



**1787 North Texas Street Fairfield, Ca 94533
(707) 427-1712
dlacreme.com**

CATALOG

February 20, 2017- February 20, 2018

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A LETTER FROM OUR DIRECTOR

Dear Student,

Welcome to D'Lacreme School of Cosmetology and Barbering. We thank you for selecting D'Lacreme School of Cosmetology and Barbering to obtain your training in the beauty field of your choice. You are entering a learning experience that will give you the opportunity to be successful in the beauty industry.

At D'Lacreme School of Cosmetology and Barbering, it is our goal to offer you the basic training to improve your opportunities to take and pass the licensure examination required by the California Board of Barbering and Cosmetology.

We emphasize the importance of teaching you how to be successful in the marketplace, and how to gain experience from each of the procedures and operations that you will perform during your training. The operations are an element necessary for you to take the required state license examination. The state license is required in order to obtain employment as a barber, cosmetologist, esthetician, or manicurist. Your training will take place within an environment similar to that of your prospective employers. This means that you will be expected to be punctual, respectful toward your instructors, fellow students, and your patrons. It also means hard work, dedication, and lots of practical and theoretical work on your part. Your training will consist of theory classes, applications of subject matters studied in the theory classes, shop management, business concepts, and the element of personal success.

The training you will receive will allow you to obtain an entry-level position in the beauty industry. The real experience and the advancements in this industry will depend on your own efforts once you work in the beauty field.

It is a pleasure to have you join us at D'Lacreme School of Cosmetology and Barbering, the degree of your success will depend on the dedication and effort you are willing to apply during the entire course of your training. Again, welcome to D'Lacreme School of Cosmetology and Barbering. The entire staff wishes you a successful career in the beauty business world.

Sincerely,

Ms. Jenny Contreras
School Director

APPROVAL DISCLOSURE STATEMENT

D'Lacreme School of Cosmetology and Barbering is a private institution approved by the Bureau for Private Postsecondary Education. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau.

The Bureau has approved the following courses offered by D'Lacreme School of Cosmetology and Barbering:

BARBERING	1,500 CLOCK HOURS
COSMETOLOGY	1,600 CLOCK HOURS
ESTHETICS	600 CLOCK HOURS
MANICURING	400 CLOCK HOURS

Instruction is provided within an 5,600 square foot facility suitable to accommodate **150** students at any one time. Prospective enrollees are required to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel before enrolling, attending class, or signing an enrollment agreement.

The following are agencies, which set minimum standards for our program of studies in accordance with their individual requirements.

The State of California Department Consumer Affairs – Board of Barbering and Cosmetology provides licenses to graduates upon passing the Board of Barbering and Cosmetology examinations.

The Bureau for Private Postsecondary Education – Persons seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Persons may fill out and turn in a Student Complaint Form. Additional request for further consideration may be presented in writing to: **Ms. Jenny Contreras**, Director of D'Lacreme School of Cosmetology and Barbering. 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

The National Accrediting Commission of Career Arts & Sciences (NACCAS)- is D'Lacreme School of Cosmetology and Barbering's accrediting agency.

I certify that all contents of this catalog are current, true, and correct to the best of my knowledge. Policies herein may be superseded by an addendum or policy changes. This catalog is part of the contract between the school and the student. D'Lacreme School reserves the right to make changes to any policies, procedures, tuition, fees, programs, or start dates at any time. D'Lacreme School is a private postsecondary institution and is not a public institution.

Ms. Jenny M. Yepiz
President

NOTICE OF STUDENT RIGHTS

1. You may cancel your enrollment agreement for school without any penalty or obligation until the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you during orientation. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, you may ask the school for a copy.
2. After the end of the cancellation period you also have a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you lost your enrollment agreement, you may ask the school for a copy, or you may ask the school for a copy of the refund policy.
3. If the school closes before you graduate, you may transfer to another school, teach-out, or receive a school refund whichever is applicable. Contact **The Bureau for Private Postsecondary Education** at the address and phone number printed below for information.
4. If you have any complaints, questions, or problems, which you cannot work out with the school, write or call:

The Bureau for Private Postsecondary and Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, Ca 95833
Toll-free (888) 370-7589 Fax (916) 263-1897 www.bppe.ca.gov

MISSION AND EDUCATIONAL OBJECTIVES

At D'Lacreme School of Cosmetology and Barbering, our **mission** is to offer our students the training to assist them to acquire the knowledge and skill necessary to pass the California State Board of Barbering and Cosmetology examinations for Barbering, Cosmetology, Esthetics, and Manicuring required for state licensure.

Our prime vocational **objective** is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry level in one of the many specialty areas related to the beauty industry.

ADMINISTRATION BUSINESS HOURS

The school administrative offices are open for business Tuesday through Friday from 8:30 am to 5:00 pm and Saturday 8:30 am to 5:00 pm. For issues related to admissions, academics, accounting, and placement, please make an appointment or visit the offices within their business hours. The administrative office may be reached at (707) 427-1712 located at 1787 North Texas Street, Fairfield, Ca.

ADMISSION POLICY

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

The school is accepting applicants for admissions as regular students once the following criteria have been met:

1. Applicant must attend an Interview with the School Director or Enrollment Counselor.
2. Applicant must submit a completed enrollment application.
3. Applicant must provide a copy of his/her High School Diploma or G.E.D.
4. Applicant must provide a form of current identification (government issued).
5. Applicant must provide a copy of his/her social security card or TIN Letter from IRS.
6. Applicant must attend Orientation prior to start date.
7. Applicant must pay \$100.00 Registration Fee.

Students are required to purchase a kit from the school.

TRANSFER POLICY

D'Lacreme School of Cosmetology and Barbering officials will grant appropriate credit for prior training or experience upon review and verification of its validity under the Cosmetology Act and the California State Barbering and Cosmetology Board Rules and Regulations. Occasionally, a student's acceptance by the school will depend entirely on the credit evaluation conducted by the California State Barbering and Cosmetology Board. Before enrolling in D'Lacreme School of Cosmetology and Barbering, it is the student's responsibility to obtain the state's evaluation. D'Lacreme School of Cosmetology and Barbering has not entered into an articulation or transfer agreement with any other college or university.

RE-ENTRY POLICY

All students who withdraw in good standing may re-enter into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment within five (5) years. If the student transferred to another institution before returning to D'Lacreme School of Cosmetology and Barbering, those hours and operations earned at the other institution may be credited to the student for the new re-enrollment if proper documentation is presented. Students who re-enter their course of study will retain all credit for clock hours and work projects completed, and will re-enter in the same satisfactory academic progress status they held when they left. Each re-entry is treated on an individual basis. D'Lacreme School of Cosmetology and Barbering reserves the right to reject students that have withdrawn from this school. A re-enrollment fee of \$100.00 will apply. Unpaid balances from any previous enrollment must be resolved prior to re-enrollment.

FOREIGN TRANSCRIPTS

For high school transcripts that are not in English, applicants will be required to have their transcripts translated to English and evaluated by an approved authority. At a minimum, they must be equivalent to a high school diploma or G.E.D.

STARTING CLASS SCHEDULES FOR 2017-2018

All course classes are scheduled to start every Tuesday or as enrollment warrants for Barbering, Cosmetology, Esthetics, and Manicuring. See our admissions office for actual start dates. Our school hours and class days are Tuesday through Friday 8:30 am to 7:00 pm and Saturday 8:30 am to 5:00 pm. We are closed Sunday and Monday. Classes are held at 1787 North Texas Street, Fairfield, Ca.

Class schedules depend on the student's capability to attend school. Full-time classes are held from Tuesday through Saturday 8:30 am to 5:00 pm. Part-time, a four hour evening schedule is 3:00 pm to 7:00 pm Tuesday to Friday, Saturday 8:30 am to 5:00 pm. The school reserves the right to postpone a class start date for up to ninety (90) days with prior notice.

CALENDAR/HOLIDAYS

The school is closed on Sunday, Monday, and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed. Students must submit a letter notifying the school prior to being absent due to religious purposes. The school reserves the right to call for additional closure days. Students are expected to attend school before and after a holiday; failure to attend school will result in a three (3) day suspension. Whenever the school is closed by the decision of the Director, students will be credited for that day, unless otherwise specified. Students must be present in order to receive credit. Students will receive credit for hours listed on their enrollment agreement only.

GRIEVANCE POLICY

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

As stated during the orientation process, in the event a student has a grievance which cannot be resolved to his/her satisfaction with the student's instructor in charge the student is to make his/her grievance known to the Institution's Director, Ms. Jenny Contreras, at D'Lacreme School of Cosmetology and Barbering, 1787 North Texas St. Fairfield, Ca 94533 within sixty (60) days of the date that the act which is the subject of the grievance occurred. All grievances **must** be presented in writing. Upon the student's request, a form will be provided (Student Complaint Form). The school will provide a corresponding written response to all grievances within ten (10) days. The initial response may not provide for final resolution of the issue but will notify the student of continued investigation and/or actions taken regarding the complaint. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution.

