COURSE CATALOG

2025 – 2026

Inspire Academy

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Effective Dates: January 1, 2025 - January 1, 2026

inspire
ACADEMY OF BARBERING & COSMETOLOGY

This catalog is written in English, the language of instruction for all programs.

Published: January 1, 2025
Revised: December 10, 2025

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Welcome

Welcome to the beginning of a thrilling journey toward a fulfilling career in the beauty and wellness sector! Embracing a profession, you are passionate about truly means you'll never feel like you're "working" a single day—your career is about to become your new lifeSTYLE. This course catalog is designed to guide prospective students before their enrollment, available both in print and digital formats. It encompasses essential state and federal disclosures for students, aiming to equip you with detailed insights into our program offerings, institutional policies, student support services, and financial details. You can access, read, or download the catalog directly from our website. We encourage you to review this catalog meticulously to ensure you are well informed before making your enrollment decision.

This document is refreshed yearly to ensure the most current information is provided. Please note that the Inspire Academy of Barbering and Cosmetology reserves the right to implement changes, modifications, or amendments to the information within this catalog throughout its validity period. Any alterations to educational programs, services, procedures, or policies that occur before the annual update and are mandated by law or regulation to be included in the catalog will be promptly communicated through an insert or supplement. This ensures you always have access to the latest information as you embark on this exciting path.

ABOUT

At Inspire Academy, we pride ourselves on guiding our students to their career goals while caring for all their educational needs, from cutting-edge classroom instruction to hands-on and practical training in the student clinic. We continue this process through preparation for the state licensing exam, job search, career assistance, and beyond.

This catalog contains essential information about our programs, which will help guide you as you take the following steps toward your future. 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.

OUR MISSION

Inspire Academy is passionately committed to developing the fundamentals, techniques, knowledge, and mastery skills necessary to prepare future professionals with the business etiquette and fiscal responsibility essential for career success. We strive to deliver a career-shaping curriculum by cultivating an inspirational lifestyle through innovative private postsecondary education in an artistic and inspiring setting.

OUR OBJECTIVES

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the beauty, wellness, and barbering industries.
- Create the best learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving their professional aspirations.
- Assist graduates in becoming employed in the technical areas they have been prepared for.
- Respond to the industry's requirement for specific training needs and education programs.
- To evaluate and revise our educational programs to benefit our students when necessary.
- Prepare our students to successfully complete their exams for licensure in the State of California.
- Prepare our successful graduates to function at an entry-level in Cosmetology, Barbering, Esthetician, and Manicuring in positions such as Barber, Hair Stylist, Colorist, Make-Up Artist, and Manicurist. Through the benefit of practice and experience, they may progress to become salon managers and owners, educators in Cosmetology, Barbering, Esthetics, and Manicuring, platform artists, and academy directors and owners.

INSPIRE ACADEMY OWNERS

Rondell and Devon Dean are the dynamic duo behind Inspire Academy of Barbering and Cosmetology, Inc. Rondell, serving as the academy's linchpin, is a distinguished Master Barber and Certified Educator who has evolved into a visionary leader for both Inspire Academy and Barber City. With over two decades of expertise in the field, Rondell not only continues to revel in the barber lifestyle but also in the profound connections he's cultivated with his clients. These clients treasure his sharp fashion sense, an attribute that has consistently attracted a loyal following. His adaptability to the ever-evolving barbering trends, coupled with his mastery of timeless styles, ensures that his clients always leave looking their absolute best.

Rondell's approach to hair styling is far from monolithic; he champions versatility and is well-known for tailoring his services to meet the diverse needs of his clientele. His journey began in Indiana, and after being raised in Sacramento, CA, he now calls Elk Grove home, where he lives with his wife and their five children.

Beyond his professional pursuits, Rondell has a keen interest in photography and videography and cherishes traveling with his family. His commitment to community service is evident in his volunteer work, particularly within the basketball community, reflecting his desire to give back and support others facing challenges in life. This blend of professional excellence, personal passion, and community engagement underscores Rondell's multifaceted identity and his dedication to making a difference both within and beyond the barbering world.

Mrs. Dean, a renowned staffing coach who transitioned into a successful entrepreneur, is the visionary force behind both Inspire Academy and ShareSTAFF brands. With a rich background of more than 20 years in the field, Devon continues to thrive on collaboratively tackling a variety of human resource challenges. She is passionate about devising innovative workforce solutions that are not only profoundly effective but also remarkably practical. Regardless of her role, her objective remains clear: to enable organizations and thought leaders to stand out, driving tangible outcomes through exceptional talent.

Originally from Florida and nurtured in Northern California's Valley, Devon makes her home in Elk Grove with her husband and their five children. Outside of her professional life, she generously dedicates her time to non-profit organizations, where she contributes by hosting job seminars, leading workshops, and fundraising to support the underserved youth of Sacramento, San Joaquin, and Stanislaus counties.

Devon is dedicated to guiding her student partners towards continuous growth, innovative thinking, and unparalleled success. Her expertise spans a wide array of industries, offering deep knowledge and valuable insights. In addition to her educational endeavors, Devon has a particular knack for navigating the complexities of Federal, State, and local government compliance and contracting.

GENERAL INFORMATION

STUDENT ORIENTATION

All incoming students will receive an orientation on the first day of class. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements and all other pre-enrollment requirements. Before enrollment, each prospective student must have visited the school facilities, reviewed any questions regarding their student rights and disclosure statements with the admissions representative, and signed an enrollment agreement for their course of study.

FACILITIES AND EQUIPMENT

Inspire Academy is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in professional salons and spas around the country, our academy is carefully designed and furnished to provide our students with a hands-on training environment where they practice their newly learned skills and techniques on real people.

The campus of Inspire Academy of Barbering and Cosmetology is centrally located at **445 W. Weber Ave. Suite 223, Stockton, CA 95203**. Spacious (8,000 sqft.) air-conditioned, modern classrooms and student laboratories are furnished with professional fixtures and equipment. We are a non-smoking facility. The gated school parking lot is located just before the marina for students, clients, and visitors. Inspire Academy is divided into a reception area, staff offices, theory and Practical rooms, clinical floor, spa treatment room, student lounge and kitchen, library, staff break room, private student and staff restrooms, public restrooms, laundry room with full-size washer & dryer, and a supply dispensary. Inspire Academy uses equipment that fully complies with any federal, state, and local laws, regulations, and ordinances. This includes the requirements of fire safety and health regulations.

Inspire Academy maintains a reference library containing many audio and visual aids, books, and magazines for the use of staff and students. Our school simulates salon/shop/spa conditions to help our students with hands-on learning, with up-to-date equipment and a variety of supplies that help enhance the student’s product knowledge. Our students learn inventory control and assist in operating our supply system.

LIBRARY & LEARNING RESOURCES: Inspire Academy Students have access to the library during school hours. There are many cosmetology, barber, fashion, motivational, and business-related books, magazines, articles, and DVDs available. These resources are available on school grounds. The library area is located at the entrance of the freshman classroom. The area provides shelving for all library materials, computers for online research and video screening, and a research area for print sources. The library subscribes to an array of online databases that can be accessed on school computers. The combination of the print resources and the online database subscriptions provides a comprehensive aggregation of resources to support the curriculum and the academic needs of the faculty and students.

EQUIPMENT: The school contains modern functional equipment: workstations, hydraulic chairs, chair dryers, shampoo chairs, sinks, and stoves, Esthetician equipment and beds, skincare and makeup stations, manicuring stations, mannequins, wireless internet access, electronic devices streaming Educational Information, a projector, educational charts, DVD player for educational videos, computer work and print stations, hair products, and supplies. Student kits and books are issued to each student and contain all the necessary implements and equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged articles to practice their work properly. The texts and accompanying workbooks are an important part of daily class work and Practical work. Kits are stored in student lockers and must be in each student's possession each day. Milady books and workbooks are issued in both text and/or electronically; access to these resources is the student's responsibility and must be accessible each day. While students can use their own devices, Inspire Academy suggests using a Chromebook for MindTap activities.

ADMINISTRATIVE STAFF AND FACULTY

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert educators with abundant salon, editorial, and business-related knowledge. Each Educator has a broad understanding of our curriculum and the standards we set for students and educators in their licensed field. Our educators also have an inspiring attitude, a love of learning, and a desire to make a difference in your lifestyle.

Owners

Rondell & Devon Dean

Directors

Rondell Dean, Academy Director/Owner
Michelle Hickman, Director of Compliance/Lead Educator
Devon Dean, Academy Director/Owner

Administration

Kim Ornelas, Admissions Specialist

Educators

Rondell Dean, Owner/ Lead Barbering Educator
License # B 84856 – Valid 1/31/2027

Michelle Hickman, Lead Cosmetology & Barbering Educator
License # KK 258019 – Valid 5/31/2026
License # B 109040 – Valid 1/31/2027

Sarah Kirk, Cosmetology Educator
License # KK 487514 – Valid 12/30/2025
License # B 115046 – Valid 10/31/2026

Malinda King, Cosmetology Educator
License # KK 264757– Valid 11/30/2027
License # B 114886- Valid 9/30/2026

Bernadette Alfaro Alonzo, Cosmetology Educator
License # KK 580557 – Valid 9/30/2027

Rebecca Lowe, Cosmetology/Barbering Educator
License # KK 607797 – Valid 12/31/2026
License # B 101850 – Valid 4/30/2027

Substitute Educators

Amber Bordenave, Cosmetology Educator
License # KK 408514 – Valid 5/31/2027

Raquel Logan, Manicuring Educator
License # M 354043 Valid 4/30/2027

Rosie Trao, Barbering Educator
License # B 101849– Valid 4/30/2027

APPROVALS AND ACCREDITATION

Inspire Academy is a private institution approved to operate by the **California Bureau for Private Postsecondary Education (BPPE)**. Approval to operate means the institution is in compliance with the minimum standards established in the California Private Postsecondary Education Act of 2009, as amended, and Division 7.5 of Title 5 of the California Code of Regulations.

Inspire Academy is not currently accredited by a U.S. Department of Education-recognized accrediting agency and therefore students are not eligible for federal financial aid programs (Title IV). Inspire Academy was granted Candidate Status by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and is currently progressing through the final steps of the accreditation process.

Inspire Academy has never filed for bankruptcy, has not operated as a debtor in possession, and has not had a petition in bankruptcy filed against it within the past five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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

Bureau for Private Postsecondary Education (BPPE)
1747 N. Market Blvd., Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900 | Toll-Free: (888) 370-7589
Website: www.bppe.ca.gov

California Board of Barbering and Cosmetology (BBC)
PO Box 944226, Sacramento, CA 94244-2260
Phone: (800) 952-5210
Website: www.barbercosmo.ca.gov

National Accrediting Commission of Career Arts & Sciences (NACCAS)
Candidate for Application
3015 Colvin Street, Alexandria, VA 22314
Phone: (703) 600-7600
Website: www.naccas.org

APPROVED EDUCATIONAL PROGRAMS

Cosmetology – 1500 Hours. Prepares students in hair, skin, and nail care for licensure as a Cosmetologist.

Barbering – 1250 Hours. Focuses on haircutting, shaving, and grooming techniques for licensure as a Barber.

Esthetics – 600 Hours. Provides training in skincare, facials, hair removal, and makeup for Esthetician licensure.

Manicuring – 400 Hours. Teaches nail care, artificial nails, and sanitation to prepare for Manicurist licensure.

Cosmetology Crossover – 300 Hours. For licensed Barbers seeking Cosmetology licensure.

Barbering Crossover – 200 Hours. For licensed Cosmetologists seeking Barber licensure.

