**Cosmetology, Esthetic, Nail Technician**

**Natural Hair Care, Master Educator**

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CBC MISSION STATEMENT:

To equip Cosmetology bound secondary students with a career that will be filled with unlimited potential, in the scientific study at which you choose whether it be hair, skin, or nails.

OUR GOAL:

To take CBC graduates among the elite, in directions that holds the possibility to make you a confident, successful professional. To offer an exceptional learning experience of “**HEAR IT, SEE IT, DO IT.**”

To offer active workbook study that allow the student and the Master Educator to work together to learn valuable techniques needed in the beauty industry.

We offer **Professional Business** self-motivation, technical skills, and effective communication through theory and practical experiences.

**Hands on Training** for students to have a professional experience in our practical classrooms to equip them to become a professional Cosmetologist, Esthetical, Natural Hair Care Specialist, Master Educator, or Nail Technician.

**GPA motivation** will assist in strengthening student grade point average, attendance, and job placement, upon completion.

**We will offer a business fundamental course**: Considering how the field of cosmetology is growing and advancing, the various paths that a professional may take are rapidly expanding and may soon be limitless. Cosmetechnology Beauty College believes education is the process that narrows the gap that exists in all of us and our economy.

**State Board Exam** Upon completing the course of study, we will fully assist student in passing the final written and practical exam before graduation.

**Upon Completion** and passing the State Board Exam your licensure as a Professional leads to career opportunities as a, Salon Technician, Stylist, Platform Artist, Salon Owner, Education Consultant. We understand that you will play an important role in the lives of your clients. They will come to rely on you to provide them with ongoing service, enabling them to look and feel their best.

**Become a professional in the Worldwide Beauty Industry field of Cosmetology.**

**About the President**

Ruth Hicks is the founder and inventor of *Hicks Edges*, owner of *Hicks Total Transformations*, and *Cosmetechnology Beauty College*. She has been in the Beauty Industry for over 38 years and is passionate to deliver quality products, coupled with affordable education, globally.

Ruth humble career began in the U.S. at Glemby International.Soon after, she opened her first salon,*Fiera Beauty Salon****,*** in a small U.S. town.She later moved to Europe where she resided for twenty-seven years. While there she owned a chain of beauty salons, a beauty supply store and barbershops throughout Germany. During her time in Europe she participated in many Hair Competitions, winning Black Trophy Mondale Coiffure Beate in Paris 3 years in a row, along with the Deusche Cat Meisterchaft two times gold medal.In addition, Ruth worked in Profiwella Chemical Lab helping to develop hair products: Fifteen years internationally with Luster Products as a Technical Educator instructing stylists in London, Paris, Germany, Amsterdam, and throughout the world. When asked the reason for starting Hicks Total Transformations product and *Cosmetechnology Beauty College*, Ruth says, “I want to continue to educate and produce hair care products that help the hair to look good while keeping the hair healthy also. …products not only for the consumer but products that makes the job of the stylist easier.”

With her Master Educator license, the goal is to open Cosmetology schools worldwide and that goal has come to fruition at *Cosmetechnology Beauty College*.

**From the desk of Ruth Hicks**

What a privilege and opportunity to introduce *Cosmetechnology Beauty College* into the Beauty Industry. Since we first started in 1978, it’s been our dream to make a special difference in people’s lives through our business. I am passionate about providing true education about ourselves; including our hair, skin, and nails. I see beauty as a God given art from head to toe. It is my desire

to create the best hair care products known to man and provide quality, affordable education to the *Cosmetechnology College* student, while leaving a legacy behind that will continue to educate Cosmetologist worldwide.I would like to encourage our students to "go for it.” We are blessed with a big God given planet, a planet, that He put us here to take dominion over. At *Cosmetechnology* *Beauty College* we will assist in the development of your gifts to propel you towards achieving your own goals and vision within the vast field of Cosmetology. I personally want to say, welcome and thank you, for choosing *Cosmetechnoloy Beauty College*!

**Welcome**

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**Plan your future wisely.**

**Your future in cosmetology awaits you at Cosmetechnology Beauty College.**

We are happy you have chosen to enroll in our college. One of our goals is to emphasize to students the importance of the context and learning environment in which they choose to get educated. We went all out to make this a memorable learning experience. Our beautifully designed college is a 6700 square feet facility, equipped with the best state of the art technology to provide you with a “state of the art” learning experience. Class size ranges from 10-20 students, depending on space availability and time of year.

It does not matter if you are computer savvy or not. You get a chance to choose from our updated Text Books or the eBook that has it all. Add notes to the pages, highlight, bookmark, create flashcards, with ReadSpeak Technology.

**Mindtap**- incorporates technology that will allow you to have specific words, sections, or the entire ebook read aloud.

**StudyHub**- StudyHub compiles all of your notes, highlights, bookmarks and study guides in one place so you can quickly review course materials.

**Digital Portfolio**-Create your very own portfolio to showcase your best work online. You can continue to access, build and use this portfolio even after graduation.

**Dictionary**-A full Merriam-Webster dictionary of terms is always at your fingertips. Simply highlight words in reading activities and have the option to look up the definition instantly.

**Connect Yard Message Board** allows you to interact with your classmates and instructors, ask questions, and upload your work.

**Videos** contain videos to help you learn the content.

**Activities-**Includes different types of fun activities to help reinforce what you are learning.

**Glossary** online you can take with you after you complete the course.

As a new student, you are offered resources for your success at Cosmetechnology Beauty College. Prepare yourself for the best in education. We promise to offer you a world of knowledge that will enhance your personal and professional life.

You are also welcome to come and visit our college at your convenience even before you enroll. You will receive the full grand tour of our facility; have a peek at your amazing r**oll about** **kit** (no more heavy, oversized, duffle bag to carry). You will actually have a roll-about kit loaded is equipped with every supply and tools you need to start you career. Visit your classroom that is fully equipped with visuals that will give you a learning experience beyond your imagination. Visit our campus stores that will teach you how to start your own business after you have completed your course and taken the State Board Exam. Best of all you can meet the staff and find out what you can expect from our team of Educators and Academic Advisorsand what they will expect from you. They will be excited to listen to your expectations along with sharing professional advice to maximize your experience and expectations, and answer your questions.

**Admissions and Enrollment**

This department will assist you in embarking on the road to successfully fulfilling your academic dreams**.** The Enrollment Services department will answer all your questions at Cosmetechnology Beauty College. The Advisory Committee is the place to go for information and assistance for admissions, registration, billing and payments, student records/transcripts, degree evaluation and other enrollment-related services. Cosmetechnology Beauty College does not discriminate based on sex, age, gender, religion, Age Disability, National Origin Race/Color, Religion. The college dose not recruit students already attending or admitted to another school offering a similar program of study.

**Admission Requirements for Cosmetology, Esthetics, Nail Technology, Natural Hair Care or Educator Courses**

To be accepted into the school all applicants must meet the following requirements:

1. Must be at least 17 years old by their projected graduation date.

2. Must provide proof of being a standard high school graduate or GED recipient.

3. Must provide a valid driver's license or photo ID and a social security card.

4. Must complete and submit: Cosmetechnology Beauty College application with a $25 non-refundable application fee.

5. Be approved for acceptance by the school.

6. Attend New Student Orientation.

7. Complete all financial arrangements, applications, and paperwork. (In the case you withdraw from the course, no hours or academics will be released until all financial obligations are met or arranged).

* Transcripts should show courses through twelfth grade. Upon graduation, submit a final transcript confirming graduation and showing all academic course work.
* Official transcripts must be signed, embossed, and sealed for delivery to the school. A high school transcript that is faxed from the high school may be accepted as long as it contains a cover sheet with the school’s letterhead and a school official’s signature.
* All courses are taught in **English and Spanish**

Email to: [info@cosmetechcollege.com](mailto:info@cosmetechcollege.com)

**Scholarship Application**

Cosmetechnology Beauty College is interested in learning more about you. Write an essay of 600 words or less that shares information that we cannot find elsewhere on your application. Any topic you choose is welcome. Some ideas you might consider include your future ambitions and goals, a special talent, extracurricular activity, or unusual interest that sets you apart from your peers, or a significant experience that influenced your life. Find application at [www.Cosmetechnology.com](http://www.Cosmetechnology.com) or call 704-993-0881 to request a copy.

**Schedule/ Start Dates**

We are offering Full Time and Part Time.

Options 1: Full Time (35 hrs. /wk.): Monday – Friday, from 10:00am to 5:00pm

Options 2: Part Time (20 hrs. /wk.): Monday - Friday, between 10am to 5pm

Course classes start daily depending on prospective student interest. Please see the Admissions Representative to receive the actual start dates.

**Payment Plan**

Cosametechnology Beauty College offers payment plans where you can pay your tuition in smaller payments.

**ADMISSIONS AND ORIENTATION POLICY**

**The New Student Orientation program** includes a variety of activities that are meant to help you successfully transition to the college and prepare you for an exciting first semester. Orientation is a great opportunity to meet students, staff and faculty, find out what it takes to be a successful student, and learn about helpful college resources. For orientation, check in begins at 10:00 a.m. with the program beginning promptly at 10:30 a.m. and continuing to 5:00 p.m. Please plan to stay for the entire time. A continental breakfast, lunch and snacks will be provided throughout the day.

At orientation you can:

* Receive advising
* Get registered for courses
* Learn tips that will help you achieve academic success at Cosmetechnology Beauty college
* Tour the College
* Complete the enrollment form
* Registered for our student ID cards
* Class Hours and Dates
* Attend breakout sessions
* View the Course Study
* View your Kits and supplies
* Network with other students
* Questions and Answers
* Refreshments
* Research interests
* Hear from current students about college life
* Make new friends
* Visit the College Stores to purchase uniforms
* Get your individual questions answered
* Have your photo taken for your Id Card

**Qualification for a passing Performance Services and Theory**

Cosmetechnology Educators must measure how far the learner has come in order to plan future training. Educators will use grading to challenge learners and asses their educational progress and measure their knowledge. The main categories are usually assessed and graded are:

* Theoretical knowledge
* Practical skills
* Attitude

**Grading Chart**

A 100%-93% 5 Excellent

B 92%-83% 4 Very Good

C 82%-75% 3 Satisfactory

D 74%-68% 2 Needs Improvement;

F Below 68% 1 Does not meet standards

Incomplete 0

Students are assigned theory and a minimum number of practical experiences in each category. Specific theory and practical assignments are designated as requirements for graduation from the course.

Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to the text procedures, performance standard established by the state licensing agency, and requirements set forth in the Practical Skill Competency Evaluation Criteria.

**Written Practical**

**Grading Chart**

A 100%-93% 5 Excellent

B 92%-83% 4 Very Good

C 82%-75% 3 Satisfactory

D 74%-68% 2 Needs Improvement;

F Below 68% 1 Does not meet standards

Incomplete 0

The preceding grading chart for the learner’s knowledge of theory is assessed through written testing consisting of one or more of the following categories:

* True or false
* Filling in the blank
* Multiple choice
* Matching exercises
* Essay questioning

Practical skills and attitude are assessed by allowing the educator to observe student’s behavior using performance evaluation methods such as:

* The Likert scale
* The rating scale
* Checklist
* Performance checklists

At least 75% in each applicable category must be attained for a passing score. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

**To calculate** the overall competency evaluation score, the evaluator averages the percentages for all

* Categories and converts to the above scale. Each student is counseled regarding evaluation results and the permanent record is signed by the verifying Cosmetechnology Beauty College instructor and the student examination candidate.
* NOTE TO RATER: Check item if performed correctly. Leave blank if unsatisfactory. Divide the number correct into the number possible to determine the score using a 100% scale.