If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

Students should exhaust the institution's internal complaint process before submitting the complaint to any regulatory agencies. If the matter is still unresolved, please contact:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, Ca 94833
Toll-free (888) 370-7589 Fax (916) 263-1897
www.bppe.ca.gov

DISCLOSURE AND RETENTION OF STUDENT RECORDS

Adult students and parents or guardians of minor students have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file; an appointment must be made. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five (5) business days of the request.

Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment, and are maintained by the institution. We will maintain records for five (5) years from the last day of attendance and transcripts will be maintained permanently. Minor students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required each time before any records may be disclosed to any party with the exception of governmental agencies so authorized by law including its accrediting agency. All current student records are kept in a locked file cabinet in the Director's office.

FACILITIES

D'LaCreme School of Cosmetology and Barbering is in an 5,600 square foot air-conditioned, modern facility with many amenities for our students. Our school simulates salon conditions to help our students "learn-by-doing", with modern equipment such as microdermabrasion machines, steamers, electrical facial machines, and a variety of supplies that help enhance the students' product knowledge such as haircolor, hair lighteners, styling products such as gels, hairspray, setting lotion, thermal heat protectors, and many more. There is a lounge that can be used for eating or breaks complete with a refrigerator and microwave. Each student uses a locker to keep his/her private articles. There are theory rooms where theoretical knowledge is learned and applied and where studying and test-taking is completed. There are also freshman rooms where students begin their training to advance to the clinic floor, which is where students maintain a station and begin performing operations on clients. Once a student advances to the clinic floor, he/she receives a station and a chair that resemble that of a salon/shop. There is a dispensary where all supplies and chemicals are stored such as nail files, cup warmers, mixing bottles, tint bowls, tint brushes, developers, haircolor, hair lighteners, protective cream, paper towels, disinfectants, cleaning supplies, manicure/pedicure supplies, etc. There are several manicure tables that are used by students to complete services such as manicures and artificial nail enhancements. There are also spa pedicure chairs used for training in foot care. There are numerous hair dryers with chairs for students to use for drying services. There are shampoo bowls for student use for shampooing and rinsing. There are stations with facial beds in the esthetics department for student use for facials, waxing, and skin care. Also, available for student use are makeup stations used to apply makeup or artificial eyelashes. The materials used for instruction are those included in a student kit (see Kit List).

LIBRARY

The library is located within the school. It holds a collection of textbooks, review books, practical books, theory books, instructional movies, DVDs, industry periodicals, and other reading materials. The students may obtain access to the library during school hours. They may check out a book or other resource by signing their name on a list along with the title of the book or other resource. They may check out the resource for up to a week. Any resource not returned to the school will be charged to the students account.

HOUSING

D'LaCreme School of Cosmetology and Barbering does not provide assistance to find housing nor does it have any dormitory facilities under its control. However, available housing in the area ranges from \$865.00-\$1,162.00 for a one bedroom apartment.

HANDICAPPED (WHEELCHAIR ACCESS)

Access by persons on wheelchairs is available. Upon request, accommodations can be made.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty field must be in good physical health since he/she will be working in direct contact with patrons. In most aspects of the beauty field there is a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if the student (their guardians or physician) believe they can fulfill the training demands.

HISTORY AND OWNERSHIP

De Loux Schools of Cosmetology Inc. was an established school located in the city of Fairfield since 1998. In 2009, De Loux Schools of Cosmetology Inc. was purchased by Ms. Jenny Yepiz and became Lexxus School of Cosmetology and Barbering. In 2012, Lexxus School of Cosmetology and Barbering closed its doors. D'Lacreme School of Cosmetology and Barbering is a completely separate entity. D'Lacreme School of Cosmetology and Barbering, Inc, which owns D'Lacreme School of Cosmetology and Barbering, is a California Corporation.

BANKRUPTCY

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.

FACULTY

D'Lacreme School of Cosmetology and Barbering is equipped with a faculty consisting of industry professionals who hold valid licenses and are capable of fulfilling the responsibilities of educating students on the latest techniques and most updated information. D'Lacreme School of Cosmetology and Barbering maintains a licensed Faculty member on site to supervise all students.

Ms. Jenny Yepiz- Freshman Class Instructor for Cosmetology, Esthetics, Manicuring Students

Ms. Yepiz is a licensed Cosmetologist and licensed Esthetician. She has been a School Owner for 8 years. She has experience working in a salon for 7 years. She has been an instructor since 2013.

Ms. Mary Martell- Substitute Instructor for Barbering/Cosmetology Students

Ms. Martell has been a licensed Cosmetologist for over 43 years. She has experience working in salons for over 43 years. She has been an Instructor for 10 years.

Ms. Brenda Washington- Instructor for Barbering/Cosmetology Students

Ms. Washington has been a licensed Cosmetologist for over 20 years. She has owned her own salons for over 15 years and has been an instructor for over 20 years.

Mr. Anthony Negrete- Instructor for Barbering Students (Bi-Monthly)

Mr. Negrete has been a licensed Barber for over 5 years. He currently owns his own Barber Shop.

ORIENTATION

Orientation is held two (2) weeks prior to the student's enrollment date at our school facility. Before the first day of classes, students will physically visit and review the school facilities and sign an enrollment agreement for the course of study with the institution. Orientation is **mandatory** for all students. All school policies and procedures are reviewed with the student. At this time, should the student have any questions/concerns the student should notify the staff. Orientation is approximately three (3) hours long.

SCHOLARSHIPS

Our college does not have an institutional scholarship program. We do not participate in Federal or State Financial Aid programs. However, we do offer private pay programs (please see the Registrar's Office for further details). If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

STATEMENT OF NON-DISCRIMINATION

D'LaCreme School of Cosmetology and Barbering does not discriminate on the basis of race, creed, color, religion, sex, handicap, financial status, age, ethnic origin, or residence in its admissions, staffing, instruction, and/or graduation policies.

CAREER COUNSELING

The school counsels the students individually as often as necessary at least every 25% of their scheduled course. Counseling takes place in monitoring the student's progress as scheduled for the period of enrollment. Salon/ Spa owners and stylists/ operators are invited to the school to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and administrative staff.

STUDENT SERVICES

D'LaCreme School of Cosmetology and Barbering provides answers to questions concerning administrative, financial, and all other school related issues. Please make an appointment with school personnel. We inform students on all upcoming beauty industry shows and advanced education, updates/changes of all California Board of Barbering and Cosmetology Information, student Id's/Name Badges, student activities, student competitions, and limited job placement. Job placement is not guaranteed.

DRUG ABUSE PREVENTION PROGRAM

The school makes drug and substance abuse information available to its students, staff, and instructors. Any individual associated with D'LaCreme School of Cosmetology and Barbering who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may contact our admissions office for professional referral. D'LaCreme School is a drug-free campus.

EMPLOYMENT ASSISTANCE

D'LaCreme School of Cosmetology and Barbering fees do not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the California State Board of Barbering and Cosmetology license examination are recorded as passed or failed. Students that fail the exam are encouraged to return to D'LaCreme School of Cosmetology and Barbering for assistance and guidance for subsequent attempts to pass the exam. Job placement is not guaranteed. On campus, D'LaCreme School has a career opportunities bulletin board available to our students.

ATTENDANCE, TARDY, AND MAKE-UP POLICIES

Attendance must be maintained as stated in the student's enrollment agreement, if student expects to graduate by scheduled graduation date. To report an absence the student may call-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. However, the made-up work by the student will not provide credit for hours or operations if not physically performed within the school premises. If the student is absent for ten (10) consecutive days, the school will withdraw him/ her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand. Student hours and operations once properly earned by the student will not be taken away from the student records based on disciplinary actions by the school. Clock-in time is rounded to the nearest half (1/2) hour. Once theory classes have begun (by eight minutes), students will not be allowed to enter the classroom, but will receive credit for applied effort by assignment only. Students must wait to clock-in. Students will be allowed to clock-in and receive credit only for hours specified on their enrollment agreement. Students are not allowed to make-up hours by staying late or arriving early or attending school on days the student is not scheduled to attend. Credit time starts at 8:30 am although the school may be open earlier. No student may receive credit for more than ten (10) hours per day.

ABSENTEEISM

When a student is absent or tardy, to be excused from school student must submit an excuse from a doctor, supervisor, or other applicable authority such as county clerk.

To be valid each note must contain:

- o Student name
- o Date

- o Time of appointment
- o Contact information

Note must be submitted no later than two (2) weeks from the date of the absence. If absent more than one day note must specify each date. If student is able to attend school same day as appointment, student must do so. For example; if student has a doctor’s appointment at 4:00pm and student is scheduled to attend school full-time student should at least attend school part of the day such as 8:30am-3:00pm. Excused absence means the student will not be charged extra-instructional charges for that specific time, but the student will still have to complete those hours.

ATTENDANCE STATUS

Full-time students are required to be enrolled to attend a minimum of 32 clock hours per week. Part-time enrollment is defined as a minimum of 20 clock hours per week. No student may be enrolled for less than 20 hours per week.

