

# **CALIFORNIA HAIR DESIGN ACADEMY**

**January 1, 2014 to December 31, 2014**

## **SCHOOL CATALOG**

**(Main Campus)**

**8011 University Ave., Suite A-2**

**La Mesa, CA 91942**

**(619) 461-8600**

**(Branch Campus)**

**970 Broadway**

**Chula Vista, CA 91911**

**(619) 422-1007**

**Cosmetology, Barbering, Esthetician, Manicuring,  
Teacher Trainee**

**[www.CHDASchools.com](http://www.CHDASchools.com)**



**CALIFORNIA HAIR DESIGN ACADEMY, INC.**

8011 University Avenue, Suite A-2  
 La Mesa, California 91942-5055  
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970 Broadway  
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## APPROVAL DISCLOSURE STATEMENT

California Hair Design Academy is a private institution approved to operate in the State of California, which is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA, 95833; or by phone at: 1-888-370-7589.

Instruction is in residence with the facility's occupancy level accommodating 200 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing enrollment agreements. The school currently has available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees - **FEDERAL PELL GRANT, FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT AND ROP GROSSMONT UNION HIGH SCHOOL DISTRICT.** *The regional occupational program listed above is only available to adult students.*

The following are state programs, bureaus, departments or agencies which set minimum standards for our program of studies in accordance with Education Code Section 94316.12: **BOARD OF BARBERING & COSMETOLOGY, 2420 Del Paso Road Suite 100, Sacramento, CA 95834 - P.O. Box 944226, Sacramento, CA 94244-2260 (Mailing Address); Telephone (800) 952-5210.**


CALIFORNIA HAIR DESIGN ACADEMY has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
West Sacramento, CA 95833  
[www.bppe.ca.gov](http://www.bppe.ca.gov)  
P: 888.370.7589  
F: 916.263.1897

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.

All information in the contents of this school catalog is current and correct and is so certified as true by: **MR. LEN STEINBARTH, President.**

Signature: 



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**A LETTER OF WELCOME FROM THE PRESIDENT**

Dear Student,

Welcome to **CALIFORNIA HAIR DESIGN ACADEMY**, and thank you for selecting us to assist you in obtaining your desired cosmetology, barbering, manicuring, cosmetician, or instructor trainee training. You are now entering into a field experience that will hopefully provide you with the opportunity for a successful future in the beauty industry.

At **CALIFORNIA HAIR DESIGN ACADEMY**, we offer you the basic training to pass the Bureau of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal, success.

It is a pleasure to have you join us at **CALIFORNIA HAIR DESIGN ACADEMY**. My goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you need to apply during the entire course of your training.

Sincerely,  
Mr. Len Steinbarth  
Owner/President

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## EDUCATIONAL OBJECTIVES/MISSION STATEMENT

At **CALIFORNIA HAIR DESIGN ACADEMY**, we are constantly striving to develop the latest programs to meet educational needs and teach modern salon practices. Basic to our school's philosophy is the belief that thorough and intense training will prepare for employment in the beauty industry. It is the school's objective to provide each student with training which meets the standards required by the Bureau of Barbering and Cosmetology. By meeting these standards, the student is assured of obtaining the skill and knowledge necessary to pass the licensing exam administered for the course for which they are enrolled. Another objective is to maximize the development and personal growth of each student as a professional in the beauty industry and in doing so, help each student discover his/her potential as beauty-industry leaders and entrepreneurs. The successful student should be able to function effectively as at least one of the following: **Hair Stylist, Hair Colorist, Barber, Manicurist, Skin Care Specialist, Beauty Instructor, Make-up Artist or Beauty Salon Operator**. Normal progression should move graduates into positions such as: **Beauty Salon Manager, Beauty Salon Owner, Barber Shop Owner, Cosmetology Teacher, Director, or School Owner**. Beyond providing the minimum training, the school endeavors to give every student advance training which will make them competitive in seeking a job in their chosen field.

The daily training operation of **CALIFORNIA HAIR DESIGN ACADEMY** is under the instruction of a qualified Director Mr. Len Steinbarth, who brings many years of valuable experience within the beauty industry and believes in continuing his education to keep abreast of the vast changes in our industry. Our Director, Mr. Steinbarth brings many year of administrative experience to the program. This experience compliments his great educational and managerial talents and expertise. The resultant educational program the teaching and the training at **CALIFORNIA HAIR DESIGN ACADEMY** represents the spectrum of cosmetology knowledge and experience. Our Director, **Mr. Steinbarth** presents a challenging teaching and learning environment designed to maximize the student's preparation and opportunity for success in one of today's most exciting career fields...the beauty industry.

The quality of the **CALIFORNIA HAIR DESIGN ACADEMY** faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, industry employers with proven expertise from virtually all cosmetology, barbering, manicuring, and skin care professions. **CALIFORNIA HAIR DESIGN ACADEMY** welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff, and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

**FACILITIES:** All courses are taught at (**Main Campus**) 8011 University Avenue, Suite A-2, La Mesa, California 91942 or (**Branch Campus**) 970 Broadway, Chula Vista, California 91911. Both campuses are under the same ownership. The La Mesa location is a spacious (7900 sq. ft.) air-conditioned one story modern facility. The Chula Vista location is a spacious (15000 sq. ft.) air-conditioned one story modern facility. Both campuses are accessible to all public transportation and both have many benefits for our staff and students. Our schools simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for the student's use. Each student uses a locked area to keep his/her uniform and private articles. Our students learn to practice managing the reception desk, logging patrons in, answering the telephone, operating the cash register, inventory control and assist in operating our supply system. Our objective is to help the student become "salon-ready." Library resources are available for use that includes video tapes, CDs and DVDs, as well as current magazine publications. Resources are accessible on campus in the library. Students may access the on-campus library Tuesday thru Saturday 8:30 am to 5:00 pm. There is a check-in check-out system for removing resources from the library.

**FOR HANDICAPPED STUDENTS:** Access for handicapped students to the institution's facilities is not available at the college. This institution does not offer special facilities or programs for the handicapped.

**ACCREDITATION:** This institution is accredited by the **NATIONAL ACCREDITING COMMISSION FOR CAREER ARTS & SCIENCES**, 4401 Ford Ave., Suite 1300, Alexandria, VA 22302-1432, (703) 600-7600 an agency recognized by the United States Department of Education for Cosmetology and Barbering Accreditation. As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs.

**STATEMENT OF NON-DISCRIMINATION:** CALIFORNIA HAIR DESIGN ACADEMY does not discriminate on the basis of race, color, religion, sex, handicap, financial status, age, ethnic origin or residence in its admissions, instruction, or graduation policies.

**COURSES OF STUDY:** Cosmetology: 1600 Clock Hours, SOC 39-5012; Barbering 1500 Clock Hours Esthetician: 600 Clock Hours, SOC 39-5094; Manicuring: 400 Clock Hours, SOC 39-5092; Teacher Trainee: 600 Clock Hours, SOC 25-1194, (IS NOT REQUIRED TO BE AN INSTRUCTOR IN A BEAUTY SCHOOL AND DOES NOT LEAD TO A STATE LICENSE). The course of study for students covers all technical instructional and practical operations. Educational Goals: The Cosmetology, Barbering, Esthetician, and Manicuring course of study are designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist, Barber, Esthetician, or Manicurist.

**ADMISSION POLICY:** Cosmetology, Barbering, Esthetician and Manicuring prospective students must meet the following requirements prior to enrolling:

- A. Applicant must provide a copy of his/her High School Diploma, or its recognized equivalent, GED, California State Proficiency Test, state-issued credential for secondary school completion if homeschooled, or a transcript showing high school completion, or
- B. Students who were enrolled in an eligible education program of study before July 1, 2012 may continue to be considered eligible under the ATB test or credit hour standards.
- C. If enrolled under a training agreement with a local school district, students must meet the admission requirements set forth by that agency.
- D. All prospective students must pass an admissions test (Milady) with a minimum score of 70% as stated in the test publisher's guidelines.

Teacher training applicants must have a High School Diploma or its equivalent in addition to a valid cosmetology license.

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

**INCENTIVE COMPENSATION:** Our school does not provide a commission, bonus or other incentive payment based in any part, directly or indirectly on success in securing enrollments or financial aid to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding awarding Title IV funds.

**NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS):** When a prospective student has received Title IV funds from another institution, the school will review the student's NSLDS history in order to check the eligibility status for that student.

