LAKETECH
Lake Technical College

Program Requirements and Expectations And Master Plan of Instruction

Cosmetology, Facials Specialty, Nails Specialty

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

LAKE TECHNICAL COLLEGE
Program Requirements and Expectations

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 Career and Technical Education programs have the following minimum admissions requirements:

1. Complete an LTC online application.
2. Take the basic skills examination, if required.
3. Meet with a career advisor.
4. Fulfil additional entry requirements as needed for individual programs.

A high school diploma or GED is not required to enroll in most programs. However, it is **recommended that all students complete either a high school diploma or a GED prior to program completion.**

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy and Paramedic applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS 1008.30 – Common placement testing for public postsecondary education and Rule 6a-10.040 (eff. 2/16/21)

No expiration date:
- Tests of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in Rule 6A-6.0201, F.A.C (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:
- A common placement test where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.(eff. 9/24/19);
- PERT, SAT, The College Board, ACT, Next Generation, ACCPLACER, The College Board

Per 2020, FS 1004.91, FS 1008.30, and the 2021 CTE Basic Skills Assessment Technical Assistance Paper – Requirements for career education program basic skills – Programs 450 hours or more

- An adult student with a disability may be exempted. *(per Rule 6a-10.040(eff. 2/16/21), FS 1004.02(6)(eff. 2020) – must follow LTC policy and process);*
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. *(Graduated 2007+)*
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;

- A student who demonstrates readiness for public postsecondary education pursuant to s. 1008.30 *(see testing chart below)* and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to s. 943.17(6), F.S., for more information.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if the document provided by the outside testing center is in a sealed envelope.

Remediation of Basic Skills

Students who do not meet the basic skills exit scores set by the Florida Department of Education for their program are strongly encouraged to begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the ASB faculty member. Lake Technical College follows vendor guidelines for all retesting. Students with an approved early testing waiver may be permitted to test early. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills test 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 each semester. Continuous enrollment applies to attendance in a single program.

DISABILITY ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify before or as soon as possible to the special populations staff and provide documentation that clearly shows evidence of a disability and applicable accommodations. The special populations staff will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the special populations staff to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TUITION

Tuition is charged to adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins may result in not being able to attend class and/or clinical.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of $1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

ATTENDANCE POLICY

Guidelines for All Students
In an effort to develop professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Some programs have more rigid requirements for attendance. LTC recognizes that students may face extenuating circumstances that could negatively impact their attendance. In such cases, LTC employs a Student Retention Specialist who works with students and faculty to track attendance, to collaborate in developing strategies to improve attendance, and to develop a plan.

CDE students are responsible for maintaining attendance in good standing at LTC. Should a student need to miss class due to mandatory high school activities or tests, the student should give notice to their instructor and meet with the Student Retention Specialist to document the absence. Approved absences may be set to not count against the student's overall attendance average.

Enrollment Period – period of time a student begins his/her education and training in a CTE program (i.e., August 15th, January 3rd) through the date of withdrawal or completion.

Payment Period – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

Students who are approved to make up missed time must complete the required hours through attendance during designated times outside the regular program schedule. Failure to complete scheduled make-up time may result in withdrawal from the program and/or loss of financial aid. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a $25.00 make-up time fee per payment period.

Regularly scheduled class hours will be reported for attendance. Practice exercises completed at home will not count toward hours in a program. Students will be enrolled in additional hours if needed. Current tuition and fees will apply.

Excessive absences - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded; however, time missed may be added at the end of the program and will incur additional fees.

The excessive absences policy also applies to the adult education student. If the student requests to be re-enrolled during the same enrollment period, he or she will be assessed a $10.00 re-enrollment fee. This may be waived depending upon mitigating circumstances.

Students with excessive absences will face the possibility of the loss of financial aid, lower professional skills grades and the ability to continue in the program.

Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.

Leaving Campus During School Hours
For safety reasons, students will notify their faculty when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

CHECK IN/OUT FACTS AND RULES

1. Students are to check out /in when going to lunch or leaving campus, but not for scheduled breaks or restroom breaks. However, students who leave for extended periods of time without permission will be checked out by their instructor.

