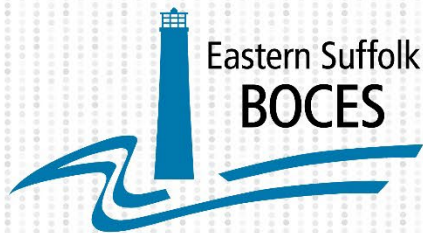




Cosmetology

Student Handbook 2023-2024



Introduction to Cosmetology

The Cosmetology Program opens up the door to vast opportunities in the beauty industry!

Cosmetology careers are always in demand. Increasingly, there are numerous specialty fields in the cosmetology industry. Cosmetologists may work behind the chair in a salon or spa as a stylist offering various hair care services such as hair coloring, texture services, chemical hair relaxer/straightening, hair extensions, and hair cutting. Other opportunities and specializations may include makeup application, hair braiding, platform work, and television, movie, and theatre cosmetic art services. These careers exist in various industry-related businesses locally, nationally, and internationally. Entrepreneurial careers include salon ownership, beauty product creation, and freelance cosmetic artistry for movie sets and magazine photo shoots.

Cosmetologists offer a wide range of services, such as chemical applications, shampooing, cutting, coloring, styling and skin care. They often advise clients, both male and female, on how to care for their hair at home. They also keep records of products and services provided to clients, such as hair color, chemical treatments, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling irons.

Cosmetologists also provide treatments, such as facial and makeup application. They will work with artificial hair, such as wigs, extensions and men's hair units, to design and style. In addition, cosmetologists actively recommend professional hair care products or salon hair care products.

Hairstylists/Cosmetologists typically perform the following skills:

- ◆ Analyze hair, skin, and scalp to recommend treatments
- ◆ Design hairstyle options
- ◆ Cutting and styling
- ◆ All phases of color applications
- ◆ All phases of chemical applications
- ◆ Basic cutting and advanced cutting techniques
- ◆ Manicuring, pedicuring and all phases of artificial nail procedures
- ◆ Manage a salon
- ◆ Respect all sanitation and disinfection safety precautions in the workplace

NYS Division of Licensing requires that cosmetologists complete a program in a state-licensed cosmetology school. The Cosmetology Licensing Program at Eastern Suffolk BOCES (ESBOCES) is 1,000+ clock hours aimed at providing the skills necessary to compete in the workforce and provides the skills needed to pass the state licensing examination.

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Important Qualities

Creativity - Cosmetologists must keep up with the latest trends and be ready to try new hairstyles for their clients.

Customer Service Skills - Workers must be pleasant, friendly and able to interact with customers in order to retain clients.

Listening Skills - Cosmetologists should be good listeners. They must listen carefully to what the client wants in order to make sure that the client is satisfied with the result.

Physical Stamina - Cosmetologists must be able to stand on their feet for long periods, therefore, they should wear the proper shoes.

Appearance - Workers must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients and for making clients feel comfortable enough so that they will want to return.

Time Management Skills - Time management skills are important in scheduling appointments and providing services. Cosmetologists must manage their day and know the amount of time that is needed for each procedure.

Work Study - Work study must be approved by the student's instructor.

Life Long Learning – Cosmetologist may choose to take additional classes to gain additional knowledge and experience in a particular specialty. Threading of eyebrows, keratin treatment for hair and razor cutting have been recent trends that students may not master while in school. When customer's requests begin pouring in for trendy techniques, attending specialty classes to learn new skills may be necessary. While some techniques are classic and never go out of style, others have changed drastically.

State Licensing

Cosmetologists must obtain a NYS license in order to work. Qualifications for licensure:

- ◆ Applicants must be a minimum age of 18 or 17 if completed high school
- ◆ Graduated from a state-licensed barber or cosmetology school

After graduating, students take a state licensing exam that includes a written test and a practical test of styling skills. Exams will be offered in June at the Milliken Technical Center.

Educational Policies

Grading Criteria

Participation in theory	30%
Participation in practical	40%
Homework	10%
Quizzes and tests	20%

A minimum of 80% attendance is required. Students are assigned theory study and practical applications that are required for course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated and counted toward course completion. Practical skills are evaluated according to text procedures, performance standards established by New York State. Students must maintain an academic grade average of 75%. Students must pass makeup or missed tests and final written exams prior to graduation.