**CREDIT EVALUATION:** Appropriate credit will be granted for prior training upon review and verification by college officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology. Students who have had prior training outside the states of California must furnish proof of the number of hours of training to the California Board of Barbering and Cosmetology and to the academy. The Board will evaluate the training and assign the number of hours of credit to be granted, and then will notify the student. Students with prior training within the states of California must furnish proof of that training to the academy they wish to re-enroll in. The academy only accepts transfer students under certain conditions. This institution does not award credit for experience, unless otherwise directed by the California Board of Barbering and Cosmetology. Any applications, fees or appeals associated with corresponding with the Board of Barbering and Cosmetology on this issue is the sole responsibility of the student. Students who discontinue their training program are eligible to transfer allowable hours per state law, providing certain academy obligations have been satisfied. The academy does not solicit students who are attending other institutions.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at California Hair Design Academy is at the complete

discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are 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 California Hair Design Academy to determine if your credits or diploma will transfer. The institution will give credit for all hours completed at a prior institution when transferring less than 1000 hours to a same or similar course. Any student who wishes to transfer in to the school with 1000 hours or more will be individually evaluated to assure that the transfer hours meet our educational standards.

**TRANSFER OR ARTICULATION AGREEMENTS:** This institution has not entered into any transfer or articulation agreements with any other college or university.

**ENGLISH AS A SECOND LANGUAGE:** This institution does not offer English as a Second Language (ESL) courses. However, all prospective students that are accepted for enrollment must be proficient in the English language. Students are required to certify that they are proficient in reading and writing in the English language.

**FOREIGN STUDENTS:** This institution does accept students from outside the United States however visa services are not provided. Foreign students must have documentation granting permission to study in the United States.

**BILINGUAL CLASSES:** This institution does offer students at the Chula Vista Campus the option to take the cosmetology course in a bilingual Spanish program. Students are required to have proficiency in at least one of the languages in which classes are offered and to certify that they are proficient in reading and writing in that language.

**FRESHMAN CLASS ENROLLMENT:** The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstration, and student practice (see curriculums starting on page 24). From this initial introduction, you will learn all fundamentals that are the basics for your career and future. The hours spent in the freshman class are as follows: **Cosmetology 300 hrs., Barbering 300 hrs., Esthetician 250 hrs. and Manicurist 80 hrs.**

**TEXTBOOKS, EQUIPMENT & SUPPLIES:** Textbooks will be issued at the beginning of the freshman class. All needed supplies and equipment will be maintained in the freshman classroom. Each student will be issued a complete kit of equipment. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. **The college is not responsible for a student's equipment either lost or stolen.** Students must learn to be responsible for the tools of their trade.

**CALENDAR/HOLIDAYS:** The school is closed on Sunday, and the following holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

**CLASS SCHEDULES 2014: Cosmetology and Teacher Trainee:** 1/7, 1/21, 2/4, 2/18, 3/4, 3/18, 4/1, 4/15, 4/29, 5/13, 5/27, 6/10, 6/24, 7/8, 7/22, 8/5, 8/19, 9/2, 9/16, 9/30, 10/14, 10/28, 11/11, 11/25, 12/9. **Barbering (Chula Vista Campus Only):** 1/28, 2/11, 2/25, 3/11, 3/25, 4/8, 4/22, 5/6, 5/20, 6/3, 6/17, 7/1, 7/15, 7/29, 8/12, 8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/18, 12/2, 12/16, 12/30. **Esthetician:** 1/7, 2/4, 3/4, 4/1, 5/6, 6/3, 7/1, 8/5, 9/2, 10/7, 11/4, 12/9

**ORIENTATION CLASS:** Orientation classes are held each Tuesday morning or Tuesday evening, first day of the class: from 8:30 a.m. until 10:30 a.m. or 5:30 p.m. until 7:30 p.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

**DISCLOSURE OF EDUCATION RECORDS:** Adult students and parents of dependent minor students have the right to inspect, review and challenge information contained in their education records. Parents of students eighteen years of age and older, have access to the student file, only with the written consent of the student. A staff member must be present at all times. Education records are defined as files, materials and documents which contain



information directly related to the student and are maintained by the institution. School will maintain files for five (5) years. Transcripts are maintained indefinitely. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or guardian if the student is a dependent minor) before educational records may be disclosed for each third party with the exception of accrediting commissions or governmental agencies so authorized by law. The school does not publish student directory information. The institution complies with the Family Education Rights and Privacy Act (FERPA). The FERPA policies are posted on the student bulletin boards.

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

**HEALTH AND PHYSICAL CONSIDERATIONS:** Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty industry field there is a great deal of standing, walking, pushing, bending and stretching, which could be for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

**SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY:** This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. This policy applies to all students enrolled at the school and is applied consistently to all students and programs. In order to maintain satisfactory academic progress, the student must meet the following standards:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences, (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 days or more and up to 180 days, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section of this catalog on pages 10-11.

3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.
4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

**ACADEMIC YEAR:** This institution offers programs in clock hours. For all programs, one academic year is 900 clock hours. Payment periods for all programs are determined by clock hours.

**EVALUATION PERIODS:** Students' academic progress is evaluated at the end of each payment period. **For Cosmetology students:**

- **The point at which 450 hours are completed;**



- The point at which 900 hours are completed;
- The point at which 1250 hours are completed;
- The point at which 1600 hours are completed;

**Barbering students:**

- The point at which 400 hours are completed;
- The point at which 800 hours are completed;
- The point at which 1200 hours are completed;
- The point at which 1500 hours are completed;

**For Esthetician or Teacher Trainee students:**

- The point at which 300 hours are completed;
- The point at which 600 hours are completed;

**For Manicuring students:**

- The point at which 200 hours are completed;
- The point at which 400 hours are completed;

**FINANCIAL AID WARNING AND FINANCIAL AID PROBATION:**

A student who has not met the SAP standards described in Standards 1-4 is no longer eligible to receive financial aid (Title IV, HEA funds) except under the following conditions:

- a) The student is on financial aid *warning*. A student placed on financial aid warning may continue to receive financial aid for one payment period, under very specific circumstances. Financial aid warning status may be assigned without an appeal or other action by the student and a student cannot be on this status for more than one period. The institution may elect to place the student on financial aid *probation* without first placing the student on *warning*. See below.
- b) The student is on financial aid *probation*. A student who has lost eligibility for financial aid due to a failure to meet SAP standards, and who the institution has decided not to place on financial aid warning or who has already been on financial aid warning for one payment period, may appeal to have his or her financial aid reinstated. For a description of this appeal procedure, please see below. If a student's appeal is successful, that student is placed on financial aid probation and may continue to receive aid for one payment period only. At the end of one payment period, the student must meet the institution's satisfactory academic progress standards or meet the requirements of the academic plan developed by the institution and the student to qualify for further Title IV program funds.

**SATISFACTORY ACADEMIC PROGRESS APPEAL PROCEDURES:** Within (5) days of learning of the failure to meet SAP, students who wish to appeal a loss of financial aid eligibility should submit a written appeal to the institution's administrator. The written appeal must include the reason why the student failed to make SAP and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation. These reasons may include the death of a relative, an injury or illness of the student or other allowable special circumstances. Students are requested to submit documentation supporting the reason for the appeal. The institution shall evaluate the appeal days and determine if the SAP standards can be met by the end of the subsequent evaluation period within a reasonable time frame (5-10) days. The student will then be notified in writing of the administrator's decision. A copy of all documents submitted to the administrator and school committee as well as the results of the appeal will be kept in the student's file. If a student's appeal is granted, the decision will include the written requirements of the academic plan developed by the institution and the student to qualify for further title IV, HEA program funds which will generally include that the student meet SAP standards by the end of the probation period.

**NOTICE OF SATISFACTORY ACADEMIC PROGRESS DETERMINATION TO STUDENTS:** Students will be notified of their SAP at the end of each payment period. The signed SAP report acknowledging receipt of this document is kept in the student file. Students are also able to monitor their attendance and academic progress on a progress report which is handed out monthly.

**COURSE INCOMPLETENESS:** Course incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's form of instruction and have no effect upon the institution's satisfactory academic progress standards.

**LEAVE OF ABSENCE:** Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program up to 180 days in any 12-month period. LOA must be requested in writing by the student and must be approved by the school administrator. A LOA request form must be filled out and the date of leave and return must be stated on the form prior to the school administrator approving the LOA. Except when an LOA is requested due to unforeseen circumstances, the students must apply for a LOA in advance. The LOA will only be granted if there is a reasonable expectation that the student will return. A leave of absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence.

Students on LOA's will not be assessed any additional charges of tuition for the LOA period. An LOA extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave, and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days.

**ATTENDANCE STATUS:** Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 12 hours per week. Part-time enrollment is defined as more that 12 but less than 24 hours per week. Less the 12 hours per week is less than half time.

**GRADING SYSTEM:** Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students according to the scheduled hours completed in the program (see page 6 for intervals of scheduled SAP). This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

100% - 90%	A	Superior Performance
89% - 80%	B	Above Average
79% - 70%	C	Average
69% - 60%	D	Below Average
59% - Below	F	Unsatisfactory

**RE-ENTRY POLICY:** All students who withdraw prior to completion may re-enter into the program without the loss of credit Program hours and provided- it is within 5 years from the date of their withdrawal which is an institutional policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment. Course repetitions do not apply to this institution.

**TRANSFER HOURS FROM OTHER INSTITUTIONS:** Transfer hours that are accepted from other institutions are counted as both attempted and completed hours.