2. Checking in early does not add time to hours present.

3. Checking out after the scheduled time of class does not add time to hours present.

4. Students should check out/in for their lunch breaks. Taking less than a 30-minute lunch break does not add time to student hours present. Lunch break starts at the time a student logs out for lunch. Students are expected to return and log back in within 30 minutes of the logout time. Students will be marked absent for each minute past the 30 minutes allowed.

5. If a student accidentally checks out, he/she should check back in immediately. If done within a minute, there is no reduction in student hours present.

6. It is NOT acceptable to check in or out for other students. Check in/out student IDs are to be kept confidential as stated in the Acceptable Use Policies. Violation will result in dismissal from the program.

7. A student must notify his/her instructor if it is suspected that someone is tampering with another student's check in/out ID.

8. Instructors are permitted to perform attendance overrides to correct attendance errors; however, these corrections must be made within two weeks of the original attendance date. Any changes needed beyond this two-week window must be submitted to the appropriate administrator for review and approval. Each instructor is allowed to complete one attendance override per student per academic year in cases of student oversight (e.g., forgetting to log out at the end of the day). Any additional overrides for the same student must be approved by an administrator.

9. There is NO limit to the number of instructor overrides if NOT due to the student's negligence. Instructors must record a reason for the override.

10. If a student's check in/out ID does not work, he/she should see the instructor.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, field trips, customer service projects, program job shadowing, cooperative on-the-job training, interactive learning, and web-based learning are among the teaching methods utilized.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation.

Online Access

Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check for on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

Social Media

The advent of social media has created a world-wide communication medium for people of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as "private" for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Evaluation

Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, professional skills, achievement of entry-level competencies, and other methods are used for evaluation. See "Grading Procedures".

Work Based Activities

Work-based learning activities play an integral part of the curriculum of LTC's career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a "real world" experience using the knowledge and skills attained in the program. Second, the activity provides the faculty with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity.

Work-based activities are program specific and may include:
- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program faculty.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty.
- Paid or unpaid cooperative training experiences conducted at the employer's work location under the supervision of a qualified employer representative and under the direction of the program faculty.

Cooperative Education

Cooperative training is available for students and coordinated by the faculty. Cooperative training is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. High school students participating in the cooperative job placement program must be in at least grade 12. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program faculty.
Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program faculty.

Job Shadowing

Job shadowing experiences, or volunteer experiences, are available to students as part of their program training. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences will vary. The program faculty determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the program faculty.

Career Dual Enrollment Students

All students enrolled in Lake Technical College are expected to function as adults. High school students will be held to the same behavioral and performance standards as adult students.

GRADING PROCEDURE

The grading scale for LTC is as follows:

90	– 100	A (4 quality points)
80	– 89	B (3 quality points)
70	– 79	C (2 quality points)
60	– 69	D (1 quality point)
	< 59	F (0 quality points)
	I	Incomplete
	NG	Not Graded

Note: passing thresholds may vary by program based on industry standards. Separate program requirements are listed in the Master Plan of Instruction.

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. In determining grades, most programs evaluate students equally in the areas of skills (33 1/3%), knowledge (33 1/3%), and professional skills (33 1/3%). This structure should be included in the Master Plan of Instruction. A few programs do not use this structure due to State licensure, board and/or curricular requirements.

Program Progress
Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty and the Student Retention Specialist to ensure program completion in a timely manner. Most tests, projects, and similar assignments must be completed in class under the direction of the instructor.

Requirements for a Certificate
All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed with at least a passing grade in the areas of skills, knowledge, and professional skills. Students must also meet minimum basic skills requirements prior to graduation.

Professional Skills
Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Faculty will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

STUDENT DRESS CODE

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times. Shorts are not permitted in CTE program areas.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Students will wear the designated program uniform each day to class and while on a Job Shadow experience, Co-op or clinical assignment. Shirts may be worn with pants or skirts. Shorts are not permitted. On designated days, some programs will require students to dress in business attire suitable for a job interview. This is defined to be clothing that would be acceptable for most job candidates to wear to a standard job interview.

NOTE - Remember that you are preparing for employment in a position in which public relations may be a factor in your success. Individual desires cannot always take precedence.

