



*Program Handbook:  
Cosmetology  
Nail Technician  
Student Teacher*

*Parkway West School  
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## 1 Welcome/Introduction/Program Overview

Students who successfully complete 1,250 (200; 500) hours of instruction in this program are eligible to take the Pennsylvania State Board of Cosmetology Examination and become certified as licensed cosmetologists (nail technician; student teacher). Practical skills taught in the program(s) include a variety of services listed on the following pages. Equal emphasis is placed on theory, practical or research projects.

## 2 Regulatory Agencies

State Board of Cosmetology

## 4 Articulation Agreements

Community College of Allegheny County

Douglas Education Center

## 5 Student Requirements

**Cosmetology/Nail Technician:** Students must have successfully completed the eighth grade to be enrolled in the Cosmetology program according to the State Board of Pennsylvania.

**Student Teacher:** Students must be a licensed Cosmetologist or Nail Technician prior to enrollment in the teacher program. Adult students must also obtain a Child Abuse Clearance, Criminal Record Check, and Fingerprints Clearance prior to beginning class. Additionally, adult students must complete a payment plan agreement with the PWCTC Business Office.

**All tuition must be paid in full prior to the release of Cosmetology transcripts needed to apply for the PA State Boards Exam.**

## 6 Student Hours

Cosmetology, Nail Technician, and Student Teacher students earn daily hours towards licensure, while actively participating in Cosmetology class.

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Once enrolled in the time clock system, all students must clock-in once they have arrived to school. Students will see “**VERIFIED**” on the screen and hear a “**Thank-You**” upon successfully scanning.

AM students may not enter the classroom or clock in prior to 7:15 AM.

PM students may not enter the classroom or clock in prior to 11:15 AM.

Students who are seeking to earn time towards licensure prior to the actual bell (7:40/11:35) **MUST** be in proper uniform and begin setting up and/or working for the session. No exceptions.

Please know- students who clock in prior to the bell (7:40/11:35) will be DEDUCTED time by the program instructor if they do any of the following:

- 1- Leave the classroom without permission for any reason, even though the session has not officially begun as per PA State Board
- 2- Are not immediately into proper uniform including assigned smock and shoes as per PA State Board
- 3- Are not setting up for class and/or working on the assigned task as per PA State Board

It is not legal to earn hours when not in compliance with these requirements.

Students required to attend academics are required to clock out, and they must clock in again upon their return.

Full day students must clock-out during the lunch period. Students are not legally permitted to earn hours during the scheduled lunch break.

Time cards are available upon request. Any errors or discrepancies must be reported immediately. Instructors have the ability to make corrections within one week. Students who fail to clock-in or clock-out on time will forfeit 5 (five) Work Ethic Points for that day.

## **7 Licensure Requirements**

“Before any person may practice or teach cosmetology, such person such file with the board a electronic application for license, shall deposit with the department the license fee, and pass an examination approved by the board as to fitness to practice or teach cosmetology, as hereinafter provided in this act.” Section 3. Requirements to Practice Cosmetology Law, Act 99 of 2006.

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**Cosmetology:** Applicant “(1) shall be at least sixteen years of age and of good moral character” “(2) shall have completed a tenth grade education” “(3) completed not less than one thousand two hundred fifty hours as a student” “the application shall be accompanied by a notarized statement from the licensed cosmetology school, stating that the applicant has completed the study and training period required under this act.” *According to the Cosmetology Law, Act 99 of 2006.*

**Nail Technician:** “An applicant for a limited license shall be at least sixteen years of age, be of good moral character, have completed a tenth grade education and pay the application fee to the board.” *According to the Cosmetology Law, Act 99 of 2006.*

**Student Teacher:** “No person shall be permitted to take an examination for a license to teach cosmetology or nail technology unless such person shall have a license to practice cosmetology or limited license, be at least eighteen years of age, shall have completed the twelfth grade education, and have had five hundred hours of specialized training as set forth in Section 6 of this act which hours shall be in addition to the hours necessary to qualify for a license to practice cosmetology or a limited license.”

