



# Catalog

## December, 2009

### ADMINISTRATIVE OFFICES

1720 East Broad Street  
Columbus, Ohio 43203  
(614) 252-5252

Ohio State School of Cosmetology - Northland  
4390 Karl Road, Columbus, Ohio 43224  
(614) 263-1861

The Hair Experts Barber School  
4390 Karl Road, Columbus, Ohio 43224  
(614) 263-7490

Ohio State School of Cosmetology - Westerville  
5970 Westerville Road, Westerville, Ohio 43081  
(614) 890-3535

The Spa School  
5050 North High Street  
Columbus, Ohio 43214  
(614) 888-0790

Ohio State School of Cosmetology - Reynoldsburg  
6320 E. Livingston Avenue, Reynoldsburg, Ohio 43068  
(614) 868-1601

Ohio State School of Cosmetology - Great Southern  
3717 South High Street  
Columbus, Ohio 43207  
(614) 491-0492

Nationwide Beauty Academy  
5300 WestPointe Plaza Drive  
Columbus, Ohio 43228  
(614) 921-9109

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## **MISSION STATEMENT**

***It is our goal to provide the theoretical education, practical training, attitude, modeling and counseling necessary to inspire and enable each student to satisfactorily complete their course of training, pass the required State examination and secure entry-level employment in a cosmetology related field. We also strive to provide, by example, the leadership and encouragement to motivate students to establish higher goals of achievement and, therefore, to advance beyond the basic requirements.***

### GENERAL INFORMATION

The purpose of this catalog is to help the prospective student make an informed choice regarding the training opportunities afforded by our Schools, and to make clear the responsibilities and obligations of both the School and the student.

All information contained herein pertains to all Schools and programs unless otherwise specifically indicated. Exceptions are clearly noted and are marked with an asterisk (\*).

The Schools listed on the cover page are all owned and operated by the Ohio State School of Cosmetology Corporation, Columbus, Ohio, DBA "Ohio State Schools of Cosmetology", "The Hair Experts Barber School", "Nationwide Beauty Academy", "The Spa School" and "Salon Schools Group".

### HISTORY

The original school that was to become Ohio State Schools of Cosmetology began in 1935. Since that time, it has operated as a licensed cosmetology school without interruption. We take pride that our management has remained the same since April 1, 1968. Serving the central Ohio area, the school has always endeavored to maintain a tradition of quality and integrity in training for the professions of Cosmetology, Barber Styling, Esthetics, Manicuring and Spa services.

### PHILOSOPHY

To provide training that is complete, relevant and inspiring for careers that make people look and feel better is as noble an endeavor as is the work for which the training is intended.

### OPPORTUNITY

If you want to earn a good income, do something creative, have pride in your work, meet people and enjoy what you do, Cosmetology, Barbering, Esthetics and Manicuring are each avenues of opportunity to a wide variety of fascinating positions - being a stylist in a salon is just one of many. Positions are available as traveling stylists, teachers, color specialists, makeup consultants, nail artists, skin care technicians, spa experts, precision hair-cutters, etc. - IF you have been trained in a school that offers the relevant education and experience necessary for you to compete.

We extend a cordial invitation to you to visit our schools and see our programs in action! You will note busy clinics where students get much practical experience. While book work and lectures are important, our experience has proven there is no substitute for actually performing the services on live models (clients), under close instructor supervision. This blend of training produces a graduate not only knowledgeable but also well-skilled to compete and succeed.

LICENSING

Our Cosmetology schools are licensed by the Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123 (614) 466-3834. Our Barber school is licensed by the Ohio State Barber Board, 77 S. High Street, Cols, Ohio 43266 (614) 466-5003.

ACCREDITATION

Our Schools are each nationally accredited by the (NACCAS) National Accrediting Commission of Cosmetology Arts and Sciences, 4401 Ford Avenue, Suite 1300, Alexandria, VA, 22302 (703) 600-7600.

ELIGIBILITY

Our Schools are each recognized by the Secretary of Education, United States Department of Education, Washington D.C. as Institutions of Higher Education, eligible to participate in Federal financial aid.

EDUCATIONAL OBJECTIVES

The educational objectives of each course offered at our School are as follows:

1. To provide the requisite theoretical and practical training to enable the student to:
  - A. Satisfactorily complete the course
  - B. Pass the required State exam
  - C. Obtain one of the following licenses:
    - i. Managing Manicurist
    - ii. Cosmetologist
    - iii. Managing Cosmetologist
    - iv. Managing Esthetician
    - v. Barber
  - D. Secure entry-level employment
2. To provide the stimulus to encourage those students with higher goals to advance beyond the basics.

ADMISSION REQUIREMENTS

A personal interview is required of all applicants in order to determine interest, aptitude, financial need and the ability to benefit from our training. An applicant must demonstrate desire and interest, document financial stability, and provide assurance of the ability and intent to complete the course of study from class start to graduation, without interruption, to be accepted.

Further admissions requirements are:

1. An applicant must either:
  - (1) be a high school graduate; or
  - (2) possess a General Educational Development Certificate of High School Equivalence (GED). Additionally, if in the opinion of the Admissions Representative a prospective student does not exhibit the skills, aptitude or language comprehension necessary to complete the course, the school may at its sole discretion require the prospective student to successfully complete a high-school level aptitude test in order to demonstrate the ability to benefit from the training.
2. An applicant must have a viable reason to pursue the course, demonstrate a reasonable knowledge of the nature of the work involved, have a reasonable plan for completing the course and the intent of pursuing employment within the profession.
3. An applicant must have the means to pay tuition, fees and related expenses and must show financial stability and resources to reasonably ensure that lack of finances will not prevent graduation.
4. An applicant must demonstrate housing and transportation stability including reasonable housing for the duration of the course, and dependable transportation to and from school.
5. Generally, the School will not enroll any person convicted of a felony, or of the illegal possession or sale of drugs.

6. The School will usually not enroll an individual with a history of attending more than 2 prior post-secondary schools, or of not completing more than 1 prior post-secondary program.

7. In mitigation of section 5 or 6, personal or professional references may be required of an applicant.

8. In addition to the above requirements, to begin the Barber Course State law requires the student must be at least 17 years of age and obtain a student certificate from the Ohio Barber Board.

HOW TO MAKE APPLICATION

Application for enrollment may be made by contacting our office of Admissions by letter or phone to schedule a personal interview at either the School or our Administrative Office.

NON-DISCRIMINATION POLICY

Ohio State Schools of Cosmetology Corporation does not discriminate in its admission, instruction or graduation policies on the basis of race, creed, color, religion, handicap, age, sex, country or ethnic origin.

SCHOOL CLOSURES

The School is closed New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day, and Christmas Day. Other official school closures are announced in writing in advance. The School may also be closed in the event of national, state or local declaration, extremely inclement weather, or unavoidable circumstance. Such closures will be announced on local radio stations.

CREDIT FOR PREVIOUS TRAINING POLICY

Transfer students may be accepted at the sole discretion of the school, and contingent upon certain written stipulations, on a case by case basis. Any student accepted for transfer will receive full credit for hours recorded at the appropriate State Board. A \$150.00 (money order or certified check) transfer

fee must be submitted with the written request for transfer. The transfer fee is non-refundable should the student fail to meet general admissions requirements.

