1ST ACADEMY OF BEAUTY CATALOG 2025

JANUARY 1ST, 2025 UNTIL DECEMBER 31ST, 2025

Address where classes are held:

8823 Garvey Avenue, Unit B1 & B1/2

Rosemead, CA 91770

Phone: 626-288-0000/fax: 626-288-1100

Email: firstacademyofbeauty@gmail.com

www.1stacademyofbeauty.com

CONTENTS

GENERAL INFORMATION **4**

Mission 4

Objectives 4

Programs Of study 4

JOB OPPORTUNITIES 4

A Message from the President 5

Approval Disclosure Statements 5

Drug Abuse Prevention Program 6

Facilities 7

Equipment, Textbooks & Supplies 7

Library 7

STUDENT SERVICES **8**

Placement 8

Office of Student Assistance and Relief. 8

Career Counseling and Personal Attention 8

HOUSING 8

Academic Advisement 8

HYBRID DISTANCE EDUCATION 8

Retention of Records 9

Transcripts 9

LICENSURE REQUIREMENT 9

ADMISSION POLICY **10**

Credit for prior experiential learning 10

Transfer In 10

Transfer Out 10

Health and Physical Considerations 10

Re-Entry Policy 10

New Student Class-Enrollment 10

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION 11

Orientation Class 11

Class Schedules: 2025 11

TUITION AND FEE SCHEDULE **12**

Student Tuition Recovery Fund statement 12

Fees for Extra Instruction 12

Method of Payment 12

CANCELATION, WITHDRAWAL AND REFUND POLICIES **14**

Student's Right to Cancel
Pro Rata Refund Policy
Cancellation/Withdrawing from School
Notice of Student Rights
Complaints and Grievance Procedures
ACADEMIC POLICIES 16
Grading System
Academic Grading Point Grades for Practical Work
Attendance Policies
Student Clock Hour Policy
INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT
Satisfactory Academic Progress
Academic Probation and dismissal
Appeal Procedures
Excused Absences
Leave of Absence Policy
Unsatisfactory Attendance and Unexcused Absences
Tardiness
Cutting Classes – Leaving Early
Make-Up Work and Attendance
TIMECARD Credit
Refresher Coursework
PROGRAMS DESCRIPTIONS 20
Cosmetology
Barbering
Esthetician
Manicuring
ADVANCE Manicuring COURSE (600 HOURS)
Barber Crossover
Cosmetology Crossover
HAIRSTYLING
ADMINISTRATION 44
Staff
Faculty & their qualificationss
School Hours of Operation
Catalog Disclosure 45

GENERAL INFORMATION

MISSION

1st Academy of Beauty strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given every opportunity to do so. By enriching lives and educating professionals through original, personalized education in a creative and inspiring environment, 1st Academy of Beauty prepares its graduates with the knowledge and skills necessary to work in the beauty industry. 1st Academy of Beauty's goal is to fulfill the educational expectations of its students and faculty and to provide the community with beauty professionals capable of meeting the challenges in today's world of beauty.

OBJECTIVES

- To provide students with the most up-to-date and comprehensive information available in the field of Manicuring, Esthetic, Cosmetology, Barbering, and Beauty.
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and practical skills they have learned.
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions.
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.
- To teach students proper techniques as well as business ethics.
- To encourage and foster the value of life-long learning in our students.

PROGRAMS OF STUDY

1st Academy of Beauty offers several programs of study. Cosmetology (1000 Clock Hours), Barbering (1000 Clock Hours), Hairstyling (600 Clock Hours), Manicuring (400 Clock Hours), Advanced Manicuring (600 Clock Hours), Esthetician (600 Clock Hours), Cosmetology Cross-Over (200 Clock Hours) Barber Cross-Over (200 Clock Hours). The course of study for students enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of cosmetology, barbering, manicuring, esthetician, and Hairstylist.

JOB OPPORTUNITIES

The courses of study are designed to prepare students for the state licensing examination and for profitable employment. **Cosmetology:** SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists; **Barbering:** SOC Code - 39.5012.00 Barber Stylist, Hairstylists, and Hairdressers; **Manicuring**: SOC Code- 39-5092.00 Manicurists and Pedicurists; **Esthetician:** SOC Code- 39-5094.00 Skin Care Specialists, Estheticians, SOC 39-5091.00 Makeup Artists, Theatrical and Performance, SOC 39-1021.01 Spa Managers. **Advance Manicuring**: SOC Code- 39-5092.00 Manicurists and Pedicurists, **Cosmetology Cross-over**: SOC Code - 39.5012.00 Barber Stylist, Hairstylists, and Hairdressers. **Barber Cross-over**: SOC Code - 39.5012.00 Hairdressers, Hairstylists, and Cosmetologists. **Hairstyling:** SOC Code - 39.5012.00 Hairdressers, Hairstylists.

A MESSAGE FROM THE PRESIDENT

Dear Student**,**

Welcome to 1st Academy of Beauty and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering a field of experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straightforward pragmatic methodology. Upon completing their program, the graduate shall be able to function effectively in one of the professions as Hair Stylist, Hair Colorist, Manicurist, Make-up Artist and Esthetician or as a Beauty Salon Operator. Normal career progression can move a graduate to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher or Cosmetology School Owner.

Students will be introduced and provided with structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and gain the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student has access to a locker to keep uniforms and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register and assisting in operating our supply system. Our objective is to help the students become salon ready.

At 1st Academy of Beauty, we offer you the training required to pass the Board of Barbering and Cosmetology examinations. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part; you will practice shop management, business concepts, and the psychology of personal success.

With prosperity and the aging baby boomers creating a demand for cosmetology services, career opportunities in the field just keep looking better all the time. According to the U.S. Board of Labor statistics, 825,000 people work in the cosmetology industry as barbers, skin-care specialists, hair stylists and nail technicians and expects barbers, hair stylists, manicurists, cosmetologists, and estheticians to experience job growth that is faster than the average for all occupations through 2024.

