



Northwest Technology Center  
Cosmetology Program  
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# COSMETOLOGY HANDBOOK 2024-2025

Approved 7/2022

Cosmetology of Northwest Technology Center  
Approved by  
Oklahoma Career and Technology Department  
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Approved by  
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The Northwest Technology Center Cosmetology Program is approved by the Oklahoma State Board of Cosmetology and Barbering. Graduates of this state-approved program are eligible to apply to take the Cosmetologist license examination. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice cosmetology. In addition to completing a state-approved cosmetology education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of: 1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States; 2. A pending or approved application for asylum in the United States; 3. Admission into the United States in refugee status; 4. A pending or approved application for temporary protected status in the United States; 5. Approved deferred action status; or 6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition, or certificate; issue a license, recognition, or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition, or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §§567.5 & 567.6].

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Revised: 8/2023  
Revised: 8/2024

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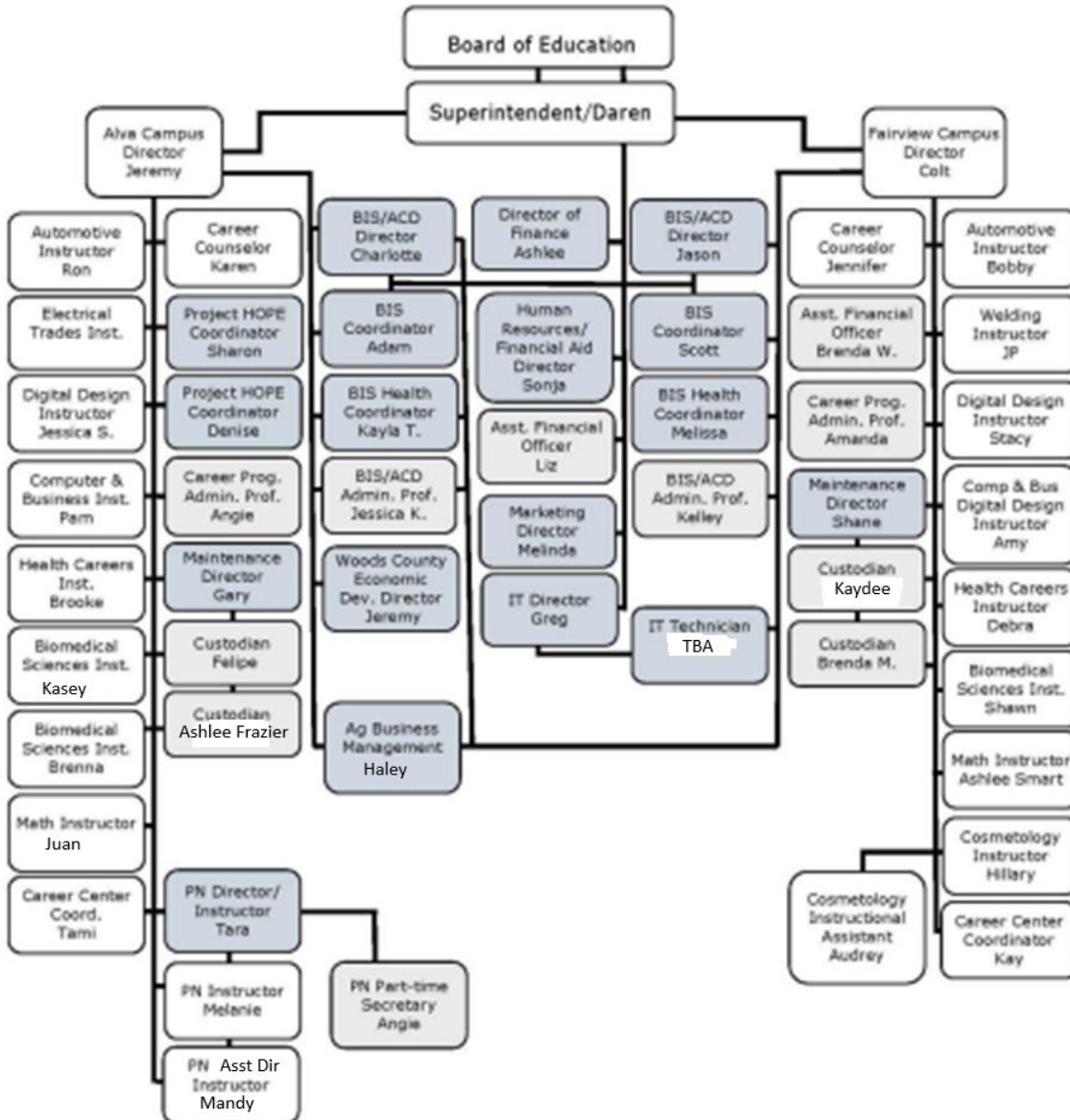
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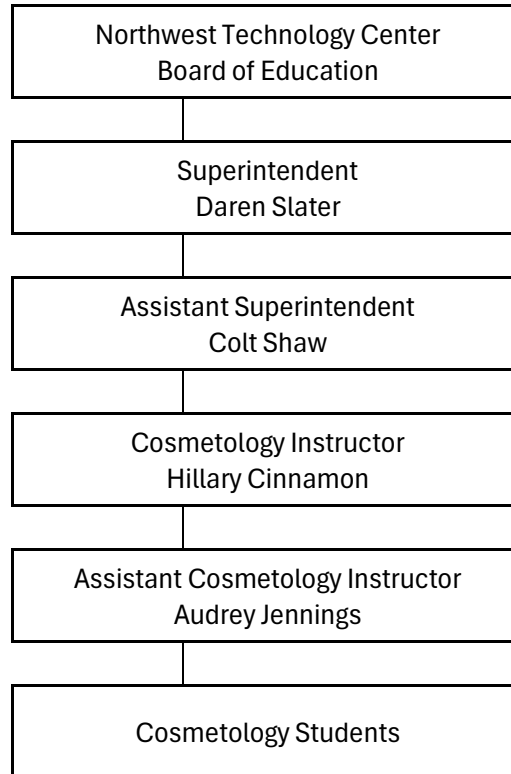
# Northwest Technology Center Organizational Chart

## FY 2024-2025



Effective: August 2024

## Northwest Technology Center Organization Chart Cosmetology



## **PHILOSOPHY**

The faculty of the cosmetology program supports the philosophy of the Northwest Technology Center and cosmetology standard of Milady's Standard Cosmetology. The faculty has integrated a conceptual framework in the development and delivery of a focused cosmetology curriculum. The curriculum concepts are basic manipulative skills, safety judgements, proper work habits, obtain desirable attitudes necessary to achieve competency in entry level job skills, and obtain licensure and gainful employment in the field of cosmetology or related career fields.

