



TRAINING CONTRACT AGREEMENT

FOR THE

ADULT COSMETOLOGY and SPECIALTY PROGRAMS

2017 - 2018

St. Augustine Campus
2980 Collins Avenue
St. Augustine, FL 32084

Palatka Campus
1001 Husson Avenue
Palatka, FL 32177

Revised 08/08/2017

COSMETOLOGY DEPARTMENT STAFF

St. Augustine Campus

Instructor	Instructor
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Palatka Campus

Cosmetology Instructor
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COSMETOLOGY, NAIL AND FACIAL SPECIALTY PROGRAM

SAFETY:

1. I agree to follow all safety rules and regulations as outlined by the instructor.
2. I agree not to use any equipment until I have been instructed in the proper method of operation.
3. I agree to demonstrate my ability to operate, use, and maintain all equipment correctly and safely under the supervision of an instructor, laboratory assistant or designated student.
4. I agree to abide by all safety rules when using chemicals.
5. I agree that activities involving practical services will be performed with the permission of an instructor and under the supervision of an instructor, including any services that I receive.
6. I agree that a student as assigned by an instructor will perform any services that I receive.
7. I agree to keep my student training areas professionally arranged and free of my personal possessions.
8. I agree to follow dress code and I understand that I will not receive hours or service competencies when out of uniform.
9. I agree that I will ask my Instructor about learning new techniques, not another student.

ENTRY TABE TESTING:

Basic Skills for Cosmetology are as follows:

- Math 8th grade
- Language 8th, grade
- Reading 9th grade.

Each student must test before entering the Cosmetology program. Vocational Preparation Instruction is required if the above requirements are deficient. Vocational Preparation Instruction is available on campus and online. A student must attend the class daily and retest for the TABE as scheduled, to remain in the Cosmetology Program.

DISCIPLINE:

Student conduct and discipline based on School Board Rules which adhere to Florida law Chapter 76-236, s. 230.23 (6) F.S. "Code of Student Conduct". Students are required to read and understand his/her responsibilities as stated in the student conduct code handbook and this Cosmetology contract.

DRESS CODE:

Professional Image is part of our training program. Professional image includes dress, personal hygiene and how we conduct ourselves. **Students must arrive in class** dressed appropriately in the approved black scrubs with no objectionable odors. Students not in uniform will receive no hours or services and will have a daily deduction of 5 points from their Employability Skills until suitably dressed. Students may be sent home to change into dress code attire.

I agree to arrive in class dressed and groomed in accordance with industry standards, including health and safety requirements, as outlined below:

UNIFORM: A uniform is required of all adult Cosmetology Students. The approved black scrub uniform is available for purchase at the FCTC Bookstore. Students must wear their FCTC student ID at all times.

SHOES: Each student must wear solid black leather or leather type, rubber soled shoes that do not expose the foot in any way. **NO Suede, canvas, multicolor or any other variations will be accepted No heels, boots, high-tops, flip-flops, or sandals are acceptable.** If you have a question, you may bring shoes in before wearing them to make sure they fit the safety requirements of the Cosmetology Program.

HAIR: **Students must arrive in class with their hair styled appropriately for our Cosmetology Clinic Clientele. Students are not permitted to groom their own hair or another student's hair during class time unless approved by an Instructor as a training activity**

MAKE-UP: **Students are encouraged to arrive in class with their make-up applied in a professional daytime look that is appropriate for our Cosmetology Clinic Clientele. Students are not permitted to apply their own make-up or another student's make-up unless approved by an Instructor as a training activity.**

MANICURED HANDS: **Students must arrive in class with their hands clean and fingernails shaped to an appropriate professional length (as determined by the instructor/s) for practice standards. Students are not permitted to do their own nails in class or another student's nails, unless approved by an instructor as a training activity.**

JEWELRY: No excessive jewelry is allowed. Example: Bangle bracelets, large hoop or dangle earrings, long necklaces or rings that may present a safety hazard. **Do not** wear any jewelry that must be removed to perform assigned tasks.

Consequences for not following dress code:

1st Warning: Verbal warning, daily deduction of Employability Skills points and may be sent home to change into uniform. A time extension may be granted by the instructor for valid reasons (example: size not available)

2nd Warning: Written Warning, daily deduction of Employability Skills points and may be sent home to change into uniform.

3rd Written referral warning and/or conference with the Career Specialist/Student Advisor, daily deduction of Employability Skills points and may be sent home to change into uniform.