The excellent outlook for cosmetology career opportunities is based on a number of factors, among them the economy and our increasing population. And as in any equation these days, the baby boomers' figure prominently. Maintaining a youthful appearance is extremely important to many baby boomers, and they are seeking out trained professionals to help them achieve that goal. Some of those baby boomers are even making cosmetology their second career. Although the average age of a student in the field is 22, some retirees are entering the field. They are drawn by the appeal of flexible or part-time hours and a course of study that can be completed in approximately 10 months.

Cosmetology is a profession requiring artistry, practical knowledge, and a high degree of that blend of communication and psychology commonly known as "people skills."

It is also a field of growing opportunities.

The academy welcomes all people interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff. We will be pleased to answer all your questions. We look forward to assisting you in this new and exciting venture.

Sincerely,

Ms. Phieng Yang, School President

APPROVAL DISCLOSURE STATEMENTS

- 1st Academy of Beauty is a private institution approved by Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 pursuant to California Education Code Section 94915.This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- 1ST Academy of Beauty and the educational programs offered are **not** accredited by an accrediting agency recognized by the United States Department of Education. A graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states. A diploma program that is unaccredited or a diploma from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California." A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- Bureau approval means that the institution and its operation comply with the minimum standards established under the law for the occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau.
- Institutional approval must be renewed every five years and is subject to continuing review.
- A diploma program that is unaccredited or a diploma from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
- A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- 1st Academy of Beauty does not participate in Federal and State Financial Aid programs.
- This school currently does not have any sponsored programs, government or otherwise, to provide grants or to pay for any portion of tuition and/or fees.
- 1st Academy of Beauty does **NOT** award any institutional scholarships incentives.
- The institution does not have a pending petition in bankruptcy, does not operate as a debtor in possession nor had filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)
- 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.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818, website address www.bppe.ca.gov, toll free (888) 370-7589, phone (916) 574-8900 or by fax (916) 263-1897.
- 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 Web site www.bppe.ca.gov.
- 1st Academy of Beauty does not admit students from other countries and does not provide visa services or English language services to prospective students and will not vouch for a student's status.
- This institution does not offer English as Second Language ("ESL") training. All prospective students that are accepted for enrollment must be proficient in the English or Vietnamese languages. A student must prove his/her level of proficiency in either language by providing a high school diploma or its equivalent (i.e., GED, ATB etc.) from a country where the language is an official language.
- 1st Academy of Beauty is approved to teach in English and Vietnamese for all courses since May 1st, 2019. All of our instructors are bilingual either in English or Vietnamese. Some translation of the terms in other languages may occur but ALL instruction is conducted in English and Vietnamese.
- 1st Academy of Beauty does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin, area of origin or residence in its admissions, instruction, or graduation policies.
- 1st Academy of Beauty does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students and the general public.

- The catalog is updated at least once a year or whenever changes to policies take place.
- The school Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- Persons seeking to resolve problems or complaints should first contact the instructor in charge. Request for further action may be made to the Director, Ms. Phieng Yang. All information contained in this school catalog is current and correct and is so certified as true by Ms. Phieng Yang, Director.

DRUG ABUSE PREVENTION PROGRAM

The Academy makes the following information available to its students, staff and instructors. Any individual associated with 1st Academy of Beauty, who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: CHARTER HOSPITAL, 6060 PARAMOUNT BLVD, LONG BEACH, CA. 90805. TEL (310) 220-1000.

FACILITIES

The facility occupancy level accommodates 50 students at any one time. Prospective enrollees are encouraged to visit the school to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an enrollment agreement.

1st Academy of Beauty is spacious (3,300 sq. ft.) Fully air-conditioned, two-story modern facility accessible to all public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library and student and faculty lounge. The facility occupies and the equipment it utilizes fully comply with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations.

EQUIPMENT, TEXTBOOKS & SUPPLIES

The facilities include a freshman room for lectures and practical training, and an audio/visual center which can accommodate video tapes, DVD, CD and whiteboard demonstrations. School has extensive salon and spa amenities for students enrolled in each program. The school is well lit and furnished in a highly attractive manner. A detailed list of textbook and kit contents will be provided to the student. Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom for each program. At the beginning of the second week of the freshman training, each student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The academy is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

LIBRARY

1st Academy of Beauty has established a resource center consisting of textbooks and periodicals providing information in the various cosmetology and beauty related and business administration disciplines offered by the institution.

The academy subscribes to the several periodicals that expose students and faculty to the very latest in the cosmetology industry. In addition, 1st Academy of Beauty offers a wide variety of resource material related to general education including textbooks on cultural diversity, communication, elementary statistics, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and a quiet workspace. Computers are available for student use.

A resource library containing many audio and visual aids, books, periodicals, magazines on styling, skin care, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the Chief Academic Officer or a representative from the office. The academy also provides computer terminals and printer access for students to use as required by the curriculum. Computer access can be reserved through the office of the Chief Academic Officer.

STUDENT SERVICES

1st Academy of Beauty offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

PLACEMENT

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student names are recorded in the student registrar and the process of follow-up begins. When students take the licensing examination, their results are recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent for interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. All graduates are eligible for job placement assistance and staff members are available to assist students with employment opportunities found in the Jobs Book at the campus. 1st Academy of Beauty does not guarantee employment.

OFFICE OF STUDENT ASSISTANCE AND RELIEF.

Pursuant to CEC section 94909(a)(3)(D),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.

CAREER COUNSELING AND PERSONAL ATTENTION

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals with the students, this activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Attention is given to preparation for the Bureau of Barbering & Cosmetology Examination.

HOUSING

1ST Academy of Beauty does **not** have a dormitory facility under its control. The institution has no responsibility to find or assist a student in finding housing. Apartment rentals exist within a one-mile radius of the school at an average monthly cost of one thousand two hundred dollars ($1,200.00), however, availability of a rental is never guaranteed.

ACADEMIC ADVISEMENT

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program of the student. Any alteration to any program offered by 1st Academy of Beauty has to be preauthorized by the Chief Academic Officer.

