

National Cosmetology Beauty School Course Catalog January 1, 2021 through December 31, 2021

# National Cosmetology Beauty School Catalog

Effective January 1, 2021  
through  
December 31, 2021

***Class sessions will be held at:***  
315 Eleventh Street, Oakland, CA 94607, U.S.A.  
Tel: (510) 444-7707 Fax: (510) 444-7708  
[www.barbercosmoschool.com](http://www.barbercosmoschool.com)

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### **Mission**

Our mission at National Cosmetology Beauty School (NCBS) is to offer courses that prepare the aspiring student for a career in the Beauty industry. Our focus is on getting candidates prepared for a career in their profession and assist them in successful navigation of the state requirement for licensing.

Our School is our Students so we will work hard to assure you are ready to earn your license after graduation.

### **Approvals to Operate**

We are a private institution that is approved to operate by Bureau for Private Postsecondary Education pursuant to the California Private Postsecondary Education Act of 2009 and California Code of Regulations, Division 7.5. Private Postsecondary Education. The school is also approved to operate by the California Board of Barbering and Cosmetology. "Approval to Operate" means compliance to State standards has been met.

### **Disclosures**

National Cosmetology Beauty School has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

1747 N. Market Blvd. Suite 225  
Sacramento California, 95834

PO BOX 980818, West Sacramento, CA 95798-0818

<http://www.bppe.ca.gov/>

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **Complaints**

A student or any member of the public may file a complaint about this institution at ANY time 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 Web site <http://www.bppe.ca.gov/>

# Course Offerings

All Courses offered in our Oakland School located at  
315 Eleventh Street, Oakland, CA 94607, U.S.A.  
Tel: (510) 444-7707 Fax: (510) 444-7708

**All course include kit for use in class and books. Stated prices DO NOT include the Kit Rental for State Board Exams. These can be rented separately.**

**All of the following courses have the objective of preparing the student to achieve the necessary skills and knowledge to pass State board exams and become licensed, practitioners in their selected occupation.**

## BARBERING COURSE

This course offers the student an essential balance between theory and practical operations. It is made up of several sections, each having a defined area of concentrated study. By the time the student reaches 1200 hours, he or she will be assigned a station where their skills can be honed and confidence built working with clients. Through a combination of clinic, classroom, hands-on, and audio-visual instructions, the student will be introduced to the world of Barbering. This course has 4 theory and 4 practical exams taken at 400, 800, 1200 and 1500 hours. In addition to the above exams instructors will continuously monitor theory and practical portions through assignments and exercises, then use this adjust and modify the curriculum to ensure individual success.

### **TOTAL TIME OF COURSE:**

#### **Full Time:**

1500 hours (Approximately 11 months when attending at 40 hours/week)

#### **Part Time:**

1500 hours (Approximately 22 months when attending at 20 hours/week)

#### **Modified time:**

1500 hours Customized schedule subject to change

### **THEORY MODULES:**

All Students must attend and complete the Board of Barbering and Cosmetology prescribed hours/operations in each subject as outlined on (page 27/28). Class schedule rotates on a quarterly schedule and is subject to modification to best suit the current students and meet their needs.

### **PRACTICAL LABS:**

All Students must attend and complete Practical operations as outlined (page 27/28). Practical subjects are off offered on a rotating schedule so students can easily manage and makeup any content missed. Students will be closely monitored during the practical labs to assure proper form and process.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Barbering kit and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance	\$5500
Estimated schedule of total charges for entire educational program	\$5500
Above charges include:	
Tuition	\$4743
Textbooks	\$250
Equipment	\$350
Tax	\$57
Non Refundable \$100 registration fee and STRF fee of <b>\$0.50 for every \$1,000</b>	

### **Textbook:**

Milady, *Milady's Standard Professional Barbering*, Milady 5th Edition June 16, 2010  
ISBN-10:143497155 ISBN-13:978-1435497153

## Course Offerings continued

### COSMETOLOGY COURSE

This course offers the student an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a station where their skills will process confidence working with clients. Through a combination of clinic, classroom, hands-on, and audio-visual instructions, the student will be introduced to the fascinating world of Cosmetology. This course has 4 theory and 4 practical exams taken at 400, 800, 1200 and 1600 hours. In addition to the above exams instructors will continuously monitor theory and practical portions through assignments and excercises.

#### **TOTAL TIME OF COURSE:**

##### **Full Time:**

1600 hours (Approximately 12 months when attending at 40 hours/week)

##### **Part Time:**

1600 hours (Approximately 24 months when attending at 20 hours/week)

##### **Modified time:**

1600 hours Customized schedule subject to change

#### **THEORY CLASSES:**

All Students must attend and complete the Board of Barbering and Cosmetology prescribed hours/operations in each subject as outlined on (page 28-30). Class schedule rotates on a quarterly schedule and is subject to modification to best suit the current students and meet their needs.

#### **PRACTICAL LABS:**

All Students must attend and complete Practical operations as outlined (page 28-30). Practical subjects are off offered on a rotating schedule so students can easily manage and makeup any content missed. Students will be closely monitored during the practical labs to assure proper form and process.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Cosmetology kit and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance			\$6000
Estimated schedule of total charges for entire educational program			\$6000
Above charges include:			
Tuition	\$5243	Textbooks	\$250
Equipment	\$350	Tax	\$57
Non Refundable \$100 registration fee and STRF fee of \$0.50 for every \$1,000			

#### **Textbook:**

Milady, *Milady's Standard Cosmetology 2008*, Milady 5th Edition July 9, 2007  
ISBN-10:1418049352 ISBN-13:978-1418049355

## Course Offerings continued

### MANICURING COURSE

The training that the student will receive, will qualify them to perform complex services, usually without the need for further advanced training. Through a combination of clinic, classroom, hands-on, and audio-visual instruction, the student will be introduced to a career world of Manicuring. The manicuring curriculum provides training using modern equipment and advance techniques. In addition, to the basis course of study, instruction is concentrated on the application of nail tips, sculptured nails, and other nail wrapping and repair procedures. This course has 2 theory and 2 practical exams taken at 200, and 400 hours. In addition to the above exams instructors will continuously monitor theory and practical portions through assignments and excercises.

#### **TOTAL TIME OF COURSE:**

##### **Full Time:**

400 HOURS (Approximately 11 weeks when attending at 40 hours per week)

##### **Part Time:**

400 HOURS (Approximately 22 weeks when attending at 20 hours per week)

##### **Modified time:**

400 hours Customized schedule subject to change

#### **THEORY CLASSES:**

All Students must attend and complete the Board of Barbering and Cosmetology prescribed hours/operations in each subject as outlined on (page 30/31). Class schedule rotates on a monthly schedule and is subject to modification to best suit the current students and meet their needs. Manicuring students may also attend Cosmetology, Barbering and Esthetician classes when appropriate.