TRANSCRIPT POLICY

Upon graduation of each student, a complete record of grades and credit hours is sent to the appropriate regulatory agency. There is no charge for this service. This includes request for hours to be sent to another State.

SATISFACTORY PROGRESS

All students who attend the School must be able to demonstrate satisfactory progress toward completion of the course. Full details concerning Satisfactory Progress requirements are outlined in the "Student Handbook."

REENTRY POLICY

Any student considered withdrawn who subsequently requests readmission shall forfeit any scholarship, discount or tuition waiver previously awarded by the school, but shall retain full credit for all monies paid to the school individually or by any other external source including federal aid. Upon compliance with the reentry guidelines the student will be readmitted without loss of previous hours clocked, provided the hours are current in accordance with State Law. Student reentry requests will be reviewed on an individual basis. There is a \$125.00 charge for re-entry.

GENERAL FACILITIES & EQUIPMENT

All school facilities are completely heated and air-conditioned. Each school has a waiting area for patrons and a reception desk to assign student services. There are restroom facilities for men and women at each school.

Each school has complete facilities for the instruction of cosmetology, including a clinic area with shampoo bowls, hair dryers and a dispensary. There are also theory and practical classrooms

available for use in training, as well as a facial room.

Each school has a locker and break area for students, and each student is assigned a personal locker.

Each student is provided with the specific equipment necessary for training through our dispensary, or by means of a personal kit of equipment, which becomes the property of the student upon receipt.

**\*Northland School Only - our 4390 Karl Road School** is equipped and licensed to teach Barber Styling. Each barber station is completely equipped .

**\*Northland School Only - our 4390 Karl Road School** is equipped to offer a full Cosmetology Program with an Africentric focus complete with Cermic Stoves, irons, pressing combs, a full range of braiding and extensions.

**\*Spa School Only - our 5050 North High Street School** is also equipped to offer a unique esthetics course complete with classrooms and clinics for teaching the Managing Esthetics course. The latest esthetics equipment and wet rooms for various body treatments are available for a complete learning experience.

**\*Nationwide Beauty Academy Only - our 5300 WestPointe Plaza School** is equipped to offer unique Spa training for cosmetology students. Wet rooms, spa showers, and a unique vichy shower offer the ultimate in cosmetology training.

**\*Ohio State School of Cosmetology - 5970 Westerville Road Only** - our Westerville location is equipped to offer unique Spa training. Complete with wet rooms, spa showers, and a sauna.

MATERIALS PURCHASED BY STUDENT

1. Razor Blades

2. Supplies for personal use
3. Additional Uniform shirts
4. Replacement of lost or damaged kit items.

SCHOLARSHIPS

Scholarships are available to prospective students during their senior year of high school. Qualifications include financial need, academic performance, attendance and interest in the field of cosmetology or barber styling. One may obtain a scholarship application by contacting our Administrative Office. Upon receipt of a completed application, a personal interview will be scheduled by our admissions office. It is important to understand that the primary purpose of scholarships is to encourage those individuals to attend our School who will likely graduate from our program and move on to successful careers and become lifetime ambassadors for our School. To this end, scholarships are awarded only to individuals who exhibit career interest. Additionally, scholarships are contingent upon completion. This policy is also attributable to any other form of school-sponsored tuition waiver, discount or award offered.

FINANCIAL AID

The financial aid available to those who qualify includes PELL Grants, FFEL/Direct Stafford loans, school-sponsored Scholarships, Tuition Awards and private aid. Information regarding eligibility, the procedures by which students may apply for financial aid, and the forms used to make application, are available at our Administrative Office. Additionally, students who receive a Federal Student Loan are required to complete an online entrance counseling interview prior to receiving their first loan disbursement and an online exit counseling interview prior to completing their course of study.

#### GRADUATION REQUIREMENTS

A diploma, attesting to the completion of the course, is awarded to the student upon compliance with the following graduation requirements:

**A.** The student must complete all required clock hours.

**B.** The student must complete all required classes and pass all required test, including the final examination.

**C.** The student must meet all obligations of any signed agreements with the school, including payment of all amounts due.

**D.** The student must submit all required State Board forms and complete a FA Exit Interview if required.

#### STUDENT SERVICES

The Administrative Staff is available to students to assist with financial aid counseling regarding school and personal concerns, etc.. Any student may schedule a conference with any member of our staff.

#### STUDENT CONDUCT / DISMISSAL POLICY RULES & REGULATIONS

All rules of the School are contained in the "Student Handbook," which is given to each student the first day of class. The contents of the "Student Handbook" are explained to each student the first day orientation. Any prospective student may obtain a copy of the student handbook by a written request to Mrs. Bobby Lott, Vice President; 1720 East Broad Street; Columbus, OH 43203.

We are committed to providing a calm, organized training environment for our students. To that end, all students are expected to conduct themselves in a professional and non-disruptive manner. To protect all students, the School reserves the right to suspend, or terminate the training of any student unable or unwilling to abide by the rules of the School. Specific disciplinary codes and hearing procedures are outlined in

the "Student Handbook". Failure to maintain Satisfactory Academic Progress or default in the monthly tuition payment may also be reason for termination.

#### ATTENDANCE

Good attendance is vital to success in our professions. Therefore, attendance is monitored closely and students are advised when attendance falls below normal. An attendance conference will be held after the student has been absent from junior class for more than 5% of the scheduled Junior Training and the student may be required to restart the program should the attendance exceed 10% of the scheduled Junior Training hours. Senior student absences are monitored closely and may be excused by the School Manager for good cause, including prior notification or emergency. Attendance conferences are scheduled for students exhibiting a cause for concern regarding attendance. All absences are totaled on an hour basis.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardies may be considered sufficient reason to schedule an absence conference. Generally, a student who arrives more than 30 minutes late to class or clinic will not be signed in. Exceptions are made only at the discretion of the instructor in charge.

#### MAKE-UP WORK POLICY

Students needing to make-up work due to absences or a failing grade, will be scheduled to do this at a time that is convenient for both the student and the School. Students may receive credit for time spent on this make-up work provided the maximum number of hours allowed by the Ohio State Board for that subject have not been clocked.

#### PRIVACY RIGHTS AND STUDENT ACCESS POLICY

The School will provide any student (or in case of a student who is under the

age of 18, the student's parent or legal guardian), the opportunity to review the student's records, and to seek correction of information contained in those records, and will deny disclosure of information from the records to unauthorized persons without the signed, specific written consent of the student (or the student's parent or legal guardian, if the student is not of legal age). Authorized persons include, the school staff, Ohio State Board of Cosmetology, National Accrediting Commission of Cosmetology Arts and Sciences staff and representatives, and other individuals permitted to access student records in accordance with FERPA. All student records are kept in our fire-resistant file cabinets at our Administrative Office located at 1720 East Broad Street, Columbus, Ohio 43203, for a period of five years. Any student (or eligible parent or guardian) wishing to review the appropriate file may schedule an appointment by making a written request to the Administrative Office. The review will be scheduled at a mutually convenient time within 30 days of the written request, at which time the reviewer may request correction of, add a statement to, or request copies of any or all of the records. A charge of 45 cents per page will be made for copying such records.

