



**First Coast
Technical College**

Your Future Comes First

**Facials and Nails Specialty Adult Programs
Training Contract Agreement**

2020-2021

Welcome to the adult program for Facials and Nails Specialty. This training agreement is intended to outline all aspects and expectations for the duration of your program to meet the standards of the Florida Department of Education Curriculum Framework.

Facials Specialty Career Ready Components and Standards

Basic facial, mechanical facial, facials using electricity, Glycolic peels, paraffin facials, lash and brow tint, make-up, eyelash application and extractions.

- 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. The competencies for Facials will begin with fellow students and progress to salon clients.

Nails Specialty Career Ready Components and Standards

Pedicures, water manicures, hot oil manicures, mini manicures, sculptured nails, tips/ overlays, fill-ins, wraps or mends, gel nails, fiberglass nails, nail art and artificial nail removal.

- Demonstrate the practice of performing manicures, pedicures and applying artificial nails/nail wraps identifying the proper procedure and application of chemicals. The competencies for Nails will begin by performing pedicures, water manicures and hot oil manicures on fellow students. Sculptured nails, tips/overlays, fill-ins, wraps and/or mends, gel nails, nail art and artificial nail removal will begin on plastic fingers, then proceeding to other students and clients.

Safety

I agree:

1. to follow all safety rules and regulations as outlined by the instructor.
2. not to use any equipment until I have been instructed in the proper method of operation.
3. 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. to abide by all safety rules when using chemicals.
5. 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. that a student as assigned by an instructor will perform any services that I receive.
7. to keep my student training areas professionally arranged and free of my personal possessions.

8. to follow dress code and I understand that I will not receive hours or service competencies when out of uniform.
9. that I will ask my Instructor about learning new techniques, not another student.

Discipline

Student conduct and discipline is based on the St. Johns County 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 Handbook/Student Code of Conduct and this contract.

Dress Code

Professional image is an important part of our profession and this training program. Professional image includes dress, personal hygiene and how we conduct ourselves. Students must arrive to class dressed appropriately in the approved black uniform 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. Uniforms may be purchased at the FCTC Bookstore.

I agree to arrive in class dressed and groomed in accordance with industry standards, including health and safety requirements, as out lined 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 while on campus.
- **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, multi-color 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 to 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 such as bangle bracelets, large hoop or dangle earrings, long necklaces or rings that may present a safety hazard are allowed. 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 Action:** Student will be sent home until uniform requirements have been met and a daily deduction of Employability Skills points.

FCTC Student Attendance Policy

First Coast Technical College encourages and expects all students enrolled in programs to attend regularly in order to derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline and responsibility. Our faculty and staff are committed to prepare our students with the diverse skill set necessary to be successful in the workforce. Effective work habits are paramount to students' success and all our programs include an employability criteria checklist within their grading policy.

In addition to maintaining satisfactory progress according to the course contract and curriculum calendar, it is expected that students will also maintain attendance/activity in the program. A student is expected to be in attendance at least 90% of scheduled hours for their program/course per grading period. FCTC is a clock-hour institution and it is necessary for program instructors to monitor daily and document the attendance of all students enrolled in postsecondary technical programs. Curriculum delivery and awarding terminal credentials and Occupational Completion Points (OCPs) to students are based on actual number of hours present in the classroom and mastery of competencies. Decisions to withdraw students for excessive time out of class will be based on the total number of hours absent from class, regardless of whether those hours were accumulated for tardiness, absences, or a combination of both. In addition to the required attendance hours, students are also required to have

accomplished mastery of the competencies. Attendance requirements in programs that lead to board licensure may be stricter which takes precedence over the district wide attendance policy. After the sixth consecutive absence, adult education students will be withdrawn from their class.

A student is expected to be on time for the start of the class. If a student is late the tardy will count against their employability grade which is factored into their final course grade.

Withdrawal and Re-enrollment

Student withdrawal for excessive time out of class will be entered into the attendance record by the instructor when students exceed allowable time out of class. Students withdrawn for nonattendance but desiring to continue in their program or another program, must have a re-enrollment meeting with their Instructor, Student Advisor and Career Specialist prior to reentry. Reentry may only be at the next course start dates. A student who wishes to reenter a previous attended program, may have to take a written or practical assessment to determine where the student will be placed within the program. The instructor and Career Specialist will determine the course of reentry for each student on a case by case basis. The Assistant Principal or Principal will be informed on reentry by the Career Specialist.

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.

Parking: Current parking permits must be obtained from Building A. Reserved cosmetology client parking is located in front of buildings G and F. Students should not park in the reserved areas.

Smoking: First Coast Technical College is a smoke free campus. Smoking in your car is not permitted while parked on the campus. Failure to follow the FCTC Tobacco Free Policy as stated in the Student Handbook will result in disciplinary action.

Absences and Tardies

Students are expected to contact the instructor when absent according to departmental policy. The instructor will support the student to be proactive with their attendance.

Students are required to clock in/out on the timeclock AND sign in and out on the sign in/out sheet. Student's attendance will be calculated based upon a time clock. Class begins at 8:00 AM and ends at 3:00 PM. Tardies include arriving late for class start time, late from break or lunch and/or leaving early

for the day. More than five absences or tardies in a course will result in a meeting with the Instructor, Student Advisor and Career Specialist. Student may be advised to drop the class and re-enroll with the next scheduled class. 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 reenroll. Requirements must be met to complete.

- Facials Specialty is a 260-hour program and students are required to attend the entire 260 hours and complete all competencies. If a student must reenroll to satisfy requirements, they can at their expense.
- Nails Specialty is a 240-hour program and students are required to attend the entire 240 hours and complete all competencies. If a student must reenroll to satisfy requirements, they can at their expense.