**EDUCATIONAL SCHEDULE OF ATTENDANCE**

**The hours do not include Holidays, Teacher Work days and days off.**

**Cosmetology Program - 1500 hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schedule | Completion Time | Days | Time | Instructional  Credit Hours |
| Full Time | 45 Weeks | M-F | 10:00am-5:00pm | 7 hour/day |
| Part-Time | 125 Weeks | M-F | Between 10am-5pm | 4 hours/day |

**Nail Technician Program 300 hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schedule | Completion Time | Days | Time | Instructional  Credit Hours |
| Full Time | 9 Weeks | M-F | 10:00am-5:00pm | 7 hour/day |
| Part-Time | 25 Weeks | M-W | Between 10am-5pm | 4 hours/day |

**Esthetic Program 600 hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schedule | Completion Time | Days | Time | Instructional  Credit Hours |
| Full Time | 22 Weeks | M-F | 10:00am-5:00pm | 7 hour/day |
| Part-Time | 44 Weeks | M-W | Between 10am-5pm | 4 hours/day |

**Natural Hair Care Program 300 hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schedule | Completion Time | Days | Time | Instructional  Credit Hours |
| Full Time | 9 Weeks | M-F | 10:00am-5:00pm | 7 hour/day |
| Part-Time | 25 Weeks | M-W | Between 10am-5pm | 4 hours/day |

**Cosmetology Teacher Curriculum 800 hours**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Schedule | Completion Time | Days | Time | Instructional  Credit Hours |
| Full Time | 23 Weeks | M-F | 10:00am-5:00pm | 7 hour/day |
| Part-Time | 67 Weeks | M-W | Between 10am-5pm | 4 hours/day |

COSMETIC ART CURRICULA Cosmetic art schools shall develop and submit to the Board a curriculum of each discipline to be taught at the school. Before a student may perform a live model performance the student shall pass the respective mannequin performance evaluation plan and blood exposure and disinfection procedure evaluation plan submitted by the school as required. Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client. All cosmetic art students shall receive training on Material Safety Data Sheets prepared by the manufacturer on all products used by the school's students in performances.

**Course curriculum for each cosmetic art discipline and teacher trainee program to be taught at CBC**

**Cosmetology Curriculum**

**COSMETOLOGY CURRICULUM** to meet the approval a cosmetologist training course shall consist of 1500 hours of instruction in theory and practical performances as set forth.

Before a student may perform a live model performance the student shall pass the respective mannequin performance evaluation plan and blood exposure and disinfection procedure evaluation plan submitted by the school as required.

Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client.

**TEXT BOOK**

**Cosmetology**

The art and science of beautifying and in improving the hair, skin, and nails, and the study of cosmetics and their application. Salon Business, self-motivation, technical skills, effective communication through theory and practical experience are designated as requirements for graduation from the course. The Practical Cosmetology Sill Competency Evaluation Criteria students must master. A Theory grade average of 75 percent and pass a final written practical exam before graduation.

Upon completing, the course of study and the inner active workbook the student will learn valuable qualities needed in the Beauty Industry. Students will gain knowledge in the technical skills and discover education methods that are needed in the field of cosmetology. Upon Completion and passing the State Board Exam your licensure as a Cosmetologist also leads to Career opportunities such as Salon Technician, Stylist, Platform Artist, Salon Owner, Education Consultant and many more. Considering how the field of cosmetology is growing and advancing, the various paths that a professional educator may take are rapidly expanding and may soon be limitless. Education is the process that narrows the gap that exist in all of us and our economy between what we are and what we can become, to make a difference for students to become educated in the field of cosmetology.

**COSMETOLOGY CURRICULUM**

**To meet the approval of the Board, a cosmetologist-training course shall consist of 1500 hours of instruction in theory and practical performances as set forth in the rules of cosmetology. Rules are as follows:**

(1) Professional image

(2) Sanitation

(3) Bacteriology

(4) Disinfection

(5) First aid

(6) Anatomy

(7) Electricity

(8) Chemistry

(9) Professional ethics

(10) Draping

(11) Shampooing

(12) Roller sets

(13) Pin curls

(14) Ridge curls with C shaping

(15) Finger waves

(16) Braids

(17) Artificial hair

(18) Up-styles

(19) Blow-drying

(20) Brush control

(21) Blow-drying with curling iron

(22) Pressing or thermal

(23) Hair cutting

(24) Partings

(25) Perm wraps

(26) Relaxer sectioning

(27) Color application sectioning

(28) Scalp treatments

(29) Manicures

(30) Pedicures

(31) Artificial nails

**Styles and techniques of cosmetology services including:**

(A) Arranging

(B) Dressing

(C) Curling

(D) Waving

(E) Cutting techniques and implements including razors, clippers, thinning shears, and shears

(F) Cleansing

(G) Cutting

(H) Singeing

(I) Bleaching, or coloring hair

(J) Esthetics

(K) Manicuring

(L) Business management; and

(M) Salon business.

**Cosmetology**

**Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:**

|  |  |  |
| --- | --- | --- |
| **Theory** | **Hours** | |
| Beginners: Professional image, sanitation, bacteriology, disinfection, first aid, anatomy, electricity, chemistry, professional ethics, aping, shampooing, roller sets, pin curls, ridge curls with C shaping, finger waves, braids, artificial hair, up-styles, blow-drying brush control, blow-drying with curling iron, pressing or thermal, hair cutting, partings, perm wraps, relaxer sectioning, color application sectioning, scalp treatments, manicures, pedicures, and artificial nails. | 300 | |
| Advanced: Styles and techniques of cosmetology services including arranging, dressing, curling, waving; cutting techniques and implements including razors, clippers, thinning shears, and shears, cleansing, cutting, singeing, bleaching, or coloring hair; esthetics and manicuring; and business management and salon business. | 1200 | |
| C:\Users\EJ & RUTH\Pictures\COS HAIR38649940.jpg**Certification of performance completions shall be required on the graduation form and Board's application for the examination. Sharing of performance completions shall not be allowed. Credit for a performance shall be given to only one student** | 1500 | |
| **Performance Requirements** | **Live model** | **Mannequin** |
| Scalp and Hair Treatment | **5** | 5 |
| Full Head of Finger waves | 5 | 5 |
| Full head pin-curl and style | 5 | 5 |
| Hair styling - sets, blow-drying, thermal press or flat iron, and artificial hair | 100 | 70 |
| Haircuts | 75 | 10 |
| Chemical reformation or permanent waving and relaxers | 20 | 15 |
| Temporary color | 5 |  |
| Color application - semi, demi, permanent color, and hair lightening | 30 | 10 |
| Multidimensional color - low or high lighting, cap, or bleach | 5 | 10 |
| Lash and brow color | 4 |  |
| Nail care - manicures and pedicures | 4 |  |
| Artificial nails sets | 4 |  |
| Facials with surface manipulations | 10 |  |
| Makeup application | 12 |  |
| Hair removal | 5 |  |
|  |  | |

**Cosmetology Kit Contains**

**COSMETOLOGY AND APPRENTICE STUDENT EQUIPMENT**

Cosmetechnology Beauty College Cosmetology and Apprentice Kit shall be supplied with following equipment:

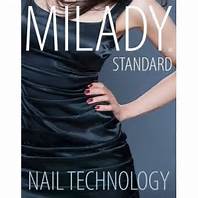
* A complete roll-about -cart
* Implements for a complete manicure
* Twelve combs
* Two capes
* Six brushes
* Thirty-six assorted clips
* Assorted smooth rollers
* Hard rubber or nonflammable comb for heat protection used in thermal styling
* One electric marcel iron
* One razor and one clipper
* One thinning shears
* One shaping shears
* One eyebrow tweezer
* One tint brush
* One mannequin with hair
* One blow dryer

Total Tuition Cost for Cosmetology

**Course No. COS001 Course Hours: 1500 Tuition Fee $15,300**

**Nail Technology**

**TEXT BOOK**

**Nail Technology** – The study of the structure & function and growth of Nail Fungus Disorders and Diseases. Study of the Nail Students will learn to apply light cured gel nails as well as no light gel application. Trained in creative techniques used on nails application of gems, stripping tape foil, freehand painting and much more. Students must master the airbrush technique for nail color and nail art upon completion and passing the State Board Exam. Manicurist or Nail Technicians will be licensed as Nail Technicians. Own your own business, work as a Nail Tech in a Salon or Educational Platform Artist. To meet the approval of the Board, a manicurist-training course shall consist of at least 300 hours of instruction in theory and practical application, divided as follows: 300 hours in an approved cosmetic art school manicurist program and completion of the required [performances](http://reports.oah.state.nc.us/ncac/title%2021%20-%20occupational%20licensing%20boards%20and%20commissions/chapter%2014%20-%20cosmetic%20art%20examiners/subchapter%20t/21%20ncac%2014t%20.0605.html), passage of the State Board examination 75% or higher. Payment of appropriate fees. A minimum of 25 hours’ theory shall be required prior to conducting live model performances on the public. Certification of performance completions shall be required on the graduation form and Board's application for the examination. Sharing of performance completions shall not be allowed. Credit for a performance shall be given to only one student. A "nail set" means one hand including all four fingers and thumb.

**MANICURING CURRICULUM: To meet the approval of the Board, a manicurist training course shall consist of at least 300 hours of instruction in theory and practical performances as set forth in Paragraph of this Rule as follows:**

(1) Manicuring theory

(2) Disinfection

(3) First aid

(4) Trimming

(5) Filing

(6) Shaping

(7) Decorating

(8) Arm and hand manipulation

(9) Sculptured and artificial nails

(10) Pedicuring

**Styles and techniques for the care, treatment, and decoration of the following**:

Fingernails

Toenails

Cuticles

Nail extensions and artificial nails

Electric file

Business management

Professional ethics

**Nail Technology**

**Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:**

|  |  |  |
| --- | --- | --- |
| **Theory and Performance Requirements** | **Hours** | |
| **C:\Users\EJ & RUTH\Pictures\NAILS 77741570.jpg**Beginners: Manicuring theory, disinfection, first aid, trimming, filing, shaping, decorating, arm and hand manipulation, sculptured and artificial nails; and pedicuring | 25 | |
| Advance: Styles and techniques for the care, treatment, and decoration of fingernails, toenails, cuticles, nail extensions and artificial nails; electric file; business management; and professional ethics | 275 | |
| **Certification of performance completions shall be required on the graduation form and Board's application for the examination. Sharing of performance completions shall not be allowed. Credit for a performance shall be given to only one student**  **Performance Requirements** |  |  |
| Manicures including trimming, filing, shaping, decorating, and arm and hand manipulations | 15 |  |
| Applications or repair of sculptured or artificial nail sets | 20 |  |
| Pedicures | 10 |  |

**Nail Kit Contains**

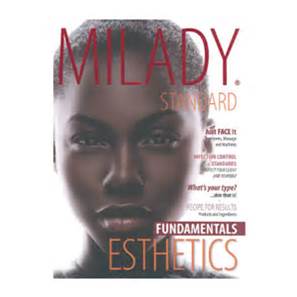
Nail Technology Kit -A Complete Nail Kit Case:

* A manicurist bowl;
* Nailbrushes;
* A tray for manicuring supplies;
* One mannequin hand;
* A manicuring kit containing proper implements for manicuring and pedicuring
* Implements for artificial nails, nail wraps and tipping
* Artificial nails
* Assorted Nail Polish

Total Tuition Cost for Nail Technology

**Course No. Nails007 Course Hours: 300 Course Fee $6, 825.00**

**ESTHETIC**

**TEXT BOOK**

**Esthetics** – The study of the Anatomy of the skin and its nature, structure, functions disorder and diseases. Esthetic students will specialize in the cleansing and prevention, health and beautification of the skin and body. Learning to provide preventive care for the in detect skin problems that require medical attention. Facial and waxing hydrating toning and detoxifying and healing. Students will receive thorough training in the basics of esthetics including knowledge of ingredients and products analysis nutrition and the health of skin, aromatherapy, color therapy, professional makeup and retailing and business skills. Upon completion and passing State Board Exam Career success in the Esthetic industry is growing salon nail esthetic provide educators. Become an Esthetic Business owner, manage a day spa for therapeutic services, become a professional consultant or artist for a major manufacturer. Provide Home Care regimen for clients and much more. Esthetics and skin care are here to stay.