#### REFUND POLICY

If my enrollment is cancelled for any reason, by me or by the School, the following Fee Settlement Policy will apply:

A. I may cancel my enrollment at any time by informing the School in writing.

B. If I am not accepted for admission by the School, or if I cancel enrollment within 3 business days of signing, all money I have paid to the School relating to this Enrollment Agreement shall be refunded, whether or not I have started school.

C. If my enrollment is cancelled more than 3 business days after signing and before entering classes, all money I

have paid to the School relating to this Enrollment Agreement shall be refunded with the exception of the Registration Fee.

D. If my enrollment is cancelled more than 3 business days after signing and after the first day of class, the total fee charges to me are calculated as follows:

i. The first day fee covers processing, orientation, Student Handbook, study aids, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

ii. The Ending Date for refund computation purposes will be my last day of physical attendance at the School.

iii. Enrollment time means total scheduled clock hours elapsed between my first day of class and the Ending Date.

iv. The percentage of clock hours that have elapsed is calculated by dividing the Enrollment Time by the Course Length, then multiplying the result by 100.

v. If the percentage of clock hours that have elapsed is less than 3%, the tuition due is calculated by multiplying the Total Tuition by 5%.

vi. If the percentage of clock hours that have elapsed is at least 3%, but less than 5%, the tuition due is calculated by multiplying the Total Tuition by 10%.

vii. If the percentage of clock hours that have elapsed is at least 5%, but less than 10%, the tuition due is calculated by multiplying the Total Tuition by 20%.

viii. If the percentage of clock hours that have elapsed is at least 10%, but less than 25%, the tuition due is calculated by multiplying the Total Tuition by 40%.

ix. If the percentage of clock hours that have elapsed is at least 25%, but less than 35%, the tuition due is calculated by multiplying the Total Tuition by 60%.

x. If the percentage of clock hours that have elapsed is at least 35%, but less than 50%, the tuition due is calculated by multiplying the Total Tuition by 70%.

xi. If the percentage of clock hours that have elapsed is 50% or greater, the Total Tuition is due in full.

xii. In addition to other charges and fees, a \$150 Withdrawal Fee will be charged.

E. If government regulations or accreditation policies dictate a fee settlement policy more lenient than what is outlined above, I understand the School will use the fee settlement policy most advantageous to me.

F. Any refund due shall be issued within 45 calendar days of cancellation, and any tuition or fees due are payable in full within 45 calendar days of cancellation.

G. If I cancel, the cancellation date shall be the postmark date if mailed, or the delivery date if delivered in person. The cancellation date if the School cancels shall be the date of written notice by the School, my 30<sup>th</sup> day of consecutive, unexcused absence, or my scheduled return date if I do not return from an official leave of absence.

H. If the School ceases to offer instruction after I begin training, I shall be entitled to a pro-rata refund based upon Enrollment Time. If the course is canceled before I begin training, I shall be entitled to a full refund of all money paid to the School.

If the Student immediately transfer to an accredited facility of the School to complete their original course of study, the withdrawal fee and fee settlement computation shall be waived so long as such waiver does not violate any law, regulation or accreditation standard.

#### **Title IV Federal Financial Aid (FFA)**

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that

training, the student may be entitled to only a portion of that FFA, and the School must return to the appropriate FFA program any FFA exceeding that to which the student is entitled.

#### **Following is the Federal Policy for Return of Title IV Aid:**

The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are Unsubsidized FFEL/Direct Stafford Loans, Subsidized FFEL/Direct Stafford Loans, Perkins Loans, FFEL/Direct PLUS (Graduate Student), FFEL/Direct PLUS (Parent), Pell Grants, Academic Competitiveness Grants, National SMART Grants, FSEOG, TEACH Grants. The Return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, in written form, the Financial Aid Office of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as "personal living expenses." The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV

aid the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post-withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt. The school may automatically use all or a portion of the student post-withdrawal disbursement (including loan funds, if the student accept the funds) for tuition. For all other school charges, the school needs the students permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds. However, it may be in the students best interest to allow the school to keep the funds to reduce the students debt at the school. If it is determined that unearned Title IV funds must be returned, the responsibility is allocated between the school and the student. The school's

responsibility for returning unearned funds is limited to the greater of the Title IV aid retained by the school or the prorated institutional charges for the payment period. There are some Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements. For example, if the student has not completed the first 30 days of the program before the student withdraws, the student will not earn any FFEL/Direct Loan funds that the student would have received had the student remained enrolled past the 30<sup>th</sup> day.

If the student receives (or the school or parent received on behalf of the student) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. the student institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when the student withdraws is separate from any refund policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge the student for any Title IV program funds that the school was required to return.

If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on the Student Aid site: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**Following is the Federal Policy for distribution of Return of Title IV:**

Return of Federal Title IV funds will be distributed in the following order:

1. Unsubsidized FFEL/Direct Stafford Loans
2. Subsidized FFEL/Direct Stafford Loans
3. Perkins Loans
4. FFEL/Direct PLUS Loans (Graduate Student)
5. FFEL/Direct PLUS Loans (Parent)
6. Pell Grant
7. Academic competitiveness Grant
8. National SMART Grant
9. FSEOG
10. TEACH Grant

**STUDENT SCHEDULES**

All school locations and programs offer a variety of schedules. Deviations from the set schedules requiring special schedule arrangements must be approved administratively prior to enrollment. Consult your admissions representative to request a special schedule.

**HOUSING**

Although the School does not offer housing, information for affordable housing for our out-of-town students may be obtained through [www.aprtmentguide.com](http://www.aprtmentguide.com).

**ADMINISTRATIVE WAIVER**

The School reserves the right to waive certain specific portions of the Catalog or Student Handbook, for good cause, provided doing so is not in violation of laws, regulations or criteria with which the School must comply. In no event shall such waiver be construed to represent precedent or to negate the full force and effect of any portion of the Student Handbook or Catalog.

**STUDENT CONSUMER INFORMATION**

Although much information is contained in this catalog and in our "Student Handbook," persons interested in obtaining more detailed facts may do so by submitting their request for such in writing or by telephone. Prospective students seeking to obtain this information, or a copy of the Student Handbook, should address such requests to Mrs. Bobby Lott at our Administrative Office, 1720 E. Broad Street, Columbus, Ohio 43203; (614) 252-5252. Enrolled students should also address such requests to Mrs. Lott. The Ohio State Schools of Cosmetology Corporation is committed to providing all required information to students and prospective students, and to comply with all laws and regulations.

**CAMPUS SECURITY ACT OF 1990**

Any interested applicant may receive details regarding our compliance with the Campus Security Act of 1990 by submitting a written request to our administrative office. This "act" mandates the publishing of specific crime statistics, even if a school has had no such crime, and requires the same statistics be published by small schools as is required of large universities.

