

# SCHOOL CATALOG 2018

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Van Nuys CA 90401  
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[www.wbi.edu](http://www.wbi.edu)

**CATALOG BEGINNING AND END DATES**

January 1, 2018 –December 31, 2018

## Table of Contents

Subject	Page #
Cover Page	1
Table of Contents	2-3
School Catalog Disclaimer	4
Policy of Copyright Infringement/ Catalog beginning and end dates	4
Letter from the President	5
School Location/ Approval Disclosure Statement	6
Questions	6
Review Documents	6
Complaints/ Address of Instruction Location	6
Admissions Policies	7
Students Right to Cancel	7
How to Cancel	7
Refund Policy	7
Determination of withdrawal from school	8
Attendance Policy-All Programs	8
Satisfactory Academic Progress Policy	8
Satisfactory Evaluation Periods/ Academic Probation and Dismissal Policies	9
Attendance Progress Evaluation	9
Leave of Absence	10
Student Rights and Responsibilities	10
Tuition and Fees	10
Extra Instruction Fees	11
Loan Repayment	11
Financial Stability-Bankruptcy History	11
Placement Services	11
STRF Disclosure	11-12
Notice Concerning Transferability of Clock Hours	12
Credit Evaluation	12
Transferring From One Program to Another	12
Mission & Objectives All Programs	13
Visa Related Services	13
Language Proficiency	13
Language of Instruction	13
Financial Aid	13
Experiential Credit	13
Grades and Standards for Student Achievement	13
Description of The Facilities & Equipment	14
Library Resources	14
Fire Safety Disclosure	14
Course of Study	14

Educational Goals	14
Freshmen Class Enrollment	14
Calendar Holidays	15
Class Schedules	15
Orientation Class	15
Drug Abuse Prevention Program	15-16
Administration and Business Hours	16
Placement Assistance	16
Student Services	16
Student Housing	16
Student Grievance Procedure	16
Student Records and Transcripts	16
Privacy Act	16
Notification of rights under FERPA	17-18
Student Conduct	18
Nondiscrimination Policy	18
Academic Freedom	18
Sexual Harassment	18
Accessibility to Handicapped Individuals	18
English as A Second Language Instruction	19
California Business and Profession Code 480	19
Voter Registration	19
School Rules and Regulations	19-21
School Rules and Policies	21-22
Program Curriculums	23-34
Equipment Needed for Instruction	34-35
Faculty	36
Administrative Organization Chart	37

# WESTERN BARBER INSTITUTE

## **SCHOOL CATALOG DISCLAIMER:**

This catalog is published for informational purposes. Although every attempt is made to ensure accurate information, the information provided should be used only as a reference and planning tool. While students are governed by the catalog that is in effect in the academic year in which they enter, students should not assume that the catalog is a contract between Western Barber Institute and students. The Administration Staff of Western Barber Institute reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this catalog. Students should always consult with their Institution's advisors to confirm all information.

## **COPYRIGHT INFRINGEMENT**

Is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code) These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the school premises. Second violation the staff member may be terminated or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

**ALL INSTITUTIONAL, RULES AND REGULATIONS PUBLISHED IN THIS CATALOG MUST BE FOLLOWED BY ALL STUDENTS.**

## **CATALOG BEGINNING AND END DATES**

January 1, 2018 to December 31, 2018

## LETTER FROM THE PRESIDENT

Dear Student,

**WESTERN BARBER INSTITUTE** thanks you for selecting us to provide you with your desired training. You are now entering into an institution of learning that will provide you with the tools for a successful future in the beauty industry.

**WESTERN BARBERINSTITUTE** Is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement

It is a pleasure to have you join us at **WESTERN BARBERINSTITUTE** My goal is to help you discover your ability to transform your life and your client's lives, with your new acquired skills. The degree of your satisfaction will depend on the effort you are willing to apply during the entire course of your training.

The entire Staff wishes you a successful career in the Barber/Beauty business world.

Sincerely,

**Eric Friedland**

Eric Friedland  
Chief Executive Officer (CEO)

## **SCHOOL LOCATION**

### **Main Campus**

18442 Sherman Way Reseda CA 91335

### **Branch Campus**

6453 Van Nuys Blvd, Van Nuys CA 91401

## **BPPE APPROVAL**

**WESTERN BARBER INSTITUTE.** Is a Private Institution and is approved to operate by **The Bureau for Private Postsecondary Education (BPPE)** as a for-profit business established in the state of California. Approval to operate means compliance with state standards as set for in this chapter. The Approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set for in this chapter

## **QUESTIONS**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento CA, 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

## **REVIEW DOCUMENTS**

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the schools Performance Fact Sheet, which must be provided to you prior to signing the enrollment agreement.

## **COMPLAINTS**

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## **ADDRESS OF INSTRUCTION LOCATION**

### **Main Campus**

Western Barber Institute  
18442 Sherman Way Reseda CA 91335

### **Branch Campus**

Western Barber Institute  
6453 Van Nuys Blvd, Van Nuys CA 91401

## **ADMISSION POLICY**

It is the Institutional policy that prior to enrollment (signing an enrollment agreement) the institution provides and encourages prospective students to review the Institutional catalog. The catalog information will assist the student to make a more educated selection of the program of study offered by this institution. **The Institution catalog and disclosures are updated annually; the dates covered by the documents are stated on the cover page.**

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin, nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that **EACH** student enrolling in the Cosmetology, Barbering, Esthetician, Manicuring, and Barber Crossover must:

**A)** Provide a copy of his/her high school diploma, GED or California State Proficiency Test (California law require that the Certificate of Proficiency be equivalent to a high school diploma). A State Certification of home school completion is also accepted, if applicable. For students that have immigrated to the United States, and have a High School Diploma from their country, the services of an independent academic evaluator are needed to determine U.S High School Equivalency.

**B)** Students without an equivalent to a High School education may still be admitted under the Institutions Ability to Benefit (ATB) procedures by passing one of the test approved by The Bureau for Private Postsecondary Education, and be beyond the compulsory age.

**C)** When applicable: Must hold a cosmetology license or have completed all the required hours to enroll in the Barbering Crossover program.

## **STUDENTS RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

Cancellation is effective on the date written notice of cancellation is sent.

The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination.

## **REFUND POLICY**

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of **\$ 100.00 is a non- refundable item.** Equipment, books, supplies, tools, uniforms, kits and any other items **issued and received by the student** would not be returnable. **Once received** by the student it will belong to the student and will represent a liability to the student.

**DETERMINATION OF WITHDRAWAL FROM SCHOOL:** The withdrawal date shall be the last date of recorded attendance. The student will be determined to have withdrawn from school on the earliest of:

The date you notify the School Director of your intent to withdraw. Only the School Director would be authorized to accept a notification of your intent to withdraw.
The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

For purposes of determining a refund. A student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this Institutional Catalog.

