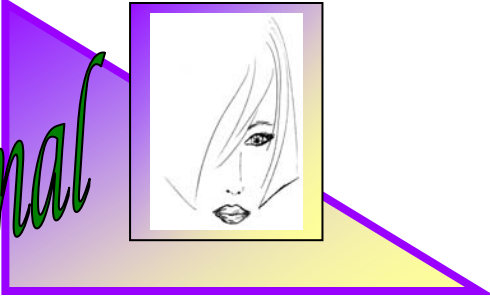


International



School of Beauty, Inc.

"To Give Anything Less Than Your Best
Is to Sacrifice Your Gift"

SCHOOL
CATALOG

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INTERNATIONAL SCHOOL OF BEAUTY, INC.

AUGUST 2011 Vol.10 No.3

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International School of Beauty, Inc.

72-261 Hwy. 111, Suite 121-B
Palm Desert, CA. 92260

(760) 674-1624 * Fax (760) 340-4267

Indio Branch Campus: 81695 Hwy 111 Suite 1, Indio CA 92201 760-775-6600

BPPVE License: 3303991 BBC# 02006/06007 Federal ID # 330975238
NACCAS # 014331-00 OPEID 03964400 DUNS 128462582



Board of Directors

Officers

Owner and CEO

Ronald Holbert, Esq.

Vice President

Mirela Marinescu-Holbert

ADMINISTRATIVE STAFF

Director –Palm Desert

Ronald Holbert

Director – Indio

Mirela Marinescu-Holbert

Financial Aid/Compliance

Officer-Consultant

Kim Beardsley-Garrison

Administrative Assistants

Student Advisors

Claire Amaro-Registrar

Michelle Walker- Title IV

Renee Bolen - Title IV

Educational Supervisor

Associate Director-Indio

Branch Campus

Alejandra Martínez

INSTRUCTIONAL STAFF

Alejandra Martínez

Mirela Marinescu-Holbert

Sonia Martínez

David Martínez

Gabriele Gutierrez

Judy Diaz

Guadalupe Simentel

Diane Tijerina

Consulting Educators

Jane Parady,

Esthetics/Massage

Carolyn Aarons

Esthetics/Manicuring

Eli Khuri

Martha Martínez

Cosmetology

A Message from the Owner/Director...

Welcome to the International School of Beauty, and thank you for selecting either our Palm Desert or Indio campus to assist you in obtaining your training in the beauty industry. As a student of this school, you are about to embark on an experience that will provide you with the opportunity for a successful future.

We take great pride in our dedicated staff and in our curriculum, designed to prepare our graduates for state licensure and in developing those technical skills and personal skills necessary for successful entry into the job market. To achieve this level of excellence takes a great deal of dedication, hard work and practice on your part, as well as on ours. When you enter into the program of your choice you are joining a team.

Our students benefit from the support of professional product line representatives and distributors who help integrate product knowledge and retail awareness into our educational programs as well as from exposure to guest speakers and members of the professional beauty culture community.

Our educational emphasis includes placement assistance, when you are licensed, and guidance to help you develop those personal qualities of poise, confidence and professionalism that will enable you to aspire to your goals.

Our goal is to help you discover your abilities and potential, however, the degree to which you succeed will depend on the effort you are willing to apply during your entire course of study.

Congratulations! And, thank you for allowing us the opportunity to be a part of your success.

Sincerely,

Ronald G. Holbert

INTERNATIONAL SCHOOL OF BEAUTY, Inc

MISSION STATEMENT

The mission of this institution is to provide an educational environment that provides a complete curriculum, based in the fields of Cosmetology, Esthetics, Nails, Barbering, Massage and Instructor Training, which will ensure that all students receive quality professional training; fulfilling all California state compliance requirements, providing advanced educational classes, to include product knowledge and safety, consumer safety and education, and ethical behavior; all done with the goal of producing highly trained, dedicated and fully qualified professionals who will meet the needs of the diverse population within our desert communities.

**APPROVAL NOTICE &
DISCLOSURE STATEMENTS**

The Corporate Office of INTERNATIONAL SCHOOL OF BEAUTY, Inc., is located in Palm Desert CA at 72-261 Suite, 121-B, Hwy. 111. Operating under this corporation are two schools that have been licensed to operate from the Bureau for Private Postsecondary Education through the year 2016. The corporation is not at this time, or has ever, filed a petition for bankruptcy or re-organization, operated as a debtor in possession nor had a bankruptcy filed against it.

The **International School of Beauty – Palm Desert Branch** is located at **72261 Hwy. 111, Suite 121-B, Palm Desert, CA** This school opened in January of 2001 and in January of 2005 met the compliance standards set forth by the National Accrediting Commission of Career Arts and Sciences (NACCAS). Reaccreditation was received in 2010 to the year 2016.

The Palm Desert Branch was approved by the United States Department of Education in January of 2006 and renewed for 2011-2016 and will assist qualified students in acquiring Federal Student Financial Aid. For further information regarding qualifications and instructions as to how to complete the Free Application for Federal Student Aid (FAFSA) visit www.fafsa.ed.gov. Complete “Consumer Disclosure Information” regarding completion, passage and licensure rates, is available on the school website and student referral services, school campus safety plan, information on obtaining a GED, etc. are provided under separate cover and may be requested from the Student Advisor/Registrar. You are encouraged to review this catalog prior to signing an enrollment agreement. Students wishing to apply using Veteran's Benefits are welcome.

The International School of Beauty – Indio Branch, was licensed to operate in 2006 by BPPVE. and received national accreditation by NACCAS in July 2010 through the year 2016, is located at **81695 Hwy. 111, Suite 1 Indio CA 92201**. Both schools offer a convenient, no-interest payment plan, discounts for payments in full and financial assistance to qualified applicants. As a NACCAS accredited Branch, this campus is also approved by the US Dept. of Education to offer Federal Student Aid to eligible students for qualified programs. Department of Education approval is valid through 2016 for both the main and branch.

Instruction is in residence and in accordance with both facilities occupancy level, which can accommodate up to 150 students (Palm Desert) and 200 (Indio). The California statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact of compliance with course requirements.

Prospective enrollees are encouraged to visit the physical facilities of the schools and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Enrollment is handled at the individual branch campus of choice to attend.

State Boards, Bureaus, Departments or Agencies set minimum standards for each program of study: The schools have been authorized to offer instructional courses for the following fields, whose standards have been established by the California Department of Consumer Affairs; Barbering and Cosmetology Program, P.O. Box 944226, Sacramento, CA. 94244-2260. Phone; 1-800-952-5210:

Cosmetologist: 1600 clock hours **Barbering:** 1500 clock hours **Esthetician:** 600 clock hours

Massage Course 600 Clock hours **Manicurist:** 400 clock hours **Skin Care Specialist** (includes 600 hour

Esthetics/300 hrs Massage) Total Course: 900 clock hours, **Barber-Cross Over:** 400 Hrs, **Instructor:** 600 clock

hours,(no State Certification currently available) **All classes for all courses are taught in English only at either school campus.**

This school does not recruit students already attending or admitted to another school offering similar programs nor does it compensate employees for student recruitment. Persons seeking to resolve problems, complaints should first contact the instructor in charge. Requests for further questions or action may be made to the Owner and Chief Executive Office of the School: Ronald G. Holbert, Esq. Unresolved complaints or questions may be directed to the NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria VA 22302 (703) 600-7600, Fax 703-379-2200 (<http://naccas.org>) or BPPE 2535 Capitol Oaks Dr. Sacramento, CA 95833 888-370-7589, Fax 916-263-1897(www.bppe.ca.gov) All information presented in the content of this school catalog is as current and correct as possible at the time of printing and is certified as true by Ronald G. Holbert, Esq.

Signature: _____ RONALD G. HOLBERT, ESQ.

SECTION ONE: GENERAL INFORMATION, continued

International School of Beauty, Inc.

FACILITY DESCRIPTIONS:

The Palm Desert facility operates in a combined space of 7000 sq. feet, in an air-conditioned, building in compliance with all city codes and regulations. Ample parking is provided in accordance with building codes to include appropriate spaces for Physically Challenged persons. The facility is centrally located and accessible by public transportation.

There are four suites connected and opening from one to another. The main suite includes the reception desk, product display case, customer waiting area, separate customer and student/staff restroom facilities (built to applicable County codes of accessibility of the physically challenged,) and salon style work stations (including locked areas for student's personal belongings...shampoo bowls, hair dryers, manicuring tables and a separate area for esthetic services, wet lab and laundry room.

The administration and registration offices, a classroom/practical work center and student resource center, as well as a wet lab and restroom are located in the adjoining suite to the clinic and next to this area is the practical and theory area for Esthetics and Massage The maximum capacity for the Palm Desert school campus is 150 students.

The Indio Branch facility is 7,240 square feet (155 feet across and 54 feet deep) located in the Town and Country Center next to K-Mart. As this is a retail shopping center, ample parking is providing in accordance with building codes and include all required spaced for Physically Challenged persons. The facility is accessible by public transportation. The building itself was built expressly for a Cosmetology School and includes such amenities as adequate rest rooms, wet lab, instructional class rooms, clinic floor, separate facial room, break room, reception and general office areas and ample storage space. The classroom has built-in boards, mirrored shelves w/cabinets, student desks, chairs and equipment. Capacity for the school is 200 students.

INSTRUCTIONAL EQUIPMENT

A textbook and workbook or other related resource material pertinent to course taken shall be issued to students enrolled at either branch at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed on the first day of class, or within the first five days) Necessary supplies will be maintained in the freshman classrooms and included in the student's tuition are equipment and supplies kits that will be issued by the 5th day of the start of the class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen or damaged items.

MEMBERSHIP

School Staff monitor related professional organizations so that continuing education and changes in regulatory conditions may be upheld to the highest degree. Examples of such organizations are: The State Board of Cosmetology, California Cosmetology Association, The California Association of Private Postsecondary Schools, Cosmetology Educators of America and the National Cosmetology Association and the National Commission of Cosmetology Arts and Sciences (NACCAS). Participation in local organizations, such as the Chamber of Commerce, and the Desert Spa Director's Association will be maintained in order to provide the best conditions and curriculum for the benefit of our community.

LICENSING/ACCREDITING AGENCY NAMES:

California State Board of Barbering and Cosmetology – Palm Desert	School Code 02006
California State Board of Barbering and Cosmetology – Indio	School Code 06007
California Bureau of Private Post Secondary Education - BPPE	School Code 3303991
NACCAS	Palm Desert School # 014331-00 Indio: B014331-01
US Department of Education	Main OPEID # 03964400
	Branch # 03964401

NOTICE OF STUDENT RIGHTS

As a student at either branch of **INTERNATIONAL SCHOOL OF BEAUTY, INC.**, located in Palm Desert, or Indio California, you have certain legal rights.

1. You have the right to cancel your contract with this School, without any penalty, or obligation after the date of registration through the seventh (7th) day after the first class session as described in the *Notice of Cancellation* form that will be distributed to all students at the time of enrollment. You are encouraged to read the *Notice of Cancellation* for detailed information on your rights and responsibilities. If you lose your copy of the *Notice of Cancellation* you may request a copy from the business office located at the School.
2. After the end of the cancellation period has passed, you still have the right to cancel your enrollment at any time. You may receive a refund of tuition paid for the remainder of the course not yet taken. Your rights for a refund are described on your contract and you will be given a **NOTICE OF REFUND** upon registration and you may find the refund policy on page 18 of this catalog. You may request a duplicate copy of your contract if necessary, from the business office located at the School.
3. In the event of the necessity to close the School before the conclusion of your instruction, you may be entitled to a refund. See Student Protection Policy Page 4.
4. If you have any complaints, questions or problems that cannot be answered or worked out with the School Administration, following the written complaint procedure, you may contact:

NACCAS <http://naccas.org>
(National Accrediting Commission of Career Arts & Sciences)
4401 Ford Avenue
Alexandria, Virginia 22302-1432
(703) 600-7600 Fax: 703-379-2200

BPPE www.bppe.ca.gov
(Bureau of Private Postsecondary Education)
2535 Capitol Oaks Drive
Sacramento, CA 95833
(888)370-7589 Fax: 916-263-1897

NON DISCRIMINATION POLICY:

THE INTERNATIONAL SCHOOL OF BEAUTY, Inc. does not discriminate on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or physical disabilities. However, it must be kept in mind that in most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students who may be physically challenged if the student believes he/she can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

STUDENT RECORDS AND RIGHT TO PRIVACY

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians of minors to review their academic records, to include grades, attendance and counseling reports. Student records are confidential and only NACCAS (Accrediting Agency) or other individuals authorized under applicable state/federal laws are allowed access without first obtaining the written permission of the student, parents or guardians of minors. State law requires that the School maintain these records for no more than a five (5) year period. Students may request to review their records by writing to the Director of the School and all such review sessions will be scheduled during regular School hours and in the presence of an administrative representative. Further, the school must obtain written permission from the student to publish personal information in a student directory.

