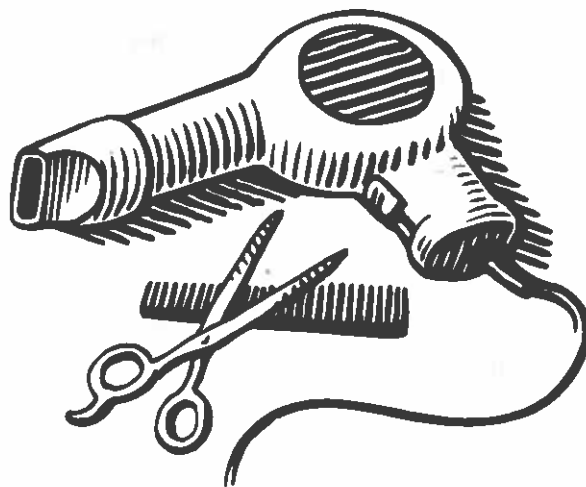

Cosmetology Handbook 2022-2023



You, too, can be a
Professional Cosmetologist

Cuyahoga Valley Career Center

Our goal is to prepare our students for State Board of Cosmetology Testing and for cosmetology related employment. In order to achieve these goals, the student must have enthusiasm for the cosmetology industry and eagerness to work with and for others as well as a will to learn. As teachers, we work as a team to develop and create lessons in which the students benefit both academically and creatively. Students will be responsible for various duties including housekeeping (station, sinks, shampoo area, dispensary),

Cuyahoga Valley Career Center Cosmetology Program Philosophy

- Preparation for employment/customer service
 - Preparation for Ohio State Board Cosmetology Exam
 - Scalp treatments
 - Progressive hairstyling
 - Manicures and pedicures
 - Hair services: shampooing, sets and styles, shaping, hair coloring/high-lighting/low-lighting, chemical relaxing, permanent waving
 - Facial treatments, make-up and skin care
 - Chemical properties of products
 - Anatomy and physiology of the head, face, and arm
- Coursework in Cosmetology builds on the core curriculum and includes:

Cosmetology will teach you the basic knowledge and skills needed to provide professional hairstyling, professional skin and nail maintenance and treatments. You will apply what you learn to working with patrons in the Cuyahoga Valley Career Center Cosmetology Clinic. In order to continue in the program, the student must attend Cosmetology classes on all scheduled CVCC school days. To take the State Board Cosmetology exam to become a licensed cosmetologist, you must complete and pass the cosmetology program and four specific academic courses.

- Communication skills (human relations, salesmanship, shop management)
- Laws, rules and sanitation
- Scalp care
- Nails and facial care
- Hair and Skin Care

Congratulations for making the decision to study Cosmetology. By enrolling in this program, you have taken the first step toward a most interesting and satisfying career. The future for the Cosmetology industry is especially promising in the area of new techniques, new products, and new opportunities, which appear every day. There is no other industry with such a constant demand for qualified, well-trained graduates, nor is there any other industry that offers comparable opportunities for an individual to start their own business. The most important thing to remember is to be a professional at all times. We extend a most sincere welcome to you.

Cosmetology Welcome to the Cosmetology Profession Course Description

Cosmetology

laundry (towels), reception duties (appointment taking/communication skills, inventory, money collection, etc.), as well as salon management duties. Students will be held accountable for all monies during the week that reception duties are assigned. The student is completely responsible for his/her duty during the week for which it is assigned. These are just some of the various techniques used to incorporate responsibility into the classroom along with confidence and self-esteem while preparing the students for licensing and employment.

What Can You Expect From This Course?

Course Title: Cosmetology

Credits: 4 per Year

The major topics to be covered are as follows:

Hair shampooing, hair styling, wet set and thermal styling, chemical relaxing, permanent waving, hair lightening, hair coloring, hi-lighting, low-lighting, manicuring, pedicuring, facials, diseases and disorders of the skin, scalp, and nails, cells, anatomy and physiology as well as chemistry and electric-light therapy, muscles and bones, hair coloring project, before and after projects as well as fantasy and avant-garde styles. Students also have the opportunity to become involved in student organizations and competitions such as Skills USA and National Cosmetology Association.