**ATTENDANCE POLICY-ALL PROGRAMS**

This Institution requires that a student attend a minimum of 67% of schedule Instructional Hours

**SATISFACTORY ACADEMIC PROGRESS POLICY**

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

**SAP EVALUATIONS PERIODS**

**EVALUATION PERIODS:** all students must be in compliance with the Academic Probation and Dismissal Policy at the end of each evaluation period or term of the course.

**The student's first evaluation will occur no later than mid-point of the course program.**

Evaluation points occur based on the program the student is enrolled in, and when the student (as per contract) is scheduled to complete the hours shown below.

<b>Cosmetology</b>	<b>At the point when the student is scheduled to complete</b>	<b>450</b>	<b>900</b>	<b>1250</b>	<b>1600</b>
<b>Barbering</b>	<b>At the point when the student is scheduled to complete</b>	<b>450</b>	<b>900</b>	<b>1200</b>	<b>1500</b>
<b>Barbering Crossover</b>	<b>At the point when the student is scheduled to complete</b>	<b>100</b>	<b>200</b>	<b>-----</b>	<b>-----</b>
<b>Manicuring</b>	<b>At the point when the student is scheduled to complete</b>	<b>200</b>	<b>400</b>	<b>-----</b>	<b>-----</b>
<b>Esthetician</b>	<b>At the point when the student is scheduled to complete</b>	<b>300</b>	<b>600</b>	<b>-----</b>	<b>-----</b>

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

Students meeting the minimum requirements for attendance and academic progress at any evaluation point are considered to be making satisfactory progress until the next evaluation.

**\*ALL EVALUATIONS MUST BE COMPLETED WITHIN 7 BUSINESS DAYS FOLLOWING ESTABLISHED EVALUATION POINTS (PERIODS). All students sign and receive a copy of their SAP report.**



## ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. For example: 350 (accrued hours) divided by 450 (scheduled hours) = 78%. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course and avoid withdrawal from school, is stated below:

\*Note- A student's contracted time may vary according to their status (full or part-time).

	MAXIMUM WEEKS	MAXIMUM SCHEDULED HOURS:
Cosmetology	40-80 weeks	2400 HOURS
Barbering	38-75 weeks	2250 HOURS
Barbering Crossover	13-20 weeks	300 HOURS
Manicuring	13-25 weeks	600 HOURS
Esthetician	20-25 weeks	900 HOURS

## ACADEMIC PROGRESS EVALUATIONS

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

Grading Letter	Description	Grade point
100%-90%	A	Excellent 4.00
89%-80%	B	Above average 3.00
79%-70%	C	Average 2.00
69% and below	F	Below average 1.00

## ACADEMIC PROBATION AND DISMISSAL POLICIES

The School Director may place a student on academic Warning if the student is not making satisfactory academic progress as per this Institution publish Policy. Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status.

If the student falls below 70% in academic and/or 67% in attendance the student will be place on academic Warning. The student under an academic warning will have one additional term to bring up or to exceed the minimum standard of the Institution. If the student has still not met progress requirement at the end of the warning period, the student will be consider not making satisfactory academic progress. At this point the student will have the option to appeal and request to be placed on probation.

In order for the student to be place on probation, the student **MUST APPEL** the satisfactory academic progress decision within the next 15 days and prevail upon appeal. If at the end of the probation period the student has not met progress requirements the student will be dismiss from the program.

## **LEAVE OF ABSENCE**

Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the **start** and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Students will not be assessed additional tuition charges while on their Leave of absence and the student's enrollment agreement will be extending for the same days as the leave of absence taken. Before the start of the leave of absence, students **Returning** from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance, or the day the student notifies the school that he/she will not be returning. Students must be reasonably certain of their intent to return. Once the student returns from an approved leave of absence the institution will extend the students maximum time frame and the contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties and an addendum must be signed and dated by all parties. The student will be given a copy of the leave of absence request and return date, and the contract addendum.

The institution may grant a LOA to a student that did not provide the request prior to the LOA due to unforeseen circumstances. In this situation the beginning date of the approved LOA would be the first date the student was unable to attend the institution due to the unexpected circumstances.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **THE STUDENT HAS THE RIGHT TO ASK THE SCHOOL:**

1. About its programs; laboratory, and other physical facilities; and its faculty?
2. What the cost of attending is and the policy on refunds to students who drop out?
3. How the school determines whether you are making satisfactory progress and what happens if you are not?
4. What special facilities and services are available to the handicapped?

### **IT IS THE STUDENT'S RESPONSIBILITY TO:**

1. Review and consider all the information about the school program before enrolling.

## **TUITION AND FEE SCHEDULE**

**Effective January 1, 2018**

<b>COURSE</b>	<b>TUITION</b>	<b>REGISTRATION FEE</b>	<b>SUPPLIES</b>	<b>BOOKS</b>	<b>STRF</b>	<b>TOTAL CHARGES</b>	<b>PERIOD OF ATTENDANCE</b>	<b>TOTAL HOURS</b>
<b>COSMETOLOGY</b>	<b>\$8,000.00</b>	<b>\$100.00</b>	<b>\$495.00</b>	<b>275.00</b>	<b>0.00</b>	<b>\$8,870.00</b>	<b>40-80</b>	<b>1600</b>
<b>BARBERING</b>	<b>\$7,500.00</b>	<b>\$100.00</b>	<b>\$650.00</b>	<b>252.00</b>	<b>0.00</b>	<b>\$8,502.00</b>	<b>38-75</b>	<b>1500</b>
<b>ESTHETICIAN</b>	<b>\$4,800.00</b>	<b>\$100.00</b>	<b>\$495.00</b>	<b>283.00</b>	<b>0.00</b>	<b>\$5,678.00</b>	<b>20-25</b>	<b>600</b>
<b>MANICURING</b>	<b>\$2,600.00</b>	<b>\$100.00</b>	<b>\$295.00</b>	<b>\$238.00</b>	<b>0.00</b>	<b>\$3,233.00</b>	<b>13-25</b>	<b>600</b>
<b>BARBERING CROSSOVER</b>	<b>\$1,800.00</b>	<b>\$100.00</b>	<b>\$155.00</b>	<b>\$00.00</b>	<b>0.00</b>	<b>\$2,055.00</b>	<b>13-20</b>	<b>400</b>

## **TUITION & FEES**

**WESTERN BARBER INSTITUTE. RESERVES THE RIGHT TO MAKE ANY CHANGES TO THE TUITION, THE FEES OR THE COURSE CONTENT WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES MADE, WILL NOT AFFECT ATTENDING STUDENTS.**

**\*(The Student Tuition Recovery Fund fee is a Non-Refundable fee)**

**\* = NONREFUNDABLE:**

**Supplies:** Once USED, they are not refundable due to sanitary considerations and hygiene. Above supplies price include a current 9.25% sales tax.

