COMMUNITY BARBER SCHOOLS, LLC

2018 – 2019



“YOUR FUTURE IS IN YOUR HANDS”

**1826 IONIA STREET**

**JACKSONVILLE, FL 32206**

**904-425-0055**

**VOLUME 5**

***COMMUNITY BARBER SCHOOLS, LLC – Catalog (2018 - 2019)***

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***Community Barber Schools, LLC.***

This is to certify that the provided catalog is certified true and correct in content and policy by authorized representative listed below.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**About the School:**

***INTRODUCTION/ ACADEMY HISTORY/ OWNERSHIP/ GOVERNING BODY***

*Community Barber Schools, LLC was founded on July 15, 2011, by Bobby W. Parks, Jr, in which the affairs of the school are owned by Community Barber Schools, LLC.*

***STAFF & ADMINISTRATION***

Mr. Bobby W. Parks, Jr., Chief Executive Administrator, has 10 years administrative experience in the Barber School industry, is a Licensed Instructor, and a Licensed Master Barber for 25 years. He attended Roffler Hair Design, receiving a diploma in barbering and barbering instruction.

**CEO/Education Director:** *Bobby W. Parks, Jr.*

**Admissions Director:** *Bobby W. Parks, Jr.*

**Director/VA SCO/Community Outreach:** *Tonya Pitts, Ph. D.*

**Administrator/Adjunct Instructor:** *Cheryl Baker, Ph. D.*

**Floor Instructor:** *Darius Bradley*

**Floor Instructor:** *Aaron Austin*

***LICENSURE***

Community Barber Schools, LLC is licensed by the Florida Commission for Independent Education #4724. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone (888) 224-6684.

***TRAINING FACILITIES***

The Community Barber Schools, LLC is centrally located in Jacksonville, Florida, Duval County. The campus is beautifully landscaped with ample parking for students, staff and clients. It is near city bus line routes, restaurants and shopping areas. The school is located just minutes from downtown and in the heart of the historic Springfield district.

This facility is approximately 2,500 square feet and consists of a clinic area which contains 15 workstations, shampoo bowls, sinks, and hair dryers. The facility also houses 1 classroom, a waiting area, a reception/retail room, 2 rest rooms [handicap equipped], administrative offices, and admissions office.

***MISSION STATEMENT***

***“Replenish professional barbering through education and the creation of success in the world community”***

***SCHOOL GOALS***

It is our aim to*:*

1) Produce skilled and knowledgeable professionals who will be prepared with the necessary

skills to enter the beauty industry or field of barbering and be gainfully employed.

2) Create the best learning environment available by emphasizing short term progress

with individualized attention to students.

3) Use progressive teaching methods and relevant equipment for hands-on training.

4) Assist students in achieving their own professional aspirations by helping to match

these aspirations with existing personal, technological and economic conditions.

5) Assist graduates with employment in the technical areas for which they have been prepared.

6) Respond to the requests of businesses, industries and other agencies for specific training needs and

education programs.

7) Evaluate and revise programs when appropriate.

8) Produce a reasonable profit, which will ensure growth and improvement in the students, staff,

facilities and equipment.

***ACADEMY CODE OF ETHICS***

Community Barber Schools, LLC will maintain a high level of effective education by constantly improving our techniques and our instructors’ techniques through training seminars. Community Barber Schools, LLC abides by the rules and regulations of the Florida Department of Education, the State of Florida Barber Board and all licensing Boards. We strive to always maintain good relationships with patrons by showing respect and advertising truthfully and honestly at all times. We always represent ourselves to prospective students and current students in a truthful and honest manner, avoiding false and misleading statements. Above all, Community Barber Schools, LLC produces students who will be an asset to this: our most respected and revered profession of barbering.

**School Entrance Information**:

**Who Can Apply & What You Need to Know?**

***ADMISSIONS & ENROLLMENT REQUIREMENTS***

Applicants must have a GED or high school diploma. Proof of education is required **BEFORE** starting class. A copy of a high school diploma, GED Certificate, or official transcript (high school, college or GED) showing graduation date is acceptable.

Prior to acceptance, all applicants are required to have a school visitation and a personal interview with a school representative. During the interview, applicants will discuss the school program and their individual motivations. Students who are accepted for training will be required to submit a $50 enrollment fee, proof of education, and proof of age, which may be documented by various means including, but not limited to, birth certificate, driver’s license, government issued identification, birth registration, passport, etc. at time of completing the required contract and paperwork. Entering students with previous training, and those that have proper documentation from an accredited school (official transcripts or proof of active state license), will be subject to the Transfer Student section of this catalog. Community Barber Schools, LLC allows registration on any day, and classes start the third Tuesday of each month except December. See the “Class Starting Dates” section of this catalog for the next class.

The following provisions have been adapted by this school for any applicants using the **U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits**, while payment to the school is pending from the VA. This school will not:

* Prevent the student’s enrollment;
* Assess a late penalty fee to the student;
* Require the student to secure alternative or additional funding;
* Deny the student access to any resources (access to classes or any other institutional facilities) available to other students who have satisfied their tuition and fees.

However, to qualify for these provisions, such students may be required to:

* Produce the VA certificate of Eligibility (COE) by the first day of class;
* Provide a written request to be certified;
* Provide additional information needed to properly certify the enrollment as described in other institutional policies.

The school’s admission, training, and graduation policies preclude discrimination on the basis of race, creed, color, religion, sex, age, financial status, or ethnic origin. The Community Barber Schools, LLC does not recruit or solicit students already attending or admitted to another school offering similar programs of study.

