



First Coast Barber Academy  
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# School Catalog

Certified true and correct in content and policy

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Christopher Dickens  
School Administrator

2018-2019

Volume #7

This catalog is written in English. All programs are taught in English.

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## WHO WE ARE

First Coast Barber Academy, referred to as FCB Academy, provides education and training in the craft of barbering and cosmetology.

Our staff is comprised of passionate instructors experienced in the art of barbering, cosmetology and education. The Academy is licensed by the Florida Department of Education Commission for Independent Education, license #4170. We are accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS) and certified by the Department of Veterans Affairs.

## FACILITY

- Located in Downtown Jacksonville, FL where professionals and visitors fill the streets seeking to enjoy unique art, music, dining, community, and nightlife.
- The 8,071 square-foot facility was designed with a contemporary feel in mind. Upon arrival, customers and students may enjoy the ample, off-street parking. As visitors enter the building they experience a professional yet relaxed environment, while students are welcomed by their instructors into spacious, well-equipped classrooms that foster learning. The large clinic area offers modern, up-to-date equipment providing an ideal learning environment.
- Its strategic location enables easy access from major highways around the city and multiple JTA bus stops.

## MISSION STATEMENT

FCB Academy's mission is to provide students knowledge in the craft of barbering and cosmetology promoting an understanding which leads to licensure. Additionally, we seek to embed competencies necessary to remain abreast as professional leaders in their chosen industry.

## EDUCATION

The barber and cosmetology program curriculum combine theory and practical skills. The barber styling program enables students to learn an array of skills from hair cutting and styling, to the lost art of straight razor shaves, and others. The cosmetology program educates students on skills from chemistry to anatomy, coloring, shaping and shaving, permanent waves and many more. Other skills learned by students include important aspects of the craft such as sanitation, proper etiquette, business practices, and networking, to name a few. Our curriculum goes beyond hair; it emphasizes in all aspects of the licensure for the chosen field. We teach the importance of building lasting relationships with clients through quality services. Upon completion of the chosen program, students will be well-rounded candidates, equipped with the knowledge and requirements needed to take the State Board examinations.

## **OWNERSHIP**

First Coast Barber Academy, incorporated in the State of Florida, is owned by Phoenix Industries of Jacksonville, Inc.

## **BOARD OF DIRECTORS**

Christopher L. Dickens      President and Chief Executive Officer  
Christopher L. Dickens      Chairman of the Board

## **ADMINISTRATIVE SCHOOL OFFICIALS**

Christopher L. Dickens - President and Chief Executive Officer

## **FACULTY**

Christopher L. Dickens - Senior Barber Instructor

Rachquel Hughes & Yvette Short - Barber/Cosmetology Instructor

Jamilette Cruz- Administrative Assistant

Christopher L. Dickens has over 25 years of practice in the field of barbering and in excess of 18 years of business ownership experience. In 1992 he received a degree for completing the Barber Program at the College of Hair Design in Iowa. Following completion of the barber program, he became licensed to practice barbering in Iowa and later on in Florida.

Rachquel Hughes & Yvette Short have been a highly sought after hair stylist in the Jacksonville area for many years. With over 15 years of experience as an instructor, she has mastered every aspect of the cosmetology field from hair cutting and design, to the complexity of chemicals. Her skills have won her many clients who serve as walking advertisement of her skill set. She completed the Cosmetology Program at the Riverside Hairstyling Academy and now teaches the skills she possesses to her students.

Jamilette Cruz is a highly motivated professional with a solid background in financial and administrative management. She is experienced in leading and directing others in functions including policies, objectives, and initiatives. Some of her qualities include a high sense of confidentiality, compliance, and customer service. Her verbal and written communication skills, as well as intellectual curiosity set her apart from her peers.

## PROGRAMS OF STUDY

Cosmetology Program	1,200 Clock Hours
Barber Styling	1,200 Clock Hours

Florida Statutes requires that a student who successfully completes a program be granted a diploma verifying that fact.

