

JC Styles Salon Academy
16748 E. Smoky Hill rd. Centennial CO, 80015
303-680-6733

Date of publication: May 2022 Volume 2 Language of course/program will be taught in English.
Language of catalog and contract is English

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MISSION STATEMENT

Our mission at JC Styles Salon Academy is to provide the opportunity to receive a quality post-secondary education in the field of Cosmetology or Hair Styling. Our goal is to prepare our students to not only pass the state licensure examination, but to also prepare our students for a successful career in the beauty industry by raising the standards and instilling a strong sense of ethics and values. To strive for excellence with every encounter which includes.

By building a foundation of knowledge as well as providing access to the newest skills, techniques, and products available, we can make this goal a reality. As a result – our objective of instilling a sense of professionalism in each student will be met. Our students will be prepared to enter the field of Cosmetology as

an entry level designer and will have the tools necessary to expand into the area of salon owner/manager.

JC Styles Salon Academy is Owned by Jessica Clarke

Jessica is a veteran in the beauty industry. With over 25 years of experience as a hair stylist, barber, and salon owner. It was when she became a cosmetology instructor that she realized there was more she could offer this industry and that is building stronger stylists entering this career.

Our faculty members are:

Jessica Clarke, Director / Instructor

ADMISSION AND ENROLLMENT REQUIREMENTS

Prospective students may enroll anytime. Late enrollments will be accepted only one week into the course, depending on length of the course. **JC Styles Salon Academy will teach the Program in English, the Contract is in English, also all teaching material is in English. Student must have ability to read and write assignments in English.**

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, religion, marital status, gender identification or sexual orientation nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology or Hair Styling programs must:

- Have a pre-admission information session
- Complete enrollment packet and pay registration fee.
- 16 years of age
- Prospective students must have a high school diploma or equivalency diploma to be accepted for enrollment. If applicants are beyond the age of compulsory school attendance in Colorado and do not possess a diploma or equivalency diploma, they may complete an ability to benefit test. The school does not administer the test but will provide information on availability when requested.
- Copy of Social Security Card
- Driver's License or State I.D.
- Signed Receipt of Detailed Catalog
- Signed contract & by Parent/Guardian/Sponsor (if applicable)

TRANSFER STUDENTS' ADMISSION POLICY

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Students wishing to transfer to JC Styles Salon Academy must complete the admission and enrollment requirements. An official transcript must be submitted from the previous school(s). This transcript will be reviewed. The hours transferred will be determined after an instructor has evaluated the academics and comprehensive practical skills of the prospective student. All transfer hours are counted towards maximum time frame. An instructor will also determine the number of projects to be transferred. Upon this determination, the tuition will be assessed based on the current per hour rate Contract Agreements. Satisfactory Academic Progress evaluations are based on actual contracted hours at JC Styles Salon Academy. Regarding satisfactory academic progress, students' transfer hours will be counted as both attempted and earned hours for the purpose

of determining when the allowable maximum timeframe has been exhausted. The student may or may not be accepted.

Dismissal

Any student may be dismissed for violations of rules and regulations of the school, as set forth in school publications. A student also may be withdrawn from classes if he or she does not prepare sufficiently, neglects assignments, or makes unsatisfactory progress. After consultation with all parties involved, The Director of Education makes the final decision to suspend or temporarily suspend students whose conduct is disruptive or unacceptable to the academic setting. After appropriate counseling, students who demonstrate a genuine desire to learn and conform to school standards of conduct, may be allowed to resume attendance.

RE-ADMISSION POLICY

Former students of JC Styles Salon Academy who have officially withdrawn or were terminated may reapply for enrollment. It will be at the discretion of the Academy if the student is permitted re-entry.

Previous Credits

Credits from another institution will be evaluated on a case-by-case basis. JC Styles Salon Academy does not guarantee transferability of our credits to another institution unless there is a written agreement with another institution.

