

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Advanced Cosmetology		
<b>REQUIRED HOURS:</b>	1800 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	26,445.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>	\$	26,795.00

**Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.**

**Payments: First Day Fee:** \$250.00                      **Monthly:** \$1100.00 (24 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

**The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.**

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### **STATE REQUIREMENTS:**

To obtain an Advanced Cosmetologist license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Cosmetology and Barber Board, as well as a written test in Advanced Skills. Applicants for this examination must have completed the Advanced Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Advanced Cosmetologist License

### **COURSE DESCRIPTION:**

Advanced Cosmetology is the full practice of Cosmetology, and deals with both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Cosmetology salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Advanced Cosmetology course is 1800 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 11 weeks

Junior Evening Schedule: 14 hours per week for 14 weeks

Senior Full Time I Schedule: 30 hours per week for 54 weeks

Senior Full Time II Schedule: 28 hours per week for 58 weeks

Senior Full Time III Schedule: 26 hours per week for 62 weeks

Senior Full Time IV Schedule: 26 hours per week for 62 weeks

Senior Full Time V Schedule: 24 hours per week for 67 weeks

Senior Modular Schedule: 20 hours per week for 81 weeks

Senior Evening Schedule\*: 18 hours per week for 104 weeks (Senior Class; Wednesday 4-hour senior class block between 9-6 pm (Required))

\*Available only at 5050 N High Street, Columbus location

### **COURSE GOALS:**

The goals of the Advanced Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Cosmetologist License, and secure entry level employment as a Cosmetologist, Hair Dresser, Hair Stylist, Makeup Artist, Theatrical and Performance Artists, Manicurist, Pedicurist, Esthetician, or Skincare Specialist.

### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

Continued - Advanced Cosmetology Course Outline

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**1800 Hour Advanced Cosmetology Curriculum**

<b><u>CONTENT OF UNITS OF INSTRUCTION</u></b>				<b><u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u></b>			
<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex-Time</u></b>	<b><u>Total</u></b>				
Orientation			0	0	6		6
General Sciences			40	20	20		80
Properties of the Hair & Scalp/Trichology			40	20	20		80
Hair Procedures/Practices/Styling			70	35	35		140
Haircutting			115	57.5	56.5		229
Chemical Procedures/Practices/Products			195	97.5	94.5		387
Nail Procedures & Practices			60	30	30		120
Skin Care Procedures & Practices			185	92.5	90.5		368
Artificial Lashes/Extensions			5	2.5	2.5		10
Salon Operations & Communications Skills			40	20	20		80
Cosmetology Laws & Rules			0	10	0		10
Public Health and Safety			25	12.5	12.5		50
Advanced Techniques			<u>120</u>	<u>60</u>	<u>60</u>		<u>240</u>
<b>TOTALS:</b>			<b>895</b>	<b>457.5</b>	<b>447.5</b>		<b>1800</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services
- Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology
- Infection Control Principles/Practices
- Decontamination Practices and Procedures
- Universal Precautions
- Dispensary Requirements & Operations
- First Aid Procedures
- Ergonomics
- Anatomy and Physiology
- Electricity Theory & Equipment Usage
- Chemistry Basics

**Properties of the Hair & Scalp/Trichology**

- Hair Texture/Wave Patterns
- Draping Procedures/Proper Client Protection

## 1800 Hour Advanced Cosmetology Curriculum - Continued

Scalp Massage & Design Decisions  
Hair and Scalp Conditions, Diseases and Disorders  
Chemistry, Matter and pH

### **Hair Procedures/Practices/Styling**

Client Protection  
Shampoos, Conditioners, Rinses and Treatments  
Thermal Styling (Marcel Curling Iron/Flat Iron/Blow-Dry Techniques)  
Wet Styling (Rollers Sets/Molding/Pin Curls/Finger Waves)  
Enhanced Hair Styling Techniques  
Braiding Techniques  
Wigs/Hair Additions and Extensions

### **Haircutting**

Haircutting Basics  
Haircutting Techniques  
Haircutting Tools  
Clipper Cutting & Razor Cutting

### **Chemical Procedures/Practices/Products**

Chemical Texturizing  
Permanent Waves  
Chemical Relaxing  
Curl Reformations  
Keratin Treatments  
Hair Color Techniques  
Single Process  
Lightening/Depositing Techniques  
Multidimensional Techniques

### **Nail Procedures & Practices**

Nail Anatomy & Natural Nail Theory  
Nail Conditions, Diseases & Disorders  
Basic Manicure & Pedicure Procedures  
Nail Products, Tools & Essentials  
Hand, Arm, Leg and Foot Massage  
Artificial Nail Theory  
Artificial Nail Applications & Maintenance  
Nail Enhancement Products, Tools & Essentials

