



## CATALOG

June 8, 2021  
Volume IV

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We help to inspire your creativity!

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## **ABOUT THE SCHOOL**

### **MISSION STATEMENT**

Our mission is to educate, train and prepare students to successfully pass State Board Examination and to excel in their field of Vocational Education in order to obtain gainful employment.

### **OWNERSHIP & GOVERNING BODY**

The school is owned and operated by J.T. Tony's, LLC, dba Elite School of Cosmetology, an Ohio Corporation.

### **FACILITIES**

Both campuses (Norwalk & Ashland) of Elite School of Cosmetology is on the ground level, with ample parking around the building. All classrooms are well lit with heat and air conditioning. Each student will be assigned his or her own styling area with a secure locker to store their personal items. The facility is handicap accessible with a spacious floor plan.

### **OFFICERS**

Campus Director – Sylvia Padgett

### **STAFF & FACULTY**

#### *Norwalk Campus:*

Jacklyn Evans (Financial Aid Representative)  
Sylvia Padgett (Instructor/Job Placement)  
Cherie Thom (Instructor)  
McKayla Bunyak (Admissions)

#### *Ashland Campus:*

Jacklyn Evans (Financial Aid Representative)  
Andrea Pokrywa (Admissions)  
Dawn Mills (Instructor)  
Sylvia Padgett (Instructor/Job Placement)

### **LOCATION**

#### *Norwalk Campus*

175 Benedict Avenue  
Norwalk, OH 44857  
419.668.2333 Phone  
954.416.7311 Fax

#### *Ashland Campus*

1165-1169 E. Main Street  
Ashland, OH 44857  
419.903.0440 Phone  
954.416.7311 Fax

The Ohio campuses share a common catalog and have common ownership. Any differences will be identified by campus, state, subject, and program, to include all policies, disclosures, etc.

### **OFFICE HOURS**

Monday through Friday 9:00 am - 6:00 pm

### **SCHOOL SCHEDULE**

Norwalk: Monday- Thursday 9:00 am - 7:00 pm, Friday 9:00 am - 3:00 pm  
Ashland: Monday- Thursday 9:00 am - 9:30 pm, Friday 9:00 am - 3:00 pm  
Saturday & Sunday - Closed

**COURSE DESCRIPTION**

All courses are taught in English. The curriculums are all Ohio State Board approved requirements. The courses include extensive instruction and practical experiences for each of our programs, such as customer service, hygiene, personal motivation, state laws and regulations, and much more.

**HOLIDAYS**

The school is closed for the following holidays:

\* Good Friday Day \*Memorial Day \*Independence Day \*Labor Day \*Thanksgiving Day  
\*Friday after Thanksgiving \*Christmas Eve \*Christmas Day \*Day after Christmas \* New Year's Eve  
\*New Year's Day

Depending on what day a holiday falls, the school has the option to close the day before or the day after the holiday. The school may close in the event of an unforeseen disaster (hurricane, tornado, terrorism, etc.). The school follows the Huron County School Board (for the Norwalk campus) and the Ashland County School Board (for the Ashland campus), in determining weather related closures.

New classes begin the first day of each week for Advanced Cosmetology. Advanced Esthetics and Advanced Manicuring classes vary in start dates, depending on enrollment for the program.

Elite School of Cosmetology does not discriminate based on race, religion, age, color, ethnic origin, nor sex in its admissions, nor operations.

**ACCREDITATION/LICENSES**

**Licensed by the Ohio State Cosmetology and Barber Board. Additional information can be requested and/or located at:**

**1929 Gateway Circle  
Grove City, OH 43123  
Tel: 614-644-61210  
888-224-6684  
<http://cos.ohio.gov/>**

This catalog is made available online to all applicants at least one week prior to enrolling.

The Ohio State Cosmetology and Barber Board denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Elite School of Cosmetology is not responsible for students who are denied licensure.

**Elite School of Cosmetology is an accredited school with the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools. Additional information regarding this accrediting agency may be obtained by contacting at:**

**3624 Market Street  
2 West  
Philadelphia, PA 19104  
Phone: 267-284-5000  
[www.msa-cess.org](http://www.msa-cess.org)**

The transfer of credits from Elite School of Cosmetology to another similar institution is solely at the discretion of the other institution. Elite School of Cosmetology makes no guarantee that the credits will be accepted by another institution.

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, and planning to pay all outstanding tuition and fees students will be awarded a Diploma.

Licensing, criminal background check and exam fees are a separate cost from any other fees listed in this catalog.

# ADMISSIONS

## SCHOOL ADMISSION REQUIREMENTS

All applicants must be above the compulsory age of school attendance, sixteen (16) years old. Any applicant who is under eighteen (18) years of age must have a parent or guardian with them when applying for admission. If the applicant is under 18 years of age, a form of identification will also be required from the parent or guardian. Applicants must provide photo identification. The school admits as students those who have a valid High School Diploma or GED. If the student's High School Diploma is in a foreign language it is the responsibility of the student to get the diploma translated into English by a school approved translator or has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. At the school's discretion, official transcripts may be requested and evaluated by the director prior to enrollment of the student. If the information cannot be adequately verified, the student will be required, at their expense, to take and pass a GED test prior to enrollment.

Any applicants that do not meet the above-mentioned requirements shall be denied admission. A letter explaining the reason(s) will be given to the applicant upon request and a copy kept on file at the school for at least one year.

The school does not discriminate against applicants for admission based on age, race, color, sex, religion, marital status, or ethnic origin.

All courses will have Open entry.

\*Please note that a Modified High School Diploma, a Certificate of Completion, or a Certificate of Attainment is not accepted for our admissions requirement. They are not considered equivalent to a standard high school diploma. We are required to verify that your proof of education is from a valid high school or high school equivalency program, such as a GED. If we determine that your diploma or high school equivalent is not valid, you will be denied admission to the school.

## TRANSCRIPTS

All graduate student transcripts and records will be kept onsite, at the school. If a student requires a copy of these records, they will be retrieved for a fee of five dollars (\$5). Hours will not be released to another institution until all tuition and fees have been paid in full. Acceptance of the transfer of credit to another institution is at the discretion of the transferring institution.

## TRANSFER OF CREDITS

Elite School of Cosmetology will accept credits transferred from another institution for the same program upon receipt of certified transcripts and the approval of the school director. Credit from another program requires the student to be licensed in that program and will also require the review and the approval of the school director. Elite School of Cosmetology will only accept up to 75% of a program's credit hours from the transferring institution. Approved transfer hours are accepted as both attempted and completed and will not be used in determining students' SAP. Satisfactory Academic Progress evaluations will be based on the actual contracted hours at the institution.

**NOTE: It is the student's responsibility to confirm whether credits will be accepted by another institution of the student's choice.**

## CREDIT FOR PRIOR TRAINING

Elite School of Cosmetology will grant credit for Ohio licensed nail technician, facial specialists and full specialist in the cosmetology program. Proof of licensure must be shown.

## RE-ENTRY POLICY

### **Student Re-Entering Within 180 Days**

Students who return to within 180 days from their previous enrollment will be credited all hours (scheduled and completed) and exams that were previously completed in the prior enrollment. This will apply for students

who are returning to the same program that they previously attended.

### **Student Re-Entering After 180 Days**

Students who return to after 180 days from their previous enrollment will be credited all hours (scheduled and completed) and exams that were previously completed in the prior enrollment. This will apply for students who are returning to the same program that they previously attended. Students will be contracted at the current tuition hourly rate.

### **STATE LICENSING DISCLAIMER**

The Ohio State Board of Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Elite School of Cosmetology is not responsible for students who are denied licensure.

### **STUDENT RECORDS**

Elite School of Cosmetology maintains all student records, including grades, services and accounts. Students or parents of a dependent minor may access student records upon written request and an appointment with a school official. Elite School of Cosmetology respects the students' right to privacy per FERPA (Family Educational Rights and Privacy Act) and will only release students' information with written permission from that student. School provides access to student and other school records to its accrediting agency.

### **COURSE NUMBERING SYSTEM**

In addition to their names, each course has an identification number. The letters in front of each number represent the specialty they are related to, and the number represents the order in which they will be taught within that specialty, although they are no pre-requisites for any of the courses (meaning that the student must not have taken a previous course in order to benefit from another). The letters mean: AN for Advanced Nails Courses, AP for Anatomy Courses, AT for Advance Technique Courses, CH for Chemistry Courses, CS for Communication Skills Courses, ET for Tools Courses, HA for Hair Courses, HP for Health & Public Safety Courses, LR for Laws and Rules Courses, MA for Massage Courses, MN for Manicuring Courses, MU for Makeup Courses, SB for Sanitation/Bacteriology Courses, SC for Skin Courses, SO for Salon Operations Courses, and SP for Specialized Equipment/Treatment Courses.

### **LEAVE OF ABSENCE POLICY**

A Leave of Absence (LOA) is a temporary interruption in the student's program of study. A LOA will be granted in the event of unforeseen circumstances in a student's life that present a temporary problem in their matriculation, but also where a reasonable expectation exists that the student can return fairly quickly and complete their respective program of study. Students are required to request LOAs in advance, which must be done in writing, include the reason for the request, supporting documents (if applicable), and student's signature. If the LOA is due to an unforeseen circumstance (such as hospitalization, accident, etc.), the institution will document the reason for its decision, collect the request from the student at a later date and the start date of the approved LOA will be the first date the student was not able to attend.

A LOA may be requested for reasons that follow with appropriate documentation (if applicable) that needs to be submitted at the time of the leave request. You may take a LOA for military obligation, jury duty, medical/ health condition (student and/or immediate family member), and personal or family emergency difficulty/ financial difficulty. A refund calculation is not performed in the event of a LOA. A student is not considered withdrawn, so a refund calculation is not performed in a LOA.