HYBRID DISTANCE EDUCATION

1st Academy of Beauty currently offers hybrid distance education through Milady CIMA & School Learning Management System. Students are allowed to complete up to 50% of their program hours via distance education. The online program is instructor led. Student hours and exams grades will be automatically calculated by CIMA and by the School Learning Management System. All student Satisfactory Academic Progress evaluations will be completed while students are physically on campus. Students are required to attend on-campus class at least once every week for the hours scheduled that day and take a test. If for an approved reason when a student is unable to come to campus, the school may make an exception and provide the student with a live-instructor online proctored test. Academic achievement earned via distance education at 1st Academy of Beauty may not be accepted for reciprocity or eligible for licensure in other states outside of California.

RETENTION OF RECORDS

1st Academy of Beauty will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is $75.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees/charges. Any student who obtains instruction in a course offered solely through distance education shall be furnished a transcript that identifies the distance education component.

LICENSURE REQUIREMENT

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- ✓ Has completed the required hours (based on program) and the state required curriculum.
- ✓ Be at least 17 years of age.
- ✓ Has 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. We highly encourage potential students to contact the State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.

The California Board of Barbering and Cosmetology may and will most likely perform a background check to determine the eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license. [For more information call the California Board of Barbering and Cosmetology Enforcement Division]

ADMISSION POLICY

Students are admitted as regular students once the following criteria have been met.

A) Applicant must provide a copy of his/her High School Diploma, GED, California State Proficiency Test or its equivalent. For students currently enrolled in high school, they will be accepted for admission provided they are 16 years of age, completed and passed the 10th grade, take the school admission test with a passing score as stated above and must be 17 years of age when taking the licensure exam.

B) Students lacking the High School Diploma or its equivalent, must be at least 18 years old (Compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the Board of Barbering & Cosmetology and pass the school admissions test.

C) The college has not entered into an articulation or transfer agreement with any other college or university.

CREDIT FOR PRIOR EXPERIENTIAL LEARNING

A maximum of 50% of credits may be transferred from another institution for each educational program offered, and students who have previously attended another school or college (within the past 5 years) may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. There are no fees for credit evaluation and all appeals shall be directed to the Chief Academic Officer. Procedures for credit evaluation and the basis for granting credit are as follows

(1) 1st Academy of Beauty may grant credit to a student for prior education only if:

(A) The prior education is equivalent to the courses in the program of study in which the student will enroll.

(B) The prior education demonstrates a balance between theory and practical learning and;

(C) The credit awarded for the prior education directly relates to the student's study program and is applied in satisfaction of some of the program requirements.

(2) All previous education for which credit is sought shall be documented by the student in writing.

(3) All learning experience shall be evaluated by faculty qualified in that specific subject area who shall ascertain (1) if the student's prior education is equivalent to classes currently offered and (2) how many credits may be granted for that experience. This institution will inquire about a person's previous education and training, and request transcripts from all prior institutions, including military training, traditional college coursework and vocational training. Previous transcripts will be evaluated, and credit will be granted as determined by the Chief Academic Officer.

TRANSFER IN

Applicants with non-1st Academy of Beauty previous hours wishing to enroll in 1st Academy of Beauty must submit Proof of Training from the previous California School. If the applicant is transferring from another state, they must contact the state board and complete the paperwork for approval of out- of- State or out- of -country hours and the operation is required. The School Administrative will make a final decision based on the above information.

TRANSFER OUT

A student wishing to transfer out of school must first submit a written request to the School Registrar and next hold an Exit Interview with the School Director. Should the student still wish to withdraw, the School Administrator will process the withdrawal per procedure including completion of the refund calculation. Once all balances due to the school are paid in full, the School Registrar will release the Proof of Training and record of withdrawal to the student.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, a professional within the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and

stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill all training demands.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the academy before the student is accepted for re-enrollment.

NEW STUDENT CLASS-ENROLLMENT

The curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class provides training from the very beginning and introduces the basics for those areas that students need to know to pass licensing examinations. From this initial introduction, students learn all fundamentals that are the basics for a career. The hours spent in the freshman class are as follows: Cosmetology 100 hours, Barbering 100 hours, Esthetician 80 hours**,** and Manicuring 50 hours, Advance Manicuring 50 hours, Crossover courses 30 hours**.** 1st Academy of Beauty considers the freshman classes to be the foundation for your future career.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at 1st Academy of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending 1st Academy of Beauty to determine if your certificate will transfer.

ORIENTATION CLASS

Orientation classes for students are held each Tuesday morning, 8:30 a.m. until 10:30 a.m. prior to any new class start. All new students, transfers and re-enrolling students are required to attend. Orientation prior to admission. Orientation will be provided for all distance education students online by the course instructor or school director. The orientation is designed to familiarize new and prospective students with the online learning environment.

CLASS SCHEDULES: 2025

On-Campus Instructional Schedules: Tuesday – Saturday from 8:30 am - 5:00 pm, Closed Monday & Sunday
Hybrid Class Schedules:
Theory class: Students do the learning from home through Milady CIMA & School Learning Management System at their own time.
Instructional class: Students can choose one of these 2 schedules on campus:
*Morning: Tuesday-Saturday: 8:30 am-12:30pm *Afternoon: Tuesday – Saturday: 1:00pm-5:00pm * All Day: 8:30 am - 5:00pm
*Flexible Schedule: must be approved by the school director.

Calendar/Holidays

The Academy is closed on Mondays & Sundays, and the following holidays: Dr. Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, the Monday of Christmas week through Monday after New Year's week. A `special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

TUITION AND FEE SCHEDULE

Program	*Registration	**STRF	***Equipment/ Kits	Tuition	****Total Cost	*****Total per hour
	Non-refundable	Non-Refundable	Non-Refundable	Refundable	Non-Refundable	
Cosmetology (1,000 Hours)	$125	$0	$870	$8,000	$9,000	$8.00
Barbering (1,000 Hours)	$125	$0	$875	$8,000	$9,000	$8.00
Esthetician (600 Hours)	$125	$0	$575	$4,800	$5,500	$8.00
Manicuring (400 Hours)	$125	$0	$375	$2,000	$2,500	$5.00
Advance Manicuring (600 Hours)	$125	$0	$375	$3,000	$3,500	$5.00
Cosmetology Crossover (200 Hours)	$125	$0	$570	$1,800	$2,500	$9.00
Barber Crossover (200 Hours)	$125	$0	$570	$1,800	$2,500	$9.00

*Registration Fee: Non-Refundable after the seventh day following the first day of class.