NON-DISCRIMINATION

JC Styles Salon Academy does not discriminate based on sex, race, age, color, ethnic origin, Religion, marital status, gender identification, sexual orientation, or any other basis prohibited by federal or state law, in the application, admission, operation, participation, access and treatment of the school's programs and activities.

SCHOOL HOURS/SCHEDULES

Tuesday - Friday – 9 a.m. – 3:00 p.m. Makeup hours available on scheduled Saturdays. Lunch and breaks are scheduled daily.

When an unexpected closure occurs due to extraordinary conditions such as inclement weather, students will be notified as soon as possible by phone or group message. Classes are not held on the following holidays:

START DATES

The school reserves the right to change the starting months and dates as it becomes necessary.

January 11, 2022
April 12, 2022
July 19, 2022
October 11, 2022

HOLIDAYS

MARTIN LUTHER KING JR. DAY- INDEPENDENCE DAY -EASTER VETERAN'S DAY- LABOR DAY
MEMORIAL DAY -THANKSGIVING DAY- CHRISTMAS EVE CHRISTMAS DAY -NEW YEAR'S DAY

Program lengths for full-time schedules are stated in weeks and include estimated days the school is closed for holiday, special events, inclement weather and a limited number of days scheduled to allow Students to make up missed work as necessary for state licensing purposes.

EXCUSED ABSENCE POLICY

All absences must have verified documentation in your file, or the absence becomes an unexcused absence within forty-eight (48) hours from the day of absence. Excused Absence (Not limited to), INCLUDE:

- 1)Personal appointments
- 2)Family Emergency
- 3)Funeral family member
- 4)Personal Court appearance
- 5)Jury Duty
- 6)Time off for School Activities

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- a. Whether the postponement is for the convenience of the school or the student, and;
- b. A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.

UNEXPLAINED ABSENCE / 14 DAY POLICY

The unexplained absence of a Student from the Academy for more than 14 consecutive calendar days shall constitute notice of cancellation to the Academy. For purposes of cancellation, the cancellation date shall be the last day of attendance.

TEST/ EXAM MAKE UP POLICY

Any student absents at time of examination; the exam will be posted as a zero. Students are responsible for scheduling Test/ Exam make ups.

REFERENCES MATERIAL: Students follow Milady's Standard: Cosmetology. A comprehensive library of references, books, texts, DVD's, audio/video tapes and web-based materials are available to support the course of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

COSMETOLOGY: PROGRAM COURSE OUTLINE 1500 CLOCK HOURS/ 50 CREDIT HOURS

Colorado defines 1 credit hour is equivalent to 30 clocked hours

DESCRIPTION: The cosmetology course consists of all aspects of Cosmetology. You will learn haircutting and styling, manicures, pedicures, facials, make-up, and chemical services, Disinfection, cleaning & safe work practices. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. The Cosmetology Course is designed to train the student by instilling professionalism and creating systems needed for behind the chair management. It will prepare them to enter the field of Cosmetology as an entry level designer and will also include the tools necessary to expand into the area of salon owner/manager. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

UNIT OF INSTRUCTION: The Cosmetology course of study consists of 1500 clock hours. Each of the subjects listed below will be covered in theory and practical work.

Hair Cutting

Includes techniques and implements used in razor, scissors, chipper sculpting, analysis of facial features, hair characteristics, and client consultation.

Disinfection, cleaning & safe work practices

Because the Cosmetology field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation, disinfection & sterilization of equipment and safety procedures. Required

State Laws & Regulations (Statutes and Rules)

Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements.

Management, Ethics, Interpersonal Skills, and Salesmanship

Includes sales techniques, how to seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws and regulations governing salon operations.

Manicuring & Pedicuring

Includes consultation, table set up, manicure and pedicure procedures, structure of the hands and nails, nail diseases, and disorders

Application of Artificial Nails

Includes consultation, table set up, nail prep, structure of the hand and nails, artificial nail forming and finish.

