Western Technology Center - Cosmetology

Instructor: Mr. Bill Helton

Phone: 580.928-2097 **Email**: bhelton@westtech.edu

The following items are due to the Sayre Campus of Western Technology Center (WTC) **by January 29, 2027. Your enrollment in the Cosmetology Program cannot be considered until all items are received and you and a parent/guardian have attended a Mandatory Parent Meeting.**

- ☐ **WTC Application [QR code]** (Online application opens Dec. 2 at 8 am.)
- ☐ **Cosmetology Contract** – This document is required by the OSBCB and must be complete.
- ☐ **Student Agreement –** Read and initial each statement to demonstrate understanding and agreement to comply.
- ☐ **OSBCB Student Registration Form** – (www.cosmo.ok.gov *Forms * 101 Student Application) Students must complete ALL of the top portion, tape a 2"x 3" inch Full Face Photo in the bottom box, AND include the Date of Photo. This form may be emailed for application purposes, but the original must also be sent/delivered to WTC.
- ☐ **$15 CASHIER'S CHECK from a bank –** Due by May 1 once student is accepted to the Cosmetology program.
- ☐ **Copy of your Social Security Card –** This document is required for OSBCB.
- ☐ **Copy of your Original Birth Certificate –** This document is required for OSBCB. Student must also provide documentation of name change if current name and birth certificate do not match.
- ☐ **Copy of a government issued ID -** This document is required for OSBCB.
- ☐ **Copy of your current high school transcript through at least the 10th grade**, **documenting passing grades in all course-related subjects**. (OSBCB, 59-199.7G1-2, p68) If you are currently in 10th grade, you may send one now to fulfill application purposes, but you will also need another one sent at the end of the year.
- ☐ **Copy of HS Attendance Summary** - from 9th grade to present
- ☐ ***Papers of adoption or marriage license –** *Only required if your name is different than the one on your birth certificate.
- ☐ ***Documentation of Transfer Hours –** *Only required if student has previously been enrolled in a Cosmetology program
- ☐ **Attend Mandatory Parent Meeting -** (Pick ONE of the four) **January 25 from 5:30 – 6:00 OR 6:30 – 7:00**
  January 26 from 5:30 – 6:00 OR 6:30 – 7:00
- ☐ **Attend Mandatory August meeting – August 5 at 6:00pm**



All documents are the responsibility of the student and must be:
* Clear copies and easily read.
* Submitted to WTC in the English language.
* Turned in to WTC BEFORE the Mandatory Parent Meeting
* Completed on or before the deadline in order to receive Priority Consideration.

Please remember: Classes are filled on a first-come, first-served basis, and turning in your application does not guarantee a spot in the class.

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Student Agreement

Applicant: Read and initial next to each statement to confirm understanding and agreement to comply.

_____ Placement in WTC's Cosmetology Program is filled on a first-come, first-served basis. I will not be offered a spot in the class until all documents have been submitted and all requirements have been fulfilled. Failure to complete all necessary requirements could result in a cancelled application or removal from class. *Money is not refundable once it has been submitted to OSBCB.

_____ Signing the Cosmetology Contract does not guarantee a spot in the class.

_____ If accepted to the program, I must attend the **MANDATORY Classroom Orientation on August 5 at 6:00 pm**, or my name will be removed from the roster and replaced with the next person on the waiting list.
There are no exceptions.

_____ I must wear the proper uniform and shoes which are required for training in WTC's cosmetology program. The approximate cost for each uniform is listed on the back of this form. I am not allowed to clock-in to receive cosmetology training hours until I am in the required uniform. (OSBCB rule 175:10-3-64).

_____ I understand that I must adequately progress in my coursework and hours of completion to return each semester. My allowed absences differ than WTC policy.

_____ **HIGH SCHOOL ONLY**: As a high school student, I must complete 1000 Cosmetology hours of training @ WTC plus 250 hours of related high school subjects as deemed by OSBCB (OSBCB rule 199.7G1-2, p68) to register for the OSBCB Licensing Exam. I am limited to 4 semesters in WTC's Cosmetology program. In 4 semesters, I will have more than enough time to complete the 1000 required hours. If I do not complete my training in 4 semesters, I will need to seek Cosmetology training opportunities elsewhere and add 250 hours.

