



**Jama's Beauty College**  
**22049 Ventura Blvd.**  
**Woodland Hills, CA 91364**  
**Office: (818) 888-2452 Fax: (818) 888-2495**

**Catalog of Courses**  
**January 1, 2017 to December 31, 2017**

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## **Institutional Mission and Objectives**

The mission of this institution is to provide students in the local area, access to Cosmetology and other Cosmetology Board approved programs with training that is both comprehensive and professional. At Jama's Beauty College, each student is treated with respect and dignity. Working with our students, we foster a commitment to provide the tools necessary for personal and professional growth as we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. We take pride and providing a first class facility to our students who will be given the ability to achieve excellence through our distinguished programs. Jama's Beauty College (JBC) provides affordable high quality education. Through traditional classroom instruction, we teach the skills and values needed to prosper as Cosmetologists, Estheticians and Manicurists.

## **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Instructional Location**

Jama's Beauty College  
22049 Ventura Blvd.  
Woodland Hills, CA 91364

## **BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

## **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **Review Documents**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **Description of the Facilities & Type of Equipment Used for Instruction**

Jama's Beauty College has 8,500 square feet of suitable space. JBC is an upscale, spacious and modern facility devoted to teaching the art and science of the beauty and wellness industry. Equipped with professional equipment commonly used in the top salons and spas around the country, our campus is carefully designed and furnished to simulate a salon and spa atmosphere, while providing students with a real-life training environment. Our campus includes practical training areas with ample amount of work stations for our students comfort as they train for the cosmetology, esthetician and manicuring programs.

## **Library Resources**

Our Cabinetry Library is referred to as our library and is comprised of learning resources that consist of Milady's Cosmetology, Manicurist and Esthetician Textbooks, Hair Color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The library will also consist of Videos, DVD's or CD's that contain lessons and demonstrations for students viewing that concern the Cosmetology, Manicurist and Esthetician programs. The policies and procedures for supplying them to students who did not receive classroom instruction or those who did will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. Students who wish to check out material overnight must see a staff member for permission. All materials must be returned by the next school day. Any material considered overdue or late by a student, their future privileges for checking out learning material may consist of a four hour time frame to be returned to the library. The library will assist in additional and continuing education where the student will benefit beyond the textbook and will offer an additional study outlet for learning the tools necessary to become a successful Cosmetologist, Manicurist or Esthetician. The Cabinetry Library will be next to the checkout counter near the rear entrance of the school.

## **Online Cosmetology Resources Available to Our Students**

### **Web Sites**

- **Salon Channel**

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

- **Beauty Site**

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

<http://beauty.about.com/index.htm>

- **Beauty Tech**

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

- **BeautyLink**

News, experts' tips, answers to beauty questions.

<http://www.beautylink.com/>

- **Beautynet**

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

<http://www.beautynet.com/>

- **Behind the Chair**

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.

<http://www.behindthechair.com/>

- **Lipstick Page**

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.

<http://broadroom.net/lp/blogs/>

- **Milady**

A leading publisher of beauty education materials.

<http://Created by David W. Rash Page 2 5/20/2009>

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

- **National Cosmetology Association**

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

## Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or (916) 431-6959 by Fax (916) 263-1897.

## Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Jama's Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Jama's Beauty College to determine if your certificate will transfer."

## **Admissions Policies & Recognition of Credits**

**Criteria for admission: If applicable, information regarding the ability-to-benefit examination as required by section 94909 of the Code.**

1. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
2. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
3. At least a High School Graduation Diploma, GED or passage of the California high school proficiency exam and Ability to Benefit Students may be admitted.
4. This institution has not entered into an articulation or transfer agreement with any other institution.
- 5.

Jama's Beauty College accepts Ability-to-Benefit students and the test used is CELSA, which is administered by an independent party. The score required for admission is 37 on form 1 and 34 on form 2.

## **Transfer Students**

Jama's Beauty College does not have a maximum credit hour limit requirement for transferring credit. Tuition is \$5.31 per hour for the 1600 hour Cosmetology program, \$3.67 per hour for the 600 hour Esthetician program and \$4.13 per hour for the 400 hour Manicurist program. The purchase of a required kit may be required. Transferring students are accepted after careful evaluation and a review of the student's previous academic records. Each transfer student will be evaluated on an individual basis in both theoretical and practical knowledge. The student must obtain an official transcript of hours from his/her State Board in order to be given proper hourly credit. Once the transcript is received, the student must then be evaluated in order to validate the hours. All accepted transfer hours will be applied at the end of all required training. A written and practical test is administered. JBC will inform the California Board of Barbering and Cosmetology regarding the total numbers of hours for which the student will receive.