Hair Removal

Includes consultation, preparation of client, brow arching and waxing procedures of the Eyebrow, Upper Lip and Chin area.

Facials /Skin care/ Makeup

Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

Scalp Care/Shampooing, rinsing, and conditioning

Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, shampoo, rinsing, conditioning and diseases and disorders of the scalp. Facials and Makeup

Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

Hair coloring or hair tinting & Bleaching

Includes study of law and theory of color, levels, and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, deposit only/demi-permanent, and product information.

Chemical Texture Services

Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of conventional, double row, etc. wrapping.

Hairstyling

Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave.

SUBJECT	TOTAL HOURS
Scalp Care Scalp Care/Shampooing, rinsing, and conditioning	50
Hair Cutting	200
Hair coloring or Tinting & Bleaching	200
Hair styling	175
Chemical Texture services	100
Manicuring/Pedicuring	175
Application of Artificial Nails	125
Facials & Skin care	175
Facial makeup	25
Hair Removal	75
Laws, rules, and regulation	25
Management, Ethics, Interpersonal Skills, and salesmanship	25
Disinfection, Cleaning, and safe work Practices	150
SUBTOTAL	1500

Students must have completed 1500 clock hours of training and the following number of services:
Shampoos (50) Scalp Treatments (45) Haircuts (125) Hair Styling (300) Hair Coloring or tinting & Bleaching (100) Facials /Make-up (30) Chemical Waving/ Relaxing (70) Manicuring/Pedicuring/Nail Extensions (50) Waxing- (20)

The 1500-clock hour program required for graduation takes approximately 15 months to complete for 24 hour per week students.

HAIR STYLING: PROGRAM COURSE OUTLINE 1200 CLOCK HOURS/ 40 CREDIT HOURS

Colorado defines 1 credit hour is equivalent to 30 clocked hours

DESCRIPTION: The hair styling course consists of all aspects of the Hair Styling. You will learn haircutting, Hair Coloring or tinting & Bleaching, styling, and textured chemical services, and disinfection, cleaning & safe work practices. With a gradual progression from mannequins to clients, the program builds both confidence and technical ability. The Hair Styling Course is designed to train the student by instilling professionalism and creating systems needed for behind the chair management. It will prepare them to enter the field of Hair Styling as an entry level designer and will include tools necessary to expand into the area of salon owner/manager. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

UNIT OF INSTRUCTION: The Hair Styling course of study consists of 1200 clock hours. Each of the subjects listed below will be covered in theory and/or practical work.

Hair Cutting

Includes techniques and implements used in razor, scissors, chipper sculpting, analysis of facial features, hair characteristics, and client consultation.

Disinfection, cleaning & safe work practices

Because the Hair Styling field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation, disinfection & sterilization of equipment and safety procedures required.

State Laws & Regulations (Statutes and Rules)

Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements.

Management, Ethics, Interpersonal Skills, and Salesmanship

Includes sales techniques, how to seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws and regulations governing salon operations.

Scalp Care/Shampooing, rinsing, and conditioning

Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, shampoo, rinsing, conditioning and diseases and disorders of the scalp. Facials and Makeup
Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

Hair Coloring or tinting & Bleaching.

Includes study of law and theory of color, levels, and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, deposit only/demi-permanent, and product information.

Chemical Texture Services

Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of conventional, double row, etc. wrapping.

Hairstyling

Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave.

HAIRSTYLING

SUBJECT	TOTAL HOURS
Scalp Care/Shampooing, rinsing, and conditioning	60
Hair Cutting	240
Hair Coloring or tinting & Bleaching	240
Hair styling	210
Chemical Texture services	120
Laws, rules, and regulation	30
Management, Ethics, Interpersonal Skills, and salesmanship	30
Disinfection, Cleaning, and safe work Practices	270
SUBTOTAL	1200

Students must have completed 1200 clock hours of training and the following number of services:
Shampoos (50) Scalp Treatments (50) Haircuts (115) Hair Styling (300) Hair Coloring/Bleaching (115)
Chemical Waving / Relaxing (75)

The 1200-clock hour program required for graduation takes approximately 12 months to complete for 24 hour per week.

Written and comprehensive practical test are given at the conclusion of each section of training.

Failure to successfully complete the section of training comprehensive practical skills with passing requirements may result in student retaking entire class at next scheduled time class is offered.

After 8 weeks of training, the students advance to the Student Salon.

The course continues with theory classes including related subjects, lecture, and/or demonstrations of new techniques, products, and practical application.

Classes are held Monday – Friday 9am – 4pm. Full time 32.5 hours per week parttime 24 hours per week. Students can make up hours missed on scheduled Saturdays throughout the year. Examinations are given upon completion of each section. If test is missed or failed, it will be retaken a week after failed exam. Attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.

Student Salon includes the following: Law, Rules and Regulations; Interpersonal Skills and Salesmanship that includes Career Development; Disinfection, Cleaning and Safe Work Practices; Salon Haircutting; Salon Haircoloring; Salon Hair Styling; Salon Chemical Texture Services - Permanent Waves and Chemical Relaxing / Straightening. Students will perform services on both mannequins and live models. During training in the

Student Salon, students will be performing Laboratory Work on clients or projects on mannequins under the supervision of an instructor. Students are required to remain on schedule until all State Board required hours, projects and examinations are completed. Sanitation responsibilities are assigned by an instructor.

KIT AND BOOKS

Textbooks and / or E-books are issued the 1st week.

A kit of equipment is issued within 1-2 weeks.

The kit contains the instruments and equipment necessary to complete the course. Students are expected to maintain the kit by replacing lost, missing, or broken items.

The implements and products provided are to be used on school clients and/or models as assigned to develop required skills and speed.

Students are responsible for their personal property. Books and personal items not in use should not be in school.

Personal items can be left in vehicle. The school is not responsible or liable for lost or stolen items. Students will be given a storage bag included in the student kit and will be required to bring to school daily.

FACILITY AND EQUIPMENT DESCRIPTION

JC Styles Salon Academy is location is 16748 E. Smoky Hill rd. Centennial CO 80015 has 1200 square feet including Student Salon, classroom, reception area, dispensary, and rest room. All centrally heated and air-conditioned, TV Screens for video.

Equipment includes shampoo bowls, portable manicuring tables, portable pedicure bowls, dryers, styling workstations, and facial table.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

The standard progress set by JC Styles Salon Academy requires that all students maintain:

- A. 75% (minimum) Written Theory Examinations & Comprehensive Practical Skills Evaluation Overall Point Average (based on accumulated Theory and Comprehensive Practical Skills Evaluations).
- B. 75% (minimum) Laboratory Work (Project Completion Rate)
- C. 75.00% (minimum) cumulative Attendance

GRADING PROCEDURE

Theory and comprehensive practical skills evaluations will be graded on a scale from 0 to 100%. To be making satisfactory progress, a student must maintain a minimum overall grade point average of 75% (based on accumulated theory & comprehensive practical skills examinations)

**Grading Scale for Written and Comprehensive Practical Skills Evaluations ACADEMIC PROGRESS
EVALUATION work is as follows:**

93-100	Excellent
85-92	Very Good
75-84	Satisfactory
74%	or below Unsatisfactory

ATTENDANCE PROGRESS EVALUATIONS

Students are expected to arrive on time for class with proper materials. An overall attendance rate of at least 75% is required.

That is why students are expected to attend all scheduled classes. Absences will be documented in student files/computer. Any work missed by the student during an absence must be made up. Instructors may request your withdrawal from a course or program if absences or tardiness exceed 40%. Students who are unable to continue classes for medical reasons or severe personal problems will be required to take a leave of absence until they are able to return to class. Proper documentation will be required to substantiate a student's withdrawal.

Any student absent with no contact for 14 consecutive calendar days will be terminated from the Academy. A written notice will be sent via mail informing the student of termination and the right to retrieve their property. At the end of 30 days all equipment on the premises will be property of the Academy.

Progress Policy

Students must maintain an 75% Those who do not will be placed on probation for 30 days. During the probation period students must raise their grade average to passing or higher. The student may be terminated if grades are not satisfactory at the end of the probationary period. Termination shall be at the school Director's discretion. The Director has final authority and shall notify the student of the final decision.

EMPLOYMENT ASSISTANCE POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for student to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to continue contact with the school and follow up with the school on current employment or employment needs.

Refund Policy

Students not accepted to the school are entitled to all moneys paid. Students who cancel this contract by notifying the school within three (3) business days are entitled to a full refund of all tuition and fees paid. Students, who withdraw after seven (7) business days, but before commencement of classes, are entitled to a

full refund of all tuition paid except the registration fee of \$100. In the case of students withdrawing after commencement of classes, the school refer to refund table. Tuition refund is based on the percentage of contact hours attended. As described in the table below. The refund is based on the official date of termination or withdrawal.

Refund Table

<u>Student is entitled to upon withdrawal/termination</u>	○ Refund
Within first 10% of program	90% less cancellation charge
After 10% but within first 25% of program	75% less cancellation charge
After 25% but within first 50% of program	50% less cancellation charge
After 50% but within first 75% of program	25% less cancellation charge
After 75% [if paid in full, cancellation charge is not applicable]	NO Refund

1. The student may cancel this contract at any time prior to midnight of the third business day after signing this contract.
2. All refunds will be made within 30 days from the date of termination. The official date of termination or withdrawal of a student shall be determined in the following manner:
 - a. The date on which the school receives written notice of the student’s intention to discontinue the training program; or
 - b. The date on which the student violates published school policy, which provides for termination.
 - c. Should a student fail to return from an excused leave of absence, the effective date of termination for a student on an extended leave of absence or a leave of absence is the earlier of the date the school determines the student is not returning or the day following the expected return date.
3. The student will receive a full refund of tuition and fees paid if the school discontinues a Program/Stand Alone course within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
4. The policy for granting credit for previous training shall not impact the refund policy.

SCHOOL CLOSING POLICY

If the school closes due to unforeseen, catastrophic weather-related circumstances such as earthquake, flood, or fire, students will be required to accumulate the amount of training time lost. Students will not be charged a monetary amount for the hours. During winter months JC Styles Salon Academy. Students will be notified by a “group me” text update when school schedules change due to hazardous weather conditions. The school reserves the right to close due to unusual circumstances.

OWNERSHIP, ADMINISTRATIVE & INSTRUCTIONAL STAFF

Owner/ Director

Jessica Clarke

Instructional Staff

Jessica Clarke

COST OF COSMETOLOGY PROGRAM

The cost of the Cosmetology program is \$14,300.00. A breakdown of this cost is as follows:

Registration Fee \$100

Tuition \$13,000.00

Books & Kit \$1,200 Non-refundable after received

Total Cost \$14,300.00

Cost of Hair Styling Program

The cost of the Hair Stylist program is \$13,300.00. A breakdown of this cost is as follows:

Registration Fee \$100 (nonrefundable after 7 days)

Tuition \$12,000.00

Books & Kit \$1,200.00 Non-refundable after received

Total Cost \$13,300.00

Late Fee: Tuition is due on the 1st of each month. If payment is made after the 5th of the month a \$30 late fee will be added. If payment is not received by the 15th of the month, the student will not be allowed to return to class until account is in good standing.

OVERTIME COMPLETION BEYOND CONTRACT

The Cosmetology course has been scheduled for completion within an allotted time frame. Students are provided make up hours without a monetary penalty. The school has reserved space, equipment, and licensed instructors for each student. Any student not completing the Cosmetology course within 1500 contracted hours will be charged additional tuition at a rate of \$8.66 per hour. Hair Styling within 1200 contracted clock hours \$10.00 for hours attended until all required 1200 or 1500 clock hours, progress book and theory examinations are completed, payable until graduation.

DRESS CODE

Professional black pants (no jeans), Capri's or skirt (below knees) must be worn. No inappropriate writings, symbols, or pictures on Tops - no midriffs. No shirts of sheer materials are to be worn. No tank tops, no cut-off shirts or tops with bare midriffs, low necklines or bare backs are to be worn. Leggings must be covered with an article of clothing over the buttocks. Rubber sole shoes no flip flops. A uniform smock (one is provided in the equipment student receives at beginning of training) and name badge is to be worn at all times. Always project a professional image representative of the cosmetology and image industry.

Your image must be professional. You are selling beauty services. You must look the part. A fashionable appearance includes clean, pressed clothing in good condition and clean shoes. Your hair, makeup, nails, clothing, shoes, and a smile are part of your total look. Your appearance influences the guest. Your hair must be

styled, and makeup applied before arriving. You need an educator's permission to have personal services done during school time. Practice good hygiene including daily bathing and the use of deodorant/antiperspirant. Your breath must be fresh; keep breath mints or spray handy. Always wear your nametag. If you lose your nametag, please see the faculty to replace it.

APPROVED AND REGULATED BY

Department of Higher Education Division of Private Occupational School Board 1600 Broadway, Suite 2200
Denver, CO 80202 (303) 862-3001 <http://highered.colorado.gov/dpos>

STUDENT COMPLAINT / GRIEVANCE PROCEDURE

If during the course of a student's training, a situation should arise that causes a concern, or the student has a complaint about the educational process, the following steps should be taken to ensure the student's concern or complaint is handled effectively: 1. If you have a concern, please see an instructor and get the matter resolved as quickly as possible.

Attempting to resolve any issues with the school first is strongly encouraged. Complaints may be filed by a student or guardian at any time online with the division of occupational schools (DPOS) within two years of the students last date of attendance or any time prior to the commencement of training at <http://highered.colorado.gov/dpos> • (303) 862-3001

Conduct Policy

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

All students must have on school dress code (including name tag) prior to clocking in for morning theory. All students who are clocked in must be in class. Students are expected to follow the class schedule and be punctual.

Cellphones will be a part of the educational experience. All students are to give full attention to their education and not allow cell phones to be a distraction. Blatant disregard of policy will not be tolerated, and could result in disciplinary action, up to and including termination.

The facility is limited to the use of school personnel and is not open to customers, friends, or relatives. Talking on cell phones are not permitted while servicing clients or during class.

SMOKING - Students are permitted to smoke (cigarettes only) in designated smoking area, which is in the back outside of the building. Student must be clocked out or approved by an instructor.

All students are expected to act maturely and are required to respect other students and faculty members. Possession of weapons, illegal drugs, and alcohol of any kind are not allowed at any time on school property. Any violation of school policies may result in permanent dismissal from school.

1. No using profanity or obscene gestures anywhere on school premises.
2. No cheating at any facet of the program.
3. No student entering cash register.
4. No leaving a chemical service without Instructor permission.
5. Follow all school Rules and Regulations.
6. No visiting with family or friends who are not receiving a service.
 7. Do not be idle while clocked in.
 8. Do not practice unsanitary procedures.
 9. Do not criticize other students.

The apprentice program is an optional program for students who would like to obtain Cosmetology hours on the job and in school classroom setting. Please contact school director for more details.