**General Admission Requirements**:

1. Applicant must supply school with copy of diploma or GED upon admission of said program.
2. The applicant must complete an applicant information form.
3. The applicant must interview with an admissions representative and/or other administrative staff.
4. At the conclusion of the interview, applicants determined to have the aptitude, qualifications, and motivation to pursue a selected

program of study will be given the opportunity to make their application.

1. Applicants must pay the enrollment fee and complete all tuition payment requirements.
2. Accepted applicants must agree to and sign the Community Barber School Enrollment Agreement.

**Admissions Information**

**Availability GED Testing**

Unless otherwise noted, all applicants for admission must be high school graduates or GED recipients. The General Educational Development (GED) **test can be taken online.** The GED tests can only be taken at an official testing center. There are more than 3,400 testing centers worldwide. More than 17 million people have earned their GED credential since the program began in 1942. For more information, please go to [www.acenet.edu](http://www.acenet.edu) and select GED Testing Services or contact your local Board of Education or our Admissions Office.

***STUDENT RIGHT-TO-KNOW ACT***

The 1998 Amendments to the Higher Education Act of 1965 (U.S. Department of Ed/Federal Regulations) require that Community Barber Schools, LLC discloses completion rates and transfer-out rates by July 1 of each year to current students, prospective students and the public. A copy of the school’s report is available upon request in the Admissions Office.

***CALENDAR OF HOLIDAYS FOR 2018-2019 SCHOOL YEAR***

The Barber School is open Monday through Friday and Saturday (make-up day). We are closed on Sundays. The following breaks and legal holidays are as listed below:

***Labor Day Martin Luther King Jr. Day***

***Veterans Day Spring Break - March (Monday - Saturday)***

***Thanksgiving Days (Thursday/Friday) Spring Holiday (Good Friday - Saturday)***

***Winter Break (Christmas Eve - New Years’ Day Summer Break - June (Monday - Friday)***

***Weather Days - Hazardous Weather***

***CLASS START DATES YEAR 2018***

**(Ending Dates are calculated for 100% Attendance. Contact the Admissions Department for Full time** **and Part time ending dates for each program listed below.)**

**\*\*\*\*\*\*\*\*Open Enrollment Dates\*\*\*\*\*\*\*\*\*\*\*\***

**January 2018 - December 2019**

**Monday - Saturday**

***EDUCATIONAL OBJECTIVES***

***Program Objective:***

To teach students the Florida statutes and laws of barbering deemed necessary for the safe practice of barbering in the state of Florida, along with the correct skills to practice barbering in a professional way. It is also our objective to teach students how to pass their state examination and how to make an honest living with pride.

***Program Description:***

Students will be required to do a minimum of 1200 clock hours and will be tested on the Florida State Board statutes (laws), to include sanitation, safe and proper use of tools and equipment, and Business basics. *The following program breakdown gives a brief description of each level within the program.*

**Barbering Program**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Barbering**  **Program Number: I120402 Program Length: 1200 Hours** | | | | | |
| **OCP** | | **Course Number** | **Course Title** | **Course Length** | **SOC Code** |
| A | | COS0150 | Restricted Barber (1 of 3) | 333 | 39-5011 |
|  | COS0151 | | Restricted Barber (2 of 3) | 333 | 39-5011 |
|  | COS0152 | | Restricted Barber (3 of 3) | 334 | 39-5011 |
| OCP B | COS0671 | | Barber | 200 | 39-5011 |

**C0S0671 Barber: (minimum 10 weeks/200 hours)** Preparation for State Board Licensure Examination. Theoretical knowledge and Practical skills will be perfected to employment competency level.

**COS0671 - Barber Curriculum- 200 Hours/ 13 weeks**

Textbooks that will be used to prepare students at Community Barber School:

**(Milady Standard Textbook of Professional Barber-Styling, Revised)**

Barber Curriculum – 200 hours/13weeks

BPC1-116 Men’s Hair Replacement 50 Hours

BPC1-118 Chemical Texture Service 50 Hours

BPC1-119 Hair Coloring and Lightening 50 Hours

BPC1-121 State Board Preparation and Licensing Laws 50 Hours

Barber 1 Curriculum – 200 hours/13weeks

Theory Hours (TH), Services (S), Lab Hours (LH)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Curriculum # | Curriculum Title | Theory | Lab | Services |
| BPC1-116 | Men’s Hair Replacement | 25 | 25 |  |
| BPC1-118 | Chemical Texture Service | 25 | 25 | 60 |
| BPC1-119 | Hair Coloring and Lightening | 25 | 25 | 25 |
| BPC1-121 | State Board Preparation and Licensing Laws | 50 |  |  |
|  |  |  |  |  |

Note: Each course offered under the Barber training program may vary based upon the student’s ability, attendance, and prior knowledge. Barber students are eligible to move on to the next course upon satisfactory completion of previous courses.

**1200 Hour Barber Requirements**

**Job Placement**

The Community Barber School assists each student with the necessary skills to find a job after graduation. The Barber School does not guarantee employment upon completion of the program. However, the barber school has continuous relationships with outside barber shops throughout the city. There are numerous shops and salons that are awaiting graduates.

**Employers of Graduates**

VIP Barber Shop

House of Fades

**FLORIDA RULES: 61G3-16.0010 Examination for Barber Licensure.**

(1)The examination for licensure to practice Barbering shall consist of a written examination.