Dress Code

A student is required to wear a cosmetology smock as their professional attire for salon and spa settings. Students must have closed-toe shoes and must wear black pants. Hats, backless open-toed shoes, and pajama pants, are not permitted to be worn in the building.

In the classroom setting, students are to adhere to the student dress code as outlined in the ESBOCES Code of Conduct (provided separately)

Cell Phone Use

During class, students are not permitted to use phones or phone components (including but not limited to air pods).

Termination from the Program

A student may be terminated from the program for the following reasons:

- ◆ Grade less than 75% in any theory or practical area
- ◆ Not meeting attendance requirement
- ◆ Non-adherence to the ESBOCES Code of Conduct

Graduation Requirements

- ◆ Successful completion of 1,000 clock hours of instruction
- ◆ Satisfy all financial obligations with the school
- ◆ Satisfy all documentation requirements
- ◆ Satisfy Financial Aid Exit Counseling, if applicable

Admission Requirements

- ◆ Applicants must be a minimum age of 18 or 17 if completed high school
- ◆ Applicants must have graduated from an accredited U.S. secondary school, official transcript required; or • U.S. high school equivalency diploma (official GED® or TASC™ transcript with scores required); or • A foreign high school diploma verified by an accredited international academic credentialing evaluation service such as, World Education Services, U.S. Credentialing or Global Credential Evaluators. Student is responsible for this expense.
- ◆ All students accepted to the program must attend a mandatory orientation session prior to the start of class.

Locations

Ward Technical Center

970 North Griffing Avenue
Riverhead, NY 11901
(631) 369-7567

Monday through Friday
8:15 am - 2:45 pm

Milliken Technical Center

375 Locust Avenue
Oakdale, NY 11769
(631) 244-5893

Monday through Friday
8:15 am - 2:45 pm
6:00 pm - 10:00 pm

Registration

24-Hour registration online <http://www.esboces.org/AEV>

Phone registration 8:30 am – 3:30 pm or register in person at:

Bixhorn Technical Center (BTC)

350 Martha Avenue

Bellport, NY, 11713

(631) 286-6585

Milliken Technical Center (MTC)

375 Locust Avenue

Oakdale, NY 11769

(631) 244-5893

Ward Technical Center (WTC)

970 North Griffing Avenue

Riverhead, NY 11901

(631) 369-7567

Course Curriculum

Students will learn and participate in 13 modules, comprising of 1,000 hours. Students must pass all modules in both theory and practical lessons. Students will learn hair design, chemical services, skincare, manicuring skills and salon management.

Theory

New York State Laws

Infection Control

Bacteriology & Decontamination

Hair Analysis

Disorders/Diseases

Anatomy of the Nail

Anatomy of the Skin

Anatomy of the Body

Chemistry

Salon Management

Employment Readiness

Practical Skills

Styling

Hair Shaping

Shampoo/Rinses

Color Applications

Chemical Applications

Nail Care

Skin Care

Waxing

Resume and Portfolio

Course Modules

Module 1 – Professional Requirements-24 hours

Module 2 – Safety and Health-26 hours

Module 3 – Anatomy and Physiology-15 hours

Module 4 – Hair Analysis-10 hours

Module 5 – Hair and Scalp Disorders and Diseases-10 hours

Module 6 – Chemistry as Applied to Cosmetology-5 hours

Module 7 – Shampoos, Rinses, Conditioners and Treatments-30 hours

Module 8 – Hair Cutting and Shaping-175 hours

Module 9 – Hair Styling-245 hours

Module 10 – Chemical Restructuring-180 hours

Module 11 – Hair Coloring and Lightening-180 hours

Module 12 – Nail Care and Procedures-40 hours

Module 13 – Skin Care and Procedures-60 hours

***State Board practice embedded throughout the year**

Program Costs

Tuition: Please see the Adult CTE Catalog for the current year's tuition.

Additional costs include:

- ◆ the required purchase of a cosmetology kit. Cosmetology kits will contain all tools required to complete the program;
- ◆ class trips, competitions, professional workshops, SkillsUSA membership, and other optional activities.