**NOTE:** Length of time in course depends on the number of hours a student contracts for, on a weekly basis as specified in the Enrollment Agreement.

### **MONTHLY TUITION:**

Per your Enrollment Agreement, students are responsible for making monthly tuition payments toward their tuition account. Payment is accepted in the form of personal check, cash, money orders, or credit card. Payments made after the tuition due date, will be charged a \$25.00 late fee.

**EXTRA INSTRUCTION FEES:** If a student reaches the expected graduation date stated on his/her contract and needs additional time to complete hours and/or operations, Western Barber Institute. Will extend a courtesy period of additional training limited to two weeks without assessing additional charges. Thereafter, overtime tuition charge will be assessed for the remaining number of hours to complete times the hourly rate per hour.

An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology \$5.00, Barbering: \$5.00, Barber Crossover \$9.00, Manicurist: \$6.50, Esthetician \$8.00

**BRUSH-UP:** Students requiring preparation for the Bureau of Barbering & Cosmetology exam will be billed at the course hourly rates, depending on which license they are applying for and a registration fee of \$100.00 will also be applied. Students must provide their own equipment.

### **POLICIES AND PROCEDURES REGARDING FINANCIAL AID (TITLE IV)**

This Institution does not provide either State or Federal Financial Aid. The school does not make loans or extend credit.

### **LOAN REPAYMENT**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds

### **FINANCIAL STABILITY-BANKRUPTCY HISTORY**

**WESTERN BARBER INSTITUTE.** Have not filed for or been involved in any bankruptcy proceedings. Western Barber Institute Inc. does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years, or has a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

### **PLACEMENT SERVICES**

Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student's name is recorded in student registrar and the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons seeking employees and the requirements, salary, and other pertinent information. Students are sent on interviews and the results of these interviews are recorded in the student file. This Institution will assist students in placements as often as needed; however, the school does not guarantee placement to any student.

### **STRF DISCLOSURE**

#### **"76215. Student Tuition Recovery Fund Disclosures.**

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

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act." However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**Note:** Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Physical Address: 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833. PO Box 980818, West Sacramento CA, 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) Toll Free Number (888) 370-7589 Phone Number (916) 431-6959 or by fax (916) 263-1897

A student of any member of the public, may file a complaint about this Institution with the Bureau for Private Postsecondary Education by calling (888) 730-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **NOTICE CONCERNING TRANSFERABILITY OF CLOCK HOURS AND CREDITS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Western Barber Institute, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in Educational Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Western Barber Institute to determine if your Certificate will transfer.

### **CREDIT EVALUATION**

Appropriate credit will be granted for prior training of similar Courses offered by this Institution upon review and verification by School officials of its validity under the Cosmetology Act and the Board of Barbering & Cosmetology Rules and Regulations. Occasionally, a student's acceptance by the Institution will depend entirely on the Board of Barbering and Cosmetology Regulations. This institution has not entered into articulation or transfer agreement with any other college or university.

**The hourly fee for transfer students is \$8.00 per hour.**

### **TRANSFERRING FROM ONE PROGRAM TO ANOTHER WITHIN THE SCHOOL**

For students who change from one program of instruction to another, this institution shall grant credit for training obtained in one course that is identical to training required in another course. **Business and Profession Code section 7367**

Any student that will like to transfer to a different program offered by this Institution will go through the following steps:

1. Be withdrawn from the current program of study.
2. Be up to date with all tuition payments ( a refund calculation will be performed)
3. Enrolled in the new program of study.

## **MISSION & OBJECTIVES ALL PROGRAMS**

**WESTERN BARBER INSTITUTE** is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the business skills and fiscal responsibility necessary for success in the workplace.

We pride ourselves on guiding our students to their career goals while caring for all their educational needs along the way, from cutting edge classroom instruction to hands on practical training in a salon environment. We continue this process through preparation for the state licensing exam, to job search and career assistance and beyond.

We are happy to have you visit the school and receive a copy of our School Catalog, see our facilities and meet our faculty and staff. Please consider the many advantages for our students. Our staff would be pleased to answer all your questions.

## **VISA RELATED SERVICES**

This Institution does not admit students from other countries, therefore no Visa related services are offered.

## **LANGUAGE PROFICIENCY**

All courses are given in the English language only. All prospective students that are accepted for enrollment must be proficient in the English Language

## **LANGUAGE OF INSTRUCTION**

Instruction will be given in English Only.

## **FINANCIAL AID**

This Institution does not provide either State or Federal Financial Aid. The school does not make loans or extend credit.

## **EXPERIENTIAL CREDIT**

This institution does not award credit for experiential learning. This institution has not entered into an articulation or transfer agreement with any other college or university.

## **GRADES AND STANDARDS FOR STUDENT ACHIEVEMENT**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on standard percentile basis and the percentage equated to a letter grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

### **ACADEMIC GRADING**

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

### **THEORY GRADES OR PRACTICAL WORK**

<b>(GPA 4) 10 POINTS</b>	<b>A+</b>
<b>(GPA 3) 09 POINTS</b>	<b>A</b>
<b>(GPA 2) 08 POINTS</b>	<b>B</b>
<b>(GPA 1) 07 POINTS</b>	<b>C</b>
<b>(GPA 0) 06 POINTS</b>	<b>D</b>

## **DESCRIPTION OF THE FACILITIES & EQUIPMENT**

**WESTERN BARBER INSTITUTE.** Facilities consist of two spacious (7,100 sq. ft. Reseda Location) and (4,200 sq. f.t Van Nuys Location) both facilities offer air-conditioned building, which offers separate classrooms, and 'on campus' administrative and admissions offices. The Facilities include a freshmen classroom for lectures, demonstrations and practice. The facility has large floor space extensive amenities for students enrolled in each program offered. The Laboratory area is design to simulate modern salon, barber shop, and nails shop with the sole purpose of beauty education. The school contains the professional equipment used in salons, barbershops and spas in California. All this will help our students "learn-by-doing" or "hands-on training", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Students also learn reception desk skills, such as answering the telephone and operating the cash register as a required part of their training

and to prepare them for this aspect of salon activity. Our objective is to help the student become "salon-ready". In addition to our pleasant laboratory environment, the school provides the student with lockers, individual workstations and a student lounge for the students' use with eating and rest areas. Other educational and supportive features include: Student's library, testing room and three restrooms. All classes are held at the following two locations.

**Main Campus**  
18442 Sherman Way  
Reseda CA 91335  
818 578-6344

**Branch Location**  
6453 Van Nuys Blvd  
Van Nuys CA 90401  
818 786-1289

### **LIBRARY RESOURCES**

Our institution provides textbooks, magazines, videos and CD's for in-school use only. Students wishing to borrow any reading material from our Library will need to sign in with the Supervisor.