Adult learning is a self-initiated, adaptive process that can be stimulated by an atmosphere of motivation, creativity, and mutual respect in working with adults in the role of the student cosmetologist, progress is from dependent action toward reflection. It is through reflection that the student can experience professional and personal growth.

Cosmetology Education involves inclusion of but not limited to lecture, demonstration, live work, small group activities, classroom instruction, lab simulation and clinical experience involving fellow students and the general public. The instructor and facility make every effort to provide exposure to up-to-date technological cosmetology equipment and systems found in today's evolving salon/spa environment and other learning activities. Students will be expected to participate in class along with hands-on activities while working independently and in groups. Included in the course will be the opportunity to participate in a student organization, Skills USA, which will provide local, regional, and state competitions as well as professional development opportunities.

Developed 7/2022

## **VISION**

The Cosmetology Program of Northwest Technology Center is to enhance and encourage both inner and outer beauty.

Developed 7/2022

## **MISSION**

The Cosmetology Program of Northwest Technology Center is committed to provide opportunities for personal growth with artistry, latest techniques, and trends.

Developed 7/2022

## **CORE VALUES**

*The Cosmetology Leaders of Northwest Technology Center are committed to strive for success, motivate, and inspire others.*

Developed 7/2022

## **STUDENT OUTCOMES**

Upon completion of the Cosmetology Program requirements, the graduate will be able to:

1. Project a positive attitude, a sense of personal integrity, and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

## APPLICATION AND ADMISSION INFORMATION

To qualify for admission:

1. The applicant must submit a Northwest Technology Center enrollment application.
2. The applicant must submit a **completed** Cosmetology Program enrollment packet which includes:
  - \* Signed Student Contract/Agreement
  - \* OSBCB Student Registration Form (Students must complete ALL the top portion, tape a 2" x 2" inch Full Face Photo in the bottom box (passport photo), AND include the date of the photo on the designated line below the photo.)
  - \* Applicants must submit a \$7 non-refundable application fee (cash only).
  - \* Copy of original birth certificate, driver's license or state issued ID. This document is required by OSBCB. Students must also provide documentation of name change if current name and birth certificate, driver's license, or state issued ID do not match.
  - \* Copy of current high school transcript through at least the 10<sup>th</sup> grade, documenting passing grades in all course-related subjects.
  - \* Copy of High School Attendance Summary – from 9<sup>th</sup> grade to present.
  - \* Papers of adoption or marriage license – Only required if your name is different than the one on your birth certificate, driver's license or state issued ID.
  - \* Documentation of Transfer Hours – Only required if a student has previously been enrolled in a Cosmetology Program.
  - \* Completed Initial Determination Form
3. The applicant must take the WorkKeys test.
4. The applicant must attend the **Mandatory Orientation Meeting** provided by the school.

Only completed student applications will be time-stamped, dated, and validated by two designated NWTC school representatives as they are received. Applications missing any part of the required materials will be returned to the student for revision. Completed applications will be forwarded on to the Cosmetology committee members who will utilize a rubric of items including but not limited to grades, attendance, question responses, attention to detail, etc. to decide which applicants will be offered a spot in the upcoming cosmetology class. In the event the students are equally qualified, the order of acceptance of applications will be used to determine placement. Final enrollment is subject to completion of WorkKeys test and attendance to the Mandatory Orientation meeting.

Sixteen (16) slots will be accepted, morning and afternoon sessions. Students entering the program as adults are required to attend the program all day while high school students attend either the AM or PM session. Due to limited availability of seats in Cosmetology, high school students transitioning to adult status through graduation will continue to maintain part-time status in their current session. Those students not selected immediately will be placed on a waiting list. All applicants will receive a letter from NWTC notifying them of their status. NWTC reserves the right to accept a lower number of applicants should the applicant pool show inability to meet academic standards.

## NON-DISCRIMINATION POLICY

Please refer to the NWTC Student Handbook page 2.

## PROGRAM ORIENTATION

Program orientation is mandatory. If you cannot attend this meeting special arrangements can be made by contacting NWTC Assistant Superintendent, Colt Shaw at (580) 227-3708.

## RE-ADMISSION POLICY

1. A student who withdraws from the NWTC Cosmetology related to personal or emergency conflicts will be allowed to re-enter one time only. A student who was dismissed cannot reapply.
2. Students seeking readmission will be required to re-submit an application and documents required by all students.
3. All requests for readmission will be evaluated on an individual basis. The Cosmetology department does not guarantee re-admission.
4. The following criteria will be considered for re-admission:
  - a. Participation in activities which would improve the probability for success in the program such as:
    - Working in the salon/spa setting.
    - Taking courses which could improve weak areas.
    - Resolving personal crises that contribute to success in the program.
  - b. Space availability.
  - c. Student left program in good standing, i.e., fees paid, good academic standing, not on probation for any reason.
  - d. Course Final exam and skills check off will be required.
  - e. A student may not re-enter if a three-year time period has lapsed from the date of withdrawal.

## ATTENDANCE POLICY

Absences and tardiness must be kept to a minimum in order to meet the State Board hourly Requirements.  
\*500 hours per year for High School      \*1000 hours per year for Adults

### Absences

An absence will be received if:

1. The student is 30 minutes or more late to class or leaves 30 minutes or more early from class.
2. The student does not attend class.
3. The student will receive an absence for every three (3) tardies recorded.