THEORY AND PRACTICAL HOURS-CREDIT PROCEDURE

Students at D’Lacreme School of Cosmetology and Barbering record their attendance by entering their names and time by clocking IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full half (1/2) hour. Students receive credit for operations completed after each operation or project verified by an instructor. The daily hours and operations earned are recorded on a weekly record card. The student and the instructor **must** sign the weekly record card daily. At the end of the week, a new weekly record card is prepared from the previous week’s record card. Students arriving late to school will not be allowed to make up hours. Students will receive credit only for hours listed on their enrollment agreement. Credit will be given to students staying late who are with a client; instructor’s signature is required for verification. **Record cards must remain in the school at all times to remove them from the school will result in loss of credit. Only record cards with a school seal will be accepted. No exceptions. No copies permitted. No student may clock in or out for another student to do may result in loss of credit and suspension for two (2) weeks for first time offense or immediate termination for second time offense.**

EXTRA CREDIT/ FIELD TRIP HOURS

Students may be given the opportunity to turn in extra credit work as described by an instructor. Students may turn in no more than two (2) extra-credit assignments per ten (10) assignments.

D’Lacreme School strongly encourages students to participate in educational events during and after their enrollment. Students that meet the Satisfactory Academic Policy minimum requirements will be given credit for participation in such events attended. For every one (1) one full day of attendance students may be credited up to eight (8) hours unless otherwise specified on ticket/certificate. Valid documentation/ proof of attendance must be presented in order to receive credit. Documentation must be provided within one (1) week of attendance of the event. It is encouraged to speak to an instructor about the type of event to ensure credit will be given.

MAXIMUM FIELD TRIP HOURS	COURSE
32	Barbering
32	Cosmetology
16	Esthetics
16	Manicuring

FRESHMAN CLASS

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches and introduces the basics of those areas that the student will need to know to pass the Board of Barbering and Cosmetology examination. From this initial introduction, the student will learn all the fundamental basics for his/her future and career. The hours spent in the freshman class are 150 hours for the Barbering course, 200 hours for the Cosmetology course, 75 hours for the Esthetics course, and 50 hours for the Manicuring course. D’Lacreme School of Cosmetology and Barbering considers the freshman classes to be the foundation for the students’ learning process.

GRADING POLICY

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 converted to a letter grade. Evaluation forms are issued to students as follows:

Barbering	375 Hours	750 Hours	1125 Hours	1500 Hours
Cosmetology	400 Hours	800 Hours	1200 Hours	1600 Hours
Esthetics	150 Hours	300 Hours	450 Hours	600 Hours
Manicuring	100 Hours	200 Hours	300 Hours	400 Hours

Evaluations are based on scheduled hours.

In accordance to the maximum period allowed, evaluations at 125% and 150%, will apply to those cases when the student does not complete the program by the expected 100% point. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic progress status. The grading system detailed below is the system utilized by the school.

Theory Grading

90%-100%	A Excellent
80%- 89%	B Above average
70%- 79%	C Average
69%- or below	D Unsatisfactory

Practical Grading

90%- 100%	A Excellent
80%- 89%	B Above average
70%- 79%	C Average
69%- or below	D Unsatisfactory

LATE SUBMISSION

Students will be expected to submit all homework and assignments when due at times specified by the instructor. Any work turned in late will lose 10% of the grade. However, late assignments will not be accepted if they have already been graded and returned to other students.

CLASS STANDARDS

Students will be expected to act as professionals-in-training with a positive attitude. Students must be prepared each day with necessary tools, materials, and equipment. Any student attending school without books and/or equipment will be sent home for the day. Students will be expected to participate in all required classes and respect everyone at all times. No insubordination will be tolerated by any means. Students must take pride and put forth integrity in all their work. No student shall submit or claim someone else's work as their own. To do so may result in two (2) week suspension or termination. Any situation and/or problem not covered by this catalog will be handled on a case by case basis using the catalog as a guide to determine disciplinary actions if applicable.

GRADUATION REQUIREMENTS

When a student has completed the required clock hours, theory hours, and practical operations for his/her course of study with a GPA (Grade Point Average) of a "C" (70%) or better, **and has met all financial obligations** he/she will receive a Diploma and Proof of Training document verifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to apply for the appropriate California Board of Barbering and Cosmetology Examinations at the student's request. After graduation, when a student receives an exam date, D'Lacreme School of Cosmetology and Barbering will grant a courtesy period of one (1) week of training without assessing additional charges. The courtesy period will only apply to students graduating on good terms. If a student has lost or needs an additional copy of their Proof of Training, there will be a \$100.00 fee.

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical, or extreme circumstances, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in advance in writing by the student and must be approved by the school administration. The written request must include the starting and ending date of the leave of absence as well as the reason. Leaves of Absence may be granted for thirty (30) to one hundred and eighty (180) days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 30 days but less than 180 days. Under no circumstances can the school grant more than a single (1) LOA within each 12-month period of enrollment. Students will not be assessed additional tuition charges

while on their Leave of Absence. Students arranged to make monthly payments will continue with payments while on a LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. The school will extend the student's contract period by the same number of days taken in the LOA. If unforeseen circumstances prevent the student from providing the written request, D'LaCreme School may grant the LOA if the appropriate documentation is received within five (5) days of the students last date of attendance. Unforeseen circumstances may include, but are not limited to medical and family emergencies, natural disasters, and any other extreme situation.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at this school. It is part of the Pre-Enrollment Packet reviewed during orientation that ensures that all students receive a copy prior to enrollment. It is also printed in the catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering	375 Hours	750 Hours	1125 Hours	1500 Hours
Cosmetology	400 Hours	800 Hours	1200 Hours	1600 Hours
Esthetics	150 Hours	300 Hours	450 Hours	600 Hours
Manicuring	100 Hours	200 Hours	300 Hours	400 Hours

Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations are based on scheduled hours.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have sufficient opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is state below:

COURSE	WEEKS	MAXIMUM TIME ALLOWED
		SCHEDULED HOURS
Barbering (Full-time, 40 hrs/wk)- 1500 Hours	57	2250
Barbering (Part-time, 20 hrs/wk)-1500 Hours	113	2250
Cosmetology (Full-time, 40 hrs/wk)-1600 Hours	60	2400
Cosmetology (Part-time, 20 hrs/wk)-1600 Hours	120	2400
Esthetics (Full-time, 40 hrs/wk)-600 Hours	23	900
Esthetics (Part-time, 20 hrs/wk)-600 Hours	45	900
Manicuring (Full-time, 40 hrs/wk)-400 Hours	15	600
Manicuring (Part-time, 20 hrs/wk)-400 Hours	30	600

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled hours.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% or better. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90-100	Excellent
80-89	Above Average
70-79	Average
69-or Below	Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their financial aid interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive financial aid.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specified academic plan will be considered making satisfactory academic progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be deemed as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive financial aid.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and financial aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

INTERRUPTIONS, COURSE INCOMPLETETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the

student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish and wish to re-enroll will return in the same satisfactory academic progress status at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation period. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and financial aid will be reinstated, if applicable.

NONCREDIT AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

COURSES OF STUDY AND ENGLISH AS A SECOND LANGUAGE

All courses offered by D'Lacreme School of Cosmetology and Barbering are taught in English, theory classes are conducted in English. Freshman classes are conducted in a separate classroom in English. Demonstrations from the beauty field representatives are provided in English. Classes in the clinic floor are conducted in English. The institution does not provide English as a second language course. D'Lacreme School of Cosmetology and Barbering utilizes the Milady's Standard Textbooks of Barbering, Cosmetology, Esthetics, and Nail Technology as its main reference and instructional guide.

TUITUION AND FEES POLICY

Institutional charges for the entire tuition, registration fee, books and supplies may be assessed and posted in the students tuition account within the first payment period. Tuition is due on the tuition due date found on the enrollment agreement. There is a late payment fee of \$25.00 for every payment not received by the payment due date. A student will not be able to clock-in until payment and late fees are received. Tuition is due by the close of the due date, if tuition falls on a weekend or a closed business day; it will be expected to be collected beforehand in order to avoid a late charge fee. There is a \$20.00 fee for returned checks. The student is responsible for all contracted tuition, registration, kit, and extra-instructional charges before final paperwork is released. If a student does not comply with the payment guidelines, after sixty (60) days his/her account will be turned over to a collection agency. The student will be responsible for all costs associated with the collection.

TUITION AND FEE SCHEDULE

Refundable or Not Refundable	May Be Refunded	Not Refundable	Not Refundable	Not Refundable		
Course	Tuition	Registration Fee	Kit, Book	STRF	Total	Weeks
Barbering	\$11,000.00	\$100.00	\$1,200.00	\$0.00	\$12,300.00	39-64
Cosmetology	\$12,000.00	\$100.00	\$1,500.00	\$0.00	\$13,600.00	42-67
Esthetics	\$8,000.00	\$100.00	\$1,000.00	\$0.00	\$9,100.00	16-26
Manicuring	\$3,000.00	\$100.00	\$800.00	\$0.00	\$3,900.00	11-18

NOTE: Length of course duration will vary in accordance to the number of hours the student is expected to attend on a weekly basis as stated on the enrollment agreement. Tuition and fees are subject to change.