All programs listed above are approved by the California Bureau for Private Postsecondary Education (BPPE) and are conducted in accordance with the requirements of the California Board of Barbering and Cosmetology. Programs are designed to prepare students to sit for the applicable licensure examinations in the State of California.

PERSONAL INFORMATION RECORDS UPDATE/CHAGNES

1. **Address/Telephone Number Changes:** Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

RIGHTS RESERVED

Inspire Academy reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Inspire Academy reserves the right to modify, amend, or change the above policies and procedures at its discretion and without prior notice. Changes may apply to all current and future students. Students are responsible for staying informed of any changes by regularly reviewing the course catalog and official communications from the Inspire Academy.

Inspire Academy has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.

ADMISSIONS

ADMISSION POLICIES & PROCEDURES

All programs are currently taught in English. As a prospective student, you must visit the Inspire Academy campus before enrolling. The scheduled campus visit aims to discuss your education and career plans with an Admissions Specialist. After your visit, you may apply through our website. This process allows you to evaluate Inspire Academy, our programs, and our educational philosophy to ensure expectations are aligned and that the fit is mutually beneficial.

We strive to enroll students who demonstrate the ability and commitment to succeed in their chosen program of study. Inspire Academy does not accept Ability-to-Benefit (ATB) students.

ADMISSION REQUIREMENTS

To be considered for enrollment, applicants must:

1. **Be at least 17 years of age.**
   Acceptable documentation includes a valid driver's license, state-issued ID card, passport, military ID, or birth certificate.
2. **Provide proof of high school completion or equivalent.**
   Acceptable documentation includes:
   - A high school diploma;
   - A GED certificate;
   - An official transcript confirming high school graduation;
   - A diploma from a state-recognized homeschool program;
   - An academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree;
   - An associate or higher degree;

- Certificate of Proficiency for passing the The California High School Proficiency Examination (CHSPE)
- For international students, an evaluation from a credentialing agency that confirms the foreign high school diploma is equivalent to a U.S. high school diploma and provides English translation.

3. **Meet with an Admissions Specialist for a personalized consultation**.
4. **Visit and tour the campus** to understand our facilities, resources, and expectations.
5. **Submit a completed Enrollment Application** and pay the $100 non-refundable application fee.
6. **Provide documentation of legal presence** in the U.S. (if applicable), such as a valid green card, and a valid Social Security number or Individual Taxpayer Identification Number (ITIN).
7. **Review Required Documents.**
   Prior to signing an enrollment agreement, applicants must:
   - Review this catalog;
   - Review the School Performance Fact Sheet;
   - Receive disclosures regarding transferability of credit and licensure eligibility.

CHSPE AND DIPLOMA EQUIVALENCE

The California High School Proficiency Examination (CHSPE) is a state-authorized test that provides an alternative for students to demonstrate high school-level proficiency. Students who pass the CHSPE receive a Certificate of Proficiency, which is legally equivalent to a high school diploma in the state of California under California Education Code §48412. This certificate is accepted by employers, colleges, and post-secondary institutions as satisfying the requirement of a high school diploma.

In accordance with both BPPE and NACCAS standards, Inspire Academy recognizes the CHSPE Certificate of Proficiency as a valid equivalent to a high school diploma for admission purposes.

ENGLISH PROFICIENCY

All instruction is conducted in English. Inspire Academy does not offer English as a Second Language (ESL) instruction. Students must be proficient in English at the time of enrollment. No specific standardized language test is required unless documentation is in a foreign language.

APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors, and foreign government officials. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series.

Inspire Academy of Barbering and Cosmetology does not provide visa services, and the school cannot vouch for student status or assist a student in obtaining a student visa for study in the United States. The institution is not authorized to issue Form I-20 and cannot provide documentation for international students requiring a visa to study in the United States.

In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States.

TRANSFER STUDENTS

Inspire Academy does not award credit based on challenge examinations, achievement tests, or prior experiential learning. Students seeking transfer credit must provide an Official Proof of Training Document from a licensed California beauty school. Out-of-state or international transfer students must obtain an official hour evaluation from the California Board of Barbering and Cosmetology (BBC) to determine hour equivalency. It is the student's responsibility to obtain this evaluation and submit all required documentation prior to enrollment.

Acceptance of transfer hours is at the sole discretion of the Academy Director and Director of Compliance. Transfer students may be required to complete a placement test to assess alignment with Inspire Academy's curriculum. The outcome of this assessment, along with a review of prior training, will determine how many hours are accepted. Students will be evaluated using the school's freshman curriculum to determine proper placement before accessing the clinic floor.

> *Note: Transfer hours are not guaranteed to be accepted, even if full documentation is provided. Inspire Academy reserves the right to accept all, some, or none of the prior hours based on academic alignment and student performance.*

Inspire Academy does not accept transfer students who have completed more than 60% of their prior program hours. All prospective transfer students must complete a one-on-one consultation with the Academy Director as part of the admissions process. Transfer credit is only evaluated before enrollment and will not be reassessed once an enrollment agreement has been signed.

If a local school closes, Inspire Academy may, at its discretion, consider crediting more than the standard hour threshold for up to six months following the school's closure. In such cases, decisions will be made on a case-by-case basis, and official documentation from the prior institution must be provided.

The transfer tuition rate is $15.00 per hour. This hourly rate applies only to the hours a student needs to complete at Inspire Academy. This does not include the cost of a complete and current Inspire Academy student kit, which is required for all transfer students. A non-refundable application fee of $100.00 and a placement test fee of $300.00 will also apply. Placement testing must be completed prior to enrollment, and no transfer credits will be granted without it.

Tuition charges and program length will be adjusted based on the number of transfer hours approved at the time of enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Inspire Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in one of our programs (Cosmetology, Cosmetology Crossover, Barbering, Barbering Crossover, Esthetics, or Manicuring) is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 Inspire Academy to determine if your diploma will transfer.

RE-ENTRY OF PRIOR ENROLLED INSPIRE ACADEMY STUDENTS

To be eligible for readmission to Inspire Academy the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

The Academy Director or other designated administrator will make a final decision on a student's re-enrollment and is based on education, schedule, and space availability.

Inspire Academy reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following 6-month period and may incur additional tuition costs.

COURSE TRANSFER POLICY

1. **Eligibility for Transfer**
    - A student is permitted one (1) course transfer during their enrollment at the institution.
    - Transfers are subject to availability of space in the desired program and must be approved in writing by the School Director or their designee.
2. **Request Process**
    - A student must submit a written request for transfer, stating the reason for the change and the desired program.
    - The school will conduct an evaluation of the student's academic progress, attendance, and financial standing prior to approving any transfer.
    - Transfer requests will not be considered for students who are not meeting Satisfactory Academic Progress (SAP) or who have outstanding tuition balances.
3. **Transfer Fee**
    - A non-refundable transfer fee of $75 will be charged at the time of approval.
    - The fee must be paid in full before the transfer is processed and reflected in the student's Enrollment Agreement.
4. **Impact on Program Completion and Tuition**
    - Hours and/or credits earned in the original program may or may not be transferable to the new program, depending on curriculum overlap and regulatory guidelines.
    - Tuition and fees will be recalculated based on the program into which the student transfers, and an updated Enrollment Agreement will be executed.
5. **Withdrawal After Transfer**
    - If a student chooses to withdraw from the new course after transferring, the student will be considered withdrawn from the institution.
    - The school's Refund Policy will apply based on the student's last date of attendance.

6. **Re-Enrollment Waiting Period**
    - A student who withdraws after a course transfer will not be eligible for re-enrollment until a minimum of six (6) months has passed from their withdrawal date.
    - Re-enrollment is subject to approval, space availability, and compliance with the institution's Re-Enrollment Policy.
7. **Financial Aid Considerations**
    - Students receiving financial aid should consult with the Financial Aid Office to understand how transferring between programs may impact their eligibility, loan obligations, or grant awards.

Inspire Academy has not entered into an articulation or transfer agreement with any other college or university.

LICENSING REQUIREMENTS – STATE OF CALIFORNIA BARBER/ COSMETOLOGY LAW

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must have the following qualifications to take the Board of Barbering and Cosmetology (Board) exams: Qualifications to take any California Board of Barbering and Cosmetology exams; Be at least 17 years of age; Have completed the 10th grade in a public school or its equivalent; Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code (It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license); Have completed the required hours (based on the program) and the state-required curriculum. A license will be granted to those scoring 75% or higher on the exam. Before signing their enrollment agreement, we encourage potential students to contact the State Board (www.barbercosmo.ca.gov or Ph. 800-952- 5210).

POLICY ON DISTANCE EDUCATION

1. Each student participating in the Distance Education program will be assessed prior to admission in order to determine whether they have the skills and competencies to succeed in a distance Education environment.
2. Interaction with the instructor while engaged in the academic programs will be validated by measurable participation in the online program.
3. Assessments that will be used for calculating the student's GPA must be executed while the student is physically on campus. (This requirement may be changed during periods of natural disaster.)
4. Distance Education will not be utilized as a method of delivery of clinical Instruction in which the student is to perform Practical Applications on a live model and/or client.
5. The Inspire Academy Online Education program consists of three days of onsite instruction and two days of online instruction every week. Online students will receive test scores with written comments on a weekly basis. In-person teacher/student evaluations will be conducted every thirty days.
6. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam to include any applicable competencies required by the State licensure agency prior to Graduation from the program.
7. All transcripts or other documents (official or unofficial) listing academic attainment received will identify the distance Education component.
8. Prior to enrollment, students will be provided with a disclaimer that academic achievement earned via Distance Education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure will be placed in the student file.

NOTE: Inspire Academy of Barbering and Cosmetology does not offer Distance Education at this time.

CAREER

OPPORTUNITIES

Welcome to the exciting world of Beauty and wellness. As a licensed Cosmetologist, Barber, Esthetician, or Nail Tech, your future career opportunities will be rich and varied. Our programs are designed to fit and prepare students for employment in the beauty and wellness field. Each program description and objectives section includes potential occupations and job titles.

Please refer to the Department of Labor website at https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm for more information regarding the employability and availability of these occupations.

PLACEMENT

Our mission surrounding job placement is as simple today as it was when we first opened our doors: To bring talented people and great organizations together. This drive to connect people and make them successful is what we mean when we say — It's a lifeSTYLE. Inspire Academy coordinates placement programs with local and National salons by inviting salon owners and guest artists to teach and speak at our Academy. Tell us your career goals, work environment preferences, and interests. We speak your language and understand how to present opportunities that showcase your unique talents, fit your personality, and allow you to take the next step in your career.

We are committed to your Education and future career. We will assist in finding employment through salon visits, employer presentations, and promotions. We will also use our relationships with salons and spas to help all students with salon placement. Career guidance is readily available.

POTENTIAL EARNINGS

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to one's career. Minimum effort most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Inspire Academy curriculum is designed to teach students these skills to help them obtain an entry-level position upon Graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer, and/or the position held. Accordingly, since earnings depend on the individual's efforts and other factors, Inspire Academy does not make any express or implied claim about the salary or wages you may earn after completing your designated educational program.

Wage and salary data for career occupations is available from the US Department of Labor at its Bureau of Labor Statistics (http://www.bls.gov/bls/blswage.htm).

PROGRAMS OF STUDY

Inspire Academy offers various programs in Barbering, Barbering Crossover, Cosmetology, Cosmetology Crossover, Esthetics, and Manicuring. Whatever path you select, Inspire Academy has the programs to help you realize your career goals. This section will help you decide which program is most suitable for you, with essential details including the subjects you will study and some career opportunities each program will prepare you for.