Teachers/Student Expectations, Rules/Regulations and Safety Precautions

- All State Board of Cosmetology Rules/Safety Regulations must be followed at all times. (State Board Rules are posted in every room in cosmetology.)
- No borrowing. You can't borrow in a salon so get in the habit now of replacing what is needed.
- Students must be respectful to all students, teachers, and customers.
- Attitude is everything in both the classroom and lab. Treat your clients and fellow cosmetology students as you would like to be treated.
- Professionalism must be displayed at all times.
- If you fail to do your job in the lab, you will receive a zero even if you did all your tasks. **NO EXCEPTIONS!**
- If for **ANY** reason you are not in complete uniform, you will be sent to ISR. Keep a spare uniform and your lab shoes in your locker.
- Inappropriate behavior, as stated in the handbook, will cause you to be written up as well as a call to your parents. Disrespect to your instructor, a client or fellow student is unacceptable. We are a customer service based business.
- All students with a facial piercing must remove the piercing or cover it with a bandage.
- Class sweatshirts/hoodies Black may be worn on Mondays and Tuesdays,
- Only long-sleeve black shirts may be worn under the uniform on Wednesdays - Fridays.
- Cleanliness and good grooming are **MUSTS** in the field of cosmetology. Come to CVCC in a clean uniform and remember personal hygiene. **If you smoke cigarettes you MUST wash your hands before working on a client. The smell is offensive.**
- Nails must not exceed ½ inch in length.

- These are some of the topics that will be covered:
- Infection Control: Principles & Practices
- General Anatomy and Physiology
- Basics of Chemistry
- Basics of Electricity
- Facials
- Facial make-up

Course 1

Course Syllabus for Juniors

Test will on Tuesday
 Lab will be Wednesday – Friday
 Theory is incorporated into lab.
 Milady textbook and two different workbook for both years
 We will use Milady's online testing.

Theory classroom work will be completed every Monday and Tuesday,

Junior Year and Senior Year

90%-100% = A 80%-89% = B 70%-79% = C 60%-69% = D 59%-or lower=F

Grading Scale for CVCC

- 10% Professionalism/Ethics/Time on Task/Duties
- 40% Performance/Tasks (3 tasks per day)
- 50% Tests/Quizzes (Hands-on/Written/Laboratory)

Theory and Laboratory Grading:

Junior and Senior

Cosmetology Syllabus/Grade Determination

- Students must be prepared daily for service or points will be deducted. (Equipment and supplies)
- All students must be prepared each day to perform a service and/or be a model for a service.
- On customer service day, daytime makeup as well as clean and styled hair is **REQUIRED**. If you don't look good, your customers will not be as confident. Think of how you would feel sitting in your chair.
- **LAST BUT NOT LEAST**, try to make a difference in someone's day. One small act of kindness everyday goes a long way.

Cosmetology

Cosmetology

- Seeking Employment
- On the Job
- Salon Business
- Communicating for Success
- Your Professional Image
- Life Skills
- Orientation/History and Career Opportunities
- Continued Preparation for State Board Testing

Course 2

These are some of the topics that will be covered:

- Principles of Hair Design
- Scalp Care, Shampooing and Conditioning
- Skin Diseases & Disorders
- Nail Diseases & Disorders
- Manicuring
- Pedicures
- Nail Tips, Wraps & No-Light Gels
- Acrylic (Methacrylate) Nails
- UV Gels
- Properties of the Hair and Scalp
- Nail Structure & Growth
- Skin Structure & Growth
- General Anatomy and Physiology

Course Syllabus for Seniors

Course 3

These are some of the topics that will be covered:

- Haircutting
- Hairstyling
- Braiding & Braid Extensions
- Wigs & Hair Extensions
- Hair Removal

Course 4

These are some of the topics that will be covered:

- Principles of Hair Design
- Chemical Texture Services
- Hair Coloring
- Properties of the Hair and Scalp

JRS & SRS INSTRUCTOR: Marilyn Mornille ph:440.746.8289

JRS & SRS INSTRUCTOR: Melissa Fox ph:440.746.8257

CONTACT INFORMATION:

Students need to buy two sets of black scrub uniforms and one black snap jacket. Students may also wear a black long-sleeve shirt under their scrubs. The uniform items may be purchased at a uniform store, such as Affordable Uniforms-Garfield Heights, or at other stores near you, such as Walmart, Target, or Kohl's. Students must wear a White Clinic Shoe, for example, White Nurse's shoes. No tennis shoes or crocs are permitted.

Uniform Information:

The fee list can be found on our website: www.cvcworks.edu

Fees can be paid online. All fees must be paid by the first day of school.
All students must be in full uniform on the first day of school.