TEXTBOOKS, EQUIPMENT, AND SUPPLIES

At the beginning of the freshman training, each student will be issued a complete kit of equipment with a carrying case. Each student is required to purchase a kit from the school upon enrollment. The kit contains the equipment necessary for a successful 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. **Due to sanitary reasons, the equipment once issued and accepted by the student is no longer returnable to the school upon withdrawal from the course of enrollment. The equipment therefore becomes the property and responsibility of the student.** The school supplies the students with products needed to perform services on clients. Students enrolled in the same course will receive the same equipment and supplies; however, the school reserves the right to make any changes to kit lists, prices, and substitute any items not available by manufacturer. Any items on back order will be issued to student as soon as they become available. Students will receive a copy of the signed kit list.

STUDENT TUITION RECOVERY FUND (STRF)

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 in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid 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 the 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.

EXTRA INSTRUCTIONAL CHARGES

The hourly rate will be; **\$5.00** for Cosmetology, **\$5.00** for Barbering, **\$10.00** for Esthetics, and **\$6.25** for Manicuring. These charges are designed to discourage students from taking unapproved leaves and for continual tardiness. Payments are payable in advance until graduation. Student will not be allowed to clock in until weekly payments are made. If student withdrawals or is withdrawn from the course student will receive a refund for extra-instructional charges collected within thirty (30) days of the withdrawal date.

METHOD OF PAYMENT

Payment plans are available through private pay, please ask for details. All school charges must be paid in full before graduation in order to receive proof of training and diploma. The School will accept cash, check, money order, and cashier's check. Tuition due date is located on the enrollment agreement. For students making a final tuition payment or payment for Proof of Training document only cash or cashier's check will be accepted. No exceptions.

CANCELLATION POLICY

A student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the institution's address. You can do this by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when it's deposited in the mail. The written notice of cancellation need not take any particular form, however expressed; it is effective if it shows that you no longer wish to be bound by the enrollment agreement.

If the school has given you any **returnable** equipment, including books or other materials, you shall return it to the school within thirty (30) days following the date of your notice of cancellation. If you fail to return this equipment, including books or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation. **As stated previously, books, supplies, and equipment are not returnable items due to sanitary reasons. Therefore, once you have received and accepted any kit supplies and/or equipment, the cost will be charged to your account.** If you cancel the enrollment agreement, the school will refund any money that you paid, less a registration fee not to exceed \$100.00 and any deduction for equipment not received within thirty (30) days from the cancellation date.

REFUND POLICY

All funds paid will be refunded if the student is rejected for enrollment. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You have the right to cancel the agreement for a course of instruction not including any equipment such as books, materials and supplies or any other goods related to the instruction included in this agreement. If you withdraw from the course of instruction after the period allowed for cancellation and less than 60% of the training has been offered, the school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within thirty (30) days following your withdrawal. When 60% of the scheduled training has been offered, no refund is due. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

A 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: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. All amounts paid by the student in excess of what is owed as calculated shall be refunded.

WITHDRAWAL POLICY

The student has the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund less a registration fee if applicable, not to exceed \$100.00 within thirty (30) days following your withdrawal. You are obligated to pay only for educational services rendered and for un-returned equipment (not including kit). A \$100.00 withdrawal fee will be applied to your account. Withdrawal notification must be presented in writing to the Director. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment as specified in the agreement as a separate charge and return it in good condition within thirty (30) days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition allowing for reasonable wear and tear, within the 30-day period, the

school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount, if any by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. 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 THIRTY (30) DAYS FROM THE DETERMINATION DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO ARRANGE TO PAY THE BALANCE DUE.

HYPOTHETICAL REFUND EXAMPLE: Assume you upon enrollment in a 400 hour course, pay \$2,000.00 for tuition, \$100.00 for registration, and \$600.00 for kit and books, and withdraw after completing 100 hours without returning the equipment you obtained.

Amount Paid:

Tuition	Registration	Kit	Refund
\$2,000.00	\$100.00	\$600.00	\$1,500.00

100 hours of instruction = \$500.00

Earned fees would include Registration, Kit supplies and 25% of the Tuition charges. \$100.00 Registration, \$600.00 kit, and \$ 500.00 Tuition for a total of \$1,200.00 of earned fees. A \$1,500.00 check would be refunded.

In determining the amount that the student owes for the period of time attended, the time elapsed includes the hours of training offered to the student but not attended by the student, from the first date of classes to the last date of recorded attendance. When 60% of the scheduled training has been offered, no refund is due. The student shall be deemed to have withdrawn from the course when any of the following occurs:

a)	Date when you notify the Director/ Admissions office of your intent to withdrawal
b)	Date when the school terminates your enrollment
c)	Date when you fail to attend classes for a ten (10) day period
d)	Date when you fail to return as scheduled from an approved leave of absence

TERMINATION POLICY

The school reserves the right to terminate/suspend a student for any reason, including but not limited to the following: failure to attend classes regularly; providing fraudulent information or documentation; insubordination; refusal to attend and participate in classes; refusal to complete assignments; breach of school rules and regulations; cheating; conduct or conditions that pose a threat to other students, clients, staff, or administration; failure to make required payments; intentional destruction of school or personal property; physical violence or threats of violence. Students are responsible for all personal belongings left in school. Any personal belongings left in school for more than thirty (30) days will be removed and disposed of accordingly. Any student absent for ten (10) consecutive days will be terminated and notified by the school. Student will be charged a \$100.00 termination fee. This policy applies to all terminations.

TRANSCRIPTS

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

The transferability of credits you earn at D'LaCreme School of Cosmetology and Barbering 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, or Manicuring 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending D'LaCreme School of Cosmetology and Barbering to determine if your diploma will transfer.

STUDENT ELIGIBILITY REQUIREMENTS

1. Be enrolled or accepted for enrollment in an eligible program on at least a part-time basis
2. Be a citizen or an eligible non-citizen
3. Be making satisfactory progress (as defined by the school's policy) in the course of study
4. Have signed a statement (Enrollment application) of updated information

LICENSING REQUIREMENTS

These are the requirements for eligibility for licensure:

1. Be at least 17 years of age
2. Has completed the 10th grade in a public school or its equivalent
3. Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code, and
4. Has completed the following hours in a Board Approved School/or completed a 3200 hour apprentice program in California:

Cosmetologist	Barber	Esthetician	Manicurist
1600 Hours	1500 Hours	600 Hours	400 Hours

PRE-APPLICATION FOR CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY (BBC) EXAMINATIONS

Pre-application for examinations are for students that have excelled in their studies and have met certain guidelines. Pre-application is not a guarantee for any student. The school is not responsible for any denials. It is not required for a student to pre-apply; it is an option.

Guidelines for Pre-Application

- Meet the hours and operations required by the BBC (see chart below)
- Submission of application to the BBC must be postmarked within seven (7) calendar days from time of meeting the required hours
- Student must be meeting the Satisfactory Academic Policy minimum requirements
- Fees will be paid by student. School will not be responsible for any fees
- Student will be responsible for mailing/turning in any application to the BBC
- Tuition: Student must pay 50% of balance at the time of pre-application.
Student must complete 75% of their training for Pre-Application (60% for Manicuring course).

HOURS NEEDED FOR PRE-APPLICATION	COURSE
1125	Barbering
1200	Cosmetology
450	Esthetics
240	Manicuring

BARBERING COURSE-1500 Clock Hours

COURSE GOALS:

The primary purpose of the barbering program is to train the student to perform the art of barbering and its techniques such as: haircutting, shaving, massaging, facials, treatments of hair and scalp, trimming and styling facial hair.

Objective: Upon completion of the program requirements the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence. Expand basic skills and perfect communication skills.
2. Develop the art of barber-styling, consisting of knowledge essential to the performance of professional hair and skin services.
3. Develop the skills of barbering that requires dexterity and finesse to be applied in order to produce professional results.
4. Understand the employer-employee relationship and respect the need to deliver worthy services for value received.
5. Apply the theory, technical information, and related matter to assure sound judgment, decisions, and procedure.

COURSE DESCRIPTION

Occupations: Barber and Barber-Stylist

The State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

STATE LAW

The successful barber must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

UNITS OF INSTRUCTION

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 demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Barbering Course Performance Objectives:

1. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
2. Understand disinfection and sanitation procedures.
3. Acquire knowledge of general theory relative to barbering subjects and theory relative to practical procedures performed.
4. Acquire the ability to perform all required practical operations with a level of performance to equal a 70% grade or better.
5. Acquire business management skills and techniques common to barbering.

GRADUATION REQUIREMENTS

When the student has completed all required theory hours, practical operations, and a cumulative total of 1500 clock hours which encompasses both theoretical and practical training in barbering with a grade point average (GPA) 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 Board of Barbering and Cosmetology Examinations.

Course Consists of:

1,100 Hours of Technical Instruction and Practical Training in Hair Dressing

Hairstyling

The subject of Hairstyling shall include the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blow-dry styling.