Service Competencies are the hands-on services that the student will learn while in their program. Florida Law mandates minimal Competency and Services through Florida Department of Business and Professional Regulation (DBPR) Board of Cosmetology. The competency requirements may be increased by our school to ensure competency of the skill. The school evaluates each individual for competency on each objective for each subject area. (61GS-22.003)

Application of chemicals is a serious responsibility and can cause danger to the public. Demonstrating the ability to handle hazardous chemicals is a very important part of our training. More than the minimum service may be required to master a skill.

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. When students reach an acceptable competency level, the student will then be released to perform service competencies on patrons from the community. Students 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.
- **Six Steps to Success:** The following steps must be followed when caring for a client to receive

service competency credit:

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

Students are assigned to specific tasks in the salon 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 restocking supplies, to keep the salon running smoothly.
- Specific jobs are assigned for cleanup 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 workplace.
- Any other tasks the instructor may require the student complete for effectiveness of our classroom/ salon environment.

Evaluations

Students are evaluated based on the following objectives:

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

Progress in the Program

I understand and agree that the following are requirements to successfully progress in my program:

1. Textbooks and kit will be purchased upon entry to the Cosmetology/Specialty Program.
2. Proper uniform and attire requisites will be met within one week upon entry.
3. A complete nail kit, and/or facial kit will be kept in the Cosmetology Department at all times to enable me to meet and perform all required/ assigned competencies.
4. My kit implements and tools will not be removed from the Cosmetology Department at any time while I am enrolled.
5. Use of cell phones without instructor approval may result in the instructor requiring no cell phone in class. I will share the telephone numbers with anyone who would need to contact me for emergency reasons including children, schools and family. All personal calls will be taken care of on lunchbreak or before and after school. I understand failure to follow the cell phone policy may result in surrendering my cell phone until the end of the day as well as daily loss of Employability Skills points and/or disciplinary action.
6. I understand that the instructors will assign students service stations and service partners. I am expected to complete my service competencies at my station and work with my assigned partner
7. 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 REENROLL for the required hours and pay additional fees until the course is completed.

Course #	Title	Occupational Completion Point	Hours
CSP0015	Nails Specialty	A	240
CSP0265	Facials Specialty	A	260

8. 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.
9. Students who show lack of progress due to attendance, testing or service productivity, may be scheduled for a conference to determine if it is in the student's best interest to remain in the program.
10. 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. 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.

11. I agree that in order to make application to the Florida State Board of Cosmetology for a specialty license, the following requirements must be met:

- a. Financial obligations satisfied.
- b. Completed Aids certification at the student's expense
- c. Program completion

Program Requirements

The following are expectations must be met:

- Minimum service requirements
- Test score of 80% or higher
- Completion of all homework assignments and project as assigned by the instructor
- Employability skills scoring of 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 Application

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

State Board Requirements

Students are responsible for the following:

- AIDS Certificate - \$15.00 (prices subject to change)
- Specialty registration application to DBPR - \$75.00 (prices subject to change)

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 qualify 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 Nails Specialty and Facials Specialty. Theory subjects include the following:

CORE Required for all classes	Nails Specialty 240 hours	Facials Specialty 260 hours
Florida Law	Nail Structure & Growth	Physiology and Histology of the Skin
Infection Control	Manicuring and Pedicuring	Disorders and Diseases of the Skin
Chemistry	Advanced Nail Techniques	Skin Analysis
History and Opportunities, Life Skills, Professional Image and Communication		Skincare Products, Ingredients and Selection
Career Planning, Salon Business, Selling Products and Services		The Treatment Room, Facial Treatments, Machines and Facial Massage
		Hair Removal
		Makeup

Grading Categories

In order to progress in the program 80% or above must be achieved in each of the following categories:

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

Testing

All tests are scheduled. If homework is not completed, the student will not be permitted to take

the test and will receive a grade of 0.

- 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 0 grade.
- If a test is not completed, the test grade will remain 0 until the student has taken the test.
- If the student retakes the test because of a low grade, the highest grade the student can receive is an 80%.

Homework

Always complete workbook assignments, worksheets or assigned projects.

Assignments may be due by the end of the day, the day before the test is to be taken. Students will not be permitted to take a test with incomplete assignments.

Satisfactory Progress

A student must maintain satisfactory progress in the program which includes:

- All grades are 80% or higher.
- All assignments are turned in.
- Attendance policy has been followed.
- Service competencies are complete.

Personal Gain and Declaration of Intent

First Coast Technical College's mission is to provide career, technical and adult education to meet the changing needs of students, businesses and the regional 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.

Please check all that apply below indicating your reason for enrolling in this program:

- I enrolled in this program to obtain employment and certification in the industry.
- I plan to continue my education at another college or university.
- I enrolled for personal enrichment, not to work in the field.
- I plan to work in the field only in a volunteer capacity and/or as a hobby.

Print Student Name _____

Student Signature _____ Date _____

Program _____

Training Contract Agreement

I, (print student's name) _____, have carefully read and studied First Coast Technical College’s Training Contract Agreement. 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 First Coast Technical College’s Training Contract Agreement. 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, (print student's name) _____, agree _____ or do not agree _____ the First Coast Technical College releasing school attendance, grades and competency information to a potential employer, federal, state or local government agency.

_____	_____
Print Student Name	Date
_____	_____
Student Signature	Date
_____	_____
Instructor Signature	Date
_____	_____
Parent/Guardian Signature	Date
_____	_____
Administrator Signature	Date