

LAKE TECHNICAL CENTER

Cosmetology

INTRODUCTION

Trained and licensed professional cosmetologists in all phases of cosmetology are in demand in each community and area of our country.

The Cosmetology Program provides the student with the opportunity to learn the skills and techniques of cosmetology along with laboratory practices, information, related technology, and correct terminology necessary to become gainfully employed in this field.

Instruction is geared to:

1. Teach the competency standards for cosmetology.
2. Teach the student to develop good habits of safety, cleanliness, orderliness, accuracy, and precision in all work.
3. Teach the care, use, and maintenance of all tools and equipment.
4. Teach the importance of communication skills.
5. Develop within students an appreciation for natural beauty and creativeness.
6. Emphasize pride in work.
7. Prepare the student for the State Board of Cosmetology examination in cosmetology to obtain proper licensure.

PURPOSE

The purpose of these programs is to prepare a person for employment opportunities as hairdressers, cosmetologists, registered nail or facial specialists, or to provide supplemental training for persons previously or currently employed in these occupations. Instruction is designed to qualify students for employment upon successfully passing the Florida cosmetology license examination or obtaining a registration from the State Board of Cosmetology.

TEST OF ADULT BASIC EDUCATION (TABE)

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAAE) lab or three months if not attending AAAE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAAE lab prior to or at the time of enrollment in a Career and Technical Education class for at least one block a day and make acceptable progress as determined by the AAAE instructor. Students should meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring TABE or CPT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment. Scores brought in by hand will not be accepted.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Florida Legislature requires that prospective students be evaluated to determine levels of reading, math, and language skills. This evaluation helps staff and students in determining the career fields in which each student can be successful. The Cosmetology Program has the following minimum admission requirements:

1. Completion of Lake Technical Center application
2. Be a least 16 years of age
3. High school diploma/GED is NOT required
4. Take the TABE. Minimum scores to receive a certificate are Reading 9.0; Math 8.0; Language 8.0

ESSENTIAL TRAINING TASKS

Cosmetology occupations are demanding, both physically and emotionally. Before entering a program in this field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Physical and Emotional Requirements

Ability to distinguish colors

Ability to perform visual tasks without special aids (excluding glasses/contacts)

Ability to reach above shoulder level

Ability to grip

Ability to demonstrate high degree of manual and physical dexterity

Ability to communicate with others

Ability to stand for long periods of time

Ability to work with chemicals and detergents

Ability to tolerate exposure to dust and/or odors

Ability to lift 25 pounds

Ability to perform repetitive tasks

Ability to cope with moderate noise levels

Ability to cope with the anger/fear/hostility of others in a calm manner

Ability to handle multiple priorities

Ability to work in areas that are close and crowded

Ability to work well with others

Ability to concentrate

Ability to demonstrate high degree mental and emotional flexibility

GENERAL PROGRAM INFORMATION

Tuition

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinicals.

Full Cosmetology Supplies

1. Black or white shoes (no open-toe or heels)
2. Cutting implements – shears and straight razors
3. Mannequins (2) & Weft (purchased from school bookstore)
4. Uniform—Black uniform pants and black uniform smock tops (available at Lake Uniforms, 10601 US Hwy 441, Leesburg, FL 34788, 352-787-7367). You may select from the following styles:
 - a. Unisex V-neck top, style 4876, color BLKW
 - b. Mock wrap top, style 2500, color BLKB
 - c. V-neck tunic, style 2874, color BLKB
 - d. Unisex drawstring pants, style 4100, color BLKW
 - e. Replacing Style # 1119 Unisex drawstring cargo pants is Style # 4020, color BLKW
 - f. Replacing Style # 2192 Unisex drawstring pants is Style # 4101, color BLKW
 - g. Replacing Style # 1100 Unisex drawstring pants is Style # 4100, color BLKW
5. Twelve butterfly clips and eight duckbill clips (available at Sally's Beauty Supply)

All supplies such as perm rods, rollers, combs, and electric clippers are supplied for student use by Lake Technical Center and are school-owned.