BARBERING PROGRAM

BARBERING DESCRIPTION

Course Hours: 1250 Clock Hours **Level: Basic**

The Barbering program at Inspire Academy is a dynamic training experience designed to prepare students for licensure and success in California's barbering industry. Students gain hands-on experience in haircutting, shaving, beard design, chemical services, and client relations, while learning the principles of sanitation, state law, and professional conduct. Instruction is delivered in both classroom and real-world shop settings, where students practice on live models in a simulated barbershop environment. This comprehensive approach ensures graduates are well-equipped for licensure and confident in pursuing careers as barbers, barbershop managers, platform artists, or business owners. The program prepares students to meet the requirements of Section 7316 of the California Barber and Cosmetology Act.

BARBERING EDUCATIONAL OBJECTIVES

The objective of the Barbering program is to prepare students with the fundamental knowledge and practical skills required to pass the California Board of Barbering and Cosmetology licensure examination. Passing this examination is mandatory to become a licensed Barber in the State of California. Students enrolled in our Barbering Program are preparing for entry-level positions as barbers, stylists, hair-cutting or coloring specialists, managers, or future owners at a barber shop or salon and entry-level styling positions in television, film, or fashion.

Knowledge-Based Competencies

1. Acquire knowledge of California laws and regulations governing Barbering practices.
2. Learn and apply the principles of sanitation and disinfection in all aspects of barbering services.
3. Understand theoretical concepts related to Barbering, including hair and scalp anatomy, hair structure, chemistry, and physiology.
4. Develop sound customer service and business management practices applicable to a barbershop environment.

Hands-On Competencies

1. Master the safe and effective use of barbering implements including shears, clippers, razors, and trimmers.
2. Perform haircutting, tapering, and styling techniques using a variety of tools.
3. Demonstrate proficiency in facial shaving, beard design, and facial massage.
4. Perform chemical services such as hair coloring, bleaching, waving, and straightening.
5. Analyze hair and scalp conditions and provide appropriate services based on professional assessment.
6. Deliver services to clients in a barbershop-simulated environment, adhering to industry standards.

BARBERING COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Barbering	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	42.5	30
Barbering	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	42
Barbering	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	32.5	49
Barbering	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	63

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

BARBERING COURSE CONTENT

The courses are comprised of three learning experiences: Theory Classroom Instruction, Shop Classroom, and Shop Floor learning experiences.

1. ***The Freshman Classroom:*** Your Freshman Classroom time for the first 300-350 hours will be guided with individual attention and group learning experiences using periodic evaluations explicitly developed to monitor your progress. Your classroom is divided into five (5) areas: cutting, shaving, hairstyling, coloring, and texture. Classroom Learning Experiences may include retail, motivation, self-improvement, professional development, and attendance. Education may be conducted by an instructor, non-licensed staff member, or guest artist.
2. ***The Shop Floor Experience:*** You will spend your last 950-900 hours at Inspire Academy in a natural "barbershop environment" by acting and working like a true barbershop professional! You will be working on paying customers to prepare you for your future as a barber!
3. ***The Senior Experience:*** In addition to working on the shop floor, students in their last 200 hours will focus on the State Board, with mock State Board classes happening once a week and theory reviews occurring daily. Lessons and projects centered around working behind a chair and learning how to be a professional are also occurring at this time.

The curriculum for students enrolled in the Barbering program consists of 1250 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below. *The minimum hours of the institution's program exceed the Board of Barber and Cosmetology requirements*.

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Hairstyling	50	100
Permanent Waving/Chemical Straightening	30	35
Hair Coloring and Bleaching	70	65
Hair Cutting	50	100
Shaving Preparation and Performance	100	100
TOTAL HOURS	**500**	**500**

S.O.C Codes 39-5011 Barbers. Provide barbering services, such as cutting, trimming, shampooing, styling hair, trimming beards, or giving shaves.

Program-Specific Graduation Requirements
In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 1250 clock hours of barber training described above.

BARBERING INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in barbering theory and practice through mannequin work, guided exercises, and client services in a simulated barbershop environment. Instruction is supplemented with visual aids, digital learning, hands-on repetition, and mock State Board testing. Students build confidence through structured training in haircutting, shaving, beard design, and chemical services.

BARBERING GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

BARBERING PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

This program prepares students for careers in barbering, including haircutting, shaving, and grooming services. Graduates may find employment in barbershops, men's salons, or entertainment industry settings.

Relevant Occupational Titles and Codes:

- **S.O.C. Code 39-501** – Barbers
- **S.O.C. Code 39-1021** – First-Line Supervisors of Personal Service Workers (for barbershop managers)

COSMETOLOGY PROGRAM

COSMETOLOGY DESCRIPTION

Course Hours: 1500 Clock Hours **Level: Basic**

The Cosmetology program at Inspire Academy offers an immersive and well-rounded education in hair, skin, and nail services. Students develop strong foundational knowledge in theory and master practical skills through guided instruction, demonstrations, and salon floor experience. The curriculum blends technical training with business education and prepares students to meet the requirements for licensure and entry into California's vibrant beauty industry. Graduates are equipped to provide a range of services in salons, spas, editorial settings, or as independent professionals, and are prepared to grow into roles such as stylists, color specialists, or salon owners. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

COSMETOLOGY EDUCATIONAL OBJECTIVES

The objective of the Cosmetology program is to train students in the basic competencies required to pass the California State Board of Barbering and Cosmetology licensing exam. Licensure is required to practice as a professional Cosmetologist in California. After passing the exam and receiving a license, students are qualified for entry-level employment in salons, spas, or similar personal care establishments.

Knowledge-Based Competencies

1. Acquire knowledge of California laws and rules governing Cosmetology practices.
2. Learn sanitation and disinfection procedures applicable to all services in hair, skin, and nail care.
3. Gain theoretical understanding of anatomy, physiology, chemistry, and product knowledge.
4. Understand salon operations, professional ethics, and business fundamentals needed for employment or salon ownership.

Hands-On Competencies

1. Learn proper techniques and safe usage of tools and implements for cutting, coloring, styling, and chemical services.
2. Analyze scalp, skin, and nail conditions before rendering services and apply treatments accordingly.
3. Perform facials, waxing, and basic makeup services including eyelash application.
4. Deliver manicuring and pedicuring services, including nail wraps, tips, and artificial nail applications.
5. Practice service delivery in a real-world salon simulation to prepare for employment.

COSMETOLOGY COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Cosmetology	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	42.5	36
Cosmetology	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	50
Cosmetology	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	32.5	47
Cosmetology	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	75

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

COSMETOLOGY COURSE CONTENT

The courses are divided into three learning experiences: Theory Classroom Instruction, Salon Classroom, and Salon Floor learning experiences.

1. ***The Freshmen Classroom:*** Your Freshmen Classroom time for the first 300-350 hours will be guided by individual attention and group learning experiences using periodic evaluations explicitly developed for monitoring your progress. Your classroom is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance Education, which may be conducted by an instructor, non-licensed staff member, or guest artist.

2. ***The Shop Floor Experience:*** You will spend your last 1,200-1,500 hours at Inspire Academy in a natural "salon environment" by acting and working like a professional! You will be working on paying customers to prepare you for your future as a cosmetologist!
3. ***The Senior Experience:*** In addition to working on the salon floor, students in their last 200 hours will focus on the State Board, with mock State Board classes happening once a week and theory reviews occurring daily. Lessons and projects centered around working behind a chair and learning how to be a professional are also occurring at this time.

The curriculum for students enrolled in the Cosmetology program consists of 1500 clock hours of Technical Instruction and Practical Training, which will include, at a minimum, the state-mandated subject hours listed in the chart below. *The minimum hours of the institution's program exceed the Board of Barber and Cosmetology requirements.*

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Hairstyling	50	100
Permanent Waving/Chemical Straightening	30	35
Hair Coloring and Bleaching	70	65
Hair Cutting	50	100
Manual, Electric, and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20
TOTAL HOURS	**595**	**505**

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. They may also apply makeup, dress wigs, remove hair, and provide nail and skin care services.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 1500 clock hours of cosmetology training described above.

COSMETOLOGY INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in cosmetology theory and practice through mannequin repetitions, classroom assignments, and practical services on live clients in a salon-simulated environment. Instruction is enriched with visual aids, group activities, digital learning modules, and mock licensing exams. Key subject areas include hairstyling, coloring, facials, manicuring, and customer service.

COSMETOLOGY GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

COSMETOLOGY PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Graduates are prepared for entry-level employment in salons, spas, or independent businesses as hairstylists, color specialists, nail technicians, skincare specialists, or makeup artists. Training also supports advancement into roles such as salon manager, educator, or platform artist.

Relevant Occupational Titles and Codes:

- **S.O.C. Code 39-5012** – Hairdressers, Hair Stylists, and Cosmetologists
- **S.O.C. Code 39-5094** – Skincare Specialists
- **S.O.C. Code 39-5092** – Manicurists and Pedicurists
- **S.O.C. Code 39-1021** – First-Line Supervisors of Personal Service Workers (for salon/spa managers)

ESTHETICS PROGRAM

ESTHETICS DESCRIPTION

Course Hours: 600 Clock Hours **Level: Basic**

Inspire Academy's Esthetics program provides focused, hands-on training in skincare services and treatments. Students learn to perform facials, waxing, makeup application, and other advanced skin therapies while gaining a thorough understanding of skin health, product knowledge, sanitation, and client care. Instruction is delivered through theory classes and clinical experiences, allowing students to build both technical expertise and confidence. The program prepares graduates for licensure and employment in spas, salons, medispas, and other professional skincare settings. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

ESTHETICS EDUCATIONAL OBJECTIVES

The objective of the Esthetics program is to prepare students to pass the California Board of Barbering and Cosmetology licensure examination and obtain an Esthetician License. Licensure is required to work as a skin care specialist in California. Upon licensure, graduates will be qualified for entry-level employment in salons, spas, medispas, or similar skin care establishments.

Knowledge-Based Competencies

1. Understand the laws, regulations, and professional standards governing esthetics in California.
2. Demonstrate comprehensive knowledge of sanitation, disinfection, and safety protocols for facial and skincare services.
3. Acquire foundational theory in skin anatomy, histology, product chemistry, and treatment modalities.
4. Understand the business operations, retailing, and customer service expectations in spa or salon settings.

Hands-On Competencies

1. Proficiently perform manual, mechanical, and chemical facial treatments.
2. Analyze skin types, disorders, and conditions to recommend appropriate treatments.
3. Apply makeup for daytime, evening, and corrective purposes.
4. Perform hair removal services using waxing, tweezing, and other approved methods.
5. Operate within a spa-simulated environment, preparing for work on live models and real clients.
6. Maintain and manage professional esthetics tools, supplies, and client records.

ESTHETICS COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Esthetics	Part-time	Day	Monday, Tuesday, and Wednesday	9:00 am - 3:30 pm	19.5	31

Program start dates: every first Monday of each month

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

ESTHETICS COURSE CONTENT

The coursework is divided into two sections: Theory Classroom Instruction and Salon Classroom Learning & Floor Experience.

1. ***Theory Classroom Instruction:*** The first 250 hours are devoted to classroom workshops, where students learn foundational principles, technical Information, professional practices, and Disinfection and Sanitation.

2. ***Salon Classroom Learning & Salon Floor Experience:*** The remaining 350 hours are spent in the salon classroom area, where students will continue theory. At the same time, instructional practical experience is gained and working on the salon floor on paying clients.

The curriculum for students enrolled in the Esthetics program consists of 600 clock hours of Practical Training and Technical Instruction, including at least the state-mandated subject hours listed in the chart below.