For the period ending with December 31, 2007, our school reported 0 (zero) for all statistics, which included Criminal Offenses (murder; motor vehicle theft; burglary; sex offenses; robbery and aggravated assault) and Arrests for

Crimes on Campus ( liquor violations; drug violations and weapons violations).

**INFORMATION ABOUT THE PROFESSIONS**

The physical demands of the disciplines offered at our institution vary with the individual's schedule and types of services rendered. Most salon positions require standing for long periods, bending at the waist, and keeping the arms raised. Professionals working with nail or skin care will spend most of their workdays seated. Some individuals find the cosmetology/barber styling professions physically tiring but proper work habits can help reduce fatigue and injury. Also, much of the work involves close-up detail, requiring good corrected vision and reasonable hand-eye co-ordination.

**PROFESSIONAL SAFETY**

Safety in the work place is very important. Students in our schools are trained in safety and sanitary procedures for their own protection and that of their clients. Safety and sanitary rules

include: reading and following manufacturers' directions; wearing protective gloves, masks, etc. when necessary; keeping floors clear and dry;

securing sharp or hot tools; keeping a first aid kit available; preventing the spread of disease through proper disinfection techniques; and maintaining good posture.

**COMPENSATION**

Success requires a good attitude, hard work and perseverance. Compensation varies with each job, and most salon positions begin with a minimum wage salary, which may be augmented with a commission based upon the gross income provided to the salon by the stylist. It is important to realize that our industry is a career-growth industry, and you must expect it will take time to develop a large clientele and the substantial compensation for which our

industry is noted. Other forms of compensation include booth rental, salary, and straight or escalating commission.

**JOB PLACEMENT**

Accreditation standards prohibit our School from guaranteeing employment to our graduates. However, the School does provide a list of available job openings, as well as counseling assistance. Any student or graduate may obtain such list and/or counseling by submitting a written request to the Administrative Office or School Manager. Additionally, students are offered a variety of opportunities for exposure to salons through our Annual Job Fair, Interning opportunities and individual Salon Visits to our schools.

**OUTCOMES INFORMATION 2007**

Schools are required to publish vital information which may have an impact on an individual student choosing to attend their institution. This information includes the outcomes of the school including completion, licensing and employment rates. The National Accrediting Commission of Cosmetology Arts & Sciences, which is recognized by the Federal Department of Education, and accredits our schools, has established minimum standards for these three areas, of 50% completion, 70% licensing, and 60% placement.

Our schools exceed all of these requirements.

2008 outcomes per location

	COMPLETION	PLACEMENT	LICENSING
EAST	68%	81%	76%
NORTHLAND	72%	92%	91%
WESTERVILLE	80%	96%	89%
SOUTH	64%	76%	81%
SPA SCHOOL	83%	77%	88%
NATIONWIDE	81%	75%	94%

### **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Managing Manicuring
<b>REQUIRED HOURS:</b>	300 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$3,500.00
	First Day Fee: \$ 400.00
	Books & Equipment Included
	<b>TOTAL:</b> \$4,000.00

**Payments: First Day Fee:** \$400.00 (non-refundable after training begins) **Monthly:** \$1170.00

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

#### **STATE REQUIREMENTS:**

In order to work as a Managing Manicurist in the State of Ohio, an individual must possess a Managing Manicurist License. In order to obtain such a license, an individual must take a written and practical examination conducted by the State of Ohio. To qualify for such examination, the individual must have completed at least 300 clock hours of training in a managing manicuring program in a licensed Cosmetology School, possess at least an tenth grade education, or its equivalent, and be at least 16 years old.

#### **EDUCATIONAL OBJECTIVE:**

Ohio Managing Manicurist License

#### **COURSE DESCRIPTION:**

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of hands and fingernails. The course also teaches nail sculpting, which is the application of artificial nails. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Manicuring salon, but also in the techniques and knowledge necessary to work in, manage, or own a Manicuring salon.

#### **COURSE GOALS:**

The goals of the Managing Manicuring Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Managing Manicurist License, and secure entry level employment as a Managing Manicurist.

#### **COURSE FORMAT:**

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

#### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	= A = 4.0 (Excellent)
87% - 93%	= B = 3.0 (Exceptional)
80% - 86%	= C = 2.0 (Good)
75% - 79%	= D = 1.0 (Satisfactory)
0% - 74%	= F = 0.0 (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

Continued - Managing Manicuring Course Outline

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Final Examination
  - C. Manager Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION                      HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>THEORY</u></b>	<b><u>PRACTICE</u></b>	<b><u>CLINIC</u></b>	<b><u>TOTAL</u></b>
Orientation	3.00	0.00	0.00	3.00
Bacteriology	5.00	1.00	0.00	6.00
Sanitation	5.00	6.00	0.00	11.00
Professional Ethics	2.00	0.00	0.00	2.00
Licensing Requirements and Regulations	2.00	0.00	2.00	4.00
Table Set - Up	2.00	2.00	0.00	4.00
Implements; use and safety	2.00	1.00	0.00	3.00
Manicure Procedure	10.00	18.00	0.00	28.00
Chemistry	3.00	0.00	0.00	3.00
Nail Diseases	4.00	0.00	0.00	4.00
Anatomy	4.00	0.00	0.00	4.00
Oil Manicure	3.00	4.00	0.00	7.00
Hand and Arm Massage	2.00	2.00	0.00	4.00
Products; use and safety	2.00	2.00	6.00	10.00
Sculptured Nails	8.00	8.00	0.00	16.00
Testing	2.00	8.00	0.00	10.00
Related Manicure	0.00	0.00	35.00	35.00
Related Oil Manicure	0.00	0.00	12.00	12.00
Related Sculpting	0.00	0.00	34.00	34.00
Advanced Nails	12.00	8.00	23.00	43.00
Career and Employment Opportunities	2.00	0.00	0.00	2.00
Supervisory Responsibilities	9.00	2.00	3.00	14.00
Business Management	14.00	4.00	5.00	23.00
Payroll Procedures	4.00	0.00	0.00	4.00
Public Health and Safety	<u>6.00</u>	<u>0.00</u>	<u>8.00</u>	<u>14.00</u>
<b>TOTALS:</b>	<b>106.00</b>	<b>66.00</b>	<b>128.00</b>	<b>300.00</b>

### **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Managing Esthetics (*Spa School Only)
<b>REQUIRED HOURS:</b>	750 Clock Hours
<b>COST:</b>	Registration Fee: \$ 100.00
	Tuition: \$ 9,500.00
	First Day Fee: \$ 400.00
	Books & Equipment: Included
	<b>TOTAL:</b> \$10,000.00

**Payments: First Day Fee:** \$400.00 (non-refundable after training begins) **Monthly:** \$950.00

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

#### **STATE REQUIREMENTS:**

In order to work as a Managing Esthetician in the State of Ohio, an individual must possess a Managing Esthetician License. In order to obtain such a license, an individual must take a written and practical examination conducted by the State of Ohio. To qualify for such examination, the individual must have completed at least 750 clock hours of training in Managing Esthetics in a licensed Cosmetology School, possess at least an tenth grade education, or its equivalent, and be at least 16 years old.