**ESTHETICS CURRICULUM**

To meet the approval of the Board, an esthetician training course shall consist of at least 600 hours of instruction in theory and practical performances as set forth in Paragraph of this Rule as follows:

(1) Anatomy or physiology

(2) Hygiene

(3) Disinfection

(4) First aid

(5) Chemistry

(6) Draping

(7) Facial or body treatment (cleansing, manipulations, masks)

(8) Hair removal

(9) Basic dermatology

(10 Skin care machines, electricity, and apparatus

(11) Aromatherapy

(12) Nutrition

(13) Make-up or color theory

Styles and techniques of esthetics services including:

* Facials
* Makeup application
* Performing skin care
* Hair removal
* Eyelash extensions
* Applying brow and lash color
* Business management
* Professional ethics

**ESTHETIC**

**Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:**

|  |  |  |
| --- | --- | --- |
| **Theory and Performance Requirements** | **Hours** | |
| **C:\Users\EJ & RUTH\Pictures\MAKEUP 45293140.jpg**Beginners: anatomy or physiology, hygiene, disinfection, first aid, chemistry, draping, facial or body treatment (cleansing, manipulations, masks), hair removal, basic dermatology, machines, electricity, apparatus, aromatherapy, nutrition, and make-up or color theory, | 40 | |
| Advanced: Styles and techniques of esthetics services including facials, makeup application, performing skin care, hair removal, eyelash extensions, and applying brow and lash color; business management; and professional ethics | 560 | |
| **Certification of performance completions shall be required on the graduation form and Board's application for the examination. Sharing of performance completions shall not be allowed. Credit for a performance shall be given to only one student**  **Performance Requirements** | **Performances** | |
| Facials Manual (skin analysis, cleansing, surface manipulations, packs, and masks) | 40 |  |
| Facials Electronic (the use of electrical modalities, including dermal lights, and electrical apparatus for facials and skin care including galvanic and faradic) | 30 |  |
| Eyebrow arching | 20 |  |
| Hair removal (hard wax, soft wax, and depilatories) | 30 |  |
| Makeup application (skin analysis, complete and corrective makeup) | 30 |  |
| Eyelash extensions | 10 |  |
| Brow and lash color | 10 |  |

**Esthetics Kit Contains**

**Cosmetechnology Beauty College Esthetics Kit shall supply each esthetician student with a complete roll-about-kit which includes:**

* Draping
* Spatulas
* Tweezers
* Complete Make-up supplies
* One mannequin
* Facial Mask
* Facial Products
* Make up Brushes
* Soft Tissue

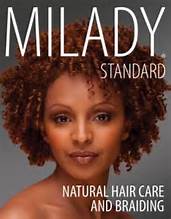


Total tuition cost for Esthetics

**Course No. EST007 Course Hours: 600 Course Fee $7,825.00**

**Natural Hair Care**

**TEXT BOOK**

 **Natural Hair Care -** a service that results in tension on hair strands or roots by twisting, wrapping, extending, or locking hair by hand or mechanical device. For purposes of this definition the phrase "natural hair care" shall include the use of artificial or natural hair.

How to become licensed as a natural hair care stylist (for individuals not practicing prior to July 1, 2010)

Complete a 300-hour natural hair care styling course in a NC approved cosmetic art school, pass the written and practical examinations with a score of 75 or higher and pay the license fee to the NC Board of Cosmetic Art Examiners 1207 Front Street Suite 110 Raleigh, NC 27609.

**NATURAL HAIR CARE CURRICULUM**

To meet the approval of the Board, a natural hair care styling training course shall consist of 300 hours of instruction in theory and practical performances as set forth in Paragraph (b) of this Rule as follows:

(1) Sanitation

(2) Bacteriology

(3) Disinfection

(4) First aid

(5) Shampooing

(6) Draping

(7) Anatomy

(8) Disorders of the hair and scalp

(9) Client consultation

**Styles and techniques of natural hair styling include:**

* Twisting
* Wrapping
* Extending
* Locking
* Blow-dry and thermal iron
* Business management
* Professional ethics

**Performances shall be defined as the systematic completion of the steps for safe and effective cosmetic art services to a client and shall include the following:**

**Natural Hair Care**

|  |  |  |
| --- | --- | --- |
| **Theory and Performance Requirements** | **Hours** | |
| Beginners: Sanitation, bacteriology, disinfection, first aid, shampooing,  draping, anatomy, disorders of the hair and scalp, client consultation. | 60 | |
| Advanced: Styles and techniques of natural hair styling including  twisting, wrapping, extending, locking, blow-dry and thermal iron; and  business management and professional ethics. | 240 | |
| C:\Users\Ruth Hicks\AppData\Local\Microsoft\Windows\INetCacheContent.Word\COSMETECHNOLOGY  natural hair.jpg**Certification of performance completions shall be required on the graduation form and Board's application for the examination. Sharing of performance completions shall not be allowed. Credit for a performance shall be given to only one student** | **Services** | |
| **Performance Requirements** | Mannequin | Live Model |
| Braids | 5 | 5 |
| Twists | 5 | 5 |
| Knots | 3 | 2 |
| Corn Rows | 3 | 2 |
| Hair-Locking | 5 | 5 |
| Artificial Hair and Decorations | 5 | 5 |
| Blow-dry and Thermal Iron | 5 | 5 |
| Braid Removal | 5 | 5 |

**Sharing of performance completions shall not be allowed unless the live model service consists of 20 or more lengths of hair.**

**Credit for a performance shall be given to only one student unless the performance meets the requirements of paragraph d in this rule.**

**A performance shall consist of 10 or more lengths of hair**

**Natural Hair Care Kit Contains**

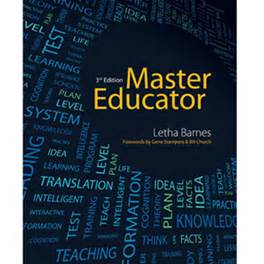
**Each natural hair care school shall supply each natural hair care student with the following:**

* Six combs
* Six brushes
* Ten clips
* Mannequin with hair
* One blow-dryer
* Two capes
* Human Hair
* Synthetic Hair
* Glue
* Caps

Total Tuition Cost for Natural Hair Care

**Course No. NAT005 Course Hours: 300 Course Fee $6,825,00**

**Master Educator Trainee**

**TEXT BOOK**

Welcome to the wonderful world of teaching. Making the decision to pursue the career of an Educator in Cosmetology and related fields is an important one. To educate means to train by formal instructions and supervised practice especially in a skill, trade or profession. As an educator your focus will be to provide education and training in cosmetology and related areas.

Your Course of study will include:

* History of Teaching
* Profiles of a Master Educator
* Dynamic Program Study
* Education Aids
* Teaching Skills and Presentation Technique
* Results Oriented Classroom Management
* Industry Needs
* Teaching a Dynamic Clinic
* Teaching to Diverse Learning Styles
* Powerful Teaching

**Admission Requirements for Instructor Training Program**

1. Must be a licensed Cosmetologist, Nail Technician, or Esthetician.

2. Must provide proof of being a standard high school graduate or GED recipient.

3. Must provide a valid driver's license or photo ID and a social security card.

4. Must complete and submit: Completed Cosmetechnology Beauty College application with a $100 non-refundable application fee\*

5. Be approved for acceptance by the school. The school does not recruit students already attending or admitted to another school offering the same course of study.

6. Complete all financial arrangements, applications, and paperwork. In the case you withdraw from the course, no hours or academics will be released until all financial obligations are met.

|  |  |
| --- | --- |
| **Certification of performance completions shall be required on the graduation form and Board's application for the examination. Sharing of performance completions shall not be allowed. Credit for a performance shall be given to only one student**  **Requirement Description** | 150 |
| Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, facilitating student shop internship, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board |  |
| Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations | 650 |

**A minimum of 150 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom.**

**TEACHER TRAINEES PROGRAM**

At Cosmetechnology Beauty College a cosmetic art teacher trainee may not perform clinical services on a client at the school. A cosmetic art teacher trainee shall be supervised by a cosmetic art teacher at all times when the trainee is at Cosmetechnology Beauty College. A manicurist, natural hair care or esthetician teacher may supervise a cosmetic art teacher trainee with regard to manicuring, natural hair care, or esthetics. Cosmetechnology Beauty College art teacher trainee program may be a full time program or a part time program. Cosmetechnology Beauty College cosmetic art teacher trainee, however, may not receive credit for more than 10 hours per day. Teacher trainees may present lessons they have prepared under the direct supervision of a licensed cosmetic art teacher as long as the supervising teacher is present in the classroom. Persons receiving teacher training in a cosmetic art school shall be furnished a teacher's manual and shall spend all of their training time under the direct supervision of a licensed cosmetic art teacher and shall not be left in charge of students or the school at any time.

COSMETOLOGY TEACHER TRAINEE CURRICULUM to meet the approval of the Board, a cosmetologist teacher training course shall consist of at least 800 hours of instruction in theory and practical application, divided as follows:

|  |  |  |
| --- | --- | --- |
| Requirement Description | Hours |  |
| Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, facilitating student shop internship, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board  150 | 150 | A minimum of 150 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom. |
| Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations. | 650 |  |

Total Tuition Cost for Cosmetology Teacher Trainee Program

**Course No. CTT001 Course Hours: 800 Tuition Fee $7,825.00**

ESTHETIC TEACHER TRAINEE CURRICULUMto meet the approval of the Board under the standards set out in these Rules, an esthetician teacher training course shall consist of at least 650 hours of instruction in theory and practical application, divided as follows:

|  |  |  |
| --- | --- | --- |
| Requirement Description | Hours |  |
| Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, preparing class lectures and presentations, preparing examinations, grading, and G.S. 88B and the rules of the Board | 120 | A minimum of 120 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom. |
| Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations | 530 |  |

Total Tuition Cost for Esthetic Teacher Trainee Program

**Course No. ETT003 Course Hours: 650 Tuition Fee $7,825.00**

NATURAL HAIR CARE TEACHER CURRICULUMTo meet the approval of the Board under the standards set out in these Rules, natural hair care teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:

|  |  |  |
| --- | --- | --- |
| Requirement Description | Hours |  |
| Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, grading, preparing class lectures and presentations, preparing examinations, and the rules of the Board | 115 | A minimum of 115 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom. |
| Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations and giving practical demonstrations | 205 |  |

Total Tuition Cost for Natural Hair Care Teacher Trainee Program

**Course No. NHTT005 Course Hours: 320 Tuition Fee $6,825.00**

NAIL TECHNOLOGY TEACHER TRAINEE CURRICULUMTo meet the approval of the Board under the standards set out in these Rules, a manicurist teacher training course shall consist of at least 320 hours of instruction in theory and practical application, divided as follows:

|  |  |  |
| --- | --- | --- |
| Requirement Description | Hours |  |
| Theory: observation theory, motivation, business management, student relations, teaching techniques, preparing lesson plans, grading, preparing class lectures and presentations, preparing examinations, and GS 88B and the rules of the Board | 115 | A minimum of 115 hours of theory is required prior to trainees being permitted to instruct in a cosmetic art classroom |
| Practical Application: Conducting theory classes from prepared lessons, preparing and giving examinations, and giving practical demonstrations | 205 |  |

Total Tuition Cost for Nail Technology Teacher Trainee Program

**Course No. NTT009 Course Hours: 320 Tuition Fee $6,825.00**

**INSTRUCTIONAL GUIDELINES**

1. The hours earned in the clinic department must be devoted to study and performance completions.
2. Work in the clinic department may be done on the public.
3. All work done by students on the public shall be checked by the cosmetic art teacher as the work is being performed and after the service has been completed so that the teacher may point out errors to the student in order that the errors may be corrected.
4. Cosmetic art students shall receive training on theory of any cosmetic art service prior to performing that service.
5. Theory work shall include lectures on theory subjects as well as demonstrations, questions and answers on textbooks, written examinations, and in-class practice of procedures and methods.
6. Cosmetic art teacher trainees must be enrolled in school to earn hours.
7. Cosmetechnology Beauty College shall supply each student with a copy of the North Carolina Cosmetic Art Act, Board rules, and the student handbook.
8. All of the work outlined in the practice department and the clinic department shall be given to the students through practical demonstrations and lectures, questions and answers on textbooks, and written exam.
9. A minimum of 10 percent of scheduled attendance time each week shall be spent on theory instruction, questions and answers on textbooks, and the administration of a written exam to full time students.
10. All papers shall be graded and returned to the students.
11. Cosmetechnology Beauty College students shall receive training and practice only in the discipline in which they are enrolled.
12. All live model performances on the public shall be done in the clinic department. Mannequin performances and live model performances on other students may be performed in the clinic department or in a room within the school with a station.
13. Textbooks shall not be used more than five years after original publication date.
14. Cosmetechnology Beauty College shall provide textbooks and supplementary educational materials and equipment to each student

**FIELD TRIPS**

**Cosmetechnology Beauty College prior to any field trip will supply forms and record the field trip hours of each student. Educational Field Trips include the following locations or activities:**

* Cosmetic art shops
* Cosmetic art conventions
* Competition training
* Other Schools
* State Board Office
* Supply Houses
* College or Career Day at School
* Fashion Shows
* Rest Homes/Nursing Homes
* Hospitals
* Funeral Homes

**Instructor shall be present during the educational field trips**

1. The credit to be given to students, with a ratio of one instructor per 25 students present.
2. The maximum number of hours a student may earn for field trips is 40 credit hours for cosmetology students, 20 credit hours for esthetician students, and 10 credit hours for manicurist or natural hair care students. Students may earn up to four additional hours of credit for curriculum requirements for interviews at a licensed cosmetic art shop.
3. Students may not earn credit for any service performances completed outside of the school.