**Student Tuition Recovery Fund Fee is non-refundable. Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges.

***Once issued, kits are not returnable due to sanitary considerations.

**** These are the estimated schedule of total charges for the entire educational program.

***** The schedule of total charges for a period of attendance is the same as the estimated charges for the entire program.

The school reserves the right to change the tuition and fees and make subsequent changes without prior notice when necessary. Any change in tuition and fees will not affect students who enrolled before the change.

STUDENT TUITION RECOVERY FUND STATEMENT

The STRF is a fund administered by the Bureau for Private Postsecondary Education (Bureau) that relieves or mitigates economic loss suffered by a student while enrolled in a qualifying institution - generally, one that is approved or registered by the Bureau. At the time of his or her enrollment, the student must have been a California resident or enrolled in a California residency program, prepaid tuition, and suffered economic loss.

Effective **April 1, 2024**, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

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, CA 95834, (916) 574-8900 or (888) 370-7589.

STRF Requirements

Institutions approved or registered with the Bureau are required to comply with the following STRF requirements:

- Include STRF disclosures on both its enrollment agreement and school catalog (5 CCR Section 76215)

- Collect STRF assessments (if applicable) from each student in an educational program who is a California resident or is enrolled in a residency program (5, CCR section 76120)
- Collect the STRF assessment from each student in an educational program at the time it collects the first payment from or on behalf of the student at or after enrollment (5, CCR section 76130)
- Complete and submit quarterly STRF Assessment Reporting Form and remit payment (if applicable) to the Bureau no later than the last day of the month following the close of the quarter (5 CCR section 76130).

FEES FOR EXTRA INSTRUCTION

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: $10.00, Barbering: $8.00, Manicuring: $4.50, Advance Manicure: $5.00, Esthetic: $7.50, Cosmetology Crossover: $9.00, Barbering Crossover: $9.00.

METHOD OF PAYMENT

The Financial Advisor will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available.

Loans: If student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that if a student have received federal student financial aid funds, the student is entitled to refund of the money not paid from federal student financial aid program funds.

CANCELATION, WITHDRAWAL AND REFUND POLICIES

STUDENT'S RIGHT TO CANCEL

You have the right to cancel this agreement and obtain a refund for any charges paid, including any items such as books, materials and supplies, or any other goods related to the instruction offered in this Agreement, through the attendance of the first-class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you provide written notice of cancellation, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. You may provide notice of cancellation to the school by email, mail, hand delivery, or by fax. The written notice of cancellation, if sent by mail, is effective when postmarked and properly addressed with postage prepaid to **1st Academy of Beauty, 8823 Garvey Avenue, Unit B1, Rosemead, CA 91770**

Loans: If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If you have received federal financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

PRO RATA REFUND POLICY

1st Academy of Beauty also provides a pro-rata refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance and has completed 60 percent or less of the period of attendance in their program. The pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

(1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdrawal.

(2) Except as provided for in subdivision (3), all amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.

(3) Except as provided herein, all amounts that the student has paid shall be subject to refund excluding the one hundred- and twenty-five-dollar ($125.00) registration fee, Student Tuition Recovery Fund fee, and any unreturned/used books, supplies or equipment. This non-refundable amount shall not total more than two hundred and fifty dollars ($250.00). Books, supplies and equipment are considered non-refundable once they have been opened or used.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. The official withdrawal date is determined by a student's notification to the school as described above. 1st Academy of Beauty shall pay or credit all refunds within 45 days of a student's cancellation or withdrawal.

CANCELLATION/WITHDRAWING FROM SCHOOL

Cancellation or withdrawal shall occur when you provide written notice of cancellation to the Institution shown on this Agreement, or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Students may commence this action by providing the notice by email, mail, hand delivery, or by fax. The written notice of cancellation, if sent by mail, is effective when postmarked and properly addressed with postage to the school's address.

Determination of withdrawal from school: Determination is based when a student notifies the school that he/she wishes to cancel by providing a cancellation notice. Additionally, if a student has failed to attend classes for seven days and has failed to inform or contact the school, the school may automatically withdraw the student and the date of withdrawal shall be the last date when physical attendance was recorded. If a student has failed to return from an approved leave of absence, the school

will initiate the cancellation/withdrawal and the date will be the last day attended prior to the start of the approved leave of absence.

Determination of cancel/withdrawal date: The cancel/withdrawal date is the date when a student communicates his/her desire to cancel by email, mail, hand delivery, or by fax. If the school has initiated the cancellation/withdrawal, the date shall be the last date when physical attendance was recorded.

NOTICE OF STUDENT RIGHTS

- You may cancel your contract for school without any penalty or obligation on the fifth business day following your first-class session as described in the Notice of Cancellation form that will be given to you at the first class you go to.
- Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
- After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
- If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and phone number below for information.
- If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to the attention of your instructor. If issues are unresolved, you may request further action should be brought to the attention of the school Director. Students who complain verbally and are not satisfied with the resolution may submit their complaint in writing.

COMPLAINTS AND GRIEVANCE PROCEDURES

It is the policy of this institution to handle grievances in the following manner.

a. Fill out the grievance form and list all grievances.
b. Deliver all forms to the instructor in charge.
c. If you are unable to deliver the form to the instructor you may deliver it to the Director: **Ms. Phieng Yang, 8823 Garvey Ave Unit B1, Rosemead, CA 91770**. All grievances regardless of the nature will be turned over to the Owner and reviewed.
d. The Director will evaluate the grievance and set an appointment with the person within 5 days of the receipt of the grievance form. If the grievance is an emergency, you may request to talk to the school Director or call her with an emergency contact at: 626-757-0157.
e. Any grievances that you cannot work out with the institution you may contact:

If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to the attention of your instructor. If issues are unresolved, you may request further action should be brought to the attention of the School Director. If a student or any member of the public does not feel that the school has adequately addressed a complaint or concern, a student or member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education** by calling toll free number: 1 (800) 370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov. BUREAU for PRIVATE POSTSECONDARY EDUCATION: 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Phone: (916) 574-8900 Toll Free: (888) 370-7589 Main Fax: (916) 263-1897 Licensing Fax: (916) 263-1894

ACADEMIC POLICIES

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC GRADING POINT GRADES FOR PRACTICAL WORK

100% - 95%	Excellent	(GPA 4) 4 POINTS	A
94% - 85%	Good	(GPA 3) 3 POINTS	B
84% - 75%	Satisfactory	(GPA 2) 2 POINTS	C
74% - 65%	Unsatisfactory	(GPA 1) 1 POINTS	D
64% - 00 %	Failing	(GPA 0) 0 POINTS	F

ATTENDANCE POLICIES

Students are required to attend school according to their student schedule as indicated by their enrollment agreement. Full time enrollment is defined as 24-40 hours or more per week. Part-time enrollment is defined as 16-23 hours per week. Students must clock in and out using their attendance timecard and instructors will visually monitor the attendance of every student. Failure to meet the required hours of training will result in denial of graduation status.