### Tardiness

A tardy will be received if:

1. The student is late for class.
2. The student leaves early from class.

### Student Attendance Responsibility

1. Attend all scheduled classes and clinic sessions.
2. Notify the instructor in advance of absence or tardiness.
3. Complete plan of action to meet objectives for missed classroom/clinic time.
4. Clinic days will not be made up.
5. Personal business and appointments should not be scheduled during school time.

### Authorized Absence

Although leave of absences are not granted, special circumstances occur that may require the student to be absent. These are:

- Death of a student's immediate family member.
- The serious illness of the student, student's spouse, or student's minor child. This would include hospitalization, major surgery, and/or extensive medical examination or diagnostic tests.

- The threatened or actual miscarriage of child by student.
- The fulfillment of mandatory military obligations.
- Communicable illness of the student or student's minor child.
- Court related responsibilities such as jury duty. With appropriate documentation provided by the student, the absence may be excused. Hours missed still have to be made up per State Board Requirements.

### **Excessive Absences/Tardiness**

A student may have up to 5 absences (in any combination of absences and tardies) per semester. Should the student accumulate excessive absences or tardies the following procedures will be followed:

1. At 3 or more consecutive days of absences due to illness, communicable disease or birth of a child, a medical release must be secured from a physician.
2. At 3 absences (in any combination) or 4 tardies, the student will confer with the Cosmetology Instructor .
3. At 4 absences (in any combination) the student is considered to have excessive absences/tardies. The student will confer with Colt Shaw.
4. The student may be placed on probation for attendance.
5. Excessive absences or tardiness is grounds for dismissal regardless of probation status.



## COSMETOLOGY TUITION, FEES, AND COST OF LIVING 2023-2024

Financial arrangements should be completed prior to the first day of class.

	<u>Tuition Cost:</u>	<u>Fees Cost:</u>
<b>Cosmetologist</b>		
High School Student (In-District) 1000 hours + 500 hours High School Hours	No Charge	No Charge
Adult (In-District) 1500 Hours	\$ 3,000.00	\$ 950.00
Adult (Out-of-District) 1500 Hours	\$ 6,000.00	\$ 950.00

### Included in cost of program:

- 2 Milady Textbooks
- Milady Theory Workbook
- Milady CIMA Software
- Skills Kit – shears, mannequins, color & nail supplies, etc.
- SkillsUSA dues
- NTHS dues (if student qualifies)
- Portfolio
- 1 set of black scrubs - top, pants, & jacket

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

<b>Shoes</b>	*Closed toe, closed heel, non-slip, non-porous shoe *Color: All black *Must be worn every day, starting the first day of school	Approx. \$75.00
<b>\$7 Cash</b> (for application fee)	*Must be turned in with a completed application. *Non-refundable	\$7.00

### Available Certifications:

**Certification costs could include but not limited to the following:**

Oklahoma State Board of Cosmetology & Barbering Exam	\$35.00
Oklahoma Cosmetologist Licensure Fee	\$35.00
National Career Readiness Certification (NCRC): WorkKeys	
CPR First Aid 2-year Certification (AHA)	

Cosmetologist - 1500 Hours (12-months)				
<b>Tuition*</b>	\$ 3,000.00	\$ 6,000.00	\$ 3,000.00	\$ 6,000.00
<b>Fees*</b>	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Books, Course Materials, Supplies, and Equipment*	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00
Certification/Licensure Expense*	\$ 70.00	\$ 70.00	\$ 70.00	\$ 70.00
<b>Direct Cost of Attendance</b>	<b>\$ 4,102.00</b>	<b>\$ 7,102.00</b>	<b>\$ 4,102.00</b>	<b>\$ 7,102.00</b>
Housing & Food**	\$ 7,283.92	\$ 7,283.92	\$ 15,440.32	\$ 15,440.32
Transportation**	\$ 1,430.77	\$ 1,430.77	\$ 3,032.92	\$ 3,032.92
Miscellaneous**	\$ 4,292.31	\$ 4,292.31	\$ 9,098.76	\$ 9,098.76
Estimated Cost with living expenses	\$ 17,109.00	\$ 20,109.00	\$ 31,674.00	\$ 34,674.00

**Tuition Cost: Fees Cost:**

**Master Instructor**

Adult (In-District) 1000 Hours	\$ 2,000.00	\$ 500.00
Adult (Out-of-District) 1000 Hours	\$ 4,000.00	\$ 500.00

**Included in cost of program:**

- Milady Master Educator/Professional Educator Textbook & CIMA Online
- Milady Master Educator/Professional Educator Exam Prep Booklet
- SkillsUSA dues
- NTHS dues (if student qualifies)

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

<b>Shoes</b>	*Closed toe, closed heel, non-slip, non-porous shoe *Color: All black *Must be worn every day, starting the first day of school	Approx. \$75.00
<b>\$7 Cash</b> (for application fee)	*Must be turned in with a completed application. *Non-refundable	\$7.00

**Available Certifications:**

**Certification costs could include but not limited to the following:**

- Oklahoma State Board of Cosmetology & Barbering Exam \$35.00
- Oklahoma Master Instructor Licensure Fee \$50.00
- National Career Readiness Certification (NCRC): WorkKeys
- CPR First Aid 2-year Certification (AHA)

<b>Master Instructor - 1000 Hours (9-months)</b>				
<b>Tuition*</b>	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00
<b>Fees*</b>	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00
Books, Course Materials, Supplies, and Equipment*	\$ 575.00	\$ 575.00	\$ 575.00	\$ 575.00
Certification/Licensure Expense*	\$ 85.00	\$ 85.00	\$ 85.00	\$ 85.00
<b>Direct Cost of Attendance</b>	<b>\$ 2,667.00</b>	<b>\$ 4,667.00</b>	<b>\$ 2,667.00</b>	<b>\$ 4,667.00</b>
Housing & Food**	\$ 5,463.36	\$ 5,463.36	\$ 11,522.00	\$ 11,522.00
Transportation**	\$ 1,073.16	\$ 1,073.16	\$ 2,263.25	\$ 2,263.25
Miscellaneous**	\$ 3,219.48	\$ 3,219.48	\$ 6,789.75	\$ 6,789.75
Estimated Cost with living expenses	\$ 12,423.00	\$ 14,423.00	\$ 23,242.00	\$ 25,242.00

This Cost of Attendance is based on a full-time program which consist of 960 hours or more and attended over a 9 month to 16 month period. All tuition costs provided are for full-time enrollment and will be adjusted for half time enrollment.

