

North Olympic Peninsula Skills Center School of Cosmetology

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Date of publication — December 12, 2013

I, Ronald Craig, certify that this catalog is true and correct in content and policy.

Administration and Staff

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Director

Certified Administrator

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Cosmetology Instructor

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Barbering, Cosmetology, Esthetician, and
Manicuring Instructor

Mission Statement

To ensure all students reach their highest potential through acquisition of the academic and work skills required to successfully enter the job market or pursue advanced training/education.

Educational Mission, Purpose & Objective

Cosmetology and Instructor Trainee Training are vocations that offer students the possibility of a meaningful career that can bring many rewards dependent only upon the individuals' talent, effort and ability based on scientific and academic training principles. Both men and women have equal opportunity to advance in these fields. It is the intent of the North Olympic Peninsula Skills Center School of Cosmetology to thoroughly train students in the art and science of cosmetology and the instructor trainee course so that they may obtain gainful employment within the industry. To achieve this goal, our school has instituted the following objectives:

1. To develop a knowledge, understanding, skill and appreciation of the theory and practice of this industry.
2. To develop habits of completing tasks properly in the interest of safety, sanitation and personal hygiene for one's self and others.
3. To develop habits of good workmanship and the orderly performance of various tasks performed in a shop/salon.
4. To impart knowledge and develop the technical skills required in the practice of Cosmetology or Instructor in the beauty industry.
5. To learn to select wisely, use properly and maintain the commercial products that are related to the application of cosmetic treatment in the beauty industry.

6. To encourage growth and desire to keep abreast of new and unique developments in the practice of Cosmetology, Barbering, Esthetics, Manicuring and Instructor Training.
7. To encourage ideals and attitudes of willingness to cooperate with employers, employees and clients.
8. To develop an appreciation of the scientific contributions to the progress of Cosmetology and Instruction.
9. To encourage all to strive for the establishment of methodical habits and performance.
10. To develop the required knowledge and skills in order to obtain a license to practice the art of Cosmetology and Instructor.

Compliance with the Civil Rights Act

We agree that we will comply with Title IV of the Civil Rights Act of 1964 (PL 88-352) and all requirements imposed by or pursuant to the regulations of the Department of Health, Education and Welfare (45 cft., part 80) issued pursuant to that title to the end that, in accordance with Title IV of that act and the regulation, no person in the United States shall, on the grounds of race, sex, religion, age or national origin, be excluded from the participation in, be denied benefits of, or be otherwise subjected to discrimination under any program of activity for which the applicant received federal assistance from the department, and hereby gives assurance that we will immediately take any measures necessary to effectuate this agreement.

Privacy Act

Students and parents of minor students have the right to inspect, review and challenge information contained in their educational records under staff supervision. It is the policy of the North Olympic Peninsula Skills Center School of Cosmetology to not give any student information to a third party. Written student consent is required before educational records may be disclosed to third parties with the exception as required under federal, state, or local laws or for any accreditation process initiated by the institution or student. We request in writing from the student to release any information regarding student's employability. Our school will maintain records for a period of 5 years after completion. The North Olympic Peninsula Skills Center School of Cosmetology does not publish "directory information" such as name, address and phone number of students, dates of attendance, etc.

School Facilities and Equipment

The North Olympic Peninsula Skills Center School of Cosmetology is a smoke free facility located on the Olympic Peninsula at 1222 East Front Street, Port Angeles, WA 98362. The premises are spacious with roomy areas, easy access and a well-lit entrance to the reception and retail area. There is a separate clinic floor with styling stations and the school has a capacity to hold up to 40 students on a rotating basis. There is a shampoo area, hair drying area, a separate manicuring-pedicuring area, administrative office, stockroom, locker room and storage space. There is also a waxing area,

a student conference classroom, a practical-theory room, laundry area, and a restroom equipped for the handicapped. There is an extensive video library of VCR tapes and DVDs that offer hundreds of hours of independent study opportunities. The school has an updated dispensary and stocks an excellent retail center. All equipment is continually being improved.

Books and Equipment

The school will provide each student's training needs with a kit of tools, books, and supplies. These items will vary to keep pace with the current trends of the industry. These items will be distributed to the students as the need arises. The kit will contain such items that will allow the student to affect all training processes. This equipment inventory is subject to change without notice. Course costs do not include the replacement of solutions and supplies for personal use. The student must assume the cost of any other equipment they desire. When the student leaves the school they are to return all equipment issued. Equipment is to be returned in the "as issued" condition, less any reasonable wear and tear. The student is responsible for any lost equipment and at the school's discretion the student must replace or pay for any lost items. Charges for replacement will not exceed the school's cost at the time of replacement. These charges must be paid prior to graduation or prior to the school forwarding any official transcripts of student learning experiences.