To be placed in a LOA, the student must not to exceed 180 days in any 12-month period together with any additional LOAs previously granted; otherwise, the LOA cannot be approved. A granted LOA will extend the student's contract period and maximum time frame by the same number of days taken in the LOA. Changes to the contract period on the Enrollment Agreement will be initialed by all parties or an addendum must be signed and date by all parties. There will be no additional charges for a LOA, nor is the student considered to have withdrawn and no refund calculation is required at this time. However, if the student takes an unapproved LOA, fails to return or does not contact the school Financial Aid Department by the documented return date, the student will be considered to have withdrawn from the school as of that date the student began the LOA or from the last day of attendance (LDA). The withdrawal date for the purpose of calculating a refund is always the student's LDA.

### GRADUATION REQUIREMENTS

Every student must complete the required number of hours for course completion. Each student must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Students must complete all required tests and quizzes and complete all required numbers of services/skill demonstrations (as applicable). Finally, to qualify for graduation, all students must have a zero-balance, or have made other pre-approved payment arrangements.

### ABSENCES/MAKE-UP WORK

Elite School of Cosmetology does not differentiate between “excused,” nor “unexcused” absences. A student is required to maintain the minimum attendance percentage of attendance during normal matriculation, regardless of the reason for their absence. Make-up work should be scheduled with the student’s instructor as quickly as possible upon a student’s return from absence.

The student’s start month in school will be counted as the first month of the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintaining at least 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Students can have up to 10% of clock hours in each payment period considered as excused absences. These excused absences do not have to be made up, however any missed hours above the 10% excused absence policy must be made up.

### DISTANCE EDUCATION POLICY

During the CoVid-19 pandemic, we will allow students to utilize distance education as of March 23,2020 thru May 31. All students in all programs, will utilize Cengage/MindTap to continue their theory hours. All student hours will be done asynchronously. The students will engage in all theory work online, as they would in the classroom. Test and quizzes are done verbally and recorded on Mindtap. Instructors will reach out to engage with student via email or text no more than every 50 minutes while students are online. Students can punch out in and out through our Zipwhip program. All online hours and assignments are monitored by instructors. Instructors are available during class hours to discuss any issues with the online format or educational material. Students must attend for the same number of hours as normally scheduled per week and an instructor will always be actively available. **Please Note:** Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

When returning to class, all student will be assessed on what they had completed through distance education. Students that have taken their final exam, will be assessed telephonically after their exam to ensure they have retained and understand the material.

## ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

### SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology program whether participating in Title IV programs or not, and is applied to all students consistently and scheduled for a particular category of attendance (part time/full time). It is printed in the catalog and made available online to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools (MSA-CESS) and the federal regulations established by the United States Department of Education.

### EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Advanced Cosmetology	450, 900 & 1350 actual hours
Advanced Esthetician	375 actual hours
Advanced Manicuring	150 actual hours



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Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

#### ATTENDANCE PROGRESS EVALUATIONS

The quantitative element used to determine attendance progress is a reasonable that evaluates on a cumulative basis at the designated evaluation periods throughout the program of study. Students are required to attend a minimum of 66.67% of the hours possible based on the applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintaining at least 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

#### MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for the students to complete each course at satisfactory progress is stated below:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	<b>SCHEDULED HOURS</b>
Advanced Cosmetology (Full time – Day)	90 Weeks	2700
Advanced Esthetician (Full time – Day)	37.5 Weeks	1125
Advanced Esthetician (Full-Time- Eve)	46.87 Weeks	1125
Advanced Manicurist (Full time – Day)	15 Weeks	450
Advanced Manicurist ( Part time- Eve)	30 Weeks	450

Please note that students who reach maximum-time frame and have not yet completed all the required graduation requirements for completion of their chosen program may be allowed to continue training until completion on a cash-pay basis but will not be considered making Satisfactory Academic Progress. Also note that a student on an approved leave of absence will have their scheduled graduation date (contracted graduation date) extended by the same number of days approved in the Leave of Absence.

#### ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic progress is measured on a cumulative basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

<b>A / Excellent</b>	<b>100 - 90</b>
<b>B / Very Good</b>	<b>89 - 80</b>
<b>C / Good</b>	<b>79 - 75</b>
<b>D / Not Acceptable</b>	<b>74 - 70</b>
<b>F/ Failed</b>	<b>69 - 0</b>
<b>Minimum score for satisfactory progress 75%.</b>	

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. For a student to be considered making satisfactory academic progress as of a course check point, the student must meet both attendance and academic requirements. Students will be notified of any evaluation that may impact the student's eligibility for financial aid.

#### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning status and considered to be making satisfactory progress while during the first warning period. The student will

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be advised in writing on the actions to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and placed on probation, if the student prevails upon appeal of a negative progress determination prior to being placed on probation.

#### **PROBATION**

After the warning period students who fail to meet minimum requirements for attendance or academic progress and the student appeals the negative progress determination at the beginning of the probationary period and the institution determines that satisfactory academic standards can be met by the end of the subsequent evaluation period are placed on probation. The student will not be considered to be making satisfactory progress during the probationary period. The student will be advised in writing on the actions to achieve satisfactory academic progress by the next evaluation. If at the end of the probationary period, and if the student prevails upon appeal (see below), the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the same status of probation.

#### **APPEAL PROCEDURE**

If a student is determined to not be making satisfactory progress, the student may appeal the determination in the beginning of the determination. The student may appeal the determination because of death of a relative, an injury or illness of the student or other allowable special circumstances as determined by the school director. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why student failed to meet SAP, what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation and why the determination should be reversed and. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If, and only if, the student prevails upon appeal, the satisfactory academic progress determination will be reversed. Students who prevail upon appeal will be determined to have re-established SAP and Title IV will be reinstated if applicable. An academic plan will be designed to allow the student to re-establish Satisfactory Academic Progress.

#### **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS**

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period or through the appeal procedure.

#### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal, regardless of the time frame.

#### **WITHDRAWN STUDENTS AND EXCLUSIONS**

A withdrawn student is one that would leave due to circumstances within their control. Exclusions of withdrawn students are as follows, but not limited to:

- A student withdrawing from the Advanced Manicuring program (Ohio) within the first 30 scheduled days.
- A student withdrawing from the Advanced Esthetics program (Ohio) or Full Specialist program (Florida) within the first 60 scheduled days.
- A student withdrawing from the Advanced Cosmetology program (Ohio) or Cosmetology program (Florida) within the first 90 scheduled days.
- Students unable to return from an approved Leave of Absence due to extenuating circumstances, reviewed by the school
- Pregnancy
- Natural Disaster or Acts of God
- National health Emergencies
- Death

- Religious Missions
- Military
- Disabilities
- Owe a balance to the school

#### NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

#### ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A copy of the student's satisfactory academic progress report is maintained in the student's academic file.

#### TRANSFER HOURS & SATISFACTORY ACADEMIC PROGRESS

Please note that students who transfer credit from training previously earned at another institution will have those hours counted as both attempted and completed hours for the purposes of maximum time-frame, and that SAP evaluation periods are based on actual contracted hours with the school.

## FINANCIAL AID POLICIES

#### APPLYING FOR FEDERAL STUDENT AID

Financial Aid is available for those who qualify. Federal Student Aid is awarded on a need basis for each applicant. Need is the difference between the cost of your education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student and his/her family can afford to pay. This is determined by the standard formula established by the U.S. Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA).

Factors such as income, assets and benefits are considered in determining the student's financial needs.

#### FEDERAL FINANCIAL AID PROGRAMS

Financial Aid consists of funding provided through federal resources to help cover educational expenses. This funding consists of Pell Grants that do not need to be repaid and loans that have a variety of repayment options. Financial aid is available for those who qualify, and there are different types of financial aid program. The school Financial Aid Department can assist students in determining if they qualify for any of the following types of financial aid:

**Federal Pell Grant:** The Federal Pell Grant is a need-based federal grant for undergraduate students, and it does not require repayment.

**William D. Ford Direct Loan Program:** The William D. Ford Direct Loan Program offers low-interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans for Undergraduate Students (PLUS), and Direct Consolidated Loans. These long-term loans are available to students who are enrolled at least half-time in school.

*Direct Subsidized Stafford Loan:* The Direct Stafford Subsidized Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half-time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school, or drop below half-time status. Recipients must complete entrance and exit counseling.

*Direct Unsubsidized Stafford Loan:* The Direct Unsubsidized Stafford Loan is a non-need-based loan available

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to all eligible students regardless of income. The interest varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Loan repayment begins six months after students graduate, leave school, or drop below half-time status.

*Direct Student Loans for Undergraduate Students (PLUS):* For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually, and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins 60 days after the loan has been fully disbursed.

#### **FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS**

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen, such as permanent resident, or in the United States for other than temporary purposes
- Have a valid Social Security Number (SSN)
- Be working towards a degree or certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP)
- Not be in default of student loans
- Not owe a repayment on a Federal grant
- Not have certain drug convictions
- Use federal and state aid for educational purposes only

#### **VERIFYING FAFSA INFORMATION**

The school has policies and procedures that it follows for verification of Title IV funding. Verification is a requirement by the U.S. Department of Education. Students are randomly selected to provide additional information. The school provides students with a verification form, so they can collect the necessary information. The school gives the student a 30-day deadline to return the form to the financial office with verification items attached. If verification documents are not submitted by the due date, the student will be placed on a monthly cash pay status until verification is completed.