Permanent Waving and Chemical Straightening

The subject of Permanent Waving and Chemical Straightening shall include the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Haircoloring and Bleaching

The subject of Haircoloring and Bleaching shall include the following techniques and procedures: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, use of dye removers, and use of semi-permanent, demi-permanent, and temporary colors.

Haircutting

The subject of Haircutting shall include the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

200 Hours of Technical Instruction and Practical Training in Shaving

Preparation and Performance of Shaving

The subject of Preparation and Performance shall include the following techniques and procedures: preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.

200 Hours of Technical Instruction in Health and Safety

Laws and Regulations

The subjects of Laws and Regulations shall include the following topics: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety

Health and Safety/hazardous substances including 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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Disinfection and Sanitation

The subject of Disinfection and Sanitation shall include the following topics: proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology

The subjects of Anatomy and Physiology shall include the following topics: human anatomy and human physiology.

Electricity

The subjects of Electricity shall include the following topics: safe use and handling of electrical equipment.

Selling in the Barber Shop

The subjects of Selling shall include the following topics: psychology of selling, management, and business aspects.

Professional Development

The subjects of Professional Development shall include the following topics: professional ethics, professional image, personality development, life skills, and communication skills.

Instruction specializes in training requisites to apply for California Board of Cosmetology and Barbering Licensing Examinations. Our focus is the development of professional skills and attitudes relative to a Barbering Career for our students. Graduates will have the basic skills to pass the State Board and secure an entry-level position in the field of Barbering.

The curriculum entailed in the barbering course will consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering basic concepts of every aspect of Barbering.

Technical instruction specifies in demonstrations, lecture, classroom participation, or examination instructions.

Practical instruction is physical performance by the student of a complete service on a mannequin or human.

THEORY SUBJECT	MINIMUM HOURS OF INSTRUCTION	MINIMUM PRACTICAL OPERATIONS
Cosmetology Board Act and Regulations	25	
Chemistry as it relates to Barbering	10	
Health, Safety and Hazardous Substances	45	
Theory of Electricity	15	
Disinfection and Sanitation	35	50
Bacteriology, Anatomy and Physiology	35	
Scalp Manipulations and Massages	25	25
Shaving	65	40
Rest Facials	60	25
Haircutting	80	150
Hairstyling	65	245
Hair Coloring and Bleaching	60	60
Permanent Waving and Chemical Straightening	60	125
Add. Prep.	50	50
Sales Techniques	50	50

GRADING

Students are graded by percentages on all written tests and practical operations.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the barbering course students enter as freshmen, where they accumulate 150 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am every Tuesday, Wednesday, and Thursday. On Fridays, students are tested on the subjects covered in Theory for that week. Theory is for freshman and senior students. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

COSMETOLOGY COURSE-1600 Clock Hours

COURSE GOALS:

The primary purpose of the cosmetology course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to pass the Board of Barbering and Cosmetology Examinations and competency in job entry level positions in cosmetology or related career field.

Objective: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice proper grooming, effective communication skills, and visual poise.
3. Understand employer-employee relationships, and respect the need to deliver worthy service for value received.
4. Perform the basic hair and skin care services, work with all required tools to perform cosmetology techniques including proper use of equipment, machines, and perform hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedure.

COURSE DESCRIPTION

Occupation: Cosmetologist, Hair Dresser

The State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

STATE LAW

The successful cosmetologist must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

UNITS OF INSTRUCTION

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 demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Cosmetology Course Performance Objectives:

1. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
2. Understand disinfection and sanitation procedures.

3. Acquire knowledge of general theory relative to cosmetology subjects and theory relative to practical procedures performed.
4. Acquire the ability to perform all required practical operations with a level of performance to equal a 70% grade or better.
5. Acquire business management skills and techniques common to cosmetology.

GRADUATION REQUIREMENTS

When the student has completed all required theory hours, practical operations, and a cumulative total of 1600 clock hours which encompasses both theoretical and practical training in cosmetology with a grade point average (GPA) 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 Board of Barbering and Cosmetology Examinations.

Course Consists of:

1,100 Hours Technical Instruction and Practical Training in Hair Dressing

Hairstyling

The subject of Hairstyling shall include the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blow-dry styling.

Permanent Waving and Chemical Straightening

The subject of Permanent Waving and Chemical Straightening shall include the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Haircoloring and Bleaching

The subject of Haircoloring and Bleaching shall include the following techniques and procedures: hair analysis, predispositions and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

Haircutting

The subject of haircutting shall include the following techniques and procedures: use of scissors, razor (shaper), and thinning (tapering) shears for wet and dry cutting.

200 Hours of Technical Instruction in Health and Safety

Laws and Regulations

The subject of Laws and Regulations shall include the following topics: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations

The subject of Health and Safety shall include the following techniques and procedures: cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair, and skin care preparations. Elementary chemical makeup, chemical skin peels, and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals, preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, Staph, and Material Safety Data Sheets.

Disinfection and Sanitation

The subject of Disinfection and Sanitation shall include the following techniques and procedures: disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfections procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Anatomy and Physiology

The subjects of Anatomy and Physiology shall include the following topics: human anatomy and human physiology.

200 Hours of Technical Training and Practical Training in Esthetics

Manual, Electrical, and Chemical Facials

The subject of Manual, Electrical, and Chemical facials shall include the following techniques and procedures: cleansing, manipulations, masks, Use of electrical modalities. Chemical facials shall include: chemical skin peels, masks, and scrubs.

Eyebrow Beautification and Make-up Application

The subject of Eyebrow beautification and Make-up application shall include the following techniques and procedures: arching, hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair, skin analysis, complete and corrective makeup, and the application of false eyelashes.

100 Hours of Technical and Practical Training in Manicuring and Pedicuring

Manicuring and Pedicuring

The subject of Manicuring and Pedicuring shall include the following topics: water and oil manicures, including nail analysis, and hand/arm and foot/ankle massage.

Artificial Nails and Wraps

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips, nail wraps, and repairs.

Professional Development/ Selling in the Salon

The subject of Professional Development shall include the following topics: ethics, professional image, personality development, life and communication skills, psychology of selling, management, and business aspects.

Instruction specializes in training requisites to apply for California Board of Barbering and Cosmetology Licensing Examination. As well as, development of professional skills and attitudes relative to a Cosmetology career. Successful graduates will have the skill and knowledge to pass the State Board and secure entry-level employment.

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

SUBJECT	MINIMUM HOURS OF INSTRUCTIONS	MINIMUM PRACTICAL OPERATIONS
The Cosmetology Act and the Board's Rules and Regulations	25	
Cosmetology Chemistry (Shall include the chemical composition and the purpose of cosmetic, nail and skin care preparations. Shall also include the elementary chemical make-up, physical, and chemical changes of matter.)	10	
Health and safety/Hazardous Substances	45	
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.)	10	
Disinfection and Sanitation	35	60
Bacteriology, Anatomy, and Physiology.	25	
Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling and comb-outs.)	35	180
Thermal Hair Styling and blow drying including press and curl	30	60
Permanent Waving (Shall include hair analysis,	20	80

and chemical and heat permanent waving.)		
Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)	25	30
Haircutting (Shall include hair analysis, and the use of the razor, electric clippers, and thinning shears, for wet and dry cutting.)	35	120
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.)	60	30 Bleach 50 Hair Color
Scalp and Hair Treatments. (Shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulations, and other hair treatments.)	30	20
Facials		
A. Manual (Shall include cleansing, scientific manipulators, packs, and masks.)	10	25
B. Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.)	10	15
Chemical/ Skin Peels, Masks et.	10	15
Eyebrow Arching and Hair Removal. (Shall include the use of wax, tweezers, electrical or manual depilatories for the removal of superfluous hair.)	10	30
Make-up. (Shall include skin analysis, complete and corrective make-up, and the application of false eyelashes.)	15	20
Manicuring and Pedicuring		
A. Water and Oil Manicure	10	25
B. Complete Pedicure (Shall include nail analysis and foot and ankle massage.)	10	25
C. Artificial Nail	35	50 Nails 50 Nails 20 Nails
a. Liquid and Powder Brush-on		
b. Artificial Nail Tips		
c. Nail Wraps and Repairs		
Additional Preparation (May include professional ethics, personal hygiene, good grooming, normal clean-up duties. Training required keeping student records, modeling, desk and reception, and care and styling of wigs. May also include not more than sixteen-(32) hours credit for field trips. Such field trips must be under the direct supervision of a licensed cosmetology instructor.	Maximum Hours of Additional Preparation 100	100

GRADING

Students are graded by percentages on all written tests, and practical applications.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the

students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the cosmetology course students enter as freshmen, where they accumulate 200 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am every Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and senior students. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

ESTHETICS COURSE-600 Clock Hours

COURSE GOALS:

The primary purpose of the esthetician course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to pass the Board of Barbering and Cosmetology Examinations and competency in job entry level positions in esthetics or related career field.