Withdrawal

Students who are withdrawing from the program must submit a letter of withdrawal in writing to the Program Administrator.

Refund Policy

A percentage for refunds will be calculated based on the total number of course hours the program has been in session compared to the total program hours. If eligible, a refund from ESBOCES will be based on the following schedule:

Withdrawal within first 10% of enrollment period:	90% Refund
Withdrawal after first 10% through 25% of enrollment:	75% Refund
Withdrawal after first 25% through 50% of enrollment:	50% Refund
Withdrawal after first 50% through 75% of enrollment:	25% Refund
Withdrawal after 75% of enrollment:	0% Refund

Leave of Absence Policy

Any request for a leave of absence should be requested in writing to the Program Administrator. The request should specify the reason for the request and the potential length of time. Tuition, financial aid responsibility and space availability will be reviewed with the student.

Financial Aid

School Code: 015375

SOC: 39-5012

The Cosmetology Program at ESBOCES is eligible for participation in Title IV financial aid programs (Federal Student Aid).

The staff in the Financial Aid office at ESBOCES is committed to assisting students and their families find financial aid resources to help fund their educational experience. The professional staff will guide you through the financial aid process and provide you with assistance and information to help maximize your financial aid opportunities.

In general, to be eligible for federal financial aid, a student must:

- ◆ be a U.S. citizen or eligible non-citizen;
- ◆ must have a high school diploma, GED®/TASC™ certificate, or recognized equivalent of a high school diploma;
- ◆ make satisfactory academic progress in his/her program of study;
- ◆ not be in default on a federal student loan and not have received an overpayment on a federal grant;
- ◆ be enrolled at least half-time;
- ◆ must have resolved any drug conviction issues;
- ◆ if male, student must be registered with selective service.

Students at ESBOCES may be eligible for the Pell Grant and Federal Direct Loans. Pell Grants and Federal Direct Loans are awarded based on the results of the Free Application for Federal Student Aid (FAFSA). The grant or loans are determined by the results of your FAFSA and prorated according to academic class. This application can be completed online at www.fafsa.ed.gov, on paper or by appointment with our Financial Aid office.

Eastern Suffolk BOCES is an eligible training provider for the following agencies:

- ◆ **ACCES-VR Adult Career & Continuing Education Service** provides tuition assistance for individuals with disabilities
- ◆ **DOL WIOA** (Workforce Innovation and Opportunity Act), managed through the Department of Labor, provides tuition assistance to those with significant barriers to obtain training for employment
- ◆ **CSEA** (Civil Service Employees Association, Inc.) union members may be eligible
- ◆ **Veterans Administration**, based on active duty service, the GI Bill® provides educational assistance to service members, veterans, and their dependents. Contact the Department of Veterans Affairs at 1-800-827-1000. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gbill>.

The ESBOCES Cosmetology program requires 1,000 “clock hours” (as compared to credit hours) and all calculations for Federal Stafford Loans and Pell Grants are based on this factor.

Pell Grant

The Federal Pell Grant Program provides need-based grants to low-income undergraduate students. Grant amounts are dependent on the student’s expected family contribution, the cost of attendance, and the student’s enrollment status (full-time, half-time). The Pell grant does not need to be repaid.

Direct Subsidized Loan

The Direct Subsidized loan is awarded on the basis of financial need. The federal government “subsidizes” the interest while you are attending school more than half-time. You will not need to begin repayment on the loan until six months after graduation or if your enrollment drops below half-time. The maximum Direct Subsidized loan limit is determined by eligibility and prorated according to academic class. The interest rate for the Direct Subsidized Loan changes every academic year.

Direct Unsubsidized Loan

The Direct Unsubsidized loan is not awarded on the basis of need. You will be charged interest from the time the loan is disbursed until it is paid in full. You may choose to “capitalize” (defer) the interest payments until you graduate. You will not have to begin repayment on the loan until six months after graduation or if your enrollment drops below half-time. There is a maximum Direct Unsubsidized Loan limit for an independent student and for a dependent student that is prorated according to academic class. The interest rate for the Direct Unsubsidized Loan changes every academic year.