#### **CANCELLATION AND REFUND POLICY**

Should a student be terminated, expelled or cancel their enrollment for any reason, refunds will be made according to the following:

1. Any monies due the applicant or student shall be refunded within 45 days of official cancellation or withdrawal, whether official or unofficial. Cancellation or withdrawal, official or unofficial, shall occur on the earlier of the dates that:
  - a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid to the school except a non-refundable application fee.
  - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/ her contract and demands his/her money back in writing, of signing the enrollment contract. In this case all monies collected by the school shall be refunded except a non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
  - c. A student who cancels his/her contract after three (3) days of signing the contract but prior to entering classes is entitled to a refund of all monies paid to the school less a non-refundable application fee of \$100.00.
  - d. A student notifies the institution of his/her official withdrawal in writing.
  - e. A student on an approved leave of absence notifies the institution that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

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- f. A student is expelled by the institution.
  - g. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.
2. Any monies due a student who officially or unofficially withdraws from the institution shall be refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. Unofficial withdrawals are monitored every thirty (30) days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
  3. If a student on an approved leave of absence notifies the school that he or she will not be returning the date of withdrawal determination shall be the earlier of the scheduled date of return for the leave of absence or the date the student notifies the institution that the student will not be returning.
  4. All extra costs, such as books, student kits, graduation fees, registration/application fee, rentals, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment contract. The total value of the student kit and book(s) will be refunded if kit and/or book(s) are returned unused before the first day of classes in new and unused condition. After the first day of classes the value of the Student kit and books is non-refundable.
  5. If a program is cancelled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall either provide a full refund of all monies paid or provide completion of the course.
  6. If a program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the institution shall at its option:
    - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
    - b. Provide completion of the program; or
    - c. Participate in a Teach-Out Agreement; or
    - d. Provide a full refund of all monies paid.
  7. A student's account may be sent to collections for nonpayment.
  8. If the school closes permanently and no longer offer instruction after a student has enrolled, and instruction has begun, the school will make arrangements for students for one of the following options:
    - a. Provide a pro rata refund; or
    - b. Participate in a Teach-Out Agreement.

The following refund table distribution is used for all applicants due a refund. Upon withdrawal, drop or termination, a student may owe tuition or be entitled to a refund based on his/her scheduled hours:

<b>Percentage Length Scheduled to Complete to Total Length of Program or Course</b>	<b>Amount of Total Tuition Owed to the School</b>
0.01% – 4.9%	20%
5% – 9.9%	30%
10% – 14.9%	40%
15% – 24.9%	45%
25% – 49.9%	70%
50% and over	100%

**RETURN TO TITLE IV POLICY**

*The school participates in federal financial aid. Please refer to the following refund policy for specific consumer information pursuant to the federal financial aid program.*

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period. If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Financial Aid Leader of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Financial Aid Leader must begin the withdrawal process.

**Unofficial Withdrawal Process:** For unofficial withdrawals, a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. The date of determination is 14 days after they cease attendance.

In both cases the last day of attendance will be used in the return to Title IV calculation.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, and Direct Loans or Direct PLUS Loans during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 50% point of time. After the 50% point of the payment period (or period of enrollment depending on what the school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**Post Withdrawal Disbursement:** If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account. The authorization is required to be sent to the student within 30 days of the date the school determined the student's last date of attendance.

**Credit Balance:** If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loan (Parent)
- Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination (unless the school uses less days based on a state, accrediting agency or institutional requirement).

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

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**Overpayment of Title IV, HEA Funds** — Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the school sends a notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the school.
- Enters into a repayment agreement with the school in accordance with repayment arrangements satisfactory to the school; or
- Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain his or her eligibility for Title IV, HEA program funds.

Within 30 days of the date of the school's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from the school in order to recover the overpayment.

If the student does not repay the overpayment in full to the school or enter a repayment agreement with the school or the Department within the earlier of 45 days from the date the school sends notification to the student of overpayment, or 45 days from the date the school was required to notify the student of the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the school:

- The student chooses to enter into a repayment agreement with the Department.
- The student who owes an overpayment is ineligible for Title IV HEA program funds.

You must make arrangement with the school or Department of Education to return the amount of unearned grant funds.

### TUITION PAYMENT METHODS

Down Payment at time of signing enrollment agreement with balance paid prior to graduation by payment plan.

Payment Methods: Cash/Credit/Debit Card/Check/Cashier's Check/U.S. Money Order

*Make all checks payable directly to (for Norwalk):*

Elite School of Cosmetology  
175 Benedict Avenue  
Norwalk, OH 44857

*Make all checks payable directly to (for Ashland):*

Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

If paying in cash, it must be directly to the Financial Aid office or the Campus Director.

## STUDENT SERVICES

### EMPLOYMENT

The school will provide all graduates with placement services at no extra charge. Elite School of Cosmetology does **not guarantee** employment. However, it will make a great effort to put the student in contact with various employers.

Any information relating to market and job availability will be verified through statistical research. Our school makes no promises or implications of any specific market or job availability in numbers. Any information the school provides relating to salary ranges will be an accurate and unexaggerated representation of entry level salaries of employees having the same skills,

education and experience as the students will have upon graduation. Records of initial employment of all graduates will be maintained in the school except for foreign students who attend school on a Student Visa with the intention of working in a foreign country.

## **SCHOOL RULES AND REGULATIONS**

### **SCHOOL RULES AND REGULATIONS**

1. Students are required to be on time for classes according to their assigned schedule.
2. Students are required to notify a school official as soon as possible for all absences or tardiness by calling the school directly at 419.668.2333 (Norwalk campus) or 419.903.0440 (Ashland campus). If absent more than fourteen (14) days with no notice Student will be dropped from program. Reinstatement fee of \$125.00 will be applied if student is readmitted.
3. Students are responsible to assure that their timecards are stamped, so instructors can record their attendance accurately. No student may clock in or out for others.
4. While on school premises, a professional appearance is always mandatory.
5. The students must always be dressed in proper attire or will be asked to leave premises. Dress Code all black. Friday and Saturday- Jeans are allowed. No shorts see through skirts or blouses, tank tops, half shirts, sleeveless shirts, ripped, torn or holed clothing or open toe shoes allowed. If any student loses or damages his/her uniform, they must purchase a new uniform.
6. All students must bring the proper equipment and books to class; failure to comply may result in the student being sent home.
7. The school must be notified of any change of address or telephone number.
8. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards school employees, instructors, students, or clients. The result will be the student sent home for the day.
9. Stealing or defacing of property that belongs to the school, staff, clients, or other students may result in immediate termination.
10. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. All costs of said test will be incurred by the student. If said test proves positive for alcohol or drugs, the student may be permanently dismissed from class.
11. No personal phone calls will be accepted or permitted by the school.
12. The use of a cell phone during class is prohibited.
13. No personal services are to be performed without permission from an instructor.
14. Students are not allowed to have services performed on them from instructors unless there is a demonstration for that service.
15. Students are required to have attendance of 66.67% or higher.
16. Students must always meet the School's Satisfactory Academic Progress Policy. Failure to maintain satisfactory progress may result in delayed graduation, delayed or loss of federal funding (if applicable), and assessment of extra instructional charges.
17. Training involves sanitation, cleanliness and care of school and equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board always requires all students to follow sanitation rules and practices.
18. If a student breaks school property either accidentally or intentionally they will be responsible for its replacement.
19. Students are not allowed to eat, drink or chew gum in their classrooms or student salon.
20. Students cannot refuse to perform a clinic service; this is part of the training process.
21. Students are responsible for their own personal belongings; the school will not be responsible for any loss or damage to personal items.
22. Students are required to show respect to all instructors, school officials, clients, and one another.
23. One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.
24. Students are required to pay for their tuition on time. Payment is due the first (1<sup>st</sup>) 3 days of the month. Late payment of \$25 will apply each day thereafter until paid in full.
25. Students and clients are not allowed to bring in their own product to use on clients in student salon.
26. Children may not be brought to school during class hours or any school related activity.
27. No soliciting of Elite School of Cosmetology clients for outside of school services.



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#### **PROCEDURES FOR STUDENTS TO APPEAL DISCIPLINARY ACTIONS.**

All academic or disciplinary actions shall be applied in accordance with the School Rules and Regulations and the School Catalog. If a student disagrees with a particular disciplinary or academic action taken, he or she can submit a verbal or written complaint to the Director of Education or the School Director, explaining the reason they disagree with the action and giving details to support their point of view. The School Director and/or Director of Education will then review the matter and determine if, based on the School Catalog, there are sufficient grounds for the action. The School Official will then meet with the student to clarify the situation or take corrective measures as the case may require.

Emergency disciplinary procedures, consisting of expulsion from the school and/or legal action, shall be taken against students who:

- Commit a crime within the school grounds.
- Commit or threaten to commit violence (verbal or physical) against another student, instructor, school official, client or vendor within the school grounds.
- Has been reprimanded in the past for a transgression and refuses to correct the situation.

#### **REASONS FOR DISMISSAL**

The students unable to demonstrate responsible conduct shall be expelled based on the following reasons:

1. Commit fraud to pass or maintain the corresponding grades.
2. Damage to or theft of school property.
3. Give false information to the school.
4. Unjustified absence of (14) consecutive days.
5. Failure to adhere to the school's rules and regulations.
6. Failure to pay the school's tuition and fees.
7. Failure to return from a LOA on expected date.
8. Any abuse, verbal or otherwise, whether it is directed towards school employees, instructors, students or clients.
9. Criminal activity while enrolled.

#### **INSTRUCTOR'S RESPONSIBILITY**

Instructors will be responsible for teaching the course's material, administering, and grading the tests, and helping and supervising the students during salon practice. They will also have a role in reviewing and reassessing curricula.

An instructor is someone who possesses a professional capacity and a complete knowledge of the products as well as the different techniques. The instructor should possess experience in academics as well as salon experience. Furthermore, the instructor should have an excellent personal image, enthusiasm, and charisma. The instructor may provide the students with a simple outline and the most important concepts or ideas of each chapter, its main objectives and what they will be able to accomplish after completing their studies. They should be able to furnish answers to their questions and come up with a plan of study that is attractive to the student's attention.

#### **DRUG FREE POLICY**

Elite School of Cosmetology provides to all employees and students the following information:

- The illegal possession use or distribution of illicit drugs and alcohol by students and employees on the property of the school or in conjunction with any educational activity is prohibited.
- Violation of this policy may result in disciplinary actions that may include termination and/or prosecution by the law.

#### **SEXUAL HARASSMENT POLICY**

Elite School of Cosmetology is committed to maintaining a work and learning environment free of illegal discrimination and harassment and will not tolerate harassment from its employees against the students, or from any of its teachers, supervisors, administrators, vendors, etc. Sexual harassment is a behavior not acceptable in any way, be it verbal, physical, or visual. Such behavior is illegal and forbidden everywhere it affects work, interferes with the learning process, and creates a hostile environment. Sexual harassment minimizes employee's integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an environment free of sexual approaches. Elite School of Cosmetology will not tolerate discrimination based on sex, including sexual harassment against an employee, employee applicant or student. Such discrimination violates State and Federal laws and Elite School of Cosmetology policy.