Applicants for a license to practice barbering must achieve a passing grade on the examination to be eligible for a license to practice as a Barber. Applicants will be admitted to the examination for licensure if they have completed all requirements for the examination and have paid the fee specified in Rule 61G3-20.002, F.A.C.

(2) The following subjects will be tested during the written examination. The exam will be weighted approximately as follows:

|  |  |
| --- | --- |
| Category | Hours |
| (a) Florida Laws and Rules | 150 |
| (b) Safety, Sanitation and Sterilization | 325 |
| (c) Hair Structure and Chemistry | 50 |
| (d) Hair Cutting and Hair Styling | 200 |
| (e) Shampooing | 75 |
| (f) Chemical Procedures | 350 |
| (Permanent Waving, Coloring and Bleaching, Hair Relaxing and Curling) |  |
| (g) Shaving, Beard and Mustache Trimming | 50 |

(3) The score necessary to achieve a passing grade shall be no less than seventy-five (75) percent out of one hundred (100) percent on the written examination. In rounding percentages, any percentage that is half a point (.5) or above shall be rounded up to the next whole number. Percentages less than half a point (.5) shall be rounded down to the next whole number.

***1200 HOUR BARBER PROGRAM STUDENT BOOKS***

*(****Go to*** [www.milady.com](http://www.milady.com/) ***to order the latest version of books)***

***Milady State Exam Review for Professional–Styling,*** *Maura T. Scali (Editor)(ISBN:1-4354-9712-0)* ***Milady Standard Professional Barber Text Book,*** *Maura T. Scali (Editor)(ISBN:1-4354-9715-5)*

***Milady Standard Professional Barber Text Book,*** *Maura T. Scali (Editor)(ISBN:1-305-10055-7)*

***Milady Professional Barber-Styling Workbook,*** *Maura T. Scali (Editor) (ISBN: 1-4354-9713-9)*

***Milady Professional Barbering Student CD*** *(ISBN: 1-4354-9709-0)*

***Florida Barber Law Book***

*(Book pricing may change or vary)*

***1200 HOUR BARBER PROGRAM STUDENT KIT***

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tuition Schedule**  *Restricted Full*   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | *12 Months* |  | *Cost* | *12 Months* |  | *Cost* | |  | *Tuition* | *$5000.00* |  | *Tuition* | *$7000.00* | |  | *Registration Fees (Non-refundable)* | *$50.00* |  | *Registration Fees (Non-Refundable)* | *$50.00* | |  | *Book/Supplies* | *Not Included in Tuition* |  | *Book/Supplies* | *Not Included in Tuition* | |  |  |  |  |  |  | |  | *Total Tuition* | *$5,050.00* |  | *Total Tuition* | *$7,050.00* |   *\*Clinic Floor Styling Aids are not a part of the kit. Students may check out tool kits and other supplies from the School Dispensary. Student tool kits may be purchased at any Local beauty supply store.*  ***BOOKS, KITS AND OTHER FEES***  *Books..............................................................................................................................................................$50.00 & up*  *Tool Kits…………..................................................................................................................................$150.00 / $600.00*  *License by Endorsement................................................................................................................................$500.00 & up*  *Refresher Course………………………. ................................................................................................................$1050.00*  *Registration Fee……………………………………………………………………………………….…………….…………$50.00*  *Discontinuance /Termination Fee .................................................................................................................$50.00 & up*  *Transfer Student Non-refundable Deposit .................................................................................................... $50.00 & up*  *Re-enrolling Fee ...........................................................................................................................................$25.00 & up* |

***NOTE:*** *This is a separate account and is not included in the example of charges listed above in this catalog. The fees for books, uniforms, supplies & products, and the student kit are nonrefundable after attendance has begun. Students are not required to purchase their kit & books from the school bookstore. However, if they do not wish to purchase these items from the school book store, they should see the administrative offices for a suppliers list of where to obtain all the necessary supplies & books that are itemized above.*

***PAYMENTS***

Tuition and fees are due and payable in full the first day of classes; however, other arrangements can be made to accommodate the student with the approval of the Administrator of the school. Students with weekly/monthly payments may be charged a $25.00 late fee for each past due payment not made by the next billing cycle. Payment in full is required prior to graduation or other financial arrangements must be made. Students not completing the prescribed program within the contracted time, other than for extenuating circumstances, may be charged additional tuition at the per hour rate stated on their contract, multiplied by the remaining hours to be completed.

\*\*Any veteran or other eligible student who receives benefits under chapter 30, chapter 31, chapter 32, chapter 33, chapter 34, or chapter 35 of Title 38, U.S.C., or chapter 106 of Title 10, U.S.C., is entitled to one deferment each academic year and an additional deferment each time there is a delay in the receipt of benefits.

***1200 HOUR BARBER PROGRAM CLASS SCHEDULE***

**Full-Time (Days):40 hours /week** **(32 weeks) Monday - Friday 10:00a.m. - 8:00p.m.**

**1-hour lunch break and 2 fifteen-minute breaks**

**Saturday 10:00a.m. - 4:00p.m.**

***Part–Time (Nights): 20 hours /week******(52 weeks) Monday - Friday 10:00a.m. - 8:00p.m.***

***1-hour lunch break and 1 fifteen-minute break***

***Saturday 10:00a.m. – 4:00p.m.***

A student’s time is spent in theoretical as well as practical work. The goal is to establish thorough and complete knowledge as well as good professional habits. The program consists of demonstrations, lectures, examinations and practical application. The continued theory and the actual application of all phases on live models and mannequins will be under the supervision of the instructor.