Satisfactory Academic Progress

To be eligible for Title IV aid, student must maintain Satisfactory Academic Progress (SAP).

All students must maintain both a qualitative (grade-based) and a quantitative (time-based) measure of academic progress which is reviewed at the end of each payment period by the Financial Aid office.

- ◆ Students must maintain a 75% or better in each unit of study, which is consistent with graduation requirements.
- ◆ All students must successfully complete the program with a maximum allowable time of 1,500 (150% of 1,000) clock hours.
- ◆ All hours attempted are included in the maximum time frame even if the student did not receive financial aid.

- ◆ The consequences of not maintaining SAP is being placed on financial aid probation. Students will be eligible for Title IV funding for one (1) payment period when SAP is not met as long as the forecasted maximum allowable time can be met by the student. Reinstatement of financial aid eligibility will be determined when SAP has been met.
- ◆ Current students not maintaining SAP will be notified by the Financial Services office of any changes in their Title IV eligibility.

For additional consumer information, please visit our website at <http://www.esboces.org> or call (631) 233-4483 if you have any questions regarding financial aid, or would like to make an appointment.

Treatment of Title IV Funds When a Student Withdraws

For students receiving Title IV funds (Direct Loans or Pell Grant), a school must calculate the amount of earned financial aid a student may retain using the R2T4 Calculation Worksheet. The percentage of Title IV aid earned is equal to the percentage of clock hours in the payment period completed. Students who withdraw prior to completing 60% of the scheduled clock hours may have a portion of their unearned Title IV funds returned to the Department of Education. Students will be notified in writing of the status of their student account and the distribution of any funds. Federal Student Aid is returned in the following order:

1. Unsubsidized Direct Loans
2. Subsidized Direct Loans
3. Pell Grants

Any credit balance resulting from the withdrawal of a student will be calculated according to federal guidelines within 30 days and refunded to the student within 14 days of completing the R2T4 Calculation Worksheet.

Credit balances of enrolled students resulting from an overpayment of federal student aid will be refunded within 14 days.

Campus Security

The Annual Security Report is available to students and employees on our website at www.esboces.org and may also be obtained upon request from the Program Administrator. This report includes statistics for the previous three (3) years concerning reported crimes that occurred on campus. The report also includes institutional policies concerning campus security, such as Campus Law Enforcement Policies and Emergency Response and Evacuation Procedures.

Non-Discrimination Statement

Eastern Suffolk BOCES does not discriminate against any employee, student, applicant for employment, or candidate for enrollment on the basis of sex, gender, race, color, religion or creed, age, weight, national origin, marital status, disability, sexual orientation, gender identity or expression, transgender status, military or veteran status, domestic violence victim status, genetic predisposition or carrier status, or any other classification protected by Federal, State, or local law. This policy of nondiscrimination includes: access by students to educational programs, student activities, recruitment, appointment and promotion of employees, salaries, pay, and other benefits. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. ESBOCES fully complies with all applicable rules and regulations pertaining to civil rights for students and employees (e.g., Title IX of the Education Amendments of 1972, §504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, Dignity for All Students Act, §303 of Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Boy Scouts of American Equal Access Act of 2001). Inquiries regarding the implementation of the above laws should be directed to either of the ESBOCES Civil Rights Compliance Officers at ComplianceOfficers@esboces.org; the Assistant Superintendent for Human Resources, 631-687-3029, or the Associate Superintendent for Educational Services, 631-687-3056, 201 Sunrise Highway, Patchogue, NY 11772. Inquiries may also be addressed to the Office for Civil Rights at the US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005, 646-428-3800, OCR.NewYork@ed.gov.

**Did You Know We Offer
Additional Training Opportunities
to Help You Succeed in The Beauty Industry?**

Airbrush Makeup

Barbering

Esthetician

Eyelash Extensions

Hairstyling and Haircutting

Laser Hair Removal

Nail Technician

Waxing

Basic Accounting

Bookkeeping Basics

Business Law for the Small Business

Business Skills

How to Start Up and Operate a Small Business

Marketing

Office Skills for the Workplace

Owner QuickBooks™ Online

Spanish



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www.esboces.org

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