Student Housing

The North Olympic Peninsula Skills Center School of Cosmetology does not offer any student housing assistance.

Job Placement

Prior to graduation all students are counseled in job availability. We enjoy an enviable professional reputation in the quality of training we offer to our students. As a result, salons in the area and other job sources seeking our graduates continually contact us. Through these contacts we are able to recommend students to prospective employers based on the students' abilities and desires. Our school provides assistance in locating employment and all employment information will be available to all graduates upon inquiry. The North Olympic Peninsula Skills Center however, does not guarantee job employment, and makes no statements to the fact that after graduation a job is guaranteed.

Visitations

We extend an open invitation to visit our school Monday through Friday, 9 am to 5 pm, to obtain firsthand knowledge of how we operate, discuss training programs and eligibility requirements for financial assistance. We will be happy to answer any questions pertaining to the industry. Our school is relaxed, friendly and enjoyable.

Student Parking

Students park on the East Side of the parking lot, and behind the building. The front parking spaces are for the customers.

Financial Aid

Students are often eligible for various types of financial assistance from several levels of government and the private bank sector. Each financial aid program has specific eligibility requirements that must be met in order to qualify for assistance. The ability to receive financial assistance is based on your attendance. These requirements are controlled by various governmental agencies. The student will be responsible for investigating their individual eligibility for financial aid. For information on tuition assistance, please contact the Financial Aid Officer or the Skills Center Director.

Enrollment

We have a curriculum that allows us to enroll students on a revolving basis (open enrollment). Prior to enrollment, it is the student's responsibility to present his/her school application. Classes generally begin in January, April, July and September. Please have paperwork submitted at least one month prior to enrolling. Arrangements for payment of training costs, if necessary, are established at that time on an individual basis.

Admission Requirements

Cosmetology, Barbering, Esthetician, Manicurist Training Program

- * Complete a North Olympic Peninsula Skills Center enrollment form.
- * Complete an entrance interview with a school staff member.
- * Students must be beyond the compulsory public school age of sixteen RCW 18.16.020(13) to be in attendance in cosmetology in the State of Washington.

Instructor Trainee Program

- * Valid Washington State Cosmetologist, Esthetician, Manicurist, or Barber License before enrollment can proceed.
- * Student must be legally state licensed in the profession they are learning to teach.
- * Complete a North Olympic Peninsula Skills Center enrollment form.
- * Complete an entrance interview with a school staff member.

Counseling Services

Our staff and management take a genuine interest in our students and their progress at our Cosmetology school. Should any student find they are having problems which hampers their progress in any form, they can feel free to discuss that problem with any staff member due to our open door policy. Counseling is also available to students at their sending high schools.

Student's Safeguard of Records

Student records are kept in a locked room in the office of the North Olympic Peninsula Skills Center. No persons are allowed in the staff office unless a school representative is present. Student files are maintained for a minimum of 5 years.

Sexual Harassment Policy

It is the policy of the school to provide an atmosphere wherein sexual harassment does not occur. It is expected that employees and students will project a behavior that discourages sexual harassment as defined in this policy and shall take immediate corrective action. Management and Employees of the school are expected to know, understand, and follow Port Angeles School Board Policy numbers 5011 and 5011P in result to Sexual Harassment. No employee or student will be retaliated against, in any way, for complaining of sexual harassment. Local, county, state, or federal laws shall subject to termination from school and any consequences prove any violators of this policy.

Sexual Harassment occurs when:

- A. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
- B. Submission to or rejection of sexual demands is a factor in an academic, work, or other school-related decision affecting an individual; or
- C. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Class Schedule

Our school is open Monday 9:00 AM to 5:00 PM.

Tuesday through Friday 9:00 AM to 7:00PM

Saturday 9:00 AM to 4 PM

Any breaks will not count towards state clock hours.

School Calendar

The North Olympic Peninsula Skills Center School of Cosmetology follows the same calendar as the Port Angeles School District, including the North Olympic Peninsula Skills Center Summer School schedule.

Attendance Policy

The Cosmetology School will follow the attendance policy of the North Olympic Peninsula Skills Center and the Port Angeles School District

Attendance Policy —Continued

Expectations: The North Olympic Peninsula Skills Center follows the Port Angeles School District calendar. Students are expected to attend even if their home high school is not in session.