#### **SEXUAL HARASSMENT DEFINITION**

### ELITE SCHOOL OF COSMETOLOGY CATALOG VOL.III

Sexual harassment consists of an unwelcome sexual advance, request for sexual favors and any other verbal, visual, and physical behavior of sexual nature when:

1. The behavior has been submitted, whether in implicit or explicit condition with labor or educational objectives.
2. The decision of submission or refusal is used as basis for employment or education, affecting the student or employee being harassed.
3. The harassment behavior irrationally affects and interferes with an employee or student's work and educational development. It also creates an intimidating, hostile and offensive work, or study environment.

#### **GRIEVANCE POLICY**

If ever a student feels that school procedures or practices result in an unfair or difficult situation for them, Elite School of Cosmetology maintains an open communication policy designed to address such matters in a confidential and effective manner. In most cases, student should share their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that discussion is not effective or if the student wishes to speak to a superior authority, they should seek a meeting with the Campus Director. If the Campus Director is not immediately available, the student may schedule an appointment with him or her through any campus staff or management personnel.

At times, it may be necessary for the student to commit their concerns to writing. When writing a complaint or concern, it will be helpful to include the exact nature and details of the concern, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation.

If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director. If the grievance remains unresolved, the student has the right to contact the Ohio State Licensing Board, the accreditation and/or state agency described on page 5 of the school catalog.

#### **ENFORCEABILITY OF THE POLICY**

The prohibition of sexual harassment applies to everyone, teachers, students, administrators, managers, supervisors, full time, part time and temporary employees, clients, suppliers, etc. Elite School of Cosmetology will not tolerate any kind of sexual harassment toward or from anyone.

#### **TO REPORT SEXUAL HARASSMENT**

If you believe that you have been a victim of sexual harassment, you must immediately report it to the Director of the School. If a teacher, an administrator, a supervisor, or a manager has committed sexual harassment, report it to the Director of the School as well.

If you believe that you have been a victim of sexual harassment and you make a verbal complaint and it proves ineffective, or you are incapable of making the complaint, complete a written complaint and submit to Elite School of Cosmetology. Complaints of sexual harassment will be taken seriously and investigated.

# **ADVANCED COSMETOLOGY**

## **Norwalk Campus**

Elite School of Cosmetology  
175 Benedict Avenue  
Norwalk, OH 44857

## **Ashland Campus**

Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

## ADVANCED COSMETOLOGY PROGRAM

<b>ADVANCED COSMETOLOGY</b>	<b>1,800 HOURS</b>
TUITION	\$ 20,200.00
APPLICATION FEE	\$ 100.00
BOOKS AND MATERIALS	\$ 600.00
<b>TOTAL COST</b>	<b>\$ 20,900.00</b>

1500 HOUR CORE SUBJECT	DESCRIPTION	NON-CLINIC HOURS	CLINIC HOURS
<b>Sanitation/Bacteriology</b> <b>60 Core Hours</b>	Sanitation, Sterilization, Bacteriology Dispensary operations and requirements	15	30
<b>Scalp Care</b> <b>120 Core Hours</b>	Head, Hair and Scalp Definitions, Shampooing Scalp Treatments, Disorders and Diseases	30	60
<b>Hair I</b> <b>440 Core Hours</b>	Marcel Irons, Finger waves, Pin Curls, Hair Styling, Haircutting, Care of wigs	110	220
<b>Hair II</b> <b>500 Core Hours</b>	Permanent Waving, Chemical Relaxing, Tinting, Bleaching and Foiling	125	250
<b>Manicuring &amp; Pedicuring Procedures &amp; Practices</b> <b>120 Core Hours</b>	Anatomy of nails, skin, muscles, Basic Manicuring Techniques, Artificial Nails and Hand and Arm Massage	30	60
<b>Skin Care</b> <b>90 Core Hours</b>	Facial Treatment, Facial Massage, Skin Diseases and Skin Disorder, Makeup application and Hair Removal	22.5	45
<b>Artificial Lash/ Extensions</b> <b>8 Core Hours</b>	Application of Strip Lashes and Extensions	2	4
<b>Facial Make-up</b> <b>22 Core Hours</b>	Application of Day and Evening, Technical Makeup and Products	5.5	11
<b>Communication Skills</b> <b>120 Core Hours</b>	Salon Operations/Management, Human Relations Personality, Sales and Career Development	30	60
<b>Laws and Rules</b> <b>20 Core Hours</b>	Ohio Statutes and rules, Inspection and Enforcement	5	10
<b>TOTAL 1500 CORE HOURS</b>		<b>375</b>	<b>750</b>

**Management Hours Include:**

300 HOURS SUBJECT	DESCRIPTION	NON-CLINIC HOURS	CLINIC HOURS
<b>Health and Public Safety</b> <b>50 Advanced Hours</b>	First Aid, Accident Protection Sanitation, Sterilization and Disinfection Bacteriology, Contagious and Communicable Diseases, Consumer and Product Safety	12.5	25
<b>Cosmetology Laws and Rules</b> <b>50 Advanced Hours</b>	Ohio Revised Code Statutes, Ohio Administrative Rules, License and Permit Policy, Continuing Education Policy	12.5	25
<b>Advanced Techniques</b> <b>200 Advanced Hours</b>	Anatomy for the Hair, Communication Skills, Sales and Training, Haircutting, Styling and Chemical Services, Salon Supervision and Management	25	100
<b>TOTAL 300 ADVANCED HOURS</b>		<b>50</b>	<b>150</b>

**NOTE: AN ADMINISTRATIVE FEE OF \$100 WILL BE CHARGED FOR OFFICIAL AND UNOFFICIAL WITHDRAWN STUDENT. A REINSTATEMENT FEE OF \$125 WILL BE APPLIED IF STUDENT IS READMITTED.**

### **OBJECTIVE**

The primary objective of the Advanced Cosmetology program and curriculum is to prepare students for the State licensing examination to become a Licensed Advanced Cosmetologist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. After completing the necessary credit hours, services and paying all tuition, the students will receive a Diploma stating that they have satisfactorily completed the program and will be assisted in registering to take the state exam to become a licensed cosmetologist.

Note: Graduates will not be able to practice cosmetology until they have passed the State licensing examination. Licensed Advanced Cosmetologists opportunities include Hair Stylist and Salon Manager, among others.

### **DESCRIPTION**

This program has been created to provide a foundation in Advanced Cosmetology that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by cosmetologists in their beginning level which includes professional development, ecology, anatomy, physiology, electricity, chemistry, and the salon business. Also, services for the hair such as theory and hair care, design decisions, cuts, procedures, styles, wigs, extensions, chemical textures, and hair color. Manicure and pedicure services are also included as well as the study of the skin, theory, care, hair removal and make-up.

### **REFERENCES**

Books:

- Hardcover Milady's Standard Cosmetology 2016
- Softcover Milady's Standard Cosmetology 2016
- Milady's Standard Cosmetology. Practical Workbook
- Milady's Standard Cosmetology. 2016 Theory Workbook

### **ATTENDANCE**

A daily log is maintained of attendance by the instructor and inputted into the school's database. The school expects regular attendance by all students.

### **PROGRAM FORMAT**

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

### **DEFINITION OF CLOCK HOURS**

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.

### **GRADING PROCEDURES & DIPLOMAS AWARDED**

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Ohio's minimum task requirements. A minimum score of 75% is acceptable.

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 70-74 Below Standards (Unsatisfactory)

Instructional methods used:

- *Demonstration*: Involves the Instructor showing students a process or procedure.

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- *Learning Centers*: Are self-contained areas where students work independently or with small groups to complete a task.
- *Lecture-Discussions*: Is a combination of lecture and teacher questionings of students.
- *Role-Play*: Deals with solving problems through action.
- *Team Activities*: Are a learning strategy developed to encourage student classroom participation.
- *Visual Imaging*: Is the practice of imagining or mentally visualizing objects, events or situations as a powerful process that assists students to construct meaning as they listen and read.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

### **GRADUATION REQUIREMENTS FOR ADVANCED COSMETOLOGY:**

Every student must complete the required number of hours for course completion. Each student must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Students must complete all required tests and quizzes and complete all required numbers of services/skill demonstrations (as applicable). Finally, to qualify for graduation, all students must have a zero-balance, or have made other pre-approved payment arrangements.

## **ADVANCED COSMETOLOGY PROGRAM DESCRIPTION**

### **SANITATION / BACTERIOLOGY I (SB101) - Hours 60 / Services 0**

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be especially important, as they will affect the health and wellbeing of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled Bacteriology, which is the science that deals with microorganisms.

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school will provide this program, or the student may obtain it in another center that is approved by the State of Ohio. The subject to be completed in this program covers the difference between HIV and AIDS.

### **SCALP CARE (SC101) - Hours 120 / Services 0**

The students will learn to define the theory of hair formation, growth, structure, parting, and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given the knowledge of the different products and manipulations. There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers, and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you extremely far and will help enormously in your success.

The students will receive a detailed description from their instructor of the functions and objectives of each instrument such as: razors, perm rods, setting rollers, scissors, thinning shears, electric clippers etc.

### **HAIR I (HA101) - Hours 440 / Services 170**

The students will learn proper hair maintenance and the objective of the wash, the frequency, the products designed for each type of condition or alteration, the infectious diseases, manipulations, rules and regulations, water's chemical composition, shampoos and the procedures to follow with different types of chemicals. This is a very satisfactory service for the client if it is done with professionalism.

As professionals, we will ensure that the students comprehend the individual needs of each client based on their age, personality and lifestyle and learn to use these aspects to work with the natural or artificial texture and the disposition of each client's hair. A hairstyle for a certain individual may become their most descriptive characteristic, marking their personality, and proclaiming their identity.

This chapter will cover three important parts of hair styling: the styling of wet hair, the styling of short hair and the styling of long hair. These techniques include symmetry and proportions, and the use of handheld hair dryers, brushes, curling irons, finger styling, rollers, braids, etc.