SECTION THREE: ADMINISTRATIVE POLICIES

International School of Beauty, Inc.

PHILOSOPHY AND OBJECTIVES

The schools operating under the California Corporation of **INTERNATIONAL SCHOOL OF BEAUTY, INC.** are private educational institutions offering vocational education with career-orientated programs in the comprehensive field of Cosmetology and Massage. These institutes strive to emphasize the importance and development of, professional skills in each student that will maximize their employment opportunities. Personal growth and development is enhanced by the interaction between instructors, students and administrative staff. The International School of Beauty, Inc. has, as its prime objective to provide the training necessary to pass the California State Board examination or any other current certification requirements in this state in order to secure employment within the broad spectrum of the beauty and the personal appearance industry. The successful graduate of these Schools will have the vocational training needed to function effectively in any organization that requires these skills as needed in such specialty areas as:

COSMETOLOGY: Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner. (Standard Occupational Classification: 39-5012.00 Classification of Instructional Program Code 12-0401)

COSMETOLOGISTS CROSS-OVER TO BARBER COURSE: Same job opportunities of Cosmetology to include Barbering

ESTHETICS & SKIN CARE SPECIALIST: Skin and Body Care Technician, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager, Salon Owner, and Pre-op and Post-op expert on camouflage make-up techniques for plastic surgery. (Standard Occupational Classification 39-5094.00 Classification of Instructional Program Code 12-0409) includes both Esthetician and Skin Care Specialist (defined to include all Esthetics procedures AND full Body Massage)

MANICURING: Manicurist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager or Owner. (Standard Occupational Classification 39-5092.00 Classification of Instructional Program Code 12.0410)

INSTRUCTOR TRAINEE: Cosmetology Teacher, Supervisor, School Director, and Platform Artist, Manufacturer's Representative. (Standard Occupational Classification 25-1194.00 Classification of Instructional Program Code 2.0413).

BARBERING: Barber, Barber Stylist, Personal Assistant, Consultant on Beauty and Personal Appearance, Cosmetic and other beauty supply sales, Barber Shop Manager or Owner. (Standard Occupational Classification 39-5011.00 Classification of Instructional Program Code 12.0402)

MASSAGE: Masseur, Masseur, Body Work Specialist, Consultant, Personal Assistant, Spa Manager, Spa Owner (Standard Occupational Classification 31-9011.00 Classification of Instructional Program Code 51.350) **Includes Massage Practitioner/Therapist**

WEB: CIP www.nces.ed/ipeds/cipcode OR WEB for SOC <http://www.onetonline.org/find> and insert course code for further information

The educational programs offered at the main and branch campus of the **INTERNATIONAL SCHOOL OF BEAUTY, INC.** provide students with advanced knowledge and experience in each of these divisions. In a challenging environment and learning atmosphere, the School is designed to maximize the student's opportunity for success in these exciting career fields and the quality of the facility is evident in the classrooms and practice lab. The curriculum provided by the core staff at each school is supplemented regularly by the use of guest artists, lectures and trainers with proven expertise in virtually all areas of the cosmetology industry and special, periodic surprise incentive rewards for the top students in attendance, performance and academic achievement.

These exciting opportunities are carried out in environments that are emphasized by:

1. Well-lighted facilities, designed to meet functional, academic and occupational needs.
2. Instructional and required practice equipment especially provided to properly enhance student training.
3. Educational philosophies that demands the student adhere to the high professional and conduct standards of the School and those of the vocation to which they are training.
4. A curriculum and instructional plan, structured to provide guidance, supervision and motivation during the complete length of student training and in compliance with state board requirements.
5. Instructional methods and techniques that are competency based to assure learning achievement in each course offered.

Training on quality equipment in pleasant and comfortable surroundings allows students to gain skill and confidence. Adhering to strict standards of professional behavior enhances their future for quality employment opportunities and aides in developing their skills to the fullest capacity.

The Schools do not offer ESL (English as Second Language) courses. Classes and materials will be given in English and, as the need arises; Spanish translation or interpretation of materials may be made available. However, Bi-lingual students are encouraged to practice reading and speaking English during their studies at the Schools. Cosmetology students may choose to take the written

SECTION THREE: Administrative Policies, Continued

International School of Beauty, Inc.

EDUCATIONAL METHODOLOGY

The training programs are structured using clinic settings as close to actual working conditions of a salon as possible. The practical “hands-on” application accounts for 50 to 60 percent of the training program. Each module within the curriculum is geared toward a specific area in the Cosmetology or Massage field. The staff of the school is aware that individuals learn at different degrees of speed and ability, therefore training is on an individual basis. The staff is aware of the importance of this and makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty culture field of their choosing. Those persons who are interested in pursuing a new career are welcomed by International School of Beauty, Inc. Before the beginning of each new class session, interested persons will be encouraged to visit the school and speak with school staff and consider the many advantages awaiting the serious student.

ADMISSION REQUIREMENTS AND PROCEDURES: Admission requirements for the Cosmetology, Manicurist, Esthetician/Skin Care Specialist, Barber, Massage or Instructor Trainee courses include that all prospective student meets any of the following criteria: Students considered for enrollment must:

- Possesses a *verifiable* High School Diploma, or equivalent GED diploma (General Education Diploma) **or** if above the age of compulsory education must either pass a government approved Ability-to-Benefit test administered by an approved tester **or** complete a 225 clock hour Remedial Evaluation Program that allows the school to evaluate the student’s ability to successfully execute basic course requirements. **The student is not eligible to receive Federal Student Aid during the 225 hours of instruction.** HEOE section 485(a)(3)HEA section 484(d)(4)
- Admission requirements for Instructor Trainee include all the criteria mentioned above, plus the student must possess a current Cosmetology or Barber license. *Note: this course will not lead to state licensing as the state has suspended instructor licensing at this time, however you will receive a certificate of completion to add to your resume.
- Massage course graduates must have reached the age of 18 years before being eligible to apply for City License; however, as of September 1, 2009 certification of graduation from a state approved accredited school will be required from the California Massage Therapy Council.

Re-Enrollment Credit:

Students who withdraw from either branch school of INTERNATIONAL SCHOOL OF BEAUTY, INC. and are in good standing financially, may re-enroll at any time without losing credit for hours attended in the previous enrollment. Please be aware that these institutions will only retain these records for a period of five (5) years so students are encouraged to retain documentation of their attendance. Information for transfer students and those holding licenses in other states or who may wish to study a new course may call the school to be informed of the State requirements. Also see section below on Prior Education or Training Credit or visit the Board of Barbering & Cosmetology website at: www.barbercosmo.ca.gov for current information on reciprocity.

Rehabilitation: As California Postsecondary Educational facilities, these schools are approved to accept students who qualify for retraining benefits through public or private agencies and insurance companies.

Prior Education or Notice Concerning Transferability of Credits:

If a student wishes to receive credit for prior education or experience he/she must submit original copies of his/her transcript or employment history for review before being accepted for enrollment at this school. Pursuant to §7321 of the Barbering and Cosmetology Act, a person who has received training and graduated from a school whose curriculum complies with requirements adopted by the Board may use prior work experience to determine if further hours of classes are necessary to meet the requirement to make application for State licensure. “Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification...” to be admitted for examination for a license. If a student drops from any course taken at this school the hours completed in theory and practical application in the enrolled course, belong to the student and the school will give the student a Proof of Training Certificate for the hours completed. The student must be aware (per section 94909 of the Ed. Code) the acceptance of the hours, theory and practical work is at the complete discretion of the institution to which the student may seek to transfer. If the hours are not accepted by the institution to which the student seeks to transfer, the student may be required to repeat some or all of your coursework at the institution. For this reason, the student should

make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending the International School of Beauty to determine if his/her hours will transfer.

SECTION THREE: Administrative Policies, Continued

International School of Beauty, Inc.

SCHEDULE AND CALENDAR

New class sessions will begin every six (6) to eight (8) weeks on a space-available basis. Classes are scheduled Tuesday through Saturday between the hours of 8:30 a.m. and 5:00 p.m. Full-time students attend 160 class hours per month or more. Students on a $\frac{3}{4}$ time schedule attend at least 120 class hours per month. There are no evening classes available at the Palm Desert campus however Indio may offer a limited night schedule as the need arises. Please contact the Indio campus (760) 775-6600 for the current schedule.

SCHOOL HOLIDAYS

New Year's Day; Labor Day; Independence Day; Memorial Day; Thanksgiving Day; Christmas Day.

SCHOOL'S RIGHT TO CALL FOR ADDITIONAL CLOSURE DAYS

The Schools reserve the right to call a holiday whenever deemed necessary. However, such holidays shall not be included in the student's training time and will extend his or her graduation date by the same amount of holiday time.

CALCULATION OF TRAINING TIME

These institutions recognize that a class constitutes sixty (60) consecutive minutes of instruction or practice; therefore, a student who receives credit for thirty (30) hours of applied effort training per week will be on campus for thirty (30) hours per week. A student receiving forty (40) hours of credit for applied effort per week will need to be on campus for forty (40) hours per week.

BREAK and LUNCH SCHEDULES

Each student enrolled for eight (8) hours per day will be given two fifteen (15) minute breaks every day. Students enrolled for six (6) hours a day will receive one (1) fifteen minute break. All students will take their breaks when designated by their instructor. Arrangement for breaks at times other than when designated must be approved by an instructor and acknowledged by the reception desk. Upon enrollment the student will be told the schedule for lunch times. This schedule may vary based upon the number of students enrolled at any given time as space is limited and student convenience and comfort is considered in the scheduling. It may be that students may take lunch at noontime or in between their practical work schedules with customers, or the school staff may find it necessary to group the lunch by alphabetical divisions. In any case, all students are encouraged to take a lunch break for their health and well being and it is **mandatory that $\frac{1}{2}$ hour break is taken after each 6 hours of attendance. Please Note:** Students who leave campus without permission will be subject to disciplinary action. Clocking in/out for lunch is mandatory.

STUDENT COMPLAINT PROCEDURE * See Page 37 for complete text pursuant to §73770 of the Code

If a problem should arise between a student, teacher or the administration that cannot be resolved amicably between the individuals involved, the following procedure should be followed:

1. Explain the situation or problem(s) in writing
2. File the complaint form available from the office and file it at the Administration Office
3. Request an appointment with the Admissions Supervisor within (10) ten days. A written summary of the complaint procedure will be provided to the complaining party
4. The School will provide a written summary of the investigation and the disposition of the case. If the complaint should be rejected, a reason will be given in writing

STUDENT RECORDS RETENTION POLICY

The schools maintain current student files for five years. Files may be stored away from the school premises. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

SECTION FOUR: ACADEMIC POLICIES

STANDARDS OF CONDUCT POLICY & DISCIPLINARY ACTION

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his or her fellow classmates and to the staff of the School. The International School of Beauty, Inc. including administration and faculty, from all branches, are dedicated to maintaining an optimal learning environment. Each school values and respects each student's right to a quality education, and therefore, each student should take his or her training seriously. Any student found to be abusing either staff or fellow classmates may be terminated from the training program in which he or she is enrolled.