**STUDENT CLOCK HOUR POLICY :** The Bureau of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to -punch in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock-in and receive credit for the quarter (1/4) hour. This seven minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a

student attends a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch, break. Once theory classes have been started no one will be allowed to enter the theory classroom. Day students that are tardy more than 15 minutes will not be clocked-in until 10:00 a.m. at the conclusion of theory class.

At the completion of the day, operations are recorded on the current weekly operation card. The operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly operation card. The operation card must be signed by the student and the instructor daily. The operation cards reflect the students daily record of operations. It is important that all of your operations are recorded properly and accurately. The attendance personnel must be able to read your card so that the operations are transferred correctly.

The operation cards are the property of the school and must remain in the school at all times. After clocking in you are required to maintain applied effort, personnel grooming, leaving the building, reading material not related to your training or activity not related to your training is not tolerated. If this occurs you will be ask to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

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

1. Each Theory must be initiated in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the time card concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: **Shampoo/set =1 1/2 hours, Scalp Treatment = 1/2 to 1 hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Manicure =1/2 hour, Hair cut =1/2 to 1 hour**

Using the above, the Bureau of Barbering and Cosmetology would understandably not consider a student capable of performing more than three permanent waves per day.

**STUDENT SERVICES:** Each campus maintains an advisory and counseling service. It is recommended that any student who needs personal or educational advice, make an appointment with the office.

**HOUSING:** California Hair Design Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. Average cost of rent in La Mesa, CA is \$1,000 a month.

**PLACEMENT AND EMPLOYMENT ASSISTANCE:** Job placement assistance is provided to graduates and students at no additional charge. Upon Graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement services to help graduates' efforts to secure employment in the field represented by the program the graduate completed, or in a related field that include, but are not limited to: professional appearance guidelines, job referral, and follow-up. Students are sent on interviews. The School may show the results to prospective students upon request. Ms. Garcia and Ms. Steinbarth assist students in placements as often as needed; however, the school does not guarantee placement to any student.

**CAREER ADVISING AND PERSONAL ATTENTION:** Students are advised individually, as often as necessary and at least once a month to review the student's progress. Salon Presidents and Stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at

any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Bureau of Barbering & Cosmetology Examination.

**NOTICE OF STUDENTS RIGHTS:** A student may cancel their contract for the school, without any penalty or obligation, as described on in the Student's Right to Cancel section of this catalog. Read this section carefully for an explanation of the student's cancellation rights and responsibilities. A student has the right to stop school at any time and receive a refund for the part of the course not taken. A student's refund rights are described in detail under the Withdrawal from the Program section of this catalog. If the school closes before a student graduates, the student may be entitled to a refund from the school. If you are unable to contact the school, the student is directed to contact the Department of Consumer Affairs, Attn: Correspondence Unit, 1625 N Market Blvd., Suite N 112, Sacramento, CA 95834, 1-800-952-5210. Any complaints, questions or problems that cannot be worked out with the school can also be address to the Department of Consumer Affairs at the aforementioned address. A student also has the right to file grievances with the school. The grievance procedure policy is listed below.

**GRIEVANCE PROCEDURE:** Students seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the president - **MR. LEN STEINBARTH**. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

It is the policy of this institution to handle grievance in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the President: MR. LEN STEINBARTH.
3. If you are unable to deliver the form to the President you may mail it to the President:  
**MR. LEN STEINBARTH, 8011 University Ave. Suite A-2, La Mesa, CA 91942**
4. All grievances regardless of the nature will be turned over to the President and reviewed.
5. The President will evaluate the grievance and set-up an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
6. If you cannot resolve any grievance with the institution you may contact the Bureau for Private Postsecondary Education by calling 888.370.7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **School Rules & Regulations**

1. Day school hours are Tuesday through Saturday from 8:15 AM to 2:30 PM or 5:00 PM depending on your schedule. Day students will not be allowed to attend for the day if they clock-in after 8:45 AM. Night school hours are Monday through Friday from 5:00 PM to 10:00 PM. Night students will not be allowed to attend for the day if they clock in after 5:30 PM. **NO EXCEPTIONS.** When you miss a day, and you are beyond your excused number of hours per your contract, you **WILL** be charged overtime for those hours.
2. In case of absence, illness or emergency on any day, the student is requested to call into the school receptionist by 8:15AM (Day students) and 4:45PM (Night students). This allows the receptionist to reschedule any clients and notify the instructors. Any student absent more than fourteen days without notifying the DIRECTOR will be considered a pending drop. These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible. **Violation of school attendance rules may result in suspension or termination.**
3. No cell phones, I-pods, headphones, computers or other electronic devices are not permitted to be used on the floor or classrooms (this includes texting). Cell phones should only be used while the student is on a break in the student break area or outside the school. On the first violation you will be verbally warned, the second time you will be written up and the third time you will be sent home. You will not be asked to surrender your phone. CHDA suggests that if you must carry your phone; keep it on silent or vibrating.

4. You are responsible for clocking in and out daily. If you fail to do so, we will only give you missed hours if the office can verify through roll call records or teachers recollection that you were in attendance. The office will post hours by Wednesday following a previous week, which will remain up for 1 week. It is your responsibility to check the posting and let the office know in writing if your hours are incorrect. **YOU WILL BE TERMINATED FROM THE SCHOOL IF YOU ARE CAUGHT PUNCHING IN OTHER STUDENTS.**
5. The dress code will be strictly enforced. Part of earning hours is coming to school prepared. This includes being in dress code and having your student kit. Please review the dress code policy to make sure you know what is and is not proper dress.
6. Saturday attendance is mandatory for day students. Monday attendance is mandatory for night students. Students are permitted to miss 3 mandatory days unexcused during their course before they will lose the privilege to make up hours. Students who have lost the privilege to make up hours cannot make up hours for the remainder of their course. Previously made up hours will still count towards graduation and overtime charges but no additional make up hours will be applied towards overtime charges.
7. Students will be periodically selected to be the Lab Assistant for the day. This person is responsible for helping to run the front desk which includes handing out product to students for services, assisting the receptionist in answering phones, greeting clients and any other assistance requested by the receptionist. Refusing to complete the responsibilities of lab will be considered equivalent to refusing a client and the student will be sent home. Students may not request to be lab on a specific day.
8. You will be sent home if you refuse a client.
9. If you want to speak with an office administrator, you need to put your name on a list with the receptionist. This includes if your questions are for Mr. Len, Shawn, Bre, Bona or Emily. Please be advised that requesting to speak with staff such as Mr. Len may be subject to a longer delay than Bre or Shawn.
10. Knock before entering the offices – this goes for all students and staff.
11. Day students who are finished at 2:30PM are allowed two fifteen-minute breaks during the day. Day students that are finished at 5:00PM are allowed a thirty-minute lunch break and two fifteen minute breaks during the day. Night students are allowed a fifteen-minute break each evening. Once a student clocks in, they are to remain in the building until their designated break. Day students clocking in between 8:15AM and 8:30AM and Night students clocking in between 4:30PM to 5:30PM must be in the building and **working** in a designated area. Students must sign out for lunch with the receptionist and be back by the designated time.
12. Students at CHDA are now in the beauty profession and as such, professional appearance is expected at all times. Beauty needs are to be done on the student's own time or before instruction begins.
13. Students must keep a record of services each day or night as required on the student daily record of applied effort. Weekly applied effort sheets will be audited by the school office. All applied effort sheets must be turned in **ON TIME**, by the end of the week (Saturdays for Day and Fridays for Night). Credit will be given for applied effort that has been signed off by an instructor only. All work must be checked/initialed by an instructor or credit will not be given.

14. No eating or drinking is allowed on the clinic floor or classrooms with the exception of one water bottle. Students are permitted to eat or drink in the student lounge and freshmen are permitted to eat in the freshmen room during lunch break. Students must keep their workstation clean and sanitary at all times. Clinic students are NOT allowed in the freshman classroom at any time outside theory hours. The only food or beverage items allowed on a student's station or work area is a water bottle. It is your responsibility to clean all hair around your station and row. Hair should be swept immediately following a cut and before a client leaves and any dye split should be clean up immediately. Clean-up is an extremely important part of completing an operation. If there is hair, dye or any other mess remaining after an operation, it is up to the discretion of the teacher whether or not they will give you credit for that operation.
15. Students are not allowed to give away services or products other than what is called for on the service ticket. When additional product or services are added, they must be written on the service ticket and announced to the receptionist at check-out. No outside product can be brought into the school and used. Students violating these rules will be disciplined accordingly.
16. Students are responsible for the contents of their student kits. Students are required to go through their student kit on receipt and acknowledge that all the contents are in working order. No exchanges will be given on student kit items more than 1 week after the kit has been issued. Returns must be handled directly with manufacturers. Each student is solely responsible for his/her personal belongings and materials. Students must not borrow equipment from each other. Any student that does not have the proper equipment to perform a clinic service or participate in classroom assignments (including theory books) may be dismissed for the day.
17. The school will not tolerate the use of alcohol, drugs or weapons at any time. No student will be admitted to class who is under the influence of alcohol or drugs. If a student is believed to be in possession of drugs, under the influence of drugs or involved in the sale or purchase of drugs on or around school property, the La Mesa or Chula Vista police department will be notified. Please be advised that if you are convicted of a drug charge while receiving financial aid, you will be required to pay back those funds. Possession of a weapon of any kind is grounds for immediate termination.
18. All students will be expected to maintain satisfactory academic progress (SAP). SAP requires a minimum of 70% in theory and all practical subjects as well as a minimum 67% in attendance. THESE ARE MINIMUMS. A good student should expect an average far above these minimums. Failure to meet these minimum requirements will result in probationary status and may result in termination of financial aid or termination from the school.
19. Night students will not be allowed to make up hours during the day schedule and day students will not be allowed to make up hours during the night schedule.
20. Students must comply with school policies and State Rules and Regulations.
21. Please notify the office of any address or telephone changes.
22. All assignments, tests and homework missed due to absences MUST be made up.
23. Students are expected to act in a professional manner at all times. Specific actions that will not be tolerated include profanity, insubordination towards instructors, hostility, disrespect, gossiping, or harassment of fellow students, staff or clients.