Tuition will be pro-rated on a per-hour basis. The transferring student will pay tuition at an hourly rate for the remainder of hours required by the California Board of Barbering and Cosmetology for the program in which the student is enrolled. JBC endeavors are to place students into classrooms according to educational experience and hour requirements; however it cannot be guaranteed that individual curriculum deficiencies will be addressed. Transfer students will be required to purchase an equipment kit and supplies.

Applicants with previous hours from another California cosmetology school who wish to enroll at JBC must submit a written request during the admission process along with a Proof of Training and Record of Withdrawal from the previous California school.

If an applicant is transferring from another state, they must first contact the California Board of Barbering and Cosmetology (BBC) and receive an application for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website ([www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

**Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at Jama's Beauty College.**

### **Please note:**

Jama's Beauty College at which the applicant is seeking admission will make a final decision of acceptance based on the information in the California BBC's letter.

## **Re-Enrollment**

Previously enrolled JBC students who have not completed their program requirements may apply for re-enrollment by contacting the campus Registrar and presenting a written request for re-enrollment. The request should include both a detailed explanation of the reasons for the student's previous withdrawal and why the student should be allowed to re-enroll.

A campus committee consisting of the Chief Academic Officer and a School instructional faculty member will consider the request for re-enrollment based on the student's letter, the student's past enrollment history, how long the student has been out of school and how many hours the student is required to complete to receive their certificate. If the student is approved for re-enrollment, the student will be charged a re-entry fee of \$175, if it's been more than 30 days after their formal withdrawal date. Full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re-enrollment will be based on the tuition charges in effect at the time of re-enrollment.

Unpaid balances from any previous enrollment must be resolved prior to re-enrollment.

## **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## **Language Proficiency**

Jama's Beauty College is taught in English only. The student must have the ability to read and write in English at the level equivalent of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. We do not provide English language translators or ESL classes.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A degree program that is unaccredited or from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

## **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

**However, no claim can be paid to any student without a social security number or a taxpayer identification number.**

### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants in all programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

Jama's Beauty College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.



Jama's Beauty College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Cancellation, Withdrawal and Refund Policies:**

#### **Student's Right to Cancel**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, less a deposit or enrollment fee of \$150 (not to exceed two hundred fifty dollars (\$250)).

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 22049 Ventura Blvd., Woodland Hills, CA 91364 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance as follows: If the student written notice is received more than 14 days before start date 100% of tuition fees will be refunded; if a written notice is received no more than 14 days before start date 70% of tuition fees will be refunded; 50% of tuition fees will be refunded if written notice is received no more than 7 days after start date, 20% of tuition fees will be refunded if written notice is received more than 7 days, but less than 14 days after start date and 0% of tuition fees will be refunded if written notice is received more than 14 days after start date. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

#### **Refund Policy**

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has been enrolled more than 14 days. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Policies and Procedures Regarding Financial Aid**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### **Financial Aid Disclosures**

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

### **Satisfactory Academic Progress Policy (SAP)**

**Standards:** JBC expects all students to maintain Satisfactory Academic Progress (SAP). Each student enrolled at JBC must:

1. Maintain a cumulative academic GPA of 'C' (70%) or better at the end of each evaluation period, per the grading scale below:

<b>Grade</b>	<b>Level</b>
70 – 100%	Satisfactory
0 – 69%	Unsatisfactory

2. Maintain a cumulative academic grade of "Satisfactory" at the end of each evaluation period for practical and theoretical subjects per the grading scale below:

<b>Grade</b>	<b>Level</b>
70 – 100%	Satisfactory
0 – 69%	Unsatisfactory

- Maintain a cumulative average attendance level of at least 85% of the scheduled hours indicated on the student’s enrollment contract at the end of each evaluation period. This ensures that there will be completion of the student’s program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.
- Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making Satisfactory Academic Progress until the next evaluation period.

**Evaluation Periods:** Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours for the following programs:

<u><b>Cosmetology</b></u>	<u><b>Esthetician</b></u>	<u><b>Manicurist</b></u>
450 hours	300 hours	200 hours
900 hours	600 hours	400 hours
1250 hours		
1600 hours		

**Determination of Progress Status:** Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each evaluation periods.

**Warning Period:** Students attending School during the “warning” period are still deemed to be in Satisfactory Academic Progress. A Warning Period is for a duration of two (2) weeks. If at the end of the warning period, the student meets both the attendance and academic requirements, Satisfactory Academic Progress will be re-established. If at the end of the warning period, the student has not met both the attendance and academic requirements, the student is deemed to be “unsatisfactory” for the next evaluation period.