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	100
Manual, Electric, and Chemical Facials	70	140
Waxing	30	50
Eyebrow Beautification and Lashes	25	100
Makeup	20	40
TOTAL HOURS	**345**	**430**

S.O.C Code: 39-5094 Skincare Specialists. Provide skincare treatments to the face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. Illustrative examples: Medical Esthetician, Facialist.

Program-Specific Graduation Requirements
In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete 600 clock hours of Esthetician training as described above.

ESTHETICS INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in esthetics theory and practice through hands-on facials, waxing, makeup applications, and skincare treatments on mannequins and clients. Instruction is supported by visual presentations, student exercises, and State Board exam preparation. Emphasis is placed on skin analysis, sanitation, treatment planning, and client communication.

ESTHETICS GRADING PROCEDURE

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

ESTHETICS PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Graduates are prepared for work in skincare and beauty as estheticians, facialists, or spa technicians. This training may lead to employment in salons, medical spas, wellness centers, or resorts.

Relevant Occupational Titles and Codes:

- **S.O.C. Code 39-5094** – Skincare Specialists
- **S.O.C. Code 39-1021** – First-Line Supervisors of Personal Service Workers (for spa supervisors)

MANICURING PROGRAM

MANICURING DESCRIPTION

Course Hours: 400 Clock Hours **Level: Basic**

The Manicuring program is designed for individuals seeking a specialized career in nail care. Students receive in-depth instruction in manicuring, pedicuring, nail design, and artificial nail application, with an emphasis on safety, sanitation, and client service. Learning takes place in both classroom and salon-style environments, allowing students to build technical skills and experience with real clients. The program prepares graduates to become licensed professionals ready to work in nail salons, spas, or as independent artists in California's beauty industry. This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act.

MANICURING EDUCATIONAL OBJECTIVES

The objective of the Manicuring program is to train students in the skills necessary to pass the California State Board Manicuring licensure examination. Licensure is required to practice as a professional Manicurist or Nail Technician in California. Upon licensure, students are qualified for entry-level employment in nail salons, spas, or as independent service providers.

Knowledge-Based Competencies

1. Learn and apply California laws and rules related to manicuring and nail care.
2. Master principles of sanitation and disinfection in all manicure and pedicure procedures.
3. Understand the structure and disorders of nails, nail chemistry, and product safety.
4. Develop client service and salon business knowledge.

Hands-On Competencies

1. Perform basic and spa-level manicures and pedicures.
2. Apply nail tips, wraps, overlays, and artificial nail enhancements (e.g., gel, acrylic).
3. Shape, clean, buff, and polish nails using industry-standard tools.
4. Identify and address nail conditions and contraindications.
5. Maintain an efficient, clean, and client-friendly workstation.
6. Provide services to clients in a simulated nail salon environment.

MANICURING COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Manicuring	Part-time	Evening	Tuesday, Wednesday, and Thursday	5:00 pm - 10:00 pm	15	27

Program start dates: every first Tuesday of each month

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

MANICURING COURSE CONTENT

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. ***Theory Classroom Instruction:*** The first 35 hours are devoted to classroom workshops, where students learn manicuring principles, technical Information, professional practices, and Disinfection and Sanitation.
2. ***Salon Classroom Learning & Salon Floor Experience:*** The remaining 365 hours are spent in the salon classroom area, where students will continue theory Instruction. Practical experience is gained.

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include, at a minimum, the state-mandated subject hours listed in the chart below.

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	50	50
Manicuring and Pedicuring	25	15 (Man)/ 10 (Ped)
Nails-Tips, Wraps, and Artificial	50	225
TOTAL HOURS	**225**	**275**

S.O.C. Code 39-5092 Manicurists and Pedicurists. Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: Nail Technician, Fingernail Sculptor.

Program-Specific Graduation Requirements
In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete 400 clock hours of Manicuring training as described above.

MANICURING INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in manicuring theory and practice through guided lab work, hands-on practice with nail enhancements, and salon-floor experience. Instruction is supplemented with visual aids, group work, and individualized feedback. Topics include natural nail care, artificial nails, sanitation procedures, and client consultation.

MANICURING GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

MANICURING PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Students will gain the skills to pursue employment as nail technicians, manicurists, or pedicurists in salons, nail bars, or resorts.

Relevant Occupational Titles and Codes:

- **S.O.C. Code 39-5092** – Manicurists and Pedicurists
- **S.O.C. Code 39-1021**– First-Line Supervisors of Personal Service Workers (for nail salon managers)

BARBERING CROSSOVER PROGRAM

BARBERING CROSSOVER DESCRIPTION

Course Hours: 200 Clock Hours **Level: Advanced**

The Barbering Crossover program is designed for licensed Cosmetologists who wish to expand their expertise and obtain a Barber license. This focused course builds on existing knowledge while introducing advanced skills in straight razor shaving, facial grooming, and men's haircutting techniques. Students also gain familiarity with barbering-specific sanitation practices and regulatory requirements. Upon completion, graduates are prepared to pursue dual licensure and broaden their service offerings in both salon and barbershop environments. This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act.

BARBERING CROSSOVER EDUCATIONAL OBJECTIVES

The objective of the Barbering Crossover program is to prepare licensed Cosmetologists to meet the California State Board requirements for Barber licensure. This program enables licensed professionals to expand their services and employment opportunities by gaining competency in straight razor shaving and other barber-specific techniques.

Knowledge-Based Competencies

1. Understand and apply California laws and regulations governing barbering services not included in cosmetology.
2. Acquire proper sanitation and safety techniques for barbering-specific services.
3. Learn theory and science related to shaving, men's hair design, and related services.

Hands-On Competencies

1. Perform straight razor shaves, beard design, and facial grooming techniques.
2. Execute precision men's haircutting, tapering, and clipper work.
3. Understand hair texture and scalp treatments specific to barbering.
4. Demonstrate the ability to work efficiently within a barbershop environment.

BARBERING CROSSOVER COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Barbering Crossover	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	42.5	5
Barbering Crossover	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	7
Barbering Crossover	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	32.5	7
Barbering Crossover	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	10

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

BARBERING CROSSOVER COURSE CONTENT

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. ***Theory Classroom Instruction:*** The first 30 hours are devoted to classroom workshops, where students learn foundational principles, technical Information, professional practices, and sanitation.
2. ***Salon Classroom Learning & Salon Floor Experience:*** The remaining 170 hours are spent in the shop classroom and the shop floor area, where practical hands-on experience is gained.

The curriculum for students enrolled in the Barbering Crossover program consists of 200 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below.

Subject	Theory Hours	Practical Hours
Shaving Preparation and Performance	100	100
TOTAL HOURS	**100**	**100**

S.O.C Codes 39-5011 Barbers. Provide barbering services, such as cutting, trimming, shampooing, styling hair, trimming beards, or giving shaves.

Program-Specific Graduation Requirements
In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete the 200 clock hours of Barbering Crossover training described above.

BARBERING CROSSOVER INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in barbering crossover theory and services through straight razor shaving practice, facial grooming exercises, and real-time training on live models. Instruction includes visual aids, hands-on repetition, and mock board preparation to ensure mastery of barbering-specific skills for dual licensure.

BARBERING CROSSOVER GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

BARBERING CROSSOVER PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

This crossover program prepares licensed cosmetologists for licensure in barbering. Graduates may expand services to include shaving and advanced men's grooming.

Relevant Occupational Titles and Codes:

- **S.O.C. Code 39-5011** – Barbers
- **S.O.C. Code 39-5012** – Hairdressers, Hair Stylists, and Cosmetologists

COSMETOLOGY CROSSOVER PROGRAM

COSMETOLOGY CROSSOVER DESCRIPTION

Course Hours: 300 Clock Hours **Level: Advanced**

The Cosmetology Crossover program enables licensed Barbers to transition into the broader field of Cosmetology. This bridge curriculum provides training in skin and nail services, chemical texturizing, hair coloring, and makeup application. Students gain hands-on experience with salon-based services and deepen their understanding of health and safety, anatomy, and California state laws related to cosmetology. Graduates will be well-positioned to expand their career opportunities and service capabilities as dual-licensed professionals. This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act.

COSMETOLOGY CROSSOVER EDUCATIONAL OBJECTIVES

The objective of the Cosmetology Crossover program is to prepare licensed Barbers for licensure as Cosmetologists by providing additional instruction in skin, nail, and chemical services. The program is designed to broaden the professional's scope of services, increase earning potential, and enhance versatility in salon settings.

Knowledge-Based Competencies

1. Learn the additional laws, rules, and regulations applicable to Cosmetology services.
2. Understand health and safety procedures in skincare, nail care, and chemical services.
3. Master cosmetology-specific theory in anatomy, chemistry, and product use.

Hands-On Competencies

1. Perform facials, waxing, makeup, and eyebrow beautification services.
2. Provide manicure, pedicure, and artificial nail services using various methods.
3. Execute hair coloring, bleaching, permanent waving, and chemical straightening.
4. Analyze and recommend skin and nail treatments for clients.
5. Work in a salon-simulated setting performing cosmetology services.

COSMETOLOGY CROSSOVER COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Cosmetology Crossover	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	42.5	8
Cosmetology Crossover	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	10
Cosmetology Crossover	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	32.5	10
Cosmetology Crossover	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	15

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

COSMETOLOGY CROSSOVER COURSE CONTENT

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. ***Theory Classroom Instruction:*** The first 60 hours are devoted to classroom workshops, where students learn foundational principles, technical Information, professional practices, and Sanitation.
2. ***Salon Classroom Learning & Salon Floor Experience:*** The remaining 240 hours are spent in the salon classroom and the salon floor area, where Practical hands-on experience is gained.

The curriculum for students enrolled in the Cosmetology Crossover program consists of 300 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology, from techniques in hair, makeup, skincare, and manicuring to business skills and health and safety practices.

Subject	Theory Hours	Practical Hours
Manual, Electric, and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20
TOTAL HOURS	**195**	**105**

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. They may also apply makeup, dress wigs, remove hair, and provide nail and skin care services.

Program-Specific Graduation Requirements
In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 300 clock hours of cosmetology training described above.

COSMETOLOGY CROSSOVER INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in cosmetology crossover content through practical exercises in makeup application, nail care, and chemical services. Instruction is delivered through visual aids, hands-on activities, classroom discussions, and exam preparation focused on cosmetology-specific content not covered in barbering training.

COSMETOLOGY CROSSOVER GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

COSMETOLOGY CROSSOVER PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Designed for licensed barbers, this program expands licensure to include cosmetology services such as skincare and nail care.

Relevant Occupational Titles and Codes:

- **S.O.C. Code 39-5012** – Hairdressers, Hair Stylists, and Cosmetologists
- **S.O.C. Code 39-5094** – Skincare Specialists
- **S.O.C. Code 39-5092** – Manicurists and Pedicurists

GRADING, EVALUATIONS, & SATISFACTORY PROGRESS

GRADING SYSTEM & EVALUATIONS

Regardless of which Inspire Academy program you choose, your academic progress will be measured according to the grading system below.

THEORY: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation, and examination. Theory work will be graded as follows:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

PRACTICAL TRAINING: Practical Training or Practical Operations are the projects, Practical operations, and services students perform on another person (client or another student) or a mannequin. Practical Training work will be graded as follows:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

ATTENDANCE: Students must attend at least 75% of their scheduled hours to maintain Satisfactory Academic Progress (SAP).

On-Campus Test Requirement: All tests are required to be taken on campus. Any test taken off campus will not be considered.