STUDENT CLOCK HOUR POLICY

The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by timeclock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total. Maximum Hours online is 50% for Hybrid Distance Education.

Milady CIMA:

- Each student will have unique log in information provided by the school administrator. CIMA system will generate the hours of Attendance accordingly.
- For hours to count, the student must be engaged in the digital textbooks; turn pages, do activities & quizzes.
- The time you see displayed is not what you will receive. Audited hours will remove all inactivity and dead time.
- Special Circumstance such as system errors, School Director will do the audit and make the correction as necessary
- Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times will not count against you, but CIMA may not be counting the time for multiple attempts.

School Learning management System:

- Each student will have unique log in information provided by the school administrator.
- For hours to count, the student must be engaged in the reading; videos, do activities, quizzes & final chapter tests.
- Tests & Quizzes can be taken as many times as needed. Passing score is 70%. Retaking them multiple times will not count against you, but the system may not be counting the time for multiple attempts.

On Campus Policy for Distance Education Students must participate in learning activities while physically present at the contracted campus at least once every ten-business day for the length of a scheduled class day as outlined in the enrollment contract.

INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

Considering the varied capabilities of individual students, some students may progress from one phase of training to another at different rates. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate diploma upon completion of their training program.

SATISFACTORY ACADEMIC PROGRESS

STANDARDS: The achievement of academic standing consistent with graduation requirements. This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20).
3. Regardless of the average level of attendance, students who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days, up to 60 days, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.
4. Complete the course within one and one-half (1½) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete it within 60 weeks.
5. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

EVALUATION PERIODS: **For Cosmetology & Barbering Students only:** Students compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

- The point at which 25% of the course is scheduled to be completed.
- The point at which 50% of the course is scheduled to be completed.
- The point at which 75% of the course is scheduled to be completed.
- The point at which 90% of the course is scheduled to be completed.
- At the point of actual completion, or at which each additional 400 clock hours are scheduled to be completed, beyond graduation date.

Example: For the 1000 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 250, 500, 750, and 900 clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Evaluation periods for the Cosmetology Crossover, Barber Crossover, Esthetician, Manicuring, Hairstyling and Advance Manicuring Courses the evaluations will be performed as follows: The point at which 45% of the course is scheduled to be completed; the point at which 90% of the course is scheduled to be completed.

Example: For the 400-clock hour Manicurist course, a student will be evaluated at the increments at which the student is scheduled to reach 180 and 360 clock hours.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600-hour course in 6 months, a 400-hour course in 4 months and a 1000-hour course in 6 months, allowing no absences. For example, a student

enrolled in a 40 week, 1000 clock hour program would be evaluated for SAP after the 6th week, the 12th week; the 19th week and the 22th week. These dates would correspond to the point at which the student was scheduled to have completed 250, 500, 750, and 900 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

ACADEMIC PROBATION AND DISMISSAL

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or attendance progress and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the student conduct and regulations policy.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. Students that prevail upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program, who previously were not making satisfactory progress, must attain satisfactory progress status by the next scheduled evaluation within the evaluation probationary period time frame.

EXCUSED ABSENCES

Students are expected to be on time to class every day and complete the required work to the best of their ability, when students must be absent from class, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return. If a student has a planned absence, they should request permission in writing seven days in advance. Absence will be considered excused under the following circumstances: illness, death, or birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. The excused absence policy was implemented for students who may experience unexpected or unforeseen problems. The time is required to be made-up in order for students to meet the graduation requirements of their program of study. All other absences will be considered unexcused.

Communication must be made with your instructor or academy administration for an absence to be considered “excused”. This information will be provided to the Student Services department, which will then be documented as excused. Leave of absences are not considered excused but are deemed temporary leave.

LEAVE OF ABSENCE POLICY

All “Leave of Absence” (LOA), requests must be submitted in writing thirty days in advance to the Student Services Department. The request must include the reason for the leave of absence (in general), the expected return date and the

student's signature. Submission of an LOA request does not automatically reflect the school's approval. An LOA may be limited to a specific number of days (NOT TO EXCEED 60 DAYS). Only one LOA will be granted for a student during any 12-month enrollment period. If the student's leave of absence is not approved, the student should then discuss the remaining options with school administration. If the LOA is approved, the student may return prior to or at the end of the LOA and resume training without paying any additional tuition. Students requesting LOA's must understand that upon return, a revised course completion date will be established, which will delay their graduation date. At no time can the school back date a leave of absence. Therefore, it is important that you carefully plan any LOA prior to taking time off from school. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula; unexcused absences do.

UNSATISFACTORY ATTENDANCE AND UNEXCUSED ABSENCES

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain a 70% attendance performance in order to prevent their training from possibly being interrupted. Due to the nature and scope of the training, the school does differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 30% of the maximum time frame of the program. Excessive unsatisfactory attendance will lead to "probation" status and could lead to more severe attendance matters. A student is removed off probation status whenever they have brought his/her attendance to the required 70%, this would include any make-up hours and or make -up assignments and any tests. Continuous excessive absences may also result in suspension or termination of classes.

TARDINESS

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS**. A tardy student will be marked daily as being tardy. Any combination of four documented events of unexcused tardiness will be considered as one (1) absence.

