OPERATIONS

(A) Organization techniques: 4 step teaching method: performance objectives; and learning domains, etc.	50
(B) Lesson planning: Subject; title; outlines; development; and visual aids, etc.	50
SUMMARY OF DAILY CLOCK HOURS	600

*** A student enrolled in the Teacher training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

TEACHER TRAINING PERFORMANCE OBJECTIVES: To help develop the ability to: Teach related information, manipulative operations, and techniques. Use various teaching aids, such as instruction sheets, visual aids and tests. To provide information about: A specific teaching techniques used by the vocational teacher in the working area and in the classroom.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:

The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that will contribute to success in teaching.

SKILLS TO BE DEVELOPED: 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 in even the most difficult student, development of a course content reflecting a comprehensive, correlated unit of study, development of instructional materials that will facilitate set-up and preparation of class and development of supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

GRADUATION DOCUMENTATION:

When a student has completed the required theory hours and practical operations in Course of Study with a GPA of "C" (70%) or better and all fees are paid in full he or she is awarded a Certificate certifying his or her graduation.

LICENSING REQUIREMENTS: Currently the Board of Barbering & Cosmetology does not offer a Licensing Exam for instructors.

REQUIRED TEXT BOOK FOR TEACHER TRAINING COURSE:

Milady's Master Educator: ISBN 9781133693697

Fantasy Beauty College

ADMISSIONS INFORMATION AND HOURS

ADMISSIONS

Applicants for Admissions may secure information on Tuesday through Saturday between 09:00 a.m.- 5:30 p.m.
Person to contact: Mr. Trung Pham and Ms. Leyna Ton Admissions (909) 620-6893

FINANCIAL

Applicants or students may secure Financial information Tuesday through Fridays between 10:00 a.m. - 6:00 p.m.
Person to contact: Mr. Trung Pham...Financial Advisor (909) 620-6893

PLACEMENT ASSISTANCE

Wednesday, Thursday and Friday between: 10:00 a.m. through 12:00 p.m.
Person to contact: Mr. Trung Pham Placement (909) 620-6893

DRUG ABUSE PREVENTION PROGRAM

The college makes the following information available to its students, staff, and instructors.

Any individual associated with **FANTASY BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

National Council on Alcoholism & Drug Dependence
656 N Park Ave, Pomona, CA 91768
[\(909\) 629-4084](tel:9096294084)

VIOLENCE/DOMESTIC ABUSE ADVISOR HOTLINE

Citrus Counseling Center
973 N Grand Ave
Covina, California 91724
Call Dr. Thomas Van Andel
[\(626\) 467-5122](tel:6264675122)
<https://www.psychologytoday.com/>

The college makes the following information available to its students, staff, and instructors.

Any individual associated with **FANTASY BEAUTY COLLEGE** who is seeking information, counseling, or assistance concerning about violence/domestic abuse may call the hotline:

If you are seeking advice for yourself or a loved one, contact the hotline.

100% Free and 100% Confidential

By phone: 1.877.4.It.To.Stop (1-877-448-8678)

DISCLOSURE OF EDUCATIONAL RECORDS (FERPA):

Adult students, parents or guardians of dependent minor students, **have the right to inspect, review, and challenge information contained in their education records.** However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution. **School will maintain files for six (6) years.** Students are not entitled to inspect the financial records of their parents. **Written consent is required** by the student (or parent, guardian if student is a minor) before education records may be disclosed to third parties with the **exception of accrediting commissions or governmental agencies so authorized by law.**

F.E.R.P.A: Notification of Rights under FERPA for Postsecondary Institutions of the Family Educational Rights and Privacy Act (FERPA) affords' eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day school receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school then the official to whom the request was submitted, that official shall advise the student

of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the school. School Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **school** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

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

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.] FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory

information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

- To other school officials, including teachers, within the **school** whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(J)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1)) the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal or State supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

- To a victim of an alleged perpetrator of a crime of violence or a no forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of

Student's Rights and Responsibilities

The student has the right to ask the school:

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities; and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- How it determines financial need.
- How much of your financial need, as determined by the school, has been met.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

It is the student's responsibility to:

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note, you are agreeing to repay your loan.
- Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

FANTASY BEAUTY COLLEGE
FACULTY / ORGANIZATIONAL CHART

OWNER / CEO
Mr. Hieu Dinh Pham

Director / CAO
Mr. Trung Dinh Pham

Admissions
Leyna Ngoc Ton

Placement
Mr. Trung Dinh Pham

Instructors

NGA TO NGUYEN, DULCE ADORABLE RECINOS, HOAI THI TRAN, LAURA CASTRO, MINH PHAM AND LINH NHAT HUYNH

COSMETOLOGY EDUCATIONAL FACULTY QUALIFICATION LIST

NGA TO NGUYEN
Licensed Cosmetologist
Licensed Esthetician
Licensed Manicurist

INSTRUCTOR (MANICURING)
SINCE 2010
SINCE 2015
SINCE 1999

DULCE ADORABLE RECINOS
Licensed Cosmetologist

INSTRUCTOR (COSMETOLOGY-ENGLISH)
SINCE 2013

HOAI THI TRAN
Licensed Cosmetologist

INSTRUCTOR (COSMETICIAN)
SINCE 2015

LAURA CASTRO
Licensed Cosmetologist

INSTRUCTOR (COSMETOLOGY/MANICURING - SPANISH)
SINCE 2011

MINH PHAM
Licensed Cosmetologist

INSTRUCTOR (COSMETICIAN/MANICURING/COSMETOLOGY)
SINCE 2002

LEYNA TON
Licensed Cosmetologist
Licensed Esthetician
Licensed Manicurist

INSTRUCTOR (FLOAT SUBSTITUTE INSTRUCTOR)
SINCE 2017
SINCE 2014
SINCE 2005

LINH NHAT HUYNH
Licensed Manicurist

INSTRUCTOR (MANICURING)
SINCE 2014