Verifying Absences: Notes or phone calls about all absences are required for the NOPSC. Valid reasons for an excused absence include:

- Illness
- Family emergency
- Prearranged doctor or dentist appointment
- Sanctioned sending school activity
- Other reason as deemed appropriate by the NOPSC director

What to do if absent: A parent/guardian must notify NOPSC on the day of the absence. To reach NOPSC, call (360) 565-1533 and leave a message detailing:

- Name of student
- Program of student
- Reason for absence
- Date
- Person calling in, and
- Phone number where caller can be reached

When returning from an absence: Upon return to school, students must return directly to class with a note from your parent or guardian.

Absence Notification: Parents/guardians will be notified by letter following the 10th, 15th, and 20th absences. Weekly attendance records of excused and unexcused absences will be shared with the attendance offices of the sending high school for processing as appropriate with the Compulsory School Attendance Law. Instructors will also contact parents/guardians by phone after 5 days have been missed.

Loss of credit: On the 10th, 15th, and 20th non-school related absence of a semester, students will lose the opportunity to earn full credit for that semester. Students will be notified in writing of the 10th, 15th, and 20th absence and loss of credit. Students may file an attendance appeal seeking to restore credit (full or partial) for that semester.

Withdrawal: Students who have missed 20 consecutive days will be withdrawn from the NOPSC. Students who have been withdrawn will receive an “F” for their semester grade.

For Safety Reasons

Students and or children not officially enrolled in the cosmetology program will not be allowed to loiter on the school premises. Daycare will not be allowed or provided.

Time Clock Policy

The time clock will be the basis for recording student attendance and meeting state minimum attendance requirements for licensure. It is student responsibility to use the time clock in accordance with this policy to accurately record their attendance and be a basis for student suspension or termination from Academy. Staff has authority to amend student time cards as designated occurrences though the procedures of this policy, In no event can time be deducted as a disciplinary measure.

Time Card Procedure

Students will clock in and out as they arrive and leave the Academy building. Students are to clock out anytime they leave the building, lunches and any activity that is not directly involved with the curriculum. Time as recorded on the time clock will stand as entered unless time can be accounted for as noted below. These considerations will credit the student with a maximum attendance time in respect to the proper use of this policy. For errors or omissions on the time clock the staff will determine through documented sources, i.e., appointment book, attendance sheet, staff notations and times on progress sheets etc., to determine the student's presence.

Recorded time entries will stand as entered on the monthly report; except in the occurrence where acceptable documentation supports student attendance. In which case the staff is authorized to make adjustments showing no more than one hour not being earned for students entering the Cosmetology School. For students leaving the school and not following this policy will be credited only where documentation supports. In the event of the time clock failing to operate properly, staff will put hours into the computer.

If staff discovers an occurrence not adequately covered in this policy they are to credit student hours as the time clock entries only; and, bring such cases to the attention of the North Olympic Peninsula Skills Center administration in writing, Administration decision on such occurrences will be final.

Students who do not use the time clock as directed by this policy are subject to the progressive discipline policy outlined in the Port Angeles School District student handbook.

Dress Code

The Cosmetology industry, like other fashion related industries, sets current trends. The Academy recognized the importance of current trends in hair, make-up, and clothing, along with the personal hygiene and grooming, in making a professional image. The Academy insists that each student contribute to the total Academy image by adhering to the following guidelines: Hair shall be clean. Properly styled and make-up applied prior to arriving at Academy. Fingernails and toenails shall be clean and well manicured or pedicured. The body and mouth shall be free from unpleasant odors. Clothing and footwear shall be kept clean and in good repair. Appropriate clothing must be worn to maintain a current professional appearance.

The NOPSC Cosmetology School disallows any:

Any sheer or lace (skin or undergarments showing through pants or shirts)

Any low cut, crop tops or halter-tops (mid-drift and private parts are to be covered, not hanging out).

Any torn, frayed or soiled garments. Shoes must be NEAT and CLEAN.

Open toe, flip-flops, or sandals are not allowed.

Any spandex tops or pants are not allowed.

NO jogging attire. No sleeveless, although okay under your uniform, no hooded sweatshirts

Leggings - No holes or faded color. Must have ample coverage on top and bottom.

Dresses and Skirts- Standing with arms at your side. If your skirt, dress or shorts are shorter than two inches above the middle of the knee it is too short and not allowed.

Slacks and Pants- Any kind must be neat and clean with no holes.