#### **PRACTICAL LABS:**

All Students must attend and complete Practical operations as outlined (page 30/31). Practical subjects are off offered on a rotating schedule so students can easily manage and makeup any content missed. Students will be closely monitored during the practical labs to assure proper form and process.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Manicuring kit and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance			\$1800
Estimated schedule of total charges for entire educational program			\$1800
Above charges include:			
Tuition	\$1262	Textbooks	\$200
Equipment	\$200	Tax	\$38
Non Refundable \$100 registration fee and STRF fee of <b>\$0.50 for every \$1,000</b>			

#### **Textbook:**

Milady, *Nail Technology, Revised*, Milady; 5 edition (July 30, 2007)  
ISBN-10:1428341242 ISBN-13:978-1428341241

## Course Offerings continued

### ESTHETICIAN COURSE

Esthetician training is given in a private well-light room. Through a combination of clinic, classroom, guest lecturer, hands-on, and audio-visual instructions, students will be introduced to the exciting world of Skin Care and Makeup. Additional training will include the theory of color, as it relates to skin and its clothing, and Makeup Designs.

#### TOTAL TIME OF COURSE:

##### Full Time:

600 HOURS (Approximately 16 weeks when attending at 40 hours per week)

##### Part Time:

600 HOURS (Approximately 32 weeks when attending at 20 hours per week)

##### Modified time:

600 hours Customized schedule subject to change

#### THEORY CLASSES:

All Students must attend and complete the Board of Barbering and Cosmetology prescribed hours/operations in each subject as outlined on (page 31/32). All courses offered on a rotating schedule so students can easily manage and makeup any content missed. Class schedule rotates on a monthly schedule and is subject to modification to best suit the current students and meet their needs. Esthetician students may also attend Cosmetology, Barbering and Manicuring classes when appropriate.

#### PRACTICAL LABS:

All Students must attend and complete Practical operations as outlined (page 31/32). Practical subjects are offered on a rotating schedule so students can easily manage and makeup any content missed. Students will be closely monitored during the practical labs to assure proper form and process.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Esthetician and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance			\$3500
Estimated schedule of total charges for entire educational program			\$3500
Above charges include:			
Tuition	\$2907.25	Textbooks	\$200
Equipment	\$250	Tax	\$42.75
Non Refundable \$100 registration fee and STRF fee of <b>\$0.50 for every \$1,000</b>			

Milady, *Milady's Standard Esthetics: Fundamentals*, Milady; 10 edition (September 9, 2008)  
ISBN-10:1428318925 ISBN-13:978-1428318922

## Course Offerings continued

### COSMETOLOGY CROSSOVER

This course offers the student with an Barbering License an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. This course uses a partial Cosmetology Course curriculum and focuses on the areas a licensed Barber is not familiar with such as manicuring, additional facial procedures and much more.

#### **TOTAL TIME OF COURSE:**

##### **Full Time:**

400 HOURS (Approximately 10 weeks when attending at 40 hours per week)

##### **Part Time:**

400 HOURS (Approximately 20 weeks when attending at 20 hours per week)

##### **Modified time:**

400 hours Customized schedule subject to change

#### **THEORY CLASSES:**

All Students must attend and complete the Board of Barbering and Cosmetology prescribed hours/operations in each subject as outlined on (page 33). Class schedule rotates on a quarterly schedule and is subject to modification to best suit the current students and meet their needs. Cosmetology students may also attend Manicuring, Barbering and Esthetician classes when appropriate.

#### **PRACTICAL LABS:**

All Students must attend and complete Practical operations as outlined (page 33). Practical subjects are off offered on a rotating schedule so students can easily manage and makeup any content missed. Students will be closely monitored during the practical labs to assure proper form and process.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Cosmetology kit and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance	\$1700
Estimated schedule of total charges for entire educational program	\$1700

Above charges include:

Tuition	\$1215	Textbooks	\$150
Equipment	\$203.21	Tax	\$31.79
Non Refundable \$100 registration fee and STRF fee of <b>\$0.50 for every \$1,000</b>			

#### **Textbook:**

Milady, *Milady's Standard Cosmetology 2008*, Milady 5th Edition July 9, 2007  
ISBN-10:1418049352 ISBN-13:978-1418049355



## Course Offerings continued

### BARBERING CROSSOVER COURSE

This course offers the student with an Cosmetology License an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. By the time the student reaches the clinic, he or she will be assigned a station where their skills will process confidence working with clients. Through a combination of clinic, classroom, guest lecture, hands-on, and audio-visual instructions, the student will be introduced to the growing world of Barbering. This course follows same subjects as Barbering Course and is meant to supplement a Cosmetologists skills and knowledge in Barber unique subjects such as shaving and REST facials and much more. This course has 1 theory and 1 practical exams taken at 400 hours. In addition to the above exams instructors will continuously monitor theory and practical portions through assignments and exercises, then use this adjust and modify the curriculum to ensure individual success.

#### TOTAL TIME OF COURSE:

##### Full Time:

400 HOURS (Approximately 10 weeks when attending at 40 hours per week)

##### Part Time:

400 HOURS (Approximately 20 weeks when attending at 20 hours per week)

##### Modified time:

400 hours Customized schedule subject to change

#### THEORY CLASSES:

All Students must attend and complete the Board of Barbering and Cosmetology prescribed hours/operations in each subject as outlined on (page 33). All courses offered on a rotating schedule so students can easily manage and makeup any content missed. Class schedule rotates on a quarterly schedule and is subject to modification to best suit the current students and meet their needs.

#### PRACTICAL LABS:

All Students must attend and complete Practical operations as outlined (page 33). Practical subjects are off offered on a rotating schedule so students can easily manage and makeup any content missed. Students will be closely monitored during the practical labs to assure proper form and process.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Barbering kit and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance			\$1700
Estimated schedule of total charges for entire educational program			\$1700
Above charges include:			
Tuition	\$1215	Textbooks	\$150
Equipment	\$203.21	Tax	\$31.79
Non Refundable \$100 registration fee and STRF fee of <b>\$0.50 for every \$1,000</b>			

#### Textbook:

Milady, *Milady's Standard Professional Barbering*, Milady 5th Edition June 16, 2010  
ISBN-10:143497155 ISBN-13:978-1435497153

## Course Offerings continued

### Permanent Makeup

This course offers the student with an Cosmetology or Esthetician Licensee an essential balance between theory and practical operations. It is made up of several cycles, each having a defined area of concentrated study. Through a combination of clinic, classroom and hands-on, the student will be introduced to the growing world of Permanent Makeup. This course has 1 theory and 1 practical exams taken at 80 hours. In addition to the above exams instructors will continuously monitor progress. This course is an advanced skills Diploma course and there is no further licensing by any state agency.