Full Cosmetology Program Textbooks

1. Milady's Standard Book Package (Textbook, Theory Workbook, Practical Workbook, Exam Review) (required)
2. Milady's Standard Esthetics Fundamentals (optional)
3. Milady's Standard Nail Technology (optional)

P.M. Class Facial and/or Nail Specialist Supplies

1. Black or white shoes (no open-toe or heels)
6. Uniform—Black uniform pants and black uniform smock tops (available at Lake Uniforms, 10601 US Hwy 441, Leesburg, FL 34788, 352-787-7367). You may select from the following styles:
 - a. Unisex V-neck top, style 4876, color BLKW
 - b. Mock wrap top, style 2500, color BLKB
 - c. V-neck tunic, style 2874, color BLKB
 - d. Unisex drawstring pants, style 4100, color BLKW
 - e. Replacing Style # 1119 Unisex drawstring cargo pants is Style # 4020, color BLKW
 - f. Replacing Style # 2192 Unisex drawstring pants is Style # 4101 , color BLKW
 - g. Replacing Style # 1100 Unisex drawstring pants is Style # 4100 , color BLKW

7.

Facial Specialist Required Textbook: Milady's Standard Esthetics Fundamentals, Workbook and Exam Review for Professional Estheticians (required)

Nail Specialist Required Textbook: Milady's Standard Nail Technology Textbook, Workbook and Exam Review (see instructor for details) (required)

Program Hours

8:15 a.m. to 2:45 p.m. Monday through Friday – Full Cosmetology program

4:00 p.m. to 9:00 p.m. Monday through Thursday – Full Cosmetology, Nail Specialty and Facial Specialty programs

ATTENDANCE POLICY

In an effort to develop appropriate work ethics, Lake Tech CTE students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

Absences

To develop appropriate work ethics, Lake Tech students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Students with excessive absences will be subject to penalties such as loss of financial aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each quarter. Students not having met this requirement will sign an acknowledgement that they have been notified that continued absences will pose a threat to grades and program enrollment. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program Master Plan of Instruction for specifics.

If a nail or facial specialty student misses any hours in the program he/she will be required to register and pay for additional hours in order to successfully complete the program. Total hours missed may not exceed more than 10% of the total program hours (24 hours for Nails and 26 hours for Facials). In the event a student misses more than the allowable hours, the student will be dismissed from the program. The student will be allowed to re-enroll after one enrollment period has passed. Students dismissed twice for poor attendance will be required to sit out an entire semester before returning to LTC.

Tardiness

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the instructor before the start of class of any anticipated tardiness and an expected arrival time.

GRADING PROCEDURE

The grading policy for this program is as follows:

90-100	Excellent
85- 89	Passing
< 85	Failing

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. Dual-enrolled students will follow the grading policy of the Lake County School Board for the purposes of graduation credit; however, all students must meet the program minimum grade requirements in order to receive a certificate.

Retesting

Throughout the Cosmetology program, you will be enrolled in four courses. The amount of times you may retest varies based on the course.

- a. Course CSP0009 – 225 hours:
Grooming and Salon Services and Facials and Nails contain 17 theory tests. Retesting is allowed three times.
- b. Course COS0002 – 300 hours:
Cosmetologists & Hairdresser, 1 of 3 contains 4 theory tests. Retesting is allowed one time.
- c. Course COS0003 – 300 hours:
Cosmetologist & Hairdresser, 2 of 3 contains 5 theory tests. Retesting is allowed one time.
- d. Course COS0009 – 375 hours:
Cosmetologist & Hairdresser, 3 of 3 contains 6 theory tests. Retesting is allowed two times.

Students will receive a Progress Report at the end of each grading period. For specific dates of the grading periods, see the student calendar.

The marking period grade has three parts: theory, skills, and work habits. The numerical grade is the average of these three categories.