GRADUATION REQUIREMENTS

In order to graduate from the student's enrolled program, the student must:

1. Complete all required coursework and final exams with a minimum **grade point average of 75%**.
2. Complete all **scheduled clock hours** required for the program.
3. Maintain a minimum **attendance rate of 75%**.
4. Meet all **tuition and fee** obligations, including payment of any overtime charges.
5. Maintain **compliance with all school policies** throughout the course of enrollment.
6. Complete all **required graduation paperwork and documents** as provided by the school.

Students will be awarded a **Diploma**, as well as provided a **Proof of Training document** (state board requirement) and **official transcript** upon successful completion of all graduation requirements.

ATTENDANCE

Inspire Academy is a clock-hour institution. We apply our attendance policy uniformly and equitably to all students. Regular attendance is critical for on-time program completion and skill mastery. Students are responsible for clocking in and out accurately for every arrival, lunch break, and departure, and for monitoring their hours regularly.

Minimum Attendance Requirements: Students must maintain a minimum cumulative attendance rate of 75% to meet Satisfactory Academic Progress (SAP). Also, students must complete their program within 133% of the scheduled program length, including any approved Leaves of Absence.

CLOCKING PROCEDURES

1. Students must use the designated time clock system to record attendance.
2. Time clock records are used to determine actual hours attended.
3. Falsification of attendance is grounds for disciplinary action or dismissal.

TARDINESS POLICY

1. There is no grace period for tardiness.
2. Students are not permitted to clock in after the scheduled (contracted) start time.
3. Students arriving late will be locked out for 1 hour and may return after that hour to clock in and resume instruction without penalty.

Example: If a student's class starts at 9:00 AM, they must return no earlier than 10:00 AM to resume class for the day.

ABSENCE POLICY

Inspire Academy operates as a clock-hour institution. All absences result in the loss of clock-hour credit for any unattended time. However, under limited circumstances, an absence may be **conditionally recognized** as "excused" for the purpose of **allowing late entry** on the same day—**not for recovering missed hours**.

1. If a student **arrives late** and seeks to clock in later the same day, they may be permitted to do so **only if valid documentation is submitted at the time of return**.
2. Acceptable documentation includes:
    a) Doctor's note or appointment confirmation
    b) Legal appearance verification (e.g., court, attorney)
    c) Official documentation of a verifiable delay (e.g., transit disruption, emergency services)

Even if approved, this documentation **does not excuse the missed hours** or **alter the student's attendance percentage**. It simply permits reentry without disciplinary penalty under the school's tardiness or attendance policies.

- If **no documentation is submitted**, or if the student fails to return the same day, the full day will be recorded as unexcused, and no further entry will be allowed.

Note: The designation of "conditionally excused" is administrative only and does not impact SAP, hours earned, or maximum time frame calculations. Students are strongly encouraged to plan ahead and minimize absences to avoid falling below SAP requirements or exceeding their contract end date.

ATTENDANCE PROBATION AND TERMINATION

1. Students not meeting attendance requirements will be placed on Attendance Probation as outlined in the SAP policy.
2. If a student fails to attend for 14 consecutive calendar days, they will be withdrawn on the 15th day, and the school will process a refund per the withdrawal policy.
3. If a student exceeds their contracted completion date due to absences, overtime charges will apply as outlined in the Enrollment Agreement.

MAKE-UP WORK POLICY

Students may make up missed assignments, quizzes, or practical tasks in accordance with the instructor's availability.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy ensures all students maintain consistent academic and attendance progress throughout their training program, in accordance with standards set by NACCAS, the U.S. Department of Education, and the BPPE. It applies to all students enrolled in NACCAS-approved programs. Applicants are provided this policy prior to enrollment.

EVALUATION CRITERIA

Students must meet both academic and attendance benchmarks at each scheduled evaluation period:

- **Academic Standard:** 75% minimum cumulative grade average
- **Attendance Standard:** 75% minimum cumulative attendance rate

EVALUATION SCHEDULE

Inspire Academy defines its academic year as **900 clock hours over 30 instructional weeks**. All programs are evaluated against this standard.

Evaluations are based on **scheduled hours** completed and occur within **7 school business days** of each checkpoint. These evaluations are conducted at the following scheduled-hour checkpoints, based on each student's enrollment agreement. The table below details the evaluation points applicable to each program.

Program	Hours	SAP Evaluation Points
Cosmetology	1500	450 900 1200 *Scheduled Hours* 15 30 40 *Weeks*
Barbering	1250	450 900 1075 *Scheduled Hours* 15 30 36 *Weeks*
Esthetics	600	300 600 *Scheduled Hours* 10 20 *Weeks*
Manicuring	400	200 400 *Scheduled Hours* 7 14 *Weeks*
Cosmetology Crossover	300	150 300 *Scheduled Hours* 5 10 *Weeks*
Barbering Crossover	200	100 200 *Scheduled Hours* 3 6 *Weeks*

Evaluations are conducted at intervals that ensure students are evaluated at least once by the midpoint of their program or academic year, whichever is shorter.

ACADEMIC PROGRESS

Grades are determined by theory exams, practical evaluations, technical activities using the following scale:

Grade	Definition	Percentage
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	70%–79%
D	Unsatisfactory	60%–69%
F	Failing	Below 60%

Students must make up missed or failed exams/assignments to maintain academic standing.

MAXIMUM TIME FRAME (MTF)

Students must complete their program within **133%** of its scheduled length.

LOA time does not count toward attendance but does extend the contract and MTF. Transfer and part-time students' MTF is based on their contracted hours.

ATTENDANCE PROGRESS

Cumulative attendance is calculated as: ***(Actual Hours Attended ÷ Scheduled Hours) × 100***

Program	Schedule	Hours/ Week	Program Hours	Weeks	MTF Hours	MTF Weeks
Cosmetology	Full-Time, Day	42.5	1500	36	1995	48
Barbering	Full-Time, Day	42.5	1250	30	1663	40
Esthetics	Part-Time, Day	19.5	600	31	798	42
Manicuring	Part-Time, Evening	15	400	27	532	36
Cosmetology Crossover	Full-Time, Day	42.5	300	8	399	11
Barbering Crossover	Full-Time, Day	42.5	200	5	266	7

SATISFACTORY ACADEMIC PROGRESS STATUSES

- **Satisfactory Progress:** Student meets both academic and attendance requirements
- **Warning:** Issued if standards are not met at evaluation
- **Probation:** Applied after failing Warning and a successful appeal; may require an academic plan
- **Not SAP:** Student may be dismissed unless placed on Probation after a successful appeal

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and not considered meeting minimum standards for satisfactory academic progress if:

1. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
2. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institutes satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

APPEALS

Students may appeal a SAP failure within **10 calendar days** by submitting:

- Written explanation of mitigating circumstances (illness, family emergency, etc.)
- Supporting documentation
- Plan to meet SAP by next evaluation

Approved appeals result in Probation and continuation of enrollment.

TRANSFER / RE-ENTRY STUDENTS

- Transfer hours accepted count as both attempted and earned for MTF purposes
- Re-entry students resume their previous SAP standing

RE-ESTABLISHMENT OF PROGRESS

Students not meeting SAP must meet both cumulative 75% attendance and a 75% academic average by the next evaluation to regain SAP status.

LEAVE OF ABSENCE AND SAP

If a student is granted a Leave of Absence (LOA), the student will return to Inspire Academy in the same SAP status as when the leave began. Time spent on a LOA does not count toward the student's cumulative attendance or scheduled hours, but it does extend both the student's contract end date and Maximum Time Frame (MTF) by the number of days in the approved LOA. The student's enrollment agreement and program completion deadlines will be updated accordingly.

INCOMPLETES, WITHDRAWLS, OR REPETITIONS

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

EVALUATION RESULTS (SAP REPORTS)

All Satisfactory Academic Progress evaluations will be completed by the school at the end of each evaluation period. Students will be notified of the results of their evaluation(s) either by email (electronically) or in person

(paper). SAP results will be retained in the student's file and are available upon request. *Inspire Academy will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.*

LEAVE OF ABSENCE (LOA) POLICY

Inspire Academy recognizes that students may encounter life circumstances requiring them to temporarily pause their education. A Leave of Absence (LOA) may be granted under such conditions, allowing students to retain their status and return without penalty. LOAs are granted in accordance with federal financial aid regulations, the BPPE, and NACCAS Policy IV.06.

APPROVED REASONS FOR LEAVE

An LOA may be approved for the following reasons:

- The student's medical illness, injury, or serious health condition
- Medical care for a spouse, partner, child, parent, or grandparent with a serious health condition
- Birth or adoption of a child (maternity/paternity leave)
- Death of an immediate family member
- Military service or official deployment orders
- Mental health care or counseling
- Other documented personal emergencies

A LOA may only be granted when there is a **reasonable expectation the student will return**.

ELIGIBILITY AND LIMITATIONS

- A student is eligible for **one LOA per enrollment period**. An additional LOA may be granted in exceptional circumstances at the discretion of the Academy Director.
- The **minimum duration** of a LOA is **5 calendar days**.
- The **maximum total LOA time** allowed is **180 calendar days** in any 12-month period.
- LOAs are **not recommended** during the freshman period.
- LOAs will **not be granted** after a student has surpassed **100% of scheduled hours** in their program.

REQUEST PROCESS

Students can request a LOA **in advance** via the **Prestige Student Portal**. Each request must include:

- The specific **start and end dates** of the LOA
- The **reason** for the leave
- The **student's electronic or physical signature**
- **Supporting documentation**, as appropriate:
  - Doctor's note for medical conditions
  - Obituary or death certificate
  - Adoption records or birth certificate
  - Military orders

For medical LOAs, the Academy will not extend the LOA beyond what is recommended by the student's licensed healthcare provider, unless necessary to preserve instructional continuity.

If **unforeseen circumstances** prevent an advance request, the school may grant a LOA if:

- The reason is documented by staff,
- The written request is collected as soon as possible, and
- The start date is recorded as the **first day the student was unable to attend**

All documentation will be retained in the student's file.

ENROLLMENT IMPACT AND RETURN FROM LOA

- Students will **not be charged additional tuition** during an LOA.
- The **enrollment agreement will be extended** by the number of calendar days taken as LOA.
- This change must be formalized via an **addendum signed by both the student and a school official**.
- The **revised contract end date** may not exceed **15 calendar days beyond** the calculated LOA return date as determined using the NACCAS LOA Calculator.
- Students who return on time will retain **their Satisfactory Academic Progress (SAP) status** and all completed **clock hours and practical work**.

FAILURE TO RETURN FROM LOA

If a student fails to return from an approved LOA by the scheduled return date:

- The student will be **withdrawn** from the program, and
- The **withdrawal date** for refund calculation will be the **last date of attendance prior to the LOA**.

STANDARDS FOR STUDENT ACHIEVEMENT

STUDENT PROGRESS

Your progress towards achieving your career success is measured by your attitude, attendance, and your classroom academic and Practical achievements. Your School Catalog has specific details about student grades and maintaining Satisfactory Academic Progress. There are benefits to maintaining good student grades and Satisfactory Academic Progress. A student becomes eligible in certain states to apply to take the state board licensing exam when they have reached 75% completion of their program of study. This process is called pre-application, and it will accelerate the scheduling of your state licensing exam date after you Graduate from your program of study. Please see your School Registrar for additional details that may apply to your program of study.

ACHIEVEMENT

Academic achievement includes your grades for Technical Instruction (written and Practical Theory tests and assignments) and Practical Training (working on mannequins and clients on the salon floor). Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media, and activities to enhance learning. If you have Questions regarding daily lessons, please talk with your instructor or Academy Directors.

Coming to school prepared for your daily lessons and assignments would be best. Ensure you bring the books/electronic devices and equipment to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books/electronic devices and materials they need to participate in that day's lessons fully may be required to clock out until they return with the necessary books/electronic devices.