### **FIRE SAFETY DISCLOSURE**

**WESTERN BARBER INSTITUTE** conducts fire drills every months. Fire extinguishers are serviced yearly or as needed. Our campus is equipped with fire extinguishers throughout the whole campus.

### **COURSES OF STUDY**

The course of study for students enrolled in a **Cosmetology course** shall consist of sixteen hundred (1,600) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology.

The course of study for students enrolled in a **Manicuring course** shall consist of four hundred (400) clock hours of technical instructional and practical operations covering all practices constituting the art of Manicuring.

The course of study for students enrolled in a **Barbering course** shall consist of six hundred (1500) clock hours of technical instructional and practical operations covering all practices constituting the art of Barbering.

The course of study for students enrolled in a **Barber Crossover** shall consist of four hundred (200) clock hours of technical instructional and practical operations covering all practices constituting the art of Barber Crossover.

The course of study for students enrolled in an **Esthetician** shall consist of four hundred (600) clock hours of technical instructional and practical operations covering all practices constituting the art of Esthetician.

### **EDUCATIONAL GOALS:**

The Cosmetology, Barbering, Manicuring, Barber Crossover are designed to prepare students for the state licensing examination, and for a professional career in their chosen field.

### **FRESHMAN CLASS-ENROLLMENT**

The freshman curriculum for each of the courses requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 23.** The freshman class introduces basic cosmetology fundamentals designed to prepare students for licensure and entry positions in a salon or other field related employment. The hours spent in the freshman class are as follows: **Cosmetology 160 hrs. Manicuring 40 hrs. Barbering 150 Hrs. Barber Crossover 20 Hrs. Esthetician 60HRS.** **WESTERN BARBER INSTITUTE** considers the freshman classes to be the foundation for your future.

### **CALENDAR/HOLIDAYS**

The School is closed on Mondays and the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and Christmas Day. A 'special' holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed. The school offers the opportunity to catch up on hours on selected Saturdays.

### **CLASS SCHEDULES**

Classes for Cosmetology: begin every two weeks on Monday. Barbering, Manicuring, Courses: As required Please check with the admission department for class scheduling of these courses. The school is open from 8:30 am to 10: pm. Evening classes are available for the Cosmetology, Manicuring, Barbering, and Barber Crossover.



**ORIENTATION CLASS**

Orientation classes for students are held every two weeks on Wednesday from 9:00 a.m. until 11:00 a.m. prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to admission.

**DRUG ABUSE PREVENTION PROGRAM**

The college makes the following information available to its students, staff, and instructors. Any individual associated with **WESTERN BARBER INSTITUTE**. Who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

**MANDATORY** random drug testing release form is a requirement for enrolling at this school and will be presented for signature upon admission. Student unwilling to sign release will not be admitted.

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

**DRUG ABUSE PREVENTION PROGRAM**

**Director of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW.  
Room 3124, GSA Regional Office Bldg. #3  
Washington, DC 20202-4571**

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties, which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through: Please enter an agency's name, address, phone and fax where students and staff can be referred for drug counseling and assistance.

Entity Name	<b>Valley Family Center</b>
Street Address	<b>302 S. Brand Blvd.</b>
City, State and Zip	<b>San Fernando CA.91340</b>
Phone number	<b>818-365-8588</b>

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

### **ADMINISTRATION AND BUSINESS HOURS**

Applicants for Admissions may secure information Monday through Friday between 9:00 a.m. to 5:30p.m.

Person to contact: **Mrs. Joanna Morales or Mrs. Teresa Romero** at (818) 578-6344.

### **PLACEMENT ASSISTANCE**

Person to contact: **Mss. Ofelia Nunez** (818) 578-6344 Call to make placement inquires.

### **STUDENT SERVICES**

Students are advised individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled into the school regularly to give demonstration and discuss career goals, etc. with students. This activity supplements the daily advising carried out by the instructors and supervisor. Students may request additional advising sessions at any time.

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

### **STUDENT HOUSING**

The institution does not have dormitory facilities under its control. The institution does not find or assist a student in finding housing **LL PROGRAMS AT THIS INSTITUTION ARE "NON-RESIDENTIAL"**

The following information is for any student that is looking for housing that is reasonable near the institution facilities:

The approximate cost for a one-bedroom apartment is **\$750.00 monthly**. Academy of Esthetics and Cosmetology has no responsibility to find or assist a student in finding housing.

### **STUDENT GRIEVANCE PROCEDURES:**

In the event a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor: the student is to make his/her grievance known to the Institution's Director or in her absence to the Institution's Chief Operating Officer. It is strongly recommended that all grievances be presented in writing. WBI will also accept oral grievances. However, if you have any questions or problems that you cannot resolve with the school, write or call: Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, (888)370-7589

### **STUDENTS RECORDS AND TRANSCRIPTS**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be review. Should a student find, upon review that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available up an advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be release to the student upon receipt of a written request bearing the student's live signature. No transcripts will be issue until all tuition and other fees due the Institution are paid current.

### **PRIVACY ACT**

It is the Institution's policy to carefully follow the rules applicable under the Family Educations Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.



## **NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the **WESTERN BARBER INSTITUTE** receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by **WESTERN BARBER INSTITUTE** in an administrative, supervisory, academic, research, or support

staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include

a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for **WESTERN BARBER INSTITUTE**. Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by **WESTERN BARBER INSTITUTE**. To comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, DC 20202**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

•To other school officials, including teachers, within **WESTERN BARBER INSTITUTE** whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(l)(i)(B)(J)-

(a)(l)(56)(B)(2) are met. (§99.31(a)(l)) the student's 56 activity on their behalf. (§§99.31(a)(3) and 99.35)

•In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

•To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. 56 (§99.31(a)(6))

•To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

•To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

•To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36.

- Information the school has designated as "directory information" under

§99.37. (§99.31(a) (II))

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a) (13))

- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))565656

## **STUDENT CONDUCT**

Students are expected to behave professionally and respectfully at all times. Students are subject for dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Possession of drugs or alcohol on campus
- Possession of a weapon on campus
- Behavior creating a safety hazard to another person(s)
- Disobedient or disrespectful behavior to other students, an administrator or instructor
- Stealing or damaging the property of school or others.

Any student found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this Institution.

## **NONDISCRIMINATION POLICY**

This institution is committed to provide equal opportunities to all applicants to the programs and to all applicants for employment. Therefore, no discrimination should occur in any program or activity related to the solicitation of students or employees on the basis of race, color, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran status or any other classification that precludes a person from consideration as an individual.

## **ACADEMIC FREEDOM**

**Western Barber Institute.** Is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, this institution encourages its faculty members to exercise their individual judgment regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course description as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval. This Institution encourages instructors and students to engage in discussion and dialog. Student and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized area of study.

