SCHOOL CATALOG
2023

HAIR ACADEMY
8435 ANNAPOLIS ROAD
NEW CARROLLTON, MARYLAND 20784

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(301) 577-3479 (FAX)

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Volume I

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ADMINISTRATION/INSTRUCTIONAL STAFF

President (Owner)	Kay Catlin
School Director	James Bilney
Director Financial Aid/Placement	Donna Stephens
Financial Aid Officer	Leslie Bryant
Registrar	Ebony Dickerson
Business Manager	Samantha Rawlings
Director of Admissions	Inga Lewis-Waring
Admissions Representative	Roslyn Davis
Admissions Representative	
Director Education	Laura Gordon
State Board Coordinator	Cheryl Crosby
Instructor (Cosmetology)	Janelle Wood
Instructor (Cosmetology)	William James
Instructor/Evening Supervisor (Cosmetology)	Juwanna Girard
Instructor (Barber)	Clay Berry
Instructor (Barber)	Michael Madlock
Instructor (Barber)	Jammie Dickens
Instructor (Esthetics)	Lateisha Rollerson
Instructor (Esthetics)	Jasmine Parks
Instructor (Esthetics)	Jasmine Monroe
Maintenance Supervisor	Thomas Wright

ACCREDITED BY

National Accrediting Commission of
Career Arts & Sciences
3015 Colvin Street
Alexandria, VA. 22314
Phone: (703) 600-7600
Fax (703) 379-2200

APPROVED BY

Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, Maryland 21201
Phone: (410)-767-3300
Fax (410) 332-0270

CONSUMER AFFAIRS

Maryland Office of the Attorney General
Consumer Affairs Office
200 St. Paul Place
Baltimore, Maryland 21202
Phone: (410) 528-8662

SCHOOL MISSION

The school's principal objective is to prepare its graduates for careers in Cosmetology Arts and Sciences, Professional Barbering and Esthetics.

The school strives continuously to improve its operations in order to keep abreast with the ever-changing developments and new techniques in Cosmetology, Barbering and Esthetics.

The school observes all rules and regulations according to the National Accrediting Commission of Career Arts and Sciences, Maryland Higher Education Commission, Maryland State Board of Cosmetologists, Maryland State Board of Barbers and the Department of Health.

The school encourages their instructors to keep abreast of modern teaching methods via educational literature, continuing education, workshops, and trade shows.

The school takes part in educational conferences and regional meetings in order to advance the Cosmetology, Barbering and Esthetic professions.

The school makes use of modern teaching techniques and training aids, such as textbooks, workshops, and audio-visual aids.

The school purchases only high-grade standard equipment, cosmetics, and supplies to be used for instruction of its students.

The school maintains honest and fair relationships with staff, students, patrons, NACCAS, Maryland Higher Education Commission, Maryland State Board of Cosmetologists, Maryland State Board of Barbers Examiners and other schools.

The school advertises truthfully and makes honest representations to the students. The school does not recruit students already attending or admitted to another school offering a similar program of study.

The school refrains from any advertisements or criticisms, which might reflect unfavorably on other schools, or any personal services industry.

FACILITIES/ENROLLMENT LIMITATIONS/PROGRAM PERFORMANCE

The school is located in New Carrollton, Maryland. The school maintains a student to instructor ratio of 25 to 1. The facility features modern beauty, barber, and esthetic equipment, separate theory rooms, and a modern laboratory where the advanced students receive practical training and experience. In addition to the use of dry erase boards, audio and/or visual equipment, additional reading materials are available for all students, from the school library. There are also dispensary and supply areas containing equipment and products. Students and prospective students may contact the Maryland Higher Education Commission regarding the performance of each approved

program. This includes but is not limited to information regarding each program's enrollment, completion rate, placement rate, and (if applicable) pass rate of graduate on any licensure examination. MHEC can be contacted at Maryland Higher Education Commission, 6 N. Liberty Street, 10th Floor, Baltimore, Maryland 21201, Phone (410)-767-3300, Fax (410) 332-0270, or www.mhec.state.md.us.

SCHOOL CALENDAR/HOLIDAYS

New Year's Day - January 2
Martin Luther King's Birthday - January 16
Memorial Day - May 29
Independence Day - July 4
Labor Day - September 4
Thanksgiving Day - November 23
Christmas – December 25

INCLEMENT WEATHER/SCHOOL CLOSING

In the case of severe snowstorms or hazardous conditions, the school closing will be announced over local television stations. Note: Training days missed due to inclement weather may be made up at the end of the program.

GRIEVANCE PROCEDURE

Any grievance regarding the school or its employees must be made to the School Director in writing. The School Director will make a final determination of the grievance within five (5) days of receiving the written grievance. The student has the right to appeal any grievance decision to MHEC, Consumer Affairs, accrediting bodies, and the appropriate Boards (Cosmetology, Barbers or Esthetics). Matters these entities may investigate *include* regulatory matters, but also violations of published school policies as well. All contact information for the aforementioned agencies can be found on page 6 of this school catalog.

TRANSPORTATION/PARKING

Public transportation is readily available to and from **HAIR ACADEMY,** and free parking is adjacent to the school.

TUITION, ENROLLMENT FEE, KIT/BOOKS

The fees for tuition, student kit, and books represent the total funds to be paid by the student. Not included in the total cost would be the cost for supplies and/or equipment for personal use. Each student shall be supplied with a student kit and books on the first day of class. Replacement of lost, stolen, or misplaced items shall be the responsibility of the individual student. As an additional expense, each student shall be required to purchase, by the first day of school, the following items: professional shoes, notebook, pen, and pencils. *In lieu of kit and books fee,

students may purchase their own kit and books on the open market.

TUITION

Cosmetology Operator Program - 1500 hours of instruction.

Tuition Fee	$ 21,470.00
Enrollment Fee	$ 150.00
*Kit/Books	$ 1,995.00
Total Cost	$ 23,615.00

Professional Barbering Program – 1200 hours of instruction

Tuition Fee	$ 18,795.00
Enrollment Fee	$ 150.00
*Kit/Books	$ 1,995.00
Total Cost	$ 20,940.00

Esthetics Program – 600 hours of instruction

Tuition Fee	$ 8,995.00
Enrollment Fee	$ 150.00
*Kit/Books	$ 1710.00
Total Cost	$ 10,855.00

Methods of payment:

Cash, Check, Credit Card, or Money Order, All Programs: If a student chooses to pay their tuition in increments, a monthly in-school payment plan may be set up, contingent upon approval by the School Director.

Title IV Financial Aid disbursements, all programs: Title IV financial aid is disbursed in increments of two to four payments (depending on program) and is based on the ACTUAL hours a student has completed in the program. The order of hours in which Title IV financial aid may be disbursed is: Cosmetology 1, 450, 900 and 1200 actual hours, Barbering 1, 450, 900, and 1051 actual hours, and Esthetics 1 and 300 actual hours.

STUDENTS CONDUCT POLICY

Students are required to act in a manner that will reflect credit on themselves, the school, and the industry for which they are being trained. The school may terminate any student's enrollment for generally undesirable or disruptive behavior. The use of drugs or alcohol in any form during school hours is grounds for dismissal. Re-admission, resulting from dismissal, may be considered by meeting with the School Director.

STUDENT RECORDS/RELEASE OF INFORMATION

The school maintains permanent grade and attendance records for as long as the school exists. Student records and/or information may be provided to individuals, organizations, potential employers, etc., only after written authorization has been provided by the student at the time of request from the third party, and/or consent from the parents or guardian of a dependent minor. Transcripts will not be released until the student has satisfied all financial obligations to the school. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained in accordance with state and federal law, but not less than six years. All institution records are maintained and safeguarded against loss, theft, identity theft, or damage.

STATEMENT OF NON-DISCRIMINATION

The school is an equal opportunity school with respect to both education and employment. The school's programs and policies are consistent with pertinent federal and state laws and regulations on non-discrimination regarding race, color, religion, age, ethnic origin, financial status, sex and gender identity. The school complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person by reason of handicap will be excluded from enrolling in a program of instruction.

Requests for Reasonable Accommodation

The school is adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms are ADA compliant. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the school affirms its commitment to insure equal educational opportunities to students with disabilities. The school will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must contact and provide documentation to the School Director:

James R Bilney
School Director
Hair Academy
8435 Annapolis Road
New Carrollton, Maryland 20784
Office: 301-459-2509
Fax: 301-588-1944

Disability Documentation Requirements

Students with disabilities who are requesting accommodations at the school must provide the appropriate documentation. To ensure that the proper documentation is complete, and the necessary accommodations are implemented, please refer to the following guidelines:

Documentation Requirements for Students with Learning Disabilities

A psycho-educational evaluation by a licensed psychologist or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more

than three years old) must be provided. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis. This report should also include specific recommendations for accommodations as well as an explanation as to why each accommodation is being recommended.

Documentation Requirements for Students with Attention Deficit Disorders

An evaluation by a psychiatrist, neurologist, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. The documentation should state the medical diagnosis and include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended.