Devices and equipment. You must complete all the Technical Instruction and Practical Training components of the program you are enrolled in. If your attendance affects completing these requirements as scheduled, you must make up the Practical and technical operations missed to meet the state board minimum requirements. This may or may not cause you to attend additional instructional hours.

All students are responsible for tracking operations and theory on their timecards. An instructor will sign off on all work done on Clients and mannequins. All operations and theories need to be signed off by their instructors.

EXTERNSHIPS REQUIREMENTS

Currently, Inspire Academy is not offering externships.

TUITION & FINANCING

TUITION AND FEES

Inspire Academy reserves the right to adjust tuition and fees due to inflation, curriculum updates, or equipment changes. The total charges for a period of attendance and the estimated total charges for the entire educational program are the same.

Individuals not enrolled in a full program—such as licensed professionals completing remedial hours or hours required by the California Board of Barbering and Cosmetology—will be charged $15.00 per hour, plus a registration fee and costs for any required books or materials.

BARBERING

Fee	Amount
Tuition	$9,000.00
Application Fee (nonrefundable)	$100.00
Student Tuition Recovery Fund (STRF)	$0.00
Uniform (nonrefundable)	$60.00
Student Kit (nonrefundable)	$2,150.00
Textbooks (nonrefundable)	$350.00
Transfer/Testing Evaluation Fee (if applicable)	$300.00
Additional Instruction Beyond Contracted End Date	$15.00/hour
Total Costs	**$11,660.00**

BARBERING CROSSOVER

Fee	Amount
Tuition	$3,000.00
Application Fee (nonrefundable)	$100.00
Student Tuition Recovery Fund (STRF)	$0.00
Uniform (nonrefundable)	$60.00
Student Kit (nonrefundable)	N/A
Textbooks (nonrefundable)	N/A
Transfer/Testing Evaluation Fee (if applicable)	N/A
Additional Instruction Beyond Contracted End Date	$15.00/hour
Total Costs	**$3,160.00**

COSMETOLOGY

Fee	Amount
Tuition	$10,000.00
Application Fee (nonrefundable)	$100.00
Student Tuition Recovery Fund (STRF)	$0.00
Uniform (nonrefundable)	$60.00
Student Kit (nonrefundable)	$2,250.00
Textbooks (nonrefundable)	$350.00
Transfer/Testing Evaluation Fee (if applicable)	$300.00
Additional Instruction Beyond Contracted End Date	$15.00/hour
Total Costs	**$12,760.00**

COSMETOLOGY CROSSOVER

Fee	Amount
Tuition	$4,500.00
Application Fee (nonrefundable)	$100.00
Student Tuition Recovery Fund (STRF)	$0.00
Uniform (nonrefundable)	$60.00
Student Kit (nonrefundable)	N/A
Textbooks (nonrefundable)	N/A
Transfer/Testing Evaluation Fee (if applicable)	N/A
Additional Instruction Beyond Contracted End Date	$15.00/hour
Total Costs	**$4,660.00**

ESTHETICS

Fee	Amount
Tuition	$7,000.00
Application Fee (nonrefundable)	$100.00
Student Tuition Recovery Fund (STRF)	$0.00
Uniform (nonrefundable)	$60.00
Student Kit (nonrefundable)	$1,700.00
Textbooks (nonrefundable)	$350.00
Transfer/Testing Evaluation Fee (if applicable)	$300.00
Additional Instruction Beyond Contracted End Date	$15.00/hour
Total Costs	**$9,210.00**

MANICURING

Fee	Amount
Tuition	$5,000.00
Application Fee (nonrefundable)	$100.00
Student Tuition Recovery Fund (STRF)	$0.00
Uniform (nonrefundable)	$60.00
Student Kit (nonrefundable)	$1,100.00
Textbooks (nonrefundable)	$350.00
Transfer/Testing Evaluation Fee (if applicable)	$300.00
Additional Instruction Beyond Contracted End Date	$15.00/hour
Total Costs	**$6,610.00**

Note: The Student Tuition Recovery Fund (STRF) assessment rate set by BPPE is currently $0.00 per $1,000 of institutional charges. Accordingly, Inspire Academy is not collecting STRF at this time. STRF requirements and rates are subject to change by BPPE.

TUITION WAIVERS

Tuition waivers may be granted under exceptional circumstances, financial hardship, or documented dispute. All waivers require written approval by the Director of Compliance.

FINANCIAL ASSISTANCE

Inspire Academy does not participate in federal or state financial aid programs. However, students may seek support from third-party lenders, scholarships, or community organizations. Inspire Academy also offers limited in-house scholarships and flexible payment plans for eligible students. Students using private loans are responsible for full repayment, including interest, even if a refund is issued.

CONSEQUENCES OF MISSED PAYMENTS

Inspire Academy strives to support students experiencing financial hardship. If a student misses scheduled payments, the following actions will be taken:

1. **First Missed Payment:** Verbal warning
2. **Second Missed Payment:** Written notice
3. **Third Missed Payment:** Placement on administrative leave for up to 90 days to resolve account balance.

Failure to make payment during this period may result in withdrawal. Students should immediately inform the Academy Director if they anticipate payment issues.

PAYMENT TERMS

Tuition may be paid in full at the time of enrollment or through an approved payment plan. Accepted payment methods include: Cash, cashier's check, money order, credit or debit card (a 4% processing fee applies to all card transactions), and approved third-party sponsors (e.g., vocational training programs, private scholarships).

Note: Inspire Academy does not accept personal or business checks under any circumstances.

All students are financially responsible for the full tuition and associated fees as outlined in their Enrollment Agreement. The Academy may withhold Proof of Training or other documents until the student's financial obligations are met.

Failure to make timely payments may result in suspension of class attendance, withholding of documents, or dismissal.

CONTRACT COSTS / EXTRA CHARGES

Students and their sponsors (if applicable) agree to pay Inspire Academy the full tuition and institutional fees for their selected program as outlined in the Enrollment Agreement and according to an approved payment plan.

Registration and Enrollment Fees

Registration Fee (nonrefundable): $100 due at the time of signing the Enrollment Agreement
Re-entry Fee: $150 for students returning more than 30 days after withdrawal
Testing/Evaluation Fee: $300 for all transfer and re-entry students

Overtime Charges

Students who do not complete their program within the contracted timeframe will be charged $15.00 per hour for each hour beyond their contract end date. Overtime tuition must be paid in advance.

Transcript Requests

Transcript Fee: $75 per official transcript copy

Tuition at Re-entry

For re-enrolling students who return more than 30 days after withdrawal, tuition will be calculated based on the current rate in effect at the time of re-entry, unless approved mitigating circumstances apply.

INSTITUTIONAL REFUND POLICY

A student may withdraw from Inspire Academy at any time after the cancellation period (described in "Student's Right to Cancel" below) and receive a pro-rata refund of institutional charges if they have completed 60% or less of the scheduled hours in the payment period. Refunds will be calculated based on the student's scheduled hours through the last date of attendance, and any applicable refunds will be issued within 45 calendar days of the withdrawal date.

If a student's enrollment application is denied, the applicant is entitled to a full refund of all monies paid to the institution, excluding the non-refundable application fee.

This refund policy applies to all terminations of enrollment, whether initiated by the student or by the institution, including withdrawal, expulsion, failure to return from a Leave of Absence (LOA), or extended absence.

For the purpose of determining the refund amount and withdrawal date, the student's withdrawal shall be considered to have occurred on the earliest of the following:

- The date the student provides written notice of intent to withdraw.
- The date the school terminates the student's enrollment for:
  - Failure to meet Satisfactory Academic Progress (SAP),
  - Violation of conduct, attendance, or financial policies.
- The date the student is expelled from the institution.
- The student's failure to attend class for **14 consecutive calendar days** without an approved LOA.
- The scheduled date of return from a LOA, if the student fails to return.

If the student received financial assistance through a loan or third party that was paid directly to Inspire Academy, the refund will be returned to the lender, third-party provider, or state/federal agency that guaranteed the loan. Any excess funds beyond the unpaid balance of the loan will first be returned to the financial aid programs from which the student received benefits, in proportion to the amount received, and any remaining refund amount will be paid to the student.

If the student defaults on a federal or state loan, the following may apply:

1. The government or loan guaranty agency may take collection actions, such as applying any income tax refunds to reduce the outstanding loan balance.
2. The student may become ineligible for additional federal or state financial aid until the loan is repaid.

Note: Inspire Academy does not participate in Title IV federal financial aid programs. References to loans or financial aid refer to third-party payment agreements if applicable.

APPLICATION AND TERMINATION FEES

A non-refundable application fee of $100 is charged for all programs. Inspire Academy does not charge a termination fee.

PROGRAM OR INSTITUTIONAL CLOSURE AND TEACH-OUT POLICY

In the event that a program or the institution is permanently closed or discontinued after a student has enrolled and instruction has begun, Inspire Academy will offer the student one of the following options:

- A pro-rata refund based on scheduled hours completed at the time of closure;
- Completion of the course or program through a teach-out agreement approved by the Bureau or NACCAS;
- Transfer assistance to another institution with an equivalent or accepted program;
- A full refund of all tuition and fees paid to Inspire Academy.

Students will be notified in writing of their options and must select their preference within 30 days of notice. If a teach-out is not feasible, all prepaid tuition will be refunded in full.

THIRD-PARTY CONTRACT COMPLIANCE CLAUSE

Any promissory notes or tuition contracts sold or transferred to a third party shall include provisions that comply with Inspire Academy's cancellation and refund policy, and all related obligations under the California Education Code and NACCAS standards.

No such agreements may waive or reduce the student's right to a refund.

COLLECTION PROCEDURES AND ACKNOWLEDGMENT OF REFUND POLICY

Inspire Academy's collection procedures reflect ethical business practices and comply with all state and federal laws.

Any collection efforts—whether conducted by the institution directly or by a third party, including banks, agencies, or legal representatives—shall:

- Acknowledge the existence of the Withdrawal and Settlement Policy;
- Avoid any misleading or coercive language;
- Not use the name of the National Accrediting Commission of Career Arts and Sciences (NACCAS) in any collection communications;
- Respect the student's right to due process and appropriate documentation.

TERMINATION POLICY

The institution reserves the right to terminate a student for violations of academic, attendance, or conduct policies. There is no termination fee. Students terminated must reapply and may be subject to a reentry fee and current tuition rates.

STUDENT'S RIGHT TO CANCEL

Students have the right to cancel their enrollment agreement and receive a full refund of institutional charges, **less a nonrefundable application fee not to exceed $100**, under the following terms:

1. Cancellation is permitted through attendance at the first class session, or seven (7) calendar days after signing the enrollment agreement, whichever is later, even if instruction has not yet begun.
2. Cancellation must be made in writing and delivered by mail, email, or in person. Verbal or telephone cancellations will not be accepted.
3. The effective cancellation date will be the postmark date (if mailed) or the date of receipt (if delivered or emailed).
4. Written notice of cancellation may be provided in any form, but must clearly state the student's intent to cancel their enrollment agreement.
5. If the enrollment agreement is canceled within this cancellation period, all institutional charges will be refunded in full, excluding the application fee. If a course is canceled by the institution or the student is rejected for enrollment, all monies paid will be refunded.

STUDENT TUITION RECOVERY FUND (STRF)

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 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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:

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.

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.

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.

The institution has been ordered to pay a refund by the Bureau but has failed to do so.

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.

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.

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.