***SCHOOL CLOSURE DUE TO AN EMERGENCY***

In the event the school needs to be closed due to an Emergency, such as a hurricane, flooding, fire, etc., a notice will be placed on the door if possible, or students will be notified by an alternate source, such as by television, newspaper, radio, text message or posts at the school driveway entrance. Notifications will give staff, students & customers all necessary reopening information as well as provide a number to call for more information. Furthermore, an emergency announcement will be placed on the school’s automated phone system if the system is accessible. All student and client data in our computer systems are backed up regularly and taken off site and kept in a secure location.

***EMERGENCY RESPONSE & EVACUATION PROCEDURES***

Federal Regulations require that the institution have in place a policy and procedure that describes how the institution will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus. Upon acceptance to this institution, the required policy and procedures will be made available in a handbook to each student on the day of Orientation. Should an immediate threat to the health or safety of students or staff occur on campus, the institution’s Administrative Community Barber Schools, LLC staff members will handle all necessary campus notification without delay and will initiate the notification system. Phone systems are available to call 911. Buildings have all required safety codes in place for student and faculty safety.

***WEAPONS ON CAMPUS***

The Barber School has a zero-tolerance policy regarding weapons on campus. No knives, guns of any kind, bomb materials, bows & arrows, bazookas, fireworks or anything that could be deemed a weapon by legal authorities (ATF, local Police, etc.) are permitted on campus (campus is defined as parking lot and buildings). Violation of this rule will result in immediate termination and notification of the appropriate authorities.

***HATE CRIME REPORTING***

The current federal regulations require institutions to report hate crimes as any occurrence of criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction, damage, or vandalism of property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. Students are encouraged to report crimes that fall into this category to your instructor or directly to the Administration as soon as possible.

***STUDENT CONDUCT***

Students are expected to conduct themselves in a courteous, respectful and professional manner, and

observe school rules at all times. Please see the "Rules and Regulations" section of this catalog. (Complete school rules and regulations are issued on the day of Orientation in the "Student Hand- book" and may be subject to change. If a change should occur, all students will be subject to the new guideline (s). The institution will inform the students of any changes.

***GROUNDS FOR STUDENT DISMISSAL***

(Full or Partial enforcement of the following list will be at the discretion of the school.)

 14 consecutive days of unexcused absences

 Non-payment of tuition

 Breaking rules and regulations, after 3 warning

 Failing grades due to lack of effort after special tutoring and counseling

 Using profanity, involvement in immoral conduct on or near school premises, or involvement in

fights on school premises

 Use of any illegal chemical substances on or near the vicinity of the school premises

 Stealing time (clocking in, but not actually being on the school premises and coming back later to clock out)

 Punching someone else’s time card **“IN”** or **“OUT”** at any time that they are not on the premises

***NOTE:*** *If a first-time student or previously enrolled student is dismissed from school or withdraws on their own, at the schools’ discretion, the school may not consider the student for re-enrollment or returning to school for a minimum 6-month period. Furthermore, if a student is allowed to return, the student may be required to pay a non-refundable deposit up to $500.00 to cover administrative expenses.*

***TRANSFER STUDENTS***

Transfer students will be enrolled for the full contracted hours of the program of their interest. Students will receive credit for previous training from an accredited barber school with proper documentation of hours, services and tests, and after being evaluated in both theoretical and practical abilities by a designated school official. The contracted program will then be modified proportionately and the contracted hours and educational costs adjusted on the student’s tuition card. The acceptance of any and/or all of the transferring hours and services is at the discretion of The Community Barber Schools, LLC.

Also, a non-refundable deposit up to $500.00 may be required by a transfer student to cover the additional administrative expenses incurred during their enrollment process. Transferability of clock hours and services earned a t The Community Barber Schools, LLC to another institution is at the discretion of the accepting institution, and it is the student’s responsibility to confirm whether or not clock hours & services earned here at The Barber School will be accepted by another institution of the student’s choice.

***GRADING SCALE***

The grading system at The Barber School is based on the "A", "B", "C", "D" and "F" scale. The number grading scale is as follows: A= 90-100%, B= 89-83%, C= 82-75%, D= 74-65% and

F=64% or less. The minimum passing grade for this program is "C". All academic records are confidential and permanently archived at the school. (See Satisfactory Progress Policy in this catalog.)

***INSTITUTIONAL CANCELLATION AND REFUND POLICY***

Should a student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by determination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making the initial payment.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).
4. Cancellation after attendance has begun through 40% completion of the program will result in a Pro Rata refund computed on the number of scheduled hours to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: Refund calculations are based on scheduled hours as of the student’s last date of attendance, unless prior written notice was given.
7. Refunds will be made within 30 days of termination of the student’s enrollment or receipt of a Cancellation Notice from the student.

***PROBATION***

If a student’s grade percentage falls beneath 75%, the student will be placed on academic probation. If at the next evaluation the student has made up the deficits that led to the probation,

he or she is returned to good standing. If not, the student will be terminated from the school.

***EXTRA EXPENSES***

Items of extra expense to the student such as housing, board, instructional supplies or equipment, tools, student activities, laboratory fees, service charges, rentals, deposits and all other extra charges need not be considered in the tuition refund computations, provided they are separately identified in the enrollment agreement, catalog and in other published data furnished the student before enrollment. When items of major expenses are separately identified for this purpose, the school also states its policy for reasonable settlement of such charges in the event of an early termination.