*According to the Cosmetology Law, Act 99 of 2006, All applicants must submit a criminal background check as part of the application process.*

“All applicants must acquire and upload the following items into the PALS website:

- (1) PDF copy of Photo ID (Driver’s license, state ID, or passport)
- (2) PDF copy of Birth Certificate
- (3) PDF copy of High School Transcript (obtain from your home school)
- (4) Cosmetology Transcript (obtain from Mrs. Smith)
- (5) Cosmetology Notarization of Hours (Mrs. Smith)
- (6) Criminal Record Check (completed at the time of application processing and costs an additional \$22.00 via credit/debit card)
- (7) PDF copy of 2”x2” Head Shot Photo (obtain from Mrs. Milanovich)
- (8) \$93.00 Test Fee (via credit/debit card).
- (9) A \$25.00 application fee (via credit/debit card)

**Please note:** *Students who owe a balance on tuition for hours are required to pay the balance off completely, prior to the release of the Cosmetology Transcript and the Cosmetology*

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*Notarization of Hours. **NO EXCEPTIONS!** Additionally, students, who owe a balance on PWCTC fundraisers, must pay the balance owed prior to the release of the Cosmetology transcript and the Cosmetology notarization of hours.*

### CLASSROOM CONDUCT

- a) Students must be: quiet and attentive throughout lectures, demonstrations, study and test periods. Cheating will be considered a violation of the disciplinary plan and will not be tolerated. Students caught cheating will have their test taken and receive a zero for that assignment.
- b) Students must always conduct oneself in an appropriate professional manner during class, clinic and other school activities, such as field trips. Inappropriate behavior will result in disciplinary action.
- c) Unprofessional behavior is defined as: speaking out of turn, disruptive noises (such as whistling, cracking gum, humming, singing, and animal noises), disruptive behavior (such as yelling, slamming doors, refusal to comply with instructor, vulgar language, or dancing).
- d) Students will be respectful of other students' individualities.
- e) Refusing to participate in class or refusing a guest in Clinic will result in loss of hours and result in discipline.
- f) Students may not refuse any clinic work or client.
- g) ALL students should be in uniform and in class when the bell rings.
- g) Students may not refuse to be worked on during practical sessions or worked on by another student.
- h) Students may not leave the classroom without signing out, taking a hall pass, and securing the teacher's permission.

### RESPONSIBILITY OF PERSONAL BELONGINGS

- a) Once the required kit/supplies are purchased, the equipment is the responsibility of the student. All equipment in the kit must be marked, so the owner can be identified.

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- b) There will be a locker issued for all personal items; for your coat and book bag, equipment, books, kit and mannequins. Nothing should be lost if it is secured. Lockers and lock are issued to each student. Missing, lost, or stolen items are not the responsibility of the school. Locks purchased in year 1 must be brought back to Parkway and used in years 2-4.
- c) Students are responsible for cleaning their lockers at the conclusion of the school year. All supplies and personal belongings must be taken home. PWCTC is NOT responsible for students' items (including the Cosmetology kit).
- d) Students who withdraw prior to the last day of school will have five days to clean out their lockers. After 5 days, locker contents become the property of Parkway West CTC. In addition, kit/supplies are to be removed from Parkway within one week or become the property of Parkway West CTC. Items supplied in kits **should not be taken home**, due to all supplies and equipment are needed for class.

## 8 Dress Code

In accordance with the State Board of Cosmetology, students are required to wear the assigned smock, the approved PWCTC name tag with the current year, and all white or all black closed-toe or closed-heel athletic shoes. Infractions of the dress code will result in the loss of Work Ethic Points and a warning for the first offence or disciplinary actions for every offense thereafter. **Under no circumstances** are students permitted to be in the Cosmetology classroom with open-toes shoes. No hoods, hats, blankets, or coats worn in the classroom! Effective for the 2022-2023 school year, students are **NOT** permitted to wear artificial nail enhancements of any kind with the exception of polish and gel polish.