#### **EDUCATIONAL OBJECTIVE:**

Ohio Managing Esthetician License

#### **COURSE DESCRIPTION:**

Esthetics is a limited practice of Cosmetology, and deals only with skin care. The Managing Esthetics Course teaches both technical and management skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the techniques and knowledge necessary to work in, manage, or own an Esthetics salon.

#### **COURSE GOALS:**

The goals of the Managing Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Managing Esthetician License, and secure entry level employment as an Managing Esthetician.

#### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

#### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	= A = 4.0 (Excellent)
87% - 93%	= B = 3.0 (Exceptional)
80% - 86%	= C = 2.0 (Good)
75% - 79%	= D = 1.0 (Satisfactory)
0% - 74%	= F = 0.0 (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

Continued - Managing Esthetics Course Outline

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Promotional Examinations
    - i. Intermediate Senior
    - ii. Advanced Senior
    - iii. Dermal Technician
3. Senior Final Examination
4. Manager Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>THEORY</u>	<u>PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Orientation	4.00	0.00	0.00	4.00
Human Relations, Ethics, Communication	8.00	4.00	8.00	20.00
Health	6.00	2.00	6.00	14.00
Safety	6.00	6.00	0.00	12.00
Bacteriology & Sanitation, Infection Control	6.00	4.00	30.00	40.00
Anatomy & Biology	19.00	10.00	0.00	29.00
Chemistry	8.00	0.00	0.00	8.00
Massage	10.00	8.00	125.00	143.00
Mechanical Therapy	10.00	12.00	70.00	92.00
Light Therapy	4.00	4.00	15.00	23.00
Electrical Therapy	8.00	8.00	25.00	41.00
Facials, Skin Care Treatments	2.3.00	16.00	45.00	84.00
Cosmetics / Product Knowledge & Application	10.00	20.00	45.00	75.00
General Business	6.00	0.00	0.00	6.00
Cosmetology Law	4.00	0.00	0.00	4.00
Career & Employment Techniques	6.00	4.00	8.00	18.00
Salon Discipline	2.00	0.00	4.00	6.00
Banking and Cash	6.00	4.00	4.00	14.00
Bookkeeping	8.00	6.00	0.00	14.00
Payroll Procedures	8.00	5.00	0.00	13.00
Advanced Esthetics	10.00	8.00	57.00	75.00
Review and Exams	<u>7.00</u>	<u>8.00</u>	<u>0.00</u>	<u>15.00</u>
<b>TOTALS:</b>	<b>179.00</b>	<b>129.00</b>	<b>442.00</b>	<b>750.00</b>

### **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Cosmetology Management		
<b>REQUIRED HOURS:</b>	1800 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	16,400.00
	First Day Fee:	\$	400.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>		\$16,900.00

**Payments: First Day Fee:** \$400.00 (non-refundable after training begins) **Monthly:** \$995.00

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

#### **STATE REQUIREMENTS:**

In order to manage, or work unsupervised, as a cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Managing Cosmetologist License. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the State Board of Cosmetology, as well as a written test in salon management. Applicants for this examination must have completed the Managing Cosmetology course, possess at least an tenth grade education, or its equivalent, and be at least 16 years old.

#### **EDUCATIONAL OBJECTIVE:**

Ohio Managing Cosmetologist License

#### **COURSE DESCRIPTION:**

Cosmetology Management is the full practice of Cosmetology and Salon Management, and deals with both operator skills and management functions. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology salon, but also in the techniques and knowledge necessary to work in, manage, or own a Cosmetology salon.

#### **COURSE GOALS:**

The goals of the Managing Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Managing Cosmetologist License, and secure entry level employment as a Managing Cosmetologist.

#### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

#### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	= A = 4.0 (Excellent)
87% - 93%	= B = 3.0 (Exceptional)
80% - 86%	= C = 2.0 (Good)
75% - 79%	= D = 1.0 (Satisfactory)
0% - 74%	= F = 0.0 (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

Continued - Cosmetology Management Course Outline

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final Examination
  - B. Senior Promotional Examinations
    - i. Budget Senior
    - ii. Intermediate
    - iii. Advanced-On-Trial
    - iv. Advanced Senior
    - v. Stylist-On-Trial - (optional)
    - vi. Full Stylist - (optional)
3. Senior Final Examination
4. Manager Examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION                      HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>THEORY</u>	<u>PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Orientation	12.00	0.00	0.00	12.00
Human Relations	8.00	0.00	8.00	16.00
Health and Safety	6.00	2.00	0.00	8.00
Salon Discipline / Professional Ethics	4.00	0.00	16.00	20.00
Scalp Care	10.00	49.00	82.00	141.00
Manicuring	14.00	39.00	71.00	124.00
Hair Styling	20.00	111.00	240.00	371.00
Hair Cutting	18.00	39.00	231.00	288.00
Chemical Control	26.00	35.00	116.00	177.00
Hair Restructuring	9.00	12.00	32.00	53.00
Hair Coloring	13.00	36.00	54.00	103.00
Facials	13.00	15.00	26.00	54.00
Desk and Dispensary	8.00	0.00	40.00	48.00
Product Knowledge / Use and Safety	3.00	0.00	4.00	7.00
General Business & Cosmetology Law	14.00	0.00	0.00	14.00
Bacteriology / Sanitation	25.00	0.00	0.00	25.00
Chemistry	20.00	0.00	0.00	20.00
Anatomy / Physiology	22.00	0.00	0.00	22.00
Electricity / Light Therapy	4.00	0.00	0.00	4.00
Employment Techniques	8.00	0.00	0.00	8.00
Bookkeeping, Banking & Payroll	24.00	0.00	12.00	36.00
Business Management	14.00	11.00	10.00	35.00
Insurance and Legal	8.00	0.00	0.00	8.00
Advanced Haircoloring	8.00	4.00	12.00	24.00
Advanced Chemical Control	7.00	4.00	21.00	32.00
Advanced Restructuring	8.00	0.00	8.00	16.00
Advanced Style Cutting	12.00	6.00	81.00	99.00
Review and Exam	15.00	0.00	20.00	35.00
<b>TOTALS:</b>	<b>353.00</b>	<b>363.00</b>	<b>1084.00</b>	<b>1800.00</b>

### **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Barber I	( *Northland School Only)
<b>REQUIRED HOURS:</b>	1000 Clock Hours	
<b>COST:</b>	Registration Fee:	\$ 100.00
	Tuition:	\$11,000.00
	First Day Fee:	\$ 400.00
	Books & Equipment:	Included
	<b>TOTAL:</b>	<b>\$11,500.00</b>

**Payments: First Day Fee:** \$400.00 (non-refundable after training begins) **Monthly:** \$1,100.00

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

#### **STATE REQUIREMENTS:**

In order to begin training in the Barber I course, an individual must be at least 17 years of age and possess a current Cosmetology License. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, the individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such an examination, an individual must complete 1000 clock hours of Barber training in a licensed Barber School, have an eighth grade education or its equivalent, be at least 18 years of age and possess a current Cosmetology License.

