

MANICURING

Coachella Valley Beauty College
79450 Hwy 111 La Quinta, CA 92253
Ph: 760-772-5950 / Fax: 760-772-1295
www.cvbeautycollege.com

Coachella Valley Beauty College
3643 W. Florida Ave. Hemet, CA 92545
Ph: 951-769-0675 / Fax: 951-769-0803
www.cvbeautycollege.com

Information needed for enrollment:

- Enrollment Application (attached to this packet)
- Drivers License/ Government issued ID
- Proof of citizenship (Birth certificate, Resident Card, Naturalization Certificate, or U.S. Passport)
- Social Security Card
- High School Diploma, GED, or equivalent

If applying for Financial Aid:

- FAFSA (Free Application for Financial Student Aid)
 - Complete the FAFSA_2023-24 Application
www.studentaid.gov / School code: 041153

Class Start Dates:

04/08/24, 05/06/24, 06/10/24,

Orientation class to be held on Thursday, prior to Class start date – attendance is mandatory.

**** We encourage all prospective students to visit our website at www.cvbeautycollege.com in order to view our current school catalog and full disclosure consumer information.**

COURSE OUTLINE - MANICURING (SOC 39-5092, CIP # 12.0410)**(600 HOURS)**

MANICURING PROGRAM: The curriculum for students enrolled in the Manicuring program shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Manicuring. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Instruction will be taught in English. Practical operation means the actual performance by the student of a complete service on another person. The first 400 hours shall be devoted to all phases of manicuring and pedicuring mandated by the California State Board of Barbering and Cosmetology. The remaining 200 hours will emphasize on, but not limited to the following: Additional disinfection and sanitation, nail wraps and repair, nail art, and advance techniques in liquid, gel and powder application. Such technical instruction and practical operations shall include:

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
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.	70	60 180
Nail Art	15	70
Advance Techniques in liquid, gel and powder application	20	70
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	
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	
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.	25	20
Bacteriology, Anatomy, and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
Additional Training shall include the following subjects: Salon management including retail sales, record keeping, client service record cards, basic tax information relating to booth renters, independent contractors, employees, and employers. Communications skills including professional ethics and decorum and any additional subjects deemed of practical value such as résumé writing and job interviewing techniques.	25	

- 25 Hr. week schedule (Mon.-Fri) / 24 weeks/5.39 months
- 30 Hr./week schedule (Mon.-Fri)/ 20 weeks /4.62 months
- 40 Hr./week schedule(Mon.-Fri) /15 weeks /3.46 months

INSTRUCTIONAL METHOD: Instructors will be utilizing various instructional methods including, but not limited to, on-site education, hands-on education, textbooks, videos, study guides, and lectures. If utilizing Distance learning, instructors will also incorporate a combination of Zoom, Milady MindTap, and pre-recorded classes.

MANICURING PERFORMANCE OBJECTIVE:

- To acquire knowledge of laws and rules regulating California Cosmological establishments' practices.
- To acquire the knowledge of sanitation and sterilization as related to all phases of nails.
- To acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To acquire business management techniques common to manicurist.

SKILLS TO BE DEVELOPED: Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED: Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

GRADUATION REQUIREMENTS: Once the student has completed their program's required clock hours, and completed the required theory hours and practical operations with a minimum grade average of 70%, he or she is awarded a diploma certifying his or her graduation from the school.

STATE LICENSING REQUIREMENTS:

Qualifications to take the Board of Barbering Cosmetology (Board Exams):

- Be at least 17 years of age
- Has completed the 10th grade in a public school or its equivalency (12th grad for electrology applicants)
- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining their state board license. We highly encourage potential students to contact State Board (www.barbercosmo.ca.gov or Ph. 800-952-5210) prior to signing their enrollment agreement.
- Has completed the required hours (based on program) and the state required curriculum.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. The Satisfactory Academic Progress Evaluation Form will be provided to the student at the time of each evaluation period. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

ACADEMIC (Theory) GRADING:

90% - 100%	A.....Excellent
80% - 89%	B.....Good
70% - 79%	C.....Satisfactory
0% - 69%	F....Fail

POINT GRADES FOR PRACTICAL WORK:

70-100 POINTS	= Satisfactory
0- 69 POINTS	= Unsatisfactory

BOOKS: Milady Std. Nail Tech. 8th Ed. (Fundamentals & Foundations Bundle & Workbook Bundle)

Manicuring Student Kit:

1 Set of Books – (2) Textbooks, (2) Workbooks	1 Set of Towels	1 Gel Lifter Tool
1 Health & Safety Exam Booklet	6 Nail Clipper	1 Nail Tip Display
2 Uniform	2 Box Latex Gloves	1 Nail Duster
1 Carrying Case	5 Nail Nippers	1 Plastic Storage Case
1 Nail Lamp	1 Acrylic Cutter	1 Sterilizing Tray
1 Nail Drill	3 Packs of Nail Files	1 GelX Set
1 File Bands for Drill	2 Manicure Bowls	7 Gel/Polish Set
1 Drill Bits	1 Roll of Nail Forms	5 Dip Powders
1 Bit Holder	1 Mannequin Hand w/refill	1 Nail Buffers (sm/lg)
6 Filled Bottles for Mani/Pedi	2 Acrylic Nail Brush	1 Set of Nail Brushes
1 Set of Rhinestone & glue	4 Metal Pusher	1 Nail art brushes
1 Gel Set (1-3)	1 Nail Art Stamping Kit	1 Scissors
1 Crystal Gel Tool	1 Nail Tool Holder	1 French Line Tool
1 French Manicure Brush	1 Rhinestone Picker	10 Glue Sticks
1 Nail Tip Kit	2. Dappen Dish	2 Acrylic Powder
1 Base/Top Coat (reg. & gel)	1 Primer	1 Storage Container

Once the kit items have been issued to the student, they become the responsibility of the student. Kit supplies may vary due to manufacturer availability.

TUITION AND FINANCIAL SERVICES

COURSES	Clock Hrs.	Hourly Rate	Tuition	Registration Fee*	STRF Fee *	Equipment*	Total Charges	Weeks
Cosmetology	1000	\$14.00	\$14,000.00	\$100.00	\$0.00	\$2,000.00	\$16,100.00	25-40
Barbering	1000	\$14.00	\$14,000.00	\$100.00	\$0.00	\$2,000.00	\$16,100.00	25-40
Esthetician	600	\$14.00	\$8,400.00	\$100.00	\$0.00	\$2,000.00	\$10,500.00	15-24
Manicuring	600	\$14.00	\$8,400.00	\$100.00	\$0.00	\$2,000.00	\$10,500.00	15-24
Barber Crossover	200	\$14.00	\$2,800.00	\$100.00	\$0.00	\$500.00	\$3,400.00	5-8
Teacher Training (Cosmetology)	600	\$14.00	\$8,400.00	\$100.00	\$0.00	\$300.00	\$8,800.00	15-24

* Non- Refundable

THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION, FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT AFFECT ATTENDING STUDENTS

Institutional charges for tuition and equipment are posted to the student tuition account by payment period. However, registration fee will be assessed and posted in the students tuition account within the first payment period.

METHOD OF PAYMENT

Most of our students apply for financial aid. During our interview of prospective students, we compute a needs analysis based on the amount of income or resources compared to the cost of education, room and board, and traveling expenses. If the student qualified, we help the individual prepare the appropriate Financial Aid application.

For those students who wish to pay their own way through school, the financial officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. Payments are accepted by cash, check, money order, or credit card.

For students on monthly payment plans, the payments are due on the first day of the month and will be considered late after the 10th. Payments are accepted by cash, check, money order, or credit card. There will be a service charge of \$25.00 for any returned checks. Students who do not make payment arrangements or fail to make their scheduled payments, may be subject to any one or all of the following: suspension, termination, and/or student's account turned over to collections.

The student is responsible for all contracted tuition, registration, equipment, kit, and overtime charges.

Books, Kits, and Accessories: Cost of all other additional books/kits/accessories, not provided in the Student Kit shall be the responsibility of the student. Once used, kits are not returnable or refundable due to sanitary considerations. Above kits prices include applicable sales tax.

All institutional charges must be paid in full before credits may be released. Unpaid credits will be retained by the institution until payment in full is complete. Payments are accepted by cash, check, money order, credit card, or Title IV funds.

STATE BOARD COST OF EXAMINATION

Board of Barbering and Cosmetology Examination Fee of \$125.00 for Cosmetology; \$110.00 for Manicuring ; \$115.00 for Esthetician; \$125.00 for Barbering.

EXTRA INSTRUCTION (OVERTIME) CHARGES

Students are expected to complete their training on/by the On Time Graduation date as specified on their Enrollment Agreement. **If a student exceeds the time frame outlined on their enrollment agreement, an extra instruction charge will be made for the balance of the hours required for the completion of course.** Rate per hour are as follows: Cosmetology \$14.00, Manicuring \$14.00, Esthetician \$14.00, Barbering \$14.00, Barber Crossover Course \$14.00, Teacher Training (Cosmetology) \$14.00. Extra Instruction (Overtime) Charges are on a cash pay basis, and are not eligible for Title IV Financial Aid.

TRANSFER STUDENTS

Transfer students will be charged the hourly rate (based on course) for the hours to be completed, plus the registration fee of \$100.00. *Note:* We do not normally accept transfer students who have completed ½ or more of the course hours at another school, however, upon approval of the School Director, exceptions may be made on an individual evaluation basis.

EQUIPMENT/BOOKS

Students will be provided with a detailed list of the required textbooks and kit contents. Cost of all other additional books/kits/accessories, not provided in the Student Kit shall be the responsibility of the student. Located in the library are book, magazines, pamphlets, videos, and cd's, which are available to the student while attending the school. If you need to check out materials to view at home, please contact an instructor.

CONTINUOUS/SPECIALIZED TRAINING POLICY

All students are allowed, at no charge, one (8) hour day of State Board training after they have completed their required clock hours in their enrolled course, and having graduated from this school. The 8 hours of training must be completed in 1 day. This is to be taken during the timeframe after their graduation, and before their original scheduled test date. Student must make an appointment for this additional training, and must come in dressed in school uniform. Any additional State Board Training (for former students) **AFTER** this timeframe will be charged at \$14.00/hr with a minimum of 8 hours. The 8 hours must be completed in one day. Cash payment is to be paid prior to each session. Student must make an appointment for this additional training, and must come in dressed in school uniform. Specialized training and brush up courses are charged on a per lesson or special course basis. Contact the Administrator for details. These courses and lessons are considered to be AVOCATION Programs. Tuition for specialized courses subjects is calculated at the time of enrollment. Acceptance of students for the State Board Continuous/Specialized training program will be at the discretion of the school administration.

SCHOLARSHIP STATEMENT

Our school does not award any institutional scholarships incentives.

ADMISSIONS and FINANCIAL AID INFORMATION AND HOURS

ADMISSIONS: Applicants for Admissions may secure information on Mon.- Fri. between 8:30 a.m.- 5:00 p.m.

Person to contact: Ms. Lupita Sanchez, Ms. Elizabeth Marquez, or Mr. Lee Jones (760) 772-5950 or (951) 769-0675

FINANCIAL AID: Applicants or students may secure Financial Aid information Mon.- Fri. between 8:30 a.m.-5:00 p.m.

Person to contact: Ms. Denise Harker - Financial Aid Officer (760) 772-5950 or (951) 769-0675

PLACEMENT ASSISTANCE: Available Mon. – Fri. between: 8:30 a.m. through 5:00 p.m.

Person to contact: Ms. Lupita Sanchez, Mr. Lee Jones (760) 772-5950 or (951) 769-0675

DRUG ABUSE POLICY

The school strictly enforces a zero tolerance drug and alcohol policy on campus, and fully supports *Drug-Free Schools and Communities Act* of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. Advising and counseling is provided when deemed necessary as well as to those who request assistance. The School makes the following information available to its students, staff and instructors. Additionally, any student or staff member can also contact the following agency for more information, counseling, or assistance: Betty Ford Clinic 39000 Bob Hope Drive, Rancho Mirage, CA 92270 1-888-414-0832

COACHELLA VALLEY BEAUTY COLLEGE

ENROLLMENT APPLICATION

Personal Data:

Name: (Last) _____ (First) _____ (MI) _____

Street address _____ City _____ State _____ Zip _____

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Phone _____ Cell # _____ e-mail _____ Soc. Sec. Number _____

Date of birth: _____ Sex: ☐ Female ☐ Male Citizenship: ☐ US ☐ Alien No. A- _____ ☐ Other

Handicap that may affect your job limitations if any _____ Veteran (US): ☐ Yes ☐ No

As of today, are you? ☐ Single ☐ Married ☐ Separated ☐ Divorced ☐ Widowed

Dependents: _____ Ages: _____

Housing during enrollment: ☐ With parents ☐ Own place (Renting/Buying)

Race/Ethnicity: This information is required for statistical reporting to IPEDS, a contractor of the USDE.

☐ Black or African American ☐ American Indian or Alaska Native ☐ Asian ☐ Hispanic/Latino

☐ White ☐ Native Hawaiian or Other Pacific Islander

Educational Data:

Diploma, Certificate or Degrees earned that are equivalent and recognized by the United States educational system

HIGH SCHOOL: (please read carefully)

- Check this box **ONLY** if you have completed **U.S. High School** or its equivalent ☐
- If you have **not** completed High School or its equivalent, provide last U.S. equivalent grade completed _____
Certificate, Diploma or Degrees earned by the applicant: (Check as many as applicable)
High School ☐ Diploma/Certificate/Trade ☐ Associate ☐ Bachelor ☐ Masters ☐ Ph.D. ☐

Last School Attended _____ Graduation Date _____

Financial Aid History: Received Aid? Yes ☐ No ☐ If Yes, owes a refund or defaulted on a loan Yes ☐ No ☐

Employment Experience:

Current or last employment _____ Position Held _____ To _____
Dates of Employment _____ Hr/Wk/Mo

Street Address _____ City _____ State _____ Zip _____ Phone # _____ Reason for leaving _____

Family Data and Emergency Contact:

	Father's	Mother's	Emergency Contact
Name			
Address			
City/St/Zip			
Phone			

Personal Reference: (You must provide complete references that are **NOT** family members)

Name		
Address		
City/St/Zip		
Phone		

How did you hear about our school? _____ Referred by: _____

What course of study are you interested in enrolling? _____

Males: Registered with Selective Service? Yes ☐ No ☐ Females: Are you pregnant? Yes ☐ No ☐ (Job Hazards)

State Licensure Exam Question (If Applicable). Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☐

If **YES**, do you wish to have your criminal history/convictions reviewed prior to beginning school? Yes ☐ No ☐

I certify that all information on this form is true and correct to the best of my knowledge. I also understand that If required, I must provide supporting documentation of the information reported.

Applicant's Signature: _____

Date: _____