**MEDIAN LOAN DEBT:**

<b>Median Loan Debt by Debt Type</b>					
<b>2012-2013 Award Year</b>					
	Title IV Loan	Non-Title IV Loan	Institution Owed	Total Loan Debt	Total Number of Students
Cosmetology	\$5,800.00	\$0.00	\$0.00	\$6,052.00	129
Barbering	N/A	N/A	N/A	N/A	0
Esthetician	\$5,236.00	\$0.00	\$0.00	\$5,236.00	33
Manicuring	N/A	N/A	N/A	N/A	0
Teacher Trainee	N/A	N/A	N/A	N/A	0

The above table shows the median loan debt for students graduating from each program during the 2012-2013 Award Year. Title IV Loan is a term used to describe loans administered through federal financial aid programs.

**CURRENT FEES AND TUITION:**

<b>Program</b>	<b>Registration Fee Non-Refundable</b>	<b>Student Tuition Recovery Fund Non-Refundable</b>	<b>Kit Refundable</b>	<b>Tuition Refundable</b>	<b>*Total Cost</b>
Cosmetology	<b>\$75.00</b>	<b>\$7.50</b>	<b>\$1,750.00</b>	<b>\$15,125.00</b>	<b>\$16,957.50</b>
Barbering	<b>\$75.00</b>	<b>\$7.00</b>	<b>\$1,450.00</b>	<b>\$13,425.00</b>	<b>\$14,957.00</b>
Esthetician	<b>\$75.00</b>	<b>\$4.00</b>	<b>\$1,000.00</b>	<b>\$7,875.00</b>	<b>\$8,954.00</b>
Manicuring	<b>\$75.00</b>	<b>\$2.00</b>	<b>\$600.00</b>	<b>\$3,300.00</b>	<b>\$3,977.00</b>
Teacher Trainee	<b>\$75.00</b>	<b>\$N/A</b>	<b>\$0.00</b>	<b>\$5,920.00</b>	<b>\$5,995.00</b>

\* Estimated charges for the period of attendance and the entire program.

**EXTRA INSTRUCTION CHARGES:** Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of the course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows:

**Cosmetology: \$9.45 Barbering: \$8.95 Esthetician: \$13.12 Manicuring: \$8.25 Teacher Trainee: \$9.86**

**BRUSH-UP:** Students requiring preparation for the licensing exam will be billed at the course hourly rates, depending on which license they are applying for, and a registration fee of \$75.00. Students must furnish their own equipment.

**STUDENT TUITION RECOVERY FUND:**

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

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



You are not eligible for protection from the STRF and you are not required to pay the STRF fee, 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.

You may be eligible for STRF if you are a California resident, or are enrolled in a residency program, prepaid tuition, paid the STRF fee, 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 cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**METHOD OF PAYMENT:** Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualifies, we help the individual prepare the appropriate Financial Aid application. For students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

**SCHOLARSHIPS:** The institution does not award any scholarship incentives.

**THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE CHANGES WITHOUT PRIOR NOTICE. ANY CHANGE WILL NOT EFFECT ATTENDING STUDENTS.**

### **REFUND POLICY**

#### **APPLICANTS NOT ACCEPTED BY THE INSTITUTION**

Student applicants not accepted by the institution will be refunded all monies paid to the institution except a nonrefundable application fee not to exceed \$75.00. Monies due the applicant or student will be refunded within 45 days of notice to the student of non-acceptance.

#### **STUDENT'S RIGHT TO CANCEL**

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: California Hair Design Academy, Inc., 8011 University Avenue, Suite A-2, La Mesa, CA 91941.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.

5. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed seventy-five dollars (\$75), if notice of cancellation is made through attendance at the first class, or the seventh day after enrollment, whichever is later.

**TERMINATION OF STUDENT BY INSTITUTION**

The institution will terminate a student for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set for by the institution; and/or failure to meet financial obligations to the School. The institution will give student a written notice of the institution's intent to terminate. A student may appeal the termination in writing. Upon receipt of a student's appeal, the institution will consider all extenuating circumstances and advise the student as to the institution's decision to grant or deny the appeal. No administrative fee will be charged for the termination and/or appeal process.

**WITHDRAWAL FROM THE PROGRAM**

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$75.00, and less any deduction for used equipment, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for fourteen (14) days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

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

**ENROLLMENT TIME:** is defined as the hours of attendance, that portion of the course completed on the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded promptly after formal cancellation by the student as defined in item B or formal termination by the school, which than occur no more than 21 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of scheduled return.

**STUDENT LOANS:** If a student obtains a loan to pay for an educational program, the student will have the

responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the application of the refund will be made as follows: First to FFELP (student loan programs), second to Pell Grants and third to SEOG Grants. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program. Refund due to the lender or the aid programs or student's account will be made within 30 days. When a student requests a transfer to another school, the institution will prepare all of the academic and financial documentation requested by the student.

### **FINANCIAL AID---CONSUMER INFORMATION:**

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive tuition, aid and financial assistance while attending the college. A list of these programs includes:

Federal PELL Grant Does not require repayment (FPELL...)\*\*\*

Federal Supplemental Education Opportunity Grant: does not require repayment (FSEOG)\*\*\*

FDirect Stafford Loans - Subsidized: Must be repaid

FDirect Stafford Loans - Unsubsidized: Must be repaid

FDirect Plus Loans: Must be repaid

**\*\*\*denotes the programs available at this institution**

**GENERAL FINANCIAL AID INFORMATION:** If you wish to apply for financial aid or you have questions, or you need sections of the handbook clarified, contact the financial aid office at the school. Additional information regarding the student aid programs available at CHDA may be found in "The Student Guide" and the "Free Application for Federal Student Aid" published by the U.S. Department of Education. Additional information may be obtained by calling the Federal Student Aid Information Center between 9:00 a.m. and 5:40 p.m. (Eastern Time), Monday through Friday at (800) 433-3243.

**COMPLIANCE STATEMENT:** The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students' identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

**FINANCIAL AID MECHANISM:** Financial aid is a mechanism that reduces out-of-pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the cost of college attendance. Financial aid includes grants and loans. Grants do not have to be repaid. Loans usually have low interest rates and must be repaid in accordance to the individual loan program terms. Most of the loans can be arranged to require payment after a grace period of several months upon graduation, or upon the student's termination from the program or if a student's attendance falls below half time. Financial aid is awarded to students who have "need". Need is the difference between the amount of money that the family will be expected to contribute to meet student costs and the cost of education at this school.

### **STUDENT ELIGIBILITY REQUIREMENTS:**

To be eligible for financial aid, a student must:

- be admitted as a regular student
- be enrolled or accepted for enrollment in an eligible program on at least a halftime basis;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);

- have signed a statement of educational purpose;
- have signed a statement of updated information;
- have a high school diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit;
- agree to the any federal student aid received solely for educational purposes.

### **THE U.S. DEPARTMENT OF EDUCATION STUDENT FINANCIAL AID PROGRAMS**

The college is approved for, and does participate in the following programs intended to defray the costs of attending for those students eligible for financial aid considerations:

Federal PELL. Grant Does not require repayment (FPELL)

FDirect Stafford Loans - Subsidize: Must be repaid

FDirect Stafford Loans - Unsubsidized: Must be repaid

FDirect Plus Loans: Must be repaid

**APPLICATION PROCEDURES AND FORMS:** Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA). This form needs .to be completed as instructed on the form.

Documentation to substantiate the data entered on the form may be required by the financial aid office.

Forms and assistance in completing them are available at this school during school hours.

In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances.