GENERAL RULES, REGULATIONS, & PROCEDURES

This section outlines important rules and regulations concerning a student's enrollment at Inspire Academy. All students must comply with Inspire Academy's rules and regulations as a condition of their enrollment. Failure to comply with these Academy rules and regulations can lead to any or all of the following disciplinary actions, depending on the severity of the misconduct: written warnings, probation, suspension, and termination from the Academy.

Students terminated for failing to comply with Inspire Academy rules and regulations may appeal the termination. In this situation, students must submit a written appeal to the Academy Director stating why the decision to terminate should be reversed and requesting a re-evaluation of their status.

DISCIPLINARY PROCESS & ACTION

When a student needs to be counseled for disciplinary problems, Inspire Academy of Barbering and Cosmetology implements a progressive approach. The following procedures are entailed:

STEP I	Student receives a verbal warning
STEP II	Student receives a written warning
STEP III	Student is clocked out and sent home
STEP IV	Student is suspended for 3 days
STEP V	Student’s enrollment is terminated

Depending on the nature of the behavior, Inspire Academy reserves the right to skip any steps at its discretion.

Students may be escorted out of the facility by a staff member. If A student displays inappropriate or threatening behavior, law enforcement officers will be called to escort the student off the premises. A student may appeal with a letter. (See appeal procedures)

Applied effort is an essential expectation in our work environment. This includes bringing all supplies to complete a service for clients, along with textbooks and tablets for theory. Lack of effort will result in a sequence of disciplinary actions, starting with a verbal warning, followed by a written notice, and potentially leading to being sent home for the day. Please note that these steps could potentially be implemented over the course of a single day, emphasizing the importance we place on dedication and effort.

STANDARDS OF CONDUCT

APPEARANCE AND DRESS CODE

Your smile is your logo; your personality is your business card. How you leave others feeling after interacting with you is your trademark.

Professional black attire is required, specifically all-black bottoms and a black Inspire Academy top. Clothing must be cleanly pressed and not excessively loose or tight. Hair must be clean and styled before arriving. If applicable, cosmetics should be applied before arriving. Should any student be found not complying with the dress code, they will be required to clock out and return dressed appropriately. Overtime fees will be applicable for the time spent rectifying the dress code violation.

Students should always maintain the following professional dress code:

- Sweatshirts and printed T-shirts with the Inspire Academy logo must be worn.
- Jackets, coats, vests, sweaters, etc., must be solid black.
- Acceptable black bottoms include scrubs, jeans, chinos (e.g., Dickies, Dockers, etc.), and cargo pants.
- On Wednesdays ONLY, jeans or khakis of any color are acceptable.
- Clothing must be clean and free of stains, wrinkles, and holes.
- Shoes should be comfortable, free of holes, and cover the entire foot.
- Hair must be clean and styled before arriving.
- Makeup is optional but must be applied before arriving.

The following describes unacceptable attire and accessories:

- Open-toed, high-heeled shoes, flip flops, slip-ons, beach sandals, stilettos, and slippers, including UGGs and Crocs
- Tank tops, crop tops, or low-cut blouses that expose too much skin
- Sweatpants, pajama bottoms, or sheer, see-through leggings/yoga pants
- Sweatshirts and printed T-shirts with logos or colors other than Inspire Academy (for example, Nike, Adidas, and Jordan)
- Dresses and/or skirts
- Shorts of any kind
- See-through or sheer clothing
- Excessively loose or sagging clothing
- Tops or bottoms with holes
- Sunglasses
- Earbuds or headphones

ESTHETICS STUDENTS: Black scrubs and Inspire Academy tops only.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

This section outlines important communication and professional conduct guidelines every student needs to know. Adherence to these rules ensures a respectful and productive environment for everyone. Please take the time to read and understand them.

- Visitors are allowed in the service reception area only.
- Visitors are not permitted in the classrooms, on the clinical floor, or in the student lounge.
- Restrooms are for students and staff only. Public restrooms are available for clients and visitors.
- Only emergency calls are permitted on the business phone.
- Students may not visit with another Student who is providing service to a client.
- Food, drinks, and water bottles are allowed only in the student lounge and are strictly prohibited in the classroom or clinical floor.
- Inspire Academy is a 100% smoke-free campus.
- Stealing or taking academy property or another's personal property is unacceptable and grounds for termination.
- Academy Staff have the right to access and inspect a student's locker at any time.

SANITATION AND PERSONAL SERVICES

The following sections outline guidelines and policies governing student conduct regarding sanitation and personal services. These rules have been established to foster a safe, healthy, and productive environment for all members of our community. We encourage students to familiarize themselves with these provisions, as adherence to them is essential for maintaining the standards of excellence for which our institution is known.

- Students must always keep workstations and classroom areas clean, sanitary, and clutter-free.
- Students must clean their stations, including the floor, after each service.
- Hair must be swept up immediately following a service before blow-drying.
- Before clocking out, clinic stations must be cleaned at the end of the day.
- Students may receive services on the last week of the month. Estheticians – 3rd Tuesday, Manicuring – Thursday, Cosmo/Barber – 1st and 3rd Wednesday. To receive a service, students must do the following before starting the service:
    - Notify an educator the Monday prior.
    - Be scheduled off the service books by an Educator.
    - Have an attendance percentage for the month at 75% or above.
    - Have an average grade of 75% or above.
    - Personal services are considered rewards and scheduled for current students with all assignments.

STUDENT CLIENT PROCEDURE

Refusing a client for any reason is strictly prohibited. The student will be sent home for the remainder of the day. If this becomes an ongoing issue, the student could face suspension and/or termination from the program.

TIMEKEEPING POLICY

All students are responsible for tracking operations and theory on their timecards. All work done on clients and mannequins must be signed off by an instructor. All operations and theory work need to be signed daily at the close of business by their assigned instructor.

SOCIAL MEDIA POLICY

No pictures, videos, or “going live” are permitted without the media waiver signed by all parties involved. Refusing a client for any reason is strictly prohibited.

DRUG, ALCOHOL, & SMOKE-FREE EDUCATIONAL FACILITY

ALCOHOL AND DRUG POLICY

Any student who possesses or is determined to be under the influence of alcohol or drugs while at school will be sent home and subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug test at your own expense within 24 hours. Reinstatement is at the discretion of the school's Director of Compliance. We are a drug-free campus.

Alcohol: The following acts are prohibited and will subject staff and students to discipline, up to and including immediate discharge: (1) the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or (2) being under the influence of alcohol.

Illegal Drugs: The following acts are prohibited and will subject staff and students to discipline, up to and including immediate discharge: (1) the use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance listed under the Federal Controlled Substances Act or (2) being under the influence of any federally listed illegal drug or other controlled substance.

Prescription Drugs: This policy prohibits (1) the abuse of any legal drug; (2) the purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or (3) working while impaired by the use of a legal drug whenever such impairment might endanger the safety of the employee or some other person, pose a risk of significant damage to Company property or equipment; or substantially interfere with the employee’s job performance or the efficient operation of the Company’s business or equipment. Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs so long as that activity does not violate any law or result in an employee being impaired using such drugs in violation of this policy.

Drug Treatment Center 24-Hour Help Line 800-711-6375 DRUG-FREE CAMPUS

Inspire Academy reserves the right to modify, amend, or change the above policies and procedures at its discretion and without prior notice. Changes may apply to all current and future students. Students are responsible for staying informed of any changes by regularly reviewing the course catalog and official communications from the institution.

SMOKING AND VAPING POLICY

Inspire Academy is a smoke-free facility. Use, consumption, or possession of tobacco or vaping products of any type on school premises is prohibited. Failure to follow this policy will result in disciplinary measures and/or dismissal from the program.

MEDICATION POLICY

For the safety of our clients and students, Inspire Academy reserves the right to encourage students on heavy medications to work on a mannequin. We ask all students to inform the Director of Compliance of all medication ingested during business hours, including prescription medication.

BACKGROUND CHECKS

California Board of Barbering and Cosmetology: The application for examination by the board requires an applicant to disclose background Information relating to any conviction or plea of no contest to any violation of any law of the United States in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the Application for examination.

These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license. For more information about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology
P. 0. Box 944226 Sacramento, CA 94244-2260
Phone: (800) 952-5210, Fax: (916) 575-7281
www.barbercosmo.ca.gov

HEALTH & SAFETY CONSIDERATIONS

Prospective students should know the physical demands of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or singing and constant use of the upper torso, shoulders, arms, wrist, hands, upper back, and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the Academy and complying with all safety policies and procedures.

Notice to Students Who May Be Pregnant

WARNING: Exposure to chemicals used in the cosmetology industry may cause cancer, congenital disabilities, or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult your physician regarding these issues before enrolling and signing the enrollment agreement.

SANITATION, DISINFECTION, AND HYGIENE REQUIREMENTS

The students are responsible for sanitizing and disinfecting ALL implements after each use, and everything in lockers is checked once a week for weekly kit checks.

Why is maintaining hygiene standards in a salon/shop/spa essential?

Maintaining high hygiene standards in your salon/shop/spa is vital to preventing cross-contamination. Fungi, viruses, parasites, and bacteria can easily spread if you don't take action to stop them, whether from yourself, other clients, or dirty tools.

Tools such as combs, scissors, and tweezers are prime candidates for cross-contamination – plus, clients would probably feel a little disgusted if they knew you'd used the same scissors on all clients without cleaning them! Germs can easily spread between clients this way and can cause infections that will make them very unlikely to return to you. The best thing to do is prioritize hygiene in your salon's day-to-day running. You could have a salon hygiene checklist to remind the whole team of best practices and give training on keeping the salon clean.

Who is responsible for maintaining a hygienic salon/shop/spa?

Everyone working within your salon/shop/spa business is responsible for practicing basic hygiene at the very least. Ensure that all hygienic responsibilities, such as sterilizing combs or keeping the floor clean after a client has had a haircut or their nails filed, have been delegated to your student stylists or salon/shop/spa support staff. Staff create a daily dues checklist to assign tasks and to record when each job has been carried out and by whom. This includes all areas, from the salon/shop/spa floor to the bathroom, the kitchen, the reception area, and everywhere in between. This will ensure that nothing can be forgotten while keeping your salon/shop/spa running efficiently.

How important is keeping the salon/shop/spa floor clean?

With a heavy flow of football, the floor of your salon is a hive of activity and, therefore, needs always to remain clean. If fly-away nail extensions have gone AWOL, or a buildup of hair has accumulated around your cutting area, for example, this needs to be cleared away quickly, not only to avoid accidents such as slips and trips but also to avoid bacteria spreading from location to location. At the end of each day, ensure you clean the floor thoroughly and are ready for the next day!

How important is personal hygiene in a salon/shop/spa?

All salon/shop/spa students and staff must understand the importance of personal hygiene when working in the cosmetology and barbering industry. Firstly, it's crucial to maintain a professional image that ensures clients are confident in visiting you. Secondly, poor personal hygiene can spread bacteria – things like dirty nails and unwashed hands and clothes can harbor germs that can potentially transfer to clients.

For some treatments, disposable gloves might be preferable to hand washing alone, especially for sensitive areas and treatments such as eyelash application and dermaplaning.

You must ensure that students and staff keep themselves clean when undertaking treatments from client to client. Simple practices such as ensuring hands are clean, and uniforms are free of nail shavings, or hair are all basic things to help your salon/shop/spa stay hygienic.

Keeping on top of salon hygiene isn't tasking and is a serious practice to ensure that your salon complies with the necessary regulations. It also ensures that your business looks more appealing and builds trust with your clients as a salon/shop/spa that pays attention to detail.

VERBAL AGREEMENT POLICY

There are NO verbal agreements between staff, instructors, and students. Any "agreement" will be documented in writing, and all parties involved will initial or sign it. Fraternizing between staff and students is not permitted.