## APPROVALS

Neither the Florida Barbers' Board nor the Board of Cosmetology license First Coast Barber Academy but have jurisdiction overseeing the requirements needed for State professional licensure and examination requirements. The approval to operate means compliance with standards and does not imply any endorsement or recommendation by the State. First Coast Barber Academy is licensed by the Commission for Independent Education, Florida Department of Education, license #4170. Additional information regarding First Coast Barber Academy may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. First Coast Barber Academy is accredited by NACCAS, 3015 Colvin St., Alexandria, VA 22314 (703) 600-7600 [www.NACCAS.org](http://www.NACCAS.org). It is also VA Certified by the State of Florida Department of Veterans Affairs, P.O Box 31003, St. Petersburg, FL 33731 (727) 319-7402.

## FIRST COAST BARBER ACADEMY SCHEDULE OF FEES

Barber Styling Program & Cosmetology Program – 1,200 Clock Hours

<u>Barber/Style</u>	<u>Cosmetology</u>
Tuition- \$14,086	Tuition- \$14,197
Books & Toolkit- \$664	Books & Toolkit- \$553
Total Cost- \$14,750	Total Cost- \$14,750

Tool Kit/Textbook and Workbook fee is non-refundable after opened.

Acceptable methods of payment: Cash, Credit Card, Money Order, Check, Title IV, Loan, and VA Educational Benefits.

Barber Styling Program:

- ISBN-10:1-1330-2395-9(Textbook)
- ISBN-13:978-1-1300-2395-1 (Workbook)
- Combined cost of Textbook and Workbook is \$139

Cosmetology Program:

- ISBN-10:1-1330-2395-9 (Textbook)
- ISBN-13:978-1-1300-2395-1 (Workbook) Combined cost of Textbook and Workbook is \$139

## **NON-DISCRIMINATING CLAUSE**

Acceptance to FCB Academy is based on desire and ability to benefit from training. The Academy is open to individuals of any age who possess the sincere desire to be trained for a career as a barber, and who meet admission requirements. No one will be discriminated against on the basis of race, ethnic origin, color, national origin, religion, age, sex, or sexual orientation.

## **ENTRANCE/ADMISSION REQUIREMENTS**

FCB Academy has open enrollment with classes beginning every two weeks. Admission to FCB Academy is open to anyone having a high school diploma, a Graduate Equivalency Degree (G.E.D.) certificate, or a copy of a transcript showing high school completion. Prospective students must complete and return an enrollment agreement provided by First Coast Barber Academy. The enrollment agreement should be signed and fully executed prior to the desired start date to ensure enrollment in the program of choice. As part of the enrollment process, new students will have a personal orientation with the admissions officer, along with a tour of the school.

In the event a student is terminated due to failure to maintain satisfactory academic progress (SAP), the student will be considered for re-entry only if the student can demonstrate that a change, or changes, will take place to heighten the chance of success in the course of training. The terminated student will be considered for re-entry when an opening occurs and they can fit back into the program at a time matching their needs. Students reentering after a period of withdrawal or termination will return in the same status as when they left.

## **ENROLLMENT PROCEDURES**

Applicants will be notified to schedule the signing of an enrollment agreement.

The prospective student shall provide the following documents to FCB Academy no later than fourteen days prior to the desired program start date:

- Have a fully executed enrollment agreement
- Provide a copy of the high school diploma, GED, or a copy of a transcript showing high school completion
- Provide copy of a Government issued ID

These requirements are mandatory and will not be waived. Students unable to provide any of the documents listed above will not be considered for enrollment at First Coast Barber Academy.

## **TRANSFER POLICY**

Students intending to transfer hours from another institution must provide documentation of all prior lab hours. FCB Academy will evaluate the documentation and grant up to 75% of the hours previously earned. The school may accept less, if desired. Transferred hours that are accepted are counted as both attempted and completed hours. Credit for out-of-state training must be submitted to the governing State Board of Barbering or the Board of Cosmetology before being accepted by First Coast Barber Academy. All course work will be shortened accordingly, and all records of previous education will be maintained in the student's permanent record file. Upon receipt of a transcript of previous hours, the student's tuition will be adjusted accordingly. Transferability of lab hours earned at First Coast Barber Academy to another institution will be determined by the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## **EQUIPMENT/CLINIC FLOOR-BARBER/COSMETOLOGY**

First Coast Barber Academy has a very airy open feeling created by the clinic floor area containing 18 styling stations and instructor office areas. Our clinic floor equipment consists of shampoo bowls, shampoo chairs, television, a salon styling station, hooded hairdryers, and fire extinguishers. Students are required to respect,

take care of, and clean their individual equipment. Products used in the program include but are not limited to Redken, Paul Mitchell, Scruples, Matrix, Bed Head, Biolage, Nioxin, Crew, Zotos and OPI.

