

# **BARBERING**

Coachella Valley Beauty College  
3643 W. Florida Ave. Hemet, CA 92545  
Ph: 951-769-0675 / Fax: 951-769-0803  
[www.cvbeautycollege.com](http://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 BOTH: 2020-21 & 2021-22 Application  
[www.fafsa.ed.gov](http://www.fafsa.ed.gov) / School code: 041153

Class Start Dates: 04/05/21, 05/03/21, 06/07/21, 06/21/21, 07/05/21,  
08/02/21, 09/09/21, 10/04/21, 11/08/21, 12/06/21

**\*\* We encourage all prospective students to visit our website at [www.cvbeautycollege.com](http://www.cvbeautycollege.com) in order to view our current school catalog and full disclosure consumer information.**

**COURSE OUTLINE - BARBERING (SOC 39-5011, CIP # 12.0402)****(1,500 HOURS)**

**BARBERING PROGRAM:** The curriculum for students enrolled in a Barbering program shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. The practical training shall include performance of the following minimum practical operations:

SUBJECTS	Minimum Technical Instructional Hours	Minimum Practical Operations
<b>1. Hairdressing – 1100 hours of technical &amp; practical training</b>		
<b>Hairstyling</b> shall include, but is not limited to, 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 blower styling.	<b>65</b>	<b>260</b>
<b>Permanent Waving and Chemical Straightening</b> shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	<b>40</b>	<b>115</b>
<b>Hair Coloring and Bleaching</b> shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-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.	<b>60</b>	<b>50</b>
<b>Hair Cutting</b> shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	<b>20</b>	<b>440</b>
<b>2. Shaving- 200 hours of technical instruction</b>		
<b>Preparation and Performance</b> shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	<b>100</b>	<b>100</b>
<b>3. Health and Safety- 200 hours of technical instruction</b>		
<b>Laws and Regulations</b> shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	<b>20</b>	
<b>Health and Safety/hazardous substances</b> shall include 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, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	<b>50</b>	
<b>Disinfection and Sanitation</b> shall include, but is not limited to 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.	<b>40</b>	<b>50</b>
<b>Anatomy and Physiology</b> shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	<b>30</b>	
<b>Additional Training</b> 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.	<b>60</b>	

- 25 Hr. week schedule ( Mon.-Fri)/ 60 weeks /13.85 months
- 30 Hr./week schedule ( Mon.-Fri) / 50 weeks/ 11.54 months
- 40 Hr./week schedule( Mon.-Fri) /37.5 weeks/ 8.65 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.

**BARBERING PERFORMANCE OBJECTIVES:**

- To acquire the knowledge of the laws and rules regulating California barber establishment practices.
- To acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
- To acquire knowledge of the general theory relative to barbering, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To acquire business management techniques which are common to the Barber profession.

## SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all barbering services. Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders. Learn the procedures and the terminology used in performing all barbering services.

**ATTITUDES AND APPRECIATION'S TO BE DEVELOPED:** Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings 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 10<sup>th</sup> grade in a public school or its equivalency (12<sup>th</sup> 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](http://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 Standard Professional Barbering Textbook, Theory Workbook, and Exam Review

### Barber Student Kit:

1 Milady Workbook, Textbook, Exam Review	1 Cushion Brush	1 Pkg. Styling Combs
1 Carrier	2 Misc. Combs	1 Shaving Razor
1 Barber Jacket	1 Box Latex Gloves	1 Neck Duster
1 Tint Kit	1 Curling Iron	1 Sanitizing Jar
1 Woman's Mannequin Head w/Stand	1 Styling Cape	1 Hair Shaper w/Blades
1 Men's Mannequin Head	1 Shampoo Cape	1 Shark Scissor Set
1 Mirror	1 Spray Bottle	1 Replacement Razor Blades
2 Clipper	1 Clipper Comb	1 Duckbill Clips
1 Trimmer	1 10 pc. Comb Set	1 Butterfly Clip
1 Blowdryer	1 Metal Prong Clips	
1 7 pc attachment combs	1 ¾" Curling Iron	

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

## TUITION AND FINANCIAL SERVICES

COURSES	Clock Hrs.	Hourly Rate	Tuition	Registration Fee*	STRF Fee (*)(**)	Equipment*	Total Charges	Weeks
Cosmetology	1600	\$10.00	\$16,000.00	\$100.00	\$8.50	\$1,250.00	\$17,358.50	40-64
Barbering	1500	\$10.00	\$15,000.00	\$100.00	\$8.00	\$1,250.00	\$16,358.00	38-60
Esthetician	600	\$10.00	\$6,000.00	\$100.00	\$3.50	\$750.00	\$6,853.50	15-24
Manicuring	400	\$10.00	\$4,000.00	\$100.00	\$2.50	\$1,250.00	\$5,352.50	10-16
Barber Crossover	200	\$10.00	\$2,000.00	\$100.00	\$1.00	\$300.00	\$2,401.00	5-8
Teacher Training (Cosmetology)	600	\$10.00	\$6,000.00	\$100.00	\$3.00	\$300.00	\$6,403.00	15-24

\* **Non- Refundable**

\*\* As of February 8, 2021, students who meet the California Student Tuition Recovery Fund criteria are required to pay \$0.50 for every \$1,000 of institutional charges (rounded to the nearest \$1,000). Additional information can be found in the school Catalog.

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 10<sup>th</sup>. 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

\$9.00 Pre-Application Fee paid to Board of Barbering and Cosmetology in addition to 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 \$10.00, Manicuring \$10.00, Esthetician \$10.00, Barbering and Barber Crossover Course \$10.00, Teacher Training (Cosmetology) \$10.00. 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 \$10.00 per clock hour of remaining hours, 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 \$12.00/hr with a minimum of 8 hours. The 8 hours must in 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. Nilza Price, 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. Nilza Price , 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 \_\_\_\_\_

( ) - ( ) - 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: \_\_\_\_\_