Misconduct is defined as follows:

- 1) Dishonesty, including, but not limited to, cheating, furnishing false information to the school or stealing school property or that of a fellow student.
- 2) Alteration or forgery of school records or identification.
- 3) Possession or use of alcoholic beverages on school property.
- 4) Possession or use of any weapon, firearm or explosives.
- 5) The use, sale, or possession, on school property, or presence on school property under the influence of any controlled substance. **Please Note:** All branches fully support the **Drug-Free School and Communities Act of the United States Congress**. In cooperation with other local agencies and organizations, these Schools provide education on the dangers of substance use and abuse. Staff utilizes pamphlets, books and posters, which describe the effects that drugs have on physical and mental health. Branches provide advice and counseling, when deemed necessary, as well as to those who may request assistance. Students have access to informative materials outlining State, Federal and Local sanctions against drug use. Additionally, we provide information on counseling, treatment and rehabilitation programs available in this area.
- 6) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the continued defiance of the authority of, or abuse of, school personnel.
- 7) Assault, battery, sex crimes, including sexual assault or rape or any threat of force or violence upon a student or school personnel.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- 9) Participation in hazing or commitment of any act that tend to injure, degrade or disgrace a student or school personnel.
- 10) Obstruction or disruption of teaching, administration, disciplinary proceedings, or other authorized school activities.
- 11) Unauthorized entry to or use of school facilities, equipment or supplies.
- 12) Theft or deliberate damage to property of a school staff member, a student or school visitor.
- 13) Defacing or damaging any school real or personal property.
- 14) Failure to comply with directions by certificated personnel, or school management.
- 15) Smoking in the school building or any area designated as "non smoking" by law or school policy.
- 16) The commission of any act on school property that constitutes a crime under California law.
- 17) **All pagers and cellular phones must remain off during class time.** Students may not make, or receive personal calls on the school telephone line except in real necessity and then only after asking and receiving permission from a staff member.
- 18) No eating or drinking anywhere in the school except in designated areas; specifically there should be no food in or around stations on the clinic floor. Eating is prohibited in the clinic.
- 19) No visitors during class hours unless receiving clinic service.
- 20) Students may receive personal beauty services during school hours, within their course scope, as time permits with prior approval of an instructor, and then, only when the student's attendance, grades and applied effort are satisfactory per instructors discretion. If caught having services without approval, the student may be asked to clock out. All products used for services must be paid for in advance. A student price list is available with applicable costs for services.

SECTION FOUR: ACADEMIC POLICIES, Continued

- 21) **No color products will be sold to students for home use.** It is unprofessional and unsafe to perform chemical services at home without an instructor's supervision. The Bureau of Barbering and Cosmetology will take disciplinary action on students found administrating beauty services away from a licensed establishment.
- 22) In case of illness or emergency on any class day, the student must call in to the school before the start of the scheduled class to report his/her absence for that days class. Students are required to be in class at the scheduled time per their contract, in a clean, prescribed uniform. *See DRESS & PERSONAL GROOMING POLICY below.
- 23) A student must clock "IN" when entering and "OUT" when leaving using the bar-coded name badge provided to each student. Failing to clock In/Out properly will result in a loss of credit for attended hours.
- 24) A student may clock in and receive full credit if arrival time is within 7 minutes of the scheduled time, otherwise they will receive a deduction of ¼ hour. If arriving after 8:37 they must attend the theory class but may not clock in until 10:00. Students who cannot make it to school by 8:45 will be admitted to school only upon approval of the supervising instructor and will be based upon the student having prior consent to be late or by providing approved documentation explaining the reason for the late arrival. Students must report tardiness or absence by leaving a message on the "absence extension" telephone line in order for their absence to be considered "excused." Students who are habitually tardy (5 times in one month) or have 5 unexcused absences will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
- 25) Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
- 26) A minimum of ½ hour sanitation time must be completed daily by each student. All kits must be in a sanitized condition at the end of each day. No practical credit is given from the Bureau of Barbering and Cosmetology for daily clean-up duties.
- 27) All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. **Failure to take a patron without a justifiable reason that has been approved by an instructor, is grounds to be asked to clock out and leave the school site, or could, if the behavior becomes chronic, result in suspension.**
- 28) No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
- 29) Students are not allowed to give services or materials, other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- 30) Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials and must have their own kit at all times to work on clients. Those without kits will be considered not prepared for class and given a violation. After receiving (3) three such violations they may be counseled and if the behavior continues, maybe suspended then terminated.
- 31) Students must not gather around the receptionist desk, congregate in the offices, or visit with another student who is busy with a patron. The receptionist must make all appointments and no changes are to be made by students, unless permission is granted.
- 32) A student must attend school on all Fridays and Saturdays, unless prior approval from administration. Attendance on the day before and after a holiday is mandatory. The school reserves the right to suspend a student if this rule is violated. A student may be required to produce medical documentation of illness. Absence in excess of 21 consecutive days without notifying the school **will result in the student being dropped from the enrollment.**
- 33) Only products furnished by the school may be used unless otherwise approved by the administration.
- 34) Students are to park only in the area designated by the school. At the time of your orientation, the admissions staff will show you the approved parking area. Courtesy to other building tenants and their customers is mandatory.

DRESS & PERSONAL GROOMING POLICY:

1. Students must come to school with their hair neat and clean. Beauty needs are to be done on the students' own time. Professional appearance is expected at all times.
2. Students must pay attention to personal hygiene as to not be offensive to patrons, other students or staff members.
3. Esthetician students must keep their fingernails shortened, clean and free of colored polishes at all times. Clear gloss polish is permitted. Cosmetology and Manicuring students may have active length, polished nails, but must use extreme caution to not cause harm to a client.
4. **Students must wear clean Solid-Color ONLY scrubs(Estheticians) or all others: black pants** (pants must not have any frayed bottoms or "designer-type" tears or cuts and a tasteful black top that must adequately cover cleavage, underarms, belly and back. If needed for comfort, a black sweater may be worn. Students are responsible for the purchase of their own uniforms. NO prints please.
5. **Shoes of any color, must be closed toed.** Clog-type shoes are acceptable. Make sure shoes are safe and comfortable.

***MAINTAINING A PROFESSIONAL APPEARANCE AT ALL TIMES
IS EXPECTED BY ALL STUDENTS AND STAFF OF THIS SCHOOL.***

Disciplinary Action

The Director, Associate Director/Business Administrator, or Instructors, may take disciplinary action, appropriate to the misconduct as defined above.

- A. Proper professional authorities should be notified immediately of misconduct as noted in items. 4,5,6, 7, 9,11,12,13, 16.
- B. Discipline – The following types of disciplinary action may be taken by the school:
 1. Warning – A verbal notice or written notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.
 2. Reprimand – A written reprimand for violation of a specified regulation will be sent to the student indicating that continued violations may result in further disciplinary action. A copy of this reprimand will be placed in the student file.
 3. Restitution – A letter from the School Director requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be placed in the student file.
 4. Disciplinary Probation – The student will be verbally counseled by the School Director and a notice of such counseling will be put into the student file indicating that the school will not tolerate further misconduct and if misconduct continues, immediate suspension of the student will occur.
 5. Immediate Suspension – Any student who violates any Law of the State of California or in any way may cause injury to him/herself, other students or school staff or clients may be suspended immediately without prior steps as outlined in 1-4, and pending an investigation and consensus of the staff and Board of Directors, termination may then occur.

THE ABOVE GUIDELINES ARE IN EFFECT FOR ALL STUDENTS. STUDENTS HAVE THE PRIVILEGE OF CONSULTING THE ADMINISTRATOR ON PERSONAL PROBLEMS, WHICH MAY AFFECT PERFORMANCE OR ATTENDANCE. YOUR COOPERATION IN ADHERING TO THE RULES AND REGULATIONS IS APPRECIATED AND REQUIRED.

ATTENDANCE POLICY

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day per their enrollment agreement. All absences and class attendance is regularly recorded. It is the responsibility of the student to telephone in advance to advise administrative personnel if they will be absent or late, as in the same way an employee would be expected to inform his/her employer. Students who are enrolled as full-time students are required to be in attendance a minimum of one hundred twelve hours (121) per month. Students who are enrolled as 3/4 students are required to be in attendance a minimum of eighty-four hours (91) per month. Students, who do not meet the minimum required hours and have not requested a formal Leave of Absence (LOA) or valid documentation for absences such as a doctor's note, will be considered over their contract and may be subject to additional fees.

Students are issued a name badge with a bar code. Students scan their badge and time is recorded on a program through the SMART system. The students are also encouraged to use the manual time clock as a back up in case the system goes down and the school still prefers the students to be able to see their clocked time as a means of reminding them of the importance of attendance and for them to also keep an accurate record of their hours.

A. Absence

Satisfactory attendance must be maintained. All course work missed due to absences must be made up. Tests may be made up on Thursdays. One un-excused absence or 5 total absences per month are considered excessive. Saturday attendance is mandatory. If a student misses 2 or more Saturdays in a month he/she is subject to disciplinary action.

B. Tardiness

Tardiness produces a disruption to a good learning environment and is discouraged. Students are to be in class at the scheduled time. Excessive tardiness is grounds for probation and/or suspension. Any time after 8:37a.m. is considered tardy. If a student is tardy they may attend the remainder of the theory class, however, may not be allowed to clock in until 10 a.m. This loss of hours will result in the student not meeting his/her contracted course end date which will result in additional fees being charged.

C. Class Cuts

The only way one can gain from the time and money spent in training is to participate on a regular basis, therefore, a class cut shall be considered equal to an absence. All practical applications and theory hour requirements must be completed before the end of the contract before considered as having graduated.

D. Leave of Absence (LOA)

A student may request a LOA by notifying the school in person, by mail, fax, or email. The request will be considered and the leave may be granted to a student at the discretion of the School Administration. Upon approval, the dates of the LOA will be entered in the student's computer file and the student will be provided a LOA form for signature. A non-medical LOA should not exceed a period of 60 days in duration and a medical leave may be requested for a maximum of 180 days. Failure to return within the time frame of the leave, or any unexcused, continued absence for 30 days, will result in the student being dropped from the program. Leave length may be extended upon school evaluation of extenuating circumstances and reviewed on a case-by-case basis, however a student should not exceed 180 days of leave in any 12-month period.

E. Suspension/Re-admittance

Students who have had their training suspended for cause may be re-admitted to classes upon a written request and with affirmation, that the action(s), which caused the suspension, will not be repeated. Re-admittance will be determined on a case-to-case basis and is at the discretion of the school.

H. Maximum Time Frame

The maximum time in which a student shall be allocated to complete the course of study shall be one-and-one half the normal, scheduled prescribed class length as published in this catalog. (See the section on Curriculum) This does not apply to students who may be experiencing major personal difficulties and have applied for a Leave of Absence. Other absences will be referred to the School Director and will be considered on a case-by-case basis.

I. Recording Attendance Procedure

It is the policy of this school that all students shall clock in to a computerized monitoring program using the provided bar-coded ID badge. Students shall record their theory hours and practical operations on a weekly time sheet. At the end of the reporting period, each student is responsible for transferring the operations and hours to a new sheet each week. All time sheets should be FULLY completed, to include printed name, student number, dates and each day signed by the student and instructor. An instructor, on a daily basis, must initial all operations and hours. Time sheets must be handed in every two weeks on Saturday. Time sheets turned in without an instructor's signature will be considered invalid. At the time of the student's scheduled SAP a list of cumulative student hours will be available and students should check this list and compare it their records for accuracy. Discrepancies should be reported immediately to ensure that the correct calculation of the student's average attendance meets the minimum criteria.

J. Withdrawal/Drop Policy

1. If a student does not attend school for 30 consecutive days, without having made contact with the main office to request a Leave of Absence, they will be considered inactive and dropped from the course in which they are enrolled. A refund will be calculated and applied, if applicable, based upon the last day of attendance, and/or 30 days from the day they were to return from the Leave of Absence, which ever is the earliest and refunded within 45 days. A student may re-enroll. If student is receiving Federal Student Aid, a calculation will be made, based upon the Return to Title IV Policy that is reviewed with the student at the time of entrance counseling, and any required refunds will be made to appropriate U.S. Department of Education programs. Any remaining loan balance owed to the Federal Government will be the responsibility of the student to repay. Failure to repay student loans will lead to the student ineligibility to receive further loans or grants and have adverse effect upon his/her Federal Income Tax Returns.
2. **When a student wishes to withdraw:**
 - a. **If the student is still in attendance** and wishes to withdraw he/she should clock out on the last time card, to include enrolled name, student number, his/her last day of attendance. Student should notify the office, **in writing**, and make sure the office has a current address. Student needs to state as to whether he/she will be picking up the paperwork in person or if it needs to be forwarded by mail. Any refunds due to the student or, in the event of Federal Student Aid, to the appropriate program, will be made within 45 days of the determined withdrawal.

