

(Please Print)

Name: _____

Email: _____

Phone: _____

Applicant Signature Date



Opportunity starts here

**Cosmetology Student
Information Packet**
(1200 hours, 15 months)
PTC-St. Petersburg Campus

Admission Requirements

- **Attend Mandatory Meet and Greet session with the Cosmetology Instructors~ dates available on Cosmetology program page**
- **Complete an online application to the college as well as upload all required documents to the application checklist. *Seats are limited and filled on a first-come, first-served basis with only fully completed applications being considered.***

The online application can be accessed at <https://apply.myptc.edu/>

Online Application Requirements:

- ✓ **Complete the Residency Declaration and upload 2 proofs of Florida Residency showing that you have been a legal resident of the state of Florida for at least one year. This is to qualify for the posted tuition.**
- ✓ **Upload a valid government issued photo ID.**
- ✓ **Complete the transcript acknowledgment and send official transcripts if you want to exempt our admissions testing.**
 - *New students are required to take the CASAS reading and math test as part of the enrollment process unless they meet an exemption for taking the test.*
 - *Two common exemptions for testing are a student having earned an AA/AS degree or higher and/or earning a standard high school diploma from a Florida Public High school in 2007 or after.*
- ✓ **Complete the CASAS reading and math test, if you DO NOT qualify to exempt it:**
 - Available at the campus on a walk-in basis with photo ID
Monday through Friday arrive between 8am and 10am

Cosmetology Admission Contacts:

| | |
|--------------------------------------|---|
| Nancy Randolph, enrollment counselor | 727-893-2500 ext. 2060 randolphn@pcsb.org |
| Tenise Crum, lead instructor | 727-893-2500 ext. 2350 crumt@pcsb.org |



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Cosmetology Student Information

Start Date: _____

Name: _____ DOB: _____

PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

ANY CONCERNS THAT INSTRUCTOR NEEDS TO BE AWARE OF:

EMERGENCY CONTACT INFORMATION

NAME: _____

ADDRESS: _____

PHONE: _____

RELATIONSHIP TO STUDENT: _____

NAME: _____

ADDRESS: _____

PHONE: _____

RELATIONSHIP TO STUDENT: _____



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Welcome to Cosmetology. Please complete the following questionnaire and turn into your instructor:

1. How did you hear about the Cosmetology Program?

2. What is your favorite part of Cosmetology?

3. Do you know anyone in the Cosmetology industry?

4. Why did you select the Cosmetology program?

5. How much time do you have to dedicate to school/classwork/ homework for the cosmetology program?

6. What is your 5-year goal in the Cosmetology Industry?

7. Tell us about you.

Please keep the following 2 pages for your records

ATTENDANCE POLICY:

- ❖ Students are expected to have **regular and punctual attendance**.
- ❖ Class starts at 7:00 am Monday-Friday. Students are marked late at 7:15am. **Any students arriving after 7:15am will not be permitted in class and will be marked absent for that day.**
- ❖ Students must maintain good academic standing **regardless** of absences
- ❖ Failure to remain in good academic standing may result in student being placed on probationary status, loss of financial support and/or withdrawal
- ❖ **The Cosmetology Program follows PTC attendance policies. The Financial Aid Department has specific attendance guidelines. Please make sure you are aware of their policies.**

20/40/60

Cosmetology ATTENDANCE POLICY

20 – Plan of Action

There are **Five Terms** in the school year (including summer hours). If you have missed **20 hours**, to include: extended breaks, leaving early, coming in late & personal breaks, a conference with the instructor to design with you, a **“plan of action”** along with a **“coaching form”** signed by you and the instructor, will be sent to Financial Aid, Student Services, Administration and placed in your permanent file.

40 – Conference with Counselor and Administrator

You are now in jeopardy of failing this course and losing your seat in the program. The **“plan of action”** was not followed. A meeting with the Program’s Counselor along with the Program’s Administrator or School Director will be scheduled before you are able to attend class. A contract will now be designed by administration for you to sign, date and abide by. This conference will be the final step to saving your seat in the program.

60 – Withdrawn from the Program

You will now be withdrawn from the program. You may have an opportunity to appeal this action depending on circumstances. The approval to return will be decided by the Appeal Committee and Instructor(s).

The Florida Department of Professional Business Regulations states

A **“cosmetologist”** means a person who is **licensed** to engage in the practice of cosmetology which includes the mechanical or chemical treatment of the head, face, and scalp for aesthetic rather than medical purposes, including, but not limited to, hair shampooing, hair cutting, hair arranging, hair coloring, permanent waving, hair relaxing, hair removing, pedicuring, and manicuring, for compensation.

COSMETOLOGY DRESS CODE:

Excerpt from policy 4.01 CODE OF STUDENT CONDUCT

(4) DRESS CODE:

The dress and grooming of Pinellas County students shall be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code.

Cosmetology uniforms (all black) are required at all times while on the clock, unless instruction is given otherwise.

- **Pants and top must be all black with no skin showing in between**
- **Shorts and skirts and dresses no higher than a one inch above the knee.**
- **Jeans and designer jeans BLACK OR BLUE ONLY, HOLES ONLY BELOW THE KNEES.(FRIDAY ONLY)**
- **Shoes must have closed toe AND 75% BLACK**
- **Clothes must fit and be the proper size**
- **No straps showing, shoulders must be covered**
- **No beads, metal or designs**
- **Apron or lab coat are optional but recommended in clinics**
- **Apron or lab coat is NOT worn to hide dress code infractions.**
- **Hats, scarves, bandanas and head coverings are prohibited**
- **Jackets and sweaters that are not black are allowed in classroom only**
- **Leggings and spandex must be covered by thigh length or longer shorts or skirt.**
- **SWEAT PANTS, GYM SHORTS, YOGA OR WORKOUT CLOTHES ARE PROHIBITED.**

Professional Dress Mondays.

Every Monday Starting in September and February every students will dress in interview/business casual attire. Expectations and examples will be discussed in the Professional Image chapter of the course.

- Professional Dress is every Monday unless cancelled by instructor, from August- June.
- NO PROFESSIONAL DRESS DURING THE SUMMER TERM.
- Students will **NOT** be allowed in class if not in professional dress.

If you wear open toed shoes to and from school, keep a pair of closed toed shoes in your locker.