Documentation Requirements for Students with Psychological, Neurological, Mobility or Sensory Impairments

An evaluation by a medical doctor, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist must be provided that clearly diagnoses and describes the disability. The information should be current (usually not more than three years old) and should include the recommended accommodations appropriate for post-secondary students. Students with mobility and sensory impairments may be required to provide additional documentation, depending on the disability and accommodations requested.

Accommodations for Hearing Impaired Students

The school strives to provide equal access to all educational activities. Services provided too deaf or hearing-impaired students may include ASL interpreters, text service providers, and other similar services based on student needs. When an ASL interpreter is provided, the school will utilize qualified individuals as service providers. Qualification of service providers is determined by the school. Students who utilize sign language interpreters are responsible for notifying the Education Director as soon as possible when they will be absent from a class or meeting. If a student knows they will be absent from class, the student is required to notify the school at least 48 hours before class begins. If the student is sick or has an emergency, the student is required to call the school as soon as possible.

If a student is absent for two class periods and/or meetings without notifying the Education Director at least 48 hours in advance, the interpreting services will be suspended and may be discontinued. The student must meet with the School Director and the Education Director to appeal suspension or discontinuation of services.

Students must give the Education Director advance written notice of teacher/administrative meetings, “brown bag” events, and similar school-sponsored events. If students do not give at least 48 hours’ advance notices, the school may be unable to secure an interpreter. Interpreting services will only be provided for school-sponsored activities.

Deadline for Submission of Documentation

It is the student's responsibility to contact the Education Director and request accommodations. Documentation must be provided in a timely manner to allow adequate time for accommodations to be arranged.

Auxiliary Aids/Academic Adjustments
A student that is in need of an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program. If any questions or concerns arise, the student should contact the Campus Director immediately so a mutually agreeable resolution can be quickly reached.

Grievance Procedure/Conflict Resolution
If a student wishes to file a complaint regarding any discrimination, the student should notify the School Director within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. If an amicable resolution is not able to be reached through the grievance/conflict resolution process, then the student should contact James Bilney, School Director, Hair Academy at 301-459-2509, or send a formal complaint to Hair Academy 8435 Annapolis Road, New Carrollton, Maryland 20784. If the problem cannot be resolved by the school, then a student has the right to contact the U.S. Office for Civil Rights, U.S. Department of Education in the region where the school is located. The United States Office for Civil Rights (OCR) is the agency responsible for addressing complaints related to discrimination on the basis of disability. More information regarding the U.S. Office for Civil Rights and the procedure that should be followed in filing a complaint can be found at www.ed.gov.

PRIVACY ACT/RIGHT TO ACCESS STUDENT RECORDS

HAIR ACADEMY guarantees to protect the privacy of all student files unless specifically directed by the student accordance with the Family Education Rights and Privacy Act of 1974 - Public Law 93.579. **HAIR ACADEMY** guarantees the student and parents, or guardians of dependent minor's, access to their cumulative record and to provide proper supervision and interpretation of records when they are being reviewed. The records shall be made available upon written request. The school will provide access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Maryland Higher Education Commission.

ADMISSION REQUIREMENTS

A personal interview and visit to the school are required of all prospective students. In addition, the student must:

1. Be a citizen of the United States or hold a recognized visa.
2. Be beyond the compulsory school age, and not attending a school of elementary or secondary level, unless it is established through contact with responsible parties that pursuit of the program would not be detrimental to his/her regular schoolwork. Must be 17 years of age at examination/licensure. Acceptable documentation includes driver's license, birth certificate, passport, green card, or State ID.
3. Have a sufficient understanding of the English language, reading, writing, and speaking, which will be assessed during the entrance interview. The assessment of this requirement will be through a personal interview with the admissions personnel and completion and understanding of all documents by the prospective student.
4. Have a high school diploma, GED Certificate, or a state-authorized high school equivalent. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma. If the applicant does not have a high school diploma, GED, or state-authorized high school equivalent then he/she must successfully pass the Wonderlic Test Entrance Examination (WBST). The Wonderlic Test will be administered by an independent tester. In lieu of the WBST, if a student has met the United States Department of Education ATB requirements prior to July 1, 2012 at another institution and can provide documentation of passing one of the following approved ATB tests: ASSET, CPAT, COMPASS, CELSA, CPT'S, DTLS, WBST, then he/she may be accepted into the program. Applicants that do not possess a high school diploma are not eligible for Title IV funding (financial aid).
5. Transfer students may be accepted after an admissions interview, a practical and theory examination, and a transcript is received from the other school. A student may enter the programs at the level he/she established by examination results. All transfer hour requirements must be met prior to enrollment. Applicants who possess a cosmetology, barber or esthetician diploma and request credit for 750 cosmetology hours, 600 barber hours or 300 esthetician hours must present a copy of their cosmetology/barber/esthetician diploma prior to enrollment and request this credit. Transferred hours are treated as both completed and attempted hours in the determination of the student's pace of completion. Transfer students accepted into the school will be charged an Enrollment Fee (which may not exceed 10% or $150.00, whichever is less, of the total tuition of the program). Tuition for the part of the program he or she advanced will be adjusted for the advancement allowed. A permanent record is maintained in the student folder documenting this information.
6. Students who withdraw prior to completion of the program and wish to re-enroll will return in the same Satisfactory Academic Progress status as at the time of withdrawal.

ENROLLMENT REQUIREMENTS

An applicant may enroll in **HAIR ACADEMY** after the successful completion of the following criteria:

1. Meet all admission requirements
2. Sign an enrollment agreement with the school
3. Obtain a class start date

All requirements must be met prior to beginning class.

ENROLLMENT/STARTING DATES

Students may enroll during business hours at **HAIR ACADEMY**.

DAY CLASSES

Begins the first Monday of each month.

EVENING CLASSES

Begin the first Tuesday evening of each month**.**

MAKE-UP WORK

Students are required to make up hours and/or work that are missed. Exams missed due to absence must be made-up on the first day the student returns to school. If there is not enough time to complete all exams on the first day of return (failing test grades are made up on assigned days) the Instructor will schedule a time for completion. Failure to make up exams will result in 0% and this grade will be added to the student's grade point average. Academic, practical, laboratory work, and assignments, required of all students, must be satisfactorily completed within the **Satisfactory Progress Evaluation/Advising Period.** If Satisfactory Academic Progress is not occurring, the student that is receiving Federal Financial Aid benefits may be interrupted, and certification will be delayed.

All students have the opportunity to make-up absences. It is the responsibility of the student to clearly understand the make-up policy and to act accordingly. If at all possible, the student should contact the Instructor prior to absence, or on the day of absence, for class assignments and test date schedule.

CHANGE OF PROGRAM SCHEDULED HOURS

A student may not change attendance of scheduled program hours after enrollment without the approval of the Director of Education and Financial Aid Director. All administrative work must be completed prior to the change.

CHANGE OF ADDRESS/NAME

Students who have a change of name and/or local/home address during the contracted program are responsible for reporting this change to the Director of Financial Aid within two weeks of the change.

FINANCIAL AID

HAIR ACADEMY administers Federal funds to provide monetary assistance to eligible students, who without aid would not be able to attend or remain in school. The program available to students supports the school's goal for equality of educational opportunity and retention and is in accordance with the Federal guidelines set by the Department of Health, Education and Welfare. In order for the Financial Aid needs analysis (an objective formula approved by the Federal Government to consider each family's financial strength) to be calculated accurately and the student to receive the correct estimate of Financial Aid funds, a Financial Aid Form must be filled out completely and precisely.

The Financial Aid Office is responsible for administering all Federal Financial Aid Programs, including Pell Grants, Stafford Student Loan, PLUS Loans (parental loans for undergraduate students). All students who wish to be considered for Financial Aid at **HAIR ACADEMY** must submit the Federal Application for Financial Aid in order to determine eligibility for financial assistance. All forms and any additional information may be obtained from the Financial Aid Office. Financial Aid funds must be used only for educational purposes. No funds will be given to a student for living costs until the student's obligations to the school for tuition, fees, and books have been paid.

SCHOOL OPERATING HOURS

The school's operating hours are as follows:

Monday through Saturday 8:30 A.M. to 5:00 P.M.

Tuesday, Wednesday, Friday 8:30 A.M. to 9:00 P.M.

