Adult Cosmetology

Student Handbook 2025-26

Adult Education

Eastern Suffolk BOCES

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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.

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. Practical exams will be offered in June at the Milliken Technical Center, 375 Locust Avenue, Oakdale, NY 11769.

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.

ATTENDANCE

As per registration with the New York State for 1,000 clock hours of theoretical and practical instruction, all students must complete 1,000 hours in order to be eligible for the New York State Cosmetology Licensing Exam.

ATTENDANCE TRACKING

All missed time, including late arrivals and early departures, counts against your attendance record, regardless of circumstances.

Attendance is strictly monitored; students who do not attend scheduled class times will be marked as absent time.

Signing in without being present is considered fraudulent attendance, and wandering the building or using a cell phone during unauthorized breaks will also be marked as absent time.

DISCIPLINARY ACTIONS

Students found manipulating the attendance system may face disciplinary action, including loss of hours for that class, suspension, or dismissal after repeated offenses. During the program, students are evaluated daily based on their performance and class participation; therefore, absences will affect the daily grade. Absences that will not affect the daily grade are court appearances, Department of Social Services appointments, or bereavement of immediate family for no more than three (3) days. Proof of these absences is required upon return. Any hours missed must always be made up and may incur an additional expense.

STUDENT RESPONSIBILITIES

Students must maintain their own attendance records and are responsible for completing all assignments and missed work during absences.

Records of habitual tardiness or early departures will be addressed individually and may lead to an attendance warning, probation, or contract, depending on severity. Please be respectful to your classmates and instructors by arriving on time and adhering to these guidelines.

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 Eastern Suffolk BOCES 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 Eastern Suffolk BOCES Code of Conduct

SUCCESSFUL COURSE COMPLETION REQUIREMENTS

Successful completion of 1,000 clock hours of instruction

Satisfy all financial obligations with the school

Satisfy Financial Aid Exit Counseling, if applicable

ADMISSION REQUIREMENTS AND STRUCTURE

Applicants must be a minimum age of 18 or 17 if completed high school.

Applicants seeking financial aid 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.

Eastern Suffolk Cosmetology program offers two distinct classes each fall to accommodate diverse schedules and learning preferences.

FULL-TIME PROGRAM: The ten-month full-time day program runs September through June.

This immersive full-time program is designed for students who are ready to commit to their education and gain the knowledge and skills in a condensed timeframe.

THE PART-TIME PROGRAM: is divided into two parts. Part one is offered Monday through Thursday evening and runs September through June. Part two of the program is offered Monday through Friday during the day from November through April or Monday through Thursday evenings from September through June.

LOCATIONS

Ward Technical Center (WTC)
970 North Griffing Avenue
Riverhead, NY 11901
(631) 369-7567

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

Milliken Technical Center (MTC)
375 Locust Avenue
Oakdale, NY 11769
(631) 244-5893
Monday through Thursday

Day Program
Monday through Friday
8:15 am - 2:45 pm
Evening Program
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

PRACTICAL SKILLS

Styling
Hair Shaping
Shampoo/Rinses
Color Applications
Chemical Applications
Nail Care
Skin Care
Waxing
Resume and Portfolio
Readiness

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 school year**

PROGRAM COSTS

TUITION

Tuition rates are determined annually and are designed to cover essential costs including faculty salaries, facility maintenance, student services equipment and support. Please see the Adult Education Course 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. Visit https://adulteducation.esboces.org/programs-services/cosmetology-program/about-cosmetology

WITHDRAWAL

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

REFUND POLICY

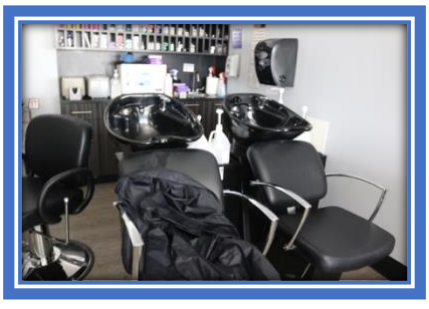
Students who are withdrawing from the program must submit a letter of withdrawal to the Program Administrator. All withdrawals incur an administrative fee of $35.

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

NO REFUNDS WILL BE PROVIDED AFTER THE SECOND CLASS. THERE ARE NO EXCEPTIONS TO THIS POLICY. Refunds other than charge cards may take 4 to 6 weeks to process.

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.