Hair design decisions are based on the consideration of the facial proportions, consultations with the client and the students' understanding of style compositions. Hair styling design follows the same basic artistic concepts as any other form or art, only it is applied to the hair. The three principal elements are form, texture, and color. In creating and completing a design, none of these elements should be ignored.

**HAIR II (HA102) - Hours 500 / Services 105**

We will ensure that the students at the end of this chapter will be capable of defining color and its laws as well as identify the natural level, tones, and intensity of the hair. Additional considerations will be given to texture, diameter, and porosity of the hair since these will influence greatly in the absorption of the color and the timing of the procedure.

The students will also be trained in the technique of coloring of the hair and the categories of different products. They will also become familiar with other techniques associated with hair coloring such as highlights, consultation with the client, promotions and sale of services, discoloration terminology and problem of discoloration of the hair and its solutions. In the end, all these techniques will make the student a solicited and highly qualified stylist.

Our goal in this chapter is for the students to learn how to explain and demonstrate the theory and the fundamental procedures associated with a perm and the creation of a curl. This is a chapter where the chemical aspects are translated into the student ability to create a perm or to straighten the hair for a client. This technique produces great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be capable of identifying the different types of perms, the chemical contents of each, and the methods of application as well as different methods of hair curling, positions and patterns for perms, rinses, the different categories of curls and their advantages and the general elements necessary for the job.

**MANICURING & PEDICURING PROCEDURES & PRACTICES (MN101) - Hours 120 / Services 18**

In this course the students will learn the theory of nails and to describe the structure, growth, diseases and conditions associated with the nail and to explain and demonstrate learned services for the care of artificial nails such as prevention of infections. The students will also learn pedicure and massage techniques.

**SKIN CARE (SC102) - Hours 90 / Services 10**

This course is designed in accordance with the regulations and requirements of the State of Ohio to obtain the license of "Facial Specialist." In this program, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.

**ARTIFICIAL LASHES/EXTENSIONS (SC104) - Hours 8 / Services 5**

In this course, the students will learn how to apply strip lashes and extensions. Students will learn the proper techniques and procedures on applying lashes.

**FACIAL MAKE-UP (SC103) - Hours 22 / Services 10**

The student will learn the different designs and tendencies of makeup related to fashion, clothes and hair; plus, the artistic concept necessary to visually alter characteristics through application of lighter and darker tones. They will be trained in the elements needed for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

**COMMUNICATION SKILLS (CS101) - Hours 120 / Services 0**

The students will learn the operational side of managing a salon, managing employees schedules and performances, making sure that salons are profitable. Learn the artistry of sales in a salon. How to perform proper client consultations to properly give service.

**LAWS AND RULES, I (LR101) - Hours 20 / Services 0**

The students will learn to establish and describe the different types of property, structure, function, and requirements necessary to run a successful business. The laws that govern the activities of all cosmetologists as set forth by the cosmetology society and its composition. The difference between cosmetologists and specialists. The requirements for license renewal. The penalties for different infractions. The security and health requirements of a beauty salon and, in general, all the laws and rules established by the Cosmetology Board in the State of Ohio.

## ELITE SCHOOL OF COSMETOLOGY CATALOG VOL.III

The students will prepare for the state board examination. The student will review previous chapters and take practice tests.

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

### **HEALTH AND PUBLIC SAFETY (HP101) - Hours 50 / Services 0**

The students will learn the Ohio State Board of Cosmetology standards established to be able to practice. This is to protect and support the public through regulation and education. The students will learn how the board inspects salons and service areas throughout the state of Ohio to ensure that businesses and individuals offering those services are compliant with the practice, infection control, and safety standards established by the Board.

### **COSMETOLOGY LAWS & RULES II (LR102) - Hours 50 / Services 0**

The students will learn the statutes and rules governing Cosmetology practices in Ohio which can be found in Chapters 4709. and 4713. of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Students will understand The Guide to the Rule Making Process which explains how the Board adopts, modifies, or replaces new and existing rules within the Ohio Administrative Code.

### **ADVANCED TECHNIQUES (AT201) - Hours 200 / Services 10**

The students will learn advanced techniques in areas of color, color transitions, creative colors, and techniques that will make them a competitive employee. Students will become comfortable working on the contemporary edge.



# ADVANCED ESTHETICIAN

**Norwalk Campus**  
Elite School of Cosmetology  
175 Benedict Avenue  
Norwalk, OH 44857

**Ashland Campus**  
Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

## ADVANCED ESTHETICIAN PROGRAM

<b>ADVANCED ESTHETICIAN</b>	<b>750 HOURS</b>
TUITION	\$ 9,345.00
APPLICATION FEE	\$ 100.00
BOOKS AND MATERIALS	\$ 300.00
<b>TOTAL COST</b>	<b>\$ 9,745.00</b>

600 CORE HOUR SUBJECT	DESCRIPTION	NON-CLINIC HOURS	CLINIC HOURS
<b>Sanitation/Bacteriology</b> <b>70 Core Hours</b>	Microbiology, Sanitation, Sterilization, Procedures Dispensary	17.5	35
<b>Anatomy</b> <b>65 Core Hours</b>	Bones, Muscles, Nerves, Blood Vessels of Face & Body	16.25	32.5
<b>Specialized Equipment/Treatment</b> <b>45 Core Hours</b>	Vaporizer, High Frequency, Galvanic Machines, Use of Safety and Equipment	11.25	22.5
<b>Massage</b> <b>62 Core Hours</b>	Relaxation Massage on Face & Body	15.5	31
<b>Chemistry</b> <b>40 Core Hours</b>	Composition of Skin Care Products	10	20
<b>Facial</b> <b>85 Core Hours</b>	Application of Enzymes, Masks, Packs	21.25	42.5
<b>Artificial Lashes/Extensions</b> <b>8 Core Hours</b>	Application of Strip Lashes and Extensions	2	4
<b>Skin</b> <b>75 Core Hours</b>	Identifying Analysis of the Skin	18.75	37.5
<b>Facial Make-up</b> <b>90 Core Hours</b>	Application of Day and Evening, Technical Makeup and Products	22.5	45
<b>Salon Operations/Communication Skills</b> <b>40 Core Hours</b>	Salon Operations/Management, Human Relations Personality, Sales and Career Development	10	20
<b>Laws and Rules</b> <b>20 Core Hours</b>	Ohio Statutes and rules, Inspection and Enforcement	5	10
<b>600 CORE HOURS</b>		<b>150</b>	<b>300</b>

**Management Hours Include:**

150 HOURS SUBJECT	DESCRIPTION	NON-CLINIC HOURS	CLINIC HOURS
<b>Health and Public Safety</b> <b>50 Advanced Hours</b>	First Aid, Accident Protection Sanitation, Sterilization and Disinfection Bacteriology, Contagious and Communicable Diseases, Consumer and Product Safety	12.5	25
<b>Laws and Rules</b> <b>50 Advanced Hours</b>	Safety Policy and Procedure	12.5	25
<b>Advanced Techniques</b> <b>50 Advanced Hours</b>	Communication, Salon Management Equipment Use & Tools	12.5	25
<b>150 ADVANCED HOURS</b>		<b>37.5</b>	<b>75</b>

**NOTE: AN ADMINISTRATIVE FEE OF \$100 WILL BE CHARGED FOR OFFICIAL AND UNOFFICIAL WITHDRAWN STUDENT. A REINSTATEMENT FEE OF \$125 WILL BE APPLIED IF STUDENT IS READMITTED.**

### **OBJECTIVE**

The primary objective of the Advanced Esthetician is to prepare students to successfully pass the Ohio State Board Examination. To prepare the student for employment in a salon on a management level. Subjects include hiring and firing procedures, inventory, employee evaluations and Ohio salon codes. We will provide the students with the necessary tools which will include but it is not limited to the following areas: Bacteriology and sanitation procedures, safety in the salon, anatomy and physiology of the skin, skin analysis, various skin care treatments, hand treatments, hair removal, false eyelash and makeup application. The students will be evaluated periodically throughout the course to determine their strengths and weaknesses which will be addressed on an individual basis.

Note: Graduates will not be able to practice skin care until they have passed the State licensing examination. Licensed Esthetician opportunities include salon esthetician, makeup artist, salesperson, sales manager, cosmetic buyer, working with dermatologist, among others.

### **DESCRIPTION**

This program has been created to provide a foundation in Esthetics that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by esthetics in their beginning level which includes professional development, physiology, skin analysis, electricity, sanitation and the salon business. Also, services for the esthetician such as theory and skin care, specialty equipment, procedures, cosmetics, hair removal, and eyelash application.

### **REFERENCES**

Books:

- Hardcover Milady's Standard Fundamentals Esthetics 2013
- Milady's Standard Fundamentals Esthetics Workbook
- Milady's Standard Fundamentals Esthetics Exam Review

### **ATTENDANCE**

A daily log is maintained of attendance by the instructor and inputted into the school's database. The school expects regular attendance by all students.

### **PROGRAM FORMAT**

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

### **DEFINITION OF CLOCK HOURS**

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.

### **GRADING PROCEDURES & DIPLOMAS AWARDED**

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Ohio's minimum task requirements. A minimum score of 75% is acceptable.

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 70-74 Below Standards (Unsatisfactory)

Instructional methods used:

- *Demonstration*: Involves the Instructor showing students a process or procedure.
- *Learning Centers*: Are self-contained areas where students work independently or with small groups to complete a task.
- *Lecture-Discussions*: Is a combination of lecture and teacher questionings of students.
- *Role-Play*: Deals with solving problems through action.
- *Team Activities*: Are a learning strategy developed to encourage student classroom participation.
- *Visual Imaging*: Is the practice of imagining or mentally visualizing objects, events or situations as a powerful process that assists students to construct meaning as they listen and read.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

#### **GRADUATION REQUIREMENTS FOR ADVANCED ESTHETICIAN:**

Every student must complete the required number of hours for course completion. Each student must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Students must complete all required tests and quizzes and complete all required numbers of services/skill demonstrations (as applicable). Finally, to qualify for graduation, all students must have a zero-balance, or have made other pre-approved payment arrangements.