DRUG/ALCOHOL POLICY

The use of illegal drugs or alcohol, in any form, during the school day/evening is prohibited. Students who exhibit evidence of drug/alcohol abuse or intoxication in school are subject to disciplinary action, suspension, or expulsion. Possession of drug paraphernalia is subject to the laws of the State of Maryland. Students that may have a drug/alcohol problem affecting their progress should see their Director for advising, and he/she will refer them to one of the community health agencies for counseling. All students are explained the schools drug prevention policy at orientation. Students are required to sign the acknowledgment of receipt of the Drug Prevention/Awareness Policy required by the **DRUG FREE WORKPLACE ACT OF 1988.**

CLASS SCHEDULES

DAY ATTENDANCE SCHEDULE

40 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 5:00 P.M.	Tuesday through Saturday or Monday through Friday

30 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 3:00 P.M.	Tuesday through Saturday or Monday through Friday

25 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 2:00 P.M.	Tuesday through Saturday or Monday through Friday

20 HOURS CLASS ATTENDANCE SCHEDULE

8:30 A.M. - 12:30 P.M.	Tuesday through Saturday or Monday through Friday
1:00 P.M. - 5:00 P.M.	Tuesday through Saturday

EVENING ATTENDANCE SCHEDULE

30 HOURS CLASS ATTENDANCE SCHEDULE

1:00 P.M. - 9:00 P.M. Students may begin one day of attendance at 1:30 P.M.	Tuesday, Wednesday, Friday
8:30 A.M. - 5:00 P.M.	Saturday

25 HOURS CLASS ATTENDANCE SCHEDULE

2:30 P.M. - 9:00 P.M.	Tuesday, Wednesday, Friday
Students may begin one day of attendance at 3:30 P.M.	
8:30 A.M. - 5:00 P.M.	Saturday

20 HOURS CLASS ATTENDANCE SCHEDULE

5:00 P.M. - 9:00 P.M.	Tuesday, Wednesday, Friday
8:30 A.M. - 5:00 P.M.	Saturday

CAREERS IN COSMETOLOGY

Cosmetology is a lifetime or part-time career for those who qualify. In the salon, Cosmetologists perform many services, including manicuring, hairstyling, daytime and evening make-up, temporary and permanent waving, temporary and permanent hair straightening, hair lightning and hair coloring, care and styling of wigs and various facial and scalp treatments. Many

Cosmetologists' will specialize in one, or any number of these services.

CAREERS IN BARBERING

Barbering is a lifetime or part-time career for those who qualify. Once the student has completed the program and passed the Maryland State Board of Barbers examination for licensure, he/she will be qualified to obtain employment as a Barber in a barber shop, as well as other opportunities (SOC Code 39-5011.00). The following opportunities are available for graduates: Master Barber, Barber Owner, Hair Designer, Barber School Instructor, Platform Artist/Educator, Salon Sales Consultant, or Product Distributor.

CAREERS IN ESTHETICS

Esthetics is a lifetime or part-time career for those who qualify. Once the student has completed the program and passed the Maryland Esthetician License Examination, he/she will be qualified to obtain employment as a shop, as well as other opportunities (SOC Code 39-5011.00). Once you complete your skin care education, you can use your skills in salons, spas, resorts, and more. You could also pursue specializations such as esthetics research or paramedical esthetics. Some choose to be clinical estheticians, master estheticians or even medical spa managers.

ATTENDANCE POLICY

Hair Academy utilizes the SMART SYSTEM Biometric fingerprint recognition time clock and software to record daily attendance. Students are required to scan in and out every day. Failure to scan in or out may result in a complete loss of hours for the day. Students who forget to scan in or out must report to the Director of Education to verify attendance. A student exceeding their scheduled hours in accordance with their enrollment agreement will be required to complete an "enrollment agreement addendum" and change their scheduled hours.

ABSENCES/TARDY/EARLY DEPARTURE

All hours missed due to absences or tardiness must be made-up. Students requesting to leave class early must do so through their instructor and make-up any missed time. Advising will be utilized for students who have high absences, excessive tardiness, and continually leaving early. Students are required to scan in and using the S.M.A.R.T. Biometric Clock. This is the official record of the amount of clock hours he/she has accumulated.

SATISFACTORY ACADEMIC PROGRESS POLICY

Standards:

This institution expects all of its students to maintain Satisfactory Academic Progress (SAP). All programs and policies are taught and written in English. Only students making Satisfactory Academic Progress are eligible to remain in the program, and/or receive Title IV funding. The

policy is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by the Maryland Higher Education Commission, National Accrediting Commission of Career Art and Science (NACCAS) and United States Department of Education. This policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time or full-time). The student must:

1. Maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical assignments (A or U). Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY	**PRACTICAL**
95 - 100 = Excellent	A = Acceptable 75% - 100%
85 - 94 = Above Average	U = Unacceptable 0% - 74%
75 - 84 = Average	
0 - 74 = Unacceptable	

2. The practical grading criteria uses the terms "Acceptable" (A) or "Unacceptable" (U). The Satisfactory Progress Report is divided into two sections, Practical Skills, and Safety/ Sanitation Rules. The practical grading criteria can be found in the Practical Skills section of the Satisfactory Progress Report. The student must demonstrate the various procedures by completing the criteria listed on the Satisfactory Progress Report on a model or mannequin. In the Safety and Sanitation Rule section, the student must verbally answer the questions listed on the Satisfactory Progress Report. The student is given an "A" or "U" for each criteria or question. Upon completion of this process, the number of acceptable and unacceptable responses are tabulated and recorded for each section. The percentage of acceptable responses for each section is then calculated and recorded as the total average for each section. These two averages are then averaged to compute the Practical Performance Evaluation Total Average Grade. A student must achieve an average of 75% to be considered "A" acceptable. A student below a 75% average would be considered "U" unacceptable.
3. In order to be making satisfactory attendance progress, a student must maintain a cumulative attendance average of 83.3% at their designated Evaluation Periods. The program must be completed within the 120% of the total program hours. Regardless of the average rate of attendance, students who have been absent more than 10 consecutive calendar days, with no contact, may be dismissed. In addition to attendance standards

relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institution policies relating to attendance and tardiness.

4. Students must be on pace *(Pace is defined as a percentage of the cumulative number of hours completed by the student divided by the cumulative numbers of hours attempted/ scheduled)* to complete the program within 120% of the total program hours. Students who do not complete the program within 120% of their total program hours must be terminated from the school.
5. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. The pace at which a student must be attending to be considered making Satisfactory Academic Progress is defined as a minimum of 83.3%.
6. If a student requests a copy of an official transcript the student and the school official will sign and date the school transcript.

Evaluation Periods:

A Cosmetology Operator student's compliance with SAP is divided into Evaluation Periods and is assessed with the student at 450 actual hours, 900 actual hours, 1200 actual hours, 1500 actual hours, as follows:

COSMETOLOGY OPERATOR PROGRAM

EVALUATION PERIODS	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance progress.
450 ACTUAL HOURS	75%	540 = 83.3%
900 ACTUAL HOURS	75%	1080 = 83.3%
1200 ACTUAL HOURS	75%	1440 = 83.3%
1500 ACTUAL HOURS	75%	1800 = 83.3%

A Professional Barbering student's compliance with SAP is divided into Evaluation Periods and is assessed with the student at 450 actual hours, 900 actual hours, and 1200 actual hours, as follows:

PROFESSIONAL BARBERING PROGRAM

EVALUATION PERIODS	ACADEMIC: MINIMUM PASSING GRADE	Maximum scheduled hours required to maintain satisfactory attendance progress
450 ACTUAL HOURS	75%	540 = 83.3%
900 ACTUAL HOURS	75%	1080 = 83.3%

1200 ACTUAL HOURS	75%	1440 = 83.3%

An Esthetics student's compliance with SAP is divided into Evaluation Periods and is assessed with the student at 300 actual hours and 600 actual hours, as follows:

ESTHETICS PROGRAM

EVALUATION PERIODS	**ACADEMIC: MINIMUM PASSING GRADE**	**Maximum hours required to maintain satisfactory attendance progress**.
300 ACTUAL HOURS	75 %	360 = 83.3%
600 ACTUAL HOURS	75 %	720 = 83.3%

All students must meet both the academic and attendance progress requirements of at least one evaluation by the midpoint of the program to be making satisfactory progress. The SAP evaluations are maintained in the student's file and may be accessed by a student at any time, via a request with the Director of Education. If a student is deemed unable to complete the program based on the MTF (maximum time frame) of 120% of the total program hours, they will be in unsatisfactory academic progress and the student must be dismissed from the institution. The institution will notify students of any evaluations that impacts the student's eligibility for financial aid, if applicable.

Warning Period:

Students who fail to meet SAP standards during a given Evaluation Period will be placed on Warning for the following evaluation period. A student remains eligible to receive financial aid during the Warning Period and will be considered as making SAP during the Warning Period. Students who fail to meet SAP by the conclusion of the Warning Period will be deemed not to be making Satisfactory Academic Progress and will lose any remaining eligibility for student Title IV funds (financial aid) and may be terminated at the discretion of the institution.

Unsatisfactory:

Students who fail to meet minimum requirements for attendance or academic progress after the Warning Period (unless they successfully appeal) will be placed on unsatisfactory status. Any student considered to be making unsatisfactory progress in accordance with regulations of the school shall be notified in writing. Such written notification shall include the reason for such determination. Students with a determination of unsatisfactory are ineligible to receive Title IV funds (financial aid).

Probation:

Students who fail to meet minimum requirements for attendance or academic progress after the

warning period may be placed on probation and considered to be making satisfactory progress during the probationary period. The institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student. The student must successfully appeal the determination of unsatisfactory following the warning period to be placed on probation. Additionally, only the students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the Evaluation Period may be placed on probation. If at the end of the probationary period, the student has NOT met both the attendance and academic requirements, the student will be determined as not making Satisfactory Academic Progress and, if applicable, students will be deemed ineligible to receive Title IV funds (financial aid).

