

SPECIFIC COURSE OUTLINE

COURSE TITLE:	Advanced Cosmetology		
REQUIRED HOURS:	1800 Clock Hours		
COST:	Registration Fee:	\$	100.00
	Tuition:	\$	26,200.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
	TOTAL:	\$	26,550.00

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: \$1,092.00 (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 (Available only at 5050 N High Street, Columbus location)

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)

75% - 84% = (Satisfactory)

0% - 74% = (Failing)

Continued - Advanced Cosmetology Course Outline

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

<u>CONTENT OF UNITS OF INSTRUCTION</u>	<u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u>			<u>Total</u>
	<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	
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	120	60	60	240
TOTALS:	895	457.5	447.5	1800

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
- 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

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

COURSE TITLE:	Cosmetology		
REQUIRED HOURS:	1500 Clock Hours		
COST:	Registration Fee:	\$	100.00
	Tuition:	\$	22,900.00
	First Day Fee:	\$	250.00
	Books & Equipment:	Included	
	TOTAL:	\$	23,250.00

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: \$1,145.00 (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 (Available only at 5050 N High Street, Columbus location)

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: 19 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.

Continued - Cosmetology Course Outline

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 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

CONTENT OF UNITS OF INSTRUCTION

HOURS DEVOTED TO UNITS OF INSTRUCTION

	<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	<u>Total</u>
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
TOTALS:	750	375	375	1500

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
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

1500 Hour Cosmetology Curriculum – Continued

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

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

COURSE TITLE:	Hair Designer	
REQUIRED HOURS:	1200 Clock Hours	
COST:	Registration Fee:	\$100.00
	Tuition:	\$17,660.00
	First Day Fee:	\$250.00
	Books & Equipment:	Included
	TOTAL:	\$18,010.00

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: \$1,472.00 (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 1200 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 11 weeks (Available only at 5050 N High Street, Columbus location)

Senior Full Time I Schedule: 30 hours per week for 36 weeks

Senior Full Time II Schedule: 28 hours per week for 38 weeks

Senior Full Time III Schedule: 26 hours per week for 41 weeks

Senior Full Time IV Schedule: 26 hours per week for 41 weeks

Senior Full Time V Schedule: 24 hours per week for 44 weeks

Senior Modular Schedule: 20 hours per week for 53 weeks

Senior Evening Schedule: 17 hours per week for 71 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.

Continued – Hair Designer Course Outline

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

1200 Hour Hair Designer Curriculum

CONTENT OF UNITS OF INSTRUCTION

HOURS DEVOTED TO UNITS OF INSTRUCTION

	<u>Clinic</u>	<u>Theory</u>	<u>Flex-Time</u>	<u>Total</u>
Orientation	0	0	6	6
General Sciences	51	31	30	112
Properties of the Hair & Scalp/Trichology	51	31	30	112
Hair Procedures/Practices/Styling	81	46	45	172
Haircutting	126	68.5	69	263.5
Chemical Procedures/Practices/Products	206	108.5	108	422.5
Salon Operations & Communication Skills	51	31	30	112
TOTALS:	566	316	318	1200

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
- 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

1200 Hour Hair Designer Curriculum - Continued

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

COURSE TITLE:	Advanced Esthetics (The Spa School Only)		
REQUIRED HOURS:	750 Clock Hours		
COST:	Registration Fee:	\$	100.00
	Tuition:	\$	16,915.00
	First Day Fee:	\$	400.00
	Books & Equipment:		Included
	TOTAL:		\$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 a 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:

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

- 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
 - D. Advanced Examination

750 Hour Advanced Esthetics Curriculum

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

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

750 Hour Advanced Esthetics Curriculum - Continued

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

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
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

COURSE TITLE:	Advanced Manicuring		
REQUIRED HOURS:	300 Clock Hours		
COST:	Registration Fee:	\$	100.00
	Tuition:	\$	4,420.00
	First Day Fee:	\$	400.00
	Books & Equipment:	Included	
	TOTAL:	\$	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 hands and fingernails. 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)

* Available only at 5050 N High Street, Columbus location

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

CONTENT OF UNITS OF INSTRUCTION

HOURS DEVOTED TO UNITS OF INSTRUCTION

	<u>Clinic</u>	<u>Theory</u>	<u>Flex Time</u>	<u>Total</u>
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	25	12.5	12.5	50
TOTALS:	145	82.5	72.5	300

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

300 Hour Advanced 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)

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

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

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:

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

- 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

200 Hour Manicuring Curriculum

CONTENT OF UNITS OF INSTRUCTION

HOURS DEVOTED TO UNITS OF INSTRUCTION

	<u>Clinic</u>	<u>Theory</u>	<u>Flex Time</u>	<u>Total</u>
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>
TOTALS:	100	50	50	200

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)