## **ADVANCED ESTHETICIAN PROGRAM DESCRIPTION**

### **SANITATION/BACTERIOLOGY II (SB102) - Hours 70 / Services 0**

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be especially important, as they will affect the health and wellbeing of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled Bacteriology, which is the science that deals with microorganisms.

### **ANATOMY (AP102) - Hours 65 / Services 0**

This course will provide instruction to the student in Anatomy as it relates to Esthetics. It will explain the relationship and functioning of the bones, muscles, nerves, blood vessels of face and body.

### **SPECIALIZED EQUIPMENT/TREATMENT (SP101) - Hours 45 / Services 5**

The students will learn to about equipment and tools that are specialized to the esthetician, such as vaporizer, high frequency, galvanic machines use of safety and equipment.

### **CHEMISTRY (CH101) - Hours 40 / Services 5**

Students will learn about Compounds and Mixtures; Water, Chemistry and Effects; Ingredients; Cosmetics as it relates to skin products.

### **FACIAL (SC102) - Hours 85 / Services 70**

This course is designed in accordance with the regulations and requirements of the State of Ohio. In this course, the students will learn the steps to follow during a facial treatment. They will also learn about enzymes and facial masks.

### **ARTIFICIAL LASHES / EXTENSIONS (MU102) - Hours 8 / Services 5**

In this course, the students will learn how to apply strip lashes and extensions Students will learn the proper techniques and procedures on applying lashes.

### **SKIN (SC103) - Hours 75 / Services 0**

This course is designed in accordance with the regulations and requirements of the State of Ohio. In this course, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease.

**FACIAL MAKEUP (MU101) - Hours 90 / Services 10**

This course is designed in accordance with the regulations and requirements of the State of Ohio. In this course, the students will learn the basics of makeup application, such as day to night looks, as well as the eyelash application.

**SALON OPERATIONS/COMMUNICATION (SO102) - Hours 40 / Services 0**

The students will learn the operational side of managing a salon, managing employees schedules and performances, making sure that salons are profitable. Learn the artistry of sales in a salon. How to perform proper client consultations to properly give service.

**LAWS & RULES III (LR103) - Hours 20 / Services 0**

The students will learn to establish and describe the different types of property, structure, function, and requirements necessary to run a successful business. The laws that govern the activities of all cosmetologists as set forth by the cosmetology society and its composition. The difference between cosmetologists and specialists. The requirements for license renewal. The penalties for different infractions. The security and health requirements of a beauty salon and, in general, all the laws and rules established by the Cosmetology Board in the State of Ohio.

**HEALTH & PUBLIC SAFETY - Hours 50 / Services 0**

The students will learn the Ohio State Board of Cosmetology standards established to be able to practice. This is to protect and support the public through regulation and education. The students will learn how the board inspects salons and service areas throughout the state of Ohio to ensure that businesses and individuals offering those services are compliant with the practice, infection control, and safety standards established by the Board.

**LAWS & RULES IV (LR104) - Hours 50 / Services 0**

The students will learn to prepare for the state board examination. The student will review previous chapters and take practice tests. The objective of this course is a continuation and more in-depth to describe the principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

**ADVANCED TECHNIQUES II (AT202) - Hours 50 / Services 9**

This program is designed in accordance with the regulations and requirements of the State of Ohio. In this course the students will be going in more in-depth to the ins and outs of owning and operating a salon, how to profitably build a business, assuring that all procedures are properly followed, consultations with clients, proper communication with employees, maintaining and properly assure that the employees follow procedures.

# **ADVANCED MANICURING**

**Norwalk Campus**  
Elite School of Cosmetology  
175 Benedict Avenue  
Norwalk, OH 44857

**Ashland Campus**  
Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

## ADVANCED MANICURING PROGRAM

<b>ADVANCED MANICURING</b>	<b>300 HOURS</b>
TUITION	\$ 700.00
APPLICATION FEE	\$ 100.00
BOOKS AND MATERIALS	\$ 200.00
TOTAL COST	\$ 1,000.00

200 CORE HOUR SUBJECT	DESCRIPTION	NON-CLINIC HOURS	CLINIC HOURS
<b>Sanitation/Sterilization/ Bacteriology</b> <b>20 Core Hours</b>	Sanitation, Sterilization, Bacteriology, Dispensary Requirements and Operations	5	10
<b>Anatomy&amp; Physiology</b> <b>20 Core Hours</b>	Bones, Joints, Cartilage, Ligaments and Muscles, Nervous System and Blood, Structure of the Nail, Disorder and Diseases of the Skin and Nail	5	10
<b>Hand, Arm &amp; Leg Massage</b> <b>20 Core Hours</b>	Preparation, Procedures and Techniques	5	10
<b>Equipment/Tools</b> <b>20 Core Hours</b>	Specialized Equipment Types, Procedures and Safety Standards	5	10
<b>Manicuring Procedure</b> <b>80 Core Hours</b>	Safety Precautions, Use of Implements & Preparation, Nail Cosmetics, Oil & Bleaching, Pedicuring, Men’s Manicure, Artificial Application, Types, Styles and Preparation, Composition and Removal, Repair & Special Problems	20	40
<b>Salon Operations Laws and Rules</b> <b>Communication Skills</b> <b>40 Core Hours</b>	Communication Skills, Personality & Human Relations, Management & Salon Ownership, Sales, Taxes, Inventory & Salon Ownership, Career Development, Ohio Cosmetology Statues & Rules, Inspection and Enforcement	10	20
<b>200 Core Hours</b>		<b>50</b>	<b>100</b>

**Management Hours Include:**

100 HOURS SUBJECT	DESCRIPTION	NON-CLINIC HOURS	CLINIC HOURS
<b>Health and Public Safety</b> <b>40 Advanced Hours</b>	Diseases & Disorders, Sanitation, Disinfection, Sterilization & Dispensary Operations, First Aid, Customer and Product Safety, Salon Operations & Procedures	10	20
<b>Cosmetology Laws and Rules</b> <b>40 Advanced Hours</b>	Policy & Procedures, License & Permits, Continuing Education, Inspection & Enforcement, Ohio Revised Codes Statues, Ohio Administrative Rules	10	20
<b>Advanced Nails</b> <b>20 Advanced Hours</b>	Artificial Nails, Anatomy of the Nail, Muscles & Massage Techniques, Pedicure Care, Specialized Equipment Use & Control, Products & Sales Training, Communication Skills	5	10
<b>100 ADVANCED HOURS</b>		<b>25</b>	<b>50</b>

**NOTE: AN ADMINISTRATIVE FEE OF \$100 WILL BE CHARGED FOR OFFICIAL AND UNOFFICIAL WITHDRAWN STUDENT. A REINSTATEMENT FEE OF \$125 WILL BE APPLIED IF STUDENT IS READMITTED.**

**OBJECTIVE**

The primary objective of the Advanced Manicuring program and curriculum is to prepare students for the State licensing examination to become a Licensed Advanced Manicurist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. The program is to train students in manicuring, pedicuring, artificial enhancements, and various areas of sales management. Students will learn manicuring and pedicuring of the nails, sanitation, and sterilization and the anatomy of the skin, nails, and muscles. The students will also learn basic accounting, payroll methods, inventory control, state and federal taxes, public relations, public health, and safety. After successful completion of the course and passing the Ohio State of Cosmetology and Barber Board examinations for the Advanced Manicure license, the student will be qualified to work in, manage or own a nail salon.

Note: Graduates will not be able to practice Cosmetology until they have passed the State licensing examination. Licensed Cosmetologists opportunities include Hair Stylist and Salon Manager, among others.

**DESCRIPTION**

This program has been created to provide a foundation in Nails that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by manicurist in their beginning level which includes professional development, anatomy, superficial massages, electricity, sanitation, and the salon business. Also, services for the nails such as theory and nail care, specialty equipment, procedures, nail cosmetics, pedicuring, and nail extensions.

**REFERENCES**

Books:

- Softcover Milady's Standard Nail Technology Textbook 2015
- Milady's Standard Nail Technology Workbook  
Milady's Standard Nail Technology Exam Book



### ATTENDANCE

A daily log is maintained of attendance by the instructor and inputted into the school's database. The school expects regular attendance by all students.

### PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

### DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.

### GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Ohio's minimum task requirements. A minimum score of 75% is acceptable.

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 70-74 Below Standards (Unsatisfactory)

Instructional methods used:

- *Demonstration*: Involves the Instructor showing students a process or procedure.
- *Learning Centers*: Are self-contained areas where students work independently or with small groups to complete a task.
- *Lecture-Discussions*: Is a combination of lecture and teacher questionings of students.
- *Role-Play*: Deals with solving problems through action.
- *Team Activities*: Are a learning strategy developed to encourage student classroom participation.
- *Visual Imaging*: Is the practice of imagining or mentally visualizing objects, events or situations as a powerful process that assists students to construct meaning as they listen and read.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

### GRADUATION REQUIREMENTS FOR ADVANCED MANICURIST:

Every student must complete the required number of hours for course completion. Each student must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Students must complete all required tests and quizzes and complete all required numbers of services/skill demonstrations (as applicable). Finally, to qualify for graduation, all students must have a zero-balance, or have made other pre-approved payment arrangements.

## ADVANCED MANICURIST PROGRAM DESCRIPTION

### **SANITATION/STERILIZATION/BACTERIOLOGY (SB103) - Hours 20 / Services 0**

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be especially important, as they will affect the health and wellbeing of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled Bacteriology, which is the science that deals with microorganisms.

### **ANATOMY AND PHYSIOLOGY (AP101) - Hours 20 / Services 0**

This course will provide instruction to the student in Anatomy and Physiology as it relates to Manicuring. It will explain the relationship and functioning of the cells, tissues, primary organs, and body systems within the human body and describe the structure, growth, diseases, disorders, and conditions of the nail.

**HAND, ARM AND LEG MASSAGES (MA102) - Hours 20 / Services 0**

In this course the students will learn about Client Health Issues and Pre-Screening; Preparations; Manipulations (Hand/Arm, Feet/Legs); Relaxation Treatments and other Massage Techniques.