***ATTENDANCE POLICY***

The school’s policy regarding attendance is applied uniformly and fairly. The school is a clock hour school and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty and does not round actual hours. Excused and unexcused absences are only for the purpose of determining satisfactory progress. Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement*.*

***SCHOOL RULES***

***(Rules and Responsibilities Reviewed with student at Orientation)***

1. All students must obey all rules. (Personal hygiene, sanitation, sanitation assignments and personal conduct, etc.)

2. School begins promptly at 10:00 A.M. for day students and 7:00 P.M. for night students. Theory begins promptly at 10:00 A.M. to 11:00 A.M. Tuesday through Thursday. Night class theory begins promptly at 7:00 P.M. to 8:00 P.M. Tuesday through Thursday. Lab Floor is open from 11:00 a.m. to 7:00 p.m.

3. A phone call is mandatory if a student is going to be late or absent.

***TARDINESS* -**Students reporting to school after 10:00 A.M. or 7:00 P.M without an excuse are considered tardy. Tardy students **must** call the school (courtesy call) before class begins if arrival is going to be after the start of class. Tardy means that a student will arrive within the first hour of the start of class. A phone call is mandatory if a student is arriving late or will be absent. (See separate Rules/Tardiness)

4. Tuition payments are expected without the student being reminded. It is the student’s obligation

to see that payments are made on time each and every month. Late fees may apply to late or missed payments.

a. Each student is responsible for their own equipment at all times.

b. Misuse of another person’s belongings or use of items without permission will not be tolerated.

An atmosphere of respect for each student and their belongings is expected.

1. Smoking inside the School is prohibited.

2. Ill temperedness, open hostility, belligerence or quarrelsome attitudes toward instructors, staff, clients or other students will not be tolerated and will subject a student to school disciplinary procedures, suspensions and/or dismissal.

3. Profanity will not be tolerated.

4. School Uniform Attire: Black or khaki color pants (Clean press jeans can be worn also with the school smock.), slacks or skirts only (no mini- skirts). Black School T-shirt with the school logo worn with the Academy apron or a white t-shirt and school issued smock is also acceptable.

5. School Foot Attire: All students must wear closed-toed shoes (sneakers, tennis shoes, or professional nursing type shoes) at all times.

6. Saturday attendance is mandatory if scheduled. Missing this day without properly notifying the school, prior approval or proper documentation may result in a 1-3-day suspension.

7. No student is permitted to refuse any service. As long as the student has hours remaining in attendance, services will be taken as given.

***STUDENT’S RIGHTS AND PRIVACY ACT & SAFEGUARDING CUSTOMERS***

***INFORMATION POLICY***

A student (or in the case of a minor, his/her parents or legal guardian), has the right to gain access to their records under the supervision of an administrative staff member by appointment. Appointments will be set in a timely manner but will be no longer than 14 days from the request day. If a copy of their file is requested, it will be at a charge of one dollar per copy. If the requested information or file must be mailed, an additional postage charge will be applied and the information will be mailed in a timely manner and shall not exceed 14 days. The school will not release any educational or non- public personal information unless it is authorized by the student in written consent. In such case, a copy will be kept on file. To prevent identity theft, a student’s non-public personal information (information which is not publicly available, such as name, address, social security number, financial institution, account numbers, enrollment application info, etc.) is maintained in locking files and available only to authorized personnel. Furthermore, although the school is in a low risk category, the school annually reviews its policies for safeguarding information. The school does not publish student directory information. Should it become an issue in the future, it would not be done without allowing the student or guardian the right to deny authorization to publish.

***SATISFACTORY PROGRESS***

Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the school.

***ATTENDANCE PROGRESS:***

Attendance Progress is evaluated on a cumulative basis. At each evaluation point the cumulative attendance will be added to attendance from the preceding months, divided by the scheduled attendance to date, to determine if the student is in satisfactory progress (min. 67%) and will complete the program within the maximum time frame.

***Full-Time Maximum Time****:* The maximum time a student has to complete this program is 68 weeks or 17 months. **Attendance**: Full-time students must attend at least 67% (107 hours) of their scheduled hours per month in order to be considered making satisfactory progress and to complete the program within the maximum time frame. NOTE: The contracted length of the 1200-hour program for students attending 40 hours per week is 32 weeks/8 months. Any student not completing the program within

32 weeks/8 months may be charged, by contract, a per hour additional charge multiplied by the hours of instruction needed to complete the program unless the time missed is excused by the administrator*.*

***Part-time Maximum Time****:* The maximum time a student has to complete this program is 52 weeks or 12 months. **Attendance:** part-time students must attend at least 67% (53 hours) of their scheduled hours per month in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

**NOTE: The contracted length of the 1200-hour program for students attending 25 hours per week is 52 weeks/12 months. Anyone completing the program in more than 52 weeks/12 months may be charged, by contract, a per hour additional charge times the hours of instruction needed to complete the program, unless the time missed is excused by the Administrator. Satisfactory progress in attendance and academic work is a requirement for all students enrolled at the school.**

***ACADEMIC PROGRESS:***

Students must maintain a **"C"** grade average, minimum of 80% in theory (test grades, workbooks, homework, etc.) and practical work (hands on mannequin, clinic/ live models), in order to be considered making satisfactory progress. Any theory tests missed must be made up. Make up test days are scheduled by the instructor.