If the student has not been in current attendance, all requests for withdrawal or transfer must be sent to: The INTERNATIONAL SCHOOL OF BEAUTY, INC. 72-261 Ste.121B Hwy. 111, Palm Desert, CA 92260, or you may Email or Fax your written request (containing all the requested information from 2A above) to Btyschoolrocks@yahoo.com or (760) 340-4267 (fax) to the main office and

- b. The office shall take no more than ten (10) days to complete withdrawal papers and ten (10) days to calculate the refund due to the student, or the balance owed by the student, if applicable. Refunds will be made within 45 days and if money is owed by student it must be paid before Proof of Training will be provided as stated in enrollment agreement.
- c. Papers may be picked up or will be forwarded as requested.
- d. **The INTERNATIONAL SCHOOL OF BEAUTY, INC.** strongly urges all students to maintain copies of all course completion, withdrawal and/or transfer paperwork. Please note that once these files have been taken to the storage archives, it will take a while to retrieve the information from the files.

PROGRESS POLICY

All students, regardless of the class in which enrolled or the tuition payment classification of their enrollment (i.e. Title IV participant, Private Loan, Private Pay, and State Program etc.) **will be evaluated using the criteria of the SAP** to receive an academic and attendance evaluation based upon their course hours, schedule of attendance, and current theory and practical requirements of the Board of Barbering & Cosmetology. **Please note** that those students receiving Federal Student Aid and who are out of SAP compliance and have been placed on Probation, are not eligible for Title IV funds disbursement. (Refer to #5 below on Probation & Appeals) Students may progress through the phases of the curriculum at a varied pace, however, all students must satisfactorily complete the required amount of subject matter prior to being able to make pre-application for the state board examination and must complete all minimum requirements of hours and operations prior to graduation. (The exception being, when credit is allowed for previous training or experience in a specific subject area then that balance of operations and procedures must be completed prior to graduation)

SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS: This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain a cumulative academic average of “C” (70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week (2/3 x 30 = 20). Regardless of the average level of attendance, students who have more than four consecutive weeks of absences (30 calendar days) may be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 5 or more days up to the maximum of 180 days in a 12-month period, are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the “Standards of Conducts and Disciplinary Action” notice.

SECTION FOUR: ACADEMIC POLICIES, Continued

International School of Beauty, Inc

3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks. If this time frame is not met, the school has the right to charge the student an extra instruction charge calculated on an hourly rate established by the school. *Refer to Enrollment Contract for calculated charges pursuant to individual's contracted course time.

4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.

5. Probation & Appeals: A student not meeting SAP requirements, either at the time of the scheduled SAP or prior based upon his/her instructors observation may be issued an Academic/Attendance Warning that will be in effect for 30 days. Students eligible for Federal Student Aid may continue to receive such aid during this time. If the student has still not met SAP requirements by the time of the next payment period and/or scheduled SAP evaluation date, the student will be placed on a 30-day Probation and ***NO FINANCIAL AID will be awarded while the student is on probation.***

If the student feels that they have been given an unsatisfactory report in error, he/she may submit an Appeal, in writing, requesting further consideration based upon extenuating personal circumstances. The appeal will be discussed with the administrative staff and instructor. Any findings will be recorded in the students record. If the Appeal is denied the probation will become effective immediately. The student will be allowed no more than two (2) probations within one payment period or between SAP evaluation periods. Continually failing to meet SAP standards will result in loss of Federal Student Aid as well as the possibility of suspension and/or expulsion

EVALUATION PERIODS: Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and may be assessed at each of the following times, based upon the course of study.

- ❖ **The point at which 25% of the course is scheduled to be completed:**
- ❖ **The point at which 50% of the course is scheduled to be completed:**
- ❖ **The point at which 75% of the course is scheduled to be completed:**
- ❖ **The point at which 100% of the course is scheduled to be completed:**
- ❖ **The point of actual completion or within 150% of scheduled time**

Example: For the 1600 clock hour **Cosmetology** course, and 1500 clock hour **Barbering** course a student will be evaluated at the increments in which the students is scheduled to reach 25%, 50%, 75% and 100% clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion.

Evaluation periods for the Instructor Trainee, Esthetician, Manicuring, or Massage Courses: the evaluations will be performed as follows: The point at which 50% of the course is scheduled to be completed: The point at which 100% of the course is scheduled to be completed.

Example: For the 600 clock hour Esthetician Course or Massage, a student will be evaluated at the increments at which the student is scheduled to reach 300 and 600 clock hours.

Example: For the 400 clock hour Manicurist course a student will be evaluated at the increments at which the student is scheduled to reach 200 and 400 clock hours.

Special Note: The scheduled course percentage, to be completed, is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hour course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10th week; the 20th week; the 30th week and the 40th week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1600 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; whether at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, which ever occurs first.

SECTION FOUR: ACADEMIC POLICIES, Continued

It is our policy to evaluate students at regular intervals throughout the duration of the course of study. The instructors and administration believe that students progress and maintain higher standards of excellence when they are held accountable and can visually see and verbally receive positive reinforcement and constructive criticism for areas needing improvement. Students are responsible for the choices they make and by receiving periodic updates they can choose the direction in which they want to proceed.

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 25%, 50%, 75% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET.

The following chart is a guideline to demonstrate the **minimum amount** of hours of scheduled training, which **must be completed by the end of each evaluation period** in order to graduate within the **maximum** time frame of 150%. In addition to hours, the academic achievements of the student will be evaluated by a compilation of examination scores (written and practical), and such other criteria and observations, as the school administration deems appropriate in the training of technical personnel.

HOURS PER MONTH

Cosmetology/ Barbering

Full Time	100/112	200/224	300/336	400/448	500/560	600/672	700/784	800/896
	900/1008	1000/1120	1100/1232	1200/1344	1300/1456	1400/1500	1500	1600
Part Time	50/56	100/112	150/168	200/224	250/280	300/336	350/392	400/448
	450/504	500/560	550/616	600/672	650/728	700/784	750/840	800/896
	850/952	900/1008	950/1064	1000/1120	1050/1176	1100/1232	1150/1288	1200/1344
	1250/1400	1300/1456	1350/1500	1400	1450	1500	1550	1600

Manicurist Full Time	100	200	300	400				
Part Time	50	100	150	200	250	300	400	

**Esthetician/Massage/
Skin Care Specialist**

Full Time	100	200	300	400	500	600	700	800	900
Part Time	50	100	150	200	250	300	350	400	
	450	500	550	600					

Instructor Full Time	100	200	300	400	500	600		
Part Time	50	100	150	200	300	350	400	
	450	500	550	600				

**Incomplete courses, repetitions and non-credit remedial courses do not apply to Cosmetology Schools; therefore have no effect upon the satisfactory progress standards of the INTERNATIONAL SCHOOL OF BEAUTY, INC.

APPEALS

If a student disagrees with the administrations determination that the student has not maintained satisfactory progress, he or she must submit an appeal in writing to the administration office. This letter should describe any extenuating circumstances that the student feels deserves further consideration. After review of the appeal, the administration will notify the student of its decision.

CHANGE OF PROGRAM POLICY

Program changes must be initiated with the School Administrator. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time-to-time as necessary to remain current with accepted industry standards and technology. Any changes in tuition will not affect those students previously enrolled.

ABANDONED EQUIPMENT/PERSONAL PROPERTY POLICY

The School is not responsible for any equipment, textbooks, etc., abandoned by a student. The student is solely responsible for their equipment and supplies as well as personal property. A locker or roll-about is assigned to each student. If the student is not going to be attending school for a period of 30 days or longer, he/she should make sure that any personal property or equipment and supplies are stored in their locker otherwise, abandoned items will be removed from the school premises and any incurred expense for such removal will be the responsibility of the student. It is best that students take personal items home if they find themselves away from school for more than a few days.

HOUSING

The School does not maintain housing for students, nor does it make specific recommendations regarding housing, however, some accommodations are available within the local communities and information will be provided as available to the School via the Internet or media publications.

TRANSPORTATION

Public bus transportation is available throughout the Coachella Valley with stops located close to both of the School campuses. It may also be possible for the School to link students, with similar schedules, together for transportation to and from classes.

CAREER ADVISING AND PERSONAL ATTENTION:

Students are counseled individually, as often as necessary; at least every six weeks, to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity is conducted in addition to the daily counseling carried out by the instructors. Students may request additional counseling sessions at any time. Students are given as much personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student and any remedial assignments are made when required. Particular attention is always given to the preparation for the Bureau or Barbering & Cosmetology Examination.

PROFESSIONAL COUNSELING

The School does not maintain professional counselors at the schools on a regular basis, nor do we recommend students to seek professional help off campus, however, students who may inquire about professional counseling services will be provided a list of public organizations, religious organizations and governmental agencies where the student may receive additional assistance. Regular school staff is not licensed or trained as professional therapeutic counselors and cannot provide professional on-going or long-term counseling for those students needing that type of help, however, the staff is always willing to listen to a student at any time and provide available information. Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the School campus. This list is not to be construed as a recommendation by the School, but rather as a free service provided as a courtesy by the School to its students.

DRUG ABUSE PREVENTION PROGRAM

The School fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. The School makes the following information available to its students, staff and instructors: Any individual associated with The International School of Beauty, Inc. who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: Betty Ford Clinic 39000 Bob Hope Drive Rancho Mirage, CA 93270 1-800-854-9151

G.E.D.PREPARATION

At this time the School does not offer a **General Education Diploma** preparation program. If a student has not already earned his/her High School diploma or does not hold a General Education Diploma (G.E.D.) and has been accepted to participate in a program offered by this School based upon having proven an "ability to benefit" the administration of this School strongly urges this student to complete the State approved G.E.D. program. Obtaining the equivalent of a High School Diploma will allow the student to receive life-long benefits from having successfully completed the G.E.D. Certificate examination. Special Preparation for the General Education Diploma Certificate examination is available through: R.O.P. Program in Riverside County or from the College of the Desert, in Palm Desert. Information about the COD program is available from administration. Riverside County ROP program: 760-342-1568 for information.

BOOKS/ACCESSORIES: All books and school related material are included as part of the student's tuition and supply fee. Books or other materials, including videotapes of procedures and theory lessons, are available from the Resource Center for student use while attending this school

JOB PLACEMENT ASSISTANCE POLICY:PHILOSOPHY OF JOB PLACEMENT:

(Quote by Lou Holtz)

“Ability is what you are capable of doing
Motivation determines what you do
Attitude determines how well you do it”

We believe that **ALL STUDENTS HAVE THE ABILITY TO ACHIEVE GREAT THINGS**, And since we believe that students possess the desire, and they also possess the ability to be successful in their chosen course of study, it is our job to motivate them to reach their potential and reach their goals.

Therefore, as instructors and mentors it is our responsibility to provide students with the tools they need to accomplish and fulfill their career goals. It is only with acceptance of their roles as professionals that students can truly experience success so it is also the policy of this school that **THIS SCHOOL OFFERS NO GUARANTEE FOR EITHER EMPLOYMENT, OR INCOME COMPENSATION LEVELS**, however **every** effort will be made to assist the graduate, but the ultimate responsibility for securing employment belongs to the graduate.

POLICY

- Placement assistance will be provided to graduates at no additional charge.
- Class instruction and testing is provided for Professional Image, Job Search and Salon Business are part of the curriculum.
- Assistance with résumé preparation and job interviewing skill techniques is provided.
- The Owner, Business Administrator, Education Supervisor and Student Advisors provide placement referrals and necessary materials and procedures to assist the students ready to graduate from this school.

PRIOR TO GRADUATION:

- The School Administrators maintain a job bank listing by monitoring newspaper advertisements, checking with the local California State Employment Development Department and by networking with spa and salon owners through local professional organizations (Desert Spa Managers Association) in an effort to keep informed of available positions within the community and these will be posted for student review.
- The schools may also conduct and/or participate in periodic Job Fair Seminars, bringing in local salon owners and managers to talk to the students about the diversity in the positions available at their establishments. A position at a Spa may put emphasis on totally different skills than at a Salon, and by providing these guest speakers the students will come to understand the need to take advantage of the diverse and expanded education offered them at this school so that they may be prepared and qualified to acquire stable employment in their chosen fields.
- The schools participate with local salons in an Externship Program whereby senior students who have completed 75% of their required course hours can go to a salon and assist a licensed professional for no more than 10% of their total course hours for no more than 8 hours per week. (i.e. Cosmetologist 160 hrs, Barber 150 hours, Esthetician/Massage 60 hours, Manicurist 40 hours) The benefit of this program is to expose the student to work in an actual salon atmosphere so that when they graduate they have a clear understanding of the realities of professional employment.