**EQUIPMENT/TOOLS (ET101) - Hours 20 / Services 0**

The students will learn to about equipment and tools that are specialized to the manicurist, such as UV, nail manicure machines and drill bits, among others.

**MANICURING PROCEDURES (MN102) - Hours 80 / Services 7**

The students will learn to various nail applications. They will be able to identify the supplies needed for nail tips, UV Gel, monomer liquid and polymer powder, nail fill-ins and explain why they are needed. Students will be introduced to polish application and nail art. Manicuring and pedicuring equipment, cosmetics and materials needed to be able to provide the services. Learn proper procedures for the various manicures and pedicures, depending on the client's needs and/or requests.

**SALON OPERATION LAWS, RULES AND COMMUNICATION SKILLS (SO101) - Hours 40 / Services 0**

The students will learn the operational side of managing a salon, managing employees schedules and performances, making sure that salons are profitable. Learn the artistry of sales in a salon. How to perform proper client consultations to properly give service.

**HEALTH AND PUBLIC SAFETY FOR NAILS (HP201) - Hours 40 / Services 0**

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be especially important, as they will affect the health and wellbeing of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled Bacteriology, which is the science that deals with microorganisms.

**COSMETOLOGY LAWS AND RULES V (LR105) - Hours 40 / Services 0**

The students will learn the statutes and rules governing Cosmetology practices in Ohio which can be found in Chapters 4709. and 4713. of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Students will understand The Guide to the Rule Making Process which explains how the Board adopts, modifies, or replaces new and existing rules within the Ohio Administrative Code.

**ADVANCED NAILS (AN201) - Hours 20 / Services 18**

The students will learn Advanced Anatomy of Nails, Advanced Muscles and Massages Techniques, Advanced Pedicure Care and Services, Salon Supervision and Management; Specialized equipment, Use and Control; Product and Service Sales Training; Communication Skills.

# **Apprentice Cosmetology Instructor**

**Ashland Campus**  
Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

**Apprentice Cosmetology Instructor Curriculum**  
(Cosmetology/Branches of Cosmetology)

Subject Area	<b>1000 Hour Core</b>	Clinic 50% Core	Theory 25% Core
<b>Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Inspection and Enforcement Policy and Procedures	<b>200</b>	100	50
<b>Curriculum Development</b> Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	<b>300</b>	150	75
<b>Learning Styles</b> Learning Modalities Special Learning Needs Learner Accommodations	<b>200</b>	100	50
<b>Classroom Management</b> Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	<b>300</b>	150	75
Total Hours	<b>1000</b>	500	250
Flexible Learning Hours		250	

**ADMISSIONS REQUIREMENT:**

Only Elite School of Cosmetology graduates holding an Advanced Cosmetology License may apply.

**OBJECTIVE:**

The primary objective of the Apprentice Instructor is to prepare students holding an Advanced Cosmetology license to successfully pass the Ohio State Board Instructor Examination. To prepare the Apprentice Instructor for employment as a licensed Instructor. Subjects include hiring and firing procedures, inventory, employee evaluations and Ohio salon codes. We will provide the Apprentice Instructors with the necessary tools which will include but it is not limited to the following areas: Ohio codes, License and Permit Procedures, Lesson Planning, Presentation Skills, Grading, Learning Styles, Classroom Management. The Apprentice Instructor will be evaluated periodically throughout the course to determine their strengths and weaknesses which will be addressed on an individual basis. Note: Graduates will not be able to teach until they have passed the State licensing examination. Licensed Instructor opportunities include Cosmetology Instructor, Esthetics Instructor and Manicuring Instructor.

**DESCRIPTION:**

This program has been created to provide a foundation as an Instructor that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by instructors in their beginning level which includes Cosmetology Laws and Rules, Curriculum Development, Learning Styles and Classroom Management. Also, the Apprentice Instructor will be creating lesson plans, teaching classes in both the theory and clinical setting, administering tests and grading.

**REFERENCES:**

Books: • Hardcover Milady's Master Educator 2013

**ATTENDANCE:**

A daily log is maintained of attendance by the instructor and inputted into the school's database. The school expects regular attendance by all Apprentice Instructors.

**PROGRAM FORMAT:**

Daily theory class, practical demonstration and practical work performed by Apprentice Instructors is under strict licensed Instructor supervision according to program curriculums.

**DEFINITION OF CLOCK HOURS:**

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.

**GRADING PROCEDURES & DIPLOMAS AWARDED:**

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Ohio's minimum task requirements. A minimum score of 75% is acceptable.

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 70-74 Below Standards (Unsatisfactory)

**Instructional methods used:**

- **Demonstration:** Involves the Instructor showing Apprentice Instructors a process or procedure.
- **Learning Centers:** Are self-contained areas where Apprentice Instructors work independently or with small groups to complete a task.
- **Lecture-Discussions:** Is a combination of lecture and teacher questionings of students.
- **Role-Play:** Deals with solving problems through action.
- **Team Activities:** Are a learning strategy developed to encourage student classroom participation.
- **Visual Imaging:** Is the practice of imagining or mentally visualizing objects, events or situations as a powerful process that assists students to construct meaning as they listen and read.

A diploma will be issued to each Apprentice Instructor who successfully completes the program and satisfies all requirements.

**GRADUATION REQUIREMENTS FOR APPRENTICE INSTRUCTORS:**

Every Apprentice Instructor must complete the required number of hours for course completion. Each Apprentice Instructor must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Apprentice Instructors must complete all required tests and quizzes and complete all required hours of teaching demonstrations (as applicable).

# **APPRENTICE COSMETOLOGY INSTRUCTOR** **PROGRAM DESCRIPTION**

## **COSMETOLOGY LAWS AND RULES III (LR103) – Hours 200/Clinical 150 Hours**

The apprentice instructor will learn the statutes and rules governing Cosmetology and Cosmetology Instructor practices in Ohio, which can be found in Chapters 4709 and 4713 of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Apprentice Instructors will understand the guide to rule making process, the requirements for license renewal, permit policies and procedures, sanitation, and inspection and enforcement of policies and procedures. Apprentice instructors will also spend time demonstrating and teaching, in the classroom and student salon setting, under the supervision of a licensed Cosmetology Instructor.

## **CURRICULUM DEVELOPMENT (CD101) – Hours 300/Clinical 225 Hours**

The apprentice instructor will learn effective organization and presentation skills, how to create and implement lesson plans and curriculum development for effective classroom management (in the classroom and student salon), through the use of educational aids, technology, assessments, grading and record keeping. The apprentice instructor will understand the approach of distance learning through the use of effective presentation, lesson planning and technology. Apprentice instructors will spend time creating lesson plans and presentations and demonstrating the lessons through teaching classes, in the classroom student salon setting, under the supervision of a licensed Cosmetology Instructor.

## **LEARNING STYLES (LS101) – Hours 200/Clinical 150 Hours**

The apprentice instructor will learn the different learning styles, multiple intelligences, special needs learning, learner accommodations and learn to recognize them in the classroom and student salon setting. The apprentice instructor will learn to demonstrate the essence of teamwork, effective use of downtime, how to effectively help a student that may have a disability or condition such as, anxiety or dyslexia in the classroom and student salon setting, under the supervision of a licensed Cosmetology Instructor.

## **CLASSROOM MANAGEMENT (CM101) – Hours 300/Clinical 225 Hours**

The apprentice instructor will learn effective communication skills, profession ethics, conflict management and resolution, student retention and how to properly structure the learning environment in the classroom and student salon setting. The apprentice instructor will learn to demonstrate and practice the promotion of a positive environment, how to manage a difficult learner behavior, different conflict management and resolution techniques, and effective communication and listening skills in the classroom and student salon setting, under the supervision of a licensed Cosmetology Instructor.

# **Apprentice Esthetics Instructor**

**Ashland Campus**  
Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

**Apprentice Instructor Curriculum**  
(Cosmetology/Branches of Cosmetology)

Subject Area	<b>500 Hour Core</b>	Clinic 50% Core	Theory 25% Core
<b>Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Inspection and Enforcement Policy and Procedures	<b>100</b>	50	25
<b>Curriculum Development</b> Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	<b>150</b>	75	37.5
<b>Learning Styles</b> Learning Modalities Special Learning Needs Learner Accommodations	<b>100</b>	50	25
<b>Classroom Management</b> Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	<b>150</b>	75	37.5
Total Hours	<b>500</b>	250	125
Flexible Learning Hours		125	

**ADMISSIONS REQUIREMENT:**

Only Elite School of Cosmetology graduates holding an Advanced Esthetics License may apply.

**OBJECTIVE:**

The primary objective of the Apprentice Instructor is to prepare students holding an Advanced Esthetics license to successfully pass the Ohio State Board Instructor Examination. To prepare the Apprentice Instructor for employment as a licensed Instructor. Subjects include hiring and firing procedures, inventory, employee evaluations and Ohio salon codes. We will provide the Apprentice Instructors with the necessary tools which will include but it is not limited to the following areas: Ohio codes, License and Permit Procedures, Lesson Planning, Presentation Skills, Grading, Learning Styles, Classroom Management. The Apprentice Instructor will be evaluated periodically throughout the course to determine their strengths and weaknesses which will be addressed on an individual basis. Note: Graduates will not be able to teach until they have passed the State licensing examination. Licensed



Instructor opportunities include Cosmetology Instructor, Esthetics Instructor and Manicuring Instructor.

**DESCRIPTION:**

This program has been created to provide a foundation as an Instructor that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by instructors in their beginning level which includes Cosmetology Laws and Rules, Curriculum Development, Learning Styles and Classroom Management. Also, the Apprentice Instructor will be creating lesson plans, teaching classes in both the theory and clinical setting, administering tests and grading.

**REFERENCES:**

Books: • Hardcover Milady's Master Educator 2013

**ATTENDANCE:**

A daily log is maintained of attendance by the instructor and inputted into the school's database. The school expects regular attendance by all Apprentice Instructors.