GENERAL SCHOOL INFORMATION

Campus Safety
Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

Follow Up
Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Food and Drink
To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the computer lab areas.

Lunch
Food services are provided on the main campus in the Lake Tech Café and are available during 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.

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 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking
Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

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FINANCIAL AID

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Policies and guidelines for the administration of all financial aid are established according to federal and state law. 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).

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TEXTBOOKS

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For the most recent book list for any program visit Lake Technical College's bookstore located in the Business Office.

LAKE TECHNICAL COLLEGE
Cosmetology, Facials Specialty, Nails Specialty

INTRODUCTION

Trained and licensed professional cosmetologists in all phases of cosmetology are in demand in each community and area of our country. The Cosmetology programs provide 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 the fields of hair, facials, and nails.

Instruction is geared to:

1. Teach the competency standards for cosmetology, facials, and nails, as applicable.
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.

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.

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

Cosmetology learning is divided into practical (work on mannequins, other students, clients) and theory (academics). Initially, the students begin Grooming and Salon Services core.

Once CORE is completed, 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 a faculty, from reading, and from videos. At the beginning of learning any new "hands-on" skill, the student requires the faculty 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 client 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 a permanent wave
30. How to apply tint
31. How to apply lash and brow tint (safety)
32. How to apply scalp treatment (safety)
33. How to give an electrode treatment (safety)
34. How to equip a station
35. How to properly sanitize combs and brushes
36. How to give a facial (safety)
37. How to apply daytime makeup
38. How to give a hair conditioning treatment
39. How to apply hair extensions
40. How to use electric clippers (safety)
41. How to use battery operated clippers (safety)
42. How to apply tint for a retouch (safety)
43. How to apply tint on virgin hair (safety
44. How to apply virgin bleach (safety)

45. How to apply bleach retouch (safety)
46. How to give a patch test
47. How to give a strand test
48. How to give a porosity test
49. How to examine the scalp for disease
50. How to give a hand and an arm massage
51. How to care for human hair mannequins or wigs
52. How to prepare a rinse for removing excess hair spray from hair
53. How to advise a client of an attractive hairstyle
54. How to cut a man/woman or child's hair
55. How to trim a man's eyebrows, mustache, and beard (safety)
56. How to answer the telephone for cosmetology appointments
57. How to properly record client 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 listed above, students are tested on their knowledge of the following theory:

- 15 integrated parts of the Cosmetology Program
- Acrylic nails
- Aids 101
- Bacteriology
- Basic principles of cosmetic chemistry
- Cap highlighting
- Cells
- Chemical and physical properties of hair
- Chemical hair relaxing
- Chemistry of hair lightening
- Classification of hair colors
- Composition of the skin
- Corrective facials
- Effects of hair service operations
- Face framing
- Facial makeup
- Facials
- Finger waving
- Florida law
- Foil highlighting
- French braiding
- Gel nails
- Hair and disorders of scalp and hair
- Hair color corrections
- Hair color removal
- Hair extensions
- Hair lightening
- Hair relaxing
- Hair removal
- Hair styling
- Hair color – oxidative & non- oxidative
- Hygiene and good grooming
- Keratin treatments
- Lowlighting
- Machine facial components
- Manicuring/artificial nail extensions
- Nail and disorders of the nail
- Nature of color and light
- Nature of hair protein
- Neutral and acid permanent wave lotions
- Pedicuring
- Permanent waving
- Personality development
- Professional ethics
- Record keeping
- Safety practices in electricity
- Salon management
- Sanitation – disinfection
- Scalp and hair care
- Scalp massage
- Science of living things
- Shampooing and rinsing
- Skin and disorders of the skin
- Specialty perm wraps
- Thermal hair straightening
- Thermal waving
- "Thio" waves
- Timing the alkaline wave process
- Variations of hair and skin
- Visual poise
- Wax arching

Throughout the year, the faculty 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, former graduates of the Cosmetology Program at Lake Tech College, program advisory members, and members of the State Board of Cosmetology along with various employers from the community.

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

This program requires basic skills exit scores of Reading/Language 8 and Math 8.