BUILDING SECURITY AND SAFETY

All students must use the main entrance located in the middle of the building at all times. All other entrances will remain locked. Propping doors open violates building safety and security procedures, and students found in violation may face disciplinary action. Safety drills are conducted to ensure the safety of everyone in the building. Students must follow the instructions provided by staff or emergency personnel. Full cooperation and participation are required from both staff and students.

During a fire drill or when the fire alarm sounds, all staff, students, and guests must respond as if it is an actual fire.

PROTOCOLS

Exit the building quickly and quietly using the closest fire exit.

Report to your classroom instructor at the designated meeting place for attendance checks.

Remain with your class in the designated area until instructed to return or given further evacuation orders.

Leaving campus during a fire drill is not permitted.

Lockdown Drills:

Lockdown procedures are implemented when a threat exists in the building.

Students must remain in their classrooms, follow the instructor's directions, and stay clear of doors and windows. If outside the classroom, proceed to the nearest safe area as instructed by staff.

Lockout Drills:

Lockout procedures allow for a normal day of instruction while restricting outside activity and preventing unauthorized personnel from entering the building. This is typically used when a general threat exists or an incident occurs outside the school premises.

By adhering to these safety protocols, we can ensure a secure and supportive learning environment for everyone.

CAMPUS SECURITY

The Annual Security Report is available to students and employees on our website at www.esboces.org and may 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, Emergency Response and Evacuation Procedures, and acts violating the Violence Against Women Reauthorization Act of 2013 (VAWA).

DRUG FREE/SMOKE FREE SCHOOL

Eastern Suffolk BOCES adheres to a mandatory Drug Free and Smoke Free environment, both on campus and in clinical settings. Failure to comply is grounds for dismissal, see pg. 20.

ACCREDITATION

Eastern Suffolk BOCES is accredited by the Middle States Association on Elementary and Secondary Schools (MSA CESS).

COMMUNICATIONS AND DEVICE POLICY

All students must abide by Eastern Suffolk BOCES Policy and Regulations (Policy 6216) for use of BOCES Communications Systems. In addition, it is program policy that any audio and/or video recording of instruction is prohibited unless express permission is granted by the instructor. Reading and/or writing text messages, viewing images, listening to audio, or other use/manipulation of personal devices including but not limited to cell/mobile phones, Blackberry devices and other PDAs, iPods and MP3 players, AirPods, earbuds, headphones, smart watches, and calculators that are capable of transmitting and/or receiving information are prohibited during instructional time in instructional spaces; this includes, but is not limited to, during testing, class/theory, lab/simulations, and clinical rotations. Tablets, Chromebooks/digital notebooks, and laptop computers are approved for use in accessing relevant instructional material only, during instructional time in instructional spaces. Each classroom is equipped with laptops for student use during instruction. Feel free to request one from your instructor before each day's work commences, and return it in good order at the conclusion.

In the event of a personal emergency that requires the temporary use of any personal device during instructional time, students are expected to quietly excuse themselves and briefly handle the matter away from the instructional space in a professional manner. However, any access to personal devices during clinical rotations is strictly prohibited.

Failure to abide by this Electronic Communications and Device Policy will result in a score of zero for the current work/test at hand, a warning, and/or termination from the program.

ACCOMMODATIONS

Students with disabilities are entitled to reasonable accommodations under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. To request accommodations, please follow these guidelines:

Disclosure: Disclose your disability to the main office within one week of the start of classes.

Documentation: Provide appropriate documentation to the main office within the same timeframe.

Request: Formally request accommodations within one week of the start of classes.

To initiate accommodations, students should speak with their instructor and the teacher coordinator. If you are uncertain about the appropriateness of an accommodation or need guidance on additional accommodations, the main office is available to assist you.

EDUCATIONAL RECORDS/REFERENCES/TRANSCRIPT REQUESTS

All student requests for student educational and academic records, references, and transcripts must be submitted in writing to the Adult Career and Technical Education Office. Students must

allow 5 to 7 business days to process all requests. This information is confidential and requires a signed consent.

All students not currently enrolled will be charged a fee of $15.00 payable by money order for each request, to be paid at the time of request. All financial obligations to the school must be satisfied before any records are released.

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.

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 America 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?

Barbering
Esthetician
Nail Technician
Waxing
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

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. ESBOCES also provides equal access to the Boy Scouts and other designated youth groups. 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.