#### **TOTAL TIME OF COURSE:**

##### **Full Time:**

20 HOURS (Approximately 4 weeks when attending at 20 hours per week)

##### **Part Time:**

20 HOURS (Approximately 8 weeks when attending at 10 hours per week)

##### **Modified time:**

20 hours Customized schedule subject to change

#### **COURSE:**

All Students must attend and complete “Permanent Makeup” module (page 34) This course integrates theory and practical operations by delivering them in the lab environment. It includes elements of artistry, technology and manipulation of real world tools. Due to the small class size required, this course is generally done by appointment only and is flexible in scheduling.

Instructional Methods include classroom lecture, Computer based training, Audio visual presentations, handouts, question and answer sessions and study group meetings. Practical Lessons include use of Supplies and lab facilities, AV equipment and use of internet. For detailed curriculum breakdown see course syllabus or timecard provided by school.

Total charges for period of attendance	\$2300
Estimated schedule of total charges for entire educational program	\$2300

Above charges include:

Tuition \$1763      Supplies \$400      Tax \$37  
Non Refundable \$100 registration fee and STRF fee of \$0.50 for every \$1,000

This class relies on multiple proprietary hand outs included in the above fee and there are no required textbooks

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### **Admissions**

Students considered for enrollment must:

Possesses a High School Diploma, or equivalent GED diploma (General Education Diploma. Please bring your diploma or GED, Driver's License or another government-issued picture ID, and your Social Security Card on the day of your appointment to register for school. Pass admissions exam and interview. NCBS does not currently accept ability to benefit students. We do not accept out of country applicants and provide no Visa services.

**There is a non refundable \$100 Registration fee due with Application for admissions.**

### **Transferability of Credits**

We accept transfer students from any school in California licensed by the California Board of Barbering and Cosmetology as long as you provide a verifiable Record of Completion form and Proof of Training form for your withdrawal from the school.

We also accept course transfers and will apply the full credit possible based on California Board of Barbering and Cosmetology regulations.

We currently have no formal transfer agreements with any college or university outside of those mandated by the California Board of Barbering and Cosmetology regulations. NCBS does not currently award credit for experiential learning.

### **"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"**

The transferability of credits you earn at National Cosmetology Beauty School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of diploma or hours you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or hours 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 National Cosmetology Beauty School to determine if your diploma or hours will transfer

### **Language Disclaimer**

Although we have instructors that Speak English, Vietnamese, Cantonese and Mandarin. National Cosmetology Beauty School provides instruction in English only. NCBS offers no ESL course. A student must prove his/her level of proficiency in the English language by providing a highschool diploma or its equivalent (i.e.GED,ATBetc.) from a country where the official language is English or take a TOEFL ETS® exam and score a minimum of Low Intermediate.

### **Accreditation**

National Cosmetology Beauty School is a non accredited institution. We currently have no accredited programs. The institution is a private institution and it is approved to operate by the Bureau for Private Postsecondary Education .

All of our programs are Diploma programs where students will earn the required hours to sit for the necessary State exams for licensure. As a non-accredited institution we offer no federal financial aid. Nor do we offer State Financial Aid at this time. Students enrolled in a unaccredited institution are not eligible for federal financial aid programs.

## **Additional requirements for licensing in the State of California**

All courses with the exception of Permanent Makeup are designed to give you the necessary practical skills and theory knowledge to successfully attain your *California Board of Barbering and Cosmetology license*. In addition to completing this course you must show evidence that you:

Are at least 17 years of age.

Have completed the 10th grade in the public schools of this state or its equivalent.

Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Must show evidence of diploma or GED, Driver's License or another government-issued picture ID, a valid Social Security number or Individual Tax Payer Number.

You must fill apply for and successfully pass a written and practical examination with the California Board of Barbering and Cosmetology to obtain a license.

The Permanent Makeup Course is an advanced skills diploma that carries no additional licensing by any state agency.

### **About our faculty**

Our faculty of 12 instructors with vast and diverse experience in the beauty and service industry are led by Dalleen Stewart. Ms Stewart has 20 years experience in the beauty industry, she has mentored, tutored and taught over 1500 individuals in their successful quest to obtain state licensing. Each instructor has one or more relevant licenses from the State of California. We have instructors that Speak English, Vietnamese, Cantonese and Mandarin. Work record of instructors includes international as well as domestic experience. Our staff has a passion for working with students to master their profession, earn their license and gain employment. References are available and you are free to meet with them during your school tour by appointment. For detail about each team member see page 24/25 in the back of this catalog. Each instructor is required to complete a minimum of 12 continuing hours each year.

### **Facilities**

National Cosmetology Beauty School is located at 315 11th Street Oakland, CA 94607. The school occupies a 2 story 10,000 square foot building. Instruction in theory is delivered in one of three classrooms depending on size of class. Practical instruction and performance is delivered in several lab areas dependent upon course being studied. The facility has a mock State board exam room for preparing students for the practical exam and a computer lab to prepare them for the theory portion of their exams. There is ample break room space and a small kitchenette available. There is ample storage for required supplies and each student is provided a locker as needed. The school also has a spa area so students can gain experience providing walk in services to the public. Office space and record keeping space is done on site. We currently offer no distance education options.

National Cosmetology Beauty School provides no housing or dormitories or assistance in finding housing. Local room and apartment rentals within walking distance and/or on public transportation lines varies widely from \$800 to \$3200 per month.

**Equipment and materials for instruction**

**BBC Compliant § 940. Equipment for Schools.**

(1) Electrical equipment for giving instruction in skin care and electrical facials.  
**NOTE:** Equipment shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.