## CLASS SIZE

First Coast Barber Academy maintains a ratio of thirty students to one instructor.

## SCHOOL CALENDAR

First Coast Barber Academy will be closed in observance of the following holidays:

4th of July, Martin Luther King, Jr. Day, Thanksgiving Day & the following day, Christmas Eve, Christmas Day & the following day, and New Year's Day.

Students are encouraged to maintain current contact information on file with the school. This information will be used in the event of campus alerts, closures, and openings during emergencies or unfavorable weather situations. We have open enrollment, and have classes starting every two weeks.

## PROGRAM SCHEDULE

Full-Time	Theory	Practical
Tuesday-Friday	8:30 am – 10:00 am	10:00 am - 3:00 pm
Saturday	X	9:00 am - 3:00 pm

Three Quarter	Theory	Practical
Monday-Friday	6:00 pm - 7:00 pm	3:00 pm - 6:00 pm
Saturday	X	9:00 am - 12:00 pm

Part-Time (Night)	Theory	Practical
Monday-Friday	6:00 pm - 7:00 pm	5:00 pm - 6:00 pm
Saturday	X	9:00 am - 12:00 pm

Lunch Breaks: Full-Time Program – Break for 30 Minutes

Part-Time Program – No Break

\*\*\*Students will be allowed 2 schedule changes during the period of their enrollment, any additional schedule changes will be approved on a case by case basis.

## CLOCK HOURS & LAB HOURS

A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction along with appropriate breaks. The State of Florida requires the completion of 1,200 clock hours for the barber and cosmetology programs. Most students complete the program within ten months. Students may not exceed one and one-half times the normal length of the course in attempting the hours.

## STUDENT BOOKS & KITS / CLASSROOMS

Our classrooms are well lit, air conditioned and equipped with chairs, desks, overhead projector, computers, WI-FI, printers, fax machine, whiteboards, and wall charts along with visual aids such as interactive laser discs. Students will receive a toolkit however, new students are not allowed to perform services on live clients until successfully completing six weeks of training. This means that new students will only perform services on mannequins during the first six weeks of training. Students are required to have their toolkit on hand and available at all times throughout the program of study.

## **GRADUATION REQUIREMENTS**

Each student will be granted a diploma verifying successful completion of the program after:

- Successful completion of 1,200 actual/completed clock hours
- Successful completion of all required services
- Maintaining a written and practical test grade average of 70% or above and attendance of 67% or above
- Passing the final exam with a minimum of 70% on each theory and clinical subject
- Fulfill all items on graduation check-list and complete exit interview
- Make arrangements for financial obligations

\*\*\* Students who fail to meet graduation requirements may be exempt from taking the state board exam.

## **COMPLETION DATE**

Graduation from FCB Academy does not constitute a license to practice nor is a license to practice guaranteed by the school. Upon completion of the program, graduates are eligible to apply to the Florida Barber and Cosmetology Board to determine their fitness to receive a license.

## **EMPLOYMENT ASSISTANCE**

Although placement assistance may be offered, the institution does not guarantee employment.

## **STUDENT RECORDS**

Right to Access:

Any student, parent, or guardian of a dependent minor, has the right to view the student's records during regular business hours. We ask that for the individual to schedule an appointment with the Academic department so that time can be set aside for this purpose. Under no circumstances will student records be allowed outside the office.

Release of Information:

Information in student records is private and will not be released except to an accrediting agency or regulatory board. All other requests must be made in writing and the student, parent or guardian of dependent minor must sign a release form. Student records are maintained in a safe location and retained permanently.

## **DESCRIPTION OF SERVICES AVAILABLE TO STUDENTS**

Library:

“Merriam-Webster’s Collegiate Dictionