

# 1<sup>ST</sup> ACADEMY OF BEAUTY

SCHOOL OF BARBERING, COSMETOLOGY, SKIN CARE, NAIL, AND MASSAGE THERAPY

Catalog  
2015-2016

APPROVAL DISCLOSURE STATEMENTS:.....	4
STUDENT TUITION RECOVERY FUND (STRF) .....	5
A MESSAGE FROM THE PRESIDENT.....	7
MISSION STATEMENT & EDUCATIONAL OBJECTIVES.....	7
FACILITIES.....	8
EQUIPMENT, TEXTBOOKS & SUPPLIES.....	8
LIBRARY.....	8
STUDENT SERVICES.....	8
PLACEMENT.....	9
CAREER COUNSELING AND PERSONAL ATTENTION:.....	9
HOUSING.....	9
VISA.....	9
ENGLISH AS A SECOND LANGUAGE:.....	9
ACCESS FOR DISABLED.....	9
STATEMENT OF NON-DISCRIMINATION.....	9
ADMISSION POLICY:.....	9
CANCELATION, WITHDRAWAL AND REFUND POLICIES.....	10
PRO RATA REFUND POLICY.....	11
CANCELLATION/WITHDRAWING FROM SCHOOL – POLICIES AND PROCEDURES: .....	12
NEW STUDENT CLASS-ENROLLMENT.....	12
CALENDAR/HOLIDAYS.....	12
CLASS SCHEDULES: 2015-2016.....	12
ORIENTATION CLASS.....	13

DISCLOSURE OF EDUCATION RECORDS .....	13
ARTICULATION OR TRANSFER AGREEMENTS .....	13
CREDIT EVALUATION POLICY .....	13
PROGRESS POLICY .....	14
HEALTH AND PHYSICAL CONSIDERATIONS .....	14
SATISFACTORY ACADEMIC PROGRESS (SAP): .....	14
EVALUATION PERIODS .....	15
ACADEMIC PROBATION.....	16
APPEAL PROCEDURES.....	16
COURSE INCOMPLETE.....	16
ATTENDANCE POLICY.....	17
EXCUSED ABSENCES .....	17
LEAVE OF ABSENCE POLICY .....	17
UNSATISFACTORY ATTENDANCE AND UNEXCUSED ABSENCES .....	18
TARDINESS .....	18
<b>CUTTING CLASSES – LEAVING EARLY.....</b>	<b>18</b>
<b>MAKE-UP WORK AND ATTENDANCE.....</b>	<b>18</b>
GRADING SYSTEM.....	18
STUDENT CLOCK HOUR POLICY .....	19
TIME CARD CREDIT.....	20
NOTICE OF STUDENT RIGHTS .....	20
COMPLAINS AND GRIEVANCE PROCEDURES.....	20
TUITION AND FEE SCHEDULE.....	21
FEEES FOR EXTRA INSTRUCTION.....	22
REFRESHER COURSEWORK .....	22
METHOD OF PAYMENT .....	22
BANKRUPTCY .....	22
TRANSFER IN .....	23
TRANSFER OUT .....	23

RE-ENTRY POLICY ..... 24  
SCHOOL HOURS OF OPERATION ..... 24  
DRUG ABUSE PREVENTION PROGRAM ..... 24  
COURSES OF STUDY - CURRICULUM ..... 26  
Licensing Information ..... 57  
ADMINISTRATION ..... 58

**Address where classes are held:  
8823 Garvey Avenue, Unit B1  
Rosemead, CA 91770**

**Phone: 626-288-0000/fax: 626-288-1100  
Email: [firstacademyofbeauty@gmail.com](mailto:firstacademyofbeauty@gmail.com)  
[www.firstacademyofbeauty.com](http://www.firstacademyofbeauty.com)**

## **APPROVAL DISCLOSURE STATEMENTS:**

1<sup>ST</sup> ACADEMY OF BEAUTY was granted institutional approval from the Department of Consumer Affairs: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento California 95833 pursuant to California Education Code Section 94915. Bureau approval means that the institution and its operation complies 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 renew every three years and is subject to continuing review. 1<sup>ST</sup> ACADEMY OF BEAUTY and the educational programs offered are not accredited by an accrediting agency recognized by the United States Department of Education. 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.

*1<sup>ST</sup> ACADEMY OF BEAUTY approved courses are as follows: Cosmetology (1600 Clock Hours), Barbering (1,500 clock hours) Manicuring (400 Clock Hours), Cosmetician (600 Clock Hours), Cosmetology Crossover (400 Clock Hours), Barber Crossover (400 Clock Hours), Esthetician (600 Clock Hours) Massage Therapy I (1000 Clock Hours), Massage Therapy II (600 Clock Hours), and Massage Therapy III (300 Clock Hours).*

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. 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.

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 Lu. All information contained in this school catalog is current and correct and is so certified as true by: Ms. Phieng Lu, Director.

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 direct to the Bureau for Private Postsecondary at

**Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833**

**PO Box 980818 West Sacramento, CA 95798-0818**

**Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov)**

**Telephone and Fax #'s: (888)370-7589 or by fax (916) 263-1897**

**(916)431-6959 or by fax (916)263-1897**

## **STUDENT TUITION RECOVERY FUND (STRF)**

**Note:** Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, as of January 1, 2015, our institution will stop collecting STRF assessments from all students until further notice from the Bureau for Private Postsecondary Education

### **Student Tuition Recovery Fund**

California law requires that upon enrollment a fee be assessed relative to the cost of tuition (Education Code Section §94923). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of untimely school closure. Institutional participation is mandatory.

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program,

**Or**

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

STRF fees are calculated at \$0.00 per \$1,000 of tuition.

For further information, contact the BPPE at their mailing address:

**Bureau for Private Postsecondary Education**  
**PO Box 980818**  
**West Sacramento, CA 95798-0818**

**Toll Free Telephone Number: 888-370-7589      Fax (916) 263-1897**

**I HAVE RECEIVED A COPY OF THE ABOVE STRF POLICY**

**Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## **A MESSAGE FROM THE PRESIDENT**

DEAR STUDENT,

Welcome to 1<sup>ST</sup> ACADEMY OF BEAUTY and thank you for selecting us to assist you in obtaining your desired cosmetology training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At 1<sup>ST</sup> ACADEMY OF BEAUTY we offer you the basic training to pass the Bureau of Barbering and Cosmetology examination. 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.

It is a pleasure to have you join us at 1<sup>ST</sup> ACADEMY OF BEAUTY. My goal is to help you discover your ability to transform your life with the training provided at this institution. The degree of your success will depend on the effort you are willing to make during the entire course of your training.

Sincerely,

Ms. Phieng Lu, School President

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

**MISSION STATEMENT:** *1<sup>ST</sup> ACADEMY OF BEAUTY, strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given each and every opportunity to do so.*

**EDUCATIONAL OBJECTIVES:** 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 straight forward pragmatic methodology. Upon completing the course of study the graduate student should be able to function effectively in one of the many specialty areas such as Hair Stylist( including trimming beard, razor cutting, Hair Colorist, Manicurist, Make-up Artist, Esthetician, Massage Therapist or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher or School Owner.

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experience and acquire 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 uses a locker to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone and operating the cash register and assist in operating our supply system. Our

objective is to help the student become 'salon-ready' for an entry level position of employment in a salon.

Institution' faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, and skin care professions.

Institution welcomes all persons 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 and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

**FACILITIES:** 1<sup>ST</sup> ACADEMY OF BEAUTY is a spacious (4,500 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 any and 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 white board demonstrations. School has extensive salon and spa amenities for students enrolled in each program. School is well lit and furnished in a highly attractive manner. A detailed list of text book 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 second week of the freshman training, each student will be issued a complete kit of equipment with 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 college 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:** 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 Director of Education or a representative from the office. The Institute 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 Director of Education.

**STUDENT SERVICES:** All graduates are eligible for Job Placement Assistance School and staff member are available to assist students with employment opportunities found in the Jobs Book at the campus. 1<sup>ST</sup> ACADEMY OF BEAUTY does not guarantee



employment.

**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 on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request. Ms. Daisy Carrillo assists students in placements as often as needed; however, the school does not guarantee placement to any student

**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 demonstration and discuss career goals, etc 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. Particular attention is given to preparation for the Bureau of Barbering & Cosmetology Examination.

**HOUSING:** Dormitory housing is not offered, owned or maintained by the school. 1<sup>st</sup> Academy of Beauty 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 nine hundred dollars (\$900.00), however, availability of a rental is never guaranteed.

**VISA:** Institution does not provide Visa services.

**ENGLISH AS A SECOND LANGUAGE:** 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 language. As all of our instructors are bilingual either in English, Spanish, Vietnamese or Chinese some translation of the terms may occur but ALL instruction is conducted in English.

**ACCESS FOR DISABLED:** Access for disabled students to the institution's facilities is available at the college.

**STATEMENT OF NON-DISCRIMINATION:** 1<sup>ST</sup> 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.

**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, and pass an admissions test (CELSA –Combined English Language Skills Assessment, published by **Association of Classroom Teacher Testers (ACTT)**) with a minimum score of 97 as stated in the test publisher's guidelines. For students currently enrolled in high school, they will be accepted for admission provided they are 16 years of age, completed and passed the 10<sup>th</sup> 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 17 years old (Compulsory school attendance in California), must have completed the 10<sup>th</sup> grade education level or its equivalent as required by the Bureau of Barbering & Cosmetology and pass an *Ability to Benefit* exam prior to admission. Students admitted under this criteria, will be required to pass one of the *Ability-to-Benefit* tests approved by the US Department of Education administered by an independent proctor. Students subject to this criterion are referred to as students admitted under the *Ability-to-Benefit* criteria guidelines. Currently, our school is using the **CELSA Ability –To -Benefit test**. The minimum passing score is 97. This test is approved by the United States Department of Education. This test will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a (1) week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

C) According to the California Massage Therapy Council (CAMTC) requirement, students must be 18 years old to enroll for massage Therapy course.

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

## **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: **1<sup>st</sup> 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.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

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

**PRO RATA REFUND POLICY:**

1<sup>st</sup> 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 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 student's notification to the school as described above. 1<sup>st</sup> Academy of

Beauty shall pay or credit all refunds within 45 days of a student's cancellation or withdrawal.

## **CANCELLATION/WITHDRAWING FROM SCHOOL - POLICIES AND PROCEDURES:**

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 schools 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.

**NEW STUDENT CLASS-ENROLLMENT:** The curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUM STARTING ON PAGE 15.** 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 200 hrs, Barbering 190 hours, Cosmetician 80 hours, and Manicuring 50 hours. 1<sup>ST</sup> ACADEMY OF BEAUTY considers the freshman classes to be the foundation for your future career.

**CALENDAR/HOLIDAYS:** The College is closed on Sundays & Mondays, 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.

**CLASS SCHEDULES: 2015-2016:** Classes: Day classes for Cosmetology, Barbering,

Cosmetology crossover, Barber crossover, Cosmetician, Manicuring, and Massage Therapy courses start weekly on every Tuesday.

**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.

**DISCLOSURE OF EDUCATION RECORDS:** Adult students, parents of minor students, have the right to inspect, review, and challenge information contained in the students' education records. However, a staff member must be present. Education records are defined as files, materials, and documents which contain information directly related to the student and are maintained by the institution for five years after graduation. After five years the school retains all student academic records as official transcripts; these official transcripts are kept in perpetuity. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or their guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions or governmental agencies so authorized by law.

**Note: All tuition, fees and charges must be paid in full prior to the release of final documents, including diploma and transcripts.**

### **ARTICULATION OR TRANSFER AGREEMENTS:**

1<sup>st</sup> Academy of Beauty has not entered into any articulation agreement or transfer agreement with any other college or university.

### **CREDIT EVALUATION POLICY - ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE:**

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) 1<sup>st</sup> 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.

**PROGRESS POLICY:** 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.

**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.

**SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS:** 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 ( $2/3 \times 30 = 20$ ).

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. These policies are outlined in the "School Rules" section of this catalog on pages 10-11.

3. 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 within 60 weeks.

4. 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 1600 clock hour Cosmetology course, a student will be evaluated at the increments in which the students is scheduled to reach 400, 800, 1200, and 1440 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, Cosmetician, All Massage Therapy and 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 1000 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 450, and 900 clock hours. For the 600 clock hour Cosmetician & Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 270, and 540 clock hours. For the 500 clock hour Massage Therapy course, a student will be evaluated at the increments at which the student is scheduled to reach 225, and 450 clock hours. For the 300 clock hour Massage a student will be evaluated at the increments at which the student is scheduled to reach 135, and 270 clock hours

**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 1600 hours course in 16 months, allowing no absences. For example

a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week, the 20th week; the 30th week and the 36th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1440 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:** 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.

**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 deserve 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.

**COURSE INCOMPLETE:** Incomplete coursework, repetitions, and non-credit remedial courses are not applicable to this institution's form of instruction.



## **ATTENDANCE POLICIES:**

### **ATTENDANCE POLICY**

It is important that the school have a record of attendance for each student. 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.

### **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 college 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 a 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 amount 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 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.

**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**

**100% - 95% A...Excellent**  
**94% - 85% B...Above Average**  
**84% - 75% C....Average**  
**74% - 65% D....Unsatisfactory**  
**64% - 00 % F....Fail**

### **POINT GRADES FOR PRACTICAL WORK**

**(GPA 4) 4 POINTS = A**  
**(GPA 3) 3 POINTS = B**  
**(GPA 2) 2 POINTS = C**  
**(GPA 1) 1 POINTS = D**  
**(GPA 0) 0 POINTS = F**

**STUDENT CLOCK HOUR POLICY:** The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock 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. Students are given up to seven (7) minutes to clock in and receive credit for the quarter ( $\frac{1}{4}$ ) hour. This seven minute period applies to the start of the class day. 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 and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor's daily. Instructors may not sign a student in or out and if a student does not clock in or out at lunch 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain an applied effort in their studies. Leaving the building, and or reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students will be asked to stop such activity, or to punch out for the remainder of the day. Continued activities of this nature could result in termination of your study program.

**TIME CARD CREDIT:** The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in Theory hours earned and any classes the instructor has demonstrated.
3. The portions of the time card concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform depending on the student. Note the following time frame the Program gives for each operation: Shampoo/set = 1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure = 1/2 hour, Haircut = 1/2 to 1 hour. Using this guideline, the Barber/Cosmo Bureau would understandably not consider a student capable of performing more than three permanent waves per day.

### **NOTICE OF STUDENT RIGHTS**

1. 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. A different cancellation policy applies for home study or correspondence courses.

2. 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.
3. 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.
4. If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for 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.

### **COMPLAINS 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 Lu, 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 from the receipt of the grievance form. If the grievance is an emergency, you may request to talk to School Director or calling her with an emergency contact at: 626-757-0157.
- e. Any grievances that you cannot work out with the institution you may contact:

**BUREAU for PRIVATE POSTSECONDARY EDUCATION  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

**Toll Free Phone Number: (888) 370-7589 / Fax Number: (916)263-1897**

**Complaint/grievance:** If you are experiencing problems with the school or its employees or have any complaints are encouraged to bring the problem to attention of your instructor. If issues are unresolved you may request for 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](http://www.bppe.ca.gov).

### **TUITION AND FEE SCHEDULE**

<b>COURSE</b>	<b>TUITION</b>	<b>REG *</b>	<b>KITS**</b>	<b>STRF***</b>	<b>TOTALS</b>	<b>Weeks</b>
COSMETOLOGY	\$5,600.00	\$125.00	\$500.00	\$0.00	\$6,225.00	40-64
BARBERING	\$5,250.00	\$125.00	\$400.00	\$0.00	\$5,775.00	38-62
ESTHETICIAN	\$1,500.00	\$125.00	\$300.00	\$0.00	\$1,925.00	15-24
MANICURE	\$400.00	\$125.00	\$225.00	\$0.00	\$750.00	10-15
COSMETOLOGY CROSSOVER	\$1,600.00	\$125.00	\$275.00	\$0.00	\$2,000.00	10-15
BARBER CROSSOVER	\$1,600.00	\$125.00	\$275.00	\$0.00	\$2,000.00	10-15
MASSAGE THERAPY (1000)	\$4,000.00	\$125.00	\$175.00	\$0.00	\$4,300.00	25-33
MASSAGE THERAPY (600)	\$2,400.00	\$125.00	\$175.00	\$0.00	\$2,700.00	15-24
MASSAGE THERAPY (300)	\$1,200.00	\$125.00	\$175.00	\$0.00	\$1,500.00	08-12

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

\*\* Non-refundable. These charges include all applicable sales tax

\*\*\*Student Tuition Recovery Fund Fee is non-refundable. **Note:** Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, as of January 1, 2015, our institution will stop collecting STRF assessments from all students until further notice from the Bureau for Private Postsecondary Education

**NOTE:** Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include 9.25% sales tax. Length of time in course depends on number of hours student contracts for on a monthly basis as specified in the Enrollment Agreement.

**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 course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$3.50, Barbering: \$3.50, Manicuring: \$1.00, Esthetic: \$2.50, Cosmetology Crossover: \$4.00, Barbering Crossover: \$4.00, Massage Therapy: \$4.00

**SCHOLARSHIPS:** 1<sup>ST</sup> ACADEMY OF BEAUTY does **NOT** award any institutional scholarships incentives.

THE INSTITUTION RESERVES THE RIGHT TO CHANGE THE TUITION AND THE FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGE WILL NOT AFFECT ATTENDING STUDENTS.

**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

**TITLE IV:** 1<sup>ST</sup> ACADEMY OF BEAUTY does not participate in federal and state financial aid programs. No federal or state loans are available to students at this time.

**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.

**BANKRUPTCY:** 1<sup>ST</sup> ACADEMY OF BEAUTY has no pending petition in bankruptcy; we are not operating as a debtor in possession, have not filed a petition with the

preceding five years, or have not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C.Sec.1101 et seq.). CEC 94909

**TRANSFER IN:** Applicant with non-1<sup>ST</sup> ACADEMY OF BEAUTY previous hours wishing to enroll in 1<sup>ST</sup> 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 paper work 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 above information.

**TRANSFER OUT:** A student wishing to transfer out of school must first submit a written request to School Registrar and next hold an Exit Interview with School Director. Should the student still wish to withdraw, 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. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at 1<sup>ST</sup> ACADEMY OF BEAUTY is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Barbering, Cosmetology, Esthetics, Manicuring, or Massage Therapy is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accept at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 1<sup>ST</sup> ACADEMY OF BEAUTY to determine if your diploma will transfer. CEC 94909 .A student wishing to transfer out of 1<sup>ST</sup> ACADEMY OF BEAUTY must first submit a written request to the School Register and next hold an Exit Interview with the School Director. Should the student still wish to withdraw, the School Officer will process the withdrawal per procedure including completion of the refund calculation .Once all balance due to the school are paid in full , the School Register will release the Proof of Training and the Record of Withdraw to the student.

**RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON PAYMENT OF TUITION:**

An institution may withhold a student's transcript or grades if the student is in default on a student tuition contract. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

**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 college before the student is accepted for re-enrollment.

**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.Helen Pham /Ms. My Tay (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. Phieng Lu (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. Phieng Lu (Placement) PH: (626)288-0000**

**DRUG ABUSE PREVENTION PROGRAM:** The College makes the following information available to its students, staff and instructors.

Any individual associated with 1<sup>ST</sup> 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  
(310) 220-1000**

**STATEMENTS FOR STUDENTS:**

❖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

❖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.



❖ A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free telephone number: 888-370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Bureau for Private Postsecondary Education at:  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

**Toll Free Phone #: 888-370-7589 The Fax number is 916-263-1897**

## **COURSES OF STUDY - CURRICULUM**

### **COSMETOLOGY**

Course consist of 1,600 clock hours Students in this program are required to complete 290 hours of classroom instruction and 1,310 hours of practical training. The full-time course is to be completed in 40 to 64 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition \$5,600.00

Equipment \$500.00

Registration Fee \$125.00

**Total \$6,225.00**

**COURSE DESCRIPTION:** This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

10 Disinfection	200	Wet Hair Styling
40 Thermal Hair Styling	80	Permanent Waving
25 Chemical Straightening	80	Haircutting
15 Hair Bleaching	35	Hair Coloring
20 Scalp and Hair Treatments	10	Manual Facials
15 Electrical Facials	15	Chemicals (Skin peels, masks & scrubs)
10 Make up applications	20	Eyebrow Arching and Hair Removal
15 Water and Oil Manicures	10	Complete Pedicure
50 Liquid and Powder Brush-on	50	Artificial Nail Tips
20 Nail Wraps and Repairs	20	Press & curl

<b>SUBJECT OF TECHNICAL INSTRUCTION</b>	<b>Min. Hours of Technical Instruction</b>
1.The Cosmetology Act and the Bureau's Rules & Regulations	<b>20</b>
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	<b>20</b>
3.Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.)	<b>20</b>
4.Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the	<b>05</b>

various safety precautions used when operating electrical equipment)	
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized through -out the entire training period and must be performed before use of all instruments and equipment.)	<b>20</b>
6. Bacteriology, anatomy, and physiology.	<b>20</b>
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	<b>15</b>
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	<b>25</b>
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	<b>20</b>
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	<b>20</b>
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	<b>20</b>
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	<b>40</b>
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	<b>05</b>
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	<b>05</b>
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	<b>10</b>

(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	<b>10</b>
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	<b>10</b>
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	<b>15</b>
17. Manicuring and Pedicuring	<b>05</b>
A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	<b>05</b>
B) Complete Pedicure, including nail analysis, and foot and ankle massage.	<b>10</b>
C) Artificial Nails :	<b>10</b>
1. Liquid and Powder Brush-on	<b>05</b>
2. Artificial Nail Tips	
3. Nail Wraps and Repairs	

The minimum combined total clock hours of 1600, 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.

**GRADUATION REQUIREMENTS:** When the student has completed the specified minimum required hours and operations upon the completion of the Sixteen hundred (1600) hour course. Where warranted, not more than 50 hours may be utilized to correct individual student deficiencies. When the student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

**LICENSING REQUIREMENTS:** A Cosmetology 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 has passed the State Program Exam with an overall average of 75%.

## **BARBERING**

**(CIP #12.0402, D.O.T# 330.371-101)**

Course consist of 1,500 clock hours Students in this program are required to complete 265 hours of classroom instruction and 1,235 hours of practical training. The full-time course is to be completed in 38 to 62 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$5,250.00
Equipment	\$400.00
Registration Fee	\$125.00
<b>Total:</b>	<b>\$5,775.00</b>

**DESCRIPTION OF COURSE:** This course covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

**COURSE FORMAT:** The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

**BARBERING COURSE**

Haircuts and Hairstyles	<b>750</b>	Scalp Manipulations	<b>20</b>
Shaves	<b>40</b>	Hair Waving and Curling	<b>20</b>
Rest Facials	<b>20</b>	Hair Coloring and Tinting	<b>05</b>
Shampoos & application of hair tonics	<b>25</b>	Hair Processing and Relaxing	<b>05</b>

<b>SUBJECT OF TECHNICAL INSTRUCTION</b>	<b>Min. Hours of Technical Instruction</b>
1. Haircutting (includes trimming the beard, razor cutting) & hairstyling (includes singeing, arranging, dressing, curling, waving of hair)	<b>80</b>
2. Shaves	<b>20</b>
3. Rest Facial	<b>20</b>
4. Shampoos & application of hair tonics	<b>5</b>
5. Scalp Manipulation & facial massage (includes treatments with oils, cream, or lotions by hand or mechanical appliances)	<b>5</b>
6. Hair Waving & Curling	<b>10</b>
7. Hair coloring & tinting (includes applications of chemicals to the hairs)	<b>10</b>
8. Hair processing & relaxing (includes application of permanent waving solutions and chemical relaxers to the hair)	<b>10</b>
9. Rolling cream Massage (Includes application of cosmetic preparations antiseptics, powers, oils, clays or lotion to face, scalp or neck)	<b>5</b>
10. Hair pieces (includes measuring, fitting and servicing)	<b>5</b>



11. Hazardous Substances (per BBC Section 7389)	20
12. Sales Technique	10

The minimum combined total clock hours of 1500, 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 Cosmetological 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.

**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 required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**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**

**(CIP # 12-0414, D.O.T # 332.271-010):**

Esthetician Course consists of 600 clock hours. Students in this program are required to complete 170 hours of classroom instruction and 430 hours of practical training. The full-time course is to be completed in 15 to 24 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$1,500.00
Equipment	\$300.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$1,925.00</b>

**DESCRIPTION OF COURSE:** This is a specialty course covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching and hair removal (other than by electrolysis), make- up artist, and skin care product representative.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the procedures and terminology used in performing all Cosmetician services will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facial, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes,

(lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** Esthetician course is designed to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist.

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS: ESTHETICIAN COURSE**

10 Disinfection and Sanitation	40 Facials (Manual)
60 Facials (Electrical) masks and scrubs)	40 Chemicals (Chemical skin peels, packs,
40 Wax and depilatories	40 Make-up & Eyelash
10 Hair Removal & Eyebrow Arching, Tweezers	

<b>TECHNICAL SUBJECT</b>	<b><u>MINIMUM THEORY HOURS</u></b>
1. The Cosmetology Act and the Bureau's Rules and Regulations.	<b>10</b>
2. Chemistry pertaining to the practices of an Esthetician. (Shall include the chemical of composition and purpose cosmetic and skin care preparation. Shall also include the elementary chemical makeup, chemical skin peels, physical, and chemical changes of matter.)	<b>10</b>
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	<b>20</b>
4. Electricity (Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	<b>10</b>
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in	<b>10</b>

Sections 979 and 980. Disinfection should be emphasized through-out the entire training period and must be performed before use of all instruments and equipment)	
6. Bacteriology, anatomy, physiology, skin analysis and conditions	<b>15</b>
7. Facials: A. Manual (Shall include skin analysis, cleansing, scientific manipulations, packs, and masks.) B. Electrical (Shall include the use of all electrical modalities including dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) C. Chemical (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	<b>20</b> <b>30</b> <b>20</b>
8. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) (A) Tweezers (B) Wax and depilatories	<b>05</b> <b>20</b>
9. Make-Up (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	<b>20</b>
10. Preparation (Shall include client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.	<b>15</b>
11. Training will also include classes in Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Esthetic field.	

**COSMETICIAN PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics 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

Cosmetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Cosmetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facial.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Cosmetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**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 required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetician 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%.

## **MANICURING**

**(CIP# 12.0410, D.O.T # 331,647.010)**

Manicuring Course consists of 400 clock hours. Students in this program are required to complete 110 hours of classroom instruction and 290 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$400.00
Equipment	\$225.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$750.00</b>

**DESCRIPTION OF COURSE:** This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tip, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical

operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** Manicuring course is designed to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail-care specialist, and product demonstrator.

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS**

10 Disinfection and Sanitation	40 Water and Oil manicures
20 Complete Pedicures	80 Acrylic: Liquid and Powder Brush on nails
60 Nail Tips	40 Nail Wraps and repairs

<b>TECHNICAL SUBJECT</b>	<b>MINIMUM THEORY HOURS</b>
1. The Cosmetology Act and the Bureau's Rules and Regulations.	<b>10</b>
2...Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	<b>10</b>
3. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	<b>15</b>
4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in and must be performed before use of all instruments and equipment)	<b>10</b>
5. Bacteriology, anatomy, and physiology.	<b>10</b>
6. Water and Oil Manicures, including hand and arm massage.	<b>15</b>
7. Complete Pedicure, including foot and ankle massage.	<b>10</b>
8. Application of Artificial Nails, Acrylic: Liquid and Powder Brush-on	<b>15</b>
A) Nail Tips	<b>10</b>
B) Nail wraps and repairs	<b>05</b>

**MANICURING PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Manicuring services, acquire the knowledge of analyzing the hands, feet, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Manicuring, Pedicuring services, will learn the application of acrylic nails, nail wraps, and nail tips.

**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.

**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 required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Manicuring 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%.



## **BARBER CROSSOVER**

The Barber cross-over course consists of 400 clock hours. Students in this program are required to complete 35 hours of classroom instruction and 365 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$1,600.00
Equipment	\$275.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$2,000.00</b>

**DESCRIPTION OF COURSE:** This course covers all aspects of the code, including razor cutting, hair processing, shaving and blow waving and sales techniques. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Barber to perform all skills as a Hair Stylist, Chemical Applications, sales technique services...

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

**COURSE FORMAT:** The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

<b>Disinfection &amp; sanitation</b>	<b>5</b>	<b>Haircuts</b>	<b>200</b>
<b>Hairstyling</b>	<b>10</b>	<b>Hair processing &amp; relaxing</b>	<b>5</b>
<b>Shampoo</b>	<b>10</b>	<b>Rolling cream massages</b>	<b>5</b>
<b>Hairpieces</b>	<b>1</b>	<b>Hair coloring &amp; tinting</b>	<b>3</b>
<b>Scalp manipulations</b>	<b>10</b>		
<b>Rest facial</b>	<b>10</b>	<b>Body waves</b>	<b>10</b>
<b>Shaves</b>	<b>30</b>		

<b>SUBJECT OF TECHNICAL INSTRUCTION</b>	<b>Min. Hours of Technical Instruction</b>
1.Disinfection & Sanitation	<b>05</b>
2.Bacteriology, Anatomy, Physiology	<b>05</b>
3.Haircutting (includes trimming the beard, razor cutting)	<b>05</b>
4.Hairstyling (includes singeing ,arranging, dressing, curling, waving of hair)	<b>02</b>
5.Shaving	<b>03</b>
6.Facial (Includes application of cosmetic preparations antiseptics, powers, oils, clays or lotion to face, scalp or neck)	<b>02</b>
7.Scalp Manipulation	<b>02</b>
8.Hair pieces (includes measuring, fitting and servicing)	<b>01</b>
9.State board Preparatory Exams	<b>10</b>

**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.

**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 required theory hours and practical operations in Cosmetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

**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**

**(CIP #12.0403, D.O.T. # 332.271-010)**

Course consist of 400 clock hours Students in this program are required to complete 127 hours of classroom instruction and 273 hours of practical training. The full-time course is to be completed in 10 to 15 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$1,600.00
Equipment	\$275.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$2,000.00</b>

**COURSE DESCRIPTION:** This course covers all aspects of cosmetology, skin care, manicuring and pedicuring. Successful completion of this State Program Examination and licensure, will allow the cosmetologist to perform all skills as Hair Stylist, Chemical Applications, Manicuring and Pedicuring Services.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, razor cutting, Shaving technique ,hair processing, blow waving and sales techniques safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5)

Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator.

**CURRICULUM: MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

Disinfection and sanitation	10	Facial Electrical	5
Wet Hair Styling	35	Facial Chemicals	15
Thermal Hair Styling	15	Eyebrow Arching and Hair Removal	5
Permanent Waving	35	Make up	10
Chemical Straightening	10	Water and oil manicure	15
Hair Cutting	10	Complete pedicure	3
Hair Coloring	15	Acrylic brush-on	10 nails
Bleaching	5	Artificial nail tips	10 nails
Scalp & hair treatments	5	Nail wraps and repairs	5 nails
Facial manual	5		

<b>SUBJECT OF TECHNICAL INSTRUCTION</b>	<b>Min. Hours of Technical Instruction</b>
1.The Cosmetology Act and the Bureau's Rules & Regulations	<b>10</b>
2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)	<b>05</b>
3.Health and Safety/Hazardous Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS and Hepatitis B.)	<b>20</b>
4.Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment)	<b>05</b>
5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in	<b>10</b>

Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	
6. Bacteriology, anatomy, and physiology.	<b>05</b>
7. Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)	<b>10</b>
8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling.) (A) Thermal Styling (B) Press and Curl	<b>05</b>
9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)	<b>10</b>
10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	<b>05</b>
11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting.)	<b>02</b>
12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair coloring (B) Bleaching	<b>20</b>
13. Scalp and Hair Treatments (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	<b>02</b>
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.) (B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	<b>07</b>
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling.)	<b>10</b>

15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	<b>05</b>
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)	<b>05</b>
17. Manicuring and Pedicuring	
A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	<b>05</b>
B) Complete Pedicure, including nail analysis, and foot and ankle massage.	<b>01</b>
C) Artificial Nails:	
1. Liquid and Powder Brush-on	<b>05</b>
2. Artificial Nail Tips	<b>03</b>
3. Nail Wraps and Repairs	<b>02</b>

The minimum combined total clock hours of 400, 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.

**GRADUATION REQUIREMENTS:** The student has completed all required theory hours, practical operations and a cumulative total of clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of (70%) "C" or better, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Program examination.

**LICENSING REQUIREMENTS:** A Cosmetology 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 has passed the State Program Exam with an overall average of 75%.

## **MASSAGE THERAPY**

(CIP # 51.3501, D.O.T #332.27102)

**Massage Therapy Course 1000 clock hours:** Students in this program are required to complete 610 hours of classroom instruction and 390 hours of practical training. The full-time course is to be completed in 25 to 33 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$4,000.00
Equipment	\$175.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$4,300.00</b>

**DESCRIPTION OF COURSE:** This is a specialty course covers all aspects of Massage. Successful completion of this course will allow the Graduate Massage Therapist to perform various massages and various massage procedures.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massage both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).



**EDUCATIONAL GOALS:** The Massage Therapist course of study is designed to prepare students for profitable employment as a massage specialist, product demonstrator or massage technician.

**CURRICULUM:**

<b>SUBJECT</b>	<b>MINIMUM HOURS OF INSTRUCTION</b>	<b>MINIMUM PRACTICE HOURS</b>
1. Historical overview of massage	<b>01</b>	
2. Disinfection and sanitation (shall include Health & Safety Laws protecting against diseases & injury).	<b>20</b>	
3. Requirements for the practice of Therapeutic Massage (Shall include Laws, Rules, Regulations, and Limitations.)	<b>10</b>	
4. Human Anatomy and Physiology: Cells & Tissues, Term & Meaning, Structure and function of Human Body Systems	<b>160</b>	
5. 40 of these hours in Kinesiology Including Palpation, Range of motion and physics of joint functions Pathology	<b>114</b>	
6. First aid & Cardiopulmonary Resuscitation	<b>04</b>	<b>04</b>
7. Effects, Benefits, Indications and Contraindications of massage	<b>05</b>	
8. Classification of massage movements (shall include six major categories of massage movements & Swedish massage movements. Demonstrate mastery of massage movements.)	<b>70</b>	<b>118</b>
9. Application of massage technique	<b>10</b>	<b>30</b>
10. Procedure for complete body massage	<b>40</b>	<b>90</b>
11. Face, Ear and Scalp massage	<b>05</b>	<b>08</b>
12. Shiatsu, Acupressure application type of massage manipulations	<b>41</b>	<b>60</b>
13. Foot Reflexology	<b>15</b>	<b>15</b>
14. Introduction to Athletic/ Sport Massage	<b>20</b>	<b>20</b>
15. Business Practice & Ethics	<b>40</b>	
16. Hydrotherapy	<b>10</b>	
17. Deep tissue Massage techniques for medical	<b>10</b>	<b>10</b>

Treatment		
18.Aromatherapy: Introduction & Essential Oils Used in Massage Therapy	<b>10</b>	<b>10</b>
19. Stone Therapy: Introduction & Application of Heated Stones to Acupressure/Trigger Point Locations & The Use of the Stones in Applying Effleurage, Friction or compression Technique.	<b>10</b>	<b>10</b>
20.Breathing Exercises	<b>05</b>	<b>05</b>
21.Lymphatic Drainage Massage	<b>05</b>	<b>10</b>
22.Prenatal Massage	<b>05</b>	
Total hours 1000	<b>610</b>	<b>390</b>

**MASSAGE THERAPY PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage , acquire the knowledge of general theory relative to massage including anatomy, physiology, chemistry, and theory and acquire business management techniques .

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Massage services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn all the basic massage techniques including Swedish, American and Shiatsu and will learn all the proper procedures of massage.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Massage Therapy possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

**PERMIT REQUIREMENTS:** In order to practice the art of Massage in an establishment a permit/ business license is required and must be secure by the local city office (police department) of which you plan on working in. Each city has certain requirement and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

## **MASSAGE THERAPY**

**(CIP # 51.3501, D.O.T #332.27102)**

**Massage Therapy Course 600 clock hours:** Students in this program are required to complete 245 hours of classroom instruction and 355 hours of practical training. The full-time course is to be completed in 15 to 24 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$2,400.00
Equipment	\$175.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$2,700.00</b>

**DESCRIPTION OF COURSE:** This is a specialty course covers all aspects of Massage. Successful completion of this course will allow the Graduate Massage Therapist to perform various massages and various massage procedures.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massage both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5)

Complete operations performed on another person and (6) Performance reviews (progress evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Massage Therapist course of study is designed to prepare students for profitable employment as a massage specialist, product demonstrator or massage technician.

**CURRICULUM:**

<b>SUBJECT</b>	<b>MINIMUM HOURS OF INSTRUCTION</b>	<b>MINIMUM PRACTICE OPERATION</b>
1. Health and Safety/Hazardous Substances (Shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B.)	<b>15</b>	
2. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	<b>10</b>	<b>15</b>
3. History, anatomy, and physiology.	<b>10</b>	
4. Ethics, Nutrition, Principles & Techniques	<b>15</b>	
5. The Body's Muscles & Nerves	<b>10</b>	
6. Trigger points of Massage	<b>10</b>	
7. Other systems of Massage	<b>05</b>	
8. Basics of the Traditional Massage	<b>10</b>	<b>20</b>
9. Basics of the Traditional Swedish Massage	<b>10</b>	<b>25</b>
10. Contemporary American Techniques	<b>10</b>	<b>25</b>
11. Basic Shiites Routine & 16 movements	<b>20</b>	<b>75</b>

12.Aroma Therapy	<b>05</b>	<b>10</b>
13.Patterns of Ki	<b>15</b>	
14.The Front, Back And Side Channels	<b>20</b>	<b>35</b>
15.Introduction of other systems of Massage and Bodyworks	<b>10</b>	<b>25</b>
16.Sports Massage, Study of pre/post event massage, training massage, injury care, nerve innovations, range of motion, structural kinesiology, muscle testing and PNF stretching	<b>55</b>	<b>100</b>
17.Introduction to Holistic theory	<b>15</b>	
18.Business practices, setting up a massage business	<b>25</b>	<b>10</b>

**MASSAGE THERAPY PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage , acquire the knowledge of general theory relative to massage including anatomy, physiology, chemistry, and theory and acquire business management techniques .

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Massage services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn all the basic massage techniques including Swedish, American and Shiatsu and will learn all the proper procedures of massage.

**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.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Massage Therapy with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

**PERMIT REQUIREMENTS:** In order to practice the art of Massage in an establishment a permit/ business license is required and must be secure by the local city office (police department) of which you plan on working in. Each city has certain requirement and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.

## **MASSAGE THERAPY**

(CIP # 51.3501, D.O.T #332.27102)

**Massage Therapy Course 300 clock hours:** Students in this program are required to complete 245 hours of classroom instruction and 355 hours of practical training. The full-time course is to be completed in 8 to 12 weeks.

**Cash payments are due on or before the student's first day of attendance at the school, unless there is an acceptable funding plan including but not limited to Title IV Financial Aid. Exceptions to these payment options must be approved by the School's President or Chief Operating Officer. The Equipment Fee includes all tools, textbooks and uniforms. Fee does not include applicable California sales taxes. Registration fee secures.**

Tuition	\$1,200.00
Equipment	\$175.00
Registration Fee	\$125.00
<b>Total</b>	<b>\$1,500.00</b>

**DESCRIPTION OF COURSE:** This is a specialty course covers all aspects of Massage. Successful completion of this course will allow the Graduate Massage Therapist to perform various massages and various massage procedures.