**ADDITIONAL HOURS**

**Notwithstanding any cosmetologist, apprentice, esthetician, manicurist, natural hair care specialist, or teacher candidate who has failed either section of the examination three times, shall complete the following amounts of study at an approved cosmetic art school before the Board may accept an application:**

* Cosmetologist 200 hours
* Apprentice 150 hours
* Esthetician 80 hours
* Manicurist 40 hours
* Natural Hair Care Specialist 40 hours

**Teacher:**

* Cosmetology 100 hours
* Esthetician 80 hours
* Manicurist 40 hours

**Cosmetechnology Beauty College shall evaluate students returning to complete additional hours in all course and shall provide remedial assistance or training in the areas of deficiency.**

**TRANSFER OF CREDITS**  A student who transfers from one cosmetic art discipline to another cosmetic art discipline shall not receive credit for hours received in the initial curriculum. Up to 25 percent of all credit earned in an approved esthetician, manicurist or natural hair care teacher training program may be transferred to a cosmetology teacher training program. A maximum of 160 hours earned in either an esthetician, natural hair care or manicurist teacher training program may be transferred between programs once. Licensed estheticians, manicurists and natural hair care stylists may apply up to 25 percent of hours required for licensure by G.S. 88B earned toward the cosmetology curriculum.

**EXPIRATION OF STUDENT CREDIT** Students and graduates who fail to file an application for the examination within five years of the initial enrollment shall not be credited any hours or performances previously earned.

**SCHOOL PERFORMANCE REQUIREMENTS**

Each cosmetic art school shall meet or exceed a program completion rate of at least 50 percent during any five-year period and shall meet or exceed a student pass rate on state licensure examinations of at least 70 percent during any two-year period.

The school shall allow the teachers to have the opportunity to prepare for class, evaluate students' progress in the course, counsel students individually, and participate in activities of continuing education.

Cosmetic art schools shall provide to substitutes copies of lesson plans and the performance evaluation plan for the successful grading of clinical performances.

School attendance policies shall give appropriate performances attendance credit for all hours attended. If a graduate meets all the school financial and academic requirements and the Board hours and performance requirements, the school shall approve the student for Board examination.

Each school shall maintain proof of bond at the time of renewal.

**Cosmetechnology Method of Basic Teaching**

***"HEAR IT, SEE IT, DO IT”***

*Ruth Hicks*

**GAIN AND RETAIN**

The use of instructional aids within the classroom at CBC is an effective means in the educational process. This enhances the ability to retain what was taught.

***“HEAR IT”***

**Cosmetechnology Beauty College use vocabulary/terminology suitable for the learning level of each student.**

CBC use reinforcement such as “okay, excellent, good, great, wonderful, terrific, fantastic, perfect, phenomenal, and outstanding”.

* “I knew you could do it.”
* “That’s what I was looking for.”
* “It couldn’t be any better.”

***“SEE IT”***

****CBC provides visual aids/power aids, printed and audio visual materials.**

Standard Print Materials

* Textbooks
* Workbooks
* Newspapers, articles, clipping
* Brochures and pamphlets
* Reference books

Audio Visual Materials (Non-projected)

* Audio tapes and compact discs
* Pictures, photographs
* Charts
* Flannel graphs
* Bulletin boards
* Posters
* Exhibits
* Chalkboards or Multipurpose board

Audio Visual Materials (Projected)

* Computer software
* Laser disc imagery
* Electronic delivery system, distant learning
* Slides and filmstrips
* Video tapes, television
* Opaque projector
* Overhead projector
* Transparencies

*\*Visual aid used in conjunction with class lectures helps learners to grasp information more quickly.*

*75% is learning visually*

*13% is learned through hearing*

*12% smell, taste, and touch*

***“DO IT”***

Cosmetechnology Beauty College has dynamic educators that will assist you in:

* The best hands-on learning step-by-step so that you achieve your full potential in all skills.
* Project unification at all times and project a professional image.
* You will learn perfection with practice

**Students will be able to express themselves.**

* Every student will be able to express their personal feelings
* Respect and attention will be given
* No ridicule regardless of how unrealistic it seems
* Each student will set his or her own pace of learning. No competition.

**Computer learning Experience**

**Milady’s MindTap**

**Cosmetechnology Beauty College offers The Asus Computer to use in the classroom instead of a book.**

Milady’s MindTap, utilized by thousands of students across the country, brings you an online learning experience that is fun and jam-packed with different learning tools that will help you understand and comprehend the material no matter what your preferred learning style is. With an interactive eBook that includes Read Speak Technology and allows you to take virtual notes, highlight, and print its pages, MindTap takes you through a learning path filled with videos, games, activities, a digital portfolio, message board and so much more. It enhances the learning experience beyond the traditional textbook and gives you all of the tools you need to successfully learn the content.

eBookeBook **(Cost: $560)**

The ebook has it all. Add notes to the pages, highlight, bookmark, create flashcards, and more.

http://www.milady.cengage.com/mindtapforstudents/imgs/readspeak-icon.pngReadSpeak Technology

Mindtap incorporates technology that will allow you to have specific words, sections, or the entire ebook read aloud.

http://www.milady.cengage.com/mindtapforstudents/imgs/studyhub-icon.pngStudyHub

http://www.milady.cengage.com/mindtapforstudents/imgs/digport-icon.pngStudyHub compiles all of your notes, highlights, bookmarks and study guides in one place so you can quickly review course materials.

Digital Portfolio

Create your very own portfolio to showcase your best work online. You can continue to access, build and use this portfolio even after graduation.

http://www.milady.cengage.com/mindtapforstudents/imgs/dict-icon.pngDictionary

A full Merriam-Webster dictionary of terms is always at your fingertips. Simply highlight words in reading activities and have the option to look up the definition instantly.

http://www.milady.cengage.com/mindtapforstudents/imgs/connectyard-icon.pngConnectYard Message Board

Allows you to interact with your classmates and instructors, ask questions, and upload your work.

http://www.milady.cengage.com/mindtapforstudents/imgs/webvideo-icon.jpgVideos

Contains videos to help you learn the content.

http://www.milady.cengage.com/mindtapforstudents/imgs/activities-icon.pngActivities

Includes different types of fun activities to help reinforce what you are learning.

http://www.milady.cengage.com/mindtapforstudents/imgs/glossary-icon.pngGlossary

**ONLINE INSTRUCTION** Online instruction and course hours are not accepted by Cosmetechnology Beauty College for any cosmetic art discipline. Online resources, course supplements and internet research may be used during the course of study with the supervision of a cosmetic art teacher within a cosmetic art school.

**Record Keeping of Students Hours**

**PERMANENT RECORDS, FORMS AND DOCUMENTATION**

Cosmetechnology Beauty College must maintain a secure and locked permanent file of matriculations for all enrolled students and students who have withdrawn or graduated within the last six months together in one room within the approved square footage of the cosmetic art school. Withdrawal and graduation forms reviewed by the Board or an agent of the Board may be removed from this room. The permanent file shall include a copy of:

1. Board Enrollment Form
2. Documentation of student receipt of school policies
3. School and student contract and the
4. Board felony policy
5. Board Withdrawal Forms All applicable
6. Identification: Social security card for any individual who has a social security number or tax ID card or student visa information; Government issued ID and proof of date of birth
7. Grades for all examinations and documentation for pass/fail performances
8. Documentation for any leave of absence over 30 days
9. Transfer of hours’ form documenting hours earned in other schools and hours accepted by current school
10. Graduation Form
11. Cosmetechnology Beauty College will keep records of hours earned daily including field trip hours and documentation of field trip hours updated with a running grand total.
12. A daily record shall be kept of the performances for each student, showing the actual date of the performance and the teacher who approved.
13. A daily record shall be kept of the actual number of hours of attendance
14. An updated Performance Record shall be kept of students performance

1. When a student enrolled in Cosmetechnology Beauty College withdraws from such school, the cosmetic art school shall report to the Board its administrative decision to withdraw the student.
2. If a student withdraws from a cosmetic art program within the first five days, the school need not submit the enrollment to the Board.
3. The graduation form documentation must be signed by on site school staff or on site school administrators and must have the seal of the school affixed. The original graduation form documentation must be prepared on the Board form. The cosmetic art school shall mail the graduation form to the Board at the Board's address within 30 days of the student's graduation date with the school seal affixed.

*All forms submitted to the Board must be sealed originals and a copy shall be maintained in the school file. All forms submitted to the Board must be completed, except for student signatures as necessary, by on site school staff or on site school administrators. Board forms shall be used for the sole purpose of documenting to the Board student records and shall not be used to notify students of enrollment, transfer of hours, withdrawal or graduation.*

1. Changes or corrections made by the school to any Board form must be submitted to the Board with supporting documentation.
2. Cosmetechnology Beauty College will maintain on file at the school an original daily record of enrolled students' hour and performances. This record must be kept in a secured location under lock and key but made available for review by the Board or its agent at any time
3. All records kept by Cosmetechnology Beauty College on a student who has withdrawn or graduated will be kept in the school's locked files for future reference until the date the student is accepted for the Board examination or five years after the date the student first enrolled in the school, whichever occurs earlier. Forms reviewed by the Board or an agent of the Board may be removed from this room.
4. The record of all hours and performances must be documented in writing. Credit issued to students that cannot be verified may be eliminated from the student record by an agent of the Board.
5. Access to student records must be limited to agents of the Board, teachers and administrators of the school. Records cannot be altered offsite. Records altered onsite must have documentation supporting the change attached.
6. All individuals in Cosmetechnology Beauty College receiving cosmetic art education, earning hours, performing or practicing cosmetic art services must be enrolled in the school.
7. Only teachers reported to the Board as employees of a cosmetic art school may grade practical student examinations and evaluate pass/fail of student performances. Only on site teachers, on site school administrators or on site school staff shall record student hours and performances, grade examinations and determine completion and record credit of live model and mannequin performances.
8. FORM: Minimum scores required for examinations and the successful completion of live model/mannequin performances as determined through the school's evaluation plan that is approved by the Board at the time of application shall be disclosed to students at the time of enrollment. Passing grades and performances cannot be credited to students who fail to meet the requirements of the evaluation plan.
9. FORM: Cosmetic art schools must provide to each student a copy of school policies, the Board felony policies and shall retain for the permanent file a copy of the student's acknowledgement of receipt of these policies.
10. The names of students with unsatisfied academic obligations shall not be submitted to the Board as graduates but may be submitted as withdrawn.
11. Cosmetechnology Beauty College will not report to the Board the unsatisfied financial obligations of any cosmetic art student. Cosmetic art schools shall not prevent the graduation of students who have met the Board minimum requirements and passed all school academic requirements.
12. Records of hours must be rounded to no more than the nearest quarter hour. Cosmetic art schools shall not give or deduct hours or performances as a rewards or penalties.
13. An applicant may receive credit for instruction taken in another state if the conditions set forth in this Rule are met. In order to determine if the conditions have been met the applicant's record shall be certified by the state agency or department that issues licenses to practice in the cosmetic arts. If this agency or department does not maintain any student records or if the state does not give license to practice in the cosmetic arts, then the records may be certified by any state department or state agency that does maintain such records and is willing to certify their accuracy. If no state department or board will certify the accuracy of the student's records, then the Board shall review the student's records on a case-by-case basis.
14. FORM: Hours transferred between open North Carolina schools must be obtained by the submission of the Board transfer form mailed directly from the school in which the hours are earned with the school seal affixed, with grades for examinations and performances to the new school in which a student enrolls. Such original documentation shall be submitted to the Board with enrollment
15. FORM: A student must pass an entrance examination given by the school to which the student is transferring for the hours to be transferred from one cosmetic art school to another.

