

Adult Education Cosmetology Licensure Program

This program is designed to prepare you for the California Board of Barbering and Cosmetology licensing exams. It meets all state requirements and offers a comprehensive curriculum in both theory and hands-on training. The option to complete an additional 200 hour Barbering course is optional, once you have received your Cosmetology License.

Participation Agreement
The Adult Cosmetology Program requires a significant commitment. To successfully complete the program and qualify for licensure, students are expected to comply with the policies and procedures outlined below.

Attendance Policy

- Daily, prompt attendance is required.

Break Policy

Though not mandated by California law, NUSD Adult Education includes scheduled breaks to support learning and safety:

- A 10-min rest break approximately every 2.5 hours. Breaks must be taken as assigned.

Dress Code Policy

Professional and polished dress is required. This includes polished grooming, closed toe shoes, avoiding torn clothing, and exposed undergarments.

Technology Use Policy

Technology is a vital component of your success in the program. The use of cell phones, tablets and other electronic devices for personal purposes while in the classroom and on the Salon floor is prohibited unless approved by your instructor. Breaks are built into your daily schedule, cell phones and other electronic devices can be used during these times.

Code of Conduct & Disciplinary Policy

The cosmetology industry requires professionalism, integrity, and accountability. Adult education mirrors real-world salon expectations.

Progressive Discipline Model
The following steps will apply to all infractions, except for those identified under “immediate dismissal”:

1st Infraction: Warning (documented. Meet with Instructor)

2nd Infraction: Probation (Improvement plan. Meet with Instructor & Admin)

3rd Infraction: Removal from Program

Probation Leading to Removal

The following behaviors may result in dismissal if not corrected:

- Repeated absences
- Repeated tardiness
- Refusal to complete required program hours
- Failure to adhere clock-in and clock-out procedures, clocking in or out for another student is strictly prohibited
- Failure to meet sanitation standards
- Unprofessional conduct in the classroom and on the Salon floor. This includes:
  - Use of profanity
  - Insubordination
- Dress code violations
- Misuse of personal technology
- Unsafe chemical misuse
- Failure to maintain required hours
- Not passing required safety exams
- Refusal to complete state-required competencies

Immediate Dismissal (Zero Tolerance)

As a state-licensed program, any conduct that compromises safety, violates applicable laws or regulations, or undermines public trust shall result in dismissal from the program..

The following behaviors will result in immediate removal from the program:

- Physical violence or threats (in person, via social media, etc.)
- Theft
- Drug or alcohol use on campus
- Being under the influence during class
- Harassment or discrimination
- Falsifying clock hours
- Bringing a weapon to campus

Instructional Schedule

The schedule is designed to accommodate adult learners via in-person learning and independent work. Students will clock 20 hours per week.

- Monday–Thursday, 4:30–8:00 PM (14 hours/week in person)
- 6 hours per week of online independent work

Cosmetology Course Description (1000 Hours)

- Health and safety practices
- Infection control, disinfection, and sanitation
- Haircutting, styling, and thermal techniques
- Hair coloring, lightening, and chemical texture services (perms and relaxers)
- Scalp and hair analysis
- Skin care and basic facials
- Hair removal (waxing, tweezing, depilatories)
- Lash and brow services
- Nail care and basic nail services
- Client consultation and professional communication
- State Board preparation and exam readiness

Barbering Crossover Course Description (200 Hours)

Barbering Crossover Program requires a valid California Cosmetology License for participation.

- Straight razor shaving and facial hair design
- Beard and mustache grooming
- Sanitation and safety specific to barbering services
- Client consultation and professional barbering practices
- State Board preparation and exam readines

Materials and Tool Kit

Students enrolled in this program are responsible for purchasing their own cosmetology tools. Please refer to the two links provided below for purchasing options: one for in-person purchases and another for online ordering. Prior to the first day of instruction, you will meet with your instructor for a "tool kit review" to ensure you are fully prepared to begin the program.

The total cost of required classroom tools listed in the shopping links below is an estimate and may vary due to changes in supplier pricing, market demand, shipping costs, and product availability.

- Adult Ed Cosmetology Supply List – In-person Shopping
- Adult Ed Cosmetology Supply List For Amazon

Course Objectives

Graduates will be able to:

- Demonstrate professional conduct
- Apply theory and technical skills across cosmetology disciplines
- Practice industry standards related to safety and sanitation
- Deliver salon quality services in a professional setting
- Pass the California Board Licensing Exam

Graduation Requirements

To graduate from the NUSD Adult Cosmetology Program, students must:

- Complete all 1,000 required hours
- Maintain a minimum 75% average on written and practical assessments
- Successfully complete 3 mock state board exams with 75% or higher
- Pass a mock National Cosmetology Practical Exam with 75% or higher

Licensing Exam Eligibility

To apply for the California State Board Cosmetology Exam, students must:

- Possess a valid state-issued ID
- Be at least 17 years old
- Complete a 1,000-hour licensure program
  - Submit a $125 non-refundable application fee to the state board
- 200-hour Barbering Crossover Program requires a valid California cosmetology license
  - Submit a $125 non-refundable application fee to the state board

Professional Statement

This is a professional training program designed to help you build the skills and habits expected in the field. Our goal is to support your development and ensure you are ready for the responsibilities and expectations of professional practice.

Student Acknowledgment

By initialing each item and signing below, I acknowledge and agree to the following:

_____ I agree to comply with the attendance and progressive discipline policies.

_____ I understand the instructional schedule.

_____ I accept financial responsibility for all State Board examination fees.

_____ I acknowledge that the 200 hour Barbering Course requires a valid California Cosmetology License.

_____ I would like to enroll in the 200-hour Barbering Crossover Program.

Student Name: _____

Student Signature: _____

Date: _____

Instructor Name: _____

Instructor Signature: _____

Date: _____