CUTTING CLASSES – LEAVING EARLY

The institution places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 30 MINUTES PRIOR TO THE CLOSE OF CLASS.** The instructor should be notified prior for an early departure to be approved and considered an excused absence. Deliberate acts of cutting classes will be considered as unexcused absences.

MAKE-UP WORK AND ATTENDANCE

Make-up work must be requested from and scheduled with your instructor to assure proper credit. Students must make up work/attendance for proper credit towards graduation. All work and attendance must be completed on the school premises. Make-up assignments and/or tests will be administered by the appropriate instructor or appointed staff member for those who need to make up for academic grades/ credit units.

TIMECARD CREDIT

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in Theory hours earned either online or in-person.
3. The portions of the timecard concerning operations are to be applied to the efforts of the students as they manually perform practical subjects.

REFRESHER COURSEWORK

Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of $125.00. Students must furnish their own equipment.

PROGRAMS DESCRIPTIONS

COSMETOLOGY

A Certificate program (below college level) 1000 Clock Hours SOC # 39-5012.00

Students in this program are required to complete 370 hours of classroom instruction and 630 minimum required practical operation training. The full-time course is to be completed in 25 to 42 weeks.

DISTANCE EDUCATION: Students may earn up to 250 hours (25%) of the program.

PROGRAM DESCRIPTION:

A student completing the Cosmetology program is prepared for employment as a licensed Cosmetologist or Hairdresser or Hairstylists. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Cosmetologist.

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

COSMETOLOGY PERFORMANCE OBJECTIVE

The Cosmetology course is designed to train the student in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure and for competency in entry-level positions in the Cosmetology profession.

SKILLS TO BE DEVELOPED

Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of California Licensing Examination.
- Able to perform skills in the areas of hair cutting, hair styling, hair coloring, skin care, make-up application and manicuring.
- Able to communicate effectively with colleagues, supervisors and guests.
- Able to project professionalism.

- Able to perform basic analytical skills to be able to advise clients on total look concepts.
- Able to apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

Licensing Requirements Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

COURSE OUTLINE

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)
100 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		

Laws and Regulations	20	
Chemistry	20	
Health & Safety/Anatomy	30	
Electricity	5	
Infection Control / Microbiology	25	
100 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	20	80
200 hours of Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.		
Chemical Hair Services	50	150
200 hours of Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.		
Hairstyling Services	50	150
150 hours of Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.		
Skin Care	50	100
50 hours of Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.		
Hair Removal and Lash and Brow Beautification	25	25
100 hours of Manicuring and Pedicuring: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons ,dip, tips, wraps, and repairs.		
Manicuring and Pedicuring	25	75
100 of Additional Training (May include professional ethics, personal hygiene, good grooming, regular clean-up duties. Training required keeping student records, modeling, desk and reception, and caring and styling wigs.		
Additional Training	50	50

Totals	370	630

BARBERING

A Certificate program (below college level) 1000 Clock Hours SOC # 39-5011.00

Students in this program are required to complete 345 hours of classroom instruction and 655 minimum required practical operation training. The full-time course is to be completed in 25 to 42 weeks.

DISTANCE EDUCATION: Students can earn up to 250 hours (25%) of the program.

PROGRAM DESCRIPTION:

The curriculum for students enrolled in the Barbering program consists of 1,000 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for the California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Barber.

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

BARBER PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/ women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

COURSE OUTLINE

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)
100 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		

Laws and Regulations	20	
Chemistry	20	
Health & Safety/Anatomy	30	
Electricity	5	
Infection Control / Microbiology	25	
100 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	20	80
200 hours of Chemical Hair Services: Instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.		
Chemical Hair Services	50	150
200 hours of Hairstyling Services: Instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.		
Hairstyling Services	50	150
200 hours of Shaving and Trimming of the Beard: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.		
Shaving and Trimming of the Beard	50	150
Additional		
Permanent Waving-hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	25	75
Communication Skills & Career Development-Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations.	25	
Method-Advanced techniques in haircutting, hairstyling, hair coloring, texturizing, facials, and guest service	10	40
Additional Training includes professional ethics, personal hygiene, good grooming, regular clean-up duties. Training required keeping student records, modeling, desk and reception, and caring and styling wigs.	25	
Totals	**345**	**655**

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

ESTHETICIAN

A Certificate program (below college level) 600 Clock Hours SOC # 39-5092.00

DISTANCE EDUCATION: Students can earn up to 150 hours (25%) of the program.

Esthetician Course consists of 600 clock hours Students in this program are required to complete 235 hours of classroom instruction and 365 hours of practical training. The full-time course is to be completed in 15 to 24 weeks.

PROGRAM DESCRIPTION:

A student completing the Esthetician program is prepared for employment as a licensed Esthetician. Instruction is designed to qualify students for employment upon successfully obtaining a Esthetician license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Esthetician.

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

ESTHETICIAN PERFORMANCE OBJECTIVE

The Esthetician course is designed to train the student in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure and for competency in entry-level positions in the Esthetician profession.

SKILLS TO BE DEVELOPED

Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of California Licensing Examination.
- Able to perform skills in the areas of skin care, Facial Manual, Facial Electrical, Facial Chemical, Facial Massage, Hair Removal, and Lash and Brown Beautification.
- Able to communicate effectively with colleagues, supervisors and guests.
- Able to project professionalism.
- Able to perform basic analytical skills to be able to advise clients on total look concepts.
- Able to apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

Licensing Requirements Applicant must be 17 years of age or older and have completed the 10th grade. A Esthetician license will be granted by the State of California only after the student has completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

COURSE OUTLINE

SUBJECT	**MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)**	**MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)**
100 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Laws and Regulations	20	
Chemistry	20	

Health & Safety/Anatomy	30	
Electricity	5	
Infection Control / Microbiology	25	
100 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	20	80
150 hours of Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.		
Skin Care	100	250
50 hours of Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.		
Hair Removal and Lash and Brow Beautification	15	35
100 of Additional Training (May include professional ethics, personal hygiene, good grooming, regular clean-up duties. Training required keeping student records, modeling, desk and reception, and caring and styling wigs.		
Totals	235	365

MANICURING

A Certificate program (below college level) 400 Clock Hours SOC # 39-5092.00

Students in this program are required to complete 165 hours of classroom instruction and 235 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

DISTANCE EDUCATION: Students can earn up to 100 hours (25%) of the program.