\*Direct costs are items that are directly related to you attending NWTC.

\*\*Indirect costs are estimated costs associated while attending NWTC and should be included in your personal budget. Most of the Indirect costs would be incurred whether you attend school or not.

NWTC has based these Indirect costs on the Southwest Consumer Price Index as of December 2023 - released January 11, 2024.

Source: US Department of Labor

## REFUND AND TUITION POLICY

### Tuition and Fees

The required tuition payment for the Cosmetology program is due when class starts unless the student is eligible for a Federal Pell Grant, or the student has provided the school with an authorization or statement from a funding agency stating they will be paying the student's tuition. It is the student's responsibility to make these arrangements.

A student's tuition must be paid in full before the student will be eligible to receive a certificate and before he/she/they may enroll in any future classes at Northwest Technology Center. A student who withdraws prior to paying tuition or before financial aid is arranged will be invoiced for the tuition owed according to the refund policy. Failure to meet unpaid balances will result in students being considered "not in good standing".

Please refer to the NWTC Student Handbook page 7.

### Tuition Refund Policy

Please refer to the NWTC Student Handbook page 9.

### Financial Assistance

Northwest Technology Center financial assistance consists of: Pell Grant program; Workforce Innovation and Opportunity Act (WIOA); Oklahoma Tuition Aid Program (OTAG); Department of Human Services Vocational Rehabilitation; Veterans Administration; Otha Grimes Career Tech Scholarships; and Northwest Technology Center Foundation Scholarships. Contact the Financial Aid Director, Sonja Williams, at ext. 1036 or ext. 2037 for more information.

NWTC is in compliance with Public Law 115-407 Veterans Benefits and Transition Act of 2018 Section 103. NWTC will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that covered individual borrows additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institutions due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

## STUDENT POLICIES

### Cellular/Electronic Devices Policy

Students will be provided a locker for storage of personal items. The school is not liable for any personal items lost or stolen. Personal items such as purses, earbuds, iPods, MP3 players, book bags, coats, wallets, etc. must be kept in your locker during class time. **A cell phone holder will be provided and checked to verify cell phones have been turned in, are off or on silent. Cell phones and other personal electronic devices are not allowed in the classroom or in the clinic. If an Apple Watch, earbuds, or similar device becomes a distraction, it will be stored in the locker or locked in the instructor's office until class is over and all clean up duties are complete.** It is very important for the student to give parents, spouses, babysitters, etc. the telephone number to the NTWC Fairview Campus for emergency telephone calls (580) 227-3708.

## Social Media Policy

The goal of this policy is to provide some guidelines on proper social networking etiquette. This policy seeks to recognize the fact that in certain contexts, social media can extend the bounds of school related activity to include out of school activities.

### **Positive uses for Social Media:**

1. Stay in contact with people you know.
2. Extend your network personally and professionally.
3. Formalize a relationship with someone you met in person by connecting online.
4. Establish new relationships with people you may not otherwise meet.
5. Learn who your acquaintances are connected to and ask for introductions.
6. Establish your credentials and build your reputation.
7. Connect with thought-leaders and learn about new trends, and see what others are saying about key issues and news.
8. Become an authority in your area of expertise.
9. Be the go-to-person for information and referrals.
10. Build trust.
11. Sharing information and engaging others helps you become more trusted over time and people do business with people they trust.

**The internet is not anonymous, nor does it forget:** Everything written on the web can be traced back to its author one way or another. Information is backed up and posts in one venue are often replicated in others. Use good judgment about content and respect privacy laws. Every student or employee is personally responsible for the content they publish on any form of user-generated media. Do not provide misleading, false or confidential information about the school, the NWTC staff, students or customers.

**There is no clear line between your work life and your personal life:** With the ease of tracing authors back from their posts, finding the actual identity of a poster from a few posts and a screen name is not impossible. This creates an avenue for outside parties to link your personal writings to those you've done in a professional capacity. Always be respectful and write as if everyone knows you.

**The golden rule:** Never write or say anything you wouldn't say out loud to all parties involved. Treat others the way you would want to be treated and don't use social media to subject the employees, students or customers to ridicule or intentional infliction of mental distress. Truth is not a defense. Just because something may be true does not mean it is ok to broadcast it to the world.

**Avoid hazardous materials:** You may post content that is not threatening, obscene, a violation of intellectual property rights or privacy laws, or otherwise injurious or illegal. You may not cite or refer to the staff, students or customers without their approval.

**Maintain confidentiality:** Be respectful of confidential, proprietary or insider information in regards to NWTC. This also means that the personal information of the employees, students and customers should not be shared on or disclosed through social media. Commenting on your own or another's posts to create a false sense of support is not cool and neither is plagiarism.

**Be authentic:** Identify yourself. This will add credibility to your profile and you personally. If you are not comfortable posting something under your real name, it is probably something you shouldn't post. Steer clear of posting or linking to any materials that are defamatory, harassing or indecent.

**Do not return fire:** If a negative post or comment is found online about NWTC, someone you know, or yourself, do not counter with another negative post. Instead, offer to remedy the situation through

positive action. Be professional in all situations, especially when accepting criticism.

**The last word:** Representation of your personal opinions as being endorsed by NWTC, its staff, customers, or student body in whole or part is strictly prohibited. You may not use the NWTC name, likeness or logo to promote any opinion, product, cause, brand, or candidate.

### **PRIVACY POLICY**

Neither students nor staff may make recordings, videos, photos or likenesses of the school, other students, customers, the staff or school property without the written permission of the school director and the person in question. No student may record a class in any fashion unless they have written permission from the instructor and the recording device is visible to everyone in the classroom. Recordings, if permitted, may only be used for the individual student's course study. Neither students or staff may place comments or posts on social media, or online, that reflect negatively on the school, its students, staff, administration or campus. All institutional records are maintained according to Oklahoma State Board of Cosmetology & Barbering, state and federal law.