4th Student will be sent home until uniform requirements have been met and a daily deduction of Employability Skills points

COLLEGE POLICY FOR STUDENT ATTENDANCE:

FCTC encourages and expects all students enrolled in programs to attend regularly, to derive maximum benefit from the instructional program, and develop habits of punctuality, self-discipline and responsibility. It is the student's responsibility to understand and adhere to the attendance rules. Students are expected to telephone the instructor when absent.

- **After three (3) unexcused absences** during each course, the student advisor will meet with the student, address the situation, and start the appropriate student attendance referral.
- **After six (6) consecutive absences** there will be an automatic drop from the program. Students will not be re-enrolled for a period of 45 days unless approved by the Career Specialist.

COSMETOLOGY ATTENDANCE POLICY:

1. To prepare students for the workforce, the class functions as an actual salon business Punctuality is a very important part of the workplace. If the student is not going to be on time or is not coming to class he/she is to notify the Instructor before class begins. The parent or guardian of a student under the age of 18, must notify the Instructor of all absences or tardies.
2. VERIFICATION OF HOURS: This is a licensure program and clock hours must be kept accurately. A computer is provided to clock in & out when arriving each morning, leaving for and returning from lunch, as well as, leaving for the day. The student will not receive credit for hours that have not been recorded on the computer and signed in/out on the sign in sheet. The Instructor must be notified of any timeclock corrections within 24 hours. Total hours will be calculated through FCTC attendance verification.
3. LEAVING EARLY:
 - a. The student must notify the Instructor
 - b. The student must sign out on sign out sheet
 - c. The student must clock out on the computer
 - d. The student must notify the front desk so they can reassign clients
 - e. There are no scheduled breaks other than lunch
 - f. Failure to follow will result in a 5-point deduction from student's employability grade
4. LUNCH: Lunch is 30 minutes total and must be taken around client flow. Bringing your lunch is STRONGLY encouraged. Leaving for lunch and not returning to school is unacceptable.
5. PARKING:
 - Current parking permits must be obtained from Building A in St. Augustine and Registration in Palatka.
 - Reserved cosmetology client parking at the St. Augustine campus is located in front of buildings G and F.
 - Reserved cosmetology client parking at the Palatka campus is located in the semi-circle in front of building B.
6. SMOKING: The FCTC Campus is smoke free. Smoking in your car is not permitted while parked on the campus. Failure to follow the FCTC Smoking Policy will result in Disciplinary Action.

7. **UNEXCUSED ABSENCES AND TARDIES:** Student's attendance will be calculated based upon a time clock. Class starts at 8am sharp, if student is 1 minute late to class they are tardy and will be docked in 15-minute increments, example below:

- 8:01 to 8:15 deduction of 15 minutes
- 8:16 to 8:30 deduction of 30 minutes
- 8:31 to 8:45 deduction of 45 minutes
- 8:46 to 9:00 deduction of 60 minutes

8. Each course has a beginning and end date. If any part of the course (clock hours, testing, or services) is not completed by the end date, the student must re-enroll. Requirements must be met to progress.

***Facial Specialty is a 260-hour program. The student is required to attend the entire 260 hours and complete all competencies. The student must re-enroll at their expense, for the requirements to be satisfied.**

***Nail Specialty is a 240-hour program. The student is required to attend the entire 240 hours and complete all competencies. The student must re-enroll at their expense, for the requirements to be satisfied.**

***Cosmetology is a 1200-hour program. The student may apply for financial assistance. If granted, the student has exactly 1200 hours to complete the program. The student must re-enroll at their expense for the requirements to be satisfied.**

- **As per Florida Law, the student who has completed all competencies and testing requirements of the program with a minimum of 1000 hours can challenge the board with Administrative approval. Challenging the board is strongly discouraged as 1200 hours of hands-on practice better prepares the student for the workforce. In order to challenge the board student must have no more than 48 hours missed in the entire program.**
- **To obtain Administrative approval to challenge the Board the following requirements must be met:**
 1. **Completion of a minimum of 1000 hours**
 2. **Completion of all required services**
 3. **Completion of all tests as required by Instructor**
 4. **Completion of all assignments and projects as required by Instructor**
 5. **Minimum Theory grade average of 90 or above for each course**
 6. **Minimum Practical grade average of 90 or above for each course**
 7. **Minimum Employability Skills grade average of 90 or above for each course**
 8. **No more than 1 absence per course**
 9. **No more than 2 tardies per course**
 10. **Missed no more than 48 hours in the program excused or unexcused**