Interim Class Policy

It is not enough to be able to do services well without time consideration or to do services fast without consideration of quality. This profession demands both. It is the policy of this institution to establish procedures to help the student meet industry expectations of job readiness. When the student has completed their freshman training cycle, they will be assigned to the interim area of the clinic classroom. They will be assigned worksheets of specific requirements that will be designed by the staff in one-week increments to ensure the student will encounter certain learning experiences. The interim period is scheduled to be 64 hours long. Each weekly assignment will be designed to encourage the student to perform certain minimum time and quality levels that reflect overall progress. If the student does not meet the time and quality expectations of the Interim period they may be re-assigned specific requirements in their problem areas and given another period of time to successfully achieve the time and quality levels expected.

If after the reassignments, the student fails to meet the time and quality expectations there will be a question of the student's ability to benefit from the training to meet the minimum job entry skills expected of this profession. At the time the student must be counseled on their progress in order to determine the reason for their lack of progress. The lack of progress exhibited by the student may be grounds for termination of suspension. When appropriate, the student may continue attendance without credit until they can meet the progress expectations. At that time, their attendance and graduation requirements progress will resume.

Transfer Students

Any student enrolling in our school with previous training from another school MUST have that training evaluated. The instructor, prior to enrollment, will conduct the evaluation, it is the student's responsibility to present appropriate documentation verifying hours of previous training, The student

will be given hour-for-hour credit for any previous documented training if the student can successfully demonstrate that the learning objectives have been met.

Re-Enrollment After Dropping

Subject to Skills Center enrollment eligibility, students re-enrolling must complete a North Olympic Peninsula Skills Center enrollment form in order to re-enroll.

Remedial Course Work/ Make-Up Work

Remedial course work and make-up work is at the discretion of the instructor.

Graduation Policy

This school has set forth standard for completion of the programs:

- Satisfaction of admission requirements.
- Completion of the required number of state clock hours by the program attending , pass NIC practical and NIC written exams.
- In depth coverage of the curriculum as set forth by the State of Washington and school.
- All tuition and fees must be paid in full.
- Upon completion of all the requirements including a mock written and practical board, the student is issued a certificate of completion.
- Upon successful completion of the State of Washington Examination, the student is issued his/her State License.

Thievery

STEALING IS NOT TOLERATED— Students are to respect the property of others, including all articles of their fellow classmates, the clients, and the Academy. Permission from the owner is **REQUIRED** before borrowing, using, or taking of any item. Anyone witnessing a theft, having any knowledge of a theft, or having connection whatsoever with things they believe or know to be stolen, and not reporting it, could be considered a co-conspirator.

Students found to be involved in theft will be subject to the consequences outlined in the Port Angeles School District student handbook, and possible prosecution.

Student Advising

This institution takes pride in the close working relationship between staff and students. All work is supervised, strong points emphasized, and areas of weakness are worked upon to bring them up to an acceptable level. If problems arise regarding attendance, behavior, etc., students are counseled to determine the reason. Measures are then taken to correct the situation on an individual basis. On the request of the instructional staff, a student may be suspended from school by administration. This suspension will follow the student handbook of the North Olympic Peninsula Skills Center and the Port Angeles School District. If a student can show a renewed interest, and in the judgment of the school officials, this interest is genuine, the student will be readmitted.

Certificate of Completion of State Licensing Examination and Professional Qualification Standards:

The North Olympic Peninsula Skills Center Cosmetology School along with Washington State, has set forth the below listed minimum of standards for completion of the total programs.

Satisfaction of admission requirements as stated in Admission Requirements. Attendance for a minimum of 1625 hours Cosmetology, Manicuring 625, Esthetics 775, Barbering 1025, and 525 hours for the Instructor Trainee Course.

In depth comprehension of the curriculum as set forth by the State Board of the Cosmetology and Instructor courses.

All practical operations and requirements established by the Washington State Board are performed and evaluated.

Complete payment of all tuition and fees.

Successful completion of 75% on the final practical examination, as required by Washington State, administered by National Testing Network for the Cosmetology and Manicuring. 75% is required for the successful completion of the Practical Instructor Exam. Upon successful completion of the practical examination, the student is issued their test scores as proof to the State Board before the student will be issued a test for the State Board Examination. Upon receiving a valid copy of your State License a certificate of completion and final monthly report is issued from the School.

Minimum Time Frame

Students will be required to attend a minimum of 90% of their allotted hours.

Students typically attend between 15 and 25 hours per week.