### **Probation Policy**

**Probation:** Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress during the probationary period, **IF** the student appeals the decision, **AND** prevails upon appeal.

Appeals can only be granted if:

- The student has the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period
- OR**
- The institute has developed an academic plan for the student that, if followed, will ensure that the student is able to meet the Satisfactory Academic standards by the end of the next evaluation period.

The student will be advised in writing of the actions required to attain Satisfactory Academic Progress by the end of the next evaluation period. If a student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress will be re-established.

If, at the end of the probationary period, the student has still not met both the attendance and academic requirements required for Satisfactory Academic Progress **or** by the academic plan, then he/she will be determined as NOT making Satisfactory Academic Progress and a meeting will be conducted between their instructor and an administrator to determine the student's future enrollment.

**Appeal Procedure:** If a student is determined to not be making Satisfactory Academic Progress at the evaluation point after the "warning" status, the student may appeal the determination. The student must submit a written appeal to the School within 15 days of the adverse decision with supporting documentation as to the reasons why the determination should be reversed. This information should include what has changed about the student's situation (such as a death in the family, an injury or illness of the student or other allowable special circumstances) that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed by a campus committee consisting of an administrative staff member and an instructional faculty member and a decision will be made and reported to the student within 15 calendar days of receiving the appeal request. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the Satisfactory Academic Progress determination will be reversed and the student will be placed on "probationary" status.

### **Dismissal Policy**

**Suspension/Terminations:** Students may be suspended for not taking the work serious, lack of motivation, bad attitude towards others or clients, inappropriate behavior, absence or tardiness. If a student is suspended, the student will be told what the problem is and corrective action needed. JBC's intent is to help the student succeed and to prepare the student for enriched opportunities in the beauty industry.

If the student is terminated for poor attitude, attendance or academics, the student may be presented with a written corrective plan stating what the student's commitments must be in order to return to Jama's Beauty College, to continue his/her program. If at any time, the student fails to show improvement, based on the corrective plan, the student will be immediately terminated and will not be allowed back into their program of study at Jama's Beauty College.

### **Leave of Absence (LOA) Policy**

**Interruptions, Course Incompletes, Withdrawals:** If enrollment is temporarily interrupted for a Leave of Absence (LOA), the student will return to school in the same progress status as prior to the Leave of Absence. Hours elapsed during a Leave of Absence will extend the student's contract period 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. 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.

**Course Incompletes, Repetition and Noncredit Remedial Courses:** Course incompletes, repetition and noncredit remedial courses do not apply to this school. Therefore, these items have no effect upon the School's Satisfactory Academic Progress standards.

### **Attendance Policy – All Programs**

Students are required to attend 85% of the scheduled sessions throughout the entire program. By maintaining a cumulative average attendance level of at least 85% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of

the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course. When a student falls below 85% attendance they will be given a two week warning and if their attendance fails to meet minimum requirements, the student will be placed on probation until their cumulative attendance is equal to or greater than 85%. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course.

**Makeup hours:** upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may make-up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for your program, JBC will continue to train students toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost \$10.80 per hour. Sick days, personal religious holidays, etc., are subjected to this charge. Approved Documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

### **Tardiness:**

**Start times for Day Classes and Evening Classes. (Class days and times are subject to change, based on school's need.)**

**DAY CLASS starts at 9:00am – 3:30pm or 9:00am – 5:30pm. Monday – Friday. Please be Punctual!**

1. Between 09:00am – 09:07am, student is given a 7 minute grace period to get into his/her designated class on time, be advised that if he/she come in after the 7 minute grace period, 15 minutes will be deducted from the his/her hours. If a student is more than 15 minutes late, the student is not allowed onto the school premises and considered absent for the day. **NO EXCEPTIONS!**

**EVENING CLASS starts at 6:00pm – 10:00pm. Monday – Thursday. Please be Punctual!**

1. Between 06:00pm – 06:07pm, a student is given a 7 minute grace period to get into their designated class on time, be advised that if he/she come in after the 7 minute grace period, 15 minutes will be deducted from his/her hours. If a student is more than 15 minutes late, the student is not allowed onto the school premises and considered absent for the day. **NO EXCEPTIONS!**

### **Time cards**

- a. All timecards must stay on school premises at all time. Timecards are legal documents and must be treated with high importance.
- b. Please make sure all timecards are neat and legible.
- c. Students must have instructor's signature AND student Signature on their timecards and Instructor must sign off all credits given for the day. **NO EXCEPTIONS!**

- d. All timecards must be COMPLETED and given to the Instructor at the end of the week to be given to the Registrar's office.