**Record keeping for student’s hours upon arrival and departure**

Cosmetechnology Beauty College shall keep records of hours earned daily including field trip hours and documentation of field trip hours updated with a running grand total:

1. Clock in and Clock out: All students will clock in and clock out daily. A mechanical (or electronic) time clock, will be on site to keep track of all schedule Instructional hours. One or more time cards will serve as a [timesheet](https://en.wikipedia.org/wiki/Timesheet) providing the data to fill one. This allowed a [timekeeper](https://en.wikipedia.org/wiki/Timekeeper) to have an official record of the students hours This time recorder will be used to assist in tracking the student [hours](https://en.wikipedia.org/wiki/Hourly_worker).
2. Attendance Roll Call: Each student will hand their time card to the instructor upon clocking in. The instructor will use the clocked in time card to take roll-call. When the students want to Clock-out, the Instructor will return the time card to the student to clock out. Instructors Must do Roll call by calling each student’s name that has clocked in for class attendance.
3. Class Sign-in Sheet: This from will provide a bona fid documentation that the student is in class and the requirement are being met. These sign -in sheet are evidence that the student has the opportunity to learn by attending class.

**A daily record shall be kept of the performances for each student, showing the actual date of the performance and the teacher who approved;**

Daily Performance Record Form: A daily record for all disciplines of hand- on skills training of practical skills abilities of the student must be evaluated. This form of evaluation allows the student the opportunity to demonstrate their understanding of important concepts.

A daily record shall be kept of the actual number of hours of attendance;

Educators will monitor the procedures used to keep track of student’s attendance hours. Making sure that attendance hours are accurate for each student enrolled. A daily record will be kept totaling hour that students clocked in at the beginning of their day and clocked out the end of the day.

**Withdraw Policy:** When a student enrolled in a cosmetic art school withdraws from such school, the cosmetic art school shall report to the Board its administrative decision to withdraw the student.

**Cosmetechnology Beauty College withdrawal policy**

If a student withdraws from a cosmetic art program within the first five days, the school need not submit the enrollment to the Board.

Student are expected to attend every class for which they are scheduled and to arrive on time. Instructors will keep an accurate record of class attendance. Students are responsible for contacting their instructors when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Students are responsible for withdrawing from Cosmetechnology Beauty College.

**The graduation form documentation** must be signed by on site school staff or on site school administrators and must have the seal of the school affixed. The original graduation form documentation must be prepared on the Board form.

All forms submitted to the Board must be sealed originals and a copy shall be maintained in the school file. All forms submitted to the Board must be completed, except for student signatures as necessary, by on site school staff or on site school administrators.

Board forms shall be used for the sole purpose of documenting to the Board student records and shall not be used to notify students of enrollment, transfer of hours, withdrawal or graduation.

Changes or corrections made by the school to any Board form must be submitted to the Board with supporting documentation.

Cosmetechnology Beauty College will maintain on file at the school an original daily record of enrolled students' hour and performances. This record must be kept in a secured location under lock and key but made available for review by the Board or its agent at any time.

All records kept by Cosmetechnology Beauty College on a student who has withdrawn or graduated must be kept in the school's locked files for future reference until the date the student is accepted for the Board examination or five years after the date the student first enrolled in the school, whichever occurs earlier. Forms reviewed by the Board or an agent of the Board may be removed from this room.

The record of all hours and performances must be documented in writing. Credit issued to students that cannot be verified may be eliminated from the student record by an agent of the Board.

Access to student records must be limited to agents of the Board, teachers and administrators of the school. Records cannot be altered offsite. Records altered onsite must have documentation supporting the change attached.

All individuals in Cosmetechnology Beauty College receiving cosmetic art education, earning hours, performing or practicing cosmetic art services must be enrolled in the school.

**Cosmetechnology Beauty College has established the educational objectives listed below, as applicable for each course offered.**

At this time, the following courses are offered:

* **Cosmetology** 1500 Clock Hours
* **Esthetic** 600 Clock Hours
* **Nail Technology** 300Clock hours
* **Natural Hair Care** 300 Clock Hours
* **Educator Cosmetology** **Course** 800 Clock Hours
* **Educator Esthetic** 650 Clock Hours
* **Educator Nail Technology** 320 Clock hours
* **Educator Natural Hair Care** 320 Clock Hours

**Upon completion of the course requirements, the determined graduate will be able to:**

* Project a positive attitude and a sense of personal integrity and self-confidence.
* Practice proper grooming, poise, and effective communication skills.
* Understand employer/employee relationships and respect the need to deliver worthy service for
* Perform the basic analytical and manipulative skills applicable to the program of study.
* Apply the theory, technical information and related matter to assure sound judgments, decisions.

**Student Support System**

**ACADEMIC AND PRACTICAL LEARNING METHODS**

Cosmetechnology Beauty College has provided the Milady comprehensive curriculum for each course of study which includes requirements for study, weekly class schedules, detailed lesson plans, handouts and project sheets, visual aids and support materials. Each course of study meets the standards established by the state regulatory agency, as applicable. Educators are trained in a variety of teaching methods, which are incorporated into the instruction of each course.

**Those methods include:**

* Discussion
* Question and Answer
* Demonstration
* Cooperative Learning
* Distance Learning
* Problem Solving
* Interactive Lecture
* Individualized

**Instruction**

* Student Presentations
* Labs
* Student Salon Activities
* Classroom Presentations
* Field Trips
* Guest Speakers
* Projects

**Student Support System**

* Cosmetechnology Beauty College students shall receive training and passing scores on examinations on theory prior to performing services.
* Theory work shall include lectures on theory subjects as well as demonstrations, questions and answers on textbooks, written examinations, and in-class practice of procedures and methods.
* Cosmetechnology Beauty College teacher trainees must be enrolled in school to earn hours.
* Each CBC student will receive a copy of An Act to Regulate Cosmetic Art, Board rules, and the student handbook.
* Credit for a performance shall be given to only one student.
* All of the work outlined in the Beginners' Department and the Advanced Department shall be given to the students through practical demonstrations and lectures, questions and answers on textbooks, and written exam.
* A minimum of 10 percent of scheduled attendance time per week shall be dedicated to theory instruction, questions and answers on textbooks, and written exam shall be given to full time students per week.
* All papers shall be graded and returned to the students in order that the students may see their errors.
* Cosmetic art students may receive training and practice only in the discipline in which they are enrolled.
* All live model performances must be done on the clinic floor. Mannequin performances may be performed on the clinic floor or in an advanced department classroom.
* Textbooks used for instruction will not exceed five years after original publication date.
* CBC will text books and supplementary educational materials and equipment to students.

**HOURS OF OPERATION**

Fulltime: Monday -Friday 10am-5pm

Part time: Monday - Friday, between 10am-5pm-9:00

**COSMETECHNOLOGY BEAUTY College Holidays**

The college schedules 11-12 holidays each year and publishes this schedule in advance. Holidays are scheduled for the benefit of employees and students and should be taken as designated, unless there is an emergency or work situation which necessitates that an employee work on a holiday.

**Eligibility**

Regular full-time and part-time and students are eligible for holidays.

**2016**

**OCTOBER Open House, Orientation October 17, 2016**

**NOVEMBER Teacher Workday November 7, 2016**

**Veterans Day November 11, 2016**

**Thanksgiving November 24-28, 2016**

**DECEMBER Winter Break Dec. 22, 2016 - Jan. 9, 2017**

**2017**

**JANUARY Martin Luther King, Jr. January 16, 2017**

**Teacher Workday January 30, 2017**

**FEBRUARY Teacher Workday February 27, 2017**

**MARCH Teacher Workday March 1, 2017**

**Teacher Workday March 27, 2017**

**APRIL**

**Spring Break April 14, -24 2017**

**MAY Memorial Day Holiday May 29, 2017**

**JUNE Summer Break June 26, -July 5, 2017**

**JULY Independence Day July 4, 2017**

**Teacher Workday July 26, 2017**

**AUGUST Teacher Workday Aug 28,2017**

**SEPTEMBER Labor Day September 4,2017**

**Teacher Workday Sept 25,2017**

**OCTOBER Teacher Workday Oct 30,2017**

**NOVEMBER Election day November 7, 2017**

**Veterans day November 11, 2017**

**Thanksgiving November 23-28 2017**

**DECEMBER Winter Break Dec. 22, 2016 - Jan. 10, 2017**

**Cosmetechnology Beauty College staff will observe the following scheduled Holidays:**

**New Student Orientation**

Students are given an overview of the program and of all educational objectives and course requirements.

The student catalog reviewed.

All student-related administrative policies covered.

Students informed of available student support services.

All student questions answered thoroughly.

Students made familiar with all personnel and the space and facilities

**Academic Advisement**

Students counseled periodically with respect to their academic and practical performance as well as their attendance.

Students given feedback on their professionalism and the skills needed for success in the workplace;

Action plans for improvement defined when needed.

**Financial Assistance Advisement**

Students properly advised regarding opportunities for assistance with tuition payment.

Assistance provided in completing required applications.

**Referrals for Professional Assistance**

Students given referrals for professional assistance as needed.

The school post contact information for a variety of professional agencies.

**State Laws and Regulations**

Students advised or trained on the regulations governing the scope of practice for which they are training.

**Employment Assistance**

School has an active placement program.

Students are taught how to prepare a resume and for an employment interview.

Job search skills taught.

**Internal Grievance Procedure**

**CURRICULUM AND EDUCATIONAL OBJECTIVES**

**Student Status Report Date of Review**

**Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

This form is used for recording academic counseling sessions with students whether performed routinely or as needed. In addition, it serves as a written Report Card to be issued at last two times during a program of study. Check the appropriate purpose(s) for each session.

**\_\_\_\_ Academic Counseling \_\_\_\_ Report Card**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Cumulative Attendance Percentage \_\_\_\_% Cumulative Written Grade Average \_\_\_\_\_%

**Practical Skills Performance**

\_\_\_\_\_Excellent \_\_\_\_\_Very Good \_\_\_\_\_Satisfactory \_\_\_\_\_Development Opportunity

**Professionalism/Attitude**

\_\_\_\_\_Excellent \_\_\_\_\_Very Good \_\_\_\_\_Satisfactory \_\_\_\_\_Development Opportunity

**Identify Development Opportunities and Create an Action Plan for Improvement as follows**:

\_\_\_\_\_ Practice skills in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Attend academic and practical learning classes regularly and on time.

\_\_\_\_\_ Complete more practical skills experiences in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Adhere to Standards of Conduct and School Policies at all times.