GRIEVANCE POLICY

Inspire Academy is committed to maintaining a positive and respectful learning environment. We provide students with the opportunity to resolve concerns related to discrimination, harassment, academic or administrative decisions, or any violation of their rights. This grievance policy is presented to all students during orientation and is included in the school catalog.

Students may file complaints regarding:

- Harassment or discrimination based on race, sex, gender identity, religion, national origin, disability, sexual orientation, or any protected class
- Alleged violations of school policies or procedures
- Alleged unfair treatment by faculty, staff, or students
- Academic or administrative decisions they believe are incorrect or unjust

INFORMAL RESOLUTION

Students are encouraged to resolve concerns informally whenever possible.

1. The student should first speak with the staff member or instructor involved.
2. If unresolved, the student may bring the concern to the Academy Director, who will document the issue and may attempt informal resolution.
3. Informal mediation will not be used for cases involving sexual violence.
4. At the student's request or if informal resolution is unsuccessful, the formal grievance procedure will be initiated.

FORMAL GRIEVANCE PROCEDURE

1. The student can complete a **written grievance form** within **15 calendar days** of the incident. Forms are available from the Academy Director or Director of Compliance.
2. The complaint must include the student's name, the date of the incident, names of individuals involved, a summary of the issue, and any evidence or witnesses.
3. The grievance will be reviewed and investigated by the Academy Director or designee within **2 weeks** of receipt.
4. The student and accused will be interviewed, and witnesses may be contacted as appropriate.

5. A written decision or progress update will be provided to the student within **30 calendar days**.
6. If the grievance cannot be resolved by the school, it will be referred to the appropriate external agency.

HEARING PANEL *(IF REQUIRED)*

In serious or complex matters, a **Grievance Committee** may be convened. The committee will consist of three neutral individuals unaffiliated with the grievance, including at least one school officer and one outside party. A hearing will occur within **90 days** of committee formation. The committee will review evidence, conduct interviews, and issue a report with a recommended resolution within **15 days**. Final disciplinary action, if any, will be determined by the school's Academy Director or Director of Compliance.

OUTCOME, RETALIATION, AND RECORDKEEPING

- Both parties will receive **written notification of the outcome**.
- The school prohibits **retaliation** against any student filing a complaint in good faith.
- Records of all formal grievances and resolutions will be retained in accordance with Inspire Academy's recordkeeping policy.
- Students are not required to exhaust this process before contacting external agencies.

EXTERNAL COMPLAINT RESOURCES

If a complaint is not resolved through the school's internal process, students or members of the public may contact the appropriate oversight agency:

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)
Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897
www.bppe.ca.gov
contact form

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)
Candidate for Application
National Accrediting Commission of Career Arts & Sciences (NACCAS)
Address: 3015 Colvin Street Alexandria, VA 22314
Phone Number: 703-600-7600
Fax Number: 703-379-2200
www.naccas.org
support@naccas.org

NON-DISCRIMINATION POLICY

Inspire Academy does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age, disability, or familial status in the administration of its educational programs, admissions, employment, or other school-administered activities. We are committed to providing equal access to all programs and services.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), individuals with disabilities are entitled to reasonable accommodations to ensure full and equal access to educational opportunities. Accommodations will be made unless they impose an undue hardship or fundamentally alter the nature of a program.

Individuals seeking accommodations must submit a formal request to the designated ADA Compliance Coordinator . Disclosures or requests made to staff, faculty, or other personnel will not be considered formal accommodation requests. However, any individual receiving such a disclosure will refer the person to the ADA Compliance Coordinator.

Inquiries or accommodation requests may be directed to Michelle Hickman, Director of Compliance, 209-910-0955, michelle@inspireabc.com.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of Inspire Academy of Barbering and Cosmetology is to maintain the confidentiality of information entrusted to it by students, prospective students, or guardians of dependent minors. Therefore, prior to the release of Information, a written Authorization of Release of Information form (in writing) must be on file with Inspire Academy of Barbering and Cosmetology 445 W. Weber Ave. Suite 223 Stockton, CA 95203.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.& 1232g;34 CFR part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents (legal guardians) certain rights with respect to their children's Education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Exceptions to the above rule are outlined as follows:

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate pares in connection with financial aid to a student.
5. Organizations conducting certain studies for or on behalf of the school.
6. NACCAS staff, commissioners, and evaluators for NACCAS.
7. U. S. Department of Education.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities within a juvenile justice system, pursuant to specific state law.
10. Subpoenas by court order.

Parents (legal guardians) or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or be allowed to leave the school building. Parents (legal guardians) and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

ACCESS TO STUDENT RECORDS

Inspire Academy complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of Education and establishes a student's and parent/guardian of a dependent 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 files by contacting the school administration for an appointment with the Director of Compliance. The Academy may require advance notice of up to 48 hours and an appointment to review these files. Students, or their parent/guardian if the student is a dependent minor, may not remove these records from the Academy.

RETENTION OF RECORDS

Student records will be maintained at the school site for five years from the last date of attendance, and transcripts will be kept permanently. Student school records are safeguarded and maintained in fireproof file cabinets, and student academic records are kept in files located in the Director of Compliance’s office.

There is a charge of $75.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for $4.00 per copy.

DISCLOSURE OF RECORDS

Adult students and parents or guardians of dependent minor students have the right to inspect, review, and challenge Information contained in their educational records or that of their dependent minor.

Education records are defined as files, materials, and documents that contain information directly related to a student and are maintained by the institution. Students are not entitled to inspect their parents' financial records. Written consent is required before educational records may be disclosed to the parents or guardians of adult students or others except for disclosure allowed by law, such as to accrediting commissions or governmental agencies. Access to files must be requested in writing, in letter form, or on a form furnished by the institution.

STUDENT’S RIGHT TO ACCESS THEIR FILES

Access will be allowed within a reasonable period after the right to inspect is verified and an academy employee has made arrangements for proper supervision and interpretation of the records.

INSTITUTIONAL INFORMATION

STUDENT SERVICES

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student's ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

STUDENT ADVISING & GUIDANCE

Inspire Academy makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the Director of Compliance (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

CAREER SERVICES

From your first day in class, our Career Services Department will be available to assist students with their career development and entry-level job opportunities. Inspire Academy Career Services personnel provide students with job placement assistance in addition to in-school workshops on resume writing, interview skills, and customer service skills. Career Resources include the following:

1. Professional industry speakers.
2. Workshops in resume writing, portfolio building, interview strategies, customer service skills, and building a client base.
3. Milady Online Licensing Exam Preparation.
4. Job Listings: Our Academy maintains updated job postings.

NOTE: Inspire Academy cannot guarantee employment, but we have garnered a reputation in our community and earned the respect of local industry professionals who regularly connect with Inspire Academy graduates.

EMPLOYMENT ASSISTANCE

Inspire Academy offers academic and graduate employment services to students. The school **does not guarantee** employment but does assist through internal job board, internal external career days and by continuing local relationships with salons and other possible beauty related employers.

STUDENT HOUSING

The institution does not have any dormitory facilities under its control. We do not provide any assistance with finding housing. Housing is available within 2 miles of the college. The cost of housing ranges from $900 to $1,500 per month.

LIBRARY REFERENCE MATERIALS

The following library reference materials are available: Milady's Standard Cosmetology Textbook, Milady's Standard Cosmetology Exam Review, Milady's Standard Barber Textbook, Milady's Standard Barber Exam Review, Milady's Standard Esthetician Textbook, Milady's Standard Esthetician Exam Review, Milady's Standard Esthetician Fundamentals Textbook, Milady's Standard Manicuring Textbook, Milady's Standard Manicuring Exam Review, Milady's Standard Manicuring Fundamentals Textbook. Students can access and check out the library materials anytime through an educator or staff member.

STUDENT SALON SUCCESS

As a student, you will get practical hands-on training to provide services for real people in the student salon. This will help prepare you for the workplace demands once you graduate and become a licensed professional. Student success depends not only on their technical skill level but also, to a large degree, on their customer service/business skills. Students are expected to bring their guests to the student salon for salon services to succeed in their chosen occupation. This expectation is part of the Inspire Academy, which strives to develop a student's customer service and business skills while in school so that, upon Graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal clientele base.

Developing on-site customer service and business skills in the Inspire Academy student salon environment is part of what Inspire Academy defines as student "Practical Training." Practical Training includes students working on models and clinic guests and training assignments on mannequin heads and hands.

A student's success depends on their ability to use the job-critical skills learned at Inspire Academy, including attendance, punctuality, professional image, attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

CLIENT SCHEDULING

Students will learn how to manage each operation and schedule appropriately. Salon sanitation is done daily at the closing of business. To ensure our client services are completed at the proper time, the last scheduled appointment for chemical services is at 2 p.m. for the day students. The last appointment for chemical services for the night students is at 7:30 p.m. All other services that DO NOT require chemicals will be scheduled at the instructor's discretion.

SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality.

Inspire Academy observes the following holidays and school closings:

2026	
DATE	EVENT
January 19	Martin Luther King Day
February 16	Presidents' Day
April 3 – 6	Spring Break
May 25	Memorial Day
July 6 – 17	Summer Break
September 7	Labor Day
November 26 – 27	Fall Break
December 21, 2026 – January 3, 2027	Winter Break

2027	
DATE	EVENT
January 18	Martin Luther King Day
February 15	Presidents' Day
March 26 – 29	Spring Break
May 31	Memorial Day
July 5 – 16	Summer Break
September 6	Labor Day
November 25 – 26	Fall Break
December 27, 2027 – January 7, 2028	Winter Break

SCHEDULE CHANGES

The school reserves the right to change the established schedules; in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

LANGUAGE DISCLOSURE

Inspire Academy does not recruit ENGLISH AS A SECOND LANGUAGE AS THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE. Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma, high school transcripts, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

WORKPLACE PRIVACY - AUDIO/VIDEO RECORDINGS

Due to Inspire Academy's legal obligations and concerns regarding the potential for invasion of privacy, and sexual or other harassment, students may not use any audio or video recording devices in areas where employees normally expect privacy such as restrooms, locker rooms, and changing rooms.

The protection of confidential, sensitive, and proprietary information is essential to the Academy and its students. In order to protect against the capture and disclosure of such information, you may not use any audio or video recordings in work areas that Inspire Academy has identified as confidential, secure, or private unless you are engaged in a protected activity related to improving the terms and conditions of your employment, such as documenting health and safety issues.

This applies to the following area(s): restrooms

Employees also may not record private conversations without the consent of all parties. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

1. Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
2. Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Inspire Academy uses or may use video surveillance in public areas (not in restrooms, locker rooms, or changing areas). The video surveillance will not include sound recording.

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime, committed any act involving dishonesty, fraud, or deceit, or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure because the applicant knowingly made a false statement of fact that is required to be revealed in the Application for such license. Students who are not U.S. citizens or do not have documented authority to work in the United States will not be eligible to apply for the state licensure examination. Inspire Academy is not responsible for students denied licensure.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) INFORMATION

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

BPPE COMPLIANT LANGUAGE

1. OSAR statement: The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov

RELEASE OF LIABILITY

I acknowledge that the program administered by Inspire Academy of Barbering and Cosmetology, Inc. (the "Academy") may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks. In consideration of my participation in the program, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the Academy, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the program, whether caused by negligence of the Academy, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the Academy and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described program. Any controversy or claim arising between the Academy and myself, shall be settled exclusively by arbitration within thirty (30) miles of Stockton, CA in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect, and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. California law shall apply to any dispute between the Academy and myself. I am at least eighteen years old, and understand and agree to the terms of this provision.

Printed Name: _____ Date: _____

Signature: _____