### **Time Clock Terminal**

- a. A time clock terminal is a system that keeps track of your time in and out.
- b. No student is allowed to clock in or clock out for another student. If a student is caught doing this he/she will be suspended and/or terminated from the program.
- c. If a student is caught cheating on required amount of assignments on time sheets, the student will be terminated.
- d. No student is allowed to clock out during college hours without permission from their Instructor. This rule is strictly enforced. Anytime a student leaves the building during the day his/her time card must be left with the instructor.

## **Rules and Regulations**

In this section, we outlined important rules and regulations relating to a student's enrollment at Jama's Beauty College. JBC reserves the right to modify these rules and regulations at any time.

**All students must comply with Jama Beauty College rules and regulations as a condition of their enrollment. Failure to comply with these School rules and regulations can lead to any or all of the following disciplinary actions being taken depending on the severity of the misconduct: (written warnings, probation, suspension and termination from school)**

Students who are terminated for failure to comply with JBC rules and regulations may appeal their termination. Students in this situation must submit a written appeal to the School Director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status. Supporting documentation should be included, as necessary. This appeal must be received by the School Director within five (5) business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will be final. A decision on the student's appeal will be made by the School's Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

### **The Rules and Regulations are as follows:**

#### **Uniform Policy**

All students must wear black tee-shirts or black sweatshirts with the school's name imprinted on the required uniform tops purchased from the school. Black pants without an elastic ankle or cuff may be worn. Skirts must be knee length and legs must be covered with same colored hosiery. **No leggings are allowed.**

No head apparel such as hats, scarves, sunglasses, etc. is permitted.

Black leather uniform shoes with rubber soles are recommended, (no open toe shoes, no high tops, no sandals, no open back shoes, no shoes higher than 1" to 1 1/2" heel.

**All students must wear the school issued name badge every day.**

Students are required to keep uniforms neat and clean, and keep shoes polished, and hair/makeup appropriate for daytime wear.

**Students may not add jackets, sweaters or sweatshirts, etc., over the regulation uniform top.**

Students may wear a long sleeve t-shirt or turtleneck underneath his/her uniform shirt as long as it is the same color as the regulation uniform top, or white and has no visible writing.

While in the school uniform, students are expected to look and act as a professional. This includes wearing the school uniform during the lunch break while on or off the premises of Jama's Beauty College.

You are expected to look and conduct yourself as a professional, particularly in terms of personal hygiene and good grooming, attitude and personality.

Students who do not meet the uniform code will not be permitted to attend classes, therefore losing training hours for the day and thus receiving absent hours.

**Phone/Text Messaging**

Under no circumstances are cell phones permitted to ring during school hours. Please keep phones off or on silent/vibrate mode. Students may check their messages and use their phone during lunchtime/night break and before or after school. Students will be permitted to take the classroom pass in order to use their cell phone or check their messages. Students are asked to use their phones outside only. Students will not be permitted to use cell phones in the lobby, hallways, classrooms, clinic, or ladies rooms or to leave the building to use their phone. "Students are not permitted to text message during class hours. Anyone who violates this policy will be sent home for the day, therefore losing training hours. In addition, students are not permitted to receive or make phone calls from the business line except for emergency cases.

**Student Pass**

Students are required to have a student pass if they are leaving class any other time than a scheduled break or lunchtime. Students are not permitted to leave the building even with a student pass.

**Disciplinary Action**

Students may be disciplined by their educator or an administrator for lack of motivation, poor attitude, general disregard for policies and procedures, failure to complete classwork and assignments, and failure to service clinic customers. Students that are disciplined will have written documentation placed in their school file. At the discretion of the School Director, students will be suspended or terminated.

**Harassment, Intimidation, Bullying**

JBC prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. "Harassment, intimidation, or bullying" means any gesture, written, verbal, or physical act, or electronic communication that takes place on school property or at any school sponsored function and that the act(s) will have the effect of harming a student or damaging the student's property, or placing the student in reasonable fear of harm to his/her

person or damage his/her property; or has the effect of insulting or demeaning any student in such a way to cause substantial disruption with the orderly operation of the school.

The policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying, at the discretion of the School Director. The consequences only may be exercised when it is reasonably necessary for the student's physical or emotional safety or for reasons relating to the safety and well-being of other students, staff, or school property.

### **Summary of General Rules:**

Students are under the supervision of their instructor and should cooperate with them at all times.

Students are required to participate in all classes, lectures, workshops and other learning activities assigned by their instructor. Students refusing to participate whether it is on a written assignment, a mannequin, a model, or a client will be dismissed for the day, therefore losing clock hours.

The atmosphere in the classroom is expected to be conducive to learning at all times. Be nice and courteous at all times. Do not tease, name call or use put – downs. Be respectful of others and treat others as you would want to be treated.

Your instructor, fellow students and clients deserve the utmost professional attitude from you at all time. Your communication skills should be professional.

Students are required to inform their instructor if a situation arises in which they need to leave the classroom due to an emergency.

Students are required to notify their instructor of an absence by way of written notification if an absence is planned or by telephone call. The school telephone number is (818) 888-2452.

Students who would like to have a school service performed in the school's student salon may do so during the student's non regular class schedule. (Example: full time students may have services performed during the night school hour of operation and part time students may have services performed during day hour of operation).

Students receiving a clinic service at JBC must be supervised by an educator, will be charged half the price of the regular student salon charge, and must sign a student salon ticket. **Students may not provide their own products. Only school-provided products may be used.**

Students are required to have their kit and textbooks for all classes. Kit checks are performed at random intervals. Students without their full kit and textbooks will be dismissed for the day. No borrowing of kits/textbooks is permitted. Only school issued kit bags are permitted on the premises. **It is the responsibility of the student to replace lost or damaged kit parts.**

Classroom stations and work areas should be set up & kept clean and protected. Damages caused due to carelessness will result in replacement charges to the student.

Tools, products, and equipment owned by the school must be returned to your instructor by the end of the day.

**Any student who mistreats school property or equipment, or steals property from the school or fellow classmates, will be terminated from the school.**



Before dismissal, all classrooms and work areas must be cleaned and sterilized. Students are required to participate in daily sanitation and sterilization assignments at the completion of each class.

Chewing gum is prohibited on the student salon floor while servicing customers.

**Food and/or beverages are not permitted in the classrooms or student salon floor, unless for special occasions and must be approved in advance by an Instructor.**

Smoking is prohibited on the property of JBC. Students must walk to the sidewalk or street to smoke. Students may not have personal visitors during school hours. Student salon customers must leave the premises at the completion of the service. All visitors to the school must sign in at the visitors log located at the lobby desk. In case of emergency, visitors must report to the reception desk where they will be assisted by a staff member to locate the student.

Students may not receive incoming calls or make outgoing calls through the school's business office.

Cell phone/text messaging usage is prohibited during class time. It is only permitted during break time.

It is the responsibility of each student to check the student activities board regularly for announcements and notices.

Lobby and reception areas are designed for clients and visitors. Students must be quiet in the hallways. Parking spaces in the parking lot are for staff, clients, and students. From time to time, spaces will be reserved for staff or clients. Students who do not get a space in the lot may park on the street. Do not park in reserved spots, handicapped spots (unless handicapped), fire lanes or other areas marked "no parking".

Students are responsible for all of their kit belongings. All kits, books, and personal items should be taken home daily. The school is not responsible for lost or stolen items.

Students are required to remain in their assigned classrooms while class is being conducted. Visiting of students in other classrooms while class is in session is not permitted. A Student Pass should be obtained from the instructor when it is necessary to leave the classroom while class is in session.

**Student Passes are for use within the building only. Students are not permitted to use the Student Pass to go outside to smoke during class hours. Exception: is for emergency phone calls outside.**

### **Prohibited Conduct:**

Failure to comply with the school's rules, regulations, and policies will result in disciplinary action or expulsion.

### **The following acts are prohibited:**

Insubordination

#### **Intoxication**

Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects.

Cheating on clock hours

Cheating on number of assignments completed  
Stealing while on campus or while on field trips  
Disruption of classes, assemblies, prospective student tours or school activities of any kind.  
**Use, possession, sale, or distribution of drugs/alcohol.**  
Inflammatory statements, obscenities, malicious remarks or threats to patrons, instructors, staff members, visitors, or other students.  
Interference with any instructor or administrator in connection with carrying out their duties.  
**Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.**  
Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

**\*All of the above violations of school rules and regulations are grounds for termination.**

### **Important Note:**

At the discretion of the School Director, these rules and regulations may from time to time be amended and students will be notified accordingly. If a student is absent when a rule or regulation that has been amended is discussed, it is the student's responsibility to understand and comply with the new policy. Students should regularly check the Student Activities Board for updates and announcements.

### **Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

Jama's Beauty College  
22049 Ventura Blvd Woodland Hills, CA 91364

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days.

Below is a list of your Student's Rights set forth throughout this catalog. If you require additional information, please contact the Chief Academic Officer.

- Complaint procedures
- Right to Cancel
- Student Tuition Recovery Fund
- Notice Concerning Transferability of Credits
- Student Grievance Procedures
- Student Rights to Inspect Records and Obtain Transcripts
- Non-Discrimination Policy
- Academic Freedom
- Sexual Harassment

### **Student Services**

Jama's Beauty College provides Career Development Resources as listed below:

#### **Counseling Services**

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of JBC educational resources. We offer guidance and advice beginning with your first admissions interview. The Faculty and Administrative staff will continue to be available for guidance throughout your enrollment at Jama's Beauty College.

Your success is our number one goal. Various situations outside of school, such as transportation, your job, or child care, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals. We do not offer personal counseling assistance.

### **Career Development Resources**

Assist students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base and retention. We will also have Alumni Guest Speakers.

### **Job Placement**

The Beauty Industry is a thriving industry that continues to grow throughout a recession, while other businesses are hit harder by a recession. The U.S. Bureau of Labor and Statistics\* projects a 20% overall increase in employment for beauty professionals from 2008-2018, a much faster growth than the average for all occupations. This growth includes a 19% increase for cosmetologists, and a 12% increase for barbering professionals. Continued growth in the number of full-service spas will generate a 38% increase in job openings for Estheticians and other skin care specialists as well.

### **Placement Services**

Jama's Beauty College does not offer placement services.

Jama's Beauty College cannot guarantee employment.

### **Student Housing**

#### **This institution has no responsibility to find or assist a student in finding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing can be found in the surrounding neighborhood and/or communities. Monthly rent for a one bedroom apartment is estimated at \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that his/her records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held with a member of administration to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

\*BLS.gov/oes/

**Professions – Requirements for Eligibility for Licensure**

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee to accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JBC assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Cosmetology Program: Completed 1600 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.

**The school has on-going enrollment Monday – Thursday of each week.**

**Charges: Tuition & Fees**

Program Name	Tuition	Enrollment Fee	STRF	Books, Materials & Uniform	Total Program Charges
Cosmetology	\$8,495	\$150	\$0	\$3,350	\$11,995
Esthetician	\$2,200	\$150	\$0	\$3,150	\$ 5,500
Manicurist	\$1,650	\$150	\$0	\$3,200	\$ 5,000

- A credit of \$5.31 for each hour for Cosmetology transfer credit hours is available. Tuition will be pro-rated on a per-hour basis.
- A credit of \$3.67 for each hour for Esthetician transfer credit hours is available. Tuition will be pro-rated on a per-hour basis.
- A credit of \$4.13 for each hour for Manicurist transfer credit hours is available. Tuition will be pro-rated on a per-hour basis.

If needed, the fee for each additional hour of training is \$10.80 per hour.

**The school offers flexible payment options.**

**Cash, Credit Card and Personal Checks are accepted.**

Program Name	
Cosmetology	
<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$ 4,798
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$11,995

Esthetician	
1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,500
2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,500
Manicurist	
1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$5,000
2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$5,000

**The cost of tuition does not include the California State Board Examination Fee or License Fee. Program and/or tuition costs are subject to change.**

### **Time Frame for Program Completion:**

<u>Course</u>	<u>Program Length</u>
<b>Cosmetology:</b>	<b>43 weeks or 11 months to 22 months (depending on flexible hours clocked per week)</b>
<b>Esthetician:</b>	<b>16 weeks or 5 months to 10 months (depending on flexible hours clocked per week)</b>
<b>Manicuring:</b>	<b>14 weeks or 3.5 months to 8 months (depending on flexible hours clocked per week)</b>

### **Faculty**

The faculty at JBC is hired based on their expertise in their particular field of beauty and wellness. Our faculty members are highly skilled educators in hair, skin, and nail care. They are dedicated in providing you with the skill-set necessary for you to become a success while helping you to understand the importance of theory and practical training as you explore the many facets as a student of Cosmetology, Esthetics or Manicuring.

## Mission and Objectives for each program – description of instruction

### Program Name - Cosmetology

<b>Name of Program</b>	<b>Cosmetology</b>
Program Description	A 1600-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job related skills on diverse (as well as multi-ethnic) hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study of relative subjects such as, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Cosmetologist in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as Cosmetologists in the State of California
Graduation Requirements	All Cosmetology students are required to complete 1600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1600), with a grade of “satisfactory”. Cosmetology students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JBC assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Cosmetology License. With this license the registered Cosmetologist may be employed in a Beauty Salon or own and operate his/her own Beauty Salon establishment. Jama’s Beauty College has all tools and equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 1600 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady Standard Cosmetology, 13th Edition, 2016
Required Internship or Externship	None Required
Faculty Number & Qualifications	Three instructors will teach this educational program. The instructor must be currently licensed as a Cosmetologist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Cosmetology field.
List the skills or competencies to be acquired by the student.	At the completion of the program the student will be able to <ol style="list-style-type: none"> <li>1. Properly use and handle all cosmetology related tools such as; scissors, razors, curling irons, blow dryers, dermal lights, combs and brushes, etc..</li> <li>2. Apply corrective and preventative skin care treatments, and apply make-up.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Effectively use styling techniques which include, roller setting, thermal styling, pressing, finger waving, pin curls, etc.</li> <li>4. Perform chemical services such as, permanent waving, hair coloring, bleaching, chemical relaxing, etc.</li> <li>5. Perform haircutting services using scissors, razors, and thinning tools.</li> <li>6. Perform Manicuring, Pedicuring and artificial nail services.</li> <li>7. Apply scalp and hair treatments including the use of therapeutic message.</li> </ol>
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Module	Module Description	Theory Hours	Practical Hours
Module 1 Hairstyling	In this module the student will learn the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blow dry styling.	65	240
Module 2 Permanent Waving and Chemical Straightening	In this module the student will learn the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
Module 3 Hair Coloring and Bleaching	In this module the student will learn the following techniques and procedures (also including, the use of permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60	50
Module 4 Hair Cutting	In this module the student will learn the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
Module 5 Laws and Regulations	In this course the student will learn about the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	0
Module 6 Health and Safety Considerations	In this module the student will learn the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter.	45	0
Module 7 Disinfection and Sanitation	In this module the student will learn the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	20	0
Module 8 Anatomy and	In this module the student will learn about Human Anatomy, Human Physiology.	15	0

Physiology			
Module 9 Manual, Electrical and Chemical Facials	In this module the student will learn the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Module 10 Eyebrow Beautification and Make up	In this section of the course the student will learn about the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.  In this section of the module the student will learn about the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.	25	30
Module 11 Manicuring and Pedicuring	In this module the student will learn about Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
Module 12 Artificial Nails and Wraps	In this module the student will learn about Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs	25	120 nails
Module 13 Additional Training	In this module, additional training or practical application hours will be provided to the student to assure competence. The students will learn marketing, customer service skills and client retention.	100	440
	<b>TOTAL</b>	<b>470</b>	<b>1130</b>



## Program Name – Esthetician

Name of Program	Esthetician
Program Description	The Esthetics Course offers a complete 600 hour course in the science and art of esthetics. The program is designed to prepare and educate each student in the fundamentals of the basic esthetic education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Esthetician License. In addition, the course will incorporate the knowledge needed for entry level employment in salons, spas, or clinical esthetics.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as an Esthetician in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as an Esthetician in the State of California
Graduation Requirements	All Esthetician students are required to complete 600 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (600), with a grade of “satisfactory”. Esthetician students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JBC assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Esthetician License. With this license the registered Esthetician may be employed in a Beauty Salon or in a Spa. Jama’s Beauty College has all tools and equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 600 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Esthetics Fundamentals, 11th Edition, 2013
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as an Esthetician or Cosmetologist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.
List the skills or competencies to be acquired by the student.	At the completion of this course the student will be able to <ul style="list-style-type: none"> <li>• Analyze customer’s skin care needs.</li> <li>• Able to discuss treatments and products with clients.</li> <li>• Perform facials to cleanse pores and improve skin tone.</li> <li>• Apply chemical peels to reduce fine lines and age spots.</li> <li>• Perform simple extractions to remove blackheads.</li> <li>• Remove unwanted facial hair using depilatory wax.</li> <li>• Tint eyebrows.</li> </ul>