Courses

| | | |
|--|-------------------|-----------------|
| Cosmetology Course | 1625 Hours | 65 weeks |
| Tuition (includes supplies, equipment) | | N/A |
| Kit Fee | | N/A |
| Registration Fee | | N/A |
| Total | | Not Applicable |

| | | |
|--|-------------------|-----------------|
| Barbering Course | 1025 Hours | 41 weeks |
| Tuition (includes supplies, equipment) | | N/A |
| Kit Fee | | N/A |
| Registration Fee | | N/A |
| Total | | Not Applicable |

| | | |
|--|------------------|-----------------|
| Manicuring Course | 625 Hours | 25 weeks |
| Tuition (includes supplies, equipment) | | N/A |
| Kit Fee | | N/A |
| Registration Fee | | N/A |
| Total | | Not Applicable |

| | | |
|--|------------------|-----------------|
| Instructor Trainee | 525 Hours | 21 weeks |
| Tuition (includes supplies, equipment) | | N/A |
| Kit Fee | | N/A |
| Registration Fee | | N/A |
| Total | | Not Applicable |

| | | |
|--|------------------|-----------------|
| Esthetician Course | 625 Hours | 25 weeks |
| Tuition (includes supplies, equipment) | | N/A |
| Kit Fee | | N/A |
| Registration Fee | | N/A |
| Total | | Not Applicable |

**Fees and or fines must be paid prior to graduation.

Cosmetology Course Outline

Course Description

The primary purpose of this course is to train students in both theory and practical experience, which will prepare them for immediate employment. The course is directed towards developing students' desirable habits and attitudes to this profession. A minimum of 1625 hours of attendance is acquired; 200 hours of that will be in basic classroom training.

After completion of the 200 hours of basic training, a written and practical evaluation of the curriculum must be passed and receive instruction for their practical.

At 1525 clock hours, it is the student's responsibility to get their NIC practical examination application processed. Once the practical exam is passed, then it is the student's responsibility to request and schedule their NIC Written examination application. After completion of 1625 hours and the graduation requirements are met, the student must submit both "Original" NIC Practical and Written passing letters along with the State of Washington Cosmetology application to receive their state license.

Grading Policy

Student will receive monthly report at the end of each month in theory, practical and citizenship. Students are required to obtain a minimum cumulative grade average of 76% on all tests for the completion of the program. If a student fails to obtain a passing grade during the program, additional credit may be obtained through supplementary research and reviewing with another chance to bring the grade up to an acceptable passing score. The School's grading policy and regulations relative to standards of progress required of the students are as follows

Academic Theory and Practical Grades (4 Point System)

- | | | | |
|------------------|----------|---------------|-------------|
| • Above Average | A 90-100 | Level 4 = A | Excellent A |
| • Average | B 80-89 | Level 3 = B | Good B |
| • Satisfactory | C 70-79 | Level 2 = C | Fair C |
| • Unsatisfactory | D 60-69 | Level 1 = N/A | Poor D |

Course goals

1. Students will receive an education in both theory and practical experience gain knowledge in all phases of cosmetology.
2. To prepare students to successfully pass the NIC Practical Examination.
3. To prepare students to successfully pass the NIC Written Examination,
4. To prepare students to work in a professional salon as a licensed cosmetologist.
5. To perform cosmetology related occupations.
6. To develop employee/employer relationships and effective communications skills.

**Fees and or fines must be paid prior to graduation.

Course Format

This school implements the following instructional techniques and methods: lectures, practical demonstrations, audio-visual materials, practical and theory worksheet, illustrations, handouts, written and practical evaluations. **All services need to include instructor for consultation and final inspection. Required by state law.**

THEORY

200 HOURS

(Including the practice of cosmetology, barbering, manicuring, and esthetics services)

MANICURING/PEDICURING

100 HOURS

(Including the application of manicuring and pedicuring services, diseases, disorders, anatomy, physiology)

ESTHETICS/SKIN CARE/ WAXING

100 HOURS

(Including skills in the application of esthetic services, diseases, disorders, anatomy, physiology)

SHAMPOOING/SCALP & HAIR ANALYSIS

125 HOURS

(Including draping, bushing hair, scalp manipulations, conditioning, rinsing, all diseases, and the study of disorders, anatomy, physiology)

PERMANENT WAVING

175 HOURS

(Including sectioning, wrapping, pre perm test curl, solution application, processing, test curl, neutralizing)

CHEMICAL RELAXING

25 HOURS

(Including sectioning, strand test, relaxer application)