APPRENTICESHIP PRACTICLE OUTLINE (Cosmetologist)

**Work Process Schedule:
Hours:**

Approximate

A. Scalp Care (Shampooing, Rinsing & Conditioning) 106 hrs. Includes cleansing of scalp and hair, use of hair products, scalp examination and manipulations, draping, shampoo, rinsing, conditioning and diseases and disorders of the scalp. Facials and Makeup
Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

1. Shampoo chemistry and procedures
2. Rinsing, conditioning, and procedures
3. Hair and scalp analysis
4. Diseases and disorders
5. Scalp manipulations and treatments

B. Haircutting 218hrs Includes techniques and implements used in razor, scissors, chipper sculpting, analysis of facial features, hair characteristics, and client consultation.

1. Tool use, disinfection, and safety
2. Cutting and thinning the hair
3. Client consultation and adaptation
4. Sectioning and parting
5. Hair growth, stream, whorls, and cowlicks
6. Elevation and natural fall lines

C. Hair Coloring & Bleaching 218 hrs. Includes study of law and theory of color, levels, and series of hair color, mixing and application for temporary, semi-permanent, permanent colors, bleaching and lightening, dimensional coloring techniques, chemistry, deposit only/demi-permanent, and product information.

1. Color theory and types of hair color
2. Predisposition testing and safety
3. Color application techniques
4. Chemistry of hair color and bleaches
5. Hair lightening and color removal
6. Special effects
7. Corrective coloring

D. Hairstyling 200 hrs. Includes wet and thermal sets, hair waving, hair pressing, hair braiding and finger wave.

1. Wet setting: rollers, finger waves, and pin curls
2. Blow dry styling
3. Thermal curling and straightening
4. Braiding, weaving, and updos
5. Artificial hair

E. Chemical Texture services 143 hrs. Includes hair and scalp analysis, hair characteristics, consultation, sectioning and wrapping, process of perming, chemistry, permanent wave product information, and products and procedures use to permanently rearrange the basic structure of curly hair to a straight form and vice versa. Demonstration of

1. Chemical relaxing chemistry and techniques
2. Permanent waving and curling chemistry and techniques
3. Hair structure and analysis
4. Safety precautions

F. Manicuring and pedicuring 200 hrs. Includes consultation, table set up, manicure and pedicure procedures, structure of the hands and nails, nail diseases, and disorders

1. Sanitation and safety precautions
2. Disease and disorder
3. Manicure procedures
4. Pedicure procedures
5. Massage of hand, foot, arm, and leg

G. Application of Artificial nails 162 hrs. Includes consultation, table set up, manicure and pedicure procedures, structure of the hands and nails, nail diseases, and disorders

1. Nail structure and growth
2. Artificial nail anomalies
3. Nail wrapping
4. Tip and full nail applications
5. Sculptured nails
6. Hazardous chemical awareness and safety
7. Electric file use

H. Facials and skin care 200 hrs. Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

1. Massage techniques
2. Skin disorders and diseases
3. Facials
5. Packs and masks
6. Lash and brow tinting
7. Cosmetic exfoliating substances

I. Facial makeup 86.75 hrs. Includes preparation of client, skin care products, facial procedure, skin conditions, diseases and disorders, facial shapes, features, and makeup application.

1. Facial makeup products
2. Sanitation and disinfection
3. Safety
4. Artificial lash applications

J. Hair removal 125 hrs. Includes consultation, preparation of client, brow arching and waxing procedures of the Eyebrow, Upper Lip and Chin area.

1. Consultation
2. Safety and sanitation
3. Waxing: hard, soft, and sugaring
4. Tweezing

K. Laws, rules and regulations 86.75 hrs. Includes rules and regulations pertaining to health, safety, sanitation, professional conduct, and licensing and examination requirements.

1. School rules
2. Local, state, and federal laws
3. Apprenticeship rules and regulations

L. Management, ethics, interpersonal skills, and salesmanship 86.75 hrs. Includes sales techniques, how to

seek & obtain employment, payroll deductions, preparation of employment applications, extensive business management, communication skills, laws and regulations governing salon operations.