### **Skin Care Procedures & Practices**

Skin Theory and Care  
Anatomy & Physiology of the Skin  
Skin Conditions, Diseases & Disorders  
Facial Techniques and Treatments  
Hair Removal  
Relaxation Treatments & Massage  
Consultations, Health History & Skin Types  
Electricity Theory and Therapies  
Body Treatments  
Specialized Facial Equipment Procedures  
Lash and Brow Tinting Procedures & Products  
Make-Up Products, Tools and Techniques  
Facial Shapes & Contouring  
Lash Lift & Brow Lamination

### **Artificial Lashes/Extensions**

Strip & Cluster Lash Procedures  
Lash Enhancement Products  
Contraindications  
Maintenance and Removal

## 1800 Hour Advanced Cosmetology Curriculum - Continued

### **Salon Operations & Communications Skills**

Salon Operation & Management  
Human Relations  
Consultation Skills  
Sales/Interpersonal Skills  
Professionalism & Communication  
Career and Employment Development

Job Search Skills (Resume Development/Interview Preparation)  
Product and Service Education  
Ohio Revised Code & Ohio Administrative Code  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Human Trafficking (Video and Written Test)

### **Cosmetology Laws and Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
License/Permit Policy and Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Business Structures and Ownership

### **Public Health and Safety**

Sanitation Practices & Procedures  
Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology and Universal Precautions  
Salon Operations & Procedures  
Consumer & Product Safety  
Contraindications

### **Advanced Techniques**

Advanced Techniques and Services  
Salon Supervision and Management  
Business Management and Ownership  
Specialized Equipment Usage and Control  
Product and Services Sales and Retail  
Communication Skills

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Cosmetology		
<b>REQUIRED HOURS:</b>	1500 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	23,245.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>	\$	23,595.00

**Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.**

**Payments: First Day Fee:** \$250.00                      **Monthly:** \$1162.00 (20 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

**The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.**

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### **STATE REQUIREMENTS:**

In order to work as a Cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Cosmetology License. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. Applicants for this examination must have completed the Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Cosmetology License

### **COURSE DESCRIPTION:**

Cosmetology is the full practice of Cosmetology dealing with operator skills. This course is designed to give students quality training in the basic skills of the art and science of Cosmetology.

### **LENGTH OF COURSE / SCHEDULES:**

The Cosmetology course is 1500 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 11 weeks

Junior Evening Schedule: 14 hours per week for 14 weeks

Senior Full Time I Schedule: 30 hours per week for 44 weeks

Senior Full Time II Schedule: 28 hours per week for 47 weeks

Senior Full Time III Schedule: 26 hours per week for 51 weeks

Senior Full Time IV Schedule: 26 hours per week for 51 weeks

Senior Full Time V Schedule: 24 hours per week for 55 weeks

Senior Modular Schedule: 20 hours per week for 66 weeks

Senior Evening Schedule: 17 hours per week for 77 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Cosmetologist License, and secure entry level employment as a Cosmetologist, Hair Dresser, Hair Stylist, Makeup Artist, Theatrical and Performance Artists, Manicurist, Pedicurist, Esthetician, or Skincare Specialist.

### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

Continued - Cosmetology Course Outline

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination

**1500 Hour Cosmetology Curriculum**

<b><u>CONTENT OF UNITS OF INSTRUCTION</u></b>			<b><u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u></b>			
<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex-Time</u></b>	<b><u>Total</u></b>			
<b>Orientation</b>			<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>			<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Properties of the Hair &amp; Scalp/Trichology</b>			<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Hair Procedures/Practices/Styling</b>			<b>70</b>	<b>35</b>	<b>35</b>	<b>140</b>
<b>Haircutting</b>			<b>115</b>	<b>57.5</b>	<b>56.5</b>	<b>229</b>
<b>Chemical Procedures/Practices/Products</b>			<b>195</b>	<b>97.5</b>	<b>94.5</b>	<b>387</b>
<b>Nail Procedures &amp; Practices</b>			<b>60</b>	<b>30</b>	<b>30</b>	<b>120</b>
<b>Skin Care Procedures &amp; Practices</b>			<b>185</b>	<b>92.5</b>	<b>90.5</b>	<b>368</b>
<b>Artificial Lashes/Extensions</b>			<b>5</b>	<b>2.5</b>	<b>2.5</b>	<b>10</b>
<b>Salon Operations &amp; Communications Skills</b>			<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>TOTALS:</b>			<b>750</b>	<b>375</b>	<b>375</b>	<b>1500</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services
- Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology
- Infection Control Principles/Practices
- Decontamination Practices and Procedures
- Universal Precautions
- Dispensary Requirements & Operations
- First Aid Procedures
- Ergonomics
- Anatomy and Physiology
- Electricity Theory & Equipment Usage
- Chemistry Basics