	<ul style="list-style-type: none"> <li>• Instruct customers on skin care and makeup techniques.</li> <li>• Sterilize equipment and clean work area.</li> <li>• Massage the face.</li> <li>• Select and apply cosmetic products such as creams, lotions, and tonics.</li> </ul>		
Module	Module Description	Theory Hours	Practical Hours
Module 1 Law and Regulations	In this module the student will learn the about The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Module 2 Health and Safety Consideration	In this module the student will received training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40 hrs	
Module 3 Disinfection and Sanitation	In this module the student will learn the procedures to protect the health and safety of the consumer as well as the technician including proper disinfection procedures.	10 hrs	
Module 4 Anatomy and Physiology	In this module the student will learn Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15 hrs	
Module 5 Chemical, Manual and Electrical Facials	In this module the student will learn about and have practical training in manual facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification	70 hrs	255 hrs
Module 6 Client Preparation	In this module the student will learn the basics of client preparation including Greeting, Consultation, Forms, Questions to ask to Discover Client Needs, Analyzing Client's Skin and Assessment, Agreement of Treatment, Delivering of the Service, Completion, Client Retention, Resolving Conflict, Handling Difficult Clients, Diplomacy	15 hrs	

Module 7 Makeup	In this module the student will learn about and have practical training in Products, Tools, Supplies, Daytime Make-Up, Special Occasion Make-Up, Camouflage, Custom Blending, Facial Contouring, Black and White Photo Make-Up, Glamour Eyes, Fantasy Make-Up, Corrective, Bridal, Custom Lip Sticks, Custom Foundations, Body Art, Photo Shoot, Artificial Eyelashes, Lash and Brow Tinting, Body Bronzing, Consultation, Safety and Sanitation	20 hrs	90 hrs
Module 8 Eye Brow Beautification	In this module the student will learn and have practical training in eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25 hrs	50 hrs
	<b>TOTAL</b>	<b>205</b>	<b>395</b>

## Program Name – Manicurist

Name of Program	Manicurist
Program Description	The Manicurist Course offers a complete 400 hour course in the science and art of manicuring. The program is designed to prepare and educate each student in the fundamentals of the basic manicuring education set forth by the California Board of Barbering and Cosmetology. It will also prepare each student for the practical and theory examination for a California Manicurist License. In addition, the course will incorporate the knowledge needed for entry level employment in salons or spas.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a Manicurist in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as a Manicurist in the State of California.
Graduation Requirements	All Manicurist students are required to complete 400 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (400), with a grade of “satisfactory”. Manicurist students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. JBC assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Manicurist License. With this license the registered Manicurist may be employed in a Beauty Salon or a Spa. Jama’s Beauty College has all tools and equipment available for purchase needed to successfully graduate.
Total Clock Hours	This program is 400 hours in length This program is delivered Monday through Friday, 5 days a week, up to 8 hours per day
Final Tests or Exams	None Required for Graduation
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Nail Technology, 7th Edition, 2015
Required Internship or Externship	None Required
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a Manicurist or Cosmetologist by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in this field.
List the skills or competencies to be acquired by the student.	At the completion of this program the student will be able to <ul style="list-style-type: none"> <li>▪ Clean and sanitize tools and work environment.</li> <li>▪ Schedule client appointments and accept payments.</li> <li>▪ Remove previously applied nail polish, using liquid remover and swabs.</li> <li>▪ Clean customers' nails in soapy water, using swabs, files, and orange sticks.</li> <li>▪ Shape and smooth ends of nails, using scissors, files, and emery boards.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Apply undercoat and clear or colored polish onto nails with brush.</li> <li>▪ Advise clients on nail care and use of products and colors.</li> <li>▪ Assess the condition of clients' hands, remove dead skin from the hands and massage them.</li> <li>▪ Soften nail cuticles with water and oil, push back cuticles, using cuticle knife, and trim cuticles, using scissors or nippers.</li> <li>▪ Brush powder and solvent onto nails and paper forms to maintain nail appearance and to extend nails, then remove forms and shape and smooth nail edges using rotary abrasive wheel</li> </ul>
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Module	Module Description	Theory Hours	Practical Hours
Module 1 Manicures and Pedicures	The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60 hrs	60 hrs 180 hrs nails
Laws and Regulations	The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10 hrs	
Module 2 Health and Safety Considerations	The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25 hrs	
Module 3 Disinfection and Sanitation	The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20 hrs	10 hrs

Module 3 Bacteriology, Anatomy and Physiology	The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and condition	10 hrs	
Module 4 Professionalism	Professionalism In this module the student will learn about communication skills that include professional ethics, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.	25 hrs	
	TOTAL	150 hrs	250 hrs

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