(2) Mannequins, with full head of hair..... 10

(3) Time clocks or time scanner .....1

(4) Shampoo bowls .....5

(5) Dryers.....6

(6) Facial chairs or facial couches.....2

(7) Manicure stations.....6

(8) Thermal hair straighteners

(A) Non-electric comb.....3

(B) Stove (for non-electric combs) ..... 1

(C) Electric curling iron .....1

(D) Non-electric curling iron (at least two sizes)..... 3

(E) Stove (for non-electric curling irons)..... 1

(9) Hairstyling or barber chairs ..... 15

(b) The minimum equipment for a school of barbering shall be as follows:

(1) Mannequins, with full head of hair .....7

(2) Time clock or time scanner.....1

(3) Shampoo bowls.....3

(4) Dryers .....4

(5) Hairstyling or barber chairs.....8

(6) Electric curling iron.....1

(7) Non-electric comb .....1

(8) Non-electric curling irons (at least two sizes)..... 2

(9) Stove (for non-electric combs)..... 1

(10) Towel steamer .....1

(c) The minimum equipment for a school of electrolysis shall be as follows:

(1) Time clock or time scanner.....1

(2) Sinks for handwashing .....2

(3) Service tables.....3

(4) Electrolysis Epilators:

(A) High frequency thermolysis.....2

(B) Blend epilator.....2

(C) Multiple Needle.....1

(5) Magnifying lamp/loupes/binocular magnifier..... 3

(6) Stools with adjustable height .....3

(7) Utility stands.....3

(8) Sharps container ..... 1 per table

(9) Dry heat sterilizer .....1

(10) Autoclave sterilizer.....1

### **Equipment and materials for instruction**

Most equipment and supplies needed are included in the students "kit". The school is compliant with the Board of barbering and equipment and facilities requirement list. This includes ample styling chairs, manicuring stations, hair dryers, steam machines, classroom tables and seating, practical tables, sinks, bathrooms.

Kits for specific courses are included in the tuition fee. Also note that most that the school supplies the consumable chemicals and treatments and primarily uses "simulated" chemicals for practice of techniques and applications. Real chemicals and solutions are available for walk-in customers and/or real applications on fellow students.

The school provides a small library of required books as well as supplemental material. We also provide internet access and links to online materials. Students are encourage to use these and it is available to the student by verbal request.

### **California Student Tuition Recovery Fund**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This fee will be deducted from the registration fee by the school and paid to BPPE.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education

1747 N. Market Blvd. Suite 225  
Sacramento California, 95834

PO BOX 980818, West Sacramento, CA 95798-0818

<http://www.bppe.ca.gov/>

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period

before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

### **Standards for Student Achievement**

All programs offered will be graded and monitored based on the following:

#### **Required hours of attendance must be met**

Examinations scores in both practical and written portions of the course will comprise a 100% of the grade.

#### **PASSING**

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%

#### **FAILING**

- E < 60%

These standards are reviewed quarterly based on the results of State Board Examination scoring reports provided by the California State Board of Barbering and Cosmetology.

### **Student Records**

All Student Records will be stored on site for a minimum of 10 years in paper format. Transcripts, Record of Completion and Proof of Training documents will be retained permanently. Original records are stored on-site in fire resistant cabinets and digitally maintained on and offsite and on at least one online archival service to provide triple redundancy for disaster recovery.



# Rules and Regulations

## INTRODUCTION

A full and part time student, who comes in everyday, needs to stamp their timecard when they are ready to begin school for the day.

The school does not provide parking facilities; it is the student's responsibility to take care of their vehicle.

## GENERAL INFORMATION

The School provides criteria of course in theory and practical training of full cosmetology, manicure and esthetician as specified by the California Board of Barbering and Cosmetology's Rules and Regulations.

## ATTENDANCE POLICY

It is the School policy that each student is to report an absence by 10:30am of that day by calling the school. If the student does not clock in at 9:07 AM, he/she is considered tardy and should adjust their departure time at the end of the day to complete the full 8 hours (minus 30 for lunch).

Students must maintain their attendance schedule they submit at the time of enrollment, except in an emergency situation. To maintain a reasonable studying progress, each student should maintain a minimum attendance of 40 hours per week to be qualified as full-time student or minimum attendance of 20 hours per week to be enrolled as part-time student. If a student is on modified time they may have additional flexibility. Deviations from set schedule must be approved by school director

A student must finish the cosmetology program within 18 months, esthetic program within 9 months, manicuring program with 6 months, other programs within 6 months period, including holidays and vacations. Student who is incapable to finish the training program within the period specified above or on their enrollment agreement may be required to pay additional fees if they exceed an additional 30 day grace period.

If an extended leave of absence is needed it must be discussed with the school Director, who will work with you to plan your return and future schedule. Other leave of absences will be dealt with on an individual basis. Students that miss 5 consecutive days without notifying the School may be withdrawn from the program. No student shall lose any hours or credits earned and the school will provide a "Record of Completion" for withdrawals or completions for Students records upon demand.

## TIME CARDS

Daily time cards are to be kept in the time card rack. In compliance with the Board of Barbering and Cosmetology regulations, time cards cannot leave the School premises. Time cards taken home will not receive credit or hours. Time card must be punched in and out when a student enters and leaves the School. The time cards are required to be signed/initialized by the student and the instructor daily and at the end of the week. Students may only stamp their own cards. Stamping another students card is grounds for immediate dismissal.

## PERSONAL GROOMING AND DRESS STANDARDS

Men and women must represent themselves appropriately, being clean and well-groomed. Male students are to be clean-shaven. If a beard or mustache is worn, it must be neatly trimmed. The student should be wearing an appropriate uniform, black or white, slacks or shirts. No sweat pants, or leotard type pants can be worn. A white smock is required when a student is clock in for the day. Shoes should be closed-toes. NO SANDALS! Student's uniform must be CLEAN before entering first class of the day.

## ETHICS

Students carrying on personal conversations may be asked to leave the classroom. Shouting across the room will not be tolerated. Students may no use coarse or obscene language. SMOKING, GUM CHEWING, AND EATING IS NOT PERMITTED IN THE SCHOOL EXCEPT IN THE BREAK ROOM OR OTHER DESIGNATED AREA.

Students should cleanup after each client. Hair must be swept up after each service. Student's working area should be clean before leaving for lunch and at the end of the day. Any items found lying around will be kept for one week and the disposed of! Cleanup is a cooperative effort. It is part of any School Routine. Proper hours cannot be maintained nor client cleanup the work area after a client.

## INAPPROPRIATE BEHAVIOR

Speaking ill-will and having a negative attitude against clients, staff, and other students is unprofessional. Being disrespectful of clients, staff, and other students.

Refusing to work on clients

Refusing to leave the School premises when asked by a proper School Authority  
Use of alcoholic beverages or drugs on school premises  
Refusing instruction from an instructor  
Non-observant of School's Rules and Regulation, Health, and Safety on a continual basis  
Use of abusive and coarse language

#### TELEPHONE AND ELECTRONIC DEVICES

The School phone is limited to emergency calls only. Students will NOT be called to the phone while working on clients of when they are in a classroom, messages will be taken. Students will not be allowed to use cell phones or electronic devices during class hours or in the classrooms.