**Properties of the Hair & Scalp/Trichology**

- Hair Texture/Wave Patterns
- Draping Procedures/Proper Client Protection

## 1500 Hour Cosmetology Curriculum - Continued

Scalp Massage  
Hair and Scalp Conditions, Diseases and Disorders  
Chemistry, Matter and pH  
Design Decisions

### **Hair Procedures/Practices/Styling**

Client Protection  
Shampoos, Conditioners, Rinses and Treatments  
Thermal Styling (Marcel Curling Iron/Flat Iron/Blow-Dry Techniques)  
Wet Styling (Rollers Sets/Molding/Pin Curls/Finger Waves)  
Enhanced Hair Styling Techniques  
Braiding Techniques  
Wigs/Hair Additions and Extensions

### **Haircutting**

Haircutting Basics & Techniques  
Haircutting Tools  
Clipper Cutting & Razor Cutting

### **Chemical Procedures/Practices/Products**

Chemical Texturizing  
Permanent Waves  
Chemical Relaxing & Curl Reformations  
Keratin Treatments  
Hair Color Techniques  
Single Process/ Multidimensional Techniques  
Lightening/Depositing Techniques

### **Nail Procedures & Practices**

Nail Anatomy  
Natural Nail Theory  
Nail Conditions, Diseases & Disorders  
Basic Manicure & Pedicure Procedures  
Nail Products, Tools & Essentials  
Hand, Arm, Leg and Foot Massage  
Artificial Nail Theory  
Artificial Nail Applications & Maintenance  
Nail Enhancement Products, Tools & Essentials

### **Skin Care Procedures & Practices**

Skin Theory and Care  
Anatomy & Physiology of the Skin  
Skin Conditions, Diseases & Disorders  
Facial Techniques and Treatments  
Hair Removal  
Relaxation Treatments & Massage  
Consultations, Health History & Skin Types  
Electricity Theory and Therapies  
Body Treatments  
Specialized Facial Equipment Procedures  
Lash and Brow Tinting Products & Procedures  
Make-Up Products, Tools and Techniques  
Facial Shapes & Contouring  
Lash Lift & Brow Lamination

### **Artificial Lashes/Extensions**

Strip & Cluster Lash Procedures  
Lash Enhancement Products  
Contraindications  
Maintenance and Removal

## 1500 Hour Cosmetology Curriculum - Continued

### **Salon Operations & Communications Skills**

Salon Operation & Management

Human Relations

Consultation Skills

Sales/Interpersonal Skills

Professionalism & Communication

Career and Employment Development

Job Search Skills (Resume Development/Interview Preparation)

Product and Service Education

Ohio Revised Code & Ohio Administrative Code

Licensure Policies & Procedures

Continuing Education Policies and Procedures

Inspection and Enforcement Policies and Procedures

Scope of Practice Regulations

Human Trafficking (Video and Written Test)

### **Review and Testing**

Practical and Written Testing (Included in all Units)



## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Hair Designer	
<b>REQUIRED HOURS:</b>	1000 Clock Hours	
<b>COST:</b>	Registration Fee:	\$100.00
	Tuition:	\$16,645.00
	First Day Fee:	\$250.00
	Books & Equipment:	Included
	<b>TOTAL:</b>	<b>\$16,995.00</b>

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

**Payments: First Day Fee:** \$250.00      **Monthly:** \$1,387.00 (12 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5012.00) <http://www.onetonline.org/link/summary/39-5012.00>

### **STATE REQUIREMENTS:**

In order to work in a licensed cosmetology salon in the State of Ohio, an individual must possess an Ohio Hair Designer's License. In order to obtain such a license, an individual must take and pass a written and practical examination conducted by the State Board of Cosmetology. Applicants for this examination must have completed the 1200 Hour Hair Designer course, possess at least a tenth grade education or its equivalent and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Hair Designer's License

### **COURSE DESCRIPTION:**

The Hair Designer License is the partial practice of Cosmetology dealing with all aspects of hair services. This is an entry level course which includes hair care, haircutting, hairstyling, chemical texturizing and haircolor.

### **LENGTH OF COURSE / SCHEDULES:**

The Hair Designer course is 1000 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 18 hours per week for 8 weeks

Junior Evening Schedule: 14 hours per week for 10 weeks

Senior Full Time V Schedule: 24 hours per week for 36 weeks

Senior Modular Schedule: 20 hours per week for 43 weeks

Senior Evening Schedule: 17 hours per week for 51 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Ohio Hair Designer Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Hair Designer License, and secure entry level employment as a Cosmetologist, Hair Dresser or Hair Stylist.