### **Use of Computer/Internet Policy**

Please refer to the NWTC Student Handbook page 28 and Technology/Equipment Check Out/In Form.

### **Destruction of School Property**

All students are expected to be proud of the school buildings and property and keep them in the original condition. Cases of willful neglect or damage will be reported to the administration. Conduct which is not acceptable may result in termination from the program and from the school. Students are responsible for the care of the classroom, clinical and other school area properties. If items are lost, destroyed, or stolen by a student, the student will be charged the purchase price for replacement. Failure to make such payment is cause for dismissal and/or for legal action to be brought against the student.

Students are expected to maintain a proper atmosphere. School employees have a responsibility to enforce policies that extend beyond their own program area assignment. Students who refuse to comply with a reasonable request of an employee discharging this responsibility will be subject to appropriate disciplinary action.

## **APPEARANCE AND DRESS CODE**

### **Classroom and School**

Each student will dress properly and be neatly groomed during class time or any school activities. A no tolerance policy exists in terms of attire as outlined below:

- Rule 175:10-3-64 from the Oklahoma State Board of Cosmetology and Barbering Rules and Statutes, page 34, states that **“No hours shall be credited to any student who is not in uniform during classroom or clinic practical practice training.”**
- For class and program attendance:
  - \* Clean smock and scrubs. These items will be purchased or approved by the cosmetology instructor. No low-cut t-shirts, colored long sleeve shirts (exception-black, gray, or white are allowed under scrubs), hoodies or scarves may be worn under uniforms. Contact the instructor if you have questions about the under shirts.
  - \* Black closed-toed shoes. Proper shoes are important to protect feet from chemical spills, possible infection from hair clippings, falling on wet surfaces and reducing strain on back muscles. Shoes are the responsibility of the student but must be approved by the cosmetology instructor.
- Ear gauge must be covered with hair or appropriate earrings. Tongue rings and facial piercings should not be cause for distraction to the learning environment or clients.
- Fingernails shall be in workable shape and length in order to be able to successfully improve speed

and coordination. The instructor will teach practical speed, coordination, safety, and sanitation. Should the length or shape of the student's fingernails hinder any of these teaching areas the student may be asked to cut or reshape their nails to improve their learning experience.

- Personal appearance and hygiene are imperative for your professional image. You **must** come to class recently bathed, clean hair, teeth brushed, and clean uniforms. **Your appearance is part of your grade.**

#### **175:10-7-7 Detection of Head Lice**

- (a) If head lice is detected, the licensee, student or apprentice should not proceed with further services and shall wash and disinfect hands. Infected person should be referred to a physician or health clinic. The person should submit a statement, signed by a practicing physician, which states that he is no longer infected and is free from communicable episode before any services are performed.
- (b) Appropriate action is to wipe down all exposed areas with an EPA registered lice killing product.
- (c) Exposed towels and other linen shall be sealed in a plastic bag until such time as they may be laundered.
- (d) The immediate referral to a physician or health clinic shall also apply to any Board licensee, student or apprentice on whom head lice or other communicable disease, infection, or condition is detected.
- (e) The Establishment or school owner/manager shall be held responsible for assuring that no person performs services in a licensed Establishment or school when the owner/manager knows that any licensee, student, apprentice or patron is infected with head lice or other communicable disease. License may be subject to revocation or suspension in instance of non-compliance.

## **SOCIAL/PERSONAL BEHAVIORS**

Smoking is not allowed on school grounds at any time or on school field trips or events. There are no exceptions.

- Unprofessional social behaviors are not acceptable in the workplace and will not be tolerated while attending NWTC. These behaviors disrupt the learning processes and are not appropriate for the workplace. These unacceptable behaviors include:
  - Improper use of cell phone
  - Tardiness/excessive absences (3 tardies equal 1 absence)
  - Discussing sexual activities or beliefs
  - Visual hickeys are unprofessional.
  - Discussing personal religious preferences
  - Criticizing another student's work
  - Speaking in a foreign language in the presence of a client or person who cannot speak that language.
  - Arguing with an instructor
  - Refusing to service an assigned client or refusing to comply with the instructor's assignments.
  - Cursing or using foul or vulgar language
  - Engaging in disruptive behavior anywhere on NWTC campus
  - Cheating
  - Smoking, vaping, e-cigarette, or tobacco use on campus or school events
  - Drug or Alcohol use on campus or school events
  - Driving a vehicle during your scheduled break
  - Adults are not to have students in their vehicles.

## NWTC Events and Field Trips

Each student will dress properly and be neatly groomed during any school activities.

- **Acceptable Attire** – slacks, jeans without holes, dresses, skirts, shirts, and blouses.
- **Not Acceptable Attire** – shorts, halter tops, miniskirts, crop tops, low cut blouses, flip flops, and similar garments. Ear gauging must be covered with hair or appropriate earrings. Tongue rings and facial piercings should not be cause for distraction to the learning environment or clients.

The dress code should reflect the students high school code as well as the NWTC Student Handbook dress code. All students should be dressed in appropriate attire with hair and makeup ready for the day. Students will arrive at cosmetology dressed according to dress code and then change into cosmetology uniform or vice versa. Learning time is limited; thus, it **is not an option** for the student to expect to get their hair and makeup ready for class or for high school/work during the cosmetology class session.

## SCHOOL SPONSORED ACTIVITIES

Please refer to the NWTC Student Handbook page 27.

### STUDENT ORGANIZATION

The faculty of the NWTC cosmetology believes it is important to foster and maintain cooperation and communication between the students and instructors and to ensure an intelligent understanding of student's rights and privileges, as well as duties and obligations. The faculty also believes that social activities play an important part in the development of well-adjusted individuals and citizens.

The NWTC cosmetology has several committees and student activities that assist in this development.