Appeal an unsatisfactory academic progress determination and/or termination:

All students may appeal an unsatisfactory progress determination and/or termination. In the case of mitigating circumstances (such as death in the family, serious illness, etc.) a student should submit a **written** explanation along with supporting documentation for reasons the decision should be reversed, and request for re-evaluation of progress, to the Director of Education. The student will provide written documentation regarding why he/she has failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. This appeal must be received by the Director of Education within five (5) business days of unsatisfactory progress finding and/or termination. The Director of Education will consider the appeal and either grant probation not to exceed one Evaluation Period in which the student will remain eligible for Title IV funds or deny the student's appeal and terminate Federal Aid. The Director of Education will provide notice to the student regarding the results of the student's appeal and attach a copy of the documentation to the student's SAP evaluation. These documents will be placed in the student's file and the decision of the Director of Education shall be final. A student that does not achieve the minimum standards is no longer eligible for Title IV funds unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Reinstatement:

Should a student prevail upon his/her appeal and be determined as making satisfactory academic progress, the student will be automatically re-entered in the program, and/or placed on probation until the next Evaluation Period, and if the student is receiving Federal Financial Aid funds, they will be reinstated. The results of the appeal will be placed in the student's file.

Interruptions, Course Incompletes, Withdrawals:

If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's enrollment agreement period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the program and wish to re-enroll will

return in the same Satisfactory Academic Progress status as at the time of withdrawal. Course incompleteness, repetitions and non-credit remedial courses are not applicable to this institution's forms of instruction. Course incompletes, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards since the institution has no such items or policies.

Transfer Hours:

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Leave of Absence:

A student may request and be granted a leave of absence if, in the judgment of the school, there are circumstances justifying a temporary break in the student's program. The leave of absence must be requested in advance, in writing (unless unforeseen circumstances prevent the student from doing so), including the reason for the student request, and the student must sign the request. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The leave of absence may not exceed 180 days in a 12-month period. The leave of absence must state the specific reason(s) for the leave and the expected date of return from the leave. The school and the student must have a reasonable expectation that the student will return from LOA. The leave of absence will be approved by the Director of Education if the reason is deemed sufficient and if there is a reasonable expectation that the student will return. A leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Changes to the contract period on the enrollment agreement will be changed via an LOA request form/enrollment addendum that must be signed and dated by all parties. The student will not be assessed additional charges while on LOA. Students returning from an authorized LOA will retain all credit for clock hours and academic work completed and will return to the satisfactory academic progress status they held prior to the start of the LOA. A student granted an LOA is not considered as withdrawn, and no refund calculation is necessary. Students who fail to return from an LOA will be dismissed as of their last day of attendance. The withdrawal date for the purpose of calculating a refund is always a student's last day of attendance. Financial aid funding may be lost for students receiving Title IV funds if they are dismissed.

Withdrawal Policy and Procedures

If a student withdraws, the student should contact the Director of Education either orally or in writing. The Director of Education will complete a Status Change Form indicating the reason for the withdrawal, the last date of attendance, and the date of termination (i.e., date of determination).

If the student does not contact the Director of Education, and a student has been absent for 3 consecutive school days, the Director of Education will attempt to contact the student. If the student states he/she does not plan to return or if the Director cannot contact the student, then the student may be withdrawn within 10 days of the last date of attendance.

If a student withdraws or is dismissed from Hair Academy, the student may be required to return a portion of the federal financial aid received. The student will be notified in writing for the reason of their withdrawal or dismissal. The last date of attendance is used to calculate any federal aid that must be returned. Students who fail to complete his/her training within their scheduled time frame must be withdrawn from the program. Upon re-enrollment, a new enrollment agreement will be executed between the school and student.
A student applying for re-enrollment in the school will return to school in the same Satisfactory Progress status as when he/she withdrew from school.

SCHOOL EXIT INTERVIEW

Students must attend an exit interview upon completion of the program of study. An appointment must be scheduled in advance, with the School Director and/or Financial Aid Office, prior to the last day of attendance. All curriculum requirements and financial obligations must be completed prior to the scheduled appointment. At that time, the student will be awarded a Certificate, and all necessary paperwork will be completed for the graduate to apply for a scheduled time to take their Maryland State Board of Cosmetologists Examination. At this session, if you have received any loans through the Financial Aid Programs, the Financial Aid Office will provide you with information on the average amount that you owe, the amount of your monthly payments, and information about deferment, refinancing and/or loan consolidation options.

ADVISING SERVICES/WRITTEN PROGRESS PROCEDURE

Advising sessions for all students are held at intervals of the program and this is in concurrence with the Satisfactory Academic Progress Policy. In addition, instructors are given a percentage roster every Monday to discuss the satisfactory or unsatisfactory progress with their students. Advising is also available to students that have academic, personal, or faculty problems affecting their progress. A student should see their instructor if further advising is necessary. Advising is utilized as preventive disciplinary action for attendance, academic, undesirable behavior, etc.

EMPLOYMENT/JOB PLACEMENT ADVISING

The school has contacts in the Cosmetology, Professional Barbering, and Esthetic industry's and all information pertaining to possible employment will be made available to the student. The school will assist students with resume writing and scheduling interviews with prospective employers. Upon successful completion of the program, the school will use its best efforts to successfully place the student. However, the student must be aware that the school does not guarantee employment. Nor does it act as an employment agent. Career advising is provided to the student regarding interview, employment opportunities and marketable skills.

GRADUATION REQUIREMENTS

A diploma shall be issued to the student at the time of graduation provided that the student has satisfied all of the following requirements:

(1) Curriculum requirements:
   A. Achieve a minimum GPA of 75% for theory.
   B. Achieve a minimum grade of "A" for practical.

(2) Attendance requirements:
   A. Complete 100% of required program hours.
   B. Must have a minimum attendance rate of 83.3% of the total program.

(3) Financial obligations to the school.

REFUND POLICY

Maryland Higher Education Commission Refund Policy:

1. An enrollment fee is charged (which may not exceed 10% or $150.00, whichever is less of the total contract price of the program).
2. If the school is closed or discontinues a program, the school shall refund to each enrolled student monies paid by the student for tuition and fees and monies for which the student is liable for tuition and fees. The refund policy applies to all terminations for any reason, by either party, including student decision. The refund policy complies will all mandated policies.
3. **SEVEN-DAY CANCELLATION PERIOD**. All fees paid by a student shall be refunded if the student is not accepted by the school or chooses not to enroll in or to withdraw from the school within 7 business days after having signed an enrollment agreement. If a student chooses not to enroll after the seven (7) day cancellation period, but before the first day of instruction, the school may retain the enrollment fee. After the 7-day cancellation period expires, if a student withdraws after instruction begins, refunds shall be based on the total contracted price of the program and shall include all fees, except the enrollment fee and any charges for materials, supplies and books which have been purchased by and are the property of the student.
4. In the case of an official leave of absence, if a student fails to return to training by the end of the leave of absence, a refund due a student shall be calculated based on the documented last day of attendance and paid within 45 days of the scheduled last day of the leave of absence.
5. **TUITION REFUND POLICY**.
   The minimum refund that a school shall pay a student who withdraws or is terminated after the 7-day cancellation period has expired and after instruction has begun, is as follows:

Proportion of Total Course or program Taught by Date of Withdrawal	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund

30% up to but not including 40%	40% refund
40% up to 50%	20% refund
More than 50%	No refund

6. A refund due a student shall be based on the date of withdrawal, termination, or expulsion and paid within 45 days from the date of withdrawal or termination. For purposes of calculating a refund the date used will be the last date of attendance. Any monies due a student who unofficially withdraws from the institution shall be refunded within forty-five (45) days of a determination by the institution that the student has withdrawn without notifying the institution. A student's cancellation or withdrawal shall occur on the earlier of the dates that a student notifies the institution of his/her withdrawal. If a student withdraws from the institution in writing the postmark on the student's written notification will determine the cancellation date, or the date said information is delivered to the school administrator/owner in person. Official cancellation or withdrawal shall occur on the date that a student is withdrawn by the school. The cost of the Kit/Books becomes the property of the student when they are issued on the first day of class.

RETURN OF UNEARNED TITLE IV FUNDS POLICY:

The Financial Aid Office is required by federal statute to determine how much financial aid was earned by students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, a school must still complete a Return calculation in order to determine whether the student is eligible for a post-withdrawal disbursement.

The calculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. (Any break of five days or more is not counted as part of the days in the term.) This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debit balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

The institution must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of the determination of the date of the student's withdrawal.

Refunds are allocated in the following order: Order of Return of Title IV Funds:

A school must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment as applicable, in the following order, up to the net amount disbursed from each source:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans (parent or graduate)
- Federal Pell Grants for which a return of Title IV funds is required
- FSEOG for which a return of Title IV funds is required
- TEACH Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required.

Post Withdrawal Disbursement:

A school must offer any post-withdrawal disbursement of loan funds within 30 days of the date the school determined the student withdrew. A school must always return any unearned Title IV funds it is responsible for returning within 45 days of the date the school determined the student withdrew.