_____ **ADULTS ONLY:** As an adult student, I must complete 1250 Cosmetology hours of training @ WTC in order to register to take the OSBCB Licensing Exam. Additional class days may be required for adults to complete 1250 hours. ***Clock hours for adult students needing additional education will be determined on an individual basis.*

Printed Student Name	**Student Signature**	**Date**
Printed Parent Name (if minor or high school student)	**Parent Signature**	**Date**
Printed High School Official's Name	**High School Official Signature**	**Date**
Mr. Bill Helton **Printed Instructor Name**	**Instructor Signature**	**Date**

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Cosmetology Contract

Cosmetology for High School Students – This is a 2-year/4-semester program requiring: 1000 clock hours, a passing grade of the curriculum standards, and a high school diploma (by the completion of the program).

Cosmetology for Adult Students –

Cosmetologist – This is a 2-semester, full-time program requiring 1250 clock hours, a passing grade of the curriculum standards, and a high school diploma. **Clock hours for adult students needing additional education will be determined on an individual basis.

Master Instructor for Adults – This is a 2-semester program requiring 600 clock hours, a passing grade of the curriculum standards, and a high school diploma,

Students provide the following:	**WTC provides the following:**
→ Black scrub pants → Black scrub top → Black scrub smock → Black closed-toe shoes that are slip resistant → $15 Oklahoma State Board of Cosmetology & Barbering (OSBCB) registration fee and Rule-Law book	→ Cosmetology supplies → Instructional materials

Campus (Circle One)	**Student Type** (Circle One)
Burns Flat	High School (1000 hrs)
Sayre	Adult (1250 hrs)
	Adult (600 hrs)

	HS (1000 hrs)	**Adult - C** (1250 hrs)	**Adult - MI** (600 hrs)	**Adult** (varies)
Curriculum Fee:	Included	$100	$100	$100
In District **Tuition:**	Included	$3125	$1500	HR* $2.50
Out District **Tuition:**		$6250	$3000	HR * $5.00

Students must complete the minimum hour (per-year) requirement and demonstrate skill competency and advancement to enroll for the following school year.

High School minimum = 500 hrs **Adult minimum = 1250 hrs**

Oklahoma State Board of Cosmetology and Barbering requires each student to maintain a minimum of 15 hours per week. If students do not meet the weekly hour requirement, they will be removed from the program.

I, _____, on (month) _____ (day) _____, (year) _____, as a potential student of the Western Technology Cosmetology program, have read and understand the contents of this contract and promise to uphold my part in my success in this program.
I understand that if I choose not to attend the program this contract is null and void. (Initial) _____

Student Printed Name: _____

Student Signature: _____

Student Phone Number: _____

Student Address: _____

City _____ ST _____ ZIP _____

Student Email: _____

Parent Signature: _____

WTC School Official: _____

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Cost Sheet

Supply List Purchased by the student / Not included in the cost of Tuition:

Scrub Top & Pants	*1 set minimum; 2 sets preferred *Color: All Black *Must be worn every day, starting the first day of school	Approx $40.00
Shoes	*Closed toe, closed heel, non-slip, non-porous shoe *Color: All black *Must be worn every day, starting the first day of school	Approx $30.00
$15 Cashier's Check	***Must be turned in by May 1st ***Must include Student's Legal name and Correct Mailing address *Do not fill in "Payable To" line yet … in case we must return it to you. *Checks and cash are not accepted at OSBCB. *Cashier's Check is NOT refundable once submitted to OSBCB.	$15.00
SkillsUSA uniform	*Black skirt/pant, white top, black shoes *Will be required before competitions. Do not purchase it yet.	Approx $30.00
Basic school supplies	3 ring binder – 4 inches 3 ring binder – 1 inch 32 subject dividers 1-2 Sharpie markers Black ink pens & pencils Colored pencils Markers 3x5 index cards	Approx $40.00

Included in cost of program:

High school students are not responsible for the following costs. They are included with the tuition waiver he/she receives.