#### BREAKS

Lunch should be taken normally at 12:00 PM for daytime students. If a student has a client, exception can be made. Students should inform instructor before leaving for lunch and dinner. Time Cards are to be left in the time card rack during lunch and dinner. LUNCH AND DINNER IS LIMITED TO 30 MINUTES, DAILY. Any students returning tardy from their lunch/dinner break should adjust their departure time to maintain adequate hours. In case of an extenuating circumstance, the student should notify the instructor. Anytime a student leaves the School, the time card must be clocked out: upon returning, the timecard must be clocked in. The only time a student may leave the School is for breaks or for lunch/dinner and at the end of the day.

#### CLIENT SERVICES

Students will be eligible for client services based on specific NCBS criteria:  
Good daily attendance- no unexcused absences [ working, is an excused absence]  
Daily attendance in theory  
Cooperation with dress code and sanitation  
Compliance of Health and Safety rules  
The School will collect all fees from clients  
Student may keep tips unless client specifies the tip for an instructor

#### PROCEDURES FOR STUDENT WORK WITH A CLIENT

It is important that appropriate procedures are followed, when serving a client. Correct techniques and habits in practical operations are crucial to the development and success of the student.

Each client should be seen by the instructor on the floor before the student begins the services. All students' work should be checked before, during, and after each client service.

Wet sets must be checked before and after each completion if a student is new or a haircut is unfamiliar. A student must check frequently with the floor instructor.

Permanent waves require of the permanent wave to be check procedures by the instructor. Hair coloring requires pre-consultation, record card, application, development check, and final results check

Manicures must be checked before and after completing in a service. Artificial nail application must be checked by the instructor in order to receive credit on their time card.

Paying clients are provided for paid services only. If additional services are requested, charges must be collected in advance and reported to the receptionist. Students must present their service ticket when obtaining supplies.

Students are not allowed to refuse to perform a duty or refuse a client; students should discuss with an instructor if they do not wish to service a client.

#### PERSONAL PROPERTY

The School is not responsible for any personal losses. The student is responsible for the care, replacement, and repair of their equipment. The student should report any undue problems with items missing from their kit. Students must keep money and valuables in their lockers.

It is required of each student to mark all of the items in their kit so that upon loss, the item can be identified. Each student will be assigned a locker to keep their personal items, but the School does not responsible for any losses associate to the use of locker. Students are required to cleanup the locker upon graduation. Personal property left on

the School premises 30 days after graduation and will be used for the School inventory or donated to the general student body.

## **Student Conduct**

### **Student Conduct**

The following summary is based on the provisions of the California Education Code and the California Penal Code. Disciplinary action may be imposed on a student for violation of School rules and regulations, the California Education Code, California Penal Code, or the California Administrative Code. Student misconduct may result in disciplinary action by the School and /or prosecution by civil authorities. Students are subject to disciplinary action for any of the following violations;

Violation of District policies or regulations\_ including campus parking and traffic regulations, policies regulating student organizations, or governing the time, place, and manner of public expression;

Obstruction or disruption of teaching, research, administrative procedures or other School activities; Physical or verbal abuse, or that of such abuse, of any person on School-owned or controlled property or at School sponsored or supervised functions; or conduct which threatens or endangers the health or safety of such person;

Theft or, damage to, or threat of such damage to property of the School;

Unauthorized entry to or use of school facilities; Dishonesty; i.e. cheating, plagiarism or furnishing false information to the school, forgery, alteration or misuse of school documents, records, or identification documents, etc;

Use, possession, distribution of alcoholic beverages or narcotic or hallucinogenic drugs on School property

Disorderly conduct or lewd, indecent, or obscene behavior on District property

Insulting or abusing school employees in the performance of their duty on or near the school premises or public sidewalks adjacent to school premises;

Refusal to comply with directions of District or school employees acting in the performance of their duties;

Sexual harassment.

Students facing disciplinary action for violations of school rules and regulations consistent with the Education Code are subject to any of the following actions:

Warning: An oral or written reprimand;

Temporary exclusion: Removal for the duration of the class period or activity;

Suspension: Exclusion from classes, privileges or activities for a specified period of time as set forth in the notice of suspension as provided in the Education Code? Suspensions by instructors must be immediately reported to the Director of the school;

Expulsion: Termination of student status as set forth in the notice of expulsion

Disciplinary action may be imposed on a student by.

A school certificated employee who may place a Student on probation or temporarily exclude the student from class and/or a school activity for the remainder of that class/activity period;

The Owner or Director who may summarily suspend a student when deemed necessary for the welfare and safety of the School community.

### **Dismissal**

School policy provides that a student may be placed on probation, suspended or expelled for violation of the Student Conduct Policy

### **Additional Consequences**

§ 415.5. Disturbance of peace of school, community or state school or state university; punishment — Any person who (1) unlawfully fights within any building or upon the grounds of any school, community college, state college, or state university or challenges another person within any such building or upon such

grounds to fight, or (2) maliciously and willfully disturbs another person within any such building or upon such grounds by loud and unreasonable noise, or (3) uses offensive words within any such building or upon such grounds which are inherently likely to provoke an immediate violent reaction is guilty of a misdemeanor and shall be punished as follows

Upon a first conviction by a fine not exceeding four hundred dollars (\$400) or by imprisonment in the county jail for a period of not more than 90 days, or by both such fine and imprisonment.

If the defendant has been previously convicted once of a violation of this section or of any offense defined in a Chapter I (commencing with Section 626) of Title 15 of Part I, by imprisonment in the county jail for period of not less than, 10 days or more than six months or by both such Imprisonment and a fine of not exceeding one thousand dollars (\$1,000), and he shall not be released on probation, parole, or any other basis he has served not less than 10 days.

### **§71. Threatening public officers and employees and school officials**

Every person who attempts to cause, or causes any officer employee of any public or private educational institution or any public officer or employee to do, or refrain from doing, any act in the performance of his duties, by means of a threat, directly communicated to such person, to inflict an unlawful Injury upon any person or property, and it-reasonably appears to the recipient of the threat that such threat could be carried out, is guilty of a public offense punishable as follows

Upon a first conviction, such person is punishable by a fine not exceeding ten thousand dollars(\$10,000), or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both

### INFORMATION FOR BEGINNING STUDENTS

#### **TIMECARDS**

- Each student is to fill out a timecard daily and use it to punch in at beginning of the day and punch out at the end of the day, lunch is a maximum 30 minutes.
- Each student is to prepare a timecard for the following day using the cumulative information from the day's time used to clock in and out, this timecard will be used the next day on to clock-in and out.
- Classes begin on their scheduled times, students have 7 minutes grace time, if a student is 8 minutes late, they lose fifteen minutes of the hour (Board of Barbering and Cosmetology Rules)
- Timecards are legal documents and are to be kept at the school at all times.
- Timecards are provided by the school, and vary in class status: Esthetician freshman, Cosmetology freshman, and manicuring freshman students.
- A folder is made up per student in which that individual 's time cards are kept, this record keeping process helps students and instructors keep track of student operations and time accumulated toward clock hours necessary to complete their program.