A school must disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the school determined the student withdrew and disburse any loan funds a student accepts within 180 days

FSA Credit Balances:

A Title IV credit balance occurs whenever the amount of Title IV funds credited to a student's account for a payment period exceeds the amount assessed the student for allowable charges associated with that payment period.

If FSA disbursements to the student's account at the school create an FSA credit balance, you must pay the credit balance directly to the student or parent as soon as possible but no later than 14 days after

A school may pay a credit balance by issuing a check payable to and requiring the endorsement of the student or parent. A school is considered to have issued the check on the date that it

- mails the check to the student or parent; or
- notifies the student that the check is available for immediate pickup and provides the specific location.

LENGTH OF PROGRAMS

Cosmetology Operator Program (1500 Hours)

Full Time Cosmetology Operator Program 40 Hours Per Week
The full-time Cosmetology Operator Program, 40 hours per week, is 37.5 weeks long. If a student fails to complete the program in the contracted 37.5 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 7.5 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Cosmetology Operator Program 30 Hours Per Week
The full-time Cosmetology Operator Program, 30 hours per week, is 50 weeks long. If a student fails to complete the program in the contracted 50 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 10 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Cosmetology Operator Program 25 Hours Per Week
The full-time Cosmetology Operator Program, 25 hours per week, is 60 weeks long. If a student fails to complete the program in the contracted 60- weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 12 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Part Time Cosmetology Operator Program 20 Hours Per Week
The part-time Cosmetology Operator Program, 20 hours per week, is 75 weeks long. If a student fails to complete the program in the contracted 75 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 15 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Professional Barbering Program (1200 Hours)

Full Time Professional Barbering Program 40 Hours Per Week
The full-time Professional Barbering Program, 40 hours per week, is 30 weeks long. If a student fails to complete the program in the contracted 30 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 6 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Professional Barbering Program 30 Hours Per Week
The full-time Professional Barbering Program, 30 hours per week, is 40 weeks long. If a student fails to complete the program in the contracted 40 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in an 8 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Professional Barbering Program 25 Hours Per Week
The full-time Professional Barbering Program, 25 hours per week, is 48 weeks long. If a student fails to complete the program in the contracted 48 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 9.6 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Part Time Day or Evening Professional Barbering Program 20 Hours Per Week
The part-time Professional Barbering Program, 20 hours per week, is 60 weeks long. If a student fails to complete the program in the contracted 60 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 12 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Esthetics Program (600 Hours)

Full Time Esthetics Program 40 Hours Per Week
The full-time Esthetics Program, 40 hours per week, is 15 weeks long. If a student fails to complete the program in the contracted 15 weeks' time frame, he/she will be withdrawn from the program. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 3 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Esthetics Program 30 Hours Per Week
The full-time Esthetics Program, 30 hours per week, is 20 weeks long. If the student fails to complete the program in the 20 weeks' time frame, he/she will be withdrawn from the program.

The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 4 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Full Time Esthetics Program 25 Hours Per Week
The full-time Esthetics Program, 25 hours per week, is 24 weeks long. If the student fails to complete the program in the 24 weeks' time frame, he/she will be withdrawn. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 4.8 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible.)

Part Time Esthetics Program 20 Hours Per Week
The pull-time Esthetics Program, 20 hours per week, is 30 weeks. If the student fails to complete the program in the 30 weeks' time frame, he/she will be withdrawn. The student may re-enroll for the remaining hours as long as the remaining hours can be completed in a 6 weeks' maximum time frame, and the student would remain in good standing. (Students receiving Financial Aid may continue to receive benefits if they are eligible).

The school calendar scheduled holidays will be included in the program beginning and ending dates, as they apply to each individual's program ending date. The student is not charged for this time**.**

COSMETOLOGY OPERATOR PROGRAM OUTLINE

INSTITUTIONAL GOALS AND OBJECTIVE. The primary objective of **HAIR ACADEMY** is to provide learning opportunities and educational experiences primarily for students of Maryland. To train the student with adequate and appropriate instruction for the licensing examination and train the student with knowledge and skills for employment at an entry level position in the Cosmetology field.

PROGRAM BEGINS AND ENDS. The program operates continuously, beginning the first day of each month and continuing until curriculum and school requirements have been reached and 1500 hours have been completed.

PROGRAM PURPOSE. For the student to acquire a broad knowledge of both the science and art of Cosmetology and be able to use the knowledge as a foundation to be successful in the profession of Cosmetology. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and be able to use his or her initiative to produce professional results. To prepare students for the Maryland State Board of Cosmetologists examination and entry level employment.

PROGRAM DESCRIPTION. Cosmetology is the cosmetic treatment of the skin, hair, and nails. The art of Cosmetology is the actual performance of the many beauty cultural practices. To

derive the utmost benefit from Cosmetology; practical performance, demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS. Methods of lecture, demonstration, drill, role play, discussion, handouts - assignment sheets - job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook will be utilized.

TEACHING STRATEGY. Using the chalkboard, audio/visual aids, and live models whenever possible. Introducing new material in a manner to which the student may relate. Giving special attention to slow learners. Encouraging questions, explaining new words, terms, techniques, implements, and equipment. Requiring that students take notes. Using demonstration that includes student participation. Listing new words on chalkboard.

STUDENT ACTIVITY. Requires note taking, drills, role play, discussion, homework and reading assignments. Hands-on practice sessions and performance of laboratory services. Examinations and evaluations in practical and theory.

GRADING PROCEDURES. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students' must maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical assignments (A or U). Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY	**PRACTICAL**
95 - 100 = Excellent	A = Acceptable 75% - 100%
85 - 94 = Above Average	U = Unacceptable 0% - 74%
75 - 84 = Average	
0 - 74 = Unacceptable	

PROGRAM OBJECTIVES. Upon completion of the Cosmetology Operator Program, the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments.
2. Have a thorough knowledge of anatomy, hair structure and chemistry.
3. Administer cold/acid-waving techniques.
4. Administer chemical and physical techniques of hair straightening.
5. Care and styling of wigs.
6. Administer a professional shampoo.
7. Administer hair coloring.
8. Create hair styles through the use of roller placement, thermal

waving/curling, finger waves, pin curls and blow curling/waving.

9. Administer a facial with make-up and remove superfluous hair.
10. Administer a professional manicure, pedicure, and nail extensions.
11. Operate/open a salon and employ the principles and practices of salon management.
12. Employ basic first aid measures.
13. Practice good hygiene and good grooming.
14. Practice professional ethics and personality development.
15. Drape for a cosmetology service.
16. Employ rules of sanitation and sterilization.
17. Employ safety precautions.
18. Practice and employ the rules, regulations, and laws of the Maryland State Board of Cosmetologists.
19. Administer a professional hair shaping.
20. Practice good salesmanship.
21. Seek and obtain employment.

OCCUPATIONAL OBJECTIVES. Once the student has completed the program and passed the Maryland State Board of Cosmetologists examination for licensure, he/she will be qualified to obtain employment as a Cosmetologist in a salon, a demonstrator for a cosmetic firm, operator in a department store salon, as well as other opportunities.

COSMETOLOGY OPERATOR PROGRAM HOURS OF STUDY:

All phases are introduced as to their relationship with another phase, keeping complete uniformity and continuity. Each phase is timed in hours as to importance and State requirements. The approximate hours spent in each phase of study are as follows:

Subject	Theory	Practical	Clinic	Total Hours
Orientation	4			4
Your Professional Image	24	24	28	76
Sanitation and Bacteriology	8	16	8	32
Properties of the Scalp and Hair	16	20	36	72
Draping, Shampooing, Rinses	14	16	48	78
Hair Shaping	14	24	112	150
Hair Cutting/Hair Styling	40	92	176	308
Thermal Pressing and Styling	19	16	36	71
Permanent Waving and Chemical	22	40	112	174

Relaxing				
Hair Coloring	36	60	124	220
Artificial Hair	12	12	8	32
Manicuring/Pedicuring	11	24	40	75
Facials, Makeup, and Skin Care	27	48	28	103
Anatomy	5			5
Electricity	6			6
Chemistry	14			14
Salon/Career Opportunities	24	44	12	80
Total Hours	**296**	**436**	**768**	**1500**

All areas include safety precautions and procedures pertaining to subject matter.

COSMETOLOGY OPERATOR PROGRAM COURSE DESCRIPTIONS

I. ORIENTATION

1. Describe the early origins of hairstyling and barbering.
2. Name some of the pioneers of modern cosmetology and their role in its development.
3. Describe the advancements made in cosmetology during the 19th and 20th centuries.

II. LIFE SKILLS

1. Principles that contribute to personal and professional success.
2. Explains the concepts of self-management
3. Create a personal mission statement.

III. YOUR PROFESSIONAL IMAGE

1. Define image.
2. Explain the concept of wellness relating to image.
3. List three basic habits of daily personal hygiene.

IV. COMMUNICATING FOR SUCCESS

1. Explain the basic processes of effective communication.
2. Assess a client's needs based on the "total look" concept.
3. Conduct a successful client consultation.