A. SkillsUSA student organization—Membership in SkillsUSA offers students an opportunity to develop leadership skills and abilities in addition to developing the knowledge and skills essential for a career in the trades sector. In addition, it provides students with the opportunity to exchange ideas, information, and fellowship with other students with the same career interests. Membership fees are included in the activity fees paid at enrollment.

1. The faculty will serve on an advisory capacity.
2. The following representatives will be elected:
  - (a) A Faculty Committee Representative will be selected. The representative will act as a liaison between Cosmetology instructor and peers. The representative will report to peers.
  - (b) An Advisory Committee Student Representative will be selected. The representative will attend the Advisory Committee meetings serving as a liaison between the Advisory Committee and peers.
3. Committees will be formed as need arises.
4. The majority rules! Decisions reached by the majority will be recognized by all.
5. Any disagreement with majority decisions will be discussed with the class advisor.
6. In the event the majority elects to undertake an inappropriate action, the instructor of the program has a FINAL veto vote.

B. National Technical Honor Society (NTHS)—each student has the opportunity to become a member of the NWTC NTHS. Criteria are based on grades, attendance, attitude, and leadership qualities.

## SCHOLASTIC POLICIES

### Evaluation and Grading:

For the purpose of progress evaluation, grading will be computed as follows:

* Tests	30%	* Practical	20%
* Professionalism	20%	* Homework	30%

The following letter grades will appear in the student's permanent record:

A – Superior	90 – 100% = A	NC – No Credit
B – Excellent	80 – 89% = B	I – Incomplete
C – Average	70 – 79% = C	W – Withdrawal
D – Below Average	60 – 69% = D	
F – Failing	0 – 59% = F	

Students will be briefed in class on detailed grading criteria for this course. Students will be notified when examinations are scheduled. Quizzes may be unannounced. Students should speak to the instructors immediately if in question about the points given on any grade. All students must maintain an average of 70% or higher to continue in the cosmetology program. This will be evaluated on a continual basis, and if a student is not meeting this minimum standard and does not improve by the semester timeline, he/she may be dismissed from the program. This minimum standard is set to best prepare students for the State Board examinations which require a score of 75% or higher on both the written and practical exams. It is the responsibility of the student to obtain missed assignments. Students have one day for each day absent to make-up tests or quizzes. If this is not done, a zero will be recorded. Late work will **NOT** be accepted due to online accessibility of homework assignments.

### Academic Dishonesty

Academic Dishonesty will not be tolerated in the cosmetology program as listed in the student handbook. Academic Dishonesty is defined as the falsification or fabrication of data/information and/or the failure to acknowledge source of information quoted within the body of work. Examples are:

\*Cheating            \*Plagiarism            \* Deception            \*Sabotage

Disciplinary action will be taken for academic dishonesty.

The student may:

- ✓ Be required to complete new assignment
- ✓ Receive a zero (0) for assignment
- ✓ Develop and implement improvement plan
- ✓ Be subject to probation and/or dismissal regardless of lack of improvement plan.

### LIBRARY

The school has provided students with good resource materials. Students are asked to cooperate in helping us to take care of these materials so they will be available for the many students who will come through our program in the future. At no time should books leave the cosmetology classroom without special permission from the Master Instructor. Books that are lost must be paid for in full by the student responsible for the loss. The cost of marred or defaced books will be charged to the last student using the book.



# Curriculum

## Course Description and Curriculum

### **COSMETOLOGIST (1500 hours)**

**Theory – Classroom Instruction (150 hours)** This course is designed to provide an orientation to the field, history and career opportunities, life skills management, communicating for success, client consultation, state laws and regulations, professional image, first aid, chemistry, electricity, and professional ethics.

**Manicuring, Pedicuring and Nail Extensions (90 hours)** This course is designed to develop the students' knowledge regarding nail structure and growth, nail disorders and diseases, tools and products, principles and techniques of manicuring, pedicuring and advanced nail techniques, sculptured nails/tips/other artificial nail applications and care, aromatherapy, nail art and procedures.

**Facials (160 hours)** This course focuses on skin structure and growth, skin disorders and diseases, skin analysis and consultation, determining skin type, skin care products, client consultation, facial massage, facial equipment, electrotherapy and light therapy, aromatherapy, facial treatments, cosmetic applications, artificial eyelashes, removal of unwanted hair including waxing/arching/and/or other methods for non-permanent hair removal, makeup color theory, and procedures.

**Scalp Care, Shampooing and Conditioning (30 hours)** This course expands on the properties of hair and scalp, structure and composition of the hair, hair growth and loss, disorders of the hair and scalp, hair and scalp analysis, scalp care and massage, brushing the hair, shampooing, conditioning, rinses, and procedures and practices.

**Hairstyling (300 hours)** This course covers the principles of hairstyling, elements, and philosophy of hair design, creating harmony, designing for men, principles and techniques of wet styling, blow-drying, and waving, hair wrapping, finger waving, hair dress, braiding, hair extensions, enhancements, and wigs, thermal hair straightening, styling long hair, and styling procedures.

**Hair Coloring/Lightening (170 hours)** This course provides instruction in identifying natural hair color and tone, types of hair color, client consultation, principles and techniques of temporary/semi permanent/permanent colors, lightening, tinting, toning, highlighting, special effects, hair color safety precautions, and color procedures.

**Haircutting and Shaping (180 hours)** The student will learn the basic principles and techniques of sectioning and haircutting, haircutting tools, body, and posture positioning, removing length or bulk with razor/scissors/clippers/shears, haircutting safety precautions, basic haircut procedures (includes beards).

**Salon Business/Professional Development (180 hours)** This course outlines the fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations/laws, salon operations, policies, practices, compensation packages, payroll deductions, telephone use, advertising sales, communications, public/human relations, insurance, seeking employment, job skills, salon safety, and building your business.

**Chemical Texture (240 hours)** This course will cover the hair structure, principles of techniques of hair restructuring/permanent waving and chemical hair relaxing including sectioning, wrapping, processing, curling, relaxing and curl reforming procedures.