PROGRAM DESCRIPTION:

A student completing the Manicuring program is prepared for employment as a licensed Manicurist. Instruction is designed to qualify students for employment upon successfully obtaining a Manicuring license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skill in performing the manipulative and electrical techniques required in the practice of nails specialist.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Manicurist

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

MANICURING PERFORMANCE OBJECTIVE

The Manicuring course is designed to train the student in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure and for competency in entry-level positions in the Manicuring profession.

SKILLS TO BE DEVELOPED

Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of California Licensing Examination.
- Able to perform skills in the areas of Manicuring. Pedicuring, Acrylic Nails, Nail Wraps and Repairs.
- Able to communicate effectively with colleagues, supervisors and guests.
- Able to project professionalism.
- Able to perform basic analytical skills to be able to advise clients on total look concepts.
- Able to apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

Licensing Requirements Applicant must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

COURSE OUTLINE

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)
100 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Laws and Regulations	20	
Chemistry	20	

Health & Safety/Anatomy	30	
Electricity	5	
Infection Control / Microbiology	25	
100 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	20	80
200 hours of Manicuring and Pedicuring: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons ,dip, tips, wraps, and repairs.		
Manicuring and Pedicuring	45	155
Totals	165	235

ADVANCE MANICURING COURSE (600 HOURS)

Advanced Manicuring Course consists of 600 clock hours SOC # 39-5092.00.

which include 210 hours of classroom instruction (lecture, classroom participation, and/or examination) and 390 hours of practical training (the actual performance by the student of a complete service on another person or on a mannequin).

DISTANCE EDUCATION: Students can earn up to 150 hours (25%) of the program.

PROGRAM DESCRIPTION:

A student completing the Manicuring program is prepared for employment as a licensed Manicurist. Instruction is designed to qualify students for employment upon successfully obtaining a Manicuring license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules; acquisition of knowledge of the nails specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skill in performing the manipulative and electrical techniques required in the practice of nails specialist.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Manicurist

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

MANICURING PERFORMANCE OBJECTIVE

The Manicuring course is designed to train the student in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure and for competency in entry-level positions in the Manicuring profession.

SKILLS TO BE DEVELOPED

Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of California Licensing Examination.
- Able to perform skills in the areas of Manicuring. Pedicuring, Acrylic Nails, Nail Wraps, Repairs, Nail Art, Gel Enhancement, and Gel Polishes
- Able to communicate effectively with colleagues, supervisors and guests.
- Able to project professionalism.
- Able to perform basic analytical skills to be able to advise clients on total look concepts.
- Able to apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

Licensing Requirements Applicant must be 17 years of age or older and have completed the 10th grade. A Manicurist license will be granted by the State of California only after the student has completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

COURSE OUTLINE

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)
100 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Laws and Regulations	20	
Chemistry	20	

Health & Safety/Anatomy	30	
Electricity	5	
Infection Control / Microbiology	25	
100 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	20	80
200 hours of Manicuring and Pedicuring: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons ,dip, tips, wraps, repairs, Nail Art, Gel Enhancement, and Gel Polishes		
Manicuring and Pedicuring	90	310
Totals	210	390

BARBER CROSSOVER

A Certificate program (below college level) 200 Clock Hours SOC # 39-5011.00. Students in this program are required to complete 90 hours of classroom instruction and 110 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

DISTANCE EDUCATION: Students can earn up to 50 hours (25%) of the program.

PROGRAM DESCRIPTION:

The curriculum for students enrolled in the Barber Crossover program consists of 200 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for the California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Barber.

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

BARBER PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/ women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of plain facial.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

COURSE OUTLINE

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)
50 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Laws and Regulations	10	
Chemistry	10	
Health & Safety/Anatomy	15	
Electricity	3	

Infection Control / Microbiology	12	
30 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	10	20
120 hours of Shaving and Trimming of the Beard: Instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.		
Shaving and Trimming of the Beard	30	90
Totals	**90**	**110**

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade, A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

COSMETOLOGY CROSSOVER

A Certificate program (below college level) 400 Clock Hours SOC # 39-5012.00. Students in this program are required to complete 100 hours of classroom instruction and 100 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

DISTANCE EDUCATION: Students can earn up to 50 hours (25%) of the program.

PROGRAM DESCRIPTION:

A student completing the Cosmetology Crossover program is prepared for employment as a licensed Cosmetologist or Hairdresser or Hairstylists. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license. The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; California cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for California State Board of Cosmetology licensing examination. Upon passing the state examination the student becomes a licensed Cosmetologist.

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

COSMETOLOGY PERFORMANCE OBJECTIVE

The Cosmetology course is designed to train the student in the practical skills, theoretical knowledge, and professional attitudes necessary to obtain licensure and for competency in entry-level positions in the Cosmetology profession.

SKILLS TO BE DEVELOPED

Upon completion of the course requirements, the determined graduate will be:

- Prepared to pass the State of California Licensing Examination.
- Able to perform skills in the areas of hair cutting, hair styling, hair coloring, skin care, make-up application and manicuring.
- Able to communicate effectively with colleagues, supervisors and guests.
- Able to project professionalism.
- Able to perform basic analytical skills to be able to advise clients on total look concepts.
- Able to apply academic learning, technical information and related matter to assure sound judgements, decisions and procedures.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief of Academic Officer.

GRADUATION REQUIREMENTS

When a student has completed the 1000 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

Licensing Requirements Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has completed and graduated from the Cosmetology course as described above and passed the State Barbering and Cosmetology Bureau examination with an overall average of 75%.