The students' conduct in class, personal appearance (in uniform) and attendance record make up the work habits (see attached copy of work habits assessment form). Infraction of program rules and regulations results in points off.

A minimum grade of 85% is required for successful completion of the program.

DRESS POLICY

Remember, students at this center are preparing for employment in position where public relations may be a major factor in one's success. Individual desires cannot always take precedence.

Cosmetology's dress code is: Black uniform pants and black uniform top, ID badge and black or white shoes. No flip-flop styles, high heels (over 1"), open-toe or open-heel shoes.

Dress code is to be followed at all times and clothing is to be clean – no exceptions or excuses. If you are out of code you **will not be allowed in class!** Students may enter class after changing to meet the program dress code.

STUDENTS MAY **NOT** WEAR THE FOLLOWING:

- Sweaters other than white or black
- Hooded sweaters
- Hats or caps
- Pants or skirts above the knee
- Heavy jackets in any of the labs
- Flip-flops, Open-toed, or open-heeled shoes
- Visible body piercings are acceptable in the cosmetology program. All piercings must be neither distracting nor offensive, and must not present a safety hazard for the student or patron.
- Visible body piercings are acceptable in the cosmetology industry, but it is important to remember that they may not be acceptable in all salons and spas. The instructor has the final authority for determining whether or not the types of piercings and amounts are appropriate and professional

A dress code check will be made and a grade given daily on work habits.

In order to keep our appearance professional, the instructors reserve the right to approve or disapprove uniform or shoe choice.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

GENERAL SCHOOL INFORMATION

Campus Safety

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

Competency-based Instruction

Any student who enters a LTC program with previous experience or educational background that would enable the student to successfully complete a test of competence in any area may, with the permission of the instructor, complete a test to measure that competence.

Food and Drink in Program Areas

Food and drinks, with the exception of water in a lidded container, are not allowed in classroom and laboratory areas with the exception of class-sponsored lunches that are approved by administration. Water is permitted provided it is in a closed, covered container that will not spill if the container is tipped. This is to protect the equipment and furnishings in the classroom and laboratory areas.

Leaving Campus During School Hours

All students who leave campus due to sickness or personal reasons during the scheduled class time are required to inform their program instructor.

Lunch

Food services are provided on the main campus during the day by the Culinary Institute and are available during morning breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time. High school students may not leave the LTC campus during the lunch break.

Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking

Smoking is only allowed in the designated smoking area.

JOB DESCRIPTION

Full Cosmetology

The cosmetologist will learn the skills and techniques of business management and ethics; professional development; hair styling; hair coloring; science of the skin, hair, and nails; permanent waving techniques; manicuring and pedicuring; esthetics; makeup; communication skills; leadership; human relations; employability skills; and Florida Cosmetology Laws and Rules.

Cosmetology is all of this and more. It is working at a profession you love, learning constantly to become more creative and more highly skilled. It is learning to communicate with people. It is learning patience with people, on the phone, in the salon, with patrons, with co-workers and with managers and bosses. It is the satisfaction of earning a good check at the end of the week for work professionally done – and that is a very good feeling.

Nail Specialist

The manicure/pedicure specialist will perform manicuring, pedicuring, and nail extension services. Diseases and disorders of the nails or skin must be recognized and the patron referred to a physician, if necessary.

The specialist will shape nails to the correct finger shape or client's preference and will perform artificial nail services such as caps, wraps, or sculpturing. He/she will also perform artificial nail fill-ins.

The specialist will have knowledge of cosmetology law, will obey said law, and will practice sanitation and safety rules to prevent accidents.

Facial Specialist

The facial specialist performs skin care and hair removal. He/she cleanses and manipulates the muscles of the face with oils, creams, lotions, antiseptics, packs, and masks.

He/she will describe chemicals and implements and will perform techniques used in hair removal (excluding electrolysis) as well as obey cosmetology law, practice sanitation, and abide by safety rules to prevent accidents.