### Student Teachers

ALL student teachers are required to wear solid black-colored pants underneath their smocks. This may include black scrub pants, black yoga pants, or black leggings. Black pants must be free of any tears and holes as per professional dress code.

## 9 Required Supplies/Shop Equipment

Students are required to purchase an equipment kit from Beauty School Store. The kit contains all necessary supplies that the student will need to complete the Cosmetology/Nail Technician program. Students are required to purchase and show proof at the time of



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enrollment. Once students receive their kit, they are required to register the kit with the Beauty School Store.

All Cosmetology students will be required to order a smock from our Parkway West CTC uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at [www.parkwaywest.org](http://www.parkwaywest.org). Once you log onto our website, you can access the Parkway West CTC uniform web store by clicking on the web store under links and portals. After you access the web store, select the Cosmetology program to begin your order. **First year** students will order **Pewter Gray** smocks. **Nail tech** students will order **White** smocks. **Student teachers** will order **Charcoal** smocks. Any Cosmetology 2 student needing a replacement smock may order **Midnight Purple**. Any Cosmetology 3 student needing a replacement smock may order **Sable Brown**. Any Cosmetology 4 student needing a replacement smock may order **Midnight Blue**.

In addition to the kit, the student will also need to purchase the above stated shoes, a large 3-ring binder, notebook paper, writing implements. An additional purchase for a school approved combination lock will be made directly from Parkway West CTC purchased from the school's business office to secure their locker.

Student teachers may borrow a Milady's Master Educator Student Course Book, 3rd Edition. Students who want to highlight text or take side notes on the text must purchase their own textbook to do so.

## **10 Classroom Rules, Rewards and Consequences**

In order to guarantee all students in the Cosmetology program receive the excellent educational climate they deserve, the following discipline plan has been developed and will be in effect at all times.

When in class, students must comply with the following rules:

1. Follow the teacher's instructions the first time given.
2. Come to class everyday on time, prepared to work with smock, shoes, and required supplies needed to complete the task of the day.

3. Coats, purses, make-up and/or make-up bags, back-packs, any non-cosmetology related materials must be kept in your locker.
4. You must have a school lock on your equipment locker in the assigned room.
5. Demonstrate professional and cooperative conduct during theory, practical and duty sessions.
6. Use appropriate language and vocal level at all times.
7. Conduct oneself in a safe manner.
8. Remain at your assigned area on task until excused by instructor.

If a student breaks a rule, the following consequences will occur:

1st occurrence: Warning

2nd occurrence: Loss of Work Ethic points and phone call to parents/guardian.

3rd occurrence: Loss of Work Ethic points and a referral to the Administration.

Severe Clause: Removal from the class immediately and sent to the office for disciplinary action. This includes a safety infraction such as wearing open-toe shoes.

Please note: Failure to complete practical, theoretical and online assignments including flexible instruction days participation will also result in the loss of points and hours.

Included in this discipline plan are ways to positively reinforce students who behave appropriately. In addition to using frequent praise, students could be rewarded with: participation in a break in the vending area, ability to purchase food items from the food store, and possibly a personal service day each nine week period.

Students must meet the following criteria to participate in field trips and extracurricular sessions, and the SkillsUSA in-house competition as a model or competitor:

1. Grades:                      Maintain a B or better grade average in the Cosmetology program.  
    Maintain a C or better grade average in academic program, if applicable.
2. Attendance:                Not to exceed 10 days of absence without a written doctor's excuse.

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3. Discipline: Have NO disciplinary infractions.

## **11 Grading Procedures and Policies**

The school wide grading scale is as follows:

- A 90 to 100
- B 80 to 89
- C 70 to 79
- D 60 to 69
- F 0 to 59

The nine week grade is made up of two portions: Knowledge/Skills and Work Ethic.

### KNOWLEDGE/SKILLS

This includes scores earned on theory assignments such as: homework, workbooks, quizzes, tests, notebook checks, and research projects. This also includes scores earned by the student for skills/performance.

### SKILLS/PERFORMANCE

This includes scores earned by the student for skills/performance.

### WORK ETHIC

This includes points earned by the student for following the basic rules of conduct and participation in the classroom. Points will be earned by attending class, being on time, having all necessary supplies, completing the daily assignment, completing the duty work and acting in a professional manner. Points and/or hours will also be deducted for noncompliance of the rules set forth by the individual instructor, this includes failure to complete practical, theoretical, and online assignments including flexible instruction days.

## **12 Work Ethic points per day**

Refusal to participate is discipline and loss of hours.

- 2 pt. Not having tools/equipment for class
- 2 pt. Work area NOT neat and clean

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- 2 pt. Equipment left out
- 2 pt. Inappropriate language
- 2 pt. Phone use
- 2 pt. No shoes (approved by PWCTC)
- 2 pt. No Smock (correct color)
- 2 pt. Own hair
- 2 pt. Own nails
- 2 pt. Sleeping in class
- 1 pt. Late attendance (unexcused)
- 1 pt. Early dismissals (unexcused)
- 5 pt. Missing punches on Timeclock

### MAKE UP PROCEDURES

The procedures for making up missed work in the Cosmetology department are as follows: One week to make up missed practical evaluations. Any missed theory grade work will be made up on the day student returns. Extenuating circumstances will be dealt with on an individual basis. Theory work must be made up within 3 days as stated in the student handbook (or next day if absent on the third day).

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## Work Ethics Evaluation Form

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> <i>Attends class on time</i>					
<i>Behavior/Language/Safety (B)</i> <i>Displays behavior &amp; work ethic as would be expected in professional field</i> <i>Uses appropriate language</i> <i>Follows rules regarding cell phones, electronics, horseplay, etc.</i> <i>Follows individual program handbook rules</i> <i>Wears proper safety gear (safety glasses, boots, etc.)</i> <i>Demonstrates safety in classroom and shop areas.</i>					
<i>Cleanup/Tools/Prepared for Class (C)</i> <i>Keeps work area neat, uses lockers provided</i> <i>Returns clean tools to appropriate area</i> <i>Returns supplies to appropriate area</i> <i>Brings necessary materials and supplies to class (pencil, notebook, etc.)</i>					
<i>Dress Code (D)</i> <i>Dresses in appropriate uniform for program area</i> <i>Uses proper grooming and personal hygiene</i> <i>Follows school dress code policy</i>					
<i>Participation (P)</i> <i>Participates in class discussion and exercises</i> <i>Completes required projects</i> <i>Demonstrates a positive attitude</i>					

**Meets Expectations (2)** All work ethics standards are met.

The quality of student’s work ethics performance is that of a good employee in the normal work environment.

**Needs Improvement (1)** Some work ethics standards were not met.

Additional training in employability skills is recommended.

**Unacceptable (0)** Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

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## 13 Safety

SAFETY is for the benefit of all students.

Students are not permitted to wear artificial nail enhancements (hard gels, acrylics, nail tips, nail wraps, dip powders, etc.). Artificial nail enhancements often interfere with *proper* manicuring procedures prescribed by the State Board of Cosmetology. Additionally, artificial nail enhancements inhibit the safety and sanitation of our models and clients during such lessons, according to the State Board. Students violating this policy will receive a zero for the assignments that they are unable to complete as safety and sanitation will not be compromised in the Cosmetology Department. Violations will also result in disciplinary action and loss of credit hours.

Shop safety rules are listed below and any violation of them will be dealt with promptly and appropriately.

- a) Use of implements in a safe and proper manner.
- b) If you are injured or burned, inform the instructor immediately.
- c) Cut hair must be swept up as soon as the cut is completed and prior to styling.
- d) Wet towels are to be placed in the closed towel hampers.
- e) Dressing areas are to be kept neat and orderly.
- f) Practice of skill specific safety precautions.
- g) Throwing pencils, pens, implements or supplies is strictly prohibited.
- h) Wipe up the floor immediately if it becomes wet.
- i) Inappropriate use of materials, such as water bottles, will not be tolerated.