****Financial Aid is only available for the full Cosmetology program.***

Excused Absences

Students must be in school unless the absence has been excused for one of the reasons listed below. All absences result in the loss of hours. Excused absences include the following:

- Personal Illness.
- Illness of an immediate family member.
- Death in the family.
- Religious holidays of the student's religious faith.
- Required court appearance or subpoena by a law enforcement agency.
- Special events, including, but not limited to, important public functions, student conferences, student state/national competitions,
- Scheduled doctor or dentist appointments.
- Students having or suspected of having a communicable disease or infestation that can be transmitted are to be excluded from school

COSMETOLOGY CLINIC: *Work-Based Activity Instructional Plan*

OBJECTIVES: To prepare for employment in a Salon, the student will apply problem-solving skills, develop positive work attitudes and excellent customer service skills. Students will participate in supervised hands-on learning opportunities.

EXPERIENCES: The Cosmetology Program is modeled as a realistic salon atmosphere. The competencies required by the Florida State Board of Cosmetology are performed on manikins first, with demonstrations and practice sessions supervised by Instructors. The competencies for facials will begin with fellow students. The competencies for Nails will begin with fellow students and plastic fingers. **When students reach an acceptable competency level, the student will then be released to perform service competencies on patrons from the community. Student must complete all assigned services before being assigned a client.** Every aspect of the duties is performed by the student with supervision from the Instructor. Each service is checked and approved by the Instructor. Following proper set up and sanitation requirements as well as, having set up and sanitation checked by the instructor, is required. Follow the "6 Steps to Success." Failure to follow the 6 step process may result in refusal of service competency credit.

- 6 step process when caring for the client
 1. Station Cleanliness and Setup
 2. Client Consultation
 3. Instructor Consultation
 4. Instructor Mid-Service Evaluation
 5. Instructor Finished Service Evaluation
 6. Proper Cleanup of the Work Area
 7. Failure to Follow the 6 Step Process May Result in Refusal of Service Competency Credit

The students are assigned to specific tasks on a rotating basis:

- At the front desk, the student learns to answer the phone, make appointments, check clients in and out and assign clients to the appropriate student as per Instructor approval. The student is responsible for the financial transactions utilizing our salon software and closing out the drawer at the end of each workday.
- In the dispensary, the students learn how to keep the salon running smoothly by inventorying/ordering products, as well as re- stocking supplies, to keep the salon running smoothly.
- Specific jobs are assigned for clean up throughout, and at the end of each day, enabling each student to learn all aspects of sanitation and the duties their employer will expect of them in the work place.
- Any other tasks the Instructor may require the student complete for effectiveness of our classroom/salon environment.

COMPETENCIES: Competencies are the hands-on services that the student will learn while in our program. The minimum number is mandated by the state DBPR, Board of Cosmetology these competencies may be increased to ensure competency of the skill.

- Perform facials, manipulations and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured, and predicted. Demonstrate proper procedure and application of chemicals.
- Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.
- Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Be able to demonstrate proper procedure and application of chemicals.
- Identify and apply temporary/semi-permanent and permanent color/bleach and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin and be able to describe, measure, and predict chemical reactions. Demonstrate proper procedures including the measurement, mixing and application of chemicals.

Evaluations:

- Completion of minimum competencies before serving the client
- Client feedback survey
- 6 step process when caring for the client

SERVICE COMPETENCIES:

1. Florida Law mandates minimal Competency and Services. The school evaluates each individual for competency on each objective for each subject area. (61G5-22.003)
2. The Cosmetology Students will begin with instruction and practice on the manikins until the instructor evaluates them to be ready to perform the services on clients.
3. Application of chemicals is a serious responsibility and can cause danger to the public. Demonstrating the ability to handle of these hazardous chemical is a very important part of our training. More than the minimum service may be required to master a skill. We encourage the students to market themselves as this will be a requirement in the workplace. Many of the services involving chemicals will be required to be performed on actual clients utilizing communication skills to achieve client satisfaction. As practice makes perfect, we expect as much live practice as the availability of clients allows.

Nail Specialty

- Pedicures, Water Manicures, Hot Oil Manicures, Mini Manicures, Sculptured Nails, Tips/Overlays, Fill-ins, Wraps or Mends, Gel Nails, Fiberglass Nails, Nail Art, Artificial Nail Removal.

Facial Specialty

- Basic Facial, Mechanical Facial, Facials using Electricity, Glycolic Peels, Paraffin, Lash and Brow Tint, Makeup, Eyelash Application, Extractions.