Milady Textbook, 14th Edition - online	$136.00
Skills Kit – shears, mannequins, color & nail supplies, etc.	Approx $250/yr
SkillsUSA dues	$20.00
NTHS dues (if student qualifies)	$35.00
Portfolio	$10.00

**Textbooks are provided for WTC student use. Purchasing personal copies is optional but Not required.*

Certification Exam:

Certification costs include but are not limited to the following:

Oklahoma State Board of Cosmetology & Barbering - Practical Exam	$50.00
Computer Based Testing – Written Exam	$65.00
Total	**$115.00**

**WTC Board of Education allows $100 per year to be used for student certification testing!! To be eligible, students must maintain a B-average, 90% attendance rate, be active in SkillsUSA, and be in good standing at WTC*

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AM PM FT

Admission Checklist: COSMETOLOGY

Applicant Name		School		GR:	11 12 A

Documents must be received ON or BEFORE the deadline to be considered for Priority Enrollment.

ITEM TO BE COMPLETED	DATE RECEIVED	Notes
WTC Application Form (online)		
Cosmetology Contract		
Student Agreement		
OSBCB Student Registration App (ACURATELY filled out, include Picture)		
Copy of Social Security Card		
Copy of Birth Certificate		
Copy of Government-Issued ID		
Copy of Transcript or Diploma		
Copy of Attendance Summary		
$15 Cashier's Check (must include applicant's name and address)		Only Cashier's Checks are acceptable.
Marriage License/Doc of Name Change *	NA	
Documentation of Transfer Hours *	NA	
COMPLETION DATE:		
Mandatory Parent Meeting (January)	Yes / No	
Mandatory Initial Meeting (August)	Yes / No	

FOR OFFICE USE ONLY			
Notes:	AM	PM	Waitlist
Committee Member Signature: _____			

OSBCB FORM 101
Revised 09/25

AOD _____

OKLAHOMA
Cosmetology and Barbering

OKLAHOMA STATE BOARD OF COSMETOLOGY AND BARBERING
ADVISORY BOARD ON MASSAGE THERAPY
2401 NW 23rd Street, Suite 74, Oklahoma City, OK 73107-2453
Student Department 405.521.2441 • Oklahoma.gov/Cosmo

J. KEVIN STITT
Governor

Leah Longest
Board Chair

STUDENT REGISTRATION APPLICATION

This form must be accompanied by copy of student contract, current photo, and proof of at least an 8th grade education.
Registration effective for 2 years (if attending same course in same school). No hours will be credited until registration receipt is issued.

I hereby make application as a student for the purpose of acquiring knowledge of the profession in:

Western Technology Center - Sayre | 2002 N Highway 66 | Sayre, OK | 73662
Name of Cosmetology/Barber School | Address | City | Zip

Last Name _____ First Name _____ Middle Initial _____ Maiden Name _____

Social Security Number: _____ Date of Birth: Month _____ Day _____ Year _____

Home Address _____ City _____ State _____ Zip _____

Phone Number _____ Instructor Name: _____
RESIDENCE ADDRESS REQUIRED BY LAW (§59-199.3-B-3). PO BOX IS ACCEPTABLE

Signature of Administrator X _____ Instructor Emal: bhelton@westtech.edu

If applicant is less than 18 years of age, attach a copy of Birth Certificate or other legal proof of age

Name under which enrolled in public school: _____

Does Applicant hold a High School diploma or GED? ☐ Yes ☐ No If no, highest grade completed: _____ Date of graduation or withdrawal: _____

If Applicant holds an expired Oklahoma license, answer the following three questions:

In what year were you last licensed? _____ Last School attended, with dates: _____

List any previous names under which you were licensed: _____

SCHOOL USE ONLY
Please check the Student type:

☑ New Student	☐ Re-Registration	☐ Transfer

☐ Barber	☐ Facialist	☐ Facialist Instructor	☐ Master Barber Instructor
☑ Cosmetologist	☐ Manicurist	☐ Manicurist Instructor	☐ Master Cosmetology Instructor
☐ Cosmetologist (non-chemical)	☐ Barber (non-chemical)	☐ Eyelash Extenison Technician	☐ Eyelash Extension Technician Instructor
☐ Blow drying/Styling	☐ Makeup Artist		

Attach 2x2 Photo Here

Photo must be newer than a 1 yr

Number of Hours Enrolled: _____

I will faithfully obey any and all requirements of law, sanitation, rules and regulations of the State Board of Cosmetology and Barbering. I have read and received a copy of the School Contract. I certify that the above photo is of me, and I solemnly swear that the foregoing statements are true and correct.

X _____
Signature of Applicant

Subscribed and sworn before me this _____ day of _____, 20 _____.
State of _____ County of _____
Commission # _____
My commission expires _____ Notary Public _____

Notary Seal Here