TUITION *TUITION PAYMENT POLICY:

All tuition and fees are payable in advance, prior to commencing classes, unless other arrangements are made with the school and contracted in the Enrollment Agreement., i.e. a deposit is made then equal monthly payments are made with tuition paid by end of last class; or, if applying for a private loan or Federal Student Aid, (subject to qualifications and eligible classes) then prior to starting class the student will have completed a FAFSA on line at www.fafsa.ed.gov to determine eligibility. Students applying for Federal Student Aid may be asked to pay for their equipment kit and applicable fees in advance to the start of the first class, which may then be reimbursed from available funds upon receipt of first disbursement.

PAYMENT METHODS:

1. Contracted Enrollment between the student and another retraining program
2. Personalized Payment Plans with the school
3. Other private loan agencies, personal student loans or scholarships that offer this type of assistance or Federal Student Loan or Grant for qualified programs and student eligibility

ADDITIONAL MONETARY REQUIREMENTS: \$9.00 Pre-application fee paid to Bureau of Barbering and Cosmetology plus Examination/application Fee of \$125 Cosmetology & Barbering; \$124 Esthetician; \$119 Manicurist. Please consult www.barbercosmo.ca.gov for up-to-date fees and application requirements. Massage fee for application to the California Massage Therapy Council is \$150 plus fees for Live Scan Finger Printing that can run from \$50-\$100 depending on where it is administered. Fees for City massage licenses and/or Business Licenses vary by city ordinances and new city policies being enacted due to new regulations.

****You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF)** if all of the following applies to you: 1. You are a CA. resident and prepays all or part of your tuition either by cash, guaranteed student loans or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. *You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies: 1. You are not a CA resident. 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have not separate agreement to repay the third party. STRF rate is \$2.50 per \$1000 of tuition rounded up/down to the nearest \$1,000.*

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by CA. residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a CA resident, prepaid tuition, paid STRF assessment and suffered an economic loss as a result of any of the following: 1. The school closed before the course of instruction was completed 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees, or other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost 4. There was a material failure to comply with the Act of this Division within 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

TUITION AND FEE SCHEDULE SUPPLEMENTAL INFORMATION:

The STRF fee will not be charged if you do not met the criteria explained above. *Course length based upon full time schedule

COURSE	Minimum # of Hours	Cost Per Hr.	Tuition	Reg. Fee	Ref. Materials & Equipment	Total	Min # Wks*	Min. #Mos.	STRF Fee**
Cosmetology	1600	\$10.00	\$16,000.00	\$75.00	\$1250.00	\$17,325.00	42	10	\$40.00
Barber	1500	\$10.00	\$15,000.00	\$75.00	\$800.00	\$15,875.00	39½	9	\$37.50
Esthetician	600	\$12.00	\$7,200.00	\$75.00	\$700.00	\$7,975.00	17	4	\$17.50
Skin Care Specialist (Includes 600 hrs Esthetics & 300 hrs Massage-Practitioner)	900	\$12.00	\$10,800.00	\$75.00	\$952.00	\$11,827.00	25	6	\$27.50
Complete Massage Practitioner & Therapist (300 hrs each section)	600	\$11.23	\$6,738.00	\$75.00	252.00	\$7,065.00	17	4	\$17.50
Manicuring	400	\$10.00	\$4,000.00	\$75.00	\$550.00	\$4,625.00	12	3	\$10.00
Instructor	600	\$10.00	\$6,000.00	\$75.00	\$100.00	\$6,175.00	17	4	\$15.00
Cross-Over Cosmetology to Barber	400	\$10.00	\$4,000.00	\$75.00	\$125.00	\$4,200.00	12	3	\$10.00

TRANSFER STUDENTS: \$8.00 to \$12.00 (depending upon chosen course) per clock hour of remaining hours, plus the registration fee of \$75. PLEASE NOTE: We do not normally accept transfer students who have completed ½ or more of the course hours at another school, however, upon approval by the owner, exceptions may be made on an individual evaluation basis. *Periodic Scholarships are available to those applicants who meet qualifications and are granted on the discretion of the owner(s). No licensure examination currently available in the State of California for Instructor's. A cash discount for is available for tuitions that are paid in full at the time of registration. Students are expected to complete their training within the maximum times allowed as specified as a part of their Enrollment Agreement. If a student exceeds the time frame outlined, an extra instruction charge will be made for the balance of the hours required for the completion of the course. *The hourly charges for training beyond the scope of the course will be billed at hourly course rate..* **THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION, FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT EFFECT ENROLLED, ATTENDING STUDENTS. Always check with School Registrar for the most current charges and scheduled class starts.**

REFUND POLICY OUTLINE: The REFUND POLICY can also be found within the Enrollment Agreement. *All Enrolled Students* will receive a copy of the STUDENT RIGHTS and the NOTICE OF CANCELLATION and REFUND POLICY, for their personal records as a part of the enrollment procedure

1 FOLLOWING INSTANCES CONSTITUTE AN OFFICIAL CANCELLATION OR WITHDRAWAL:

- a. A student (or in the case of a student under the legal age, his or her parent or guardian) cancels his/her contract and demands his/her money back **IN WRITING**, at any point from the signing of the enrollment agreement or contract through attendance of the first day of the class start shall be entitled to a refund of all monies collected by the school, or;
 - b. A student cancels his/her contract, **IN WRITING**, up to the seventh (7th) day from the first day of class attendance but prior to the eighth (8th) day after the start of class then he or she shall be entitled to a refund of all monies paid to the school less the registration fee of \$75 and the cost of books and kit, if already received by the student or;
 - c. If a student withdraws after attending classes past the seventh (7th) day, the refund will be calculated based upon the number of hours of instruction completed or scheduled to have been completed up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. **Once the student receives and signs for his/her books and equipment kit those items are deemed “non refundable”.**
 - d. A student who is on an approved LEAVE OF ABSENCE notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the Leave of Absence or the date the student notifies the institution that the student will not be returning; or
 - e. A student is expelled from the school. In the case the student is not accepted for enrollment then all monies paid will be refunded (less registration/application fees if applicable)
2. Any monies due a student who **unofficially withdraws** from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). A student who has not been in contact with the school, verbally or in writing, for a period of 30 days, and has not requested to be granted a Leave of Absence will be determined as to have UNOFFICIALLY Withdrawn and will be dropped, as of the 31st day, from the course and any money due shall be refunded.
3. In the event a program or course is canceled subsequent to a student’s enrollment the institution will institute a Program Cancellation Policy whereby it will have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the program or course. If no teach-out plan is in place student shall receive a pro rata tuition refund.

REFUND CALCULATION GUIDELINES

For students who enroll and begin classes, and withdraw anytime after the 7-day period, refunds will be calculated based upon the percentage of the number of course hours completed at the time of withdrawal to the total length of the course less the registration fee, equipment/book fee and STRF fee (if applicable)

% Completed	Percent owed to School	Percent owed to student
0.01% to 4.9%	20%	80%
5% to 9.9%	30%	70%
10% to 14.9%	40%	60%
15% to 24.9%	45%	55%
25% to 49.9%	70%	30%
50% and over	100%	0%

HYPOTHETICAL EXAMPLE: Cosmetology course 1600/hrs in length. Student attended 300 hours. The hours attended by the student (300) is divided into 1600 (course hours) equaling 0.18% completed. Per the above schedule, the student would owe 45% of the tuition cost (\$16,000 less registration fee \$75 and kit/book cost of \$850.00) or 45% of \$15,075 (\$6783.75). If the student had paid for the course in full and received a discount for paying in full (\$850) then the school would owe the student 55% of \$14,225 (\$7,823.75). If the student had not yet paid the school the total due of \$6,783.75 then the student would owe the school that amount before the school would be obligated to provide the student with a Proof of Training of the hours completed. Also, an additional \$40 STRF fee would be withheld from the refund if the student was eligible for the state assessment.

ALL TUITION DUE THE SCHOOL MUST BE PAID PRIOR TO GRADUATION OR WITHDRAWAL IN ORDER FOR THE STUDENT TO RECEIVE A DIPLOMA OR PROOF OF TRAINING DOCUMENTS. continued next page.

4. The school reserves the right to grant a refund in excess of the minimum refund due per this Policy outlined solely based upon mitigating circumstances that may have arisen and caused the student undue hardship. Each such situation will be handled on an individual basis and upon the approval of the school owner.

5. NOTE TO STUDENTS RECEIVING FEDERAL STUDENT AID: That portion of your tuition that may have been paid, or is eligible for payment from Federal Funds is subject to refund based upon the terms of the Return of Title IV Funds Policy as prescribed by the U.S. Department of Education. Upon enrollment, those students who are participating in the Title IV program will be advised of the policy during their entrance counseling interview and provided with a copy of the Return of Title IV Funds Policy. Students participating in the Federal Student Loan program will be counseled prior to obtaining a student loan and at the time of their exit counseling, that they are responsible to repay the full amount of outstanding loans, plus applicable interest and failure to do so results in students becoming ineligible for future student loans and possible withholding of future tax refunds.

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% “C”, *shall have paid all tuition due*, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years (18 years for massage students) will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

FRESHMAN CLASS ENROLLMENT:

Students may begin training on Tuesday. Classes start every (6) six to (8) eight weeks. The freshman curriculum for each of the courses offered requires a specified number of hours of attendance, classroom lectures, demonstrations, and student practice. Each class teaches the student from the very first day by introducing the basics in each area of required learning in order for the student to successfully pass the California State Board examination. From the initial introduction, the student will learn all fundamentals that are the basic requirements for the chosen field of study. Hours spent in the freshman class are as follows: Cosmetology, 200 hours; Barbering, 150; Esthetician, 80 hours; Manicurist, 40 hours; Instructor Trainee, 60 hours, Massage, 80 hours, Esthetician/Skin Care Specialist, 100 hours; Barber Cross-Over, 400 hours.

COURSE CURRICULUMS

CURRICULUM FOR COSMETOLOGY COURSE**1,600 HOURS**

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen-hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 653 hours are devoted to clinical/theory experience, which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

10	Disinfecting	200	Wet Hair Styling (includes pin curls, finger-waving, comb-outs, analysis
60	Thermal Hair Styling-40/Blow Dry- 20 /Press & Curl –20	80	Haircutting-general combination (40): (Razor – 20) (Clipper – 20)
25	Chemical Straightening	50	Hair Coloring
20	Hair Bleaching	40	Facials-Manual (10) Electrical (15) Chemicals (15)
20	Scalp and Hair Treatments	15	Water and Oil Manicures
10	Make up applications	20	Eyebrow Arching –Tweezers (10) Wax (10)
25	Complete Pedicure	50	Artificial Nail Tips
50	Artificial Nails with Liquid Powder	20	Artificial Nail Wraps and Repairs
80	Permanent Waving		

SUBJECT OF TECHNICAL INSTRUCTION:**Minimum Hours of Technical Instruction**

1.	The Cosmetology Act and the Program's Rules & Regulations	20
2.	Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes physical and chemical changes of matter.)	20
3.	Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	20
4.	Theory of Electricity in cosmetology (shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.)	05
5.	Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20
6.	Bacteriology, Anatomy and Physiology	15
7.	Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, and comb outs.)	25
8.	Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and blower styling.) (A.) Thermal Styling (B.) Press and Curl	20
9.	Permanent Waving (shall include hair analysis, chemical, and heat permanent waving.)	20
10.	Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions)	20
11.	Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)	20
12.	Hair Coloring and Bleaching (shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching, and the use of dye removers. Shall not include any credit for color rinses.) (A) Hair Coloring (B) Hair Bleaching	40
13.	Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	05
14.	Facials (A) Manual (shall include cleansing, scientific manipulations, packs, and masks.)	05
	(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	10
	(C) Chemicals (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with the regulations out-lining skin in accordance with the regulations out lining skin peeling.)	10
15.	Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
16.	Make-up (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.)	15
17.	Manicuring and Pedicuring: (A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	05
	(B) Complete Pedicure, including nail analysis, and foot and ankle massage	05
	(C) Artificial Nails 1. Liquid and Powder Brush-on	10
	2. Artificial Nail Tips	10
	3. Nail Wraps and Repairs	05
18.	Additional Training (Shall include the following subject matter: Salon management, communication skills that include professional ethics, retail sales, decorum, record keeping, and client service record cards, also how to prepare a Resume' employment development skills, modeling, desk and reception, and other subjects relating to the course of Cosmetology.	100
	Maximum Hours	100

COSMETOLOGY COURSE GOALS:

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Cosmetologist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

COSMETOLOGY PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
- To successfully acquire knowledge of the general theory relative to cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques, which are common to the Cosmetology industry.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all cosmetology services.
- Learn the application of daytime and evening make/up to include the application of false eyelashes.
- Learn the proper procedure of manicuring to include water and oil manicures and pedicures.
- Learn the application of brush/on artificial nails, nail wraps, and nail tips.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others. To have an improved personality while dealing with patrons and colleagues

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE COSMETOLOGY COURSE:

The student shall have completed "Theory and Operations" required by the Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

LICENSING REQUIREMENTS;

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

Books: Pivot Point Salon Excellence Program

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 25%, 50%, 75% and 100% of their class attendance and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A"	Excellent
80% to 89%	"B"	Good
70% to 79%	"C"	Average
60% to 69%	"D"	Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can loose eligibility by failing to meet satisfactory progress.

CURRICULUM FOR BARBERING COURSE**1500 HOURS**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

Subject	Minimum Practical Operations	Subject	Minimum Practical Operations
(1) Haircuts and Hairstyles	750	(7) Hair Coloring and Tinting	15
(2) Shaves	50	(8) Hair Processing and Relaxing	15
(3) Rest Facials	20	(9) Application of chemicals used on hair /hairpieces	10
(4) Shampoos	25	(10) Measuring, fitting and servicing of hairpieces	10
(5) Scalp Manipulations	20	(11) Rolling cream massages.	20
(6) Hair Waving and Curling	20		

SUBJECT OF TECHNICAL INSTRUCTION:**Minimum Hours of Technical Instruction**

1. Barbering and Cosmetology Act and the Program Rules & Regulations	20
2. Barbering Chemistry (shall include the chemical composition and the purpose of hair and skin preparations. Shall include physical and chemical changes of matter.	20
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	25
4. Theory of Electricity in barbering (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	10
5. Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfecting should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	20
6. Bacteriology, Anatomy and Physiology	15
7. Hair Styling-Wet/Dry (shall include hair analysis, shampooing and comb outs using blow dryer and curling iron)	30
8. Chemical Hair Processing (Relaxing) (shall include hair analysis, chemical and heat permanent waving using ammonium Thioglycolate and hair straightening using sodium hydroxide)	20
9. Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting to include neck and side taper)	40
10. Hair Coloring and Bleaching (shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching to include Virgin Tint Darker/Lighter; Tint New Growth (darker/lighter) Virgin Bleach, Bleach Retouch, Toner	45
11. Scalp and Hair Treatments (shall include hair and scalp analysis, scientific scalp massage manipulations and other hair treatments)	20
12. Facials: To include Rest Facials and Rolling Cream Massage	25
13. Hair Pieces: To include history of, measuring, fitting and servicing and application of chemicals	05
14. Shaving: (includes use of strop; application of creams, lotions, astringents, hot towels)	15
15. Additional Training shall include the following subjects: Salon management including retail sales, record keeping, and client service record cards. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques.	20

BARBERING COURSE GOALS:

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as relative to having a successful career as a Barber.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, Cont'd International School of Beauty, Inc

BARBERING PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California barber establishment practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
- To successfully acquire knowledge of the general theory relative to cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the Barber profession.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all barbering services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, which is common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE BARBER COURSE:

The student shall have completed "Theory and Operations" as required by the Bureau of Barbering & Cosmetology with an average grade of " (70%) or better.

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

LICENSING REQUIREMENTS:

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

Books: MiLady Standard Professional Barbering

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 25%, 50%, 75% and 100% of their class attendance and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to meet satisfactory progress.

CURRICULUM FOR MANICURIST COURSE

(400) HOURS

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that 146 hours are devoted to clinical-theory experience, which will include all phases of manicuring. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION:

10 Disinfection and Sanitation	Water and Oil Manicures	40
20 Complete Pedicures	Acrylic Nails: Liquid and Powder	80
60 Nail Tips	Nail Wraps and repairs	40

TECHNICAL SUBJECT

Minimum Hours of Technical Instructions

1. The Cosmetology Act and the Program's Rules & Regulations	10
2. Cosmetology Chemistry related to manicuring practices (shall include the chemical composition and the purpose of nail care purpose of nail, care preparations.	10
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics and communicable diseases, including HIV/AIDS & Hepatitis B.)	15
4. Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10
5. Bacteriology, Anatomy, and Physiology.	15
6. Water and Oil Manicures , including hand and arm massage.	10
7. Complete Pedicure , including foot and ankle massage.	10
8. Application of Artificial Nails,	
(A) Acrylic: Liquid and Powder Brush-on	15
(B) Nail Tips	10
(C) Nail wraps and repairs	05
9. Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume', employment development, modeling, desk and reception, and care and other subjects relating to Manicuring and the field of Cosmetology.	
Maximum Hours	25

MANICURIST COURSE GOALS:

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Manicurist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.
-

MANICURIST PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sterilization procedures.
- To successfully acquire knowledge of the general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the manicurist.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING:

SKILLS:

- Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nail services.
- Acquire the knowledge to recognize the various skin conditions and disorders.
- Acquire knowledge of analyzing the hands and feet, before all services to determine any disorders.
- Develop the knowledge of safety precautions in the use of manicuring, pedicure and artificial nails.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship which is common to manicuring..
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE MANICURING COURSE:

The student shall have completed "Theory and Operations" with an average grade of "C" (70%) or better as required by the Bureau of Barbering & Cosmetology.

GRADUATION REQUIREMENTS: A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

LICENSING REQUIREMENTS;

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

Books: Milady Art and Science of Nail Technology Textbook; Theory Workbook

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 25%, 50%, 75% and 100% of their class attendance and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility for failing to meet satisfactory progress.

CURRICULUM FOR ESTHETICIAN COURSE (600 HOURS)

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that 295 hours are devoted to clinical-theory experience, which will include all phases of Esthetics. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION:

10	Disinfection and Sanitation	Eyebrow Arch – Tweezing	50
150	<u>Facials:</u>	Eyebrow Arch – Wax	60
	A. Manual	Makeup	40
	B. Electrical	Corrective Make to include eyelash application	20
	C. Chemical	Depilatories	100

TECHNICAL SUBJECT

Minimum Hours of Technical Instructions

1. The Cosmetology Act and the Program’s Rules & Regulations	10
2. Cosmetology Chemistry related to the practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter	10
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	20
4. Theory of Electricity. Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05
5. Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10
6. Bacteriology, Anatomy, and Physiology.	15
7. Facials- A. Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks	20
B. Electrical: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes	30
C. Chemical (peels, packs, scrubs, masks)	20
8. Eyebrow Arching-Tweezing	05
9. Depilatories	20
10. Makeup	20
11. Corrective Makeup-application of False Eyelashes	20
12. Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume’ employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics	30
	Maximum Hours

ESTHETICIAN PERFORMANCE OBJECTIVES

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Esthetician.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

ESTHETICIAN PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments’ practices.
- To successfully acquire the knowledge of sterilization procedures.
- To successfully acquire knowledge of the general theory relative to Esthetics, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the esthetician

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to esthetics services relative to skin care.
- Acquire the knowledge to recognize the various skin conditions and disorders.
- Develop the knowledge relating to products used by Estheticians and develop the ability to determine which products might be needed for individual customer usage.

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, Cont'd International School of Beauty, Inc.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, that is common to the field of Esthetics.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE ESTHETICIAN COURSE:

The student shall have completed "Theory and Operations" with an average grade of "C" (70%) or better as required by the Bureau of Barbering & Cosmetology.

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

STATE LICENSING REQUIREMENTS;

The applicant must be 17 years of age or older and have completed the 10th grade. An Estheticians license will be granted by the State of California only after the student has successfully completed and graduated from the Estheticians course as described above and passed the licensing exam with an overall average of 75%.

Books: Pivot Point Salon Excellence

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 50% and 100% of their class attendance and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students who receive Federal Student can loose eligibility by failing to meet satisfactory progress.

CURRICULUM FOR MASSAGE COURSE: Total 600 HOURS: Two parts of *300/hrs each

The curriculum for students enrolled in a massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in skills and requirements to become eligible to make written application to the Massage Therapy Organization for certification as required by California Senate Bill 731, Chapter 384, Massage Therapy, effective September 1, 2009. Prior to September 2009 these hours of instruction will exceed those required for the student to apply for and receive local city massage licensing with subsequent certification by the newly formed Organization when applicable. Practical instruction means the actual performance by the student of a complete massage on another person or on a mannequin. The course of instruction in the practical phases of massage training for a student enrolled in a 600 hour course shall cover not less than 150 hours in basic deep tissue, sports/chair, Swedish, stone and pregnancy massages, reflexology and spa services. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. **The Massage Course shall be divided into two (2) sections: *Students may take the total course or only the first three hundred (300) hours, however, please note that in order to apply to the CMTC as a Massage Therapist you must take Section 1 and 2.**

Section I Massage Technician – 300 clock hours: 200 hours Technical, 100 hours Clinic Practical

Minimum Hours of Technical Instruction shall be in the following subjects

1. Health & Hygiene, Safety, Sanitation and Infection Control	20
Shall include training in Infection Control, universal precautions, use and safety of products, tools, and equipment, body mechanics of the practitioner, first aid and CPR training	
2. Anatomy & Physiology:	30
Shall include study of human body systems relative to the program, biomechanics – Kinesiology and basic medical terminology	
3. Pathology:	30
Shall include the study of diseases and conditions related to systems, client history, indications, contraindications and endangerment sites	
4. Theory and Application of Techniques	20
Shall include; intake process, preparation of the service environment, preparation and self-care for the practitioner and client preparation for service	
5. Traditional Massage Techniques:	35
Shall include the history, theory and effects of massage; basic Swedish Massage technique including manipulations of soft tissue using hands, fingers, forearms, elbows, feet, fists while stroking, kneading, tapping, percussive, compressive, vibratory and friction with joint mobilization	
6. Reflexology	10
Shall include lecture and practice of the physical act of applying pressure to the feet and hands with specific thumb, finger and hand techniques without the use of oil or lotion, based on the system of zones and reflex areas.	
7. Business and Ethics:	20
Shall include ways to recognize and resolve ethical issues in the workplace, developing an ethical core in which decisions can be made, how to run a successful business for financial success	
8. Spa Services	35
Minimum Hours of Practical, supervised training in clinic environment	
Swedish Massage	50
Spa Services	25
Reflexology	25

Section II Massage Therapist- 300 clock hours: 150 hours Technical, 150 hours Clinic Practical

Minimum Hours of Technical Instruction shall be in the following subjects

1. Deep Tissue Technique:	50
Shall include lecture on the description, uses, effects and practice of deep tissue massage	
2. Sports and Chair Massage Technique	50
Shall include lecture and practice on the techniques associated with “mobile” massage to instruct the student how to increase speed efficiently and the areas where this type of massage service can be utilized.	
3. Stone Massage:	05
Shall include lecture on the description, effects and practice of the use of hot stones on the body	
4. Prenatal Massage:	05
Shall include lecture on the description, effects and safety precautions when giving a massage on a pregnant woman	
5. Pathology	10
Shall include lecture on diseases of the body whereby the student may become familiar with medical issues that may be contraindicated or beneficial to the well being of their clients.	
6. Energetic Bodywork Techniques:	25
Shall include anatomy of the energetic system, principles, practice and the effect of these techniques, and basic nutrition	
7. Advanced Spa Services:	05
Shall include lecture and practice of advanced treatments common to the spa/resort environment	

Minimum Hours of Practical, supervised training in clinic environment

Deep Tissue Massage	38
Sports and Chair Massage	38
Swedish Massage	17
Stone Massage	17
Prenatal Massage	17
Spa Services	23

MESSAGE COURSE GOALS:

- To successfully master training requirements needed to make application to the Massage Therapy Organization for certification
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as relative to having a successful career as a Massage Practitioner or Massage Therapist
- To graduate from this institution possessing those skills and knowledge necessary to secure employment

MESSAGE PROFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of current laws and regulations at the state and local city level
- To successfully acquire knowledge of health, safety and sanitation measures as related to all phases of massage to the human body
- To successfully acquire knowledge of the general theory relative to massage, including anatomy, physiology, contraindications, health and hygiene and business and ethics relative to practical procedures performed
- To successfully acquire business management techniques which are common to the massage profession

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all massage services
- Acquire the knowledge of a analyzing the client's physical condition before services to determine any disorders
- Learn the procedures and the terminology used in performing all services relating to massage

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship which is common to the massage field
- To possess a positive attitude toward the public and fellow workers
- To appreciate honesty and integrity in oneself and others
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION REQUIREMENTS:

The student shall have completed "Technical and Practical" requirements as needed at the 300 hours for Massage Practitioner or 600 hours for Massage Therapist with an average grade of 70% or better. A student shall complete all required classroom and practical/laboratory education and training; shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

CERTIFICATION REQUIREMENTS:

Effective September 1, 2009 students who have graduated from this institution and have reached the age 18 years of age or older will be advised of the steps necessary to make written application to the Massage Therapy Organization of California. Students will be required to include with their written application the current required fee and to provide the Massage Therapy Organization with fingerprints that will be subject to review by the Dept of Justice. Upon approval, and payment of applicable fee, certification will be issued and must be renewed every two years thereafter. Prior to September 1, 2009, graduates will have received hours necessary to apply to local cities for a city massage license. Currently minimum hours and fees vary by each individual city.