HAIRCUTTING

275 HOURS

(Including razor, scissors, clippers, thinning shears)

FACIAL HAIR

10 HOURS

(Including beard and mustache design, and eyebrow, ear and nose hair trimming)

HAIR STYLING

150 HOURS

(Including thermal, wet and dry styling, braiding and styling aids)

HAIR COLOR/LIGHTENING

250 HOURS

(Including predisposition test, strand test, measurement and mixing chemicals, applications and removals of chemicals)

ARTIFICIAL HAIR

40 HOURS

(Including extensions, hair pieces, fitting and styling)

Instructor Trainer Course Outline

Course Description

The primary purpose of this course is to train the student in both theory and practical experience that will prepare them for immediate employment. The course is directed towards developing students' desirable habits and attitudes, encourage self-reliance, readiness to assist others and an ethical approach to this profession. At 300 clock hours, it is the student's responsibility to get their NIC Practical examination application processed. Once the practical exam is passed. Then it is the student's responsibility to request and schedule through the office their NIC Written examination application. After completion of the 625 hours and the graduation requirements are met, the student must submit both "Original" NIC Practical and Written passing letters along with the State of Washington Instructor application to receive their state license .

Grading Policy

Students will receive monthly report at the end of each month in theory, practical and citizenship. Students are required to obtain a minimum cumulative grade average of 76% on all tests for the completion of the program. If a student fails to obtain a passing grade during the program, additional credit may be obtained through supplementary research and reviewing with another chance to bring the grade up to an acceptable passing score.

Theory Practical Citizenship

- Above Average A 90-100 Level 4 = A Excellent A
- Average B 80-89 Level 3 | B Good B
- Satisfactory C 70-79 Level 2 = C Fair C
- Unsatisfactory D 60-69 Level I =N/A Poor D

1. Students will receive and education in both theory and practical experience gain knowledge in all phases of teaching.
2. To prepare students to successfully pass the NIC Practical Examination.
3. To prepare students to successfully pass the NIC Written Examination.
4. To prepare students to work in a professional school as a licensed instructor.

5. To perform instructor related occupations.

6. To develop employee/employer relationships and effective communications skills and methods of teaching.

Course Outline

This school implements the following instruction techniques and methods: lectures, practical demonstrations, audio-visual materials, workbooks, illustrations, handout, written and practical evaluations.

CLASSROOM PREPEARATION

125 HOURS

(Including choice of teaching methods, classroom setup, topic/subject matter, student assignments, materials and supplies, and record keeping)

PRESENTATION

125 HOURS

(Including lectures (oral and written), demonstrations, questions and answers, project methods, and discussions)

APPLICATION OE PRACTICE

125 HOURS

(Including clinic supervision, classroom management, and client relations)

EVALUATIONS

125 HOURS

(Including written, practical assessments, communication skills)

BUSINESS MANAGEMENT & COMMUNICATION

25 HOURS

TOTAL INSTRUCTOR TRAINEE COURSE

525 HOURS

Manicuring Course Outline

Course Description

The primary purpose of this course is to train the student(s) in both theory and practical experience, which will prepare them for immediate employment. The course is directed towards developing student(s) desirable habits and attitudes to the profession. A minimum of 625 hours of attendance is acquired. Upon completion of the Manicuring course the student will demonstrate the knowledge and have the competencies required to pass the state board examination and the ability to:

1. Know the importance of work ethics and the importance of a professional image.
2. Identify the art and science of professional nail care.
3. Illustrate and identify the properties and characteristics of the nail; as well as disorders and diseases of the nail.
4. Analyze the client's nails and make professional recommendations for the appropriate service.
5. Demonstrate their understanding and ability to provide nail services to clients in a professional manner.
6. Understand the theory of proper sanitation and safety when applying artificial nail extensions of all types, which include acrylics, gels, wraps and all other artificial nail extensions.
7. To prepare students so they may obtain gainful employment in this field.

