



**First Coast
Technical College**
Your Future Comes First

**High School
Cosmetology, Facials and Nails Specialty Programs
Training Contract Agreement**

2021-22

Welcome to the Cosmetology, Facials and Nails Specialty program for high school students. 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.

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. those 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 wear a class uniform on lab days.
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 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 clothing with no objectionable odors. 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:** As a uniform, FCTC supplies a black apron or smock for high school students to wear while working on services.
- **Pants:** Each student must wear solid black pants of professional loose-fitting material that does not expose the skin above the knee.
- **Tops:** Each student must wear a solid black top of professional loose-fitting material that does not expose any skin other than the forearms.
- **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.

Progress in the Program

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

1. Instructors will assign student seating and clinic stations.
2. 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.
3. Textbooks are provided for student use. Students are expected to have their book in class on scheduled theory/lecture days. All books must be returned at the end of the school year or the student will be expected to pay for the cost of replacement.
4. Supplies for the class are provided, however, it is recommended the Nail Specialty student purchase a Tammy Taylor nail brush. Students are expected to keep their tools and implements in good condition, clean and disinfected, as required. All supplies are to remain in the classroom. Students are not permitted to bring in their own supplies without instructor approval.
5. I agree to make consistent progress as required toward meeting the objectives outlined on the Service Competency Chart and Employability Skills Evaluation Record and my theory assignments.

Personal Services

Personal services not assigned by the instructor have a minimal cost. All personal services must be paid in advance. Students must have approval from their instructor to receive a personal service that has not been assigned. Students receiving a personal service without instructor approval will be required to stop what they are doing and work on the scheduled assignment.

Program Requirements

The following are expectations must be met:

- Minimum service requirements
 - Facial Specialty 220 hours and 90 services
 - Nail Specialty 180 hours and 95 services
 - Cosmetology 1200 hours and 700 services
 - Services must be at a minimum of entry level skill to graduate
 - Extra services may be assigned to achieve entry level skill
- Completion of all Milady Textbook Chapter subjects (Theory).
- Homework assignments must be completed as assigned by instructor. Failure to turn in any homework assignment by the date due will result in a lower grade. The highest passing grade a student will receive on late homework is 60%.
- Projects must be completed as assigned by the instructor. Failure to turn in any project by the date due will result in a lower grade. The highest passing grade a student will receive on late projects is 60%.
- Minimum acceptable Employability Skills grade is 80% or higher.
- All test grades must be 80 or above to apply for Cosmetology Licensing Examination.
- A course average grade of 80% is required as well as completion of all assignments and service competencies to obtain Nail Specialty Registration, Facial Specialty Registration or Full Specialty Registration. Students must pass the program final with an 80% or above to be eligible for the Specialty Registration.
- To progress in the program an average of 80% or higher is required.

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.

A student will not receive credit for service that are not handled in a professional manner. This means following proper set up, sanitation requirements and having all services checked by an instructor.

EXPERIENCES: The Cosmetology Program is modeled as a realistic salon atmosphere. When applicable, the competencies required by the Florida State Board of Cosmetology are performed on manikins/plastic fingers 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 approved to perform service competencies on patrons from the community. Every aspect of the service 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 and instructor approval 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

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

1. 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.
2. General cleanup tasks to include sweeping, mopping, washing/disinfecting implements, cleaning and disinfecting tables, organizing service area, etc.
3. Front Desk assignment requires the student to greet clients, notify the student when their client has arrived, answer telephone calls, schedule appointments, obtain payment for services received, and assist with inventory. Students are responsible for closing out the drawer at the end of each workday.
4. Any other tasks the instructor may require the student complete for effectiveness of our classroom/salon environment.

Attendance Policy and Verification of Hours

As this a licensure program, hours must be kept accurately. Each student is required to sign in and out on the sign-in sheet as well as clock-in and out on the computer to receive credit hours. A student will not receive credit for hours when absent from class. The student must notify the instructor when corrections need to be made within 24 hours of posting attendance. The instructor can be notified through email and/or by noting the correction needed on the daily sign-in sheet and commenting in the Salon Iris system during clock out. Students are expected to arrive and depart class in a timely manner. Tardiness is not acceptable.

Students are scheduled in blocks of time. It is possible to complete all requirements and become a

licensed specialist within a single school year. Cosmetology scheduled time is 1200 hours and will take 3 school years to complete. The scheduled time includes enough hours to complete the 240 (nails) or 260 (facial) hour requirements provided the student attends school and completes their assignments every day. This includes hands-on services, as well as testing and assignments. Missing two or more days of school and/or excessive tardiness will prevent the student from obtaining the required hours for program completion.

Licensure and High School Credit

To achieve program completion and therefore obtaining a Cosmetology, Full Specialty, Nails Specialty or Facials Specialty Registration, the student must complete all hours and service requirements and pass the course with an 80% average. Any average score less than 80% will not permit application for a Cosmetology License, Nails or Skincare Specialty Registration. Passing with High School credit only is a 60% to 79% score.

A district final will be given at the end of each semester. A program final will be given before licensure and must have a score of 80% or above before a Cosmetology Specialty Registration application can be submitted to the state.

Grading for Licensure

The grade is divided into 5 parts:

1. Chapter Tests	25%
2. Practical Services in the lab	25%
3. Employability Skills	25%
4. Assignments	15%
5. Final Exam	10%

Testing

Theory Testing is scheduled for the end of each Milady textbook chapter. If you are absent on test day you will receive a 0 grade. Retakes will be completed on the computer. The student is responsible for completing any missed testing or assignments.

All assignments must be complete before taking any chapter tests or finals. If a test is retaken because of a low grade, the highest grade the student can receive is an 80%. If a test is taken late because of an unexcused absence, the highest grade the student can receive is an 80%.

State Board Requirements

I agree that to make application to the Florida State Board of Cosmetology, the following additional requirements and payments are the responsibility of the student:

- Aids Certificate - \$15.00 (prices subject to change)
- Verification of hours completed
- Application to State Board with check, money order or credit card for \$75.00 (prices subject to change)

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