COURSE OUTLINE

SUBJECT	**MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)**	**MINIMUM REQUIRED PRACTICAL OPERATIONS (HOURS)**
50 hours of Health and Safety: Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course** (B&P 7389(a)): Instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Laws and Regulations	10	
Chemistry	10	

Health & Safety/Anatomy	15	
Electricity	3	
Infection Control / Microbiology	12	
30 hours of Disinfection and Sanitation: Instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	10	20
45 hours of Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.		
Skin Care	20	25
25 hours of Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.		
Hair Removal and Lash and Brow Beautification	10	15
100 hours of Manicuring and Pedicuring: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons ,dip, tips, wraps, and repairs.		
Manicuring and Pedicuring	10	40
Totals	100	100

HAIRSTYLING

A Certificate program (below college level) 600 Clock Hours SOC # 39-5012.00

Students in this program are required to complete 190 hours of classroom instruction and 410 minimum required practical operation training. The full-time course is to be completed in 15 to 26 weeks.

DISTANCE EDUCATION: Students may earn up to 150 hours (25%) of the program.

PROGRAM DESCRIPTION:

The curriculum for students enrolled in the Hairstyling program consists of 600 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Hairstylist training encompasses several areas, including sanitation and chemical safety, hair styling, cutting and shaping techniques, hair treatment and coloring methods, hair bleaching, chemistry, client relations, shampooing and conditioning and perms and relaxers. This program of study satisfies the requirements of Business and Professions Code (B&P) section 7363(a) and 7389(a).

Admission Requirements: Applicants must possess a High School diploma or GED certificate.

PROGRAM OBJECTIVES

Upon successful completion of the program the student qualifies for the California State Board of Hairstyling licensing examination. Upon passing the state examination the student becomes a licensed Hairstylist.

THE METHOD OF INSTRUCTION.

Instructor-led/Demonstration/ Controlled Practical Exercise/Practical Exercise/ Practice Exercise

Instructor-led: The instructor presents information to the student systematically and interfaces with the students by presenting segments of instruction, questions the students frequently, and provides periodic summaries or logical points of development.

Demonstration: The student observes the portrayal of a procedure, technique, or operation. The instructor employs a demonstration to show how to do something or how something works.

Controlled Practical Exercise: The controlled Practical Exercise is a form of Practical Exercise where the student is guided, step-by-step through a procedure, technique or operation. It is characterized by two things: (1) Students participate as a class, (2) they are guided through a set sequence, and students generally complete each step and are checked by the instructor prior to continuing to the next step. A mistake is corrected before the student is allowed to proceed to the next step.

Practical Exercise: Students (alone or as part of a team effort) repeatedly perform previously learned actions, sequences, operations, or procedures.

The minimum combined total clock hours of 600, includes the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination. Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

HAIRSTYLING PERFORMANCE OBJECTIVE

Acquire knowledge of laws and rules regulating California Cosmological establishing practices while learning to perform hairstyling, arranging, blow drying, cleansing, curling, cutting, dressing, extending, shampooing, waving, or nonchemically straightening the hair of any person using both electrical and nonelectrical devices.

SKILLS TO BE DEVELOPED

Learn the proper use of implements relative to all hairstyling services. Acquire the knowledge of analyzing the scalp prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all hairstyling services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

Be able to appreciate good workmanship common to Barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

LETTER GRADE AND GRADE POINT SYSTEM

1st Academy of Beauty grades on a 4.0 scale system. Following are the letter grade/numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90-100 %	Excellent
B	3.0	80-89 %	Good
C	2.0	75-79 %	Satisfactory
D	1.0	60-74 %	Unsatisfactory
F	0.0	Below 59 %	Failing

Students may need to retake tests that scored below 70%. 70% is the minimum requirement in theory and practical training. Students must maintain a "C" average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum "C" average in theory and practical training. Students with less than 70% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without the approval of the primary instructor and Chief Academic Officer.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the 600 hours, the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better and the student has paid in full all tuition and fees, he or she is awarded a diploma certifying his or her graduation. The school will assist the students in completing the necessary documents to file for the appropriate State of California Barbering and Cosmetology Bureau examination.

COURSE OUTLINE

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS NOT HOURS)
100 HRS IN HEALTH AND SAFETY Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.		
Laws and Regulations	20	
Chemistry	20	

Health & Safety/Anatomy	30	
Electricity	5	
Infection Control / Microbiology	25	
100 HRS INSTRUCTION AND PRACTICAL PROCEDURES IN DISINFECTION AND SANITATION Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.		
Disinfection & Sanitation	20	80
400 HRS TECHNICAL INSTRUCTION & PRACTICAL TRAINING IN HAIR DRESSING SERVICES Hairstyling Services: including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.		
Hairstyling	30	10
Haircutting	20	170
Wet Hairstyling/ Thermal Styling	20	150
Totals	190	410

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed the 10th grade. A Hairstylist license will be granted by the State of California only after the student has successfully completed and graduated from the Hairstylist course as described above and passed the licensing exam with an overall average of 75%.

ADMINISTRATION

STAFF

President/Director (CEO): Phieng Yang

Financial Adviser (COO): Helen Pham

Director of Education (CAO): Phieng Yang

Receptionist: Ronnie Ho

Admission Officer: Uyen Pham

Placement: Helen Pham

FACULTY & THEIR QUALIFICATIONSS

All faculty have at least 3 years education/ Experience as Instructors

MS. NATALIE CAO	INSTRUCTOR
Licensed Cosmetologist & Barber	5-10 year
MS. PHIENG YANG	INSTRUTOR
Licensed Barber & Cosmetologist	5- 6 year
MS. CHAU TO	INSTRUCTOR
Licensed Cosmetologist	10-12 year
HELEN PHAM	INSTRUCTOR
Licensed Cosmetologist	3-4 year

SCHOOL HOURS OF OPERATION

ADMISSIONS: Prospective students may obtain information on Tuesday through Saturday between 8:30 am-5:00p.m.

Person to contact Ms. Uyen Pham /Mr. Ronnie Ho (Admissions) PH: (626) 288-0000

FINANCIAL: Applicants or students may secure financial information Tuesday through Saturday between 8:30 am-5:00 p.m.

Person to contact: Ms. Helen Pham (Financial Advisor) PH: (626) 288-0000

PLACEMENT ASSISTANCE: Wednesday and Thursdays between: 10:00 a.m. through 12:00 p.m.

Person to contact: Ms. Helen Pham (Placement) PH: (626)288-0000

CATALOG DISCLOSURE

It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution 's website to all prospective students. The catalog is updated at least once a year or whenever changes to policies take place. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.