## **SEXUAL HARASSMENT**

**Western Barber Institute.** Must provide a workplace and school that is free of harassment, whether it is intentional or unintentional. Employments and students will be free of harassment on the basis of race, color, religious affiliation, national origin, physical handicap, medical condition, marital status, sex or age. Harassment on the campus is illegal no matter its form. Innocently intended remarks or uninvited touching can be seen as harassment, if this institution knows of conduct to be harassment, we will take immediate and appropriate corrective action. Harassment include, among other things, verbal, physical, sexual or visual harassment. Sexual harassment includes conditioning a promotion or benefits from sexual favors.

Students and staff members are required to report to management any pertinent information in regard to possible harassment. Dismissal of both student and staff can result if allegations of harassment are proven to be true.

## **ACCESSIBILITY TO HANDICAPPED INDIVIDUALS**

Access for handicapped students to the institution's facilities is available at the Institution. This institution does offer programs for the handicapped student depending on the physical ability of the handicapped student.

## **ENGLISH AS A SECOND LANGUAGE INSTRUCTION**

This institution does not offer English-as-a-Second Language Instruction.

## **CALIFORNIA BUSINESS AND PROFESSION CODE 480**

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following (1) been convicted of a crime. A conviction within the meaning of this section means a plea of verdict of guilty or convictions following a plea of nolo contendere. Any action that the board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of convictions has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another; or substantially injure another; or (3) done any act which if done by a licensee of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482. (c) A board may deny a license regulated by this code on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

**Voter Registration:** We encourage students to register to vote. You can go to the following website and follow the instructions to register – [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

## **SCHOOL RULES AND REGULATIONS**

Your success in this industry depends on your ability to make a positive impression through professional behavior. Your appearance, overall presentation and attitude play a large role and are key factors.

To succeed in your career path in the customer service oriented world of Barbering, Beauty and Wellness, there are standards of conduct that you will be expected to maintain while in school, to help you build good habits that will carry over and become an integral part of your career. Always present a clean and professional appearance by good hygiene and always with a positive, friendly attitude and having a great customer service attitude is the single most important skill required to succeed in this industry.

### **ATTENDANCE:**

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals.

Satisfactory Academic Progress requires a student to maintain a minimum of 67% attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or School Director. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be held to the standards as outlined in the Satisfactory Academic Progress Policy. (Please refer to the Satisfactory Academic Progress policy in the Catalog.)

However, if you are too ill to take an active part in campus learning activities or cannot actively participate in all aspects of applied effort, we request that you not attend class until you are well. Any student who is absent for fourteen (14) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program.

### **TARDINESS:**

Tardiness and Clock-In Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being "on-time" for class and appointments. Please be aware that class will begin whether you are there or not. If you clock-in after your scheduled start time, you will be marked as tardy. If you are tardy, your clock hours will be rounded to the nearest quarter hour. Forgetting or neglecting to clock-in on time is not an excuse and may result in disciplinary action.

### **STUDENT APPEARANCE:**

The uniform policy is black pants and the WBI Lab coat and/or school T-shirt. No hat, caps or beanies are allowed unless it's the School's apparel. All apparel must be clean (without stains) and wrinkle free. Clothing that is too tight or too baggy (oversized pants), exposing gluteus, cleavage or abdomen is unprofessional and not permitted. Skirts should not be mini or micro-mini skirts. Skirts or culottes may not be shorter than 2 inches above the knee. No sweat pants. Shirts/blouses should not reveal midriff or cleavage or be sleeveless. No tank tops or muscle shirts are not allowed. Shoes must be clean. Shoes should be comfortable for standing and walking. Flat, rubber-sole shoes are recommended for safety and comfort. No open toes, open heels or heels less than 1 inch in diameter or higher than 1 1/2 inches from the floor are permitted. Socks or hose must be worn with all shoes. No Sandals or flip flops are permitted.

#### **WEEKLY TIMECARD:**

Students are responsible for clocking in and out daily, using your student ID and clocking in via Discovery Pro (timeclock software). Daily, make sure that an Instructor reviews all your practical operations so he or she can record them on your Applied Effort card (Student Timecard). For you to complete your state's legal requirements, your instructor must be able to keep an accurate record of your Technical Instruction Hours and Practical Training daily.  
Any student clocking in or out another student will be suspended and/or terminated from school.

#### **CLASS PREPAREDNESS:**

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books and equipment you need to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books and materials they need to fully participate in that day's lessons may be required to clock out until they return with the necessary books and equipment.

#### **APPLIED EFFORT:**

Notify your Instructor when you must leave the building. Always display initiative and good effort (Applied Effort) during the hours you are in School by actively participating in Technical Instruction class and working diligently on a customer, another student or on a mannequin during Practical Training. Perform your assignments as directed by your Instructors, including but not limited to your daily cleanup assignments and any scheduled exams. Attending Theory lecture *daily* is required and is a very important role in your training.

#### **ATTITUDE & BEHAVIOR:**

The following behavior is not permitted: use of profanity and vulgarity, behavior that causes discord in the School, extreme and willful disruption of the School environment, physical altercations, aggressive arguments, and physical abuse of another person, shouting or being discourteous to any staff member, guest or student. Western Barber Institute will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behavior noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by Western Barber Institute. Always treat WBI and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated. Western Barber Institute has zero tolerance for theft.

#### **DRUGS:**

Alcohol and drugs have no place at Western Barber Institute or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated immediately.

#### **ELECTRONIC DEVICES:**

Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times. Chewing gum is not allowed during class time including Technical Instruction and Practical Training. Headphones, personal radios, CD players and iPods are not permitted during class or while performing Practical Training on the clinic floor.

#### **SHARING STATIONS:**

Please be aware while enrolled in school, you will be sharing your station with another student. The school has a Day and a Night shift. Anytime students are making up hours, when the time goes past your shift, you will need to move to another station to accommodate the next shift coming in. For example, if you are a Day student making up hours and you stay after 2:30pm. If a night student comes in at 6pm, and you are at their designated station, you will then need to move to another station. And vice versa. If the students cannot learn to share the same station, then we cannot allow them to make up hours. Students should be cordial and courteous to their fellow peers.

#### **LOCKERS:**

Student Locker: You will be assigned one student locker when you start school. This locker is assigned to you for your personal possessions. Western Barber Institute is not responsible for any personal items or possessions left on campus. Western Barber Institute has the right to access and inspect your locker. If a student is dropped/cancelled from school, students have 5

business days to collect their personal belongings from their student locker. The school is not a storage facility. The school will hold the items for 30 days based on the students last day of attendance. Western Barber Institute will not be liable for items left in the locker after 30 days.

#### **MONTHLY TUITION:**

Per your Enrollment Agreement, students are responsible for making monthly tuition payments toward their tuition account. Payment is accepted in the form of personal check, cash, money orders, or credit card. Payments made after the tuition due date, will be charged a \$25.00 late fee.