**PROGRAM FORMAT:**

Daily theory class, practical demonstration and practical work performed by Apprentice Instructors is under strict licensed Instructor supervision according to program curriculums.

**DEFINITION OF CLOCK HOURS:**

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.

**GRADING PROCEDURES & DIPLOMAS AWARDED:**

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Ohio's minimum task requirements. A minimum score of 75% is acceptable.

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 70-74 Below Standards (Unsatisfactory)

**Instructional methods used:**

- **Demonstration:** Involves the Instructor showing Apprentice Instructors a process or procedure.
- **Learning Centers:** Are self-contained areas where Apprentice Instructors work independently or with small groups to complete a task.
- **Lecture-Discussions:** Is a combination of lecture and teacher questionings of students.
- **Role-Play:** Deals with solving problems through action.
- **Team Activities:** Are a learning strategy developed to encourage student classroom participation.
- **Visual Imaging:** Is the practice of imagining or mentally visualizing objects, events or situations as a powerful process that assists students to construct meaning as they listen and read.

A diploma will be issued to each Apprentice Instructor who successfully completes the program and satisfies all requirements.

**GRADUATION REQUIREMENTS FOR APPRENTICE INSTRUCTORS:**

Every Apprentice Instructor must complete the required number of hours for course completion. Each Apprentice Instructor must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Apprentice Instructors must complete all required tests and quizzes and complete all required hours of teaching demonstrations (as applicable).

# **APPRENTICE ESTHETICS INSTRUCTOR** **PROGRAM DESCRIPTION**

## **COSMETOLOGY LAWS AND RULES III (LR103) – Hours 100/Clinical 75 Hours**

The apprentice instructor will learn the statutes and rules governing Cosmetology and Cosmetology Instructor practices in Ohio, which can be found in Chapters 4709 and 4713 of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Apprentice Instructors will understand the guide to rule making process, the requirements for license renewal, permit policies and procedures, sanitation, and inspection and enforcement of policies and procedures. Apprentice instructors will also spend time demonstrating and teaching, in the classroom and student salon setting, under the supervision of a licensed Esthetics Instructor.

## **CURRICULUM DEVELOPMENT (CD101) – Hours 150/Clinical 112.5 Hours**

The apprentice instructor will learn effective organization and presentation skills, how to create and implement lesson plans and curriculum development for effective classroom management (in the classroom and student salon), through the use of educational aids, technology, assessments, grading and record keeping. The apprentice instructor will understand the approach of distance learning through the use of effective presentation, lesson planning and technology. Apprentice instructors will spend time creating lesson plans and presentations and demonstrating the lessons through teaching classes, in the classroom student salon setting, under the supervision of a licensed Esthetics Instructor.

## **LEARNING STYLES (LS101) – Hours 100/Clinical 75 Hours**

The apprentice instructor will learn the different learning styles, multiple intelligences, special needs learning, learner accommodations and learn to recognize them in the classroom and student salon setting. The apprentice instructor will learn to demonstrate the essence of teamwork, effective use of downtime, how to effectively help a student that may have a disability or condition such as, anxiety or dyslexia in the classroom and student salon setting, under the supervision of a licensed Esthetics Instructor.

## **CLASSROOM MANAGEMENT (CM101) – Hours 150/Clinical 112.5 Hours**

The apprentice instructor will learn effective communication skills, profession ethics, conflict management and resolution, student retention and how to properly structure the learning environment in the classroom and student salon setting. The apprentice instructor will learn to demonstrate and practice the promotion of a positive environment, how to manage a difficult learner behavior, different conflict management and resolution techniques, and effective communication and listening skills in the classroom and student salon setting, under the supervision of a licensed Esthetics Instructor.

# **Apprentice Manicuring Instructor**

**Ashland Campus**  
Elite School of Cosmetology  
1165-1169 E. Main Street  
Ashland, OH 44805

**Apprentice Instructor Curriculum**  
(Cosmetology/Branches of Cosmetology)

Subject Area	<b>300 Hour Core</b>	Clinic 50% Core	Theory 25% Core
<b>Cosmetology Laws and Rules</b> Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Inspection and Enforcement Policy and Procedures	<b>50</b>	25	12.5
<b>Curriculum Development</b> Lesson Planning Presentation Skills Educational Aids Use of Technology Distance Learning Grading Assessment	<b>100</b>	50	25
<b>Learning Styles</b> Learning Modalities Special Learning Needs Learner Accommodations	<b>50</b>	25	12.5
<b>Classroom Management</b> Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	<b>100</b>	50	25
Total Hours	<b>300</b>	150	75
Flexible Learning Hours	75		

**ADMISSIONS REQUIREMENT:**

Only Elite School of Cosmetology graduates holding an Advanced Manicuring License may apply.

**OBJECTIVE:**

The primary objective of the Apprentice Instructor is to prepare students holding an Advanced Esthetics license to successfully pass the Ohio State Board Instructor Examination. To prepare the Apprentice Instructor for employment as a licensed Instructor. Subjects include hiring and firing procedures, inventory, employee evaluations and Ohio salon codes. We will provide the Apprentice Instructors with the necessary tools which will include but it is not limited to the following areas: Ohio codes, License and Permit Procedures, Lesson Planning, Presentation Skills, Grading, Learning Styles, Classroom Management. The Apprentice Instructor will be evaluated periodically throughout the course to determine their strengths and weaknesses which will be addressed on an individual basis. Note: Graduates will not be able to teach until they have passed the State licensing examination. Licensed Instructor opportunities include Cosmetology Instructor, Esthetics Instructor and Manicuring Instructor.

**DESCRIPTION:**

This program has been created to provide a foundation as an Instructor that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by instructors in their beginning level which includes Cosmetology Laws and Rules, Curriculum Development, Learning Styles and Classroom Management. Also, the Apprentice Instructor will be creating lesson plans, teaching classes in both the theory and clinical setting, administering tests and grading.

**REFERENCES:**

Books: • Hardcover Milady's Master Educator 2013

**ATTENDANCE:**

A daily log is maintained of attendance by the instructor and inputted into the school's database. The school expects regular attendance by all Apprentice Instructors.

**PROGRAM FORMAT:**

Daily theory class, practical demonstration and practical work performed by Apprentice Instructors is under strict licensed Instructor supervision according to program curriculums.

**DEFINITION OF CLOCK HOURS:**

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks. Students are required to be actively engaged if they are clocked in and accruing hours toward the program in which they are enrolled. A licensed instructor is required to be present if students are clocked in accruing hours toward the program in which they are enrolled.

**GRADING PROCEDURES & DIPLOMAS AWARDED:**

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Ohio's minimum task requirements. A minimum score of 75% is acceptable.

- 90-100 Excellent
- 80-89 Very Good
- 75-79 Satisfactory
- 70-74 Below Standards (Unsatisfactory)

**Instructional methods used:**

- **Demonstration:** Involves the Instructor showing Apprentice Instructors a process or procedure.
- **Learning Centers:** Are self-contained areas where Apprentice Instructors work independently or with small groups to complete a task.
- **Lecture-Discussions:** Is a combination of lecture and teacher questionings of students.
- **Role-Play:** Deals with solving problems through action.
- **Team Activities:** Are a learning strategy developed to encourage student classroom participation.
- **Visual Imaging:** Is the practice of imagining or mentally visualizing objects, events or situations as a powerful process that assists students to construct meaning as they listen and read.

A diploma will be issued to each Apprentice Instructor who successfully completes the program and satisfies all requirements.

**GRADUATION REQUIREMENTS FOR APPRENTICE INSTRUCTORS:**

Every Apprentice Instructor must complete the required number of hours for course completion. Each Apprentice Instructor must achieve the minimum overall academic average (detailed in the Attendance and Satisfactory Academic Progress Policy) to graduate. Apprentice Instructors must complete all required tests and quizzes and complete all required hours of teaching demonstrations (as applicable).

# **APPRENTICE MANACURING INSTRUCTOR** **PROGRAM DESCRIPTION**

## **COSMETOLOGY LAWS AND RULES III (LR103) – Hours 50/Clinical 37.5 Hours**

The apprentice instructor will learn the statutes and rules governing Cosmetology and Cosmetology Instructor practices in Ohio, which can be found in Chapters 4709 and 4713 of the Ohio Revised Code (ORC) and Ohio Administrative Code (OAC). Apprentice Instructors will understand the guide to rule making process, the requirements for license renewal, permit policies and procedures, sanitation, and inspection and enforcement of policies and procedures. Apprentice instructors will also spend time demonstrating and teaching, in the classroom and student salon setting, under the supervision of a licensed Manicuring Instructor.

## **CURRICULUM DEVELOPMENT (CD101) – Hours 100/Clinical 75 Hours**

The apprentice instructor will learn effective organization and presentation skills, how to create and implement lesson plans and curriculum development for effective classroom management (in the classroom and student salon), through the use of educational aids, technology, assessments, grading and record keeping. The apprentice instructor will understand the approach of distance learning through the use of effective presentation, lesson planning and technology. Apprentice instructors will spend time creating lesson plans and presentations and demonstrating the lessons through teaching classes, in the classroom student salon setting, under the supervision of a licensed Manicuring Instructor.

## **LEARNING STYLES (LS101) – Hours 50/Clinical 37.5 Hours**

The apprentice instructor will learn the different learning styles, multiple intelligences, special needs learning, learner accommodations and learn to recognize them in the classroom and student salon setting. The apprentice instructor will learn to demonstrate the essence of teamwork, effective use of downtime, how to effectively help a student that may have a disability or condition such as, anxiety or dyslexia in the classroom and student salon setting, under the supervision of a licensed Manicuring Instructor.

## **CLASSROOM MANAGEMENT (CM101) – Hours 100/Clinical 75 Hours**

The apprentice instructor will learn effective communication skills, profession ethics, conflict management and resolution, student retention and how to properly structure the learning environment in the classroom and student salon setting. The apprentice instructor will learn to demonstrate and practice the promotion of a positive environment, how to manage a difficult learner behavior, different conflict management and resolution techniques, and effective communication and listening skills in the classroom and student salon setting, under the supervision of a licensed Manicuring Instructor.