Book: Theory and Practice of Therapeutic Massage by Mark Beck: Del Mar Publishing

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet and in the student's computer file.
- Students will be tested on basic Swedish Massage Technique at the end of the first 200 hours and upon approval by their instructor, will be approved to complete the remaining hours of practical operations in the school clinic.
- Students will be assessed at 50% and 100% of their course on class attendance and theory grades and will receive a grade as outlined in the Satisfactory Academic/Attendance Policy.
- Students will receive a copy of their progress report upon the completion of each evaluation period to be kept in their file.
 - Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

Letter Grades are determined as follows:

90% to 100%	“A”	Excellent
80% to 89%	“B”	Good
70% to 79%	“C”	Average
60% to 69%	“D”	Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

All students must maintain a “C” average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

- **STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to meet satisfactory progress.**

CURRICULUM FOR SKIN CARE SPECIALIST COURSE (combines Esthetician & Massage Practitioner) (900 Hours)

The curriculum for students enrolled in an Esthetics Skin Care Specialist Course (Classification of Instructional Programs (CIP) Code 12.0409) shall consist of nine hundred (900) clock hours of technical instruction and practical operations covering all practices of an esthetician (600 hours) and massage technician (300). Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that a combined total of 435 hours are devoted to clinical-theory experience, which will include all phases of Esthetics and traditional massage theory and techniques. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION:

Esthetics:

10 Disinfection and Sanitation	150 <u>Facials:</u> (a) 50 Manual (b) 40 Chemical (c) 60 Electrical
60 Eyebrow Arch-Wax	40 Makeup
50 Eyebrow Arch-Tweezing	20 Corrective Makeup to include eyelash application
100 Depilatories	

<u>Massage:</u>	50 Swedish Massage	25 Spa Services	25 Reflexology
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TECHNICAL SUBJECTS

Minimum Hours of Technical Instructions

Esthetics:

1. The Cosmetology Act and the Program’s Rules & Regulations	10
2. Cosmetology Chemistry related to the practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter	10
3. Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	20
4. Theory of Electricity. Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	05
5. Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10
6. Bacteriology, Anatomy, and Physiology.	15
7. Facials- A. Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks	20
B. Electrical: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes	30
C. Chemical (peels, packs, scrubs, masks)	20
8. Eyebrow Arching-Tweezing	05
9. Depilatories	20
10. Makeup	20
11. Corrective Makeup-application of False Eyelashes	20
12. Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume’ employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics	30

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

Massage:

- | | |
|---|-----------|
| 13. Health & Hygiene, Safety, Sanitation and Infection Control | 20 |
| 14. Anatomy & Physiology:
Shall include the study of the human body systems relative to the program, biomechanics-Kinesiology and basic medical terminology | 30 |
| 15. Pathology:
Shall include the study of diseases and conditions related to systems, client history, indications, contraindications and endangerment sites. | 30 |
| 16. Theory and Application of Techniques
Shall include; intake process, preparation of the service environment, preparation and self-care for the practitioner and client preparation for service | 25 |
| 17. Traditional Massage Techniques:
Shall include the history, theory and effects of massage; basic Swedish Massage technique including manipulations of soft tissue using hands, fingers, forearms, elbows, fists while stroking, kneading, tapping, percussive, compressive, vibratory and friction with joint mobilization | 25 |
| 18. Business and Ethics:
Shall include ways to recognize and resolve ethical issues in the workplace, developing an ethical core in which decisions can be made, how to run a successful business for financial success | 20 |
| 19. Spa Services to include basic treatments common to resorts and spa such as, wraps, scrubs | 20 |

PERFORMANCE OBJECTIVES

- To successfully master training requirements needed to make application for licensing and/or certification to the State Bureau of Barbering and Cosmetology and to the Massage Therapy Organization.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as an Esthetician and Skin Care Specialist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and massage licensing requirements of State and Local jurisdictions to secure entry-level employment.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to esthetics and massage services relative to skin and body care.
- Acquire the knowledge to recognize the various skin conditions and disorders.
- Develop the knowledge relating to products used by Estheticians & Massage Technicians and develop the ability to determine which products might be needed for individual customer usage.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, that is common to the fields of Esthetics and Massage
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination and State Certification Agencies. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

LICENSING/CERTIFICATION REQUIREMENTS:

The applicant must be 17 years of age or older and have completed the 10th grade. An Estheticians license will be granted by the State of California only after the student has successfully completed and graduated, completing the required portion of the course pertaining to Estheticians as described above and passed the licensing exam with an overall average of 75%.

Effective September 1, 2009 students who have graduated from this institution and have reached the age of 18 years of age or older will be advised of the steps necessary to make written application to the Massage Therapy Organization of California. Students will be required to include with their written application the current required fee and to provide the Massage Therapy Organization with fingerprints that will be subject to review by the Dept. of Justice. Upon approval, and payment of applicable fees, certification will be issued and must be renewed every two years thereafter.

Books: Pivot Point Salon Excellence and MiLady Theory and Practice of Therapeutic Massage

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 25%, 50%, 75% and 100% of their class attendance and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement – continued next page

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students who receive Federal Student can loose eligibility by failing to meet satisfactory progress.

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

*Note: Currently the State of California does not offer any licensing or certification for the Instructor Training course. Students taking this course will receive a certificate of completion to use to enhance their educational qualifications presented on their resume.

CURRICULUM FOR INSTRUCTOR TRAINING COURSE (600 HOURS)

The curriculum for students enrolled in an instructor training course shall consist of six-hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the instructor trainee of teaching techniques and principles. It is noted that 425 hours are devoted to clinical/theory experience, which shall include all phases of being an Instructor.

<u>TECHNICAL SUBJECT</u>	<u>THEORY HOURS</u>
1. The Cosmetology Act and the Rules and Regulations of the Bureau	10
2. Preparatory instruction	
(A) Instructional techniques: method of instruction, lecture: Demonstration: performance: communication skills: instructional aids and the use of questions to promote learning.	40
(B) Organization techniques: 4 step teaching method: performance objectives: and learning domains, etc.	30
(C) Lesson planning: Subject: title: outlines: development: and visual aids, etc.	60
(D) Techniques of evaluation: purpose of tests: types of tests: test administration: scoring: and grading, etc.	10

PRACTICAL OPERATIONS

1. Preparatory Instruction	100
2. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor)	140
3. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.	100

*** A student enrolled in the instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

INSTRUCTOR TRAINEE PERFORMANCE OBJECTIVES: To develop the ability to:

- Teach related information, manipulative operations, and techniques.
- Use various teaching aids, such as instruction sheets, visual aids, and tests.
- To provide information about specific teaching techniques used by the vocational teacher in the working area as well as in the classroom.

TO DEVELOP AN APPRECIATION OF:

- The necessity for constant effort towards achievement of professional competency as a teacher

SKILLS TO BE DEVELOPED:

- Occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students
- Lesson plans, outlines, procedures and tests that will insure student comprehension and will instill a will to learn in even the most difficult student.
- A course content that reflects a comprehensive and correlated unit of study.
- Instructional materials that will facilitate set-up and preparation of classes.
- Supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THIS COURSE:

The successful Instructor Trainee shall have satisfactorily completed Theory and Operations required by the Bureau of Barbering & Cosmetology with an average grade of 70% or better. He or she will be awarded a diploma certifying his or her graduation. He or she shall possess a high school diploma, and shall have passed the Cosmetology Instructor licensing exam with an overall average of 75%

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Currently, at this time there is no licensing or certification offered by the State of California for instructors.

Books: Milady's On Becoming A Cosmetology Teacher by James K. Nighswander and A. Dan Whitley
Material from Pivot Point

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Students will be assessed at 50% and 100% of their class attendance and receive a grade as outlined in the S.A.P. (see page 12 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to receive satisfactory progress.

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

CURRICULUM FOR BARBER CROSS-OVER COURSE FOR COSMETOLOGISTS (400 HOURS)

The curriculum for students enrolled in a barber cross-over course shall consist of Four Hundred (400) clock hours of technical instruction and practical operations covering those barber practices that are not a part of the required training or practice of a cosmetologist pursuant to Section 950.8 of Title 16, Division 9, California Code of Regulations of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 400-hour course shall cover not less than 130 hours theory including training in shaving, clipper haircutting, rolling cream massages, and rest facials at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

Subject	Minimum Practical Operations
(1) Haircuts	150
(2) Hair Styles	60
(3) Shaves	50
(3) Rest Facials	15
(5) Shampoos	15
(6) Scalp Manipulations	10
(7) Hair Waving and Curling	10
(8) Hair Coloring and Tinting	15
(9) Hair Processing and Relaxing	10
(10) Application of chemicals used on the hair; hairpieces	10
(11) Measuring, fitting and servicing of hairpieces	10
(12) Rolling cream massages.	20
(13) Disinfecting of Instruments	50

SUBJECT OF TECHNICAL INSTRUCTION:

Minimum Hours of Technical Instruction

(14) Barbering and Cosmetology Act and the Program Rules & Regulations	6
(15) Barbering Chemistry (shall include the chemical composition and the purpose of hair and skin preparations. Shall include physical and chemical changes of matter.	6
(16) Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	7
(17) Theory of Electricity in barbering (shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	3
(18) Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	6
(19) Bacteriology, Anatomy and Physiology	4
(20) Hair Styling-Wet/Dry (shall include hair analysis, shampooing and comb outs using blow dryer and curling iron)	10
(21) Chemical Hair Processing (Relaxing) (shall include hair analysis, chemical and heat permanent waving using ammonium thioglycolate and hair straightening using sodium hydroxide)	6
(22) Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting to include neck and side taper)	15
(23) Hair Coloring and Bleaching (shall include hair analysis, predisposition tests, safety precautions, formula mixing, tinting, bleaching to include Virgin Tint Darker/Lighter; Tint New Growth (darker/lighter) Virgin Bleach, Bleach Retouch, Toner	10
(24) Scalp and Hair Treatments (shall include hair and scalp analysis, scientific scalp massage manipulations and other hair treatments)	10
(25) Facials: To include Rest Facials and Rolling Cream Massage	7
(26) Hair Pieces: To include history of, measuring, fitting and servicing and application of chemicals	5
(27) Shaving: (includes use of strop; application of creams, lotions, astringents, hot towels)	15
(28) Additional Training shall include the following subjects: Salon management including retail sales, record keeping, and client service record cards. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques.	20

SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

CROSS-OVER BARBERING COURSE GOALS:

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as relative to having a successful career as a Barber.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

CROSS OVER BARBERING PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California barber establishment practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
- To successfully acquire knowledge of the general theory relative to cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the Barber profession.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all barbering services.

ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, which is common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE CROSS-OVER BARBER COURSE:

The student shall have completed "Theory and Operations" as required by the Bureau of Barbering & Cosmetology with an average grade of " (70%) or better.

GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination The student shall receive a diploma of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

STUDENT COMPLAINT PROTOCOL

PURSUANT TO §73770

- A. DESIGNATED PERSON: Associate School Director/Business Administrator
- B. DESIGNATED PERSON: Degree of Authority

Note: If the Associate School Director is available then you may be seen immediately, or may request an appointment to discuss a problem.

- A. Each institution shall designate at least one person to receive and resolve student complaints. The person shall:
 - i. Be publicly identified in a manner designed to provide students with reasonable notice, such as in the catalog or in the Notice of Student Rights prescribed by § 9431.20 of the Code, and
 - ii. Be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution.
- B. The designated person shall have the authority and duty to do all of the following:
 - 1. Complaints shall be investigated thoroughly, reviewing all documents and people related or possibly related to the problem
 - 2. Reject the complaint in any reasonable manner, including the payment of a refund.
 - 3. Record a summary of the complaint, its disposition, and the reason for the disposition; place a copy of the summary, along with any other related documents, in the students file, and make an appropriate entry in the log of student complaints.
 - 4. If a complaint is valid, and involves a violation of law, and it is not resolved within 30 days after the complaint is first made by the student, notification will be made to the council, the accrediting association, and law enforcement authorities, outlining the complaint, ensuing investigation, and the resolution or lack of thereof. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of the person's privilege under section 940 of the evidence code. If the authorized person does not provide all of the information required by this paragraph, because of a claim of privilege under section 940 of the evidence code, the school shall appoint another person, who may not lawfully claim that privilege to provide the omitted information.
 - 5. If the complaint is valid, determine what other student(s) if any, may have also been affected by the same, or similar, circumstances and provide an appropriate remedy for those students.
 - 6. Implement reasonable policies or procedures to avoid similar complaints in the future.
 - 7. Communicate directly to any person in control, regarding complaints, their investigation, and resolution or lack of resolution.
- C. A student may lodge a complaint by communicating orally, or in writing to any teacher, administrator, Admissions personnel or Counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that persons' duty.
- D. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period, or, before the student again complains about the same matter, the School shall advise the student that a complaint must be submitted in writing, and the student shall be provided a written summary of the School's complaint procedures.
- E. If a student complains, in writing, the School shall, within ten (10) days of receiving the complaint, provide the student with a written response, including a summary of the School's investigation and disposition of said complaint. If the complaint, or relief requested by the student, is rejected, the reasons for the rejection must be provided.
- F. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the rights of the student or remedies. Any document, signed by the student, that purports to waive the student's rights and remedies, shall be considered null and void.
- G. If a student complains, in writing, the complaint shall be signed with his/her signature, or if multiple students have registered a complaint, all of those persons registering the complaint, shall sign the complaint. If, those who have registered the complaint have not signed the complaint, then the School will not address the complaint. This is to avoid rumor, and shall be considered a reasonable procedure to avoid similar complaints.

MEET THE STAFF!

OWNER Palm Desert & Indio Schools/Palm Desert SCHOOL DIRECTOR/Corporate President

Mr. Ronald G. Holbert is a graduate of San Diego State University with a BA degree and a graduate of Cal Western School of Law, San Diego with a Jurist Doctor degree, receiving his license to practice law in California as well as Nevada. Mr. Holbert has served as legislature bill drafter with the Nevada State Legislature and has operated a private law practice specializing in Mortgage banking and real estate recovery and ancillary legal proceedings. He is a member of the Vietnam Helicopter Pilots Association and the Nevada and California Trial Lawyers Association. He has become interested in promoting the advancement of quality education in the field of Cosmetology as a result of his association and subsequent marriage to Mirela Marinescu, a well-known Skin Care Specialist in the desert. He brings his organizational skills, warm and friendly personality, as well as his knowledge of California law and the necessity to operate each school in total and complete compliance with all the State regulations so that each and every student is offered the opportunity to receive a quality education in the vocational field within the beauty industry. He has observed the expanding growth and has recognized the need for schools to provide the Coachella Valley with graduates who are “salon ready” professionals.

Director Certification #COAFS-05-378441

COMPLIANCE & FINANCIAL AID OFFICER

Kim Beardsley-Garrison, a native of San Jose, CA. Kim moved to the desert in 1999 after the death of her husband of 32 years to find a new direction in her life. Armed with years of organization development, advertising and business management experience, as well as being a licensed Cosmetologist for 40+ years, she began working for Mirela Marinescu at her Skin Care Salon in Palm Desert, where she was happy to refresh her career in the beauty industry and especially to realize a career goal of her own when she became a part of Mirela’s vision and dream to open the beauty school back in 2002. In addition to her administrative duties, Kim provides information on Business Skills, Salon Management, Personal Grooming and preparation of resumes and job interview techniques to the students. Happily, in 2008 Kim married again and continues to be dedicated to seeing that this school, its curriculum and operation, provides students with a quality education, found no where else in our community. Cosmetology License: KC65014:

Instructor Certification: COAFS-05-378264

INSTRUCTOR – Corporate Vice President/ DIRECTOR, Indio Campus

Mirela Marinescu-Holbert brings the dream and inspiration to this school. Without her vision and dedication to her profession coupled with the support of her husband, Ronald Holbert, these schools would not be a reality. Having emigrated here from Romania, only sixteen years ago, speaking little English and with two small children, Mirela is the living proof of the American Dream. She received her training in Bucharest, lived and worked in Paris, and came here to begin working as a cosmetologist. Soon, she opened her own, one person skin care business; a business that has now grown to three full-service skin care salons with a staff of ten Estheticians, a personal line of skin care products and famous signature facial. Also, as a trainer for CA Botana, an international skin care product manufacturer, she travels around the state, and recently in Asia, giving seminars and training sessions on all phases of skin care. It is from these travels and in offering monthly continuing education classes in advanced skin care, which are filled to capacity with students and professionals alike, that she began to see the need for a new specialized school. A school that provides the students with advanced education beyond teaching the skills to pass the State Board examination, which is clearly not enough to prepare the students to become total professionals who can secure stable and prosperous employment. It is truly her vision and dream that has been developed into this exclusive beauty school. Instructor Certification # COAFS-05-378283 Director: COAFS-06-383509 Esthetician License #360442Z Cosmetology License # KK234854

LEAD INSTRUCTOR/ASSOCIATE DIRECTOR – Indio Campus

Alejandra Martinez, better known as “Miss Alex” holds a Vocational Education Teaching Credential from the State of California and an Instructor certification by the Bureau for Private Postsecondary and Vocational Education. She has been teaching since 1993 and brings to this organization an innovative teaching style along with the admiration and testimonials from many of her former students. Having taught at other local cosmetology schools in the desert communities, she has expressed her desire to associate herself with schools that set high standards of learning goals, and a honest and sincere desire to put the needs of the students first. She has found those qualities the International School of Beauty, Inc. Mrs. Martinez is responsible for directing the curriculum for all courses and advancing the teaching skills of the other instructors. She is a beautiful, happy and dedicated teacher and these schools are lucky to have her on staff and offering her unique style of teaching at both campuses. Teacher Credential. 000079690 Instructor Certification: # BBRS-5FDUFF2002 Cosmetology License # KK264348 Associate Director COAFS: 06 - 384915

INSTRUCTOR –

Sonia Martinez joined the staff in 2003 to help our Bi-Lingual students. She was raised in Mexico and was a successful hair stylist there for 15 years. Coming to California, she decided to enroll and take the entire Cosmetology course from the beginning and immediately continued on to receive and graduate with an Instructor Training diploma. She is currently a certified instructor for Cosmetology, Esthetics and Manicuring. Mrs. Martinez is proud to have achieved her US Citizenship in 2006 and offers encouragement by example of her achievements. Instructor Certification COAFS 05-380048 Cosmetology License KK39246

INSTRUCTOR

Carolyn Aarons. We are so fortunate to have Carolyn join our staff as a certified instructor for the Freshmen Manicuring and Esthetics students. Carolyn graduated from the International School of Beauty, receiving her California License as an Esthetician, after having more than 20 years experience, self-employed as a licensed Manicurist. She brings years of valuable experience along with her bubbly personality and coupled with her kind and gentle way of engaging her students, she has quickly become well liked by all. She has managed to combine home, family and academic pursuits during her working career, which has lead her through several diverse and equally rewarding venues. Her higher educational career began at Framingham State University in Massachusetts where she graduated Suma Cum Laude, receiving her BA in Psychology. She also became certified as a Medical Assistant, working in that industry for 10 years and eventually pursued the Real Estate business, obtaining a Brokers License earning her awards for her work. She is continuing to pursue her Masters Degree in Psychology. Carolyn worked for a time as a pre-school teacher and it is the love of teaching that she now finds to be the most rewarding and self-satisfying of all her many career endeavors. She has stated that she is “happier doing this than I have ever been” and for that, the school and students are certainly lucky to stand in the path of her enthusiasm.

Instructor Certification: COAFS-04-372610 Esthetician License #Z50091 Manicurist License # M32726

INSTRUCTORS: Senior Cosmetology & Floor Supervisors

Diana Tijerina joined us in 2010 and works from the Palm Desert School campus. She comes to us from the retail beauty industry having been a successful stylist for many years. She brings the necessary knowledge of the "real world" of the stylist and the student's are benefiting from her years as a beauty professional.

Lupe Simental also joined our team at the Indio School campus and comes directly from the retail beauty industry as an experience hair stylist. She has a bubbly personality and the students have already learned much of what working as a salon stylist truly means.

We are happy to welcome both Diana and Lupe to the schools.

INSTRUCTOR: Freshman Cosmetology

Judy Diaz graduated from this school and went on to take the Instructor Course. During the Instructor Course she tutored the supervision of our very experienced teachers Alejandra Martinez and Mirela Marinescu-Holbert; learning from them as she worked as an Instructor's Assistant/Trainee. Her bubbly personality, passion for helping the students learn "the basics" and talent promises to give our students a fresh, young teacher from whom they can relate and learn. Cosmetology License Number: KK496847

INSTRUCTOR: ADVANCED EDUCATION/MASSAGE

Jane Pardy is an advanced education trainer and massage teacher who gives classes on wellness, aromatherapy and product knowledge as well as all phases of Massage theory and practical applications. She is a registered nurse and licensed massage practitioner/therapist with her own practice, as well as being a 2004 graduate from this school, earning her Esthetician license. She specializes in promoting good health through suggestions for healthy living, bringing her clients a feeling of general wellness and serenity. . (Instructor Certification: COAFS – 07 – 390061 Esthetician License Z54887)

PART TIME INSTRUCTOR: COSMETOLOGY/BARBERING – Indio Campus

David Martinez is a licensed cosmetologist and barber and certified instructor. He is the husband of Ms. Alex and was one of her early students many years ago. David works as a Barber and spends several hours a week helping to train the students in the art of clipper cuts and state board preparation. We are fortunate to benefit from his talents.

STUDENT ADVISOR/REGISTRAR/BUSINESS OFFICE ADMINISTRATION

Claire Amaro is a graduate of our school, having received her license in Cosmetology in 2009. She is also an experienced bookkeeper. She handles, with humor, expertise and professionalism, the registering of all new students as well as handing much of the administrative office business. She spends her "non-work" hours being a great Mom to her three very active kids, Pierce, Briana and Aidan and husband Roy. We are delighted to have her as part of our team.

FINANCIAL AID ADMINISTRATOR:

Michelle Walker has been wonderful addition to our staff from the day she joined our team. She is the kind of person who has so many skills that we have put to use. She has a college degree in Communications and a background in Student Financial Aid, with excellent clerical, communication and management skills. Her past experience as a professional dancer and cheer coach has given her the wonderful ability to interact with the students in a cheerful, yet professional manner. She started as our receptionist back in 2004 and now that the school participates in the Federal Student Financial Aid programs Michelle handles the coordination/supervision and administration of all the student loans and grants.

FINANCIAL AID ADMINISTRATOR:

Renee Bolen, a graduate of our school, has put her knowledge of the beauty industry and her background in financial loan processing to good use as she counsels prospective students and guides them through the process of application and enrollment. She is the proud mother of a young son. We are so pleased to have her as a part of our staff.

CUSTOMER SERVICE COORDINATOR:

Marie Glickman joined the staff in 2011 and has proven to be a very valuable addition. She ably handles the reception desk, retail product ordering and student supervision and training of reception desk operations. She has a strong career background in corporate business and management. Being able to multitask is definitely her strongest quality!