The following factors will be measured to determine academic progress:

* Theory work, including test grades, workbook, homework, etc.
* Practical work, including hands-on mannequins, clinic and live models
* Theory practical and laboratory work

*90-100% A... Excellent*

*83-89% B... Good*

*75-82% C... Satisfactory*

*74-65% D... Unsatisfactory*

*64% or less E... Failing*

**Determination of Progress:**

Formal evaluations of progress will be conducted by the School’s Administrative Staff when a student reaches their programs pre-set evaluation periods. Each student is provided with a minimum of three written Evaluations of Progress Reports during their program period. The Evaluation Periods are scheduled at the beginning of the course (400 hour), the middle of the course (800 hours) and the end of the course (1200 hours). The Evaluation of Progress Report will measure performance in academics based on grades received and will show their attendance progress based on their percentage of cumulative actual hours to scheduled hours. NOTE: Students may receive an informal report card on a monthly basis that shows academic and attendance progress.

***Satisfactory****:* For satisfactory progress*,* students must maintain a minimum of 80% average in theory work and 80% in practical clinic and attendance in accordance with the minimum requirements set forth as follows:

Students that meet the minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of program mid-point, the student must meet both attendance and academic minimum requirements on at least one evaluation by the mid-point of the program. Students failing to meet minimum progress requirements at an evaluation period will be placed on probation with the opportunity to meet minimum requirements at their next scheduled evaluation period.

***Probation:***

After 3 consecutive days, students will be called and made aware of the attendance policy and will be placed on probation after 7 consecutive instructional days and dismissed after 14 instructional days.

During probation, students are considered to be making satisfactory progress and financial aid funds will be dispersed to eligible students. At the end of the probationary period, the student’s progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be removed from probationary status. Any student failing to meet minimum satisfactory progress will be returned to probation until the next scheduled evaluation. Each probation period is the length of that student's program's pre-set evaluation period. Programs of 1200 hours have a maximum of 3 evaluation periods.

***APPEAL PROCESS***

Students who may have been terminated after failing to achieve minimum requirements may appeal this termination. The student must submit a written appeal to the Administrative Offices, along with any supporting documentation, reasons why the decision to terminate should be re- versed, and a request for a re-evaluation of progress. This appeal must be received in the Administrative Offices within five (5) business days of termination. Should a student fail to appeal this decision, the decision to terminate will stand. An appeal hearing will take place within five (5) days of receipt of the written appeal. This hearing will be attended by the student, parents/guardian (if student is a dependent minor), the student’s instructor, and a school Administrative Staff Member and the Director of Education. A decision on the student’s appeal will be made within three (3) business days by the attending Administrative Staff Member and will be communicated to the student in writing. This decision will be final. Should a student prevail upon his/her appeal and be determined as making satisfactory progress, the student will be automatically reentered in the program and financial aid funds will be re-instated to eligible students. (Note: Student must pay enrollment fee up to $500.00 and bring academic status and bring academic status up to 80%)

***WITHDRAWAL/INCOMPLETION***

Any student, who withdraws from his/her contracted program or fails to complete his/her training, will have a notice placed in their student file, as to the progress at the point of withdrawal.

**LEAVE OF ABSENCE**

All students must follow this policy and if enrollment is temporarily interrupted for a Leave of Absence, the student 2 weeks prior must submit in writing and if granted approval, the administrator will notify the student. The student will return to school in the same progress status as prior to the leave of absence. The leave of absence must be a reasonable expectation of when the student will return. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. You must not exceed 180 days in a 12-month period. Additional charges will not be assessed as a result of a Leave of Absence. Leave of Absences may be granted for medical and non-medical reasons but it must be in writing in person unless unforeseen circumstances such as car accident. A letter must be provided upon return but must be approved by administrator. The new graduation date if applicable will be changed in our student computer system and a contract addendum must be signed by all parties. We will not make any changes to the contract; you will still be considered enrolled and no refund calculation form will be required. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. We will not take attendance and if the student does not return from the Leave of Absence, the withdrawal date will be the last day of attendance. The student would be determined to have withdrawn from the school:

1. If you do not notify the Director in writing of your plan to withdraw the school terminates your enrollment due to a violation or unsatisfactory academic progress.
2. If you fail to attend class for 14 consecutive days without notice or any contact with the school.
3. If you fail to return after a leave of absence.

***REPETITION***

A student making satisfactory progress at the point of withdrawal may apply for reenrollment at the school and will be considered to be making satisfactory progress at the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one (1) month when accepted for reenrollment. (See Grounds for Dismissal for additional requirements for those students wishing to re-enroll.) Non-credit remedial programs have no effect upon a student's satisfactory progress status in this school.

***ADVISING OF STUDENTS***

Appointments can be scheduled on any school day, by students with the Administrative/Instruction personnel who are in need of advice in academic, attendance, financial aid, etc. issues. Students are encouraged to seek advice with proper personnel if a problem exists that needs attention. During advisory sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems that the student may be having in school.

***DRUG ABUSE INTERVENTION PROGRAM***

The Community Barber Schools, LLC has Drug Abuse Intervention Program information available to students. The School does not accept and will not overlook drug abuse. The Administration will be available to any student, if a problem exists. **All conferences will be kept confidential.**

***HANDICAPPED STUDENTS***

We will make every effort to accommodate students with handicaps or disabilities.

***INTERNAL COMPLAINT PROCESS POLICY***

Any student or staff complaint should be in writing and be directed to the Administrative Office. (See Administrative Office for form.) The complaint will be reviewed by the Administration in a timely manner and resolved in a manner agreeable to all parties involved.

***1200 HOURS GRADUATION REQUIREMENTS***

The following must be completed before graduation for all programs:

a) Completion of required clock hours

b) Completion of all MODULE requirements

c) All financial obligations

d) Copy of Social Security Card

e) 2 passport size pictures.