\_\_\_\_\_ Increase speed by completing time projects in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Disciplinary Probation, Suspension, or Dismissal (explain in comments)

\_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructors Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments:**

**STUDENT GRIEVANCE PROCEDURE**

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

Evidence of final resolution of all complaints will be retained in Cosmetechnology Beauty College files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

2. The complaint form will be given to the school Director.

3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

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

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the

school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution’s internal complaint process before submitting the complaint to the school’s accrediting agency, if applicable

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Uniforms and Name Tags**

Cosmetechnology Beauty College will define what constitutes a uniform for students and acceptable attire for teachers. Students and teachers shall wear the uniform or acceptable attire as defined by the school so that Board members or agents of the Board can identify by sight students and teachers. Student shall also wear name tags defined by the school so that Board members or agents of the Board can identify by sight students and teachers.

CBC definition of acceptable attire cannot change more than once per year.

Students must wear a name tag identifying student name, cosmetic art discipline and academic status. At no time shall a student fail to wear a name tag.

CBC may permit students to be out of uniform a maximum of four days per year. Notice to the Board must be submitted prior to any day uniforms will not be worn.

**Cosmetechnology Beauty College Dress Code**

* WHITE LAB JACKETS- Beginner Uniforms
* BLACK LAB JACKETS- Clinic Floor
* PURPLE LAB JACKETS- Master Educators
* UNIFORMS AND IDENTIFICATION

**Cosmetechnology Beauty College Appearance**

1. The proper physical appearance is a primary force in establishing and maintaining a clientele. Your physical appearance is the first thing a patron sees when meeting you. Therefore, your appearance must reflect a professional image. With this in mind, we have devised a list of basic rules as guidelines. Our dress code is a lab coat.
2. One of the major elements of any successful business enterprise, public or private, is image. How the organization presents itself to its customers and business partners to a great extent determines how that organization is perceived with respect to its professionalism.
3. We must strive to continually present Cosmetechnology Beauty College as a professional organization that has the confidence of the customer and ourselves. Doing so helps to project the image of our College as a knowledgeable, service-oriented enterprise.
4. A major part of our image is that we look professional. Our customers will recognize in many areas if we meet a high standard of professional image.
5. Uniforms are required by the activity they must be worn at all times while in class or on duty.
6. Your uniform must be clean and properly fitted.
7. All students are required to be in proper uniform at the beginning of his/her scheduled hours and when clocking in.
8. Students may not be allowed to attend school if he/she is not in compliance of the dress code. They may be asked to clock out and return the next day.
9. When assigned to a station on the student salon, you may not wear a hoodie/coat.
10. Pants: Black pants at least 3 inches below the knee. Sweat pants, denim, and torn ripped/pants are not acceptable.
11. If leggings are worn, they must not be see thru and your top must be no shorter than approximately 4 inches above the knee.
12. Skirts/Dresses: Black skirts/dresses may be worn instead of pants, but they may not be more than 3 inches above the knee.
13. Shoes: Because of the profession in which you have chosen, the types of shoes you wear are critical to your health. You must wear rubber soled shoes with closed toes and heels. No heels over 1 inch. All footwear must be predominantly black (For example, Keds, Converse, Vans, etc. will typically have a different color rubber around the base of the shoe. Also, shoes may have different colored buttons, strings, and zippers. These are not acceptable.
14. No house shoes, or PJ” s
15. Lab Jacket / Aprons: You are required to wear your issued lab jacket/apron with you every day.
16. All students are required to have a neat, clean, fashionable hairstyle while attending school.
17. All students are required to have neat, clean manicured fingernails.
18. All students are required to wear name badges. It is a STATE BOARD REQUIREMENT!!!!!
19. Decisions on appropriateness of student’s dress is left to the discretion of the staff. Appropriateness includes not showing cleavage, belly, buttocks, or backs. Failure to meet these rules may result in one of the following: being allowed to wear a full-length lab jacket or be clocked out and sent home to change clothes.
20. Under no circumstances may a bandana be worn, in any fashion, on school premises.
21. Body and facial jewelry must be removed while on campus (except for earrings in the ear) if it is excessive, disruptive, or brings undue attention.
22. Any offensive or inappropriate tattoos must be covered at all times.
23. IF YOU ARE NOT PROFESSIONALLY ATTIRED AND LOOKING YOUR BEST EVERY DAY WITH A POSITIVE ATTITUDE AND SMILE ON YOUR FACE, YOU WILL NOT BECOME A PROFESSIONAL STYLIST. WHEN YOU ARE, YOU WILL GAIN THE RESPECT, THE FINANCIAL REWARDS AND ADMIRATION OF THOSE AROUND YOU.

**Policy for Credit of Previous Training at Another Institution**

**TRANSFER OF CREDIT**

**A student who transfers from one cosmetic art discipline to another cosmetic art discipline shall not receive credit for hours received in the initial curriculum.**

**Up to 25 percent of all credit earned in an approved esthetician, manicurist or natural hair care teacher training program may be transferred to a cosmetology teacher training program.**

A maximum of 160 hours earned in either an esthetician, natural hair care or manicurist teacher training program may be transferred between programs once.

Licensed estheticians, manicurists and natural hair care stylists may apply up to 25 percent of hours required for licensure by G.S. 88B earned toward the cosmetology curriculum.

Credit will be given from approved schools for cosmetology only. We will be given credit for previous instructor training and esthetics training. All hours must have been recorded with the school. Credit will depend on the student’s theoretical knowledge. The school must receive a certified detailed transcript of previous hours and grades from all areas of study prior to the scheduled start date to receive any credit and to allow adequate time for testing. Based on the transcript provided, the school will generate a test using a minimum of 20 questions from each area of study from our own school tests. In order to receive full credit, the student must pass each section of the test with the minimum required grade level as stated in the Satisfactory Academic Progress Policy specific for their program of study. If the student does not meet the minimum grade level, the student may not be awarded any hours for that particular area of study. Maximum transfer hours accepted will be 750 hours by Cosmetechnology Beauty College, unless prior agreement by Director to accept more. Applicants’ approved transfer hours that are in excess of 750 hours will result in a certificate of completion. Those who receive more than 750 hours may be required to take a practical exam to assess their practical skills. The maximum number of hours that may be accepted for an applicant who obtained cosmetology training while in High School is 1000 hours.

Allowed variance from this policy is for students who are eligible for VA Education Benefits and those who have passed both portions of the licensing exam and only need to receive their remaining hours to become licensed. Because of federal guidelines relating to previous training for Veteran students, students may not receive education benefits for hours that have been previously certified. Students eligible for VA Education Benefits who have had previous training may receive more than the schools allowed transfer hours based on the results of the testing as stated above. Any student transferring from this school, who is requesting a transcript of their credit or academic hours, will be charged a $35.00 fee for each transcript after their first initial free transcript. All documentation pertaining to previous training must be kept in the students’ files.

**EXPIRATION OF STUDENT CREDIT**

Students and graduates who fail to file an application for the examination within five years of the initial enrollment shall not be credited any hours or performances previously earned.

**Conditions for Re-Entrance**

Students who are withdrawn from school for either voluntary, academic or disciplinary reasons may be considered for re-enrollment and must reapply with admissions for consideration of reinstatement on a space available basis as well as GPA and Attendance History. All students who re-enroll will be put on a 30-day heightened monitoring of their attendance, academics, and following of school policies. All students, no matter when they re-enter their respective program, will maintain the same satisfactory progress determination as when they left.

If wanting to re-enroll within 180 days of the last date of physical attendance:

The costs, for those students who reapply to enter the school within 180 days of their last date of physical attendance, will reflect those of their original contract and/or addendum and any additional supplies that may be needed to complete the course.

If wanting to re-enroll after 180 days of the last date of physical attendance:

After 180 days from the last date of their physical attendance, a student that reapplies to enter the school will also be subject to pay a $25.00 non-refundable application fee as well as be subject to paying $200.00 toward their tuition and fee balance. Other costs may include any additional supplies that may be needed to complete the course. Such students will be charged an hourly rate of the current tuition fees for their remaining hours to complete the course. Students who wish to re-enroll after 180 days may have to follow the policy for credit previous training

**General Rules for Conduct of Students**

1. If a student elects to borrow or lend tools or other materials, it is the sole responsibility of the student owning the items to replace or repair all broken or lost items within a 2-week period. Keep tools in proper working order, sanitary and properly marked for identification. All tools are to be brought to school every day.

2. Each student is responsible for his/her own equipment and personal property. The school is not responsible for any items stolen or lost.

3. The classroom is to be used for theory, practice, and study only. It must be kept clean and orderly at all times.

4. Students must observe good habits of personal hygiene, sanitation and sterilization of tools and work area while in school.

5. Use of profane and unprofessional language is prohibited. If a situation occurs, the disciplinary action will be left to the instructor.

6. Racial remarks or comments between students, or staff, will not be tolerated. All students and staff are encouraged to work together to accomplish racial harmony among the student body.

7. Students are not allowed to have food or beverages on the student salon.

8. Gum chewing is allowed unless it becomes disruptive. Disruptiveness is determined by the discretion of the staff. It is unprofessional to chew gum while practicing on clients.

9. Smoking/Vaping in the building is PROHIBITED for all students and staff.

10. It is the responsibility of the student to supply notebooks, pens, pencils, etc. and to bring all issued materials to perform all assignments (clinical, practical, and written). Students should bring their books and kits into the building before clocking in.

11. Students may not be called away from a client, demonstration, or class to answer the telephone. In case of an emergency, the student will be allowed to return the call as soon as possible. Cell phones cannot be used on the student salon floor while servicing a client. Bluetooth technology is also not allowed. Taking photos and video footage is prohibited unless permitted by the School Director. Not adhering to the statements above may result in disciplinary action

12. Students may not use Ipods, MP3 players, or any other music playing device within the school unless permission is provided by the School Director.

13. Excessive visitation and/or loitering by visitors are not allowed during scheduled school hours; this includes family members. Any messages are to be delivered to the front desk and will be given to the student at break time.

14. Esthetics students may not receive cosmetology student services due to the scope of practice limitations while on the clock. They may receive hair services, while not on the clock, at the student service prices. Cosmetology students may only receive a skin care service upon approval of the School Director, the Esthetics Instructor, and receiving a golden ticket. Violation of this rule may result in \*\*NO SERVICES until completion of 1500 hours.

15. If a student is giving or receiving student services and is called for a client, the student is responsible for taking the client. If the student refuses the client, the student will be written up and may be sent home. Remember, clients come first. They are your priority and will become your income.

16. Soliciting of any nature is not permitted on school property.

17. Any fees incurred by the Board of Cosmetology are the sole responsibility of the graduating student unless previous arrangements have been made.

18. Only students completing eight (8) hours of school each day are required to take a thirty-minute lunch break and two fifteen minute breaks unless they have time to make up. Students who complete six (4) hours of school each day are required to take a thirty-minute lunch break. All students are to clock in and out for lunch. If the student fails to clock in or out for a lunch break, disciplinary action may occur. Scheduling of breaks/lunches are at the discretion of the Instructor.

19. Students are not to leave the building without permission, without clocking, or notifying your instructor. This may result in disciplinary action left to the discretion of the instructor. If a student leaves the premises without clocking out, the student will not receive their hours for the day and the disciplinary action is at the discretion of the instructor. Credit is only given for verifiable time.

20. It is the student’s sole responsibility to clock in and out. Student attendance policies are applied uniformly and fairly. The school will record the student’s attendance in clock hours. The school will not add or deduct hours as a penalty.

Example: 1) If you clock in 10:00 and did not clock out at the end of the day,

your hours for the day would be zero unless verified by a staff member.

2) If you clocked in 10:00 and clocked out for lunch @12:00, but did not clock back in after lunch, but clocked out @3:30 at the end of the day, your hours would be three (3) hours unless verified by a staff member.

21. Attempting to falsify your time will result in disciplinary action.

22. Refusing to complete salon management duties to Cosmetechnology Beauty College of Cosmetology standards may result in disciplinary action.

All rules herein and posted must be followed or suspension and/or termination may result. Cosmetechnology Beauty college reserves the right to make any changes in the rules and regulations at any time. Students will have access to the student handbook via the school’s website.