Senior Cosmetology fee is \$70.00

Junior Cosmetology fee is approximately \$558.00

Class fees include textbook, workbooks and a complete cosmetology kit including all supplies, tools, and equipment needed. An example will be shown at the meeting held each year for new students and parents. (Fees change from year to year based on the cost of materials from suppliers)

Materials Required for Class

The rules are the same for senior year but are even more important because you will be doing customer service. You must have clean scrubs on and hair & makeup must be done. You want to make a good impression on your clients by looking like a professional.

Rules for Senior Cosmetology Students

Milady textbook and workbook from junior year is used in senior year.
Theory is incorporated into lab.
Related classroom work: Monday & Tuesday
Lab & Customer Service: Wednesday – Friday
We will use Milady online testing.
Both Seniors and Juniors will follow weekly chapters, but this will be subject to change in the 4th quarter for the Seniors to allow preparation for State Board Cosmetology Exam.

- Nail Structures & Growth
Cosmetology

Cuyahoga Valley Career Center

**Parent, Student, and Teacher Cosmetology Agreement
2022 - 2023 School Year**

I understand and agree to abide by the following rules/regulations upheld by the Cosmetology Department and Cuyahoga Valley Career Center in coordination with the Cosmetology Handbook pages 1-8.

Year I

Below are criteria required for a student to be permitted to return to Cosmetology for the second year of the program (Please initial below both student and parent).

_____ 1. A student is **responsible for be in attendance on all scheduled CVCC school days**. Any absence or tardy, regardless of the reason, reduces the amount of time a student earns for the required 1,500 hours toward the State Board examination. Students will have opportunities to make up some time missed for unavoidable absences (e.g., illness, home school testing, or snow/calamity days), but a student must make arrangements with their instructor to recover missed time.

_____ 2. A student must *pass Cosmetology Lab, Theory, Math, English, and a Science course* during the first year of the program. If these classes are not successfully completed prior to the start of the classes for the senior program, the student will not be permitted to return for the second year of the Cosmetology program.

_____ 3. If a student misses the equivalent of 5 days due to absences or accumulated tardies without making up missed time during the first semester, it is recommended the student return to home school.

_____ 4. If a student has two "Fs" in the first semester, the student will be recommended to return to home school in order to acquire needed credits for graduation.

_____ 5. All students must complete 1500 hours in two years to sit for Boards.

Year II

Below are the criteria required for a student to do an Internship, earn the CVCC Certificate of Completion, and be signed off by CVCC to take the Ohio State Board of Cosmetology Test.

Internship: All senior students are required to complete 150 hours of internship to be eligible to apply to take the Ohio State Board of Cosmetology examination. A student must have successfully completed the following junior year academic classes prior to the start of classes for the senior year for internship hours to be counted: English, Math and a Science course. A student is eligible for the Internship after he/she tests proficient in all areas of the CVCC administered Cosmetology test, complete approximately 1050 hours of training, and is passing all of his/her academic classes. Internship will not begin until November 2, 2022 and will end by February 26, 2023.

Internships must take place at a **full-service** salon within a five-mile radius of one of CVCC's associate high schools; internships at booth rental and independent contractor locations are not permitted. No student can select an internship site at which a family member is employed. Students will be provided with the names of potential full-service salons that have accepted CVCC interns in the past within the specified distance. Internship paperwork will be distributed the first week of classes of the 2022-2023 school year.

Ohio State Board of Cosmetology Examination: A student who completes the Cosmetology program, passes the two years of the program (Lab and Theory), and passes Math, English, and Science (e.g., chemistry, physical science, anatomy, etc.) courses in their junior year, has completed the internship requirement, and has 1500 hours of instruction is eligible to take the State Board Cosmetology Examination. Forms will be signed off by CVCC instructors upon completion of all of these requirements.

SIGNATURES:

JUNIOR INSTRUCTOR _____
Date: _____

SENIOR INSTRUCTOR _____
Date: _____

PARENT SIGNATURE _____
Date: _____

STUDENT SIGNATURE _____
Date: _____

Cosmetology

2022– 2023 Permission Slip for Chemical Services

I give permission for my child _____, to receive chemical services under the supervision of the Cosmetology instructor. I release Cuyahoga Valley Career Center of any liability concerning services rendered in the classroom.

I do not give permission for my child, _____, to receive any chemical services

Parent/Guardian Signature

Student Signature

Date