V. DECONTAMINATION AND INFECTION CONTROL

1. List the types and classifications of bacteria.
2. Describe how bacteria grow and reproduce.
3. Explain the difference between bacteria and viruses.

VI. BASICS OF ANATOMY AND PHYSIOLOGY

1. The importance of anatomy and physiology to the cosmetology profession.
2. Cells, their structure, their reproduction.
3. Define tissue; identify tissue types found in body.

VII. BASICS OF CHEMISTRY AND ELECTRICITY

1. The difference between organic and inorganic chemistry.
2. The different forms of matter: elements, compounds, and mixtures.
3. Explain pH and pH scale.

VIII. PROPERTIES OF THE HAIR AND SCALP

1. Name and describe the structures of the hair root.
2. List and define the 3 layers of the hair shaft.
3. List and describe the 3 types of sides bonds in the cortex.

IX. PRINCIPLES OF HAIR DESIGN

1. List the five elements of hair design.
2. List the five principles of hair design.
   Identify different facial shapes.

X. SHAMPOOING, RINSING, CONDITIONING

1. Explain pH and its importance in shampoo selection.
2. Explain the role of surfactant in shampoo.
   Discuss the uses and benefits of various types of shampoos and conditioners.

XI. HAIRCUTTING

1. Identify reference points on the head and understand their role in haircutting.
2. Define angle, elevations, and guidelines.
3. List the factors involved in a successful client consultation.

XII. HAIRSTYLING

1. Explain the importance of learning the various wet hair styling techniques.

2. Demonstrate the techniques of finger waving, pin curls, roller setting, and hair wrapping. Demonstrate two basic techniques of styling long hair.

XIII. BRAIDING

1. Perform a client consultation with respect to braiding.
2. Explain how to prepare the hair for braiding.
3. Demonstrate the procedures for the invisible braid, rope braid, and fishtail braid.

XIV. WIGS AND HAIR ENHANCEMENTS

1. List the elements of a client consultation for wig services.
2. Explain the differences between human-hair and synthetic wigs.
3. Describe the two basic categories of wigs.

XV. CHEMICAL TEXTURE SERVICES

1. List the elements of a hair analysis for chemical texture services.
2. Explain the physical and chemical actions that take place during permanent waving.
3. List and describe the various types of permanent waving solutions.

XVI. HAIRCOLORING

1. Identify the principles of color theory and relate them to hair color.
2. Explain level and tone and their role in formulating hair color.
3. List the four basic categories of hair color, explain their chemical effect on the hair, and give examples of their use.

XVII. HISTOLOGY OF THE SKIN

1. Describe the structure and composition of the skin.
2. List the functions of the skin.
3. Describe the aging process and the factors that influence aging of the skin.

XVIII. HAIR REMOVAL

1. Describe the elements of a client consultation for hair removal.
2. Name the conditions that contraindicate hair removal in the salon.
3. List the two main classifications of hair removal and give examples of each.

XIX. FACIALS

1. List and describe the five main categories of professional skincare products.
2. Explain the different skin types and skin conditions.
3. Identify the various types of massage movements and their physiological effects.

XX. FACIAL MAKEUP

1. Describe the different types of cosmetic and their uses.
2. Demonstrate an understanding of cosmetic color theory.
3. Demonstrate a basic makeup procedure for any occasion.

XXI. NAIL STRUCTURE AND GROWTH

1. Describe the structure and composition of nails.
2. Discuss how nails grow.
3. List and describe the various disorders and irregularities of nails.

XXII. MANICURING AND PEDICURING

1. List the abilities that make a good nail technician.
2. Identify the five basic nail shapes.
3. Demonstrate the proper use of implements, cosmetics, and materials used in manicuring and Pedicuring.

XXIII. ADVANCED NAIL TECHNIQUES

1. List the pre- and post-service steps of an artificial nail procedure.
2. Describe the various types of artificial nails (tips, wraps, acrylic nails, and gels). Explain the chemistry of acrylic nails.

XXIV. THE SALON BUSINESS

1. Describe the two ways in which you may go into business for yourself.
2. List the factors to consider when opening a salon.
3. Name and describe the types of ownership under which a salon may operate.

XXV. SEEKING EMPLOYMENT

1. Discuss the essentials of becoming test-wise.
2. Explain the steps involved in preparing for employment. Describe the different types of salon business.

XXVI. ON THE JOB

1. Describe qualities needed for success.
2. List habits of a good salon team player.
3. Explain the function of a job description.

MARYLAND STATE BOARD OF COSMETOLOGISTS REQUIREMENTS FOR COSMETOLOGY EXAMINATION

To be eligible for examination to receive a Cosmetology license, the applicant shall meet the following requirements (criminal convictions may affect a student's ability to be licensed.)

1. Be at least 17 years old.
2. Have a ninth (9th) grade education.
3. Have completed 1500 hours of fundamental training according to the Maryland State Board of Cosmetologists mandatory minimum standard curriculum, as a duly licensed student in a licensed school of cosmetology and credited with the completion of 1500 hours of training at that school.

PROFESSIONAL BARBRING PROGRAM OUTLINE (1200 hours)

INSTITUTIONAL GOALS AND OBJECTIVES: The primary objective of Hair Academy is to provide learning opportunities and educational experiences to students of Maryland and to train the student with adequate and appropriate instruction for the licensing examination. To train the student with knowledge and skills for employment at an entry level position in the barbering field.

PROGRAM BEGINNINGS AND ENDINGS: The program operates continuously beginning on the first Monday of each month and continuing until curriculum and school requirements have been reached and required hours have been completed.

PROGRAM PURPOSE: For the student to acquire a broad knowledge of both the science and art of Barbering and to be able to use the knowledge as a foundation for success in the Barbering profession. To assist the student in developing his/her physical dexterity and manipulative skills. To develop a loyalty and enthusiasm for the profession. For the student to acquire ethical standards and to work to achieve a high level of ability through diligent practice, continuous study, hard work, and perseverance whereby they will be able to use their initiative to produce professional results. To prepare students for the Maryland State Board of Barbering exam and gain entry level employment.

PROGRAM DESCRIPTION: Barbering is the cosmetic treatment of the skin, hair, and nails. The art of Barbering is the actual performance of many cultural beauty practices. To derive the utmost benefit from Barbering; practical performance, demonstration and practice are employed in conjunction with the study of theory.

INSTRUCTIONAL METHODS: Methods used by the instructors will include demonstration, drill, role play, discussion, handouts, assignment sheets, job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook.

TEACHING STRATEGY: Using the audio/visual aids and live models whenever possible. Introducing new material in a manner in which the student may relate, giving special attention to slow learners. We encourage questions; explain new words, terms, techniques, implements, and equipment, requiring that students take notes. We use demonstrations that include student participation.

STUDENT ACTIVITY: Requires note taking, drills, role play, discussion, homework, and reading assignments. Also requires hands-on practice sessions and performance of practical tasks. Student will take examinations and evaluations in practical skills and theory.

GRADING PROCEDURES. The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students' must maintain a cumulative academic grade average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical assignments (A or U). Students are evaluated by testing in theory and by their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the student's daily attendance and record of academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned:

THEORY	**PRACTICAL**
95 - 100 = Excellent	A = Acceptable 75% - 100%
85 - 94 = Above Average	U = Unacceptable 0% - 74%
75 - 84 = Average	
0 - 74 = Unacceptable	

PROGRAM OBJECTIVES: Upon completion of the Professional Barbering Program the student will be able to:

1. Analyze hair and scalp problems and administer corrective treatments
2. Have a thorough knowledge of anatomy, hair structure, and chemistry
3. Drape for barbering services
4. Administer a professional shave, beard & mustache design
5. Administer a professional hair shaping
6. Practice good hygiene and good grooming
7. Practice professional ethics and personality development
8. Employ basic first aid measures
9. Employ safety precautions
10. Practice and employ the rules, regulations, and laws of the Maryland State Board of Barbers
11. Seek employment
12. Operate/open a barber shop and employ the principles and practices of barber shop management

OCCUPATIONAL OBJECTIVES: Once the student has completed the program and passed the Maryland State Board of Barbers Examination for licensure, he/she will be qualified to obtain employment as a Barber in a barber shop, as well as other opportunities (SOC Code 39-5011.00). The following opportunities are available for graduates: Master Barber, Barber Owner, Hair Designer, Barber School Instructor, Platform Artist/Educator, Salon Sales Consultant, or Product Distributor.

PROFESSIONAL BARBERING PROGRAM HOURS OF STUDY

Each phase is timed in hours as to importance and State requirements. The approximate hours spent in each phase of study are as follows:

Subject	Theory	Practical	Total Hours
Study Skills	3	0	3
The History of Barbering	6	0	6
Professional Image	8	10	18
Microbiology	12	10	22
Infection Control and Safe Work Practices	20	40	60
Implements, Tools, and Equipment	20	20	40
Anatomy and Physiology	12	15	27
Chemistry	12	15	27
Electricity and Light Therapy	8	15	23
Properties and Disorders of the Skin	25	15	40
Properties and Disorders of the Hair and Scalp	25	15	40
Treatment of the Hair and Scalp	12	25	37
Men's Facial Massage and Treatments	12	20	32
Shaving and Facial Hair Design	5	65	70
Men's Haircutting and Styling	75	377	452
Men's hair Replacement	12	20	32
Women's haircutting and Styling	12	24	36
Chemical Texture Services	12	45	57
Hair coloring and Lightening	20	40	60
Nails and Manicuring	8	20	28
State Board Preparation and Licensing Laws	12	25	37
The Job Search	12	24	36
Barbershop Management	12	5	17
Total Hours	**355**	**845**	**1200**

PROFESSIONAL BARBERING PROGRAM COURSE DESCRIPTIONS

1. Study Skills:

1. Discuss methods that can enhance student understanding of new information
2. Discuss methods for mind-mapping topics.
3. Identify the four steps of the writing process and the student's preferred learning style.