**GROUNDS FOR TERMINATION**

The decision to terminate a student is not taken lightly. It is the actions and the decisions made by the student which causes the termination. Therefore, in essence, the student terminates himself/herself from the program. The following is a list of reasons, not all inclusive, that may lead to termination:

* A student who does not maintain satisfactory standard of attendance and conduct
* Cheating in any form
* Theft to include tampering with guest tickets and not charging the full amount for services
* Racial remarks or comments
* Fighting / any type of physical attack or participation in such will result in immediate termination
* Drug and Alcohol usage per policy
* Disruption of the educational environment
* Flagrant violation of any rules and/or policies within the school

**STUDENT AND SCHOOL RELATIONSHIP**

During your enrollment, at Cosmetechnology Beauty College, you are our school. We expect you to treat other students as family and the facilities as your home. As to your fellow students, we expect you to treat them in a manner to make Cosmetechnology Beauty College a happy, fun loving, educational family.

Each student will be assigned salon management each month/week. Your salon management is mandatory and must be completed and checked by an instructor. If a student fails to do their assigned salon management, they may be written up and the disciplinary action will be at the discretion of the instructor. Students enrolled in the Instructor Training Program may be assigned as salon management inspectors.

Our facilities are used extensively and must be constantly kept clean. As a student, we expect you to pick up your trash and place it in a container. Don’t wait on someone else to do it. When you see trash or any other item which needs to be put in its proper place—do It. Keep your school looking neat and tidy.

When employed in a salon after graduation, you will be required to keep the floor swept and clean around your chair. Also, you will be required to place towels in the washer and dryer, fold them and put them in the cabinets. At Cosmetechnology Beauty College you will be expected to do the same.

North Carolina law requires you to have dispensary duty. You will be assigned Salon Management by your instructor. This is an excellent opportunity for you to learn about products, supplies and inventory. We want to be proud of you and want you to be proud to be a Cosmetechnology Beauty College student.

**ATTENDANCE POLICY**

Students are expected to attend school every day, as per their contracted schedule. Students must maintain a minimum 75% attendance rate in order to be in compliance with the Satisfactory Academic Progress (SAP) Policy. Attendance will be monitored monthly and students will be informed of their missed hours and percentage of attendance on their monthly time sheets.

If you are absent, or need to be absent from school, it is mandatory that you contact either the School Director or the appointed night staff person. The school must receive your call by 10:00 AM of the day of your absence. If you are a night student, the school must receive your call by 7:00 PM of the day of your absence.

Students abusing their contracted schedule may be terminated from the program. Any appeal to this decision because of mitigating circumstances would require Director approval/disapproval before a final decision is made.

Any student terminated by the school must reapply and pay all fees for re-admittance. Re-admission into the school is not guaranteed and will be at the school’s discretion.

**LEAVE OF ABSENCE POLICY**

The school does not grant a leave of absence except in cases where the student can show just cause, with documentation. This information must be presented to the School Director and will be considered by a staff committee which shall determine the validity of the request. The staff committee must have a reasonable expectation that the student will return from a leave before a Leave of Absence may be granted.

Anyone requesting a Leave of Absence must do so in writing, in advance, unless unforeseen circumstances would prevent him/her from doing so. An individual who does not provide the written request in advance, due to unforeseen circumstances, may still be granted a Leave of Absence. In this case, documentation will be made in the student’s file and the proper form and documentation would be collected at a later date. Any Leave of Absence granted, for unforeseen circumstances, will have the beginning date as the first date that the student was unable to attend as determined by the School Director.

Students, who have been granted a Leave of Absence, will not be assessed any additional institutional charges as a result of the Leave of Absence. He/she will not be considered as withdrawn; therefore, no refund calculations will be made at that time.

**Withdrawal Policy**

Students are expected to attend every class for which they are scheduled and to arrive on time. Instructors will keep an accurate record of class attendance. Students are responsible for contacting their instructors when unavoidable absences occur and for maintaining contact every few days during any necessary extended absence. Students are responsible for withdrawing from CBC if for any reason one cannot complete the course.

**Make Up Hours**

Students are allowed to make up absent hours during specified times. Once all absent hours have been made-up, the student is no longer eligible to make-up hours. Permission may be granted for make-up time, at the discretion of the school, within federal and state guidelines. All make-up hours must be pre-approved by the Director.

**REPORT CARDS** Cosmetology students will receive a minimum of two report cards while they are enrolled in school. A minimum of one report card will be given prior to the student reaching the midpoint of the program. All students enrolled in other programs offered by Cosmetechnology Beauty College should receive a report card on a monthly basis.

**TARDY POLICY** Any of the following circumstances will be considered a tardy: Students who arrive and clock in after their contracted scheduled arrival time; Returning late from a scheduled break/lunch; Leaving school before your scheduled daily ending time.

3 or more tardiness in a month is considered excessive. Disciplinary actions may be taken towards those students who have excessive tardiness.

**PASSING THE STATE BOARD EXAM**

Cosmetechnology Beauty College will have the best resource available for passing the State board exam, we have just one goal: to help you prepare for the State board exam/test.  
Much of the preparation for a test begins with the daily habits and time management that are part of effective study habits. Before graduation each student will take the practice state board exam. Instructor will assist each student cover each question for the state board Exam to help you prepare ahead of time to take the Exam.

Educator will give you highlights regarding what can be expected on the test.

During the Course process you will cover each question for the state board exam to help you prepare ahead of time to take the exam. Upon completion of the course we will help each studentprepare for the State board exam/test. We have a library of exam review in each discipline. Committing to study the questions at the end of each chapter with help you with your test.

During your course you will:

* Develop a realistic study habit
* Reading and studying creating a well active note book
* Learning terminology list
* Taking effective notes in class
* Reviewing handouts reviewing past quizzes and exams

Our practice tests are designed specifically to help you ace the State board exam. Cosmetechnology Beauty College offer each discipline in full-length practice tests that help you prepare for the real test in several key ways:

**Cosmetology Exam Review**

1. Topics covered
   * Rules, Regulations, and Safety
   * Trichology
   * Shampoo Scalp Analysis
   * Styling
   * Hair Color, Bleaching/Lightening, and Tinting
   * Permanent Waving
   * Chemical Straightening and Relaxing
   * Esthetics
   * Nails
2. Level of difficulty
3. Time-limit (or you can customize it)
4. Navigation
5. Look-and-Feel

And the best part is that after you take our practice tests, you will have ***permanent*** access to each test's review Booklet with step-by-step explanations! The review page includes the following for ***every question*** on the test:

1. The question content
2. All of the answer choices
3. The answer choice you selected
4. The answer that is correct
5. A **detailed step-by-step** explanation

**Esthetician Exam Review**

* Virus and Bacteria
* Artificial lashes
* Disinfection Process of Tools
* Cross-contamination
* Laser Hair Removal
* Threading
* Broken Skin
* Code of ethics
* Managing Clients
* Skin Pigmentation
* Exfoliation
* Hirsutism
* Functions of the Skin
* Glands
* Types of Bacteria
* UVA Rays
* Lesions
* Acne
* Skin Inflammation
* Gland Disorders
* Skin Cancer
* Types of Skin
* Salon Disinfectants
* Vitamins and Minerals
* Facial Treatment
* Sanitization Procedure
* Hair-growth Cycle
* Male Clients
* Waxing
* Tweezing
* Aseptic Procedure
* Makeup Products
* Face Shapes
* Skin Color
* Types of Brushes
* Concealer

**Nail Technician Exam Review**

* Antiseptics
* Nail Disorders
* Paronychia
* Psoriasis
* Client Protection
* Phenolics
* Chemical Concepts
* Material Safety Data Sheet
* Eponychial Disorders
* Lymphatic System
* Fungi
* Types of Joints
* Universal Sanitation
* Onychophosis
* Cell Growth
* Sensory Nerves
* Booth Rental
* Calluses
* Dermis
* Fingernail Coatings
* Furrows
* Ultraviolet Light
* Nail Tips
* Secondary Colors
* Nail Wraps
* Gels & Nail Art
* Manicuring & Pedicuring
* Disinfection Procedures
* Stratum Lucidum
* Salon Management
* Quaternary Ammonium Compounds
* Formalin
* Allergic Contact Dermatitis
* OSHA
* Agnails
* Onychorrhexis
* Types of Compensation
* Client's Skin and Nails
* Skeletal System
* Cured Gel Application Procedures
* Consultative Technique
* Service List
* Circulation
* Nail care Treatment
* Anatomy & Physiology
* Lacquer
* Bacteriology
* Client's Records
* AIDS
* Staphylococci
* Professionalism

We have all heard the phrase "practice makes perfect” but is it true? We firmly believe it is. But to what degree depends on several factors. These factors include frequency, accuracy, and reinforcement. All of which play an important role. We also believe that detailed feedback is the most critical, because without proper feedback, practice can become ineffective and counterproductive.   
  
Our unique practice test environment is the closest thing you will find to the real test, with one exception: Our Instructors will monitor you and tell you when you're right and when you're wrong, and most importantly we explain why! Our tests provide you with step-by-step explanations in an easy to understand format that will help you master the subject matter as quickly and easily as possible.

**FINANCIAL ARRANGEMENTS AND REFUND POLICIES**

**Payment Plan**

All tuition required is due on the first day of enrollment unless prior arrangements have been made with the Administration office. Any payment plans will be implemented and enforced according to the student’s contract. Payments may be made by cash, check, money order, credit card.

**Refund Policies**

For those students who choose to withdraw from school the refund policies are as follows.

**Institutional Policy:**

This refund policy is based on your elapsed time known as scheduled time. The scheduled time as of your withdrawal date is divided by the number of contracted hours for the course, this applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

A) An applicant not accepted by the school shall be entitled to a refund of all monies paid less an application fee of $25.00

B) If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her enrollment and demands his/her money back in writing within three business days of signing of the contract, all monies collected by the School shall be refunded less an application fee of $25.00. The cancellation date will be determined by the postmark on written notification or the date said information is delivered to the School Director in person. This policy applies regardless of whether or not the student has actually started school.

C) If a student cancels his/her contract after three business days, but prior to entering classes, he/she shall be entitled to a refund of all monies less an application fee of $100.00.

D) For students who enroll and begin classes, the following schedule of tuition adjustment will apply:

|  |  |
| --- | --- |
| PERCENTAGE TIME TOTAL  TIME OF COURSE | AMOUNT OF TOTAL TUITION  DUE TO THE SCHOOL |
| 0.01% to 4.0% | 1% |
| 4.1% to 9.9% | 20% |
| 10% to 24.9% | 35% |
| 25% to 34.9% | 45% |
| 35% to 39.9% | 60% |
| 40% to 49.9% | 70% |
| 50% and over | 100% |

E) When situations of mitigating circumstances are in evidence, (long-term illness, disabling accident, death in the immediate family, etc.) the school will make a settlement with the student that is fair and reasonable to both parties.

F) A $25.00 non-refundable application fee will be charged for students re-entering after 180 days of their last physical date of attendance.

G) If the School is permanently closed or is no longer offering instruction after the student had enrolled and instruction has begun, the school shall at its option either provide a pro rata refund of tuition for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course and/or program, or provide a full refund of all monies paid. A listing of students, as well as the amount of their refunds, will be sent to our accrediting agency.

H) If a course is cancelled subsequent to a student’s enrollment, the school, which is covered by a surety bond, at its option will: (1) provided a refund of all monies paid or (2) will provide completion of the course. The student’s rights hereunder may not be assigned, but the School may sell, assign or transfer its rights to payment hereunder, but such assignment will not relieve the School from its obligation hereunder. Both parties hereto

are bound to the faithful and earnest performance of the enrollment contract.

I) The school provides no teach-out agreement, therefore the school will provide the student with a pro-rata refund of the tuition when applicable.

J) Students, who have withdrawn or were terminated, will be notified in writing if there is an outstanding balance on their account. The student must contact the school within 30 days to either pay the balance or make arrangements for paying the balance. If no contact is made by the student, then his/her account will be sent to collections.

K) Kits and books are non-refundable and cannot be returned for credit towards an account balance once received by the student.

If at any time a student’s account balance becomes a negative amount, the student may allow the school to hold any excess funds to cover additional educational expenses. If no additional fees apply, then a refund payable to the student will be made within fourteen (14) days from the date the negative balance occurred.