### **SCHOOL RULES AND POLICIES**

These rules are designed to promote professionalism and good work habits for our students, and to prepare you for successful completion of your course. Violation of school rules may result in suspension or termination. In order for the school to run efficiently, and to promote a positive learning environment, the following rules and policies must be understood and followed:

1. Only chemical products furnished by the school may be used on clients. All supplies used by the students for personal services must be paid for by the student who is to receive the service. Student's immediate family members, will receive a 30% off on all services.
2. Students who wish to receive personal services must be maintaining minimum standards in attendance & grades, and must first be granted permission by the instructor-in-charge. Senior students may not work on freshman students or vice versa. Failure to follow policy will disqualify the student from subsequent personal services.
3. It is the student's responsibility to make up missed tests and assignments after each absence.
4. Personal grooming is not permitted on the clinic floor or classroom. All students are expected to arrive well-groomed in a clean prescribed uniform.
5. Students not "applying effort" while on the clock will be clocked out for the day.
6. The use of, or possession of, alcohol or drugs will result in an immediate withdrawal from school.
7. Sleeping, placing heads on desks, defacing school property, or causing discord in the classroom or laboratory, will be grounds for suspension/withdrawal.
8. **\*Cell phones must be turned off when in the classroom or when working with clients\***
9. Students are not permitted to refuse a client service. To do so will result in an immediate "clock-out" and one full day suspension (1<sup>st</sup> offence), one week suspension (2<sup>nd</sup> offense), withdrawal (3<sup>rd</sup> offense).
10. **AN INSTRUCTOR MUST CHECK ALL STUDENT WORK BEFORE CREDIT IS GIVEN.**
11. Food and drink are not permitted in the classrooms or clinic. **Bottled water only.**
12. Students are required to clean their work stations, mirrors, and chairs each day.
13. Stations/mirrors should be well kept/organized and free of distracting decorations.
14. Students are expected to behave professionally towards coworkers, clients, and school staff. Insubordination toward a staff member will be grounds for immediate withdrawal.
15. Gossiping, using vulgar language, and making threatening remarks, or gestures, towards another student will result in a suspension or withdrawal.
16. Students must not visit or loiter with other students on the clinic floor where customers are being served.
17. All students are expected to maintain an average of 67% or better for attendance, and 70% on grades, and course related requirements.
18. Students must notify the administration office of any change of address or phone number.

19. Students absent 14 days or more, without notifying the administration office, will be withdrawn from school.
20. Forgery in any form will be grounds for immediate withdrawal.
21. Student counseling, academic or personal, is available to our students upon written request at front desk.
22. Day students may not change to night classes or vice versa. Unless is approved by the School Director.

### **MANDATORY**

1. All students must be clocked in by 8:40 a.m., Monday through Friday (Day Students). (Night students by 7:00pm).
2. Students arriving after 8:40 a.m. have missed morning theory, and will not be allowed to clock-in until 10:00 a.m.
3. Students, who are tardy, more than 5 times a month, will be counseled and if tardiness continues, placed on probation.

### **TIMECLOCK POLICY**

1. All students must use the timeclock upon arrival, during lunch, at the end of the day *and* when leaving school premises. Failure to do so will result in loss of time and one-day suspension (1st offence), 3 day suspension (2nd offence).
2. A 30 min. lunch break must be shown on the timeclock if the student is attending more than a 6 hour day.
3. Freshman students will take their lunches as directed by the instructor from 12:00 a.m. -12:30 p.m. Students working on the clinic floor take their lunches at 11:30 a.m. and 12:30 p.m. (on occasion lunch times may vary, as breaks are taken around your clients. Sign in every day before 10 a.m. at the front desk
4. Students are allowed a 15 minute break at 10:00 a.m. day students and at 8:30pm for night students.
5. Clocking another student or having them clock yours will result in immediate suspension or expulsion.

### **GENERAL INFORMATION**

#### **All students must call in absences to the front desk receptionist.**

Visiting friends or family members are not permitted on the clinic floor unless they are receiving a service.

#### **Immediate Expulsion**

1. Stealing
2. The use, possession, or selling of alcohol/drugs at the School.
3. Altercations (fighting, disorders, etc.)
4. Physical/verbal abuse to another person.

#### **Immediate Suspension for one to five days**

1. The use of profanity, ethnic/sexual slurs
2. Smoking inside the School.
3. Attending School under the influence of alcohol/drugs
4. Not using the appropriate material in class
5. Inappropriate murmuring or causing any discord at the
6. Incomplete, dirty, or stained uniforms.
7. The use of cell phones during class hours. Phones must be turned off.



## **PROGRMA CURRICULUMS**

### **CURRICULUM FOR COSMETOLOGY COURSE CIP#12.0401 (1600 Hours)**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience, which shall include all phases of cosmetology. **Such technical instruction and practical operations shall include:**

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</u></b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening Shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<p><b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.</p> <p>Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.</p>	20	
<p><b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
<b><u>200 Hours of Technical Instruction and Practical Training in Esthetics</u></b>		
<p><b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.</p>	25	40
<p><b>Eyebrow Beautification and Make-up:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.</p> <p>The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.</p>	25	30
SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)
<b><u>100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring</u></b>		
<p><b>Manicuring and Pedicuring:</b> The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	10	25
<p><b>Artificial Nails and Wraps:</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.</p>	25	120 Nails
<p><b>100 HOUR (MAXIMUM) ADDITIONAL TRAINING</b> The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records, seeking employment, the resume, job interview</p>		



**RESOURCES:**

Milady Cosmetology textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

**LEARNING STRATEGY:**

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

**INSTRUCTORS:**

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

**PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, & theory.
4. Acquire business management techniques common to cosmetology.

**SKILLS TO BE DEVELOPED:**

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing a cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to cosmetology.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed 1600 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

<b>Grading Letter Description</b>		<b>Grade point</b>	
100%-90%	<b>A</b>	<b>Excellent</b>	<b>4.00</b>
89%-80%	<b>B</b>	<b>Above average</b>	<b>3.00</b>
79%-70%	<b>C</b>	<b>Average</b>	<b>2.00</b>
69% and below	<b>F</b>	<b>Below average</b>	<b>1.00</b>

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of CA only after the student has successfully completed and graduated from the Cosmetology course as described and passed the licensing exam with an overall average of 75%.

**CURRICULUM FOR MANICURING COURSE CIP#12.0410 (400 Hours)**

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Please note 40 hours are devoted to clinical/theory experience, which will include all phases of manicuring. Such technical instruction and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>300 Hours of Technical Instruction and Practical Training in Nail Care</u></b>		
<p><b>Manicures and Pedicures:</b></p> <p>The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.</p>	60	60 & 180 Nails
<b><u>100 Hours of Technical Instruction and Practical Training in Health and Safety</u></b>		
<p><b>Laws and Regulations:</b></p> <p>The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.</p>	10	
<p><b>Health and Safety Considerations:</b></p> <p>The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.</p>	25	
<p><b>Disinfection and Sanitation:</b></p> <p>The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.</p> <p>The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.</p>	20	10
<p><b>Anatomy and Physiology:</b></p> <p>The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.</p>	10	
<p><b>Additional Training: 25 hours</b></p> <p>The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, seeking employment, the resume, job interview</p>		

**RESOURCES:**

Milady Manicuring textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

**LEARNING STRATEGY:**

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

**INSTRUCTORS:**

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

**MANICURIST PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules regulating California Cosmological establishments' practices.
2. Understand and practice sanitation and disinfection procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to procedures performed.
4. Acquire business management techniques common to manicurist.

