



First Coast Technical College

Your Future Comes First

2021-22

Adult Cosmetology

Training Contract Agreement

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. Academic coaching is required if the above requirements are deficient. Academic coaching is available on campus and online. A student must attend the class daily and retest to remain in the Cosmetology Program.

DISCIPLINE

Student conduct and discipline based on School Board Rules which adhere to Florida law Chapter 76236, 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 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 Offense: 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 Offense: Written warning, daily deduction of employability skills points and may be sent home to change into uniform.

3rd Offense: 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

First Coast Technical College 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. 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 for a minimum of 90% of scheduled hours for his/her course per grading period. If a student misses 10% of class instructional hour or a student has 6 consecutive absences, the student will be withdrawn from the course. First Coast Technical College is a clock-hour institution, and it is necessary for program instructors to daily monitor 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. 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.

Tardy

A student is expected to be in class in their seat ready to learn at the start of class. If a student is late the tardy will count against their employability grade, which is factored into their final course grade.

Absences

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.

Federal Program Eligibility

See Student Handbook

Student Leave of Absence Policy (LOA)

See Student Handbook

***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.***

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 *Six Steps to Success*. Failure to follow the six step process may result in refusal of service competency credit.

- *Six Steps to Success* 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 *Six Steps to Success* 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 workplace.
- 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 Department of Business and Professional Regulation (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
- *Six Steps to Success* process when caring for the client

SERVICE COMPETENCIES

1. Florida Law mandates minimal Competency and Services. The school evaluates everyone 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 chemicals 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.

Hair Courses

- Relaxers, chemical waving, hair colors, air arranging, shampoos and rinses, scalp treatments, hair care and haircuts.

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 to enable me to meet and perform all required/assigned competencies.
4. 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.
5. **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 and 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.**
6. I understand that the instructors will assign students clinic stations. I am expected to complete my service competencies before being assigned a station.

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 RE-ENROLL and pay additional fees until course is completed.

COURSE #	TITLE	OCP	HOURS
	COSMETOLOGY		1200 Total Hours
CSP0009	GROOMING and SALON SERVICES		225
COS0002	COSMETOLOGY and HAIRDRESSER (1)		300
COS0003	COSMETOLOGY and HAIRDRESSER (2)		300
COS0009	COSMETOLOGY and HAIRDRESSER (3)	A	375

8. 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.
9. 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.
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 to ensure passing of State Board Exam.
11. I agree that in order to make application to the Florida State Board of Cosmetology the following requirements must be met:
- Basic skills
 - Financial obligations satisfied.
 - Aids certification (student expense)

FCTC PROGRAM REQUIREMENTS

- Minimum service requirements
- Test Scoring 80% or higher
- All homework assignments completed as assigned by the Instructor, projects as assigned by the Instructor
- 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.

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 - \$32.00

The above fees are regulated by the State of Florida therefore 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 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 Nails and Facials. 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
Infection control
Anatomy and physiology
Salon business
Florida law
History and opportunities, life skills, communication, and professional image

Chemistry
COSMETOLOGY OCP A (includes Cosmetology Core) 1200 hours
Properties of hair and scalp
Principles of hair design
Shampooing rinsing and conditioning
Haircutting
Hairstyling
Braiding and braid extensions
Wigs and 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

- **Worksheets or projects may be assigned**
- All assignments may be due by the end of the day, the day before the test. Only students with complete assignments will be able to test.

SATISFACTORY PROGRESS

- A student must maintain satisfactory progress in the program.
- All grades must be 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.

Personal Gain Declaration of Intent

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 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.

Student Signature

Date

STUDENT RESPONSIBILITY

I, (student's name) _____, have carefully read and studied this 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 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 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