#### **TIMECARDS PROCEDURES**

1. Students will clock-in their own timecard on a daily basis. Clocking-in another student's timecard is a violation of the States Board Rules and Regulations.
2. Instructors will not sign a student in or out unless they can attest to and validate the student's arrival and departure time. If a student forgets to clock-in/out, the student must at that time, clock in/out and may receive credit **ONLY for the clocked hours.**
3. Instructors will not sign a timecard for another day's attendance. The timecard should be signed by the instructor on the day of attendance.
4. Students will receive a new weekly timecard on Monday. Timecards from the previous week must be handed in on Friday or Saturday after they have transferred previous theory hours and operations to their new timecard.
5. Instructors will not sign a student's timecard if operations and hours are not filled in.

**DOCUMENTS**

Students need to complete daily:

1. Appropriate timecard
2. Theory hours, practical operations filled out.
3. Date and student's signature
4. Instructor's signature

**NECESSARY EQUIPMENT**

In order to begin the program; students must have the equipment and supplies listed below by the first day of the classes; in order to stay in the program and be able to learn and accumulate operations and applied effort hours.

1. 3-Rng binder, 2 inches or bigger, Line paper, Binder Divider
2. Pen, Pencil, Hi-lighter, Eraser, Set of color pencil, etc.
3. Small lock with 2 keys or Combination lock. Lockers are issued to student, to keep their equipment at the academy and students are responsible for a combination lock or key lock to secure the locker contents; also, a duplicate copy is kept in student 's file. (Turn it in to your instructor at the first week of the class)
4. Cups or Glass for Drinking Water

## Cancellation and Refund Information

A student enrolled in a course has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The amount retained for registration fee shall be \$100. In calculating any tuition refund due, the percentage of attendance will be determined by the hours attended divided by the total hours in the program. In all cases of Students who withdraw, or who are suspended or expelled, the following refund policy shall apply: You may withdraw or cancel this enrollment agreement and receive a refund by providing a written or email notice to National Cosmetology Beauty School Attention:

Dalleen Stewart, Director at 315 11<sup>th</sup> Street, Oakland, CA 94607  
or email to mimiemoi@yahoo.com

The withdrawal is considered in effect no later than the date the notice is received. Withdrawal for conduct may occur by providing student with a written notice of removal effective the date it is delivered to student.

**Refund Information.** In all cases of Students who withdraw, or who are suspended or expelled, the following refund policy shall apply:

Students are entitled to a 60 percent pro rata refund if they have completed 60 percent or less of the educational program. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the hourly charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours student attended, or was scheduled to attend, prior to withdrawal less the registration fee of \$100.00. Material fee will be refund if returned in unused condition within 10 days following the date of students withdrawal. Returned kits may be subject to a reconditioning fee of up to 50% based on their returned condition. If the Student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Credits or Refunds shall be paid within 45 days of cancellation or withdrawal.

If the student has received federal student financial aid funds the student is entitled to a refund of moneys not paid from federal student financial aid funds.

If a student defaults on a federal loan, both the following may occur:

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.

The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Upon withdrawal and settlement of financial charges the school will provide the student with a Proof of Training withdrawal form with the hours of practical and theory earned at the school.

School will waive registration fee if a withdrawal student returns to the school within three months to continue course where they left off.

If a student obtains a loan to pay for an educational program, 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 moneys not paid from federal financial aid funds.

## **Student Services**

### **Paperwork Services**

National Cosmetology Beauty School offers its students services related to State licensing and applications for the course being studied. This service is free of charge when directly related to the course of enrollment although there is a small materials fee to cover costs and students are responsible for all related fees to State and/or other agencies Paperwork and reporting to county and local public service organizations is built into the cost structure.

Non course related paperwork service is available to students and members of the general public. This includes but is not limited to processing applications for establishment licenses, reciprocity applications for transferring licenses to and from California, internship ID badges and forms, re-exam applications and a wide variety of other forms to assist customers in navigating the industry and providing proper documentation to required agencies. These service not related to specific enrolled course or performed for non student will incur a fair market fee.

### **Placement Service**

National Cosmetology Beauty School offers its students no formal or documented placement services at this time. The School director does have a wide network of hiring companies nationwide and will provide referrals when ever and where ever possible.

## **Additional Students Rights**

### **Access To and Information in Student Files / School Records**

NCBS complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of education and establishes a student's and/or parent/guardian of a minor's right to inspect and review their educational record, under the supervision of an instructor and/or a member of the administration. Students, or their parent/guardian if the student is a dependent minor, may have access to their own files by contacting the School administration for an appointment with the Registrar. The School may require advance notice of up to 48 hours and an appointment for review of these files. Students, or their parent/guardian if the student is a dependent minor, may not remove these records from the campus. No information regarding a student will be released without the prior written consent of the student or, if the student is a dependent minor, their parent/guardian, unless NCBS is required to do so by law, a government agency .

## STUDENT GRIEVANCE POLICY

It is the policy of National Cosmetology Beauty School to allow students to initiate grievance procedures when the student believes he or she has been subject to unjust action or the denial of rights as stipulated in published school regulations, state laws, or federal laws. Such action may be instituted by a student against another student, a client, a staff member, a faculty member, or an administrator. When a student believes an injustice has been done, the student may seek redress as follows:

### ***Procedure***

1. It is hoped that all student grievances may be resolved quickly and on an informal basis utilizing the school's chain of command. The complainant should first discuss the complaint with his or her immediate instructor and/or other staff member deemed appropriate. The selected staff member will then work to resolve the complaint, or refer it to the Supervisor for resolution as deemed appropriate.
2. If the complaint remains unresolved, the complainant may then discuss the complaint with the supervisor for resolution.
3. If the circumstances of the complaint prevent using steps 1 or 2, or if not the complaint is not resolved within five (5) working days, the complainant may then proceed to file a formal complaint with the School Owner/Director.