Full Specialist

The full specialist is a combination of the nail specialist and the facial specialist. Students taking both classes within one year of the initial start date may receive credit for core classes upon program completion.

PLAN OF INSTRUCTIONAL PRACTICES

Cosmetology is a 1200-hour state-licensed program. Through school laboratory experiences, the program is designed to develop techniques, skills, and knowledge to qualify the student as a licensed cosmetologist after successfully passing the State Board Cosmetology examination. A student who completes the required competencies in the Cosmetology Program in 1,000 hours may, with the recommendation of the instructors, be allowed to apply for the state exam while completing the 1200 hours.

The technical instruction and information are related in theory and class demonstrations. Emphasis is placed on each student's mastery of the manipulative skills and proper care of equipment and use of supplies to perform all beauty services.

Listed below are the teaching methods and general classification of activities.

Teaching Method	General Activities
1. Demonstration	Manipulative operations
2. Directed study	Related salon information; salon theory
3. Class discussions	Related information; hair show reports; social adjustments; safety
4. Salon talk	Motivation; related information; safety
5. Explanation	Presentation of salon; theory of information
6. Individual instruction	Manipulative operations; related problems; individual related assignments
7. Hair show	Related information
8. Audio/visual films	Manipulative operations and explanation of procedures
9. Individual reports	Hair style show and research; related information
10. Oral questioning	Recall information; related and salon
11. Experiments	Related information
12. Patron service	Motivation; safety practices; manipulative operations; sociability
13. Post and preplanning	Related information tests

Instructional Aids

Every attempt will be made to use as many visual aids as are available to present a more comprehensive view of the cosmetologist, such as the following:.

1. Textbooks
2. Software
3. Computer-aided instruction
4. Audio-visuals
5. Manufacturers' charts, posters, prints
6. Mannequins
7. Professional journals and periodicals

Organization of Student Duties

A student personnel organization chart is in effect at all times. If not posted it is given verbally by the instructor. The students rotate and will have the duties several times during the year. All students are responsible for cleaning labs, facial room, theory room, shampoo back bar, sinks, all work area and stations.

Duty Assignments

EACH STUDENT IS RESPONSIBLE FOR KEEPING THE USED STATION CLEAN AND NEAT. THIS INCLUDES MIRROR, TOP SURFACE, DRAWER, CABINET, CHAIR AND CHAIRBASE, FLOOR IN THAT AREA, AND WASTEBASKET.

Part of any job is the cleanup. Example: When you use the facial room to give a facial, you will leave it as you found it - CLEAN. This policy applies to students giving manicures or using the shampoo station area, both in the labs and the classroom.

OBJECTIVES

The following is an overview of the Cosmetology Program as taught at LTC.

Cosmetology learning is divided into practical (work on mannequins, other students, patrons) and theory (academics).

Initially, the students begin learning the required practical skills on school mannequins, their own mannequins, and by exchanging services with each other. They learn from "demos" performed by an instructor, from reading, and from films. At the beginning of learning any new "hands-on" skill, the student requires the instructor to be close at hand for guidance and correction as to techniques, procedure, and safety.

The following list shows practical skills taught in the Cosmetology Program.