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 demonstrate high degree mental and emotional flexibility
- 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 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 concentrate

CLASS SCHEDULE

8:00 a.m. to 4:30 p.m. Monday through Thursday and two Saturday classes (March & October) – Cosmetology A.M.
5:00 p.m. to 9:30 p.m Monday through Thursday – Nails Specialty
5:00 p.m. to 9:30 p.m. Monday through Thursday – Cosmetology P.M.
5:00 pm to 9:30 pm Monday through Thursday – Facials Specialty

ATTENDANCE POLICY

In an effort 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 or late due to illness or emergency situations, **all students are to notify the faculty on or before the date of absence or late arrival to class PRIOR to the start of the school day (8:00a.m., 1:00 p.m. or 5:00p.m.)** The student attendance policy for each postsecondary program is consistent with industry standards.

Licensure program attendance policies are more rigid due to licensure requirements. The Board of Cosmetology is overseen by the Department of Business and Professional Regulations. LTC requires that students complete the full 1200 hours in the Cosmetology program in order to graduate. Hours from absences must be made up to meet licensure requirements. **An 85% attendance rate is required for Cosmetology.**

MATERIALS

Full Cosmetology Supplies and AM/PM Nails and Facials Specialty Supplies
1. Cosmetology kit (included in lab fee)
2. 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:
   - Women's Tops Petite V-Neck-WW612 P color BLK
   - Women's Tops V-Neck-WW620, color BLK
   - Women's Mock Wrap Top-WW610 color BLK
   - Women's drawstring cargo pants, style WW120 color BLK
   - Women's Mid-Rise Elastic Pant style WW110 color BLK
   - Women's Mid-Rise Drawstring/Elastic Pant WW105 color BLK
   - Women's Mid-Rise Jogger Pant WW115 color BLK
   - Unisex drawstring cargo pants Style # 4020, color BLK
   - Unisex drawstring pants Style # 4101, color BLK
   - Unisex drawstring pants Style # 4100, color BLK
   - Men's &Unisex Tops V-Neck Style #WW690 Color BLK
   - Men's V- Neck three pocket top #WW670 Color BLK
   - Men's & Unisex Pants Drawstring Cargo Style #WW140 Color BLK

- Men's Fly Front Jogger Pant WW012 color BLK
- Maternity Mock Wrap WW688 color BLK
- Maternity Pull-On Pant WW155 color BLK
- Women's Snap Front Jacket WW310 color BLK
- Women's Zip Front Jacket WW371 color BLK
- Men's Zip Front Jacket WW320 color BLK
- Solid black or White **NON-SLIP**, closed toe, closed back, no heel shoes.

CLASSROOM/LAB PROCEDURES

Cosmetology is a l200-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.

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

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

Methods of Teaching
Material used is self-paced and competency based. Students proceed at the pace prescribed by the faculty with written, audio-visual, and hands-on training. They are tested periodically with written and practical testing. Practical shop experiences are designed to enhance and reinforce the theories involved as well as to develop manipulative skill and good work and safety practices.

Methods of instruction include demonstration; directed study, class discussions; salon talk; motivation; explanation; individual instruction; hair shows; audio/visual films; individual reports; oral questioning; experiments; client services; group projects; and post- and pre-planning.

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 faculty. The students rotate and will have duties several times during the year. All students are responsible for cleaning labs, facial room, nail room, theory room, shampoo back bar, sinks, all work areas and stations.

Duty Assignments
Each student is responsible for keeping his or her assigned station clean and neat. This includes mirror, top surface, drawer, cabinet, chair and chair base, 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 as well, both in the labs and the classroom.

Food and Drink
To protect equipment and furnishings in the classroom and laboratory areas, water/coffee/tea/soda must be in closed containers and only consumed in the classroom. No other food or drinks are allowed, unless specific permission is granted by the faculty. **Under no circumstance will food or drinks be in the laboratory areas.** Students who choose to bring snacks/lunch must store it in assigned locker area. **There is no refrigerator/microwave in the Cosmetology department for student use.**

Using the grading scale set by Lake Technical College, students must pass each program category with a score of 85% or higher. If a student does not meet the 85% minimum in any category, the final course grade recorded in the Student Information System will reflect the category in which the student was not successful.