**Federal William D. Ford Direct Loan Program:** Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under this loan program, the rights that the student has under the individual loan program conditions, and the consequences of a failure to meet the repayment obligations. Federal Direct Subsidized Loan, Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment: student would pay a combined origination/guaranty fee of 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

**Federal Direct Stafford Unsubsidized Loan:** These loans expand the ability of the U.S. Department of Education to make "Unsubsidized" Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

1. Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).
2. The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

**DEADLINES:** Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

**DISBURSEMENT:** Checks are issue to the school and credited to the student's tuition account. It is the student's responsibility to submit all required forms and documentation to the financial aid office before disbursement. **For additional information, read the pamphlet "Direct loan Entrance Interview".**

**Federal PELL Grant Program:** Funds received under this program are not subject to repayment from the student.

**DEADLINE:** FASFA applications must be received by June 30 in the year on which the application is intended for. SAR or ISIR must be submitted to the financial aid office by August 29, of the award year from which aid is requested from, or your last day of enrollment in 2000-01, whichever comes first. A valid ISIR requires signatures of student, spouse and/or-parents, when the ISIR has been corrected.

**RENEWAL PROCESS:** A FPELL Grant award receive for one award year (July 1 to June 30 of the following year), and it is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the **new** SAR or ISIR to the financial aid office.

**DISBURSEMENT:** They are made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** Funds received under this program are not subject to repayment from the student

**DEADLINE:** You may apply during the enrollment process using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

**DISBURSEMENT:** Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months. For additional information on Federal Financial Aid program; request "The Student Guide" published by USDE.

**DETERMINING NEED:** The information you report on the FAFSA form when you apply for aid, is used in a formula established by US. Congress which calculates your Expected Family Contribution.

**CHDA** utilizes the Free Application for Federal Student Aid (FAFSA) for students applying for aid. This form will be processed by a contractor of the US Department of Education at no cost to the student. The results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected' Family Contribution.

**COST OF ATTENDANCE:** The total amount it will cost a student to go to school. This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. Nine-Month Student Expense Budgets Elements included in the budget per month:

<b>Allowance</b>	<b>With Parents</b>	<b>Off Campus</b>
<b>Tuition &amp; Fees</b>	<b>Actual Institutional Charges</b>	
<b>Books and supplies</b>	<b>\$ 984.00 Per Academic year</b>	
<b>Living cost allowance (monthly figures):</b>	<b>Student living</b>	<b>Student Living</b>
	<b>with parents</b>	<b>off campus</b>
<b>Room and Board, Food</b>	<b>\$826.00</b>	<b>\$1,261.00</b>
<b>Transportation</b>	<b>\$312.00</b>	<b>\$150.00</b>
<b>Personal/misc.</b>	<b>\$136.00</b>	<b>\$294.00</b>
	<b>\$1,274.00</b>	<b>\$1,705.00</b>

(cost of uniforms is included in the personal allowance). Child/Dependent care: Reasonable expenses with adequate documentation provided by the student, depending upon, age and number of children. Loan Fees: For student loan borrowers, actual or average loan origination and insurance fees.

Total, excluding allowances based on actual institutional charges:

**AWARD CONCEPT, SELECTION OF RECIPIENTS AND PACKAGING CRITERIA:** This institution does not receive enough Campus-Base funds to satisfy all the student financial needs. Therefore, the school emphasizes the **SELF- HELP CONCEPT** of student financial assistance. The **SELF-HELP CONCEPT** is on a first-come, first-served basis when awarding eligible applicants. If the student does not wish to assume the combined debt of two or more loans, they may decline any loans offered by the school. **ALL LOANS MUST BE REPAID.**

The **SELF-HELP CONCEPT** lists types of financial assistance in the following order:

1. Family contributions
2. Other resources
3. Federal PELL Grant
4. Self Help (Stafford and/or, PLUS Loans)

The school awards from the Federal Supplemental Educational Opportunity Grants in accordance with the following policy: The institutional participation in the Federal Educational Opportunity Grant is limited to the amount of funds given to the institution for an entire award year. (July 1 to June 30).

Due to the **limited** amount of funds available to the institution, it is literally impossible to award FSEOG to all students applying for aid. Therefore, the institutional policy to select FSEOG recipients is as follows: This institution has a continuing enrollment process in which students may start Tuesday of each week or Wednesday when Tuesday is an observed Holiday. In order to ensure a fair distribution of funds through the entire award year, the institution will make SEOG awards using data from the year proceeding the current year, by using student enrollment, EFC and Pell Grant data to determine how to distribute the SEOG funds available. Based on last year's data, the institution expects an enrollment of 70 new students meeting the "exceptional need" criteria to be enrolled during the 7/1/13 to 6/30/14 period.

Therefore, the awards to those students will be up to \$300 through the entire period. As of July 1, 2013, the first selection of SEOG recipients will be made from students with "exceptional need". Students with "exceptional need students" are defined by this institution as students that have an expected family contribution (EFC) that will otherwise be eligible for the FPELL Grant Program during the same award year: If enrollment figures change, and/or additional funds become available to the institution, a second selection will be made from those students ineligible for the FPELL Grant Program with the lowest expected family contribution that enrolled during the last quarter of the award year (March to June).

Both selections will be made from students, whose file has been completed, with no issues pending regarding the students' eligibility for Federal Aid. Incomplete files will not be considered in the selection criteria due to possible lack of documentation. Awards will be made as long as funds are available throughout the award year.

**DEFINITIONS:** The following definitions correspond to some common terms used within the financial aid terminology:

**ACADEMIC YEAR:** A period of not less than 30 weeks of instructional time with a minimum of 900 clock hours



of instruction for a full time student. The midpoint of the academic year shall be a minimum of 15 weeks and at least 450 clock hours. In effect, all students enrolled in courses with an academic year schedule to be completed in less than 30 weeks, regardless of the number of clock hours offered, would have aid eligibility reduced in proportion to the number of weeks and hours in the course of study in relation to the academic year.

**CLOCK HOUR:** 50 to 60 minutes of supervised instruction during a 60 minute period.

**CREDIT BALANCE:** A credit balance occurs when tuition payments have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance is generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

**DEPENDENT STUDENT:** She/he is an individual that does not meet the independent student criteria. This student is required to submit with his/her application, student and parents' income and assets data.

**DEPENDENT:** She/he is an individual other than the spouse that has been supported and will continue to be supported (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the student parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

**FAMILY CONTRIBUTION (EFC):** The calculated amount that a family contributes to offset the student cost of attendance.

**FINANCIAL AID ELIGIBILITY CITIZEN ELIGIBLE NON-CITIZEN:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt card). Departure Record (I-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban Haitian entrant .

**IF YOU ARE IN THE U.S. UNDER ONE OF THE FOLLOWING CONDITIONS, YOU ARE NOT ELIGIBLE FOR FEDERAL AID:**

F1 or F2 student visa

J1 or J2 exchange visitor visa only

**INDEPENDENT STUDENT:** An individual who meets one of the following criteria:

1. Was born before the year stated on the current FAFSA (25 years of age).
2. A graduate or professional student
3. Is Married (Separated but not divorced)
4. An individual with legal dependents other than a spouse. (As defined above)
5. An orphan, in legal guardianship, in foster care, an emancipated minor or ward of the court up to the age of 18
6. Is a veteran of the armed forces of the United States
7. If a director of an emergency shelter, homeless shelter of high school district homeless liason determined that you were an unaccompanied youth who was homeless.

**PARENT(S):** For the purposes of the financial, aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**PAYMENT PERIOD:** 450 hours and 15 weeks for courses of 900 hours or more. It is the-mid-point of the program for courses of less than 900 hours and 30 weeks.

**NEED:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.



**WITHDRAWALS:** Students are officially withdrawn on date of notification, date terminated by the institution, date of two consecutive weeks of absences or date when the student failed to return from an approved leave of absence.

**REFUNDS:** In any case where a refund is due to the Title IV Programs, the payment of the refund will be made within 30 days from the official withdrawal date in the following order: FDirect, FPELL FSEOG, other sources and to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

**TRANSFER STUDENT:** A student, who attended a Post-secondary institution before the enrollment at **CHDA**, is required to provide a Financial Aid Transcript **from each** of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by **CHDA**

**VERIFICATION PROCESS:** Each year the U.S. Department of Education selects a portion of financial aid applications for a process called Verification. In the event that a student's financial aid application is selected for Verification, the school will request the documents necessary to verify the accuracy of the application. When a currently attending student's financial aid application is selected for verification, the school will notify the student. The notification will include a Verification Worksheet, what documentation needs to be provided and the applicable deadlines. A student must provide the documentation requested by the school as soon as possible, but no later than 14 days after being requested. After 14 days, the student will be asked to stop attending school until the documentation has been submitted unless the student has filed and been granted a petition for variance. All verification documentation should be submitted to the school's Financial Aid Office. Documentation may include tax returns, W-2s, IRS tax transcripts, social security and/or unemployment benefits, or signed statements. This is not an exhaustive list. All students selected for verification will also be required to complete the Verification Worksheet provided to them by the school. If the Verification process reveals that all the information is correct and there are no outstanding issues or conflicting information, the school will award and disburse aid for which the student is eligible. If Verification reveals errors or inconsistencies, the student may have to make corrections or update information. If the school has signed documentation from the student and parents, such as signatures on Verification Worksheet, the school can submit the correction or update for the student. If the award changes as a result of verification, the school will notify the student. If changes in the award result in an overpayment to the student, such cases will be referred to the Department of Education.