**APLICATION/LICENSURE/INDIVIDUALS WHO HAVE BEEN CONVICTED OF FELONY**

**Any applicant convicted of a felony or charged with a felony that is still pending may apply for Board approval upon enrollment in a cosmetic art school. All documentation submitted shall have no effect on an individual's ability to attend a cosmetic art school, take an examination administered by the Board, or apply for a license.**

**The applicant shall supply the following;**

1. A statement of facts of the crime, accompanied by a certified copy of the indictment (or, in the absence of an indictment, a copy of the "information" that initiated the formal judicial process), the judgment and any commitment order for each felony for which there has been a conviction;
2. At least three letters attesting to the applicant's character from individuals unrelated by blood or marriage;
3. A summary of the applicant's personal history since conviction including, if applicable, date of release, parole or probation status, employment, and military service;
4. Records of any cosmetology, esthetics, natural hair care, or manicurist school disciplinary actions; or a statement from the school indicating no disciplinary actions were taken; and
5. any other information that in the opinion of the applicant would be useful or pertinent to the consideration by the Board of the applicant's request.

**DISINFECTION PROCEDURES**

**Cosmetechnology Beauty College sanitation rules which apply to towels and cloths are as follows: (1) Clean protective capes, drapes, linens and towels shall be used for each patron; (2) After a protective cape has been in contact with a patron's neck it shall be placed in a clean, closed container until laundered with soap and hot water and dried in a heated dryer. Capes that cannot be laundered and dried in a heater dryer may be disinfected with an EPA registered hospital grade disinfectant mixed and used in accordance with the manufacturer directions.**

**After a drape, linen or towel has been in contact with a patron's skin it shall be placed in a clean, covered container until laundered with soap and hot water and dried in a heated dryer. A covered container may have an opening so soiled items may be dropped into the container.**

**Any paper or nonwoven protective drape or covering shall be discarded after one use.**

**There shall be a supply of clean protective drapes, linens and towels at all times.**

**Clean drapes, capes, linens, towels and all other supplies shall be stored in a clean area.**

**Bathroom facilities must be kept cleaned.**

**EPA registered hospital disinfectant**

**All implements shall be cleaned and disinfected after each use in the following manner:**

**(1) They shall be washed with warm water and a cleaning solution and scrubbed to remove debris and dried.**

**(2) They shall be disinfected in accordance with the following:**

**(A) EPA registered hospital/pseudomonacidal (bactericidal, virucidal, and fungicidal) or tuberculocidal that is mixed and used according to the manufacturer's directions. They shall be rinsed with hot tap water and dried with a clean towel before their next use. They shall be stored in a clean, closed cabinet or container until they are needed;**

**(B) 1 and 1/3 cup of 5.25 percent household bleach to one gallon of water for 10 minutes. They shall be rinsed with hot tap water and dried with a clean towel before their next use.**

**(C)They shall be stored in a clean, closed cabinet or container until they are needed; or (D) UV-C, ultraviolet germicidal irradiation used accordance with the manufacturer's directions.**

**(3) If the implement is not immersible or is not disinfected by UV-C irradiation, it shall be cleaned by wiping it with a clean cloth moistened or sprayed with a disinfectant EPA registered, hospital/pseudomonacidal (bactericidal, virucidal, and fungicidal) or tuberculocidal, used in accordance with the manufacturer's directions.**

**Implements that come in contact with blood**

**(4) Implements that come in contact with blood, shall be disinfected by:**

**(A) disinfectant, used in accordance with the manufacturer's instructions, that states the solution will destroy HIV, TB or HBV viruses and approved by the Federal Environmental Protection Agency; or**

**(B) EPA registered hospital/pseudomonacidal (bactericidal, virucidal, and fungicidal) and tuberculocidal that is mixed and used according to the manufacturer's directions; or**

**(C) household bleach in a 10 percent solution (1 and 2/3 cup of bleach to 1 gallon of water) for 10 minutes.**

1. **All disinfected non-electrical implements shall be stored in a clean closed cabinet or clean closed container.**
2. **All disinfected electrical implements shall be stored in a clean area.**
3. **Disposable and porous implements and supplies must be discarded after use or upon completion of the service.**
4. **Product that comes into contact with the patron must be discarded upon completion of the service.**
5. **Clean, closable storage must be provided for all disinfected implements not in use. Containers with open faces may be covered/closed with plastic wrapping. Disinfected implements must be kept in a clean closed cabinet or clean closed container and must not be stored with any implement or item that has not been disinfected.**
6. **Lancets, disposable razors, and other sharp objects shall be disposed in puncture-resistant containers.**
7. **All creams, lotions, wax, cosmetics, and other products dispensed to come in contact with patron's skin must be kept in clean, closed containers, and must conform in all respects to the requirements of the Pure Food and Drug Law. Any product apportioned for use and removed from original containers must be distributed in a sanitary manner that prevents contamination of product or container. Any product dispensed in portions into another container must be dispensed into a sanitized container and applied to patrons by means of a disinfected or disposable implement or other sanitized methods. Any product dispensed in portions not dispensed into another container must be used immediately and applied to patrons by means of a disinfected or disposable implement or other sanitized methods. No product dispensed in portions may be returned to the original container.**

**Foot Spas**

1. **As used in this Rule whirlpool or footspa means any basin using circulating water.**
2. **After use by each patron each whirlpool or footspa must be cleaned and disinfected as follows:**
3. **All water must be drained and all debris removed from the basin;**
4. **The basin must be disinfected by filling the basin with water and circulating:**
5. **Two tablespoons of automatic dishwashing powder and 1/4 cup of 5.25 percent household bleach to one gallon of water through the unit for 10 minutes; or**
6. **Surfactant or enzymatic soap with an EPA registered disinfectant with bactericidal, tuberculocidal, fungicidal and virucidal activity used according to manufacturer's instructions through the unit for 10 minutes;**
7. **The basin must be drained and rinsed with clean water; and**
8. **The basin must be wiped dry with a clean towel.**
9. **At the end of the day each whirlpool or footspa must be cleaned and disinfected as follows:**
10. **The screen must be removed and all debris trapped behind the screen removed;**
11. **The screen and the inlet must be washed with surfactant or enzymatic soap or detergent and rinsed with clean water;**
12. **Before replacing the screen one of the following procedures must be performed:**

**(A) The screen must be totally immersed in a household bleach solution of 1/4 cup of 5.25 percent household bleach to one gallon of water for 10 minutes; or**

**(B) The screen must be totally immersed in an EPA registered disinfectant with bactericidal tuberculocidal, fungicidal and virucidal activity in accordance to the manufacturer's instructions for 10 minutes; (4) The inlet and area behind the screen must be cleaned with a brush and surfactant soap and water to remove all visible debris and residue;**

1. **The spa system must be flushed with low sudsing surfactant or enzymatic soap and warm water for at least 10 minutes and then rinsed and drained.**
2. **Every week after cleaning and disinfecting each whirlpool and footspa must be cleaned and disinfected in the following manner:**
3. **The whirlpool or footspa basin must be filled with water and 1/4 cup of 5.25 percent household bleach for each one gallon of water or EPA registered disinfectant with bactericidal, tuberculocidal, fungicidal and virucidal activity in accordance to the manufacturer's instructions;**
4. **The whirlpool or footspa system must be flushed with the bleach and water or EPA registered disinfectant solution for 10 minutes and allowed to sit for at least six hours; and**
5. **The whirlpool or footspa system must be drained and flushed with water before use by a patron. A record must be made of the date and time of each cleaning and disinfecting as required by this Rule including the date, time, reason and name of the staff member who performed the cleaning. This record must be made for each whirlpool or footspa and must be kept and made available for at least 90 days upon request by either a patron or inspector.**
6. **The water in a vaporizer machine must be emptied daily and the unit disinfected daily after emptying. The area where services are performed that come in contact with the patron's skin including treatment chairs, treatment tables and beds shall be disinfected between patrons.**

**BASIC REQUIREMENTS FOR A SAFE WORKPLACE ORIENTATION**

**1. Proper Ventilation: Some fumes can be harmful.**

**2. Proper Use of Flammables: Read labels and always follow precautions.**

**3. Designated smoking areas: Never smoke or permit clients to smoke while being served. Avoid other sources of open flames.**

**4. Safe Product Storage: Store products in closed containers and prevent spills or leakage. Store in adequately ventilated area and in moderate temperature.**

**5. Protection during application: Follow directions, wear gloves and/or goggles as directed, properly drape client. Apply your professional training.**

**6. Proper Use of First Aid: Keep first aid kit available at front desk.**

**FIRST AID**

**Each cosmetic art shop and school shall have antiseptics, gloves or finger guards, sterile bandages, and other necessary supplies available to provide first aid.**

**If the skin of the licensee or student is punctured, the licensee or student shall immediately do the following in this order:**

1. **Apply protective gloves to remove materials from first aid kit;**
2. **Cleanse injured area with antiseptic (e.g. alcohol, hand sanitizer);**
3. **Apply a sterile bandage;**
4. **Disinfect any implement exposed to blood per Rule .0403 in this Section;**
5. **Dispose of all contaminated supplies in a zip lock bag then place in the trash;**
6. **Wash hands with soap and running water; and (7) Apply disposable, protective gloves or a finger guard.**
7. **If the skin of the patron is punctured, the licensee or student shall immediately do the following in this order:**
8. **Apply protective gloves to remove materials from first aid kit;**
9. **Make first aid supplies available to the patron or assist the patron with:**
10. **Cleansing injured area with antiseptic (e.g. alcohol, hand sanitizer)**
11. **Applying a sterile bandage;**
12. **Disinfect any implement exposed to blood per Rule .0403 in this Section;**
13. **Dispose of all contaminated supplies in a zip lock bag then place in the trash;**
14. **Wash hands with soap and running water; and**
15. **Put on disposable, protective gloves or a finger guard.**

**Cosmetechnology Beauty College**

1. **Notwithstanding Rule .0201 in this Subchapter, this Rule applies to all cosmetic art schools and shops. A cosmetic art school or shop shall be kept clean.**
2. **Waste material shall be kept in receptacles with a disposable liner. The area surrounding the waste receptacles shall be maintained in a sanitary manner.**
3. **All doors and windows shall be kept clean.**
4. **Furniture, equipment, floors, walls, ceilings and fixtures must be clean and in good repair.**
5. **Animals or birds shall not be in a cosmetic art shop or school. Fish in an enclosure and animals trained for the purpose of accompanying disabled persons are exempt from the prohibition in this Paragraph.**
6. **Cosmetechnology Beauty College shall designate the entrance by a sign or lettering.**
7. **The owner of a Cosmetechnology Beauty College shall not post any sign that states or implies that some action is required or forbidden by Board rules when such action is not required or forbidden by Board rules.**
8. **A violation of this prohibition is considered practicing or attempting to practice by fraudulent misrepresentation.**

**Fire Safety**:

**Cosmetechnology Beauty College** p**osts and review evacuation procedure during New Student Orientation.**

**In the event of fire:**

1. Contact fire department (Keep number readily available.
2. Give name and address of business, nature of fire (what is burning), and name of person reporting the fire
3. Evacuate premises by following the planned procedure for the facility.
4. Plan alternate exits for use in the event regular route is blocked by the fire.
5. Service extinguishers at last annually.

**Use of extinguishers; Install away from potential fire hazards and near an escape route. Follow the instructions**.

**Many work as follows**:

* 1. Pull the pin
  2. Aim the nozzle
  3. Squeeze the handle
  4. Sweep from side to side at base until fire goes out.

**Recommended Procedures: The National Fire Protection Association recommends that you should ONLY stand and fight a fire if ALL the following are TRUE**:

* 1. Everyone is leaving the premises and fire department has been called.
  2. The fire is small and confined to the work area where it started (wastebasket, cushion, small appliance, etc.)
  3. You can fight the fire with your back to an escape route.
  4. Your extinguisher is rated for the type of fire you are fighting and is in good working order.
  5. You know how to operate the extinguisher.

**Notes**

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