Objective: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships, and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with all required tools to perform esthetician techniques including proper use of equipment, machines, and perform hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

COURSE DESCRIPTION

Occupation: Skin Care Specialist

State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

STATE LAW

The successful esthetician must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

UNITS OF INSTRUCTION

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 demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Esthetics Course Performance Objectives:

1. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
2. Understand disinfection and sanitation procedures.
3. Acquire knowledge of general theory relative to esthetician chemistry and theory relative to practical procedures performed.
4. Acquire the ability to perform all required practical operations with a level of performance to equal a 70% grade or better.
5. Acquire business management skills and techniques common to esthetics.

GRADUATION REQUIREMENTS

When the student has completed all required theory hours, practical operations, and a cumulative total of 600 clock hours which encompasses both theoretical and practical training in cosmetology with a grade point average (GPA) 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 Board of Barbering and Cosmetology Examinations.

Course Consists of:

350 Hours of Technical Instruction and Practical Training in Facials

Manual, Electrical, and Chemical Facials

The subject of manual, electrical, and chemical facials shall include, but is not limited to the following techniques and procedures: manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, dermal lights, and electrical apparatus, for facials and skin care purposes. Chemical facials include chemical skin peels, packs, masks, and scrubs.

Preparation

The subject of preparation shall include, but not to be limited to the following issues: client consultation, intake procedures, contraindications, professionalism, client record keeping, salon and spa skills.

Professional Development/ Selling in the Salon/Spa

The subject of professional development shall include, but is not limited to, the following techniques and procedures: ethics, professional image, personality development, life and communication skills, and psychology of selling, management, and business aspects.

200 Hours of Technical Instruction in Health and Safety

Health and Safety

The subject of health and safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and hepatitis B.

Laws and Regulations

The subject of laws and regulations shall include, but is not limited to, the following issues: the Barbering and Cosmetology Act and the Board's Rules and Regulations.

Disinfection and Sanitation

The subject of disinfection and sanitation shall include, but is not limited to, the following techniques and procedures: procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures will be emphasized throughout course.

Anatomy and Physiology

The subjects of anatomy and physiology shall include, but is not limited to the following issues: human anatomy, human physiology, bacteriology, skin analysis and conditions.

50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

Hair Removal

The subjects of hair removal shall include, but is not limited to, the following topics: eyebrow shaping, hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up

The subject matter of makeup shall include, but is not limited to, the following issues: skin analysis, basic and corrective application, application of false eyelashes.

Instruction specializes in training requisites to apply for California Board of Barbering and Cosmetology Licensing Examinations. The development of professional skills and attitudes relative to a Cosmetology career will be engrafted in to the training. Successful graduates will have the skills and knowledge to pass the State Board and secure entry-level employment .

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Esthetics. Technical instruction means instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

Subject	Minimum Hours of Instruction	Minimum Practical Operations
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The Cosmetology Act/ State Board's Rules and Regulations	10	
Chemistry as pertaining to practices of Esthetics and purpose of cosmetic and skin care preparation includes: elementary chemical matter of makeup, physical and chemical changes of matter	10	
Health and safety and hazardous substance	40	
Electricity includes: nature of electrical current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment	10	
Disinfection and sanitation	10	20
Bacteriology, Anatomy and Physiology	15	
Facials		
a) Manual includes: skin analysis, cleansing, scientific manipulations, packs and masks	20	45
b) Electrical includes: use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes	30	60
c) Chemical includes: chemical peels, packs, masks and scrubs.	20	45
Eyebrow Arching and Tweezing	25	50
Makeup	20	40
Additional Preparation includes: professional ethics, personal hygiene, good grooming, salesmanship, clean up, keeping daily records, modeling, reception, business management.	70	60

GRADING

Students are graded by percentages on all written tests, and practical applications.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the esthetics course students enter as freshmen, where they accumulate 75 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am every Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and senior students. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

MANICURING COURSE-400 Clock Hours

COURSE GOALS:

The primary purpose of the manicuring program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitude necessary to pass the Board of Barbering and Cosmetology Examinations and competency in job entry level positions in manicuring or related career field.

Objective: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communication skills and visual poise.
3. Understand employer-employee relationships, and respect the need to deliver worthy service for value received.

4. Perform the basic nail care services, work with all required tools to perform manicuring techniques including proper use of equipment, machines, and perform various methods of nail extensions and enhancements.

5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

COURSE DESCRIPTION

Occupation: Manicurist

The State of California Barbering and Cosmetology Act, Board Rules and Regulations, recommends that schools provide training in the areas of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client services record cards. Instruction is given in consumer safety as an on-going concern and is practiced throughout the every aspect of the course of instruction.

STATE LAW

The successful manicurist must know and comply with the laws, rules, and regulations governing the profession. These regulations are designed to contribute to the health, safety, and welfare of the public and the community.

UNITS OF INSTRUCTION

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 demonstration (4) Practical operation on mannequins or other persons (5) Complete operations performed on another person and (6) Performance reviews (progress evaluations).

Manicuring Course Performance Objectives:

1. Acquire knowledge of Laws and Regulations created by the Board of Barbering and Cosmetology.
2. Understand disinfection and sanitation procedures.
3. Acquire knowledge of general theory relative to manicuring subjects and theory relative to practical procedures performed.
4. Acquire the ability to perform all required practical operations with a level of performance to equal a 70% grade or better.
5. Acquire business management skills and techniques common to manicuring.

GRADUATION REQUIREMENTS

When the student has completed all required theory hours, practical operations, and a cumulative total of 400 clock hours which encompasses both theoretical and practical training in cosmetology with a grade point average (GPA) 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 Board of Barbering and Cosmetology Examinations.

Course Consists of:

300 Hours of Technical Instruction and Practical Training in Nail Care

Manicures and Pedicures

The subject of manicures and pedicures shall include, but is not limited to, the following techniques and procedures: water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps, and repairs, and nail analysis.

100 Hours of Technical Instruction and Practical Training in Health and Safety

Laws and Regulations

The subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety

The subject of health and safety shall include, but is not limited to, the following techniques and procedures: chemistry pertaining to the practice of a manicurist including the chemical composition and purposes of nail care preparations. Hazardous substances, including 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.

Disinfection and Sanitation

The subjects of disinfection and sanitation shall include, but is not limited to, the following techniques and procedures: procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection of implements will be emphasized throughout the course.

Anatomy/Physiology/Bacteriology

The subjects of anatomy and physiology shall include, but is not limited to the following topics: bacteriology, anatomy, physiology, and nail analysis and conditions.

Professional development/ Selling in the Salon

The subject of professional development shall include, but is not limited to, the following topics: ethics, professional image, personality development, life and communication skills, and psychology of selling, management, and business aspects.

Instruction specializes in training requisites to apply for California State Board of Barbering of Cosmetology Licensing Examinations. Development of professional skills and attitudes relative to a Manicuring career. Successful graduates will have the skill and knowledge to pass the State Board and secure entry-level employment.

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of Four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

Subject	Minimum Hours of Instruction	Minimum Practical Operations
The Cosmetology Act and the Board's Rules and Regulations	10	
Cosmetology Chemistry related to Manicuring practices (including the chemical composition and purposes of nail care preparations)	2	
Health and Safety/Hazardous Substance	25	
Disinfection/Sanitation	20	10
Electricity	2	
Bacteriology/Anatomy and Physiology	10	
Water and Oil Manicures, including hand and arm massage	30	30
Complete Pedicures including foot/ankle massage	30	30
Application of artificial nails and powder	5	60 nails
Brush on		
Nail tips	5	60 nails
Nail wraps and repairs	5	60 nails
Additional Preparation: Professional ethics, personality hygiene, good grooming and standard cleaning May include maximum of 16 hours for field trips. Such field trips must be under direct supervision of licensed instructor.	4	2

GRADING

Students are graded by percentages on all written tests, and practical applications.

INSTRUCTIONAL METHOD

The method used to teach each course consists of written tests to find the level of which each student is learning and practical tests are given to evaluate each student's skills. Instructors will periodically give demonstration classes where they show students how to complete a certain task then the instructors step back and allow the students to repeat the operation. Students are critiqued for every operation they complete and are expected to complete a minimum of ten operations per day. Practice on an actual person helps the students develop comfortability with working in an actual salon so clients are distributed evenly amongst the students during practical training. At the beginning of the manicuring course students enter as freshmen, where

they accumulate 50 hours in a freshman classroom gaining the knowledge to advance to the clinic floor as senior students. Once all freshman classes have been taken, a review of all materials covered is given following a freshman exit exam. Once students demonstrate the preparedness with a passing score, they are advanced to the clinic floor as senior students. Theory is given every morning at 8:30am to 9:30am every Tuesday, Wednesday, and Thursday. On Fridays students are tested on the subjects covered in Theory for that week. Theory is for freshman and senior students. Senior students receive classes of the same subjects as the freshman students except in a more in depth approach with a floor instructor. Senior students are expected to finish specific assignments on mannequins, other students, and the public.