1. Salesmanship techniques
2. Computer salon applications
3. Salon management and business development
4. Ethics
5. Client psychology

M. Disinfection, Sanitation, and safe work practices 181hrs Because the Cosmetology field requires us to be in constant contact with the public, it is necessary to practice consistent infection control procedures. This includes methods of sanitation, disinfection & sterilization of equipment and safety procedures. Required

1. Decontamination methods
2. Bacteriology and microbe growth
3. Safe work practices
4. Storage and disposal methods

TOTAL MINIMUM HOURS 2000

**APPRENTICESHIP THEORY OUTLINE
(Cosmetologist)**

Cosmetologist Textbooks

1. Milady 2013 edition, Essentials Companion, Workbook Study Guide, Exam review book

This course of related instruction may be supplemented with other reference books, videos, and materials.

Related instruction - This instruction shall include, but not be limited to:

Related Instruction Descriptions:

A. Scalp Care (Shampooing, Rinsing & Conditioning) 35 hrs.

1. Shampoo chemistry and procedures
2. Rinsing, conditioning, and procedures
3. Hair and scalp analysis
4. Diseases and disorders
5. Scalp manipulations and treatments

B. Haircutting 30 hrs.

1. Tool use, disinfection, and safety
2. Cutting and thinning the hair
3. Client consultation and adaptation
4. Sectioning and parting
5. Hair growth, stream, whorls, and cowlicks
6. Elevation and natural fall lines

C. Haircoloring & Bleaching 30 hrs.

1. Color theory and types of hair color
2. Predisposition testing and safety
3. Color application techniques
4. Chemistry of hair color and bleaches
5. Hair lightening and color removal
6. Formulation
7. Corrective coloring

D. Hairstyling 30 hrs.

1. Wet setting: rollers, finger waves, and pin curls
2. Blow dry styling
3. Thermal curling and straightening
4. Braiding, weaving, and updos
5. Artificial hair

E. Chemical Texture services 30hrs

conventional, double row, etc. wrapping.

1. Chemical relaxing chemistry and techniques
2. Permanent waving and curling chemistry and techniques
3. Hair structure and analysis
4. Safety precautions

F. Manicuring and pedicuring 30 hrs.

1. Sanitation and safety precautions
2. Disease and disorder
3. Manicure procedures
4. Pedicure procedures
5. Massage of hand, foot, arm, and leg

G. Application of Artificial nails 30 hrs.

1. Nail structure and growth
2. Artificial nail anomalies
3. Nail wrapping
4. Tip and full nail applications
5. Sculptured nails
6. Hazardous chemical awareness and safety
7. Electric file use

H. Facials and skin care 30 hrs.

1. Massage techniques
2. Skin disorders and diseases
3. Facials
4. Body treatments
5. Packs and masks
6. Lash and brow tinting
7. Cosmetic exfoliating substances
8. Cosmetic exfoliating machines

I. Facial makeup 15 hrs.

1. Facial makeup products
2. Sanitation and disinfection
3. Special effects
4. Artificial lash applications

J. Hair removal 30 hrs.

1. Hair growth cycles
2. Safety and sanitation
3. Waxing: hard, soft, and sugaring
4. Tweezing

K. Laws, rules and regulations 7 hrs.

1. School rules
2. Local, state, and federal laws
3. Apprenticeship rules and regulations

L. Management, ethics, interpersonal skills, and salesmanship 30 hrs.

1. Salesmanship techniques
2. Computer salon applications
3. Salon management and business development
4. Ethics
5. Client psychology

M. Disinfection, Sanitation, and safe work practices 38 hrs.

1. Decontamination methods
2. Bacteriology and microbe growth
3. Safe work practices
4. Storage and disposal methods

TOTAL MINIMUM HOURS 342

TOTAL FOR APPRENTIS HOURS = 2342