Course Outline

THEORY

75 HOURS

(Theory as a practice of manicuring and pedicuring services)

ARTIFICIAL NAILS

225 HOURS

(Including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal)

PEDICURE

100 HOURS

(Including the cleaning, shaping, polishing of the nails of the feet)

MANICURE

100 HOURS

(Including the cleaning, shaping, polishing of the hands, and treatment of the cuticles)

DISINFECTING/ DISEASE & DISORDER

75 HOURS

(Including workstations, individual equipment & tools, proper use & storage of linens & chemicals, diseases and disorders of the nails, hands and feet)

SAFETY & FIRST AID**25 HOURS**

(Including proper use and storage of chemicals, implements, and electrical appliances, and first aid as it relates to manicuring and pedicuring)

BUSINESS MANAGEMENT & COMMUNICATION**25 HOURS****TOTAL HOURS****625 HOURS**

**No more than 25% of skills training is to be done on mannequins.

Barbering Course Objective

The student will demonstrate knowledge and competencies required to:

1. Analyze hair and scalp for diseases and disorders.
2. Demonstrate their ability to provide hair care and hair shaping to clients satisfaction.
3. Apply proper techniques for safety and satisfaction procedures in all aspects of barbering.
4. Demonstrate safety and sanitation procedures for facials and shaving.
5. Demonstrates scissor cut, clipper cut and razor cut.
6. The knowledge and ability to airwave and iron curl hair to satisfaction

Barbering Service Training:

Course Outline:

| | |
|--|------------------------|
| THEORY | 125 HOURS |
| (Including the practice of the barbering services) | |
| SHAMPOOING/SCALP & HAIR ANALYSIS | 100 HOURS |
| (Including draping, bushing hair, scalp manipulations, conditioning, rinsing, all diseases, and the study of disorders, anatomy, physiology) | |
| HAIRCUTTING & TRIMMING | 400 HOURS |
| (Including razor, scissors, clippers, thinning shears) | |
| FACIAL HAIR | 100 HOURS |
| (Including shaving, beard and mustache design, and eyebrow, ear and nose hair trimming) | |
| HAIR STYLING | 150 HOURS |
| (Including wet, dry, and thermal styling, and styling aids) | |
| ARTIFICIAL HAIR | 25 HOURS |
| (Including extension, hair pieces, fitting and styling) | |
| DISINFECTING/DISEASES & DISORDERS | 75 HOURS |
| (Including workstations, individual equipment & tools, proper use & storage of linens & chemicals, diseases of the scalp, hair and, skin) | |
| FIRST AID/ SAFETY | 25 HOURS |
| (Including proper use of implements, and electrical appliances, and first aid as it relates to barbering) | |
| <u>BUSINESS MANAGEMENT AND COMMUNICATION</u> | <u>25 HOURS</u> |
| TOTAL BARBERING COURSE | 1025 HOURS |

Estheticians Course Objective

Through this course the student will have demonstrated the knowledge and competencies required to pass the state board exams and the ability to:

1. Identify the art and science of professional skin care.
2. illustrate and identify the composition of the skin, identify the properties and provide the client with professional service for the skin,
3. To promote students thoroughly so they may obtain gainful employment in the skin care field.
4. Analyze the client's skin and apply the techniques used in skin care.
5. Apply the proper techniques needed for sanitation and sterilization in all facets of the skin care industry.
6. Demonstrate their understanding and ability to provide facial services to clients in a professional manner.
7. To promote a professional image of the skin care profession.

Esthetics Training Hours:

THEORY

100 HOURS

(Including the practice of esthetics services)

SKIN CARE

200 HOURS

(Including care of the skin of the face, neck, and hands, hot compresses, massage, electrical or mechanical appliances or chemical compounds)

FACIALS

175 HOURS

(Including the application of esthetic services)

TEMPORARY HAIR REMOVAL

175 HOURS

(Including removal of superfluous hair of the face, neck and hands, by tweezing, waxing, tape, chemicals, lotions, creams mechanical or electrical appliances or apparatus)

DISINFECTING/ DISEASES AND DISORDERS

75 HOURS

(Including workstations, individual equipment & tools, proper use & storage of linens & chemicals, diseases and disorders of the skin, face, neck and hands)

SAFETY AND FIRST AID

25 HOURS

(Including proper use and storage of chemicals, implements, and electrical appliances, and first aid as it relates to esthetics)

BUSINESS MANAGEMENT AND COMMUNICATION

25 HOURS

TOTAL HOURS:

775 HOURS

**No more than 25% of skills training is to be done on mannequins.

Theory

This institution uses the standard percentage system for grading all Written tests. These tests are given at the end of each unit and are required to obtain a minimum grade of 76% on all tests. Students will receive a minimum of one hour of theory for each eight hours of class time.

Practical

Students who fail to obtain an average score on any practical exam shall receive additional instruction to bring their practical skills up to an acceptable level.