#### **EDUCATION OBJECTIVE:**

Ohio Barber License

#### **COURSE DESCRIPTION:**

The course is designed to teach barbering to persons previously licensed as Cosmetologists. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Practical training takes place in our separate Barber School Clinic which offers all Barber Services to the general public.

#### **COURSE GOALS:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Barber Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

#### **COURSE FORMAT:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

#### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	= A = 4.0 (Excellent)
87% - 93%	= B = 3.0 (Exceptional)
80% - 86%	= C = 2.0 (Good)
75% - 79%	= D = 1.0 (Satisfactory)
0% - 74%	= F = 0.0 (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school

1. "Pass" is defined as follows:

- A. Individual exams: A grade of 75% or better is considered passing.
- B. Cumulative average: A grade of 75% or better is considered passing.

2. "Required examinations" are as follows:

- A. Junior Final examination
- B. Promotional Examinations
  - i. Junior
  - ii. Senior
  - iii. Intermediate
  - iv. Advanced
  - v. Technician
  - vi. Designer
- C. Senior Final examination

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>THEORY</u></b>	<b><u>PRACTICE</u></b>	<b><u>CLINIC</u></b>	<b><u>TOTAL</u></b>
Orientation	3.00	0.00	0.00	3.00
Student Handbook	3.00	0.00	0.00	3.00
Health, Sanitation, & Infection Control Sciences - Bacteriology / Biology	4.00	4.00	10.00	18.00
Chemistry / Anatomy	4.00	5.00	0.00	9.00
Fundamentals of Barber Styling	8.00	4.00	0.00	12.00
Basic Haircutting (I)	5.00	16.00	255.00	276.00
Facial Shaving	4.00	14.00	10.00	28.00
Scalp Treatments	2.00	4.00	4.00	10.00
Shampoo Treatments	2.00	4.00	8.00	14.00
Razor Haircutting (II)	3.00	7.00	250.00	260.00
Facial Treatments	2.00	4.00	10.00	16.00
Product Knowledge - Use & Safety	3.00	4.00	8.00	15.00
Hair Coloring	2.00	4.00	4.00	10.00
Permanent Waving	2.00	4.00	4.00	10.00
Chemical Relaxing & Straightening	2.00	5.00	5.00	12.00
Style Haircutting (III)	3.00	7.00	203.00	213.00
Hairpieces	4.00	4.00	10.00	18.00
Barber History	2.00	0.00	0.00	2.00
Barber Law, State Rules and Regulations	5.00	0.00	0.00	5.00
Human Relations & Barber Ethics	5.00	2.00	5.00	12.00
Compensation & Payroll	5.00	0.00	0.00	5.00
Business Management	10.00	4.00	21.00	35.00
Review and Exams	<u>14.00</u>	<u>0.00</u>	<u>0.00</u>	<u>14.00</u>
<b>TOTALS:</b>	<b>97.00</b>	<b>96.00</b>	<b>807.00</b>	<b>1000.00</b>

## **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Barber II (*Northland School Only)	
<b>REQUIRED HOURS:</b>	1300 Clock Hours	
<b>COST:</b>	Registration Fee:	\$ 100.00
	Tuition:	\$12,500.00
	First Day Fee:	\$ 400.00
	Books & Equipment:	Included
	<b>TOTAL:</b>	<b>\$13,000.00</b>

Payments: **First Day Fee: \$400.00** (non-refundable after training begins) **Monthly: \$1,500.00**

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

### **STATE REQUIREMENTS:**

In order to begin training in the Barber II course, an individual must be at least 17 years of age and possess a current Cosmetology License. In order to work as a Barber and a Managing Cosmetologist in the State of Ohio, an individual must possess a Barber license and a Managing Cosmetologist License. To Obtain such licenses, the individual must take a written and practical examination, conducted by the State of Ohio Barber Board and a written exam conducted by the State of Ohio Cosmetology Board. To qualify for such an examination, an individual must complete 1000 clock hours of Barber training in a licensed Barber School and 300 clock hours of Cosmetology Management in a licensed Cosmetology School, have an eighth grade education or its equivalent, be at least 18 years of age and possess a current Cosmetology License.

### **EDUCATIONAL OBJECTIVE:**

Ohio Barber License and Ohio Managing Cosmetologist License

### **COURSE DESCRIPTION:**

The course is designed to teach barbering to persons previously licensed as cosmetologists. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Management deals primarily with management skills that are needed in the Cosmetology profession.

### **COURSE GOALS:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Barber Board examination and gain entry level employment in the barbering profession. The goals of the Management Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Managing Cosmetologist License, and possess the knowledge and skills needed for salon management.

### **COURSE FORMAT:**

The course is taught in the English language using a combination of lecture, demonstration, student practice and clinic experience under instructor supervision. It follows a sequence from primary subjects to those more advanced, in accordance with established principles of appropriate instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	= A = 4.0 (Excellent)
87% - 93%	= B = 3.0 (Exceptional)
80% - 86%	= C = 2.0 (Good)
75% - 79%	= D = 1.0 (Satisfactory)
0% - 74%	= F = 0.0 (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final examination
  - B. Promotional Examinations
    - i. Junior
    - ii. Senior
    - iii. Intermediate
    - iv. Advanced
    - v. Technician
    - vi. Designer
  - C. Senior Final examination
  - D. Manager Examination\_\_\_\_\_

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION                      HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<u>THEORY</u>	<u>PRACTICE</u>	<u>CLINIC</u>	<u>TOTAL</u>
Orientation	8.00	0.00	0.00	8.00
Student Handbook	3.00	0.00	0.00	3.00
Health, Sanitation, & Infection Control Sciences - Bacteriology / Biology	5.00	4.00	10.00	19.00
Chemistry & Anatomy	4.00	5.00	0.00	9.00
Fundamentals of Barber Styling	10.00	4.00	0.00	14.00
Basic Haircutting (I)	6.00	18.00	265.00	289.00
Facial Shaving	4.00	14.00	10.00	28.00
Scalp Treatments	2.00	4.00	4.00	10.00
Shampoo Treatments	2.00	4.00	8.00	14.00
Razor Haircutting (II)	4.00	8.00	250.00	262.00
Facial Treatments	2.00	4.00	10.00	16.00
Product Knowledge - Use & Safety	10.00	0.00	5.00	15.00
Hair Coloring	2.00	4.00	4.00	10.00
Permanent Waving	2.00	4.00	4.00	10.00
Chemical Relaxing & Straightening	2.00	5.00	5.00	12.00
Style Haircutting (III)	4.00	8.00	205.00	217.00
Hairpieces	4.00	5.00	10.00	19.00
Barber History	4.00	0.00	0.00	4.00
Barber Law, State Rules and Regulations	8.00	0.00	0.00	8.00
Human Relations - Barber Ethics	5.00	2.00	4.00	11.00
Compensation & Payroll	5.00	0.00	0.00	5.00
Fundamentals of Business Management	5.00	0.00	0.00	5.00
Career & Employment Techniques	8.00	0.00	0.00	8.00
Shop Duties	2.00	4.00	16.00	22.00
Salon Discipline	4.00	0.00	16.00	20.00
Banking and Cash	4.00	0.00	8.00	12.00
Managing Cosmetology	<u>88.00</u>	<u>26.00</u>	<u>136.00</u>	<u>250.00</u>
<b>TOTALS:</b>	<b>207.00</b>	<b>123.00</b>	<b>970.00</b>	<b>1300.00</b>

### **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Barber III	(*Northland School Only)
<b>REQUIRED HOURS:</b>	1800 Clock Hours	
<b>COST:</b>	Registration Fee:	\$ 100.00
	Tuition:	\$16,400.00
	First Day Fee:	\$ 400.00
	Books & Equipment:	Included
	<b>TOTAL:</b>	\$16,900.00

**Payments: First Day Fee:** \$400.00 (non-refundable after training begins) **Monthly:** \$995.00

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and

#### **STATE REQUIREMENTS:**

In order to begin training in the Barber III course, an individual must be at least 17 years of age. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, an individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such examination, the individual must have completed at least 1800 clock hours of barber training in a licensed barber school, possess at least an eighth grade education or its equivalent, and be at least 18 years of age.