Hair Courses

- Relaxers, Chemical Waving, Hair Colors, Hair arranging, Shampoos and Rinses, Scalp Treatments and Hair Care, Haircuts.

STEERING COMMITTEE:

The purpose of the Steering Committee is to review policies and procedures. The Steering Committee also keeps FCTC current on industry standards and expectations to benefit future employment of our students. The committee has carefully reviewed and determined our employability skills and attendance policies, meet industry expectations. The Committee agrees with our practical instruction concerning the use of chemicals and haircutting.

PROGRESS IN THE PROGRAM:

1. I agree to purchase my textbooks and kit upon entry to the Cosmetology/Specialty Program.
2. I agree to have proper uniform within 1 week upon entry.
3. I agree to keep a complete Cosmetology Kit (Nail kit, Facial Kit, and Hair Kit) in the Cosmetology Department at all times, to enable me to meet and perform all required/assigned competencies.
4. I understand that my kit, mannequin, implements, and tools will not be removed from the Cosmetology Department at any time while I am enrolled.
5. I agree to style and curl my mannequin as directed by the instructor. I understand that my mannequin's hair must be maintained in a condition that will enable me to perform assigned practical services.
6. **Cell phones are not permitted in theory or lab. Please leave your cell phone in your locker, vehicle, or bag. We ask you to share the department numbers with anyone who would need to contact you for emergency reasons. (Children, schools & family) All personal calls need to be taken care of on lunch break, or before and after school. Failure to follow cell phone policy may result in daily loss of Employability Skills points and/or disciplinary action.**
7. I understand that the instructors will assign students clinic stations. I am expected to complete my service competencies before being assigned a station.
8. **The program is a planned sequence of instruction. Each course is priced individually. If a student does not finish the course they will be required to RE-ENROLL and pay additional fees until course is completed.**

COURSE #	TITLE	OCP	HOURS
CSP0015	NAIL SPECIALTY	A	240
CSP0265	FACIAL SPECIALTY	A	260
	COSMETOLOGY		1200 Total Hours
CSP0009	GROOMING & SALON SERVICES		225
COS0002	COSMETOLOGY & HAIRDRESSER (1)		300
COS0003	COSMETOLOGY & HAIRDRESSER (2)		300
COS0009	COSMETOLOGY & HAIRDRESSER (3)	A	375

9. If the student shows lack of progress due to attendance, testing, or service productivity a hearing may be scheduled to determine if it is in the student's best interest to remain in the program.
10. Each student must remain in the program, attending full time until all Service Competencies, Testing and Hours are complete. The student is expected to fully participate in all class activity until **all** requirements are met.
11. A student who leaves school without completing the program will retain their accumulated hours and services. Upon returning to school, the student's skill level will be evaluated. Student must

return to complete within 2 years of leaving. If the student needs more practice to become proficient, the student will be required to complete more than the minimum service requirement. All Testing will need to be repeated to ensure passing of State Board Exam.

12. I agree that in order to make application to the Florida State Board of Cosmetology the following requirements must be met:
- a. Basic skills
 - b. Financial obligations satisfied.
 - c. Aids certification (student expense)

FCTC PROGRAM REQUIREMENTS:

- a. Minimum service requirements
- b. Test Scoring 80% or higher
- c. All homework assignments completed as assigned by the Instructor, projects as assigned by the Instructor
- d. Employability Skills Scoring (80%) or higher

ITEMS LEFT BEHIND:

I understand I am responsible for removing all of my supplies or personal items from the Cosmetology department. I have two weeks to pick up any supplies or personal items left behind Items that are not picked up will be donated to the Cosmetology Program.

STATE BOARD APPLICATIONS: (two-year limit to take the exam from application date)

Upon completion of all assignments, services, testing, and hours, the application to DBPR will be submitted by FCTC at the student's expense. . Applications to take the state board exam must be signed by the Instructor.. FCTC has a two-year time limit for submission of paperwork. Beyond that limit a student must re-enroll to be evaluated.

All State Board Requirements are the Students Responsibility

- a. Aids Certificate - \$15.00
- b. Application to DBPR with application fee for Cosmetology - \$63.50
- c. Application to DBPR for Specialty Registration \$75.00
- d. Testing fee for Cosmetology paid to the designated testing site - \$27.00

Florida law requires all criminal history be reported on application to state board to see if the applicant may take the state board exam and be able to hold a Florida Professional License.