**SKILLS TO BE DEVELOPED:** Use of proper implements relative to all manicuring, pedicuring, and artificial nail applications, develop the knowledge to recognize the various skin conditions and disorders, acquire knowledge of analyzing the hands and feet, prior to all services, Learn the proper procedures for manicuring, pedicure and artificial nails.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to manicuring.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed 400 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the manicure course as described above and passed the manicure State Exam with an overall average of 75%.

<b>Grading Letter Description</b>		<b>Grade point</b>	
100%-90%	<b>A</b>	<b>Excellent</b>	<b>4.00</b>
89%-80%	<b>B</b>	<b>Above average</b>	<b>3.00</b>
79%-70%	<b>C</b>	<b>Average</b>	<b>2.00</b>
69% and below	<b>F</b>	<b>Below average</b>	<b>1.00</b>

**CURRICULUM FOR ESTHETICIAN COURSE CIP#12.0409 (600 Hours)**

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Please note 170 hours will be devoted to clinic/theory experience, which shall include all phases of being an esthetician. Such technical instruction and practical operations shall include:

<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b><u>350 Hours of Technical Instruction and Practical Training in Facials</u></b>		
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	70	140
<b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, and professionalism, client record keeping, pre-and post-operative care, CPR/AED, salon and spa skills.	15	-----
<b><u>200 Hours of Technical Instruction in Health and Safety</u></b>		
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	-----
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	-----
<b>SUBJECT</b>	<b>MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)</b>	<b>MINIMUM REQUIRED PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>
<b>Disinfection and Sanitation:</b>	10	-----

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures.  Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	-----
<b><u>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</u></b>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40
<b>30 hours Additional Training</b> The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, seeking employment, the resume, job interview		

**RESOURCES:**

Esthetician textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

**LEARNING STRATEGY:**

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

**INSTRUCTORS:**

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

**ESTHETICIAN PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California Salon and Spa establishing practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of skin.
3. Acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, Chemistry, and theory.
4. Acquire business management techniques common to Esthetics.

**SKILLS TO BE DEVELOPED**

1. Learn the proper use of implements relative to all esthetician services.
2. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all esthetician services.
4. Will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes.
5. Will learn the proper procedure of plain and electrical facials.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED**

1. Be able to appreciate good workmanship common to esthetician.

2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills".

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed 600 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology Crossover for Barber course as described above and passed the licensing exam with an overall average of 75%.

<b>Grading Letter Description</b>	<b>Grade point</b>
100%-90%	<b>A Excellent 4.00</b>
89%-80%	<b>B Above average 3.00</b>
79%-70%	<b>C Average 2.00</b>
69% and below	<b>F Below average 1.00</b>

**CURRICULUM FOR BARBERING COURSE CIP #12.0402 (1500 Hours)**

The curriculum for students enrolled in the Barbering program consists of (1500) clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

	<b>SUBJECTS</b>	<b>Minimum Technical Instructional Hours</b>	<b>Minimum Practical Operations</b>
1.	<b>Hairstyling/Thermal</b> -hair analysis, shampooing, comb outs straightening, waving, curling, hot curling irons and blower styling	50	200
2.	<b>Wet Hair Styling/ hot comb</b> - hair analysis, finger waving, pin curls, comb outs/ waving curling with hot combs	15	40
3.	<b>Permanent Waving</b> -hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
4.	<b>Hair Coloring and Bleaching</b> -use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
5.	<b>Hair Cutting</b> -use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
6.	<b>Hair/Facial shave</b> -Preparation and performance-preparing hair for shaving, assessing the condition of the client's skin, performing shaving	75	20
7.	<b>Facial Massage Rolling Cream:</b> applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20
8.	<b>Law &amp; Regulations-BBC Act and BBC rules and regulations-</b>	20	—

	The subject of laws and regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rule and Regulations		
9.	<b>Health &amp; Safety Considerations</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis	<b>45</b>	—
10.	<b>Disinfection &amp; Sanitation</b> -proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	<b>20</b>	<b>100</b>
11.	<b>Anatomy &amp; Physiology</b> -human anatomy, human physiology  The subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Physiology	<b>15</b>	—
12.	<b>Additional Training</b> - Salon Management, people skills, seek & obtain employment, prep. Employment application	<b>100</b>	—
13.	<b>Communication Skills &amp; Career Development</b> -Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations.	<i>Taught throughout the program of study</i>	<i>taught throughout the program of study</i>
14.	Advanced techniques in haircutting, hairstyling, hair coloring, texturizing, facials and guest service	<i>Taught throughout the program of study</i>	<i>taught throughout the program of study</i>

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

**Preparation (15 Hours of Technical instruction): The subject of preparation shall include, but not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- & post-operative care, CPR/AED, salon and barbershop skills.**

**RESOURCES:**

Milady Barbering textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

**LEARNING STRATEGY:**

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

**INSTRUCTORS:**

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.



**PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules' regulating the established California's barbering practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

**SKILLS TO BE DEVELOPED:**

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, and face, before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering y services
4. Will learn the proper procedure shaving and hair cutting
5. Will learn hair styling, hair coloring, Permanent waving etc.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved "people skills" in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed 1500 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

**LICENSING REQUIREMENTS:** Applicant must be 17 years of age or older and have completed the 10th grade, A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology Crossover for Barber course as described above and passed the licensing exam with an overall average of 75%.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, and practical skills. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 70% (C) average or better to maintain satisfactory academic progress status. The system detailed below is the system utilized by the school.

<b>Grading Letter Description</b>		<b>Grade point</b>	
100%-90%	<b>A</b>	<b>Excellent</b>	<b>4.00</b>
89%-80%	<b>B</b>	<b>Above average</b>	<b>3.00</b>
79%-70%	<b>C</b>	<b>Average</b>	<b>2.00</b>
69% and below	<b>F</b>	<b>Below average</b>	<b>1.00</b>

**BARBER CROSSOVER FOR COSMETOLOGY CURRICULUM (200 HOURS)**

The Barber Crossover for Cosmetology course consists of a minimum of (200) clock hours of technical Instruction and Practical operations covering those practices that are not a part of the required training or practice of a Cosmetologist.