**VERIFICATION EXCLUSIONS:** Applicants excluded from verification include:

- Death- Applicant dies during the award or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.

**REQUIRED VERIFICATION ITEMS:** Examine the data items listed in 34 C.F.R. 668.56. Different data items apply to different applicants depending upon student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled at least halftime students in postsecondary educational institutions.
- Adjusted gross income (AGE) or adjusted gross family income (AGFI) for the base U.S. income tax paid for the base year.
- U.S. income tax paid for the base year.
- Certain untaxed income and benefits for the base year if certain conditions would apply include:
  - Social Security benefits
  - Child support
  - Untaxed payments to IRA or Keogh Foreign
  - Foreign income
  - Earned income credit

- Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R. Part 688.16(f).

**DOCUMENTATION REQUIRED:** Student, spouse and/or parents (as applicable) signed income tax forms (IRS 1040, 1040A, or 1040EZ and W-2 forms). Applicants shall complete the appropriate sections of the Verification Worksheet 2000-2001. There are two different worksheets: One for dependent students and one for independent students. Applicants shall follow the instructions in the Verification Worksheet. The schools financial aid officer may require/provide other appropriate forms.

**APPLICANT RESPONSIBILITIES:** To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- Number of family members in the household
- Number of family members in the household now enrolled as at least haltime students on postsecondary - educational institutions
- Change in dependency status

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage. Campus-based applicants whose dependency status changes during the Award Year must have their EFC re-calculated. The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

**CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):** If the student the student cannot provide all required documentation, the school cannot complete the verification process within 14 days from the date of the request. The school then gives the applicants the following options:

- The student may continue training on a cash payment basis.
- The student may stop attending until they are able to furnish the requested documentation.
- The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

**INTERIM DISBURSEMENTS:** The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV funds.

**TOLERANCES:** If there are non-dollar errors and if the errors in dollar items total less the \$400, there is no requirement to recalculate the students EFC.

**NOTIFICATION OF RESULTS OF VERIFICATION:** The school shall notify the applicant of the results of the verification process within 30 days of the student's submission.

**REFERRAL PROCEDURE:** The school shall forward to the Secretary of Education, referral of fraud cases.

### **STUDENT RIGHTS AND RESPONSIBILITIES:**

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

- The name of its accrediting and licensing organizations.
- About its programs; laboratory, and other physical facilities, and its faculty.
- What the cost of attending is and the policy on refunds to students who drop out.
- What financial assistance is available: including information on all federal, state, Focal, private and institutional financial aid programs.
- What the procedures and deadlines are for submitting application for each available financial aid program.
- How it selects financial aid recipients.
- How it determines financial need.

- How much of your financial need, as determined by the school, has been met.
- To explain each type and amount of assistance in your financial aid package.
- What the interest rate is on any student loan you have, the total amount you must repay, when you must start repaying, and what cancellation or deferment (postponement) provisions apply.
- To reconsider your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- How the school determines whether you are making satisfactory progress and what happens if you are not.
- What special facilities and services are available to the handicapped.

**It is the student's responsibility to:**

- Review and consider all the information about the school program before enrolling.
- Pay special attention to the application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay or prevent your receiving aid.
- Know and comply with all deadlines for applying and reapplying for aid.
- Provide ail documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application.
- Notify the school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loan. When you sign a promissory note you, are agreeing to repay your loan.
- 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.
- Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student). If you have student loans, you must notify your lender of these changes.
- Understand your school's refund policy.
- 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.
- Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

**ADMISSION/ FINANCIAL AID INFORMATION AND HOURS**

**ADMISSIONS:** Application for Admission may secure information on Tuesday through Friday between 10:00a.m.-4:00 p.m.

Person to contact: Ms. Bre Steinbarth ..... Admissions (619) 461-8600 (La Mesa)

Person to contact: Ms. Brenda Garcia ..... Financial Aid Officer (619) 422-1007 (Chula Vista)

**FINANCIAL AID:** Applications or students may secure Financial Aid information Tuesday & Wednesday between 10:00 am. – 4:00 p.m.

Person to contact: Ms. Brenda Garcia ..... Financial Aid Officer (619) 422-1007 (Chula Vista)

Person to contact: Mrs. Stacie McLaughlin..... Financial Aid Officer (619) 461-8600 (La Mesa)

**PLACEMENT ASSISTANCE:** Monday, Wednesday and Thursday between 1:00 pm and 4:30 pm

Person to contact: Ms. Bre Steinbarth ..... Administrator (619) 461-8600 (La Mesa)

Person to contact: Ms. Brenda Garcia ..... Financial Aid Officer (619) 422-1007 (Chula Vista)

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

**Alcohol and Drugs:**

<a href="#">Alcohol and Drug Services Access &amp; Crisis Line</a>	1-800-479-3339	Crisis line. Information is also available on residential and non-residential treatment programs.
<a href="#">Al-Anon Alateen</a>	1-757-563-1600 / Al-anon.alateen.org	Designed to help families and friends of alcoholics
<a href="#">Facts on Tap</a>	www.factsontap.org	A comprehensive alcohol and drug education program for students.
<a href="#">Narcotics Anonymous</a>	1-800-479-0062	Information and counseling including meetings, sponsors, and recovery.
<a href="#">1-800-NO-BUTTS</a>	1-800-NO-BUTTS	An organization that provides support and treatment for those wishing to stop smoking.

**Women's Health:**

<a href="#">Planned Parenthood</a>	619-881-4589	Pregnancy tests, birth control, emergency contraceptives and other women's health resources
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**Childcare:**

<a href="#">YMCA Childcare Resource Service</a>	1-800-481-2151 www.crs.ymca.org	Can help you find child care near your work or home.
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**Eating Disorders:**

<a href="#">Caringonline.com</a>	Caringonline.com	Resources for negative body image or Anorexia, Bulimia, or Compulsive Overeating.
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**Depression and General Mental Health:**

<a href="#">Suicide Prevention Center</a>	1-877-7-CRISIS	24-Hour Crisis Line
<a href="#">Depression and Bipolar Support Alliance</a>	1-800-273-TALK	Support, information and resources for depression and bipolar disorders.
<a href="#">ULifeline</a>	www.ulifeline.org	A mental health library, drug database, screening tests, how to support a friend and more.

**CURRICULUM FOR COSMETOLOGY COURSE**

**(1,600 HOURS)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given 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. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

**DESCRIPTION OF COURSE:** (D.O.T. #332.271-010) - (CIP #12.0401), (S.O.C. 39-5012): This course covers all phases of cosmetology, skin care, manicuring and pedicuring. Successful completion of this course and successful completion of the State Board National Examination and Licensure will allow the Cosmetologist to perform all skills as Hair Stylists, Chemical Applications, Manicuring, and Pedicuring services.

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

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

**SUBJECT OF TECHNICAL INSTRUCTION:**

**Min. Hours of Technical Instruction:**

- |   |           |
|---|-----------|
| 1. The Cosmetology Act and the Program's Rules & Regulations  | <b>20</b> |
| 2. Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair, and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes of matter.)   | <b>20</b> |
| 3. Health and Safety/Hazardous-Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B).   | <b>20</b> |
| 4. Theory of Electricity in Cosmetology (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment).  | <b>05</b> |
| 5. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <b>ten</b> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire raining period and must be performed before use of all instruments and equipment.) | <b>20</b> |
| 6. Bacteriology, anatomy, and physiology.   | <b>15</b> |
| 7. Wet Hair. Styling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs.)  | <b>25</b> |
| 8. Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons, and blower styling. (A) Thermal Styling (B) Press and Curl  | <b>20</b> |
| 9. Permanent Waving (Shall include hair analysis, chemical and heat permanent waving.)  | <b>20</b> |
| 10. Chemical Straightening (Shall include hair analysis, and the use of sodium hydroxide and other base solutions.)   | <b>20</b> |
| 11. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting).   | <b>20</b> |

12. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses).	(A) Hair coloring	(B) Bleaching	40
13. Scalp and Hair Treatments (Shall include hair. and scalp analysis, scientific brushing, electric and manual scalp, manipulation, and other hair treatments).			05
14. Facials (A) Manual (Shall include cleansing, scientific manipulations, packs, and masks.)			05
(B) Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus, for facials and skin care purposes.) however, machines capable of producing an electrical shall not be used to stimulate so as to contract, or for the purpose of contracting the muscles of the body or face).			10
(C) Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with section 992 regarding skin peeling)			10
15. Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair).			10
16. Make-up (Shall include skin analysis, complete and corrective make-up, lash and brow tinting and the application of false eyelashes.)			15
17. Manicuring and Pedicuring			
(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.			05
(B) Complete Pedicure, including nail analysis, and foot and ankle massage.			05
(C) Artificial Nails	1. Liquid and Powder Brush-on		10
	2. Artificial Nail Tips		10
	3. Nail Wraps and Repairs		05

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

**ADDITIONAL TRAINING:** Salon Mgmt., communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field.

**EDUCATIONAL GOALS:** The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist, Stylist, Hair Colorist, Tinter, Permanent Waver, Nail Technician, Esthetician, product demonstrator, or Make-Up Artist.

