COLLEGE AND CAREER

Cosmetology (Adult Programming)
Supplemental Information

The information in this packet is designed to enhance and supplement the information provided in the EVIT Postsecondary Course Catalog. It is crucial to understand both sources fully. Specific policies that pertain to this program may vary from general policies.

Revised 7/21/26

Cosmetology Program-Specific Information

Program Requirements

The Adult Cosmetology program is designed to prepare students for licensure through the Arizona State Board of Barbering and Cosmetology. Students are responsible for completing all program requirements, including the required instructional hours established by the Board.

Required Program Hours: 1,500

Program Length: Three semesters (full-time)

Available Instructional Hours: Approximately 1,800 hours over three full-time semesters.

Students are responsible for monitoring their accumulated clock hours throughout the program. Failure to complete the required hours may delay program completion and eligibility for licensure.

Students experiencing extenuating circumstances that affect completion of required hours may submit a written request for additional instructional time to the program administrator. Approval is granted on a case-by-case basis and is not guaranteed.

Licensure Eligibility

Successful completion of the Adult Cosmetology Program does not automatically result in Arizona licensure.

To be eligible to apply for licensure, students must:

- Successfully complete the required 1,500 instructional hours.
- Successfully complete all required coursework.
- Meet all requirements established by the Arizona State Board of Barbering and Cosmetology.
- Successfully complete any required licensing examinations.

Attendance and Clock Hours

Students are scheduled to attend class Monday through Friday from 8:00 a.m. to 4:30 p.m., which includes a 30-minute lunch break.

Students are required to clock in at the beginning of each instructional day, clock out at the beginning of their lunch break, clock back in upon returning from lunch, and clock out at the end of the instructional day. Clock hours are tracked in accordance with the Arizona State Board of

Barbering and Cosmetology requirements and are used to determine progress toward the required 1,500 instructional hours.

Failure to accurately clock in and out, including for lunch, may result in lost instructional hours and could delay program completion and eligibility for licensure.

Completion of Required Clock Hours

Students are responsible for completing all required instructional hours prior to graduation.

Students who do not complete the required 1,500 instructional hours by the end of the scheduled program may have their program completion date extended until all required hours have been satisfied.

Enrollment Requirements

Applicants must provide documentation demonstrating that they meet the enrollment requirements established by the Arizona State Board of Barbering and Cosmetology. Students must either:

- Be at least 16 years of age and have completed two years of high school or its equivalent; or
- Be 18 years of age or older.

Academic Requirements

Students are expected to demonstrate satisfactory academic progress throughout the program.

Students must maintain a minimum overall course grade of 60% and complete the required 1,500 instructional hours to complete the program.

Students who fail a semester must repeat the semester before progressing in the program.

Successful completion of all academic and clock-hour requirements is required to receive a Certificate of Program Completion.

Professional Conduct

Students are expected to conduct themselves in a professional manner at all times while representing EVIT.

Professional expectations include:

- Treating clients, classmates, instructors, and staff with respect.
- Demonstrating ethical and professional behavior.
- Using appropriate language and communication.
- Following instructor directions.

- Complying with all EVIT policies and program requirements.

Failure to demonstrate professional conduct may result in disciplinary action in accordance with EVIT policies.

Cell Phone Policy

See EVIT Post Secondary Course Catalog regarding the cell phone policy. Students may be dismissed from the class or program for persistent cell phone usage.

Dress Code Policy

Students are expected to maintain a professional appearance at all times while representing EVIT and providing services to clients. In addition to the dress code outlined in the EVIT Postsecondary Course Catalog, Adult Cosmetology students must comply with the following program-specific requirements:

- Students must wear the complete EVIT-issued Hunter Green adult cosmetology uniform each day, including EVIT-logo scrubs and a visible EVIT identification badge.
- If additional warmth is needed, students may wear a solid-color, long-sleeve shirt/sweatshirt underneath the uniform. An EVIT-branded, zip-up, cosmetology program-approved jacket, which can be worn over the uniform, is available for purchase through the EVIT Bookstore.
- Only closed-toe, fully enclosed, flat, non-slip shoes are permitted. Acceptable footwear includes athletic shoes and medical clogs with enclosed heels.
- Crocs, Ugg-style footwear, flip-flops, slippers, sandals, and high-heeled shoes are prohibited.
- Scrubs must be clean, wrinkle-free, and in good repair.
- Hats, bandanas, headscarves, and other head coverings are prohibited unless approved as a religious accommodation.
- Students are expected to maintain good personal hygiene. Offensive body odors, including odors associated with tobacco products, are not permitted.
- Students who do not meet the dress code requirements will not be permitted to clock in or participate in instructional activities until they are appropriately dressed.

Infection Control and Safety

Students are required to follow all infection control, sanitation, and safety procedures established by the Arizona State Board of Barbering and Cosmetology and EVIT.

Students are expected to:

- Maintain clean and sanitary workstations.
- Properly clean and disinfect implements and equipment.
- Follow all instructor directions regarding infection prevention and client safety.
- Use products and equipment according to manufacturer instructions.
- Immediately report unsafe conditions to an instructor.

Failure to comply with infection control or safety requirements may result in removal from clinic activities and disciplinary action.

Client Services

Students provide services to the public as part of their educational experience. Service fees are established by EVIT and may not be discounted or altered.

Students are expected to maintain professional behavior while providing client services.

Students may perform only those procedures for which they have received instruction and instructor approval.

All client services are performed under instructor supervision.

Students are expected to maintain client confidentiality and provide services in a safe, professional, and respectful manner.

Equipment and Supplies

Students are responsible for maintaining their assigned equipment, tools, and supplies in a clean and sanitary condition.

Students may be responsible for replacement costs associated with lost, stolen, or intentionally damaged equipment.

Withdrawal from the Program

Students who withdraw prior to program completion will receive documentation of completed instructional hours in accordance with Arizona State Board of Barbering and Cosmetology requirements.

Students who later seek to reenter the program must follow applicable EVIT readmission policies.

Cosmetology (ADULT) Program Supplemental Information
ACKNOWLEDGMENT AND AGREEMENT FORM

I acknowledge receipt of the East Valley Institute of Technology Adult Cosmetology Program Supplemental Information.

By signing this acknowledgment and agreement form, I acknowledge that I have received and read the Adult Cosmetology Program Supplemental Information, the EVIT Postsecondary Course Catalog, and the course syllabus. I understand the policies and procedures outlined in these documents and agree to comply with all applicable requirements during my enrollment in the program.

Furthermore, I understand that this agreement shall remain in effect throughout my enrollment in the Adult Cosmetology program.

_____	_____	_____
Student Signature	Student Print Name	Date