KNOWLEDGE (33.33% of the grade)
The Knowledge grade is composed of quizzes, written exams and assignments. An average grade of 85% or higher is required for successful completion of <u>each</u> course.

PROFESSIONALSKILLS (Work Habits) (33.33% of the grade)
The Professional Skills grade is based on the attributes listed.

SKILLS (33.34% of the grade)
The Skills grade results from performance during lab work and skills checks.

The grading policy for this program is as follows:

A	90-100	Excellent
B	85- 89	Passing
< 85		Failing

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. Students must pass each course with an 85% or higher, failure to do so will result in repeating the course at the student's expense.

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

a. Course CSP0009 – 225 hours:
    Grooming and Salon Services and Facials and Nails contain 15 theory tests. Retesting is allowed three times total during Course CSP0009. After the retakes are used, you will receive the first grade obtained.

b. Course COS0002 – 300 hours:
    Cosmetologists & Hairdresser, 1 of 3 contains 4 theory tests. Retesting is allowed one time during Course COS0002. After the retake is used, you will receive the first grade obtained.

c. Course COS003 – 300 hours:
    Cosmetologist & Hairdresser, 2 of 3 contains 5 theory tests. Retesting is allowed twice during Course COS003. After the retake is used, you will receive the first grade obtained.

d. Course COS0009 – 375 hours:
    Cosmetologist & Hairdresser, 3 of 3 contains 6 theory tests. Retesting is allowed three times total during Course COS0009. After the retakes are used, you will receive the first grade obtained.

Nails Specialty – there are a total of five Theory tests with a total of three retakes allowed. 6 Practical's plus minimum required competencies.

Facials Specialty – there are a total of nine Theory tests with a total of three retakes allowed. 9 Practical's plus minimum required competencies.

Overall grades have three parts: Knowledge/Theory (33.33%), Professional Skills (33.3%), and Skills (33.33%). The numerical grade is the average of these three categories.

A minimum grade of 85% in each course is required for successful completion of the program. Students can access grades via Canvas.

Program Progress

Students are expected to complete the program of training within the 1200 hours in seat for Cosmetology, 220 hours in seat for Facials Specialty, and 180 hours in seat for Nails Specialty allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty to ensure program completion in a timely manner. **It is the student's responsibility to monitor their hours, which can be accessed through the student portal on the Lake Tech website.**

STUDENT DRESS CODE FOR SAFETY

Cosmetology's dress code is: Black uniform pants and black uniform top, ID badge and solid black or white non-slip shoes. No flip-flop styles, no high heels, no open-toe or open-heel shoes. **In cooler weather or in cooler classroom/lab, a solid black lab coat, or a solid black, solid gray or solid white long sleeve shirt may be worn under the approved uniform. Shirts/Lab coats with logos, designs, writing, etc. will not be permitted.**

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

Students are preparing for a professional field in the beauty industry, and therefore should present themselves accordingly. STUDENTS MAY **NOT** WEAR THE FOLLOWING:

- **Sweaters or jackets**
- **Hooded sweater or sweatshirt**
- **Hat, beanies, sunglasses, cap, scarfs, shower caps/sleep caps or bandanas**
- **Flip-flops, open-toe, or open-back shoes, heels, Crocs, house shoes, ballet slippers/shoes, etc.**

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 client. 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 faculty 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 professional skills.

In order to keep our appearance professional, each instructor reserves the right to approve or disapprove uniform or shoe choice.

CELL PHONE/TECHNOLOGY USAGE

All students are expected to respect the educational environment of the Cosmetology/Nail Specialty/Facial Specialty programs.

Use of cell phones during program hours must be for professional purposes only (i.e. Canvas, portfolios, instructor directed videos/activities, etc.)

- Students may listen to music during study time in the classroom only.
- Students may NOT listen to music while testing.
- Students may not utilize IPod/MP3/Music/AirPods on phones/smart watches, etc. at any time in any lab areas, unless otherwise directed by an instructor for instructional purposes. This includes lab, reception area, dispensary, and laundry areas. To avoid any confusion or misinterpretation, cell phones must be off and placed out of site.

Students in violation of this requirement will lose professional skills points. Chronic violation of this requirement will lead to SIT meetings and may lead to dismissal. Students are allowed to use cell phones in appropriate areas during lunch and break.