**DEFINITION OF TERMS:** 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. Instructional Techniques and Methods:

**COURSE FORMAT:** Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the technical techniques and methods of performing massage both basic American and Swedish, knowing safe and proper techniques, also will learn professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

Each unit of instruction is divided into six levels of instruction, (1) Theory classes, (lectures and demonstrations) (2) Theory testing (written and oral) (3) Practical operations demonstrations, (4) Practical operations on mannequin or other person, (5) Complete operations performed on another person and (6) Performance reviews (progress

evaluations, see satisfactory progress policy).

**EDUCATIONAL GOALS:** The Massage Therapist course of study is designed to prepare students for profitable employment as a massage specialist, product demonstrator or massage technician.

**CURRICULUM:**

<b>SUBJECT</b>	<b>MINIMUM HOURS OF INSTRUCTION</b>	<b>MINIMUM OF PRACTICAL HOURS</b>
1. Historical overview of Massage	<b>10</b>	
2. Disinfection and Sanitation (Shall include Health & Safety Laws, protecting against diseases & injury).	<b>20</b>	
3. Requirements for the practice of Therapeutic Massage (Shall include Laws, Rules, Regulations, and limitations).	<b>15</b>	
4. Human Anatomy and Physiology: Cell & Tissues	<b>10</b>	
5. Human Anatomy and Physiology: Term & Meaning	<b>10</b>	
6. Human Anatomy and Physiology: Structure and Function of Human Body Systems	<b>35</b>	
7. Effects, Benefits, Indications and Contraindications of massage	<b>10</b>	<b>60</b>
8. Classification of massage movements (Shall include six major categories of massage movements, Swedish massage movements Demonstrate mastery of massage movement.)	<b>10</b>	<b>90</b>

9.Procedure for complete body massage	<b>25</b>	
10.Introduction to other systems of massage	<b>05</b>	

**MASSAGE THERAPY PERFORMANCE OBJECTIVE:** Acquire knowledge of establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of massage , acquire the knowledge of general theory relative to massage including anatomy, physiology, chemistry, and theory and acquire business management techniques .

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all Massage services, acquire the knowledge of massage prior to all services to determine any disorders, will learn the procedures and terminology used in performing all massage services, will learn all the basic massage techniques including Swedish, American and Shiatsu and will learn all the proper procedures of massage.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to Massage Therapy, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**GRADUATION REQUIREMENTS:** When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation.

**PERMIT REQUIREMENTS:** In order to practice the art of Massage in an establishment a permit/ business license is required and must be secure by the local city office (police department) of which you plan on working in. Each city has certain requirement and the fees vary city to city. The school will provide you with all the surrounding city information on obtaining a permit to work in the field of massage as well as assist you in the application process.



## Licensing Information

**LICENSING EXAM FOR MASSAGE THERAPY:** The mission of the Federation of State Massage Therapy Boards (FSMTB) is to support its Member Boards in their work to ensure that practice of Massage Therapy is provided to the public in a safe and effective manner. In carrying out this mission, the Federation ensures the provision of a valid, reliable licensing examination to determine entry level competence. The examination developed by the FSMTB on behalf of its Member Boards is the massage & Bodywork Licensing Examination (MBLEx). To ensure the examination reflects current practice, a Job Task Analysis Survey was developed with contributions by over 50 content experts under the guidance of 15 testing and psychometric experts. The Job Task Analysis was further validated by input from 7,646 massages, bodywork and somatic professionals representing every state in the USA. The MBLEX is administered through Pearson VUE at high Security test centers across the United States. Please Note: CALIFORNIA CERTIFICATION: CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) will handle certification of massage Therapists (and **massage Practitioners-Two levels of training, ect.**) **This will give local jurisdictions the benefit of our professional evaluation of training, education, experience, etc., and will make the titles of “CMP” and “CMT” consistent throughout the state.**

**The CAMTC** will also be working with law enforcement to ensure adequate background investigations and arrest monitoring take place. We will not be issuing “licenses” or “permits” per se in the various cities and counties, but certification will constitute a permit to work in California. Those who choose not to apply (or who do not qualify) for CAMTC certification are not prohibited from practicing in California, as it is, by law, a voluntary certification. However, most professional massage therapists will want to have and use the CMT title. A city may choose to use CAMTC certification as a prerequisite or replacement for permitting.

**THE MBLEX EXAM IS RECONIZED BY CAMTC AND PASSING THE EXAM YOU WILL BE ELEIGIABLE FOR STATE CERTIFICATION**

### **CONTACT INFORMATION:**

**CALIFORNIA MASSAGE THERAY COUNCIL (CAMTC) WEBSITE:**  
**CAMTC.ORG**

**FEDERATION OF STATE MASSAGE THERAPY BOARDS WEBSITE:**  
**FSMTB.ORG**

## **ADMINISTRATION**

<b>President/Director (CEO):</b>	Ms. Phieng Lu
<b>Financial Adviser (CFO):</b>	Ms. Phieng Lu
<b>Director of Education (CAO):</b>	Ms. Regina Somers
<b>Admission Officer:</b>	Ms. Helen Pham/Ms. My Tay
<b>Placement:</b>	Ms. Phieng Lu

**MS. REGINA SOMERS**  
Licensed Cosmetologist & Barber

**INSTRUCTOR**  
5-10 year

**MR. JERYMY ONG**  
Massage Therapist

**INSTRUTOR**  
5-6 year

**MR. YAOMING XU**  
Massage Therapist

**INSTRUTOR**  
3-4 year

**MS.PHIENG LU**  
Licensed Barber & Cosmetologist

**INSTRUTOR**  
5- 6year

**MS. CHAU TO**  
Licensed Cosmetologist

**INSTRUCTOR**  
10-12 year