**DESCRIPTION OF COURSE: (D.O.T. #330.371.010) - (CIP #12.0402)**

This course covers 200 hours in shaving (950.8, CCR) not covered by the regular Cosmetology curriculum.

**TECHNICAL INSTRUCTION:** is instruction by demonstration, lecture, classroom participation, or examination.

**PRACTICAL OPERATIONS:** is the actual performance by the student of complete services on another person, or mannequin.



SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION  HOURS	MINIMUM REQUIRED PRACTICAL OPERATION  HOURS
<b>200 Hours of Technical Instruction and Practical Training in Shaving</b>		
<b>Hair/Facial shave</b> /-Preparation and performance-preparing hair for shaving, assessing the condition of the client's skin, performing shaving	75	20
<b>Facial Massage Rolling Cream:</b> applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	25	20

**RESOURCES:**

Barbering textbook, notes from class lectures, supplemental materials handed out in classes, school library materials, and demonstrations.

**LEARNING STRATEGY:**

Students will read assigned chapters of the textbook and other materials in the school library. Attend scheduled theory classes, lectures, and demonstrations, prepare written procedures on service operations and perform services on another student a person or mannequin.

**INSTRUCTORS:**

Every attempt is made by the school to best utilize the special skills of each instructor to provide the best educational available. Classes are assigned and posted on the appropriate bulletin boards, the names of the Instructors giving these classes, are also posted with the classes for the students benefit.

**PERFORMANCE OBJECTIVE:**

1. Acquire knowledge of laws and rules' regulating the established California's barbering practices.
2. Acquire the knowledge of sanitation and disinfection as related to all phases of hair, and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to barbering.

**SKILLS TO BE DEVELOPED:**

1. Learn the proper use of implements relative to all barbering services
2. Acquire the knowledge of analyzing the scalp, and face, before all services are done, to determine any disorders.
3. Will learn the procedures and terminology used in performing all barbering services
4. Will learn the proper procedure shaving
5. Will learn men's facial techniques

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED:**

1. Be able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE:** Shall have satisfactorily completed 200 clock hours and all Theory hours and Operations, required by Board of Barbering & Cosmetology, with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:** A student is required to complete all theory hours and practical operations described in the program of study course outline, with a minimum GPA of a "C" (70%) or better. Upon completion of all hours, theory, and practical operations in their program of study, the student will be awarded a School Diploma verifying his/her graduation.

**GRADING SYSTEM:**

Students are evaluated on a regular basis on theory, practical and supervised practice. The evaluations are measured on a standard percentile bases and the percentage equated to a letter grade. Students must maintain a 70% (C) average or better to maintain satisfactory academic progress status. The system *detailed below is the system utilized by the school*

<b>Grading Letter Description</b>		<b>Grade point</b>	
<b>100%-90%</b>	<b>A</b>	<b>Excellent</b>	<b>4.00</b>
<b>89%-80%</b>	<b>B</b>	<b>Above average</b>	<b>3.00</b>
<b>79%-70%</b>	<b>C</b>	<b>Average</b>	<b>2.00</b>
<b>69% and below</b>	<b>F</b>	<b>Below average</b>	<b>1.00</b>

**LICENSING REQUIREMENTS:**

Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber Crossover for Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**EQUIPMENT NEEDED FOR INSTRUCTION**

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (THEORY CLASS)**

**COSMETOLOGY PROGRAM**

The following Equipment List will be used in the Cosmetology Instruction Program:

1. Milady Instructor Cosmetology Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Cosmetology Books

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)**

Student Station, Styling Chair, Shampoo Bowls, Dryers, Manicuring tables (**Part of school's equipment**)

Mannequin Heads, Manicuring kit, Blow-dryer, permanent rods, styling combs, staling brushes, cutting shears, clippers, curling Iron, Makeup kit, facial kit, and Hair Color Kit, (**included in student's supplies**)

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**EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)**

**BARBERING/BARBERING CROSSOVER PROGRAM**

The following Equipment List will be used in the Barbering Instruction Program:

1. Milady Instructor Barbering Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Barbering Books

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)**

Student Station, Styling Chair, Shampoo Bowls, Dryers, (**Part of school's equipment**)

Mannequin Heads, Shaving kit, Blow Dryer, permanent rods, styling combs, staling brushes, cutting shears, clippers, curling Iron, facial kit, and Hair Color Kit, Barber case, (**included in student's supplies**)

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**EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)**

**ESTHETICIAN PROGRAM**

The following Equipment List will be used in the Esthetician Instruction Program:

1. Milady Instructor Esthetician Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Esthetician Books

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS) ETHETICIAN CONTINUE**

Microdermabrasion Machine, Massage Facial Bed, Operator chair, Facial Steam Machine, Facial Derma Lights and disinfectant cabinet (**Part of school's equipment**)

Mannequin Heads, facial kit, Makeup kit, cloth towels, and disposable towels (**included in student's supplies**)

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**EQUIPMENT NEEDED FOR INSTRUCTION (THEORY CLASS)**

**MANICURING PROGRAM**

The following Equipment List will be used in the Nail Technician Instruction Program:

1. Milady Instructor Nail Technician Management Course Guide
2. Blackboard
2. Projector
3. Television and DVD player
4. Instructor Desk
5. Student's Desks
6. Milady Nail Technician Books

**EQUIPMENT NEEDED FOR INSTRUCTION IN THE (PRACTICAL CLASS)**

Student Manicuring Station, Operator chair, Nail dryers, Table lamp and desk fan (**Part of school's equipment**)

Manicuring kit, Nail Art Kit, Acrylic Kit, cloth towels, and disposable towels and practice hand (**included in student's supplies**)

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## FACULTY

INSTRUCTOR'S NAME	QUALIFICATIONS
<b>Sonia Mejia</b>	<b>Cosmetology/Esthetics &amp; Barber Instructor:</b> License Cosmetologist Since 08/1990 License Esthetician Since 01/2012 License Barber Since 10/2016 Cosmetology Instructor Since 2006
<b>Steven Monroe</b>	<b>Barber/ Cosmetology Instructor:</b> License Cosmetologist Since 2001 License Barber Since 06/2017 Cosmetology Instructor Since 2010
<b>Ronald Corbitt</b>	<b>Barber/ Cosmetology Instructor:</b> License Cosmetologist Since 1996 License Barber Since 1998 Cosmetology Instructor Since 1999
<b>Evelyn Ocampo</b>	<b>Cosmetology/ Manicuring Instructor:</b> License Cosmetologist Since 07/2006 License Barber Since 1998 Cosmetology Instructor Since 1999
<b>Jesika Lamar</b>	<b>Manicuring Instructor:</b> License Manicurist Since 2012
<b>Salvador Mendoza</b>	<b>Cosmetology/Barber Instructor:</b> License Cosmetologist Since License Barber Since

# ADMINISTRATIVE ORGANIZATION CHART