In the event of an emergency, a student is asked to consult with faculty concerning family members, daycares, etc. needing to reach students in an emergency are directed to call 352.589.2250 ext. 0 or the Dean of Student Services at ext. 1887.

JOB DESCRIPTION

Cosmetologist

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 clients, 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 client 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.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

Florida Department of Education
Curriculum Framework

Program Title: **Cosmetology**
Program Type: **Career Preparatory**
Career Cluster: **Human Services**

Career Certificate Program	
Program Number	D500100
CIP Number	0612040102
Grade Level	30, 31
Program Length	1200 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	SkillsUSA
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics): 8 Communications (Reading and Language Arts): 8

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Cosmetology program is prepared for employment as a licensed Hairdressers, Hairstylists and Cosmetologists. Instruction is designed to qualify students for employment upon successfully obtaining a Cosmetology license.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the cosmetology/nails specialist/facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology/nails specialist and facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program consists of one occupational completion point. Students must complete the core or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3)(b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification		Length
A	CSP0009	Grooming and Salon Services Core, Facials and Nails	COSMETOL @7	7G	225 hours
	COS0002	Cosmetologist and Hairdresser 1			300 hours
	COS0003	Cosmetologist and Hairdresser 2			300 hours
	COS0009	Cosmetologist and Hairdresser 3			375 hours

Regulated Programs

This program is regulated by the Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.

Students wishing to complete the Cosmetology program, OCP A – Cosmetologist and Hairdresser, shall complete the requirements listed in Rule 61G5-22, F.A.C., that outline the basic curriculum which shall be used in cosmetology schools in the State of Florida. This curriculum includes definitions, level of acceptable competency, knowledge of Florida law, and sanitation and sterilization practices. Additional curriculum requirements are listed in the table below:

Rule Cite	Number and Type of Service Required
61G5-22.006, F.A.C.	Ten (10) facials including skin care and hair removal
61G5-22.0125, F.A.C.	Twenty (20) manicuring/pedicuring/nail extension services
61G5-22.007, F.A.C.	Seventy-five (75) hair shaping services
61G5-22.008, F.A.C.	Forty-five (45) scalp treatments and hair care rinses
61G5-22.009, F.A.C.	Fifty (50) shampoos and rinses
61G5-22.010, F.A.C.	Three hundred (300) hair arranging/styling services
61G5-22.011, F.A.C.	Forty-five (45) hair coloring services
61G5-22.012, F.A.C.	Sixty-five (65) chemical waving and relaxing/straightening services

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

01.0   Identify career opportunities.
02.0   Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
03.0   Employ safe, sanitary and efficient work practices.
04.0   Demonstrate language arts knowledge and skills.
05.0   Demonstrate mathematics knowledge and skills.
06.0   Demonstrate science knowledge and skills.
07.0   Explain the importance of employability skills and entrepreneurship skills.
08.0   Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
09.0   Demonstrate personal money-management concepts, procedures, and strategies.
10.0   Describe the importance of professional ethics and legal responsibilities.
11.0   Describe the roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment.
12.0   Use information technology tools.
13.0   Solve problems using critical thinking skills, creativity and innovation.
14.0   Use oral and written communication skills in creating, expressing and interpreting information and ideas.
15.0   Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
16.0   Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.
17.0   Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.
18.0   Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
19.0   Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
20.0   Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
21.0   Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.
22.0   Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.

Florida Department of Education
Curriculum Framework

Program Title: **Facials Specialty**
Program Type: **Career Preparatory**
Career Cluster: **Human Services**

Career Certificate Program	
Program Number	I120425
CIP Number	0612040806
Grade Level	30, 31
Program Length	220 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	SkillsUSA
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster. This program offers a broad foundation of knowledge and skills to prepare students for employment in network support services positions.

A student completing the Facials Specialist program is prepared for employment as a licensed Facials/Skin Care Specialist. Instruction is designed to qualify students for employment upon successfully obtaining a Facials Specialty Certification.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; art of make-up; and development of skill in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

This program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry; planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0266	Facials Specialist	FACIAL TEC 7 G COSMETOL @7 7 G	220 hours

Regulated Programs

This program is regulated by The Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.