Upon the successful completion of the 1200 clock hour Barber Program, the student receives a completion form. To receive a Barber’s license, the student must submit an application through this school to the Barber Board. Once the Board deems the student eligible for the exam, the student will be contacted by the Board’s contracted vendor for scheduling of exam date and time.

***CAREER IN BARBERING***

***Nature of the Work***

Hair care has been an important profession since the beginning of time. Throughout history, a great deal of effort has gone into acquiring a fashionable hairstyle or a perfectly trimmed beard. Although styles change from year to year, the barber's task remains the same: to make an attractive change in a person’s appearance. Barbers shampoo, cut and style hair, and advise patrons on how to properly care for their hair. Frequently, they straighten or texturize a patron's hair to keep the style in shape. Barbers may also lighten or darken the color of the hair at the patron’s request. Barbers may give scalp and facial treatments and clean and style hairpieces.

Barbers keep their work area clean and sanitize their haircutting tools and implements. Those who operate their own salons also have managerial duties, which include hiring and supervising workers, keeping records, ordering supplies and numerous other duties.

***Working Conditions***

Barbers work in a clean and pleasant environment with good lighting and comfortable temperatures. Their work can be tiring and physically demanding because they must be on their feet for long hours at a time and work with their hands at shoulder level. Barbers also work with sharp implements (razors) and a small amount of chemicals. Many full-time barbers work more than 40 hours a week, including evenings and weekends when barbershops are busiest.

***Training, Qualifications and Advancements***

Although all states require barbers to be licensed, the qualifications necessary to obtain a license vary. Generally, a person must have graduated from a state-licensed barber school, pass a physical examination, and be at least 16 years old. In addition, states have varying educational requirements. Some have no requirement while others require graduation from high school. In some states, completion of an apprentice-training program can substitute for graduation from a barber school, but very few barbers learn their skills in this way.

Barber instruction is offered in both public and private vocational schools in either daytime or evening classes. A day-time program usually takes 6 months to 1 year to complete while an evening program takes longer. Many public-school programs include the academic subjects needed for a high school diploma and at least 2 to 3 years. An apprenticeship program usually lasts 1 or 2 years.

Both public and private programs include classroom study, demonstrations, and practical work. Most schools provide students with the necessary hairstyling implements, combs, scissors, razors, and hair rollers, and include their cost in the tuition fee. In some instances, students must purchase their own tools and implements. A set of professional implements range in prices between $300.00--$500.00. Freshmen students practice on mannequins and/or each other. Once students have gained some experience, students perform their skill on patrons in school clinic. Most schools have added unisex hairstyling as part of the teaching curriculum.

After graduating from a barber program, students take state licensing examinations. The examinations consist of only a written exam. This exam allows applicants to demonstrate their theoretical knowledge and practical skill to provide the required services. In some states, an oral examination is included and the applicant is asked to explain the procedures he or she is following while taking the practical test. Some states have reciprocity agreements that allow a barber license out of one state to be valid in another without re-examination.

Persons wanting to become barbers must have finger dexterity and a sense of form and artistry. They should enjoy dealing with the public and be willing and able to follow patrons' instructions. Because hairstyles are constantly changing, barbers must keep abreast of the latest fashions and barber techniques. Business skills are important for those who plan to operate their own salons. Many schools help their students find jobs.

Advancement usually is in the form of higher earnings as barbers gain experience and build a steady clientele, but many manage large salons or open their own after several years of experience. Some teach in barber schools or use their knowledge and skills to demonstrate the profession. Others become manufacturer representatives, research assistants, and trade technicians or technical supervisors. Other job possibilities include state board members, state board examiners, and educational directors.

***Key Findings[[1]](#footnote-1)***

Over the past five years to 2018, the Barber Shops industry has performed well. While there has not been significant or notable uptick in demand for industry services over the past five years, the increasing population has contributed to revenue growth by providing barber shops with a larger customer base. Furthermore, barbers are generating more money per person in 2018 than they did in 2012, as specialized services are becoming more popular, which has also contributed to revenue growth.

Specifically:

 the total number of salons is up by 18%.

 the number of chairs or workstations is unchanged.

 the number of employees leaving their positions is down 13%

 the number of new hires is down 15% since 2003. \*

\**This figure is partially reflective of fewer employees changing jobs and some salons downsizing. The salon industry is a job-seekers market. Some 33% of the salon owners reported that they had job openings. More than 485,000 open positions were filled in 2016 with both experienced salon professionals changing positions (62% of the new hires) and with inexperienced professionals with less than one year’s experience (38% of the new hires). The supply does not appear to be keeping up with demand. Approximately three-quarters of the salon owners who looked for new employees in 2006 reported difficulty in finding qualified personnel.*

***1200 BARBERING PROGRAM UNITS OF INSTRUCTION***

***Program Objective:***

To teach students the Florida statutes and laws of barbering deemed necessary for the safe practice of barbering in the state of Florida and teach them the correct skills to practice barbering in a professional way.

To teach them how to pass their state examination and how to make an honest living with pride.

***Program Description:***

Students will be required to do a minimum of 1200 clock hours, and will be tested on the Florida State Board statutes (laws), sanitation - safe and proper use of tools and equipment. Students will also be taught Business basics.