### **COURSE FORMAT:**

The course is taught with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of

Continued – 1000 Hour Hair Designer Course Outline

working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**1000 Hour Hair Designer Curriculum**

<u>CONTENT OF UNITS OF INSTRUCTION</u>			<u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u>			
<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	<u>Total</u>			
<b>Orientation</b>			<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>			<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Properties of the Hair &amp; Scalp/Trichology</b>			<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>Hair Procedures/Practices/Styling</b>			<b>70</b>	<b>35</b>	<b>35</b>	<b>140</b>
<b>Haircutting</b>			<b>115</b>	<b>57.5</b>	<b>54.5</b>	<b>227</b>
<b>Chemical Procedures/Practices/Products</b>			<b>195</b>	<b>97.5</b>	<b>94.5</b>	<b>387</b>
<b>Salon Operations &amp; Communication Skills</b>			<b>40</b>	<b>20</b>	<b>20</b>	<b>80</b>
<b>TOTALS:</b>			<b>500</b>	<b>250</b>	<b>250</b>	<b>1000</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services
- Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology
- Infection Control Principles/Practices
- Decontamination Practices and Procedures
- Universal Precautions
- Dispensary Requirements & Operations
- First Aid Procedures
- Ergonomics
- Anatomy and Physiology
- Electricity Theory & Equipment Usage
- Chemistry Basics

**Properties of the Hair & Scalp/Trichology**

- Hair Texture/Wave Patterns
- Draping Procedures/Proper Client Protection
- Scalp Massage
- Hair and Scalp Conditions, Diseases and Disorders
- Chemistry, Matter and pH
- Design Decisions

**Hair Procedures/Practices/Styling**

- Client Protection
- Shampoos, Conditioners, Rinses and Treatments

## 1000 Hour Hair Designer Curriculum - Continued

Thermal Styling (Marcel Curling Iron/Flat Iron/Blow-Dry Techniques)

Wet Styling (Rollers Sets/Molding/Pin Curls/Finger Waves)

Enhanced Hair Styling Techniques

Braiding Techniques

Wigs/Hair Additions and Extensions

### **Haircutting**

Haircutting Basics

Haircutting Techniques

Haircutting Tools

Clipper Cutting & Razor Cutting

### **Chemical Procedures/Practices/Products**

Chemical Texturizing & Permanent Waves

Chemical Relaxing & Curl Reformations

Keratin Treatments

Hair Color Techniques

Single Process

Lightening/Depositing Techniques

Multidimensional Techniques

### **Salon Operations & Communications Skills**

Salon Operation & Management

Human Relations

Consultation Skills

Sales/Interpersonal Skills

Professionalism

Communication

Career and Employment Development

Job Search Skills (Resume Development/Interview Preparation)

Product and Service Education

Ohio Revised Code & Ohio Administrative Code

Licensure Policies & Procedures

Continuing Education Policies and Procedures

Inspection and Enforcement Policies and Procedures

Scope of Practice Regulations

Human Trafficking (Video and Written Test)

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	<b>Advanced Esthetics (The Spa School Only)</b>
<b>REQUIRED HOURS:</b>	<b>750 Clock Hours</b>
<b>COST:</b>	<b>Registration Fee:</b> \$ 100.00
	<b>Tuition:</b> \$16,915.00
	<b>First Day Fee:</b> \$ 400.00
	<b>Books &amp; Equipment:</b> Included
	<b>TOTAL:</b> \$17,415.00

**Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.**

**Payments: First Day Fee:** \$400.00      **Monthly:** \$1,535.00 (11 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

**The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.**

Occupation Summary Report; (SOC 39-5094.00) <http://www.onetonline.org/link/summary/39-5094.00>

### STATE REQUIREMENTS:

In order to work as an Advanced Esthetician in the State of Ohio, an individual must possess an Advanced Esthetician License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board . To qualify for such examination, the individual must have completed at least 750 clock hours of training in Advanced Esthetics in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Advanced Esthetician License

### COURSE DESCRIPTION:

Esthetics is a limited practice of Cosmetology, and deals only with skin care. The Advanced Esthetics Course teaches both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own an Esthetics salon.

### LENGTH OF COURSE / SCHEDULES:

The Advanced Esthetics course is 750 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for six week

Junior Evening Schedule: 14 hours per week for 11 weeks

Senior Full Time I Schedule: 30 hours per week for 20 weeks

Senior Full Time II Schedule: 28 hours per week for 22 weeks

Senior Full Time III Schedule: 26 hours per week for 23 weeks

Senior Full Time IV Schedule: 26 hours per week for 23 weeks

Senior Full Time V Schedule: 24 hours per week for 25 weeks

Senior Modular Schedule: 20 hours per week for 30 weeks

Senior Evening Schedule: 17 hours per week for 36 weeks

### COURSE GOALS:

The goals of the Advanced Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Esthetician License, and secure entry level employment as an Esthetician, Skin Care Specialist or Makeup Artist.

### COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

Continued - Advanced Esthetics Course Outline (The Spa School Only)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination
  - D. Advanced Examination

**750 Hour Advanced Esthetics Curriculum**

<b><u>CONTENT OF UNITS OF INSTRUCTION</u></b>			<b><u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u></b>			
<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex-Time</u></b>	<b><u>Total</u></b>			
<b>Orientation</b>			<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>			<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Skin Sciences</b>			<b>30</b>	<b>15</b>	<b>15</b>	<b>60</b>
<b>Skin Care Practices &amp; Procedures</b>			<b>160</b>	<b>80</b>	<b>74</b>	<b>314</b>
<b>Hair Removal</b>			<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Makeup</b>			<b>15</b>	<b>7.5</b>	<b>7.5</b>	<b>30</b>
<b>Facial Machines &amp; Equipment</b>			<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Artificial Lashes/Extensions</b>			<b>5</b>	<b>2.5</b>	<b>2.5</b>	<b>10</b>
<b>Salon Operations &amp; Communications Skills</b>			<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Cosmetology Laws and Rules</b>			<b>0</b>	<b>10</b>	<b>0</b>	<b>10</b>
<b>Public Health and Safety</b>			<b>25</b>	<b>12.5</b>	<b>12.5</b>	<b>50</b>
<b>Advanced Techniques</b>			<b>45</b>	<b>22.5</b>	<b>22.5</b>	<b>90</b>
<b>TOTALS:</b>			<b>370</b>	<b>195</b>	<b>185</b>	<b>750</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services & Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology & Infection Control
- Decontamination Practices and Procedures
- Universal Precautions
- Anatomy
- Electricity & Chemistry Basics
- Dispensary Requirements & Operations
- First Aid Procedures
- Ergonomics
- Matter & pH

**Skin Sciences**

- Skin Theory & Layers of the Skin
- Skin Conditions, Diseases and Disorders
- Skin Analysis
- Physiology and Histology of the Skin
- Skin Care Products/Product Chemistry and Ingredients

**Skin Care Practices & Procedures**

- Client Consultations & Health History

## 750 Hour Advanced Esthetics Curriculum - Continued

Basic Facial Techniques & Treatments & Masks  
Massage Manipulations & Muscle Effects  
Relaxation Treatments  
Chemical Peels

Facial Products, Tools & Equipment  
Ingredients, Compounds, Mixtures, Solutions & Suspensions

### **Hair Removal**

Hair Removal Theory  
Waxing Tools, Products and Equipment  
Facial/Body Waxing & Tweezing

### **Makeup**

Makeup Equipment, Implements and Products  
Facial Shapes, Color Theory & Consultations  
Makeup Application Techniques, Corrective Makeup & Contouring  
Lash and Brow Tinting

### **Facial Machines & Equipment**

Electricity (Principles/Safety/Effects/Therapies)  
Light Therapies/Galvanic and High Frequency  
Specialized Equipment Types & Procedures  
Microdermabrasion & Dermaplaning  
Safety, Effects & Contraindications

### **Artificial Lashes/Extensions**

Strip & Cluster Lashes & Lash Extension Procedures  
Lash Enhancement Products & Tools  
Contraindications, Maintenance and Removal

### **Salon Operations & Communications Skills**

Salon Operations & Management  
Human Relations & Consultation Skills  
Sales/Interpersonal Skills/Inventory Control  
Professionalism and Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Ohio Administrative Code & Ohio Revised Code  
Inspection and Enforcement Policies and Procedures  
Continuing Education Policies and Procedures  
Business & Employment Structures and Operations  
Human Trafficking (Video and Written Test)

### **Cosmetology Laws & Rules**

Ohio Revised Code Statutes & Ohio Administrative Rules  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations

### **Public Health and Safety**

Sanitation/Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology and Universal Precautions  
Salon Operations & Procedures  
Consumer & Product Safety  
Contraindications

### **Advanced Techniques**

Advanced Techniques & Services

## 750 Hour Advanced Esthetics Curriculum - Continued

Salon Supervision & Management  
Specialized Equipment Use and Control  
Product and Service Sales Training  
Communication Skills & Business Management

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## SPECIFIC COURSE OUTLINE

<b>COURSE TITLE:</b>	Esthetics (The Spa School Only)
<b>REQUIRED HOURS:</b>	600 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$13,500.00
	First Day Fee: \$ 400.00
	Books & Equipment: Included
<b>TOTAL:</b>	\$14,000.00

**Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.**

**Payments: First Day Fee: \$400.00                      Monthly: \$1,500.00 (9 months)**

**Late Payment Charge: \$25.00 (for any payment not received within 20 days of the due date)**

**The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.**

Occupation Summary Report; (SOC 39-5094.00) <http://www.onetonline.org/link/summary/39-5094.00>

### STATE REQUIREMENTS:

In order to work as an Esthetician in the State of Ohio, an individual must possess an Esthetician License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 600 clock hours of training in Esthetics in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### EDUCATIONAL OBJECTIVE:

Ohio Esthetician License

### COURSE DESCRIPTION:

Esthetics is a limited practice of Cosmetology, and deals only with skin care. The Esthetics Course teaches both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own an Esthetics salon.