SUCCESS RATES

Completion rate...pass/fail rate: Cosmetology-94% pass, Barbering-100% pass, Manicuring-100% pass, Esthetics-100%; placement rate: 100%

A successful graduate will reasonably expect as Barber's \$25-40/hr. or \$2500/mo;

Cosmetologist's \$8-10/hr. plus 25-40% commission; Manicurists 50-60% commission; Estheticians \$10/hr or \$2500/mo. minimum. Much of the success of Cosmetic professions is dependent upon different factors: the location of the establishment (cities more demanding than suburban areas), the amount of clientele a professional receives over a period of time, skill is a factor and suchlike. These rates were figured with the assistance of Regis Hair Salon, J's Barber, Elegant Nails and King's Cut's.

A barber's license limits him to work in a salon or a barbershop. A cosmetologist can successfully practice hair styling, manicuring, or skin therapy including provisional assistance in a dermatology office. He/she can also perform as a cosmetics distributor. A manicurist is limited to performance in the skin and nail departments. An esthetician would be able to perform as a dermatologist assistant or a skin advisor. Estheticians can also become waxing/ hair removal specialists; skin advisors; travel and sales agents, etc.

PHYSICAL REQUIREMENTS

The physical demands of Barbering and Cosmetology are similar, they require: standing for long periods of time, reasonable visibility, and the ability to position a steady hand. As an Esthetician some of the practices consist of: much hand usage, and sitting for long periods of time that may result in back strain. The demands for manicurists are: exceptional eyesight for close examining, a lot of hand usage, and leaning for extended periods of time over the client's hands or feet. Concerning all courses tolerance for chemical fumes is necessary and may cause some discomfort to eyes or asthmatic students.

SAFETY

The requirements to be trusted in handling materials professionally are that all practices establish common knowledge of chemicals used to avoid hazards by labeling all chemicals (hazardous, non-hazardous, active ingredients, etc.). There should also be knowledge that sharp objects can cause harm.

SOCIAL MEDIA GUIDELINES

Students should keep in mind that they are professionals in training and their conduct should reflect that at all times while enrolled in school. D'Lacreme School of Cosmetology and Barbering believes social media should be used as a networking tool. Students should exercise good judgement and refrain from comments that can be interpreted as slurs, demeaning, inflammatory, hostile, or defamatory. Students should also consider the other students privacy and reputations. Any inappropriate language and/or irresponsible behavior will not be tolerated and will be reported to proper authorities. Students involved in such activities may be suspended and/or terminated.

ANTI-BULLYING POLICY

D'Lacreme School believes that all students have the right to feel safe while in school. All students are expected to treat each other with respect. Everyone associated with D'Lacreme School should refrain from any activity that is considered bullying or harassment.

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or

impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. There will be absolutely no tolerance for behavior that compromises the emotional or physical health of any student. It is important to report any bullying to your instructor. Students involved in such activities face immediate suspension and/or termination.

VIDEO SURVEILLANCE/PARKING

D'LaCreme School utilizes numerous security cameras on the premises for the protection of D'LaCreme students, faculty, and staff. Cameras are continuously recording who enters and exits the building. Cameras cover the clinic floor, front desk, main entrance, back entrance, time cards/time clock, esthetics department, break room, and classrooms. Video recordings are not made available to students, staff, or the public. There is no designated parking for students. Students are allowed to park in the rear parking lot or the front parking lot in the area closest to the street. D'LaCreme School is not responsible for any theft and/or damage to vehicles or personal property.

SEARCH OF STUDENT'S PROPERTY

D'LaCreme School of Cosmetology reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion that a serious risk to the health, safety, and welfare of students and/or the school administration exists or to ensure Health and Safety Regulations are being met. This includes but is not limited to backpacks, bags, purses, portfolios, clothing, stations, lockers, and vehicles brought onto the property that is leased and/or controlled by the school.

DISASTER/ SCHOOL CLOSURE

In the event of natural disasters or other mitigating circumstances, the school will postpone instruction for up to thirty (30) days. If possible, instruction will continue at the current location and students will be advised on a disaster plan made by the school. If the school permanently closes or does not offer instruction in the course enrolled, the school will provide a pro rata refund within thirty (30) days. If the student owes tuition to the school, it will be due. In order to receive final paperwork a balance must reflect \$0.00 dollars. If the school owes a student a refund it will be refunded within thirty (30) days and proper documentation of hours will be released.

ELECTRONIC DEVICES

Cell phones are strictly prohibited from the institution; however, you may have your cell phone with you such as in your apron/smock as long as it is on silent mode and it does not become a distraction. No cell phones may be used in classrooms, on the clinic floor, or while serving a patron unless approved by an instructor. Personal calls need to be taken during lunch/break times. Electronic devices such as mp3 players, tablets, and laptops may be used for educational purposes only, but first must be approved by an instructor. If approved by your instructor, school computers may be used for educational purposes only. For privacy concerns, no photos or recording is allowed on school property at any time.

PROFESSIONAL REQUIREMENTS

The California State Board of Barbering and Cosmetology requires all practicing Barbers, Cosmetologists, Estheticians, and Manicurists be licensed. Business owners must display a business license visible to the public in their facilities. All licensed professionals should follow all BBC Regulations covering their scope of practice.

SCHOOL RULES AND REGULATIONS

1. School hours are Tuesday to Friday 8:30 am to 7:00 pm, night class is 3:00 pm to 7:00 pm and Saturday 8:30 am to 5:00 pm. We are closed Sunday and Monday.
2. Time signatures must be clearly legible. Students must enter their own times of attendance by utilizing the automatic time/date clock and printed time records in the assigned space provided on time cards. Student will be allowed to clock-in and receive credit only for hours listed on their enrollment agreement.
3. In case of emergency, the student must call in before 8:30am to report his/her absence before the start of class on the same day. Three (3) absences without calling in will result in a two (2) day suspension.

4. Students are required to be in class for roll call at the start of the scheduled class in uniform. **(Any student out of uniform will be clocked out and sent home to change).**
 - a) Cosmetology students must wear a black apron/smock, black pants and white shirt with sleeves. Undergarments must be all black or all white. To protect legs and feet, socks or hose and closed toe/heel shoes must be worn (black or white).
 - b) Barbering students must wear a black apron/smock, black pants and black shirt with sleeves. **Absolutely no sagging will be tolerated.** Undergarments must be all black or all white. To protect legs and feet, socks or hose and closed toe/heel shoes must be worn (black or white).
 - c) Esthetics students must wear a white apron/smock, white pants, and white shirt with sleeves. Undergarments must be all black or all white. To protect legs and feet, socks or hose and closed toe/heel shoes must be worn (black or white).
 - d) Manicuring students must wear a white or black apron/smock, white pants, and white shirt with sleeves. Undergarments must be all black or all white. To protect legs and feet, socks or hose and closed toe/heel shoes must be worn (black or white).
 - e) All students must wear school issued ID badge at all times. Students may opt to wear school T-Shirts during the week.
 - f) On Saturdays, students must wear School T-Shirts with jeans (any shade of blue).
5. Students appearing in school with their hair not combed will be required to clock out. Individual appearance needs to be done on student's own time.
6. A student is considered tardy if they arrive at 8:38 am. At 8:38 am the entrance door is locked and late students must return at 9:00 am when the door is unlocked. If such attendance issues continue, students will be disciplined by either a suspension or other disciplinary measures.
7. Students are entitled to two ten-minute breaks and one half hour lunch for each 8-hour day.
8. Students who are monitoring the front desk must be relieved before taking their break. The student should report to an instructor if they have not had their break by 1:30 pm, although, it is the responsibility of the student to take time out for lunch and sign out for that period.
9. A student must use the IN and OUT space on their timecard to record the time arriving to the school and departing from the school. Student's initials are required. The instructor's initials are also required to confirm the student's attendance. Failure to do so will result in no credit. Students are required to sign in and out for breaks extended beyond the allowable time.
10. Students must sign in every morning. Sign in/out for lunch. Only two (2) students at a time may go to lunch from 11:00 am to 2:00 pm. Students attending more than four (4) hours a day must clock out for lunch. Students may not skip lunch to leave early.
11. Students may not leave school premises without clocking out. No student is allowed to clock out during school hours without permission from an Instructor. **No student may clock out for another student.** This rule is strictly enforced. To do so may result in immediate two (2) week suspension and/or termination. Any time a student leaves the building his/her timecard **must** be left in the school. If time card is removed from the school, student will not receive credit. Timecards must contain school seal to be accepted. Timecards are due every Tuesday by the close of the day.
12. There is no eating, drinking, or chewing gum on the clinic floor, or the classrooms. Water is acceptable if container has a lid. Smoking on the premises is only allowed at least fifty feet from the entrance.
13. Only enrolled students and paying clients are allowed in the clinic area. Student visitors are not allowed in the classrooms, lounge, or in the clinic area. If a visit is necessary, student visitors are to stay in the reception area.
14. Business phones may not be used by the students for receiving personal calls. Cellular phones are strictly prohibited from the institution. While it is okay to have a phone on silent mode for emergencies, should phones be visible to the public eye we will ask the student to place it in their locker, or get sent home.
15. Rigid adherence to the rules of sanitation and disinfection and personal hygiene is required at all times.
16. Students must keep workstation in class or in the clinic floor clean and sanitary at all times. Students are responsible for their workstations, supplies, and their personal items. Students must be prepared each day with book and equipment. Students arriving to school unprepared will be sent home.
17. A minimum of ½ hour sanitation must be completed by each student daily. All kits and supplies must be in a sanitized condition at the end of each day. Student stations must be kept clean and orderly.
18. All students serving the public must be courteous and pleasant. Students must look and act professional. If difficulty arises, please call an instructor immediately. Students must take all appointments assigned to them. Refusal to take a client is grounds for dismissal for that day.
19. No foul language will be tolerated including music.