4. Above Average - in all procedures, time, quality, techniques, creativity
3. Average- in all procedures, time, quality, techniques, creativity
2. Needs Improvement - in all procedures, time, quality, techniques, and creativity
1. Unsatisfactory -in all procedures, time, quality, techniques, creativity

Citizenship

- | | |
|--------------|---|
| Appearance: | includes the attention given by the student to neatness and personal hygiene. |
| Work habits: | involves cleanliness and safety in handling of equipment and the application of skills in one's daily work. |
| Conduct: | attitude and behavior of the student toward superiors and associates |
| Initiative: | use of good judgment in performing responsibilities and tasks. |
| Cooperation: | ability to work harmoniously with other people. |
| Attendance: | come to school for the required clock hours. |

Satisfactory Progress Policy

NACCAS and the Higher Education Act of 1965 as amended and the State of Washington mandates post secondary institutions define and enforce standards for satisfactory progress. All students must conform to the institution's definitions of satisfactory progress. This policy pertains to both programs offered by this institution. The policy is as follows:

1. Minimum of 85% attendance, 76% grade average in theory, practical and citizenship
 - Above Average A 90-100 Level 4 = A Excellent A
 - Average B 80-89 Level 3 = B Good B
 - Needs Improvement C 70-79 Level 2 = C Fair C
 - Unsatisfactory D 60-69 Level 1 =N/A Poor D
2. The students' progress will be monitored every 30 days. If he/she is not in compliance with any component of this policy, the student will be scheduled for an appointment with the instructor or director for counseling. The first warning is verbal, the second warning will be written, placed in the students file and the student will be placed on probation for a period of 1 months and will be considered as unsatisfactory progress, during which time the student must improve his/her grades and/or attendance.
3. Any student re-entering the program after an interruption of training that was not making satisfactory progress will be placed on probation for 1 month, during which time the student must improve his/her attendance and/or academic average to the designated standards.
4. A leave of absence may extend the student's contract period and maximum time frame by the same number of days in the leave of absence.
5. Only students who maintain satisfactory progress are eligible to receive Title IV assistance and meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluations.
6. Course incomplete, repetitions and non-credit remedial courses have no effect upon the school's satisfactory progress standards.

Enrollment Time

Enrollment time is defined as the scheduled time from the actual date of enrollment to the date of the student's termination or from the day we receive written notice of withdrawal. Any money due the applicant student shall be refunded within 30 days of formal cancellation of the student or formal termination by the academy. In the case of leave of absence, the documented date of return. These policies are in accordance with Title 38, US Code and VA regulations 14254©13

Refund Policy

This school is part of a public high school as such, it will not be providing fees to students for tuition.

College students may add/drop classes online or in person at the Registrar's Office, using the Add/Drop Form. Date restrictions apply and are listed below. Refunds may be made for tuition, operating fees, and special fees unless listed as non-refundable.

- 100% refund prior to the first day of the quarter
- 80% refund 1st through the 5th day of the quarter
- 40% refund 6th through the 10th day of the quarter

Time to allow for refund

- Check; The refund will be made by check within 10 business days of the request
- Cash or debit card; The refund will be made by check mailed within 3 - 5 business days of the request.
- Credit Card; The refund will be made in the form of a credit back to the charge card within 10 - 30 business days of the request.

School Complaint Procedure

The Port Angeles School Board has authorized the following procedure (4220P) for complaints and resolution therein.

Most complaints can be resolved by informal discussions between the citizen and the staff member. Should the matter not be resolved, the principal shall attempt to resolve the issue through a conference with the citizen and the staff member.

The following procedures apply to the processing of a complaint which cannot be resolved in the manner described above:

- A. If the problem is not satisfactorily resolved at the building level, the citizen should file a written complaint with the superintendent which describes the problem, and a suggested solution. The superintendent should send copies to the principal and staff member.
- B. The principal and staff member shall respond to the superintendent in writing or in person.
- C. The superintendent shall then attempt to resolve the matter through a conference with the citizen, staff member, and principal.
- D. If the matter is still not resolved, the superintendent shall present the issue to the board. If the complaint is against a staff member, the complaint shall be handled in executive session. The board shall attempt to make a final resolution of the matter. Any formal actions by the board must take place at an open meeting. If such action may adversely affect the contract status of the staff member, the board shall give written notice to the staff member of his/her rights to a hearing.

Student Conduct and Responsibilities and Consequences for Student Misconduct

Student Rights and responsibilities are detailed in the *Handbook of Student Conduct and Corrective Action 2013-14* from pages 5-10. Consequences for student misconduct are outlined from pages 10 through page 22.

Appeals Process

Port Angeles School District Appeals Process for Student Disciplinary Actions