2. The History of Barbering:

1. Define the origin of the word barber.
2. Discuss the evolution of barbering.
3. Describe the barber-surgeons and their practices.

3. Professional Image:

1. Define professional image.
2. Discuss the ways in which life skills, values, and beliefs influence one's professional image.
3. List the guidelines to maintaining personal and professional health.

4. Microbiology:

1. Identify the two types of bacteria.
2. Identify the classifications of the pathogenic bacteria.
3. Describe the growth and reproduction of bacteria.

5. Infection Control and Safe Work Practices:

1. Discuss the ways in which infectious materials may be transmitted in the barbershop.
2. Understand the reasons for maintaining an MSDA notebook.
3. Discuss federal and state agencies associated with infection control and safe work practices.

6. Implements, Tools, and Equipment:

1. Identify the principal tools and implements used in the practice of barbering.
2. Identify the parts of shears, clippers, and razors.
3. Demonstrate the correct techniques for holding comb, shears, clippers, and razors.

7. Anatomy and Physiology:

1. Explain the importance of anatomy and physiology to the barbering profession.
2. Describe the structure and reproduction of cells.
3. Describe the structure of the skull, face, and neck and their relationship to barbering.

8. Chemistry:

1. Define organic and inorganic chemistry.
2. Define matter and its states.
3. Define pH and understand the pH scale.

9. Electricity and Light Therapy:

1. Identify and define common electrical terms.
2. Discuss and recognize electrical safety devices
3. Explain different electrical modalities and their uses.

10. Properties and Disorders of the Skin:

1. Describe the structure and divisions of the skin.
2. List the functions of the skin.
3. Identify recognizable skin disorders.

11. Properties and Disorders of the Hair and Scalp:

1. Name and describe the structures of the hair root.
2. List and describe the layers of the hair shaft.
3. Describe the structure of the hair protein.

12. Treatment of the Hair and Scalp:

1. Identify services associated with the treatment of the hair and scalp.
2. Demonstrate proper draping procedures for hair services.
3. Demonstrate the shampoo service.

13. Men's Facial Massage and Treatments:

1. Describe the benefits of facial massage and treatments.
2. Discuss the location and stimulation of facial muscles.
3. Discuss the location and stimulation of facial nerves.

14. Shaving and Facial Hair Design:

1. Discuss sanitation and safety precautions associated with straight razor shaving.
2. Demonstrate the ability to perform straight razor positions and cutting strokes.
3. Identify the 14 shaving areas of the face.

15. Men's Haircutting and Styling:

1. Discuss the art and science of men's haircutting and styling.
2. Discuss the term envisioning and the importance of the client consultation.
3. Discuss facial shapes and anatomical features.

16. Men's Hair Replacement:

1. Discuss the reasons why men may purchase a hair replacement system.
2. Recognize supplies needed to service hair replacement system.
3. Demonstrate how to measure a client for a hair replacement system.

17. Women's Haircutting and Styling:

1. Perform four basic women's haircuts.
2. Demonstrate mastery of texturizing techniques.
3. Perform basic wet styling techniques.

18. Chemical Texture Service:

1. Explain the effects of chemical texture services on the hair.
2. Identify the similarities and differences between chemical texture services.
3. Discuss the factors for hair analysis for chemical texture services.

19. Hair coloring and Lightening:

1. Discuss the principles of color theory and relate their importance to Hair coloring.
2. Identify the classifications of hair color products and explain their actions on the hair.
3. Explain the action of lighteners on the hair.

20. Nails and Manicuring:

1. Identify the composition of the nail.
2. Identify and describe nail irregularities and diseases.
3. Demonstrate the proper use of manicuring implements, equipment, and products.

21. State Board Preparation and Licensing Laws:

1. Discuss how to prepare for state board written examinations.
2. Discuss state barber board rules and regulations in your state.
3. Discuss how to prepare for practical stare board examinations.

22. The Job Search:

1. Discuss industry positions available for barbering students.
2. Explain the guidelines for goal setting.
3. List and discuss personal characteristics important to employment.

23. Barbering Management:

1. Discuss self-employment and barbershop ownership.
2. Understand responsibilities associated with business development and ownership.
3. Discuss types of business ownership.

MARYLAND STATE BOARD OF BARBERS REQUIREMENTS FOR BARBER EXAMINATION:

To be eligible for examination to receive a barber's license, the applicant shall meet the following requirements (criminal convictions may affect a student's ability to be licensed.)

1. Be at least 17 years old.
2. Have a ninth (9th) grade education.
3. Have completed 1200 hours of fundamental training according to the Maryland State Board of Barbers mandatory minimum standard curriculum as a student in a licensed school of barbering and credited with completion of 1200 hours of training at that school.

ESTHETICS PROGRAM OUTLINE, 600 CLOCK HOURS

INSTITUTIONAL GOALS AND OBJECTIVES: The primary objective of Hair Academy is to provide learning opportunities and educational experiences to students of Maryland and to train the student with adequate and appropriate instruction for the licensing examination. To train the student with knowledge and skills for employment at an entry level position in the esthetic field.

PROGRAM BEGINS AND ENDS. The program operates continuously, beginning the first day of each month and continuing until curriculum and school requirements have been reached and required hours have been completed. *(See School Calendar for schedule of School Holidays.)*

PROGRAM PURPOSE: For the student to acquire certification knowledge of both the science and art of Esthetics and be able to use the knowledge as a foundation to be successful in the profession of Esthetics. For the student to develop his/her physical dexterity and manipulative skills and develop loyalty and enthusiasm for the profession. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance, and be able to use his or her initiative to produce professional results. To prepare students for State Board Licensing and entry level employment.

PROGRAM DESCRIPTION: Esthetics covers the methods and techniques of esthetics and professional development.

INSTRUCTIONAL METHODS: Methods used by the instructors will include demonstration, drill, role play, discussion, handouts, assignment sheets, job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook.

TEACHING STRATEGY: Using the audio/visual aids and live models whenever possible. Introducing new material in a way the student may relate, giving special attention to slow learners. We encourage questions; explain new words, terms, techniques, implements, and equipment, requiring that students take notes. We use demonstrations that include student participation.

STUDENT ACTIVITY: Requires note taking, drills, role play, discussion, homework, and reading assignments. Also, requires hands-on practice sessions and performance of practical tasks. Student will take examinations and evaluations in practical skills and theory.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students' must maintain a cumulative academic average of 75% or better. All students receive a numeric grade in theory and a letter grade in practical (A or U). Students are evaluated by testing in theory and their ability to perform practical assignments. Grades are reviewed with students at each Evaluation Period and the school will record the students' daily attendance and of record academic achievement on their permanent record card. The following represents the equivalencies of the grades assigned.

THEORY

95 - 100 = Excellent
85 - 94 = Above Average
75 - 84 = Average
0 - 74 = Unacceptable

PRACTICAL

Y = Acceptable 75% - 100%
N = Unacceptable 0% - 74%

PROGRAM OBJECTIVES: Upon completion of Esthetics Program the student will be able to:

1. Analyze skin and/or problems and administer corrective treatments
2. Have a thorough knowledge of anatomy, skin, and chemistry
3. Administer hair removal techniques
4. Administer a facial and body treatment
5. Practice good hygiene and good grooming
6. Practice professional ethics and personality development
7. Employ basic first aid measures
8. Employ safety precautions
9. Practice and employ the rules, regulations, and laws of the Maryland State Board of Esthetics
10. Seek employment in skin care
11. Operate or won a Salon/Spa and employ the principles and practices of shop management.

OCCUPATIONAL OBJECTIVES: Once a student has completed the program, they are eligible to sit for the Maryland State Board of Esthetics examination for licensure. When a student has passed the examination, he/she will be qualified to obtain employment in a spa or shop, as well as other opportunities (SOC Code 39-5011.00). The following opportunities are available for graduates: Professional Esthetician, Cosmetic Buyer or Product Distributor, Platform Artist/Educator, Assistant to Dermatologist/Cosmetic Surgeon.

ESTHETICS PROGRAM HOURS OF STUDY AND COURSE DESCRIPTIONS

All phases are introduced as to their relationship with another phase, keeping complete uniformity and continuity. Each phase is timed in hours as to the importance and Sate requirements. The approximate hours spent in each phase of study are as follows:

Subject	**Theory**	**Practical**	**Clinic**	**Total Hours**
Orientation	**4**	**4**	**4**	**12**
History and Career Opportunities	1	1	1	3
Life Skills	1	1	1	3
Your Professional Image	1	1	1	3
Communicating for Success	1	1	1	3
General Sciences	**30**	**24**	**104**	**158**
Infection Control	6	20	100	126
General Anatomy and Physiology	6	1	1	8
Basics of Chemistry	6	1	1	8
Basics of Electricity	6	1	1	8

Basics of Nutrition	6	1	1	8
Skin Sciences	**30**	**14**	**114**	**158**
Physiology and Histology of the Skin	10	2	2	14
Disorders of the Skin	10	2	2	14
Skin Analysis	5	2	101	108
Skin Care Products	5	8	8	21
Esthetics	**30**	**56**	**130**	**216**
The Treatment Room	5	5	10	20
Facial Treatments	5	10	20	35
Facial Massage	4	20	45	69
Facial Machines	4	4	5	13
Hair Removal	4	9	43	56
Advanced Topics and Treatments	4	4	4	12
The World of Makeup	4	4	4	12
Business Skills	**50**	**3**	**3**	**56**
Career Planning	20	1	1	22
The Skin Care Business	20	1	1	22
Selling Products and Services	10	1	1	12
Total Hours	**144**	**101**	**355**	**600**

All hours include safety precautions and procedures pertaining to subject matter.

1. HISTORY AND CAREER OPPORTUNITES IN ESTHETICS:

1. Describe the cosmetics and skin care practices of the earlier cultures.
2. Discuss the changes in skin care and grooming in the twentieth and twenty first centuries.
3. Name and describe the career options available to licensed estheticians.
4. Explain the development of esthetics as a distant, specialized profession.

2. LIFE SKILLS:

1. List the principles that contribute to personal and professional success
2. Explain how to set long term and short-term goals.
2. Discuss the most effective ways to manage time
4. Define ethics
5. List the characteristic of a healthy, positive attitude.

3. YOUR PROFESSIONAL IMAGE:

1. Explain characteristics of a professional image.
2. Understand the importance of professional hygiene.

3. Demonstrate proper standing and sitting posture
4. Understand how personal conduct affects your professional image.

4. COMMUNICATING FOR SUCCESS:

1. List the golden rules of human relations
2. Explain the importance of effective communication.
3. Conduct a successful client consultation.
4. Handle delicate communication with your clients.
5. Build open lines of communication with co-workers and salon managers.

5. INFECTION CONTROL:

1. Understand state laws and rules and the differences between them.
2. List the types and classifications of bacteria
3. Define Hepatitis Human Immunodeficiency Virus (HIV)
4. Explain the differences between cleaning a, disinfecting and sterilizing
5. Describe how to safely clean and disinfect your salon and tools and implements.

6. GENERAL ANATOMY AND PHYSIOLOGY:

1. Define and explain why the study of anatomy, physiology and histology is important to the esthetician.
2. Describe cells, their structure, and their reproduction.
3. Define tissue and identify the types of tissues found in the body.
4. Name the 9 major body organs and the 11 main systems and how they work.

7. CHEMISTRY:

1. Define chemistry and its branches: organic and inorganic chemistry.
2. Explain matter and its structure.
3. Understand how acid, alkaline and pH affect the skin.
4. Explain pH and Ph scale.

8. ELECTRICITY:

1. Define the nature of electricity and the two types of currant.
2. Define electrical measurements
3. Understand the principles of electrical equipment safety.
4. Describe the colors of light in LED therapy and their benefits for skin.

9. NUTRITION:

1. Describe the dietary guidelines for foods.
2. Identify macro- and micronutrients.

3. Understand vitamins and their benefits.
4. Explain the importance of water intake.

10. PHYSIOLOGY AND HISTORY OF THE SKIN:

1. Explain the functions of the skin
2. Describe the layers of skin.
3. Define collagen and elasticity.
4. Understand free radical damage.
5. Understand the effects of hormones on the skin.
6. Explain how skin ages.

11. DISORDERS AND DISEASES OF THE SKIN:

1. Recognize pigmentation disorders.
2. Recognize potential skin cancer growths.
3. Identify common skin condition and disorders.
4. Know which disorders to refer to a physician.
5. Identify which disorders are contagious.

12. SKIN ANALYSIS:

1. Identify skin types.
2. Identify skin conditions.
3. Explain the causes of skin conditions.
4. Explain healthy habits for the skin.
5. Conduct client consultations.
6. Perform a skin analysis.

13. SKIN CARE PRODUCTS:

1. Understand product components used to formulate products.
2. Understand FDA regulations
3. Recognize the most common cosmetics ingredients and their benefits.
4. List and describe the main categories of professional skin care products.
5. Safely use a variety of salon products while providing client services.
6. Recommend home care doe different skin types and conditions.

14. THE TREATMENT ROOM:

1. Understand the components of creating a professional atmosphere.
2. Describe what equipment and supplies are needed for facials.
3. Prepare and set up the treatment room for services.
4. Explain why room set-up should be comfortable and the esthetician.
5. Properly clean and disinfect the treatment room.

15. FACIAL TREATMENTS:

1. Describe benefits of a facial treatment.
2. Perform the facial set up procedures.
3. Explain the key elements of the basic facial.
4. Describe acne facials and home care.
5. Discuss men's skin care.
6. Understand extraction methods.
7. Preform a step by step facial treatment.

16. FACIAL MASSAGE:

1. Describe the benefits of massage.
2. Explain different massage techniques.
3. Explain the different types of massage movements.
4. Describe alternate massage techniques.
5. Perform a facial massage.

17. FACIAL MACHINES:

1. Identify basic concepts of electrotherapy.
2. Understand how to maintain a hot towel cabinet.
3. Use and maintain a magnifying glass.
4. Describe the purpose of the wood's lamp.
5. Be familiar with the brush machine.
6. Explain how the vacuum is used.
7. Understand how galvanic machines are used.
8. Be familiar with the high frequency machine.
9. Explain how the spray machine is used.

18. HAIR REMOVAL:

1. Understand the morphology of hair.
2. Explain the hair growth cycle.
3. Describe permanent and temporary hair removal.
4. Identify different hair removal tools and accessories.
5. Provide a through consultation before hair removal,
6. Safely perform basic face and body waxing techniques.

19. ADVANCED TOPICS AND TREATMENTS:

1. Explain chemical peels.
2. Describe the benefits for AHA peels and microdermabrasion.
3. Understand light therapy and lasers.
4. Describe body treatments.

5. Be familiar with medical aesthetics.
6. Be familiar with injectables.
7. Be familiar with various surgical procedures

20. THE WORLD OF MAKEUP:

1. Describe warm and cool colors.
2. Prepare skin for make-up.
3. Performa client consultation and fill out client record card.
4. Identify different facial shapes.
5. Demonstrate procedure for basic make up and basic corrective make up.
6. Demonstrate the application and removal of artificial lashes.
7. Complete a lash and brow tinting procedure.

21. CAREER PLANNING:

1. Explain the steps involved in preparing for and passing the licensing exam.
2. Discuss the essentials for becoming test wise.
3. Demonstrate effective techniques for resume a good resume.
4. Recognize the importance of a job description.
5. List the habits of a good salon player.
6. Understand the importance of continuing your education.

22. SKIN BUSINESS:

1. Describe the qualities necessary to be successful in a service profession.
2. Name and describe the types of ownership under which a skin care salon or spa may operate.
3. Demonstrate the best practices for telephone use.
4. Describe methods for managing personnel.
5. Evaluate options for going into business yourself.

23. SELLING PRODUCTS AND SERVICES:

1. List the basic principle is selling products.
2. Explain the purpose of marketing and promotions.
3. Name several methods of advertising.
4. List the most effective ways to build a clientele.
5. Discuss the importance of closing a sale.

MARYLAND STATE BOARD OF ESTHETICS REQUIREMENTS FOR STATE EXAMINATION:

To be eligible for examination to receive an Esthetician license, the applicant shall meet the following requirements (criminal convictions may affect a student's ability to be licensed.)

1. Be at least 17 years old.
2. Have a ninth (9th) grade education.
3. Have completed 600 hours of fundamental training per the Maryland State Board of Esthetics mandatory minimum standard curriculum.

OUTCOME RATES:

According to the National Accrediting Commission of Career Arts & Sciences the following 2020 institutional outcome rates are:

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Graduation Rate = 55.87%
Licensure Rate = 100.00%
Placement Rate = As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

According to the National Accrediting Commission of Career Arts & Sciences the following 2020 program outcome rates are:

	Cosmetology Operator	Professional Barbering
Graduation Rate =	54.76%	56.84%
Licensure Rate =	100.00 %	100.00%

Placement Rate = As State and/or local restrictions with respect to the COVID-19 Pandemic have significantly impacted the ability of this institution's students to sit for licensure and/or obtain employment, this rate has not been published.

All programs and school policies are written and taught in English.

"True and correct as to content and policy " as of January 1, 2023.

HAIR ACADEMY
8435 ANNAPOLIS ROAD
NEW CARROLLTON, MARYLAND 20784

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Kay Catlin, President