## **COSMETOLOGY (High School) (1000 hours Cosmetologist + 500 hours Cosmetology Related High School Subjects)**

**Cosmetology High School Related Courses (500 hours)** Per Oklahoma State Statute 175:10-3-34 (b) These hours are prescribed for public high school, parochial school, private school or home-schooled students in the following situations: (1) Cosmetology Student that are currently attending high school, parochial, private school or a home school. (2) Persons that did not otherwise complete their cosmetology training while registered as a cosmetology student in high school, parochial school, or a home school: (A) Students who shall qualify for training in this matter must complete 1000 clock hours in Basic Cosmetology course and 500 hours of approved related subjects. The official parochial, private school or home school high school transcript shall serve as documentation for the 500 hours of related instruction. The transcript must show passing grades in related subjects and completion of at least the first semester of the twelfth (12<sup>th</sup>) grade. Related subjects shall run concurrently with and shall be in no instance older than three (3) years at time of enrollment in a cosmetology school course; (B) Adult students registered in a cosmetology school are not eligible to train under the 1000 hours pure cosmetology plus 500 hours of cosmetology related high school subjects unless qualified under (b) (1) and (2) of this rule.

**Theory – Classroom Instruction (150 hours)** This course is designed to provide an orientation to the field, history and career opportunities, life skills management, communicating for success, client consultation, state laws and regulations, professional image, first aid, chemistry, electricity, and professional ethics.

**Manicuring, Pedicuring and Nail Extensions (60 hours)** This course is designed to develop the students' knowledge regarding nail structure and growth, nail disorders and diseases, tools and products, principles and techniques of manicuring, pedicuring and advanced nail techniques, sculptured nails/tips/other artificial nail applications and care, aromatherapy, nail art and procedures.

**Facials (60 hours)** This course focuses on skin structure and growth, skin disorders and diseases, skin analysis and consultation, determining skin type, skin care products, client consultation, facial massage, facial equipment, electrotherapy and light therapy, aromatherapy, facial treatments, cosmetic applications, artificial eyelashes, removal of unwanted hair including waxing/arching/and/or other methods for non-permanent hair removal, makeup color theory, and procedures.

**Scalp Care, Shampooing and Conditioning (30 hours)** This course expands on the properties of hair and scalp, structure and composition of the hair, hair growth and loss, disorders of the hair and scalp, hair and scalp analysis, scalp care and massage, brushing the hair, shampooing, conditioning, rinses, and procedures and practices.

**Hairstyling (180 hours)** This course covers the principles of hairstyling, elements, and philosophy of hair design, creating harmony, designing for men, principles and techniques of wet styling, blow-drying, and waving, hair wrapping, finger waving, hair dress, braiding, hair extensions, enhancements, and wigs, thermal hair straightening, styling long hair, and styling procedures.

**Hair Coloring/Lightening (120 hours)** This course provides instruction in identifying natural hair color and tone, types of hair color, client consultation, principles and techniques of temporary/semi permanent/permanent colors, lightening, tinting, toning, highlighting, special effects, hair color safety precautions, and color procedures.

**Haircutting and Shaping (120 hours)** The student will learn the basic principles and techniques of sectioning and haircutting, haircutting tools, body, and posture positioning, removing length or bulk with razor/scissors/clippers/shears, haircutting safety precautions, basic haircut procedures (includes beards).

**Salon Business/Professional Development (100 hours)** This course outlines the fundamentals of business management, opening a salon, business plan, written agreements, licensing requirements and regulations/laws, salon operations, policies, practices, compensation packages, payroll deductions, telephone use, advertising sales, communications, public/human relations, insurance, seeking employment, job skills, salon safety, and building your business.

**Chemical Texture (180 hours)** This course will cover the hair structure, principles of techniques of hair restructuring/permanent waving and chemical hair relaxing including sectioning, wrapping, processing, curling, relaxing and curl reforming procedures.

### **\*\*Mandatory Clinical Experience**

All students must receive and demonstrate the services on our menu being taught unless they have a note from their physician stating it would negatively affect their health. Keep in mind, as someone seeking to enter the field of Cosmetology, you must be able to perform all of these services and effectively demonstrate, communicate, and provide validation that the services are safe and effective.

### **MASTER INSTRUCTOR (No Work Experience) (1000 hours)**

**Orientation (60 hours)** An overview of skills and knowledge required to instruct others into the field of cosmetology.

**Introduction to Teaching and Curriculum (120 hours)** This course highlights learning styles; teaching methods; engagement methods; student motivation; effective presentations including openings, content, and questioning and closings.

**Course Outlining and Development (330 hours)** This course is designed to teach how to organize and prepare curriculum; develop curriculum; how to engage advisory committees; develop lesson plans and determine learner objectives. In addition, you will learn how to use educational aids and measure student understanding.

**Cosmetology Law (90 hours)** This course is an overview of licensure requirements and regulations, state laws; professional ethics; school policies, rules and regulations; school operations; characteristics of the professional educator; employment preparation and evaluating professional performance.

**Teaching (150 hours)** These you will observe and assist instructor with the instruction of other students in the student salon area.

**Practice Teaching (250 hours)** These hours are devoted to you leading the learning on the salon floor and in the classroom.

**MASTER INSTRUCTOR – Practicing Cosmetologists (500 hours + 500 hours verified work experience \*)**

**Orientation**

**Introduction to Teaching and Curriculum (40 hours)** This course highlights learning styles; teaching methods; engagement methods; student motivation; effective presentations including openings, content, and questioning and closings.

**Course Outlining and Development (130 hours)** This course is designed to teach how to organize and prepare curriculum; develop curriculum; how to engage advisory committees; develop lesson plans and determine learner objectives. In addition, you will learn how to use educational aids and measure student understanding.

**Cosmetology Law (70 hours)** This course is an overview of licensure requirements and regulations, state laws; professional ethics; school policies, rules and regulations; school operations; characteristics of the professional educator; employment preparation and evaluating professional performance.

**Teaching (130 hours)** These you will observe and assist instructor with the instruction of other students in the student salon area.

**Practice Teaching (130 hours)** These hours are devoted to you leading the learning on the salon floor and in the classroom.