***FLORIDA LAW***

*1. Chapter 476, PROFESSIONS, BUSINESS, AND TRADES, BARBERS*

*2. Rules of the Florida Board of Barbering*

*3. Reciprocal laws*

*4. Florida Barber licensing examination*

***HISTORY OF BARBERING***

*1. Origin of Barbering*

*2. Modern Barbers and Barbering*

***PROFESSIONAL IMAGE***

*1. Maintaining a healthy mind and body*

*2. Physical presentation and personality*

*3. Personal Hygiene*

*4. Professional Attitude*

*5. Professional Ethics*

*6. People Skills*

***STERILIZATION, SANITATION & SAFETY***

*1. Bacteriology*

*2. Methods of Sterilization and Sanitation*

*3. Types of Bacteria*

*4. Definitions Pertaining to Sanitation*

*5. Safety Precautions and Sanitizing Rules*

6. *Public and Personal*

7. *Basic First Aid*

***HAIR SHAPING/CUTTING***

*1. Introduction to Hair Cutting Tools*

*2. Face Shapes and Designs*

*3. Cutting the Outer Perimeter*

*4. Types of Haircuts*

*5. Neckline and Sides Shaping*

*6. Haircutting with Razor and Scissors*

*7. Various Shear Cutting Techniques*

*8. Understanding Different Elevations*

*9. Nape and Bang Designs*

***SHAMPOOS AND RINSES***

*1. Client consultation, scalp conditions and disorders*

*2. Hair conditions and disorders*

*3. Cleansing the hair-shampoo*

*4. Shampooing and draping techniques*

*5. Re-Conditioners and conditioners*

*6. Scalp treatments and massage*

*7. Anatomy of the head*

***SKIN, SCALP, AND HAIR CARE RINSES***

*1. Describe the Benefits of Scalp Manipulations*

*2. Physical and Chemical Actions that Damage Hair*

*3. Scalp Treatment using Physical Manipulations*

*4. High Frequency Scalp*

*5. Temporary Color Rinses*

***HAIR ARRANGING/STYLING***

*1. Styling implements and uses*

*2. Roller placements*

*3. Finger Waving Men’s Hair*

*4. Facial shapes, profiles and features*

*5. Hairpieces*

*6. Curling with Thermal Irons*

*7. Blow Dry Styling*

***SHAVING, MUSATCHE AND BEARD DESIGN***

*1. Fundamentals of shaving*

*2. The professional shave*

*3. Mustache design and trimming*

*4. Beard and Goatee design and trimming*

***HAIR COLORING***

*1. The law of color*

*2. Levels of color (liquid & cream)*

*3. Types of color*

*4. Chemicals and hair lighteners*

*5. Hair coloring procedures*

*6. Types of hair coloring applications & procedures*

*7. Toning*

*8. Semi-Permanent Color & Proper Application*

*9. Foil & Cap Highlighting*

***CHEMICAL WAVING & CHEMICAL HAIR RELAXING/STRAIGHTENING***

*1. Chemical reformation, texture, density & structural competency*

*2. Permanent waving history and chemistry*

*3. Types of permanent waving and successful permanent waving*

*4. Types of rods, sectioning and rod placement*

*5. Types of permanent waving wraps*

*6. Advanced sectioning and wrapping*

*7. Permanent waving client procedures*

*8. Hair relaxing chemistry and products*

*9. Client profile and analysis*

*10. Hair relaxing supplies and procedures*

*11. Relaxing, conditioning and styling*

*12. Relaxing test and methods*

*13. Basic Chemicals, Comparison of pH*

***FACIAL MASSAGE AND TREATMENTS***

*1. Muscles, Nerves, and Arteries*

*2. Theory of Massage & Manipulations*

*3. Facial treatments and equipment*

*4. Cleansing and conditioning of skin*

*5. Facial procedures*

*6. Skin Analysis*

*7. Sanitation/Public & Personal*

***TOOLS AND IMPLEMENTS***

*1. Combs and Shears*

2. *Clippers and Trimmers*

3. *Razors*

4. *Hones, Honing and Stropping*

5. *Other Barber-Styling Accessories*

***ELECTRICITY AND LIGHT***

*1. Electricity*

2. *Light Therapy*

***ANATOMY AND PHYSIOLOGY***

*1. Cells, Organs, Systems*

2. *The Skeletal System*

3. *The Muscular and Nervous Systems*

4. *The Circulatory and Other Systems*

***HAIRPIECES***

*1. Hairpieces - Construction and fitting*

2. *Partial and Facial Hairpieces; Caring for Hairpieces*

3. *Hair replacement Techniques*

***SHOP BUSINESS AND MANAGEMENT SKILLS, RETAILING/ADVERTISING PRODUCTS***

*1. What you should know about opening a salon*

*a) Location, agreements, regulations, insurance*

2. *What you should know about operating a salon*

*a) Personnel, policies, practices, telephone usage, inventory*

3. *Selling in the Salon; Practices, products & advertising*

4. *Education, Growth, Changes to your future*

5. *Evaluation of Salon, Investigation of Jobs & Resumes*

6. *Evaluation of Work Performances and Staff*

7. *Relationships: Staff, Management and Client*

8. *Salaries: Hourly, Commission & Guaranteed; Payroll & Taxes*

***STATE BOARD LICENSING PREPARATORY THEORY AND PRACTICAL ON ALL PHASES OF THE BARBER COURSE***

1. [*http://ibisworld.com/BarberShops-MarketResearchReport\_09-1.IBISWorld*](http://ibisworld.com/BarberShops-MarketResearchReport_09-1.IBISWorld)*, September 2017* [↑](#footnote-ref-1)