#### **EDUCATION OBJECTIVES:**

Ohio Barber License

#### **COURSE DESCRIPTION:**

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

#### **COURSE GOALS:**

Upon completion of the course the student should possess the theoretical knowledge and practical skills to pass the Ohio Barber Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

#### **COURSE FORMAT:**

The course is taught in the English language using a wide variety of current educational instructional techniques including lecture, demonstration, visual aids, textbooks, practice on models (under supervision of licensed Instructors) and testing.

#### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	= A = 4.0 (Excellent)
87% - 93%	= B = 3.0 (Exceptional)
80% - 86%	= C = 2.0 (Good)
75% - 79%	= D = 1.0 (Satisfactory)
0% - 74%	= F = 0.0 (Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 School days of each scheduled exam.

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
  - A. Individual Exams: A grade of 75% or better.
  - B. Cumulative average: A grade of 75% or better.
2. "Required Examinations" are as follows:
  - A. Junior Final examination
  - B. Promotional Examinations
    - i. Junior
    - ii. Senior
    - iii. Intermediate
    - iv. Advanced
    - v. Technician
    - vi. Designer
  - C. Senior Final examination

**SYLLABUS**

<b><u>CONTENT OF UNITS OF INSTRUCTION</u></b>	<b><u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u></b>			
	<b><u>THEORY</u></b>	<b><u>PRACTICE</u></b>	<b><u>CLINIC</u></b>	<b><u>TOTAL</u></b>
Orientation	8.00	0.00	0.00	8.00
Student Handbook	5.00	0.00	0.00	5.00
Health, Sanitation, & Infection Control Sciences	10.00	15.00	10.00	35.00
Fundamentals of Barber Styling	5.00	10.00	10.00	25.00
Basic Haircutting (I)	10.00	15.00	20.00	45.00
Facial Shaving	12.00	16.00	375.00	403.00
Scalp Treatments	6.00	6.00	10.00	22.00
Shampoo Treatments	3.00	0.00	0.00	3.00
Razor Haircutting (II)	3.00	10.00	20.00	33.00
Facial Treatments	12.00	20.00	370.00	402.00
Product Knowledge - Use & Safety	6.00	15.00	15.00	36.00
Hair Coloring	6.00	16.00	10.00	32.00
Permanent Waving	6.00	16.00	10.00	32.00
Chemical Relaxing & Straightening	6.00	15.00	10.00	31.00
Style Haircutting (III)	12.00	24.00	380.00	416.00
Hairpieces	6.00	0.00	0.00	6.00
Barber History	4.00	0.00	0.00	4.00
Barber Law, State Rules and Regulations	8.00	0.00	0.00	8.00
Human Relations - Barber Ethics	5.00	5.00	15.00	25.00
Compensation & Payroll	6.00	0.00	13.00	19.00
Fundamentals of Business Management	6.00	0.00	12.00	18.00
Career & Employment Techniques	8.00	0.00	0.00	8.00
Shop Duties	3.00	34.00	63.00	100.00
Review and Exams	36.00	0.00	20.00	56.00
<b>TOTALS:</b>	<b>195.00</b>	<b>232.00</b>	<b>1373.00</b>	<b>1800.00</b>

### **SPECIFIC COURSE OUTLINE**

<b>COURSE TITLE:</b>	Cosmetology (*Nationwide Beauty Academy School / The Spa School Only)		
<b>REQUIRED HOURS:</b>	1500 Clock Hours		
<b>COST:</b>	Registration Fee:	\$	100.00
	Tuition:	\$	15,400.00
	First Day Fee:	\$	400.00
	Books & Equipment:	Included	
	<b>TOTAL:</b>		\$15,900.00

**Payments: First Day Fee:** \$400.00 (non-refundable after training begins)

**Monthly:** \$1100.00 ☹ \$1,1285.00 (Accelerated Schedule)

The first day fee covers processing, orientation, Student Handbook, study aids and texts, and other unrecoverable costs for space, utilities, materials and supplies and is not refundable after attending the first day of class.

#### **STATE REQUIREMENTS:**

In order to work as a cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Cosmetology License. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the State Board of Cosmetology. Applicants for this examination must have completed the Cosmetology course, possess at least an tenth grade education, or its equivalent, and be at least 16 years old.

#### **EDUCATIONAL OBJECTIVE:**

Ohio Cosmetology License

#### **COURSE DESCRIPTION:**

Cosmetology is the full practice of Cosmetology dealing with operator skills. This course is designed to give students quality training in the basic skills of the art and science of Cosmetology.

#### **COURSE GOALS:**

The goals of the Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Cosmetology License, and possess the knowledge and skills needed to work in a cosmetology salon.

#### **COURSE FORMAT:**

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

#### **GRADING POLICY:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

94% - 100%	=	A = 4.0	(Excellent)
87% - 93%	=	B = 3.0	(Exceptional)
80% - 86%	=	C = 2.0	(Good)
75% - 79%	=	D = 1.0	(Satisfactory)
0% - 74%	=	F = 0.0	(Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved. Students are given a progress report within 15 school days of each scheduled exam.

Continued -

Cosmetology Course Outline Nationwide Beauty Academy / The Spa School(1500 hour program)

**ACADEMIC REQUIREMENTS:**

All students shall take and pass all required examinations in order to continue in school.