### ***Further Escalation***

In the event the complaint is not resolved by the Owner/Director, or at ANY time a student or member of the public can file a complaint to the following agencies:

The Bureau for Private Postsecondary Education:

1747 N. Market Blvd. Suite 225  
Sacramento California, 95834

PO BOX 980818, West Sacramento, CA 95798-0818

<http://www.bppe.ca.gov/>

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

Board of Barbering & Cosmetology

All complaints must be submitted to the Board of Barbering and Cosmetology in writing.

Complaints may be submitted:

Electronically through [www.breeze.ca.gov](http://www.breeze.ca.gov).

or

By U.S. Mail using a [Consumer Complaint Form](#) or other written document addressed to:

Board of Barbering and Cosmetology

P.O. Box 944226

Sacramento CA, 94244-2260

[http://www.dca.ca.gov/online\\_services/complaints/citizen\\_complaint.shtml](http://www.dca.ca.gov/online_services/complaints/citizen_complaint.shtml)



## **FACULTY**

### **Dalleen Stewart**

Dalleen is the owner and director of National Cosmetology Beauty School. She has 23 years of experience in the beauty service industry, this experience includes skills as a practitioner, business savvy as an owner operator and over 10 years teaching and tutoring students to be successful in their quest to become licensed practitioners. Dalleen holds the cosmetologist, manicurist, esthetician and barbering licenses. She is extremely dedicated and works hard to assure that every student has the best chance of mastering the skills necessary to achieve their state license. She was engaged heavily in the day to day managing school. She has oversight and works with all of the cosmetologist, manicurist, esthetician and barbering students.

### **Lian Chung Zhang (Coco)**

Coco has over 15 years of experience as esthetician. She has delivered services domestically and internationally. She received over a decade of training in Hong Kong and is responsible for delivering lectures and demonstrations for the advanced aesthetician students at National Cosmetology Beauty School. Coco also manages a successful practice delivering esthetician services. Coco is an esthetician instructor and the lead instructor for permanent makeup.

### **Xuong Thoi**

Xuong has over 20 years of haircutting experience internationally and domestically. He is a licensed cosmetologist in the state of California and specializes in teaching the cutting and styling of man's and women's hair. He utilizes his extensive experience to mentor cosmetology and barbering students through the process of mastering the haircutting skills. Xuong is also an excellent role model with his mastery of his profession and his impeccable work ethic. He is also responsible for preparing students for the practical state board exams. Xuong instructs practical subjects including Manicurist, Esthetician and Cosmetology.

### **Thanh Phuong Phuong**

Thanh has over 13 years instructional experience in California Cosmetology schools. He has extensive experience in implementing and teaching advanced practices, theories and principles of cosmetology. Immense knowledge of chemicals, solutions, gels and facial products. High level of proficiency using the tools and equipment of the trade. His fluency and demeanor provide a high level of service for students and other instructors. Instructor at International College of Cosmetology for 10 years. Thanh is an instructor in the Cosmetology and Esthetician courses.

### **Helen Huynh**

Helen has over 35 years in the Beauty service industries. She is a licensed cosmetologist and specializes in teaching coloring, chemical relaxing, hairstyling and nail care. Her work experience includes salon management so she is uniquely suited and leverages this skill set to prepare students for the important task of dealing with the public and managing the front end of a salon. Helen is also responsible for helping prepare students in the practical and theory portions of the state board exams. Helen is an instructor in the Manicurist, Esthetician and Cosmetology courses.

### **Sally Wong**

Sally has been an instructor at National Cosmetology Beauty School staff for five years. Prior to joining the team she had 20 years of service experience including design of costumes and garments and 5 years in the international beauty trade including makeup and nails. Her vast background in sales and services allows her to perform many other non teaching tasks to bring greater efficiency to the school. Sally is an Instructor in the Esthetician and Cosmetology courses.

### **Trang Thi Thu Le**

Trang has been an instructor at National Cosmetology Beauty School staff for four years. Prior to joining our team she has 5 years of beauty industry experience. She is very efficient and organized and will use her service and consulting experience to prepare students for success and help them learn the front end functions of the salon. She is responsible for facilitating student delivery of salon services including hair and nail procedures. Trang instructs students within the Manicurist, Esthetician and Cosmetology courses.

### **Quyen Do Le**

Quyen is responsible for Teaching our manicurist and cosmetology courses. She has almost a decade experience in the beauty industry including; manicuring, cutting hair and prior administrative experience at a Beauty School. Her business acumen and organizational skills allow her to help prepare students well for the careers. She is a great addition to the team and is always well prepared and highly organized. Quyen focuses on manicurist theory and practical sections.

### **Muoi Muoi Trieu**

Muoi joined the team in 2019 and is responsible for instruction in the manicurist course. Prior to joining us she had 8 years of experience in performing makeup and beauty services in the wedding industry. Her hard work and dedication to student success makes her an excellent addition to the team. Muoi Instructs in our manicurist theory and practical courses.

### **Le Nguyen**

Le joined the team in 2018 and has 7 years of beauty industry experience including nail, hair and facials. She has also owned her own salon and leverages this experience to prepare students for their professional aspirations. She is currently instructingr manicurist, esthetician and cosmetology courses. She is a licensed manicurist, esthetician and cosmetologist in the state of California.

### **Man Hue Ho**

Man is responsible for Teaching our manicurist, esthetician and cosmetology courses. Man has over 14 years experience in the international beauty industry providing products and services for nail, hair and skin care. She also has 5 years experience domestically as a manicurist. She is a licensed manicurist, esthetician and cosmetologist in the state of California. Man focuses on manicurist and esthetician practical instruction.

### **Curriculum for Barbering Course**

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

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

**Hairstyling (455 hours of Technical Instruction including 240 Practical Operations):**

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

**Permanent Waving and Chemical Straightening (270 hours of Technical Instruction including 105 Practical Operations):**

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

**Hair Coloring and Bleaching (140 hours of Technical Instruction including 50 Practical Operations):**

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

**Hair Cutting (235 hour of Technical Instruction including 80 Practical Operations):**

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

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

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

**Preparation and Performance (200 hours of Technical Instruction including 40 Practical Operations)**

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

(3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the

minimum hours of technical instruction for each subject-matter as follows:

**Laws and Regulations (30 hours of Technical Instruction)**

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

**Health and Safety Considerations (70 hours of Technical Instruction)**

Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

**Disinfection and Sanitation (70 hours of Technical Instruction including 40 operations)**

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

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

**Anatomy and Physiology (30 hours of Technical Instruction)**

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

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

*Note: Authority cited: Section 7312 and 7362(b), Business and Professions Code. Reference: Sections 7316, 7321.5(d)(1), 7362.5(a) and 7389, Business and Professions Code.*

## Curriculum for Cosmetology Course

(a) The curriculum for students enrolled in a cosmetology course shall consist of 1,600 hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) 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 or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical and practical training shall include the following hours and/or operations:

(1) 1,100 Hours of Technical Instruction and Practical Training in Hair Dressing

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

**Hairstyling (500 hours of Technical Instruction including 240 Practical Operations)**

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

**Permanent Waving and Chemical Straightening (210 hours of Technical Instruction including 105 Practical Operations)**

The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

**Hair Coloring and Bleaching (155 hours of Technical Instruction including 50 Practical Operations)**

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high- and lowlights, and the use of dye removers.