### LENGTH OF COURSE / SCHEDULES:

The Esthetics course is 600 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 24 hours per week for 5 weeks

Junior Evening Schedule: 14 hours per week for 9 weeks

Senior Full Time I Schedule: 30 hours per week for 16 weeks

Senior Full Time II Schedule: 28 hours per week for 18 weeks

Senior Full Time III Schedule: 26 hours per week for 19 weeks

Senior Full Time IV Schedule: 26 hours per week for 19 weeks

Senior Full Time V Schedule: 24 hours per week for 20 weeks

Senior Modular Schedule: 20 hours per week for 26 weeks

Senior Evening Schedule: 17 hours per week for 28 weeks

### COURSE GOALS:

The goals of the Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Esthetician License, and secure entry level employment as an Esthetician, Skin Care Specialist or Makeup Artist.

### COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

### GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

85% - 92% = (Very Good)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)



Continued - Esthetics Course Outline (The Spa School Only)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Periodic Senior Evaluations (must pass a minimum of 2)
  - C. Senior Final Examination

**600 Hour Esthetics Curriculum**

<u>CONTENT OF UNITS OF INSTRUCTION</u>	<u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u>			
	<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	<u>Total</u>
<b>Orientation</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>
<b>General Sciences</b>	<b>25</b>	<b>14</b>	<b>11</b>	<b>50</b>
<b>Skin Sciences</b>	<b>30</b>	<b>15</b>	<b>15</b>	<b>60</b>
<b>Skin Care Practices &amp; Procedures</b>	<b>160</b>	<b>80</b>	<b>74</b>	<b>314</b>
<b>Hair Removal</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Makeup</b>	<b>15</b>	<b>8</b>	<b>7</b>	<b>30</b>
<b>Facial Machines &amp; Equipment</b>	<b>20</b>	<b>10</b>	<b>10</b>	<b>40</b>
<b>Artificial Lashes/Extensions</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>10</b>
<b>Salon Operations &amp; Communications Skills</b>	<b><u>25</u></b>	<b><u>14</u></b>	<b><u>11</u></b>	<b><u>50</u></b>
<b>TOTALS:</b>	<b>300</b>	<b>154</b>	<b>146</b>	<b>600</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services & Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology & Infection Control
- Decontamination Practices and Procedures
- Universal Precautions
- Anatomy
- Electricity & Chemistry Basics
- Dispensary Requirements & Operations
- First Aid Procedures
- Ergonomics
- Matter & pH

**Skin Sciences**

- Skin Theory
- Layers of the Skin
- Skin Conditions, Diseases and Disorders
- Skin Analysis
- Physiology and Histology of the Skin
- Skin Care Products
- Product Chemistry and Ingredients

**Skin Care Practices & Procedures**

- Client Consultations
- Health History
- Basic Facial Techniques & Treatments
- Masks & Massage Manipulations

## 600 Hour Esthetics Curriculum - Continued

Muscle Effects  
Relaxation Treatments  
Chemical Peels  
Chemistry  
Facial Products, Tools & Equipment  
Ingredients, Compounds, Mixtures, Solutions & Suspensions

### **Hair Removal**

Hair Removal Theory  
Waxing Tools, Products and Equipment  
Facial/Body Waxing & Tweezing

### **Makeup**

Equipment, Implements and Products  
Makeup & Color Theory  
Facial Shapes & Consultations  
Makeup Application Techniques  
Corrective Makeup & Contouring  
Lash and Brow Tinting

### **Facial Machines & Equipment**

Electricity (Principles/Safety/Effects/Therapies)  
Light Therapies/Galvanic and High Frequency  
Specialized Equipment Types & Procedures  
Microdermabrasion & Dermaplaning  
Safety & Effects & Contraindications

### **Artificial Lashes/Extensions**

Strip & Cluster Lashes & Lash Extension Procedures  
Lash Enhancement Products & Tools  
Contraindications  
Maintenance and Removal

### **Salon Operations & Communications Skills**

Salon Operations & Management  
Human Relations & Consultation Skills  
Sales/Interpersonal Skills  
Professionalism and Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Ohio Administrative Code & Ohio Revised Code  
Inspection and Enforcement Policies and Procedures  
Continuing Education Policies and Procedures  
Human Trafficking (Video and Written Test)  
Business & Employment Structures and Operations  
Inventory Control

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Advanced Manicuring
<b>REQUIRED HOURS:</b>	300 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$4,420.00
	First Day Fee: \$ 400.00
	Books & Equipment: Included
<b>TOTAL:</b>	\$4,920.00

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

**Payments:** First Day Fee: \$400.00                      Monthly: \$2,210.00 (2 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.