- A. "Pass" is defined as a grade of 75% or higher
- B. "Required examinations" are as follows:
  1. First Theory Final Examinations
  2. Second Theory Examinations
  3. Monthly Clinic Worksheet
  4. Check Out Final Examinations

**SYLLABUS**

**CONTENT OF UNITS OF INSTRUCTION**

**HOURS DEVOTED TO UNITS OF INSTRUCTION**

	<b><u>THEORY</u></b>	<b><u>PRACTICE</u></b>	<b><u>CLINIC</u></b>	<b><u>TOTAL</u></b>
Orientation	10.00	0.00	0.00	10.00
Science I - Bacteriology & Sanitation	12.00	0.00	0.00	12.00
Product Knowledge & Equipment Safety	4.00	0.00	4.00	8.00
Care of Scalp; Scalp Care / Shampoos & Rinses	20.00	40.00	60.00	120.00
Care of Hair; Hair Design, Styling Techniques, Wigs	40.00	85.00	125.00	250.00
Care of Hair; Hair Sculpting (cutting)	57.00	58.00	115.00	230.00
Care of Hair; Haircoloring	47.00	48.00	95.00	190.00
Care of Hair; Permanent Waving	50.00	55.00	120.00	225.00
Care of Hair; Chemical Relaxers	16.00	16.00	33.00	65.00
Science II; Anatomy	18.00	0.00	0.00	18.00
Science II; Chemistry	3.00	0.00	0.00	3.00
Science II; Electricity & Light Therapy	3.00	0.00	0.00	3.00
Care of Face; Facials & Makeup, Packs & Masks, Eyebrow Arching, Skin Anatomy, Muscles	23.00	22.00	45.00	90.00
Care of Hands; Manicuring, Pedicuring, Anatomy	27.00	33.00	60.00	120.00
People Skills	9.00	3.00	9.00	21.00
Client Consultation	5.00	0.00	5.00	10.00
Career Development; Resume', Compensation, Licensing Requirements & Regulations	6.00	0.00	0.00	6.00
Business Practice; Appointment Desk, Dispensary, Personality Training & Ethics, Retail	8.00	0.00	40.00	48.00
Cosmetology Law; Sanitary Rules & Regulations; Sanitary & Safety Practices	4.00	0.00	32.00	36.00
Review and Exams	<u>15.00</u>	<u>0.00</u>	<u>20.00</u>	<u>35.00</u>
<b>TOTALS:</b>	<b>377.00</b>	<b>360.00</b>	<b>763.00</b>	<b>1500.00</b>

## ADMINISTRATIVE STAFF

Chairman.....	James M. Rogers
President.....	Sue Carter Moore
Vice President.....	Bobby Lott
General Manager.....	Luke Hanks
Admissions Representatives.	
Ohio State School of Cosmetology / T.H.E. Barber School	
	Kathryn Heinlein
	Tracey Rusch
	Cindy Buoni
	Amanda Boldman
	Sandra Farrer
Director of Admissions.....	Janice Headings
Nationwide Beauty Academy	
Financial Aid Administrator.....	Cheryl Halblaub
Financial Aid.....	Suzanne Bailey
	Sharon Matthiass
	Rachel Schloss
Comptroller / Bookkeeper.....	Ron Marks
Administrative Office.....	Sabrina Walden
	Marilyn Spangler
Receptionist.....	Danice Johnson
Course Analyst.....	Janet Rowan
Administrative Instructor.....	Sharon Babbert
Student Liaison.....	Judy Sabo
Special Events Coordinator.....	Betsy Kinkela

## FACULTY

### East

Barbara Hereford - Manager  
Tina Nolan  
Patsy Emery

### Northland - Cosmetology

Barbara Hereford - Manager  
Camille Turner - Assistant Manager  
Rita Dulin  
Alena Wilson  
Fresha Stanford

### Barber

Ross Wolfe - Director  
David Sears  
Rodney Hanson

### Westerville

Donna Tarpey - Manager \_\_\_\_\_  
Helen Beck - Assistant Manager  
Cathy Shaffer  
Robin Gill  
Jan Mathews \_\_\_\_\_  
Aries Patterson \_\_\_\_\_  
Ruth Sells \_\_\_\_\_  
Latia Newsom \_\_\_\_\_  
Michelle Alexander \_\_\_\_\_

### Nationwide Beauty Academy

Barbara Hereford - Manager  
Linda Duke  
Jim Reese  
Steven Babb  
Kim Johnson  
Deb Scott  
Julie Weiner \_\_\_\_\_  
Burt Solomon  
Marjorie Gilles  
Teresa Chapman

### Spa School

Stephanie Nixon - Manager  
Lisa Wills  
Diane Shultz  
Jennifer Curtis \_\_\_\_\_  
Tonya White  
Johnnda Crowe  
Ellen Weber  
Donna Wilson

### South

Barbara Hereford - Manager  
Karen Raiser - Assistant Manager  
Gabriel Grimm

**OHIO STATE SCHOOLS OF COSMETOLOGY  
T.H.E. BARBER SCHOOL & NATIONWIDE BEAUTY ACADEMY & THE SPA SCHOOL**

**2009 CLASS STARTING DATES**

<u>SCHOOL</u>	<u>LOCATION</u>	<u>STARTING DATE</u>	<u>COURSE</u>
OHIO STATE SCHOOL OF COSMETOLOGY	WESTERVILLE 5970 WESTERVILLE ROAD WESTERVILLE, OH 43081	JANUARY 18 MARCH 8 MARCH 15 EVENING MAY 3 JUNE 28 AUGUST 30 OCTOBER 18 EVENING OCTOBER 25	MANAGING COSMETOLOGY
OHIO STATE SCHOOL OF COSMETOLOGY	CANAL WINCHESTER 6077 GENDER ROAD CANAL WINCHESTER, OH 43110	FEBRUARY 15 MAY 17 SEPTEMBER 27 NOVEMBER 8	MANAGING COSMETOLOGY
OHIO STATE SCHOOL OF COSMETOLOGY	SOUTH 3717 SOUTH HIGH STREET COLUMBUS, OH 43207	SEPTEMBER 7	MANAGING COSMETOLOGY
OHIO STATE SCHOOL OF COSMETOLOGY	NORTHLAND 4390 KARL ROAD COLUMBUS, OH 43224	FEBRUARY 22 JUNE 21 SEPTEMBER 27	MANAGING COSMETOLOGY
THE HAIR EXPERTS BARBER SCHOOL	NORTHLAND 4390 KARL ROAD COLUMBUS, OH 43224	JANUARY 12 FEBRUARY 9 MARCH 9 APRIL 13 MAY 11 JUNE 8 JULY 13 AUGUST 10 SEPTEMBER 14 OCTOBER 12 NOVEMBER 9	BARBER
NATIONWIDE BEAUTY ACADEMY	5300 WESTPOINTE PLAZA COLUMBUS, OH 43228	JANUARY 25 APRIL 5 MAY 24 JULY 19 No Mods SEPTEMBER 13 No Mods NOVEMBER 15	MANAGING / BASIC COSMETOLOGY
THE SPA SCHOOL	5050 NORTH HIGH STREET COLUMBUS, OH 43214	APRIL 19 OCTOBER 18	MANAGING / BASIC COSMETOLOGY
THE SPA SCHOOL	5050 NORTH HIGH STREET COLUMBUS, OH 43214	JANUARY 11 MARCH 1 MARCH 9 EVENING APRIL 12 JUNE 14 AUGUST 2 SEPTEMBER 20 OCTOBER 12 EVENING NOVEMBER 8	MANAGING MANICURING
THE SPA SCHOOL	5050 NORTH HIGH STREET COLUMBUS, OH 43214	FEBRUARY 1 MARCH 16 EVENING MAY 24 JULY 26 SEPTEMBER 7 EVENING NOVEMBER 8	MANAGING ESTHETICS