Please refer to 61G5-22.017, F.A.C., for specific hours of instruction in the indicated theory items as well as the required number of hours of services a student must complete within the program.

61G5-22.017, F.A.C., Minimum Curriculum for Facial Specialty Training.

Topic	Hours
Florida Laws and Rules	4
Sanitation	10
Ethics	2
Basics of Electricity	2
Facial Techniques and Contraindications	50
Product Chemistry	8
Hair Removal	5
Makeup	1
Skin Theory, Disease and Disorders of the Skin	67

Type of Service	Hours Required
Facials, manual and mechanical, including masks, packs, or treatments which must be performed on a variety of skin types, including normal, oily, dry, combination, problem, and mature.	30
Set up, use, and maintenance of electrical devices.	1
Hair removal, including tweezing, waxing, threading, and sugaring.	10
Makeup applications for both daytime and nighttime looks.	10
Lash and brow tinting.	2
Eyelash application, individual lashes, and semi- permanent lashes.	12
Manual extractions	6

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly

higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

<u>Standards</u>

After successfully completing this program, the student will be able to perform the following:

01.0	Identify career opportunities.
02.0	Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
03.0	Employ safe, sanitary and efficient work practices.
04.0	Demonstrate science knowledge and skills.
05.0	Explain the importance of employability skills and entrepreneurship skills.
06.0	Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
07.0	Demonstrate personal money-management concepts, procedures, and strategies.
08.0	Describe the importance of professional ethics and legal responsibilities.
09.0	Use information technology tools.
10.0	Solve problems using critical thinking skills, creativity and innovation.
11.0	Use oral and written communication skills in creating, expressing and interpreting information and ideas.
12.0	Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measure and predicted. Demonstrate proper procedure and application of chemicals.

Florida Department of Education
Curriculum Framework

Program Title: **Nails Specialty**
Program Type: **Career Preparatory**
Career Cluster: **Human Services**

Career Certificate Program	
Program Number	I120415
CIP Number	0612041005
Grade Level	30, 31
Program Length	180 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	SkillsUSA
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem- solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the nail specialist and the related chemistry; bacteriology, anatomy and physiology; and development of skills in performing the techniques required in the practice of nails specialist occupations.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of one occupational completion point. Students must complete the core, or demonstrate the mastery of skills standards contained in the core, before advancing in the program.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the course listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	CSP0016	Manicure and Pedicure Specialist	NAIL TEC 7 G COSMETOL @7 7 G	180 hours

Regulated Programs

This program is regulated by The Florida Department of Business & Professional Regulation, Florida Board of Cosmetology.

Please refer to 61G5-22.016, F.A.C. for specific hours of instruction in the indicated theory items as well as the required number of hours of services students must complete within the program.

A student completing the Nails Specialty program is prepared for employment as a licensed Manicurist and Pedicurist. Instruction is designed to qualify students for employment upon successfully obtaining a Nails Specialty Certification.

61G5-22.016, F.A.C., Minimum Curriculum for Nail Specialty Training.

Topic	Hours
(a) Florida Cosmetology laws and rules	4
(b) Sanitation	8
(c) Ethics	2
(d) Nail theory, practice, and related subjects including disorders and disease	76

Type of Service	Hours Required
(a) Manicures	15
(b) Pedicures	10
(c) Tips and Overlay	15
(d) Sculpting Using A Form	10
(e) Nail Wraps and/or Mending	10
(f) Nail Fill-Ins	10
(g) Artificial Nail Removal	5
(h) Polishing and Nail Art	10
(i) Gel Nails	5

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

01.0	Identify career opportunities.
02.0	Demonstrate the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance.
03.0	Employ safe, sanitary and efficient work practices.
04.0	Demonstrate science knowledge and skills.
05.0	Explain the importance of employability skills and entrepreneurship skills.
06.0	Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
07.0	Demonstrate personal money-management concepts, procedures, and strategies.
08.0	Describe the importance of professional ethics and legal responsibilities.
09.0	Use information technology tools.
10.0	Solve problems using critical thinking skills, creativity and innovation.
11.0	Use oral and written communication skills in creating, expressing and interpreting information and ideas.
12.0	Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.