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, perform actual practical operations (services) on another person or mannequin, and must take and pass assigned tests with a grade point average of 70% (C) or better.

The student will learn the technical techniques and methods of performing haircuts and styling, hair coloring, chemical applications, make-up application and hair removal, facials both manual and electrical, scalp and hair treatments, manicuring, pedicuring, nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations).

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

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

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** Completion certificates will be issued after completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade to receive a completion certificate. Students will be permitted to retest for any grade below passing.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70%.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Tuesday through Saturday in the case of day students and Monday through Friday in the case of night students. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

**REQUIRED WRITTEN MATERIALS:** The following textbook is used in this course and is supplied by the school as part of the student kit: *Milady's Standard Cosmetology*. 5 Maxwell Drive, Clifton Park, NY 12065-2919: Cengage Learning, 2012. Print.

**GRADING PROCEDURES:** Students are graded on both written and practice evaluations throughout the course. Written exams are administered after every unit of study and at the end of the freshmen module. Student must obtain a minimum of 70% on this freshmen final as a requisite of exiting the freshmen curriculum and entering the clinic floor. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are on a Pass/Fail basis, entered into our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted and the performance must be repeated. There are four exceptions to the Pass/Fail system. These are: the 300 Hour Assessment ("Practical Freshmen Final"), 900 Hour Assessment, 1200 Hour Assessment and the Practical Mock State Board Exam, all of which are graded out of 100. Students must maintain an average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>100% - 90%</b>	<b>A</b>	<b>Superior Performance</b>
<b>89% - 80%</b>	<b>B</b>	<b>Above Average</b>
<b>79% - 70%</b>	<b>C</b>	<b>Average</b>
<b>69% - 60%</b>	<b>D</b>	<b>Below Average</b>
<b>59% - 00%</b>	<b>F</b>	<b>Unsatisfactory</b>



**CURRICULUM FOR BARBERING COURSE**

**(1,500 HOURS)**

**DESCRIPTION OF COURSE:** (CIP #12.0402), (S.O.C. 39-5011.00): This course covers all phases of barbering including cutting, trimming, shampooing, styling hair, trimming beards and giving shaves. Successful completion of this course and successful completion of the State Board National Examination and Licensure will allow the graduate to work in positions such as Barber, Stylist, Master Barber, or Barber Shop Operator.

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

- 240 Hair Styling
- 105 Permanent Waving and Chemical Straightening
- 50 Hair Coloring and Bleaching
- 80 Hair Cutting
- 40 Shaving

**MINIMUM HOURS OF TECHNICAL INSTRUCTION:**

1. Laws and Regulations.....20
2. Health and Safety/Hazardous-Substances (Shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B).....20
3. Disinfection and Sanitation (shall include, but is not limited to 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 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).....20
4. Anatomy and physiology.....15
5. Hairstyling (Shall include hair analysis, shampooing, finger waving, pin curling, comb-outs, straightening, waving, curling with hot combs, hot curling irons and blower styling.).....65
6. Permanent Waving & Chemical Straightening (Shall include hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.).....40
7. Haircutting (Shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears, for wet and dry cutting).....20
8. Hair coloring and Bleaching (Shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses). (A) Hair coloring.....30 (B) Bleaching.....30
9. Shaving Preparation and Performance (Shall include 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.)...100

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

**ADDITIONAL TRAINING:** is provided in communication skills that include professional ethics, salesmanship, decorum, basic tax information relating to booth renters, independent contractors, employees and employers.

**EDUCATIONAL GOALS:** The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber, Stylist, Master Barber, or Barber Shop Operator.

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their text books, perform actual practical operations (services) on another person or mannequin, and must take and pass assigned tests with a grade point average of 70% (C) or better.

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

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

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** Completion certificates will be issued after completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade to receive a completion certificate. Students will be permitted to retest for any grade below passing.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10th grade. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 70%.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Tuesday through Saturday in the case of day students and Monday through Friday in the case of night students. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

**REQUIRED WRITTEN MATERIALS:** The following textbook is used in this course and is supplied by the school as part of the student kit: *Milady's Standard Professional Barbering*, June 2010. ISBN-13: 978-1435497153.

**GRADING PROCEDURES:** Students are graded on both written and practice evaluations throughout the course. Written exams are administered after every unit of study and at the end of the freshmen module. Student must obtain a minimum of 70% on this freshmen final as a requisite of exiting the freshmen curriculum and entering the clinic floor. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are

on a Pass/Fail basis, entered into our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted and the performance must be repeated. There are four exceptions to the Pass/Fail system. These are: the 300 Hour Assessment (“Practical Freshmen Final”), 900 Hour Assessment, 1200 Hour Assessment and the Practical Mock State Board Exam, all of which are graded out of 100. Students must maintain an average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>100% - 90%</b>	<b>A</b>	<b>Superior Performance</b>
<b>89% - 80%</b>	<b>B</b>	<b>Above Average</b>
<b>79% - 70%</b>	<b>C</b>	<b>Average</b>
<b>69% - 60%</b>	<b>D</b>	<b>Below Average</b>
<b>59% - 00%</b>	<b>F</b>	<b>Unsatisfactory</b>

**CURRICULUM FOR MANICURIST COURSE**

**(400 HOURS)**

(S.O.C. 39-5092): 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. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring. Such technical instruction and practical operations shall include:

**MINIMUM SPECIFIED PRACTICAL OPERATIONS:**

10	Disinfection and Sanitation	40	Water and Oil Manicures
20	Complete Pedicure	80	Acrylic Liquid and Powder Brush On Nails
60	Nail Tips	40	Nail Wraps and Repairs

**TECHNICAL SUBJECT**

**Min. Theory Hours:**

- |  |           |
|--|-----------|
| 1. The Cosmetology Act and the Program's Rules and Regulations   | <b>10</b> |
| 2. Cosmetology Chemistry related to manicuring practices (shall include the chemical composition and purpose of nail care preparations).   | <b>10</b> |
| 3. Health and Safety/Hazardous Substances (shall include training in chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B).  | <b>15</b> |
| 4. Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions, for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment). | <b>10</b> |
| 5. Bacteriology, Anatomy, and Physiology.  | <b>10</b> |
| 6. Water and Oil Manicures, including hand and arm massage   | <b>15</b> |
| 7. Complete Pedicure, including foot and ankle massage.  | <b>10</b> |
| 8. Application of Artificial Nails   |           |
| (A) Acrylic: Liquid and Powder Brush-Ons   | <b>15</b> |
| (B) Nail Tips  | <b>10</b> |
| (C) Nail Wraps and Repairs   | <b>05</b> |

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:** Salon Mgmt., communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Cosmetology field.

**MANICURIST PERFORMANCE OBJECTIVE:** Acquire knowledge of laws and rules regulating California's cosmological establishments' practices. Acquire the knowledge of sanitation and sterilization as related to all phases of nails. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED:** Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student

salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Tuesday through Saturday. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

**REQUIRED WRITTEN MATERIALS:** The following textbook is used in this course and is supplied by the school as part of the student kit: Frangie, Catherine M. *Milady's Standard: Nail Technology*. Clifton Park, NY: Thomson/Delmar Learning, 2007. Print.

**GRADUATION REQUIREMENTS:** Completion certificates will be issued after completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Classroom and lab instruction will be tested. The student must achieve a passing grade to receive a completion certificate. Students will be permitted to retest for any grade below passing.

**LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have completed the 10<sup>th</sup> grade. A manicuring license will be granted by the State of California only after the student as successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70%.

**GRADING PROCEDURES:** Students are graded on both written and practice evaluations throughout the course. Written exams are administered after every unit of study and at the end of the freshmen module. Student must obtain a minimum of 70% on this freshmen final as a requisite of exiting the freshmen curriculum and entering the clinic floor. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are on a Pass/Fail basis, entered into our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted and the performance must be repeated. The exception to the Pass/Fail system in practical evaluations is the Practical Mock State Board Exam which is graded out of 100. Students must maintain an average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>100% - 90%</b>	<b>A</b>	<b>Superior Performance</b>
<b>89% - 80%</b>	<b>B</b>	<b>Above Average</b>
<b>79% - 70%</b>	<b>C</b>	<b>Average</b>
<b>69% - 60%</b>	<b>D</b>	<b>Below Average</b>
<b>59% - 00%</b>	<b>F</b>	<b>Unsatisfactory</b>



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

**ADDITIONAL TRAINING:** Salon Mgmt., communication skills which includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Esthetician field.