1. How to drape a patron for a shampoo
2. How to give proper shampoo manipulations
3. How to apply a color rinse to hair (safety)
4. How to use a curling iron (safety)
5. How to give an eyebrow arch (safety)
6. How to adjust hot and cold water on the shampoo hose (safety)
7. How to use and adjust the hydraulic chair
8. How to give a manicure (safety)
9. How to make up chemical sanitizing solutions in the dispensary (safety)
10. How to work as dispensary clerk (safety)
11. How to make up styling lotions (the proper ratio)
12. How to make a forward pincurl
13. How to make a reverse pincurl
14. How to place rollers for a smooth top style
15. How to place rollers for a side bang style
16. How to place rollers for a flip style
17. How to place rollers for a center part style
18. How to combine rollers and pincurls for a hairstyle
19. How to section hair for a basic haircut
20. How to section hair for a long haircut
21. How to hold scissors and comb at the same time
22. How to hold a razor and comb at the same time
23. How to give a razor cut
24. How to give a fitted hair cut
25. How to tease hair
26. How to smooth teased hair into a style
27. How to back-brush hair
28. How to fill out an inventory sheet in the dispensary
29. How to give an eyebrow arch
30. How to give a permanent wave
31. How to apply tint
32. How to apply lash and brow tint (safety)
33. How to apply scalp treatment (safety)
34. How to give an electrode treatment (safety)
35. How to equip a station
36. How to properly sanitize combs and brushes
37. How to give a facial (safety)
38. How to apply daytime makeup
39. How to give a hair conditioning treatment
40. How to apply hair extensions
41. How to use electric clippers (safety)
42. How to use battery operated clippers (safety)
43. How to apply tint for a retouch (safety)
44. How to apply tint on virgin hair (safety)
45. How to apply virgin bleach (safety)
46. How to apply bleach retouch (safety)
47. How to give a patch test
48. How to give a strand test
49. How to give a porosity test
50. How to examine the scalp for disease
51. How to give a hand and an arm massage
52. How to care for human hair mannequins or wigs
53. How to prepare a rinse for removing excess hair spray from hair
54. How to advise a patron of an attractive hairstyle
55. How to cut a man/woman or child's hair
56. How to trim a man's eyebrows, mustache, and beard (safety)
57. How to answer the telephone for cosmetology appointments
58. How to properly record patron appointments

NOTE: Virtually each of the above mentioned skills require continued practice and repetition throughout the year in order to arrive at the proper degree of artistry, speed, accuracy, and judgment necessary to become a professional cosmetologist.

In conjunction with the practical skills just listed, students are tested on their knowledge of the following theory:

Hygiene and good grooming	Hair tinting
Visual poise	Hair lightening
Personality development	Manicuring/artificial nail extensions
Professional ethics	Scalp massage
Bacteriology	Facials
Sterilization and sanitation	Facial makeup
Shampooing and rinsing	Hair removal
Scalp and hair care	Cells
Finger waving	Skin and disorders of the skin
Hair styling	Hair and disorders of scalp and hair
Permanent waving	Chemical hair relaxing
Safety practices in electricity	Thermal waving
Thermal hair straightening	Science of living things
Nail and disorders of the nail	Chemical and physical properties of hair
Nature of hair protein	Composition of the skin
Variations of hair and skin	Effects of hair service operations
Basic principles of cosmetic	Neutral and acid permanent wave lotions

chemistry
Timing the alkaline wave
process
Nature of color and light
Oxidation tints
Classification of hair colors
Salon management
European skin machine facial
Wax arching
Hair frosting
Evening makeup
Wigs
Face framing
French braiding
Spiral perming
Contour makeup
Hair color removal
Aids 101

"Thio" waves
Chemistry of hair lightening
Stripping metallic dyes
Record keeping
Florida law
Pedicuring
Porcelain/Acrylic nails
Hair color corrections
Corrective facials
Lowlighting
Hair streaking
Hair relaxing
Piggy back perming
Frosting retouch
Use of the accelerator machine
Hair extensions
15 integrated parts of the Cosmetology Program

Throughout the year, the instructors arrange for a wide variety of technicians and speakers to come to the class for lectures and demonstrations. Included have been representatives of several hair color and perm companies, the president of the Orlando Affiliate of the Florida Cosmetology Association, former graduates of the Cosmetology Program at Lake Tech Center, and a member of the State Board of Cosmetology.

The Board of Cosmetology has increased emphasis on chemistry and safety as they relate to cosmetology.

See the attached Florida State Department of Education frameworks for more information on program objectives and desired competencies.

I have received, read and understand all information and rules in the 2011-12 Cosmetology Master Plan of Instruction and agree to abide by them.

Student Signature _____

Date _____