20. No student may leave a client while doing a chemical procedure such as a perm, color, or hair straightening service, except in an emergency and if he/she has permission by an instructor.
21. Students must have a receipt **BEFORE** starting any service including personal services. Students are not allowed to give services or materials other than what is called for on the receipt.
22. Students will pay in advance for supplies on personal services such as permanents, tints, or bleaches.
23. Students are responsible for the return of college materials or equipment loaned to them. You should not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
24. Students must not gather around the reception desk, congregate in the office, or visit with another student who is busy with a client. All appointments must be made by the receptionist and no changes are to be made by the students.
25. Students are required to attend school on all business days before and after holidays; failure to attend school will result in a three (3) day suspension. Saturdays are **MANDATORY**. Failure to attend school on a Saturday will result in a three (3) day suspension. Students may ask to be excused on a Saturday for special reasons in advance in writing. Permission may be granted by the Director only.
26. Student is given a graduation date based on attendance schedule. Students remaining in school beyond the scheduled graduation date will be charged per hour for each hour in excess of their schedule of completion according to course (See Extra-Instructional Charges).
27. Students have the privilege at all times to consult the director on personal issues/concerns. The institution positively reserves the right to suspend or terminate a student who gossips, uses vulgar language, obscene tendencies, or causes any other discord.
28. The school will not tolerate the use of alcohol or drugs. No student will be admitted to class who is apparently under the influence of such substances. Students under the influence of alcohol, illegal drugs, or the distribution of, selling of such in or around school premises shall be immediately withdrawn, and the appropriate authorities will be notified. This includes legal and/or prescribed substances that impair the student's judgement.
29. Students must keep record of hours and services each day as required on the Student Daily Record of Applied Effort. Daily time cards will be audited by the school administrators and by authorized governing agencies. Credit will be given for applied effort continuously engaged in training and study of the branch of Cosmetology the student is enrolled in. An instructor must check all work or credit will not be given. Recording of hours and operations on the time card must be clear and readable. Operations should be written in pencil. Do not make any notes, comments, or scribble on time card.
30. All students will be expected to maintain an average of 70% in theory and in all practical subjects. If student's progress is not satisfactory he/she will be put on a warning status until the following evaluation (See SAP Policy).
31. Only products furnished by the school may be used unless otherwise approved by an instructor.
32. Students are to park only in the area designated by the school.
33. Students must comply with all instructions and directions given by authorized personnel relative to school activities. No insubordination will be tolerated. Insubordination may cause a student to be sent home, suspended, or terminated.
34. Students must comply with school policy and State rules and regulations such as Health and Safety.
35. Due to absences all assignments, tests, and homework must be made up if required by the instructor of the individual classes missed by the student.
36. Time cards for the current week are due in the drop box every Tuesday by the close of the day. **Any time cards dropped later than Tuesday are considered late and no clock hours will be credited. Only one (1) time card may be turned in per week.**
37. Notify the administrative office immediately of any name, address, or telephone change.
38. Any student absent for ten (10) consecutive days without permission will be terminated with notification from the school.
39. Personal Services: Students will have the opportunity to use the services of another student for that student to obtain practical credit for their services. Please remember it is our policy of ensuring that students complete all the required operations in the course by the time the student completes 90% of their hours. It is required that students be assigned and complete a minimum amount of operations at different levels of their course. Therefore, students in the clinic floor must first complete the operations assigned by their instructor and finally obtain authorization for their own services. Personal services must be approved by an instructor. All students receive 50% off any service, as well as immediate family members. As for family members such as brothers, sisters, aunts, uncles, etc. there will be a 20% discount offer.

40. Assignments: As you know, it is our policy to ensure that students complete all the required operations to graduate by the time the student completes 90% of their hours. Students are required to complete three (3) operations before receiving services from another student. Our goal with this procedure is to force our students to gain speed in the completion of operations. In the beauty field, a Cosmetologist is expected to be excellent and fast when taking care of his/her clients. Students may be assigned to provide more than one operation to the same patron. This once again simulates the working demands at a beauty salon as if you were dealing with your own clients, students may not refuse assignments. All students must receive an equal opportunity to work with clients. All assignment sheets must be turned in on time and completed with instructor's initials. Students attending four (4) hours or less a day must complete 8 out of 10 assignments. Students attending more than four (4) hours a day must complete 10 out of 10 assignments. Freshman students are not required to complete assignment sheets.
41. Fire Drills: During this time, you are in class even though you may be outside for a few minutes during the drill. This rule applies to students, faculty and staff.
42. Reconciliation of Hours: Students that need to have their hours reviewed for accuracy need to make an appointment with the admissions office.
43. Late Charges: A late fee of \$25.00 will be accrued the following business day payment is not received on scheduled payment date. Students will not be allowed to clock-in until payment and late fees are received.
44. All students are prohibited from possessing firearms, explosives, or weapons on school property. Appropriate authorities will be notified.
45. Physical and/or verbal threats of violence will not be tolerated against any student, client, staff member, or administrative member. Appropriate authorities will be notified.
46. All students must avoid any action or conduct which could be viewed as sexual harassment. Any offensive or inappropriate sexual behavior will not be allowed. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature.
47. Students must not provide or solicit services to D'Lacreme School of Cosmetology and Barbering clients outside of school.
48. Students must make productive use of their time while at school to receive credit for time.
49. Students are not allowed to sell any type of merchandise to anyone on school premises.
50. Students found to be stealing or abusing property/products will be suspended and/or terminated. Appropriate authorities will be notified.

These rules are designed to form excellent work ethics and attendance similar to that demanded in the actual beauty field.

Failure to observe the above rules and regulations may subject the student to termination from the school.

1 Verbal Warning

1 Counseling Report

3 Student Violation Notices

On the third student violation notice, student will be suspended for three (3) days. After two (2) suspensions, student may be terminated from school. Violation notices re-start quarterly.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school the following:

1. The name of its approval and licensing organizations.
2. About its programs, laboratory and other physical facilities and its faculty.
3. The cost of attending and the policy on refunds to students who drop out.
4. What financial assistance is available, including information on all federal, state, local, private and institutional financial aid programs.
5. How the school determines whether you are making satisfactory progress and what happens if you are not.
6. What special facilities and services are available to the handicapped.

It is the student's responsibility to:

1. Review and consider all the information about the school program before enrolling.
2. Pay special attention to the application for enrollment, complete it accurately, and submit it on time to the admissions office. Errors can delay or prevent your enrollment.
3. Notify the school of any information that has changed since enrollment. If you have a loan you must notify the lender of these changes.
4. Read, understand, and keep copies of all forms you are asked to sign.
5. Repay any student loan you might have from prior enrollments (when you sign a promissory note you are agreeing to repay a loan).
6. Request an exit interview at the time you are leaving the school to determine the net balance of your account with the school as well as the net balance of any student loan.
7. Understand your schools refund policy.
8. Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.
9. Understand it is your responsibility and your liability when errors are made and funds for which you are not eligible are advanced to you or credited to your school account.
10. Ask questions to the necessary persons if something is not clearly understood.

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

SCHEDULE OF FEES

Change of Completion \$100.00 (NON-REFUNDABLE)

Mock Board (Current Student) \$150.00 (NON-REFUNDABLE)

Mock Board \$250.00 (NON-REFUNDABLE)

Registration Fee \$100.00 (NON-REFUNDABLE)

Payment Late Fee \$25.00 (NON-REFUNDABLE)

Cosmetology Kit \$1,500.00 (NON-REFUNDABLE)

Barbering Kit \$1,200.00 (NON-REFUNDABLE)

Esthetics Kit \$1,000.00 (NON-REFUNDABLE)

Manicuring Kit \$800.00 (NON-REFUNDABLE)

Withdrawal Fee \$100.00 (NON-REFUNDABLE)

Termination Fee \$100.00 (NON-REFUNDABLE)

Re-Enrollment Fee \$100.00 (NON-REFUNDABLE)

Pre-Application Fee All Tuition and fees are due, along with State Board Application Fees

School T-Shirt \$15.00 (NON-REFUNDABLE)

Student I.D Card \$10.00 (NON-REFUNDABLE)

Replacement I.D Card \$20.00 (NON-REFUNDABLE)

Returned Check Fee \$20.00 (NON-REFUNDABLE)

Transcript Fee First official copy- no charge. Additional copies- \$50.00 (NON-REFUNDABLE)

Proof of Training First official copy- no charge. Additional copies- \$100.00 (NON-REFUNDABLE)