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

Students will attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, must take and pass assigned tests with a grade point average of 70% (C) or better. The student will learn the techniques and methods of performing facials both manual and electrical, proper make-up techniques, hair removal techniques, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the student actually performing client services (practical operations). Instruction will also be provided in areas of how to seek and obtain employment,

Each unit of instruction is divided into six levels of instruction, (1) theory classes, (lectures and demonstrations) (2) theory testing (written and oral) (3) practical operations demonstrations (4) practical operations on mannequin or other person (5) complete operations performed on another person (6) performance review (progress evaluations, see satisfactory progress policy).

**COURSE GRADUATION REQUIREMENTS:** The student must complete all required theory hours, practical operations with a cumulative total of 600 clock hours required for the course which encompass both theory and practical training, with a GPA (Grade Point Average) of 70% (C) or better. Completion certificates (Diploma) will be issued after completion of the entire program and all tuition fees are paid in full or otherwise accounted for. Students are assisted in completing the necessary documents to file for the appropriate program in the Barbering and Cosmetology examination.

**ESTHETICIAN COURSE LICENSING REQUIREMENTS:** Applicant must be 18 years of age or older and have complete the 10<sup>th</sup> grade. An Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above, and has passed the Esthetician State Program Exam with an overall average of 70%.

**RESOURCES:** Esthetician textbook, notes from class lectures, supplemental material handed out in classes, school library and demonstrations.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Tuesday through Saturday. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

**REQUIRED WRITTEN MATERIALS:** The following textbook is used in this course and is supplied by the school as part of the student kit: Gerson, Joel, Janet D'Angelo, Shelley Lotz, and Sallie S. Deitz. *Milady's Standard Esthetics: Fundamentals*. Clifton Park, NY: Delmar, 2013. Print.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related



learning methods are used in the course. Students will read assigned chapters in textbook and other materials available in school library, attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on practical operations, and perform practical operations on another person and/or mannequin.

**GRADING PROCEDURES:** Students are graded on both written and practice evaluations throughout the course. Written exams are administered after every unit of study and at the end of the freshmen module. Student must obtain a minimum of 70% on this freshmen final as a requisite of exiting the freshmen curriculum and entering the clinic floor. Practical evaluations are administered on a continuing basis throughout the program. Practical evaluations are on a Pass/Fail basis, entered into our grading system as 100% upon completion. If the practical evaluation does not meet satisfactory requirements, it is not counted and the performance must be repeated. The exceptions to the Pass/Fail system in practical evaluations are the Practical Freshmen Final and the Practical Mock State Board Exam both of which are graded out of 100. Students must maintain an average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<b>100% - 90%</b>	<b>A</b>	<b>Superior Performance</b>
<b>89% - 80%</b>	<b>B</b>	<b>Above Average</b>
<b>79% - 70%</b>	<b>C</b>	<b>Average</b>
<b>69% - 60%</b>	<b>D</b>	<b>Below Average</b>
<b>59% - 00%</b>	<b>F</b>	<b>Unsatisfactory</b>

## **CURRICULUM FOR TEACHER TRAINEE COURSE**

**600 HOURS**

(S.O.C. 25-1194): The curriculum for students enrolled in a Teacher Trainee course shall consist of six hundred (600) clock hours of technical instruction and practical operations in teaching the art of cosmetology, as defined in section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the teacher trainee of instructional techniques and principles. Please note: 110 hours will be devoted to clinic/theory experiences which shall include all phases of being an instructor.

<b><u>TECHNICAL SUBJECT</u></b>	<b>THEORY HOURS</b>
1. The Cosmetology Act and the Bureau's Rules and Regulations	<b>10</b>
2. Preparatory instruction	
a. Instructional techniques: method of instruction, lecture, demonstration, performance, communication skills, instructional aides and the use of questions to promote learning.	<b>40</b>
b. Organization techniques 4 step teaching method, performance objectives and learning domains, etc.	<b>30</b>
c. Lesson planning, subject title, outlines, development and visual aids, etc.	<b>60</b>
d. Techniques of evaluation : purpose of tests; types of tests; test administration; scoring and grading etc.	<b>10</b>
3. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor.)	
4. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	

<b><u>PRACTICAL SUBJECT</u></b>	<b>PRACTICAL OPERATIONS</b>
1. (A) Organization techniques 4 step teaching method: performance objectives; and learning domains, etc.	<b>50</b>
(B) Lesson planning: Subject title; outlines; development and visual aids, etc.	<b>50</b>

\*\*\* A Student enrolled in the Teacher Trainee course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

### **TEACHER TRAINEE PERFORMANCE OBJECTIVES**

1. Teacher related information, manipulative operations and techniques.
2. Use various teaching aids, such as instruction sheets, visual aids and tests. To provide information about:
  - A. Specific teaching techniques used by the vocational teacher in the working area and in the classroom.

**TO DEVELOP AN APPRECIATION OF:** The necessity for constant effort towards achievement of professional competency as a teacher and the importance of developing personal characteristics that contribute to success in teaching.

**SEQUENCE AND FREQUENCY OF CLASS SESSIONS:** Class sessions are held daily, Tuesday through Saturday. Due to the nature of clock hour programs such as this one, specifics of sequence and frequency of class sessions vary depending on the student's schedule.

**REQUIRED WRITTEN MATERIALS:** There are no required textbooks for this course.

**SKILLS TO BE DEVELOPED:** Develop occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students, develop lesson plans, outlines, procedures and tests that will insure student comprehension and will instill the will to learn even the most difficult student, development of a course content reflecting a comprehensive, correlated unit of study, development of supplemental teaching aids that

will give the student a variety of ideas from which to draw and maintain motivation.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Student must possess a high school diploma, and shall have satisfactorily completed Theory and Operations with an average grade of 70% or better. Upon completion from the course the student will be awarded a diploma certifying his or her graduation.

**CALIFORNIA. HAIR DESIGN ACADEMY, INC.**  
**FACULTY/ORGANIZATIONAL CHART**

**President/CEO/COO/CAO/Director**  
 MR. LEN STEINBARTH

**Corporate Secretary/Treasurer**  
 MRS. BOBBIE STEINBARTH

**Financial Aid Officer**  
 MS. BRENDA GARCIA

**Assistant Financial Aid Officer**  
 MRS. STACIE McLAUGHLIN

**Admissions**  
 MS. BRENDA GARCIA  
 MS. BRE STEINBARTH  
 MRS. STACIE McLAUGHLIN

**Placement**  
 MS. BRENDA GARCIA  
 MS. BRE STEINBARTH

**Business Office**  
 MR. LEN STEINBARTH  
 MRS. BONA BRODING-RUIZ

**Instructors:** Mr. Alejandro Quintero, Mr. Jose Astorga, Ms. Catherine Alba, Mr. Art Kern, Mr. Paul Ancho, Mrs. Rachael Arias, Mr. Jason Carson, Mrs. Paula Pedrero, Ms. Christina Gastelum, Ms. Karen McCloskey, Mrs. Charlotte Rankin, , Mrs. Rosa Quintero, Mr. Tom Huber  
**Receptionists:** Ms. Dina De La Vega, Ms. Jynneva Chavez, Ms. Karla Garcia, Ms. Stephanie Ortega

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**EDUCATIONAL FACULTY QUALIFICATION LIST**

Mr. Alejandro Quintero Licensed Cosmetologist	SUPERVISING INSTRUCTOR (Chula Vista) 21 years
Ms. Catherine Alba Licensed Cosmetologist	NIGHT SCHOOL SUPERVISING INSTRUCTOR (Chula Vista) 06 years
Mr. Art Kern Licensed Cosmetologist	SUPERVISING INSTRUCTOR (La Mesa) 53 years
Mr. Paul Ancho Licensed Cosmetologist	INSTRUCTOR 19 years
Ms. Rachael Arias Licensed Esthetician	INSTRUCTOR (Chula Vista) 03 years

Mr. Jason Carson Licensed Cosmetologist	INSTRUCTOR 05 years
Mr. Tom Huber Licensed Cosmetologist	INSTRUCTOR 21 Years
Mrs. Paula Pedrero Licensed Cosmetologist/Esthetician	INSTRUCTOR 13 years
Ms. Christina Gastelum Licensed Cosmetologist	INSTRUCTOR (Chula Vista) 16 years
Ms. Karen McCloskey Licensed Cosmetologist	INSTRUCTOR 27 years
Ms. Charlotte Rankin Licensed Cosmetologist	INSTRUCTOR 20 years
Ms. Rosa Quintero Licensed Cosmetologist	INSTRUCTOR (Chula Vista) 29 years
Mr. Jose Astorga Licensed Barber	INSTRUCTOR (Chula Vista) 12 years

**BOTH CAMPUSES ARE UNDER THE SAME OWNERSHIP  
AND ADMINISTRATION WITH THE MAIN OFFICE LOCATION BEING THE  
LA MESA CAMPUS**

**END**