**Hair Cutting (235 hours of Technical Instruction including 80 Practical Operations)**

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

(2) 200 Hours of Technical Instruction in Health and Safety

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

**Laws and Regulations (30 hours of Technical Instruction)**

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

**Health and Safety Considerations (70 hours of Technical Instruction)**

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.

Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

**Disinfection and Sanitation (70 hours of Technical Instruction and 40 Practical Ops)**

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

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

**Anatomy and Physiology (30 hours of Technical Instruction)**

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

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics

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

**Manual, Electrical and Chemical Facials (115 hours of Technical Instruction including 65 Practical Operations)**

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, upper-most layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

**Eyebrow Beautification and Makeup (85 hours of Technical Instruction including 55 Practical Operations)**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.

(4) 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows:

**Manicuring and Pedicuring (35 hours of Technical Instruction including 25 Practical Operations)**

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

**Artificial Nails and Wraps (65 hours of Technical Instruction including 120 (nails) Practical Operations)**

Artificial nails including acrylic, liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

*Note: Authority cited: Sections 7312, 7362 and 7362.1 (c), Business and Professions Code. Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.*

### **Curriculum for Nail Care Course (Manicuring)**

(a) The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 300 Hours of Technical Instruction and Practical Training in Nail Care

The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows: **Manicures and Pedicures (300 hours of Technical Instruction, including 60 Practical Operations and 180 nails)**

The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.

(2) 100 Hours of Technical Instruction and Practical Training in Health and Safety

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

**Laws and Regulations (10 hours of Technical Instruction)**

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.

**Health and Safety Considerations (35 hours of Technical Instruction)**

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.

**Disinfection and Sanitation (45 hours of Technical Instruction including 25 Practical Operations)**

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.

The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.

**Bacteriology, Anatomy and Physiology (10 hours of Technical Instruction)**

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.

- (c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

Note: Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code. Refer-

**Curriculum for Skin Care Course (Esthetician)**

- (a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.

Technical instruction and practical training shall include the following hours:

- (1) 350 Hours of Technical Instruction and Practical Training in Facials

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

**Manual, Electrical and Chemical Facials (330 Hours of Technical Instruction including 240 Practical Operations)**

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.

**Preparation (20 hours of Technical Instruction)**

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.

(2) 200 Hours of Technical Instruction in Health and Safety

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

**Laws and Regulations (30 hours of Technical Instruction)**

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.

**Health and Safety Considerations (40 hours of Technical Instruction)**

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, 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.

**Disinfection and Sanitation (100 hours of Technical Instruction including 60 Ops)**

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

**Anatomy and Physiology (30 Hours of Technical Instruction)**

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.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

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

**Eyebrow Beautification (30 hours of Technical Instruction including 50 Practical**

**Operations)** 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.

**Make-up (20 hours of Technical Instruction including 40 Practical Operations)**

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.

(c) 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.

*Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.*



**Curriculum for Cosmetology Cross Over  
For licensed Barbers**

SUBJECT	Re- quired Hours	Required Operations
Cosmetology Act, Rule, Regulation	10	-
Cosmetology Chemistry	5	-
Health and Safety	35	-
Theory of Electricity in Cos- metology	5	-
Disinfection/Sanitation	10	20
Bacteriology, Anatomy, Physiology	5	-
Wet Hair Styling	10	35
Thermal Hair Styling	5	15
Permanent Waving	10	53
Chemical Straightening	5	20
Hair Cutting	2	25
Hair Coloring/Bleaching	20	15
Scalp and Hair Treatment	2	5
Manual - Facials	2	5
Electrical - Facials	7	5
Chemical - Facials	10	5
Eyebrow Arching and Hair Removal	5	5
Make-up	5	10
Water and Oil Manicure	5	15
Complete pedicure	1	3
Acrylic: Liquid and Powder Brush-on	5	10 nails
Nail Tips	3	10 nails
Nail Wraps and Repair	2	5 nails

**Curriculum for Barber Cross Over  
For licensed Cosmetologists**

SUBJECT	Re- quired Hours	Required Operations
Cosmetology Act, Rule, Regulation	2	-
Cosmetology Chemistry	2	-
Health and Safety	17	-
Disinfection/Sanitation	2	20
Bacteriology, Anatomy, Physiology	2	-
Shaving	20	40
Rest - Facials	20	20
Scalp Manipulations	30	20
Hairpiece Fitting and Servicing	20	5
Chemicals on Hairpiece	5	5
Cosmetics and Preparations	20	
Haircuts/Hairstyles	10	40
Hairpiece Science	20	
Scalp and Hair Treatment	5	-
Hazardous Substance	20	
Shampoos		10
Hairwaving and curling		40
Haircoloring/Tinting		25
Hair Processing and Relaxing		5

**Curriculum for Permanent Makeup  
For licensed Cosmetologists, Estheticians**

<b>Permanent Makeup</b>	
<b>Instructor led theory and practice delivered in the lab to practice and master the required operations needed for Diploma</b>	
<b>Theory and Practical subjects</b>	<b>Hours</b>
Permanent Eyeliner	25
Permanent Eyebrow	25
Permanent Lip Liner	25
Airbrush Eyebrows	5

Relevant Occupations  
(SOC/O\*NET Code)  
(See <http://online.onetcenter.org/>)

**Cosmetology Course and Cosmetology Cross Over**

- 39-5012 Hairdressers, hairstylists, and cosmetologists
- 39-5092 Manicurists and pedicurists
- 39-5093 Shampooers
- 39-5094 Skin care specialists

**Barbering Course and Barbering Cross Over**

- 39-5011 Barbers
- 39-5012 Hairdressers, hairstylists, and cosmetologists
- 39-5093 Shampooers

**Esthetician Course**

- 39-5094 Skin care specialists

**Manicurist Course**

- 39-5092 Manicurists and pedicurists

**Permanent Makeup**

- 39-5094 Skin care specialists