**\*Affidavit of Proof of Cosmetology Practice Required)** Practicing cosmetologist for at least the preceding 2 years.

## **EMERGENCY PROCEDURES**

Please refer to NWTC Student Handbook page 69.

## **EXPOSURE CONTROL PLAN FOR BLOODBORNE**

Please refer to the Exposure Control Plan.

## **FERPA Facts**

Please refer to the NWTC Student Handbook page 14.

**END**

## Acknowledgement

I, \_\_\_\_\_, acknowledge that I was given the Northwest Technology Center Student Handbook and the Cosmetology Student Handbook. I have read, understand and will adhere to the policies set forth in the handbooks.

Specifically, I have read and understand the following policies: (initial each)

- \_\_\_\_\_ Attendance
- \_\_\_\_\_ Appearance/Dress Code
- \_\_\_\_\_ Cellular/Electronic Device
- \_\_\_\_\_ HIPAA
- \_\_\_\_\_ Disciplinary Procedure
- \_\_\_\_\_ Probation
- \_\_\_\_\_ Dismissal
- \_\_\_\_\_ Drug Free
- \_\_\_\_\_ Social Media
- \_\_\_\_\_ Substance Abuse
- \_\_\_\_\_ Mandatory Clinical Experience-See attached Menu

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (for High School Applicant)

\_\_\_\_\_  
Date

ONCE SIGNED SUBMIT TO THE COSMETOLOGY MASTER INSTRUCTOR.



## COSMETOLOGY LIVE WORK

Ticket # \_\_\_\_\_ CLIENT'S NAME: \_\_\_\_\_

(Trainee, please print client's name)

DATE: \_\_\_\_\_ STUDENT TRAINEE: \_\_\_\_\_

INSTRUCTOR INITIAL (before work is performed): \_\_\_\_\_

**(ALL WORK IS DONE BY STUDENTS UNDER THE SUPERVISION OF LICENSED INSTRUCTORS)**

	<u>SERVICE(S) PERFORMED</u>	<u>COST</u>		<u>SERVICE(S) PERFORMED</u>	<u>COST</u>
<b><u>SKIN SERVICES</u></b>			<b><u>COLOR</u></b>		
	Chin Waxing	\$4.00		All Over Color	\$30.00
	Eyelash Tinting	\$18.00		All Over Lightener	\$40.00
	Eyebrow Waxing	\$5.00		Balayage/Ombre	\$40.00
	Facial	\$10.00		Cap Highlights/Lowlights	\$35.00
	Full Face Waxing	\$10.00		Color Retouch	\$15.00
	Lash/Brow Tinting	\$5.00		Foiling on Long Locks	\$40.00
	Lash Strips	\$10.00		Foiling on Short Locks	\$30.00
	Lip Waxing	\$3.00		Lightener Retouch (up to 1" regrowth)	\$25.00
	Make-Up	\$10.00		Nape Color	\$15.00
	PowerDerm Facial	\$20.00		Partial Foiling/Tipping (up to 7 foils)	\$30.00
	Spa Facial	\$15.00		Toner Over Cap/Foils	\$15.00
				Toner Refresh	\$20.00
<b><u>NAIL SERVICES</u></b>			<b><u>HAIR SERVICES</u></b>		
	Artificial Nails/Backfill	\$10.00		Bang or Neckline Only	\$3.00
	Artificial Nails/Full Set	\$20.00		Beard/Mustache Only	\$5.00
	Artificial Nail Repair (per nail)	\$2.00		Conditioning Treatments	\$5.00
	Manicure (No Polish)	\$5.00		French/Dutch Braids (up to 2 braids)	\$5.00
	Manicure w/French Polish	\$10.00		Feathers (per 1 feather)	\$2.00
	Manicure w/Gel Polish	\$15.00		Haircut (Includes Shampoo)	\$7.00
	Manicure w/Polish	\$7.00		Haircut w/ Blow Dry	\$10.00
	Nail Art (per nail)	\$2.00		Haircut w/ Blow Dry and Style/Set	\$15.00
	Paraffin Only (per area)	\$5.00		Multiple Braids (3 or more/per hour)	\$10.00
	Pedicure w/Gel Polish	\$17.00		Shampoo w/ Blow Dry	\$8.00
	Pedicure (No Polish)	\$8.00		Shampoo w/Blow Dry & Style/Set	\$10.00
	Pedicure w/French Polish	\$12.00		Shampoo Only	\$5.00
	Pedicure w/Polish	\$10.00		Special/Updo Style	\$12.00
	Soak Off (Gel/Acrylic)	\$5.00		Thinning Only	\$3.00
	Spa Manicure (No Polish)	\$10.00		Tinsel (per bead)	\$3.00
	Spa Manicure w/French Polish	\$14.00			
	Spa Manicure w/Gel Polish	\$16.00		<b><u>TEXTURE SERVICES</u></b>	
	Spa Manicure w/Polish	\$12.00		Permanent Wave	\$30.00
	Spa Pedicure (No Polish)	\$18.00		Partial Permanent Wave (6-10 rods)	\$15.00
	Spa Pedicure w/French Polish	\$23.00		Specialty Permanent Wave	\$50.00
	Spa Pedicure w/Gel Polish	\$25.00		Smoothing Service	\$50.00
	Spa Pedicure w/Polish	\$20.00			
				<b><u>COSMETOLOGY FEE</u></b>	<b>\$3.00</b>
<b><u>TOTAL AMOUNT DUE</u></b>					<b>\$</b>

Please be advised that the above services shall be performed by students enrolled in the Cosmetology program, in consideration of the nominal charge for such services with no compensation being given to the student, hereby release the school, its students, graduate students, instructors, agents, representatives, and/or employees, from any and all claims arising out of and in any way connected with the performance of these services. **By signing this statement, you acknowledge and release Northwest Technology Center of any liability from services rendered and will not hold Northwest Technology Center responsible for personal property.**

CLIENT'S SIGNATURE: \_\_\_\_\_

STUDENT'S SIGNATURE: \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

**NO TIPPING ALLOWED!!!**