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## 14 Cleanup

### DAILY DUTY WORK

Duties will be assigned and rotated monthly. Duty work is the responsibility of ALL students not just some.

A manager will be appointed each month to assure all work is completed by the assigned students. The duty sheets will be posted or kept in the classroom binder.

Each student is responsible for their own station and the additional general cleaning/duties.

Duties will be assigned as follows:

- a) Manager
- b) Assistant Manager
- c) Extra stations
- d) Towels
- e) Sinks
- f) Mannequins and supplies
- g) Manicure tables
- h) Chromebook Cart
- i) Floors
- j) Kit/locker room

Written procedures for use of the washer and dryer will be posted in the laundry area.

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## 15 Criteria for Program Completion

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

### CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAM OF STUDY (POS)	Student has <b>not</b> completed at least 74% of program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better.
END OF PROJECT ASSESSMENT	Earned Basic score on NOCTI or did not attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio.	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.



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## Cosmetology

Perform basic manicure procedures, tips, wraps, gels, and acrylic

Apply polish and artistic designs

Cut the hair using scissors, razors, and clippers

Cleanse and condition the hair.

Perform a scalp treatment.

Style the hair using thermal and wet setting.

Create special event hair styles.

Perform basic facial treatments.

Demonstrate hair removal.

Apply make-up.

Color the hair using temporary, semi-permanent, and permanent products.

Decolorize the hair.

Utilize creative or advanced waving techniques.

Chemically relax the hair.

Define chemistry and related terminology.

Perform sanitation and safety measures.

Define electricity and related terminology.

Define ungiology, physiology and anatomy.

Recall Dermatology.

Define trichology and recall related terminology.

State Board Readiness/NOCTI readiness.

Clinic practices.

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## **Nail Technology**

Develop professional attributes.

Develop career avenues.

Recall state laws.

Perform sanitation and safety measures.

Reconstruct anatomy and physiology for Nail Technicians.

Perform basic manicure procedures.

Prescribe and deliver appropriate specialty treatments.

Lengthen and strengthen the nails.

Create artistic designs for nails.

Perform a pedicure.

State Board readiness.

Clinic procedures.

## **Teacher Program**

Compare and contrast the qualities/characteristics of an efficient educator.

Define teaching plan.

Create an environment conducive to learning.

Compare and contrast learning styles and principles.

Recall basic methods of teaching and learning.

Develop and review the program.

Select educational aids/technology to use.

Create effective presentations.

Advise and assess students.

Recall barriers to learning.

Manage the classroom.

Create lesson plan.

Demonstrate study and test taking skills.

Evaluate your professional performance.

Prepare for employment.

Develop positive working relationships.

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Integrate laughter into your classroom.  
 Develop effective communication skills.  
 Operate the student salon.

**Students who are non-completers will not be eligible to obtain a Certificate of Achievement.**

## **16 Miscellaneous Information**

### Clinic Procedures:

1. Clinic is open most Tuesdays and Thursdays unless otherwise scheduled.
2. Students will provide services to clients in a professional manner.
3. Charges are for materials only.
4. When not busy with a client, students are required to complete mannequin assignments via tech sheet.
5. Clients must sign a release form indicating they are aware that a student will be performing the service. Material costs are collected by the instructor prior to the service(s) and placed in the register.
6. The instructor assigns students to non-request clients, on a defined rotation schedule.
7. Students must have the instructor check all work. In addition, a Quality Assurance Survey will be completed by the client.
8. The instructor counts all money and prepares the deposit slip.
9. Students deliver the deposit slip to the business office.
10. All guests who are PWCTC students must complete and submit the Clinic Permission Form (signed by a parent/guardian) prior to receiving services by Cosmetology students.

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## **Electronic Documents and Parental/Guardian Electronic Signature Policy**

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

### **Parent/Guardian Signature**

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

### **Public Notice of Non-Discrimination**

*It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.*

*The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.*