Furthermore, FL statues 455.227 1 (c) Being convicted or found guilty of, or entering a plea of guilty or nolo contendere to, regardless of adjudication, a crime in any jurisdiction which relates to the practice of, or the ability to practice, a licensee's profession. 1 (t) If license is attained a licensee MUST report any of the above within 30 days

Grading Policy

The course is taught in segments beginning with Nail Specialty and Facial Specialty. The hair segment of Cosmetology will not begin until the competencies, testing and hours are completed in each of these areas.

Theory subjects to include the following:

COSMETOLOGY CORE Required for all classes	NAIL SPECIALTY 240 hours	FACIAL SPECIALTY 260 hours
Infection Control	Nail Structure & Growth	Structure and Growth of the Skin
Anatomy & Physiology	Manicuring & Pedicuring	Hair Removal
Salon Business	Advanced Nail Techniques	Facials
Florida Law		Facial Make up
History and Opportunities, Life Skills, Communication, and Professional Image		Electricity
Chemistry		
COSMETOLOGY OCP A (includes Cosmetology Core) 1200 hours		
Properties of Hair & Scalp		
Principles of Hair Design		
Shampooing Rinsing & Conditioning		
Haircutting		
Hairstyling		
Braiding & Braid Extensions		
Wigs & Hair Enhancements		
Hair coloring		
Chemical Texture Services		

GRADING IS DIVIDED INTO 4 CATEGORIES

1. Theory (written tests, projects, and homework) 30%
2. Practical Skills (service competencies) 30%
3. Employability Skills 20%
4. Finals 20%

In order to progress in the program 80% or above must be achieved in each category.

TESTING:

- Testing is scheduled. If homework is not completed, the student will not be permitted to take the test and will receive a grade of 0.
- If a test is not completed, the test grade will remain at 0. If the student retakes the test because of a low grade the highest grade the student can receive is an 80%.
- The student is required to be prepared to take a test on test day, if the student does not complete the test, the student will receive a grade of 0.
- Exit Exams will be scheduled separately.

HOMEWORK:

- There are 2 homework books, Practical and Theory
 - **Always check to see which of the workbooks has assigned chapter work. Sometimes there will be work in both books.**
- **Worksheets or projects may be assigned**
- ALL assignments may be due by the end of the day, the day before the test. NO ONE will be permitted to take a test with incomplete assignments.

SATISFACTORY PROGRESS

- A student must maintain satisfactory progress in the program
- All grades must be an 80% or higher.
- Upon receiving two consecutive unsatisfactory progress grades:
- Each situation will be evaluated to see if it would be in the student's best interest to remain in the program. One Unsatisfactory Progress grade will result in a Pell Grant probationary period.
- Two Unsatisfactory Progress grades will result in the loss of the Pell Grant and possible suspension from the program.

ATTENDANCE:

- More than 5 unexcused absences in a course will result in an Unsatisfactory Progress grade.
- Tardies include: arriving late for class start time, late from break or lunch, and/or leaving early for the day.

Personal Gain Declaration of Intent:

DECLARATION OF INTENT

First Coast Technical College's mission is to provide career, technical, & adult education to meet the changing needs of students, businesses, & the workforce. We expect that our students will attain certification and/or licensure appropriate for their field. However, there are times when students enroll in our career courses for reasons other than certification and/or employment. In that case, students must declare his or her intent to enroll for personal reasons, waiving their commitment to attain certification and/or licensure.

If you **do not plan** to work in this field:

Please complete the information below, indicating your reason for enrolling in this program:

- I enrolled for personal enrichment.
- I plan to work as volunteer or as a hobby.
- I plan to continue my education at another college or university.

Sign: _____

STUDENT RESPONSIBILITY

I, (student's name) _____, have carefully read and studied this Center Training Contract Agreement; and by my signature, I agree that I will abide by the rules, regulations, and operational policies; and I understand this is a condition of acceptance into the program.

PARENT/GUARDIAN RESPONSIBILITY (Required if student is less than 18 years of age)

I, as the parent/guardian, have carefully read and studied this Center Training Contract Agreement; and by my signature, I agree that (student's name) _____, will abide by the rules, regulations, and operational policies; and I understand this is a condition of his/her acceptance in this program.

I, (student's name) _____ agree _____ or do not agree _____ to the Center releasing school attendance, grades and competency information to a potential employer, federal, state or local government agency.

Student Signature Date

Instructor Signature Date

Parent/Guardian Signature Date

Administrator Signature Date