Occupation Summary Report; (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

### **STATE REQUIREMENTS:**

In order to work as an Advanced Manicurist in the State of Ohio, an individual must possess a Advanced Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 300 clock hours of training in an Advanced Manicuring program in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Advanced Manicurist License

### **COURSE DESCRIPTION:**

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of the finger and toe nails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Manicuring salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Manicuring salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Advanced Manicuring course is 300 Clock Hours with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for one week

Junior Evening Schedule: 14 hours per week for two weeks (Students who complete junior theory training on an evening schedule must attend their senior training on an evening schedule)

Senior Full Time I Schedule: 39 hours per week for 8 weeks

Senior Full Time II Schedule: 29 hours per week for 10 weeks

Senior Full Time III Schedule: 25 hours per week for 12 weeks

Senior Full Time IV Schedule: 25 hours per week for 12 weeks

Senior Modular Schedule: 22 hours per week for 13 weeks

Senior Evening Schedule: 17 hours per week for 17 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Advanced Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Advanced Manicurist License, and secure entry level employment as a Manicurist or Pedicurist.

### **COURSE FORMAT:**

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing .

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

Continued - Advanced Manicuring Course Outline

- 93% - 100% = (Excellent)
- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative Average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Final Examination
  - C. Advanced Examination

**300 Hour Advanced Manicuring Curriculum**

<b><u>CONTENT OF UNITS OF INSTRUCTION</u></b>			<b><u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u></b>			
<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex Time</u></b>	<b><u>Total</u></b>			
Orientation			0	0	4	4
General Sciences			20	10	10	40
Nail Care			35	17.5	15.5	68
Nail Enhancements			35	17.5	15.5	68
Salon Operations & Communications Skills			10	5	5	20
Cosmetology Laws and Rules			0	10	0	10
Public Health and Safety			20	10	10	40
Advanced Techniques			<u>25</u>	<u>12.5</u>	<u>12.5</u>	<u>50</u>
<b>TOTALS:</b>			<b>145</b>	<b>82.5</b>	<b>72.5</b>	<b>300</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services
- Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology
- Infection Control Principles and Practices
- Decontamination Practices and Procedures
- Universal Precautions
- Dispensary Requirements & Operations
- General Anatomy
- Nail Structure & Growth
- Nail Conditions, Diseases & Disorders
- Electricity Theory & Equipment Usage
- Chemistry Basics
- First Aid Procedures
- Ergonomics

**Nail Care**

- Client Protection & Consultations
- Safety Precautions
- Basic Manicures & Basic Pedicures

## 300 Hour Advanced Manicuring Curriculum - Continued

Tools and Equipment  
Polish and Application Techniques  
Color Theory  
Massage Theory and Techniques  
Product and Service Sales Training

### **Nail Enhancements**

Enhancement Products and Chemistry  
Monomer and Polymer Enhancements  
UV Gel & Nail Repairs  
Application Procedures  
Artificial Nail Structure  
Preparation and Removal  
Application and Maintenance  
Specialized Equipment  
Curing Methods  
Embellishments  
Drills/Advanced Tools

### **Salon Operations & Communications Skills**

Salon Operation & Management  
Human Relations  
Consultation Skills  
Sales/Interpersonal Skills  
Professionalism & Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Product and Service Education  
Ohio Revised Code & Ohio Administrative Code  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Human Trafficking (Video and Written Test)

### **Cosmetology Laws & Rules**

Ohio Revised Code Statutes  
Ohio Administrative Rules  
Licensure/Permit Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Business Structures

### **Public Health and Safety**

Sanitation Practices & Procedures  
Sterilization Practices & Procedures  
Dispensary Operations & Procedures  
Bacteriology and Universal Precautions  
Salon Operations & Procedures  
Consumer & Product Safety  
Contraindications

### **Advanced Techniques**

Advanced Techniques & Services  
Salon Supervision & Management  
Specialized Equipment Use and Control  
Product and Service Sales Training  
Communication Skills  
Business Management

### **Review and Testing**

Practical and Written Testing (Included in all Units)

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Manicuring (The Spa School Only; Limited to Graduates of the Advanced Esthetics Program)
<b>REQUIRED HOURS:</b>	200 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$3,635.00
	First Day Fee: \$ 400.00
	Books & Equipment Included
<b>TOTAL:</b>	\$4,135.00

**Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.**

**Payments: First Day Fee:** \$400.00                      **Monthly:** \$1,818.00 (2 months)

**Late Payment Charge:** \$25.00 (for any payment not received within 20 days of the due date)

**The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is refundable if enrollment is cancelled within three business days of signing the enrollment agreement, regardless of whether a student has started training.**

Occupation Summary Report; (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

### **STATE REQUIREMENTS:**

In order to work as a Manicurist in the State of Ohio, an individual must possess a Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Cosmetology and Barber Board. To qualify for such examination, the individual must have completed at least 200 clock hours of training in a manicuring program in a licensed Cosmetology School, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

### **EDUCATIONAL OBJECTIVE:**

Ohio Manicurist License

### **COURSE DESCRIPTION:**

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of the finger and toe nails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level and trains the student in the basic skills needed for gainful employment in a Cosmetology or Manicuring salon.

### **LENGTH OF COURSE / SCHEDULES:**

The Manicuring course is 200 Clock Hours (Limited to Graduates of Spa School Esthetics Program) with the following junior / senior scheduling options:

Junior Full Time Schedule: 25 hours per week for one week

Junior Evening Schedule: 14 hours per week for two weeks (Students who complete junior theory training on an evening schedule must attend their senior training on an evening schedule)

Senior Full Time I Schedule: 39 hours per week for 5 weeks

Senior Full Time II Schedule: 29 hours per week for 7 weeks

Senior Full Time III Schedule: 25 hours per week for 8 weeks

Senior Full Time IV Schedule: 25 hours per week for 8 weeks

Senior Modular Schedule: 22 hours per week for 8 weeks

Senior Evening Schedule: 17 hours per week for 11 weeks (Available only at 5050 N High Street, Columbus location)

### **COURSE GOALS:**

The goals of the Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Manicurist License, and secure entry level employment as a Manicurist or Pedicurist.

### **COURSE FORMAT:**

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = (Excellent)

Continued - Manicuring Course Outline (The Spa School Only; Limited to Graduates of the Advanced Esthetics Program)

- 85% - 92% = (Very Good)
- 75% - 84% = (Satisfactory)
- 0% - 74% = (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Final Examination

**200 Hour Manicuring Curriculum**

<b><u>CONTENT OF UNITS OF INSTRUCTION</u></b>			<b><u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u></b>			
<b><u>Clinic</u></b>	<b><u>Theory</u></b>	<b><u>Flex Time</u></b>	<b><u>Total</u></b>			
Orientation			0	0	4	4
General Sciences			20	10	10	40
Nail Care			35	17.5	15.5	68
Nail Enhancements			35	17.5	15.5	68
Salon Operations & Communications Skills			<u>10</u>	<u>5</u>	<u>5</u>	<u>20</u>
<b>TOTALS:</b>			<b>100</b>	<b>50</b>	<b>50</b>	<b>200</b>

**Orientation**

- Introduction to the Classroom/Clinic
- Review First Day Forms and Information about the Program
- School Policies and Procedures
- Student Support Services
- Emergency Procedures
- Getting set up in/navigating Lab

**General Sciences**

- Bacteriology
- Infection Control Principles and Practices
- Decontamination Practices and Procedures
- Universal Precautions
- Dispensary Requirements & Operations
- General Anatomy
- Nail Structure & Growth
- Nail Conditions, Diseases & Disorders
- Electricity Theory & Equipment Usage
- Chemistry Basics
- First Aid Procedures
- Ergonomics

**Nail Care**

- Client Protection & Consultations
- Safety Precautions
- Basic Manicures
- Basic Pedicures
- Tools and Equipment
- Polish and Application Techniques
- Color Theory
- Massage Theory and Techniques
- Product and Service Sales Training

## 200 Hour Manicuring Curriculum - Continued

### **Nail Enhancements**

Enhancement Products and Chemistry  
Monomer and Polymer Enhancements  
UV Gel  
Application Procedures  
Artificial Nail Structure  
Preparation and Removal  
Application and Maintenance  
Nail Repairs  
Specialized Equipment  
Curing Methods  
Embellishments  
Drills/Advanced Tools

### **Salon Operations & Communications Skills**

Salon Operation & Management  
Human Relations  
Consultation Skills  
Sales/Interpersonal Skills  
Professionalism  
Communication  
Career and Employment Development  
Job Search Skills (Resume Development/Interview Preparation)  
Product and Service Education  
Ohio Revised Code & Ohio Administrative Code  
Licensure Policies & Procedures  
Continuing Education Policies and Procedures  
Inspection and Enforcement Policies and Procedures  
Scope of Practice Regulations  
Human Trafficking (Video and Written Test)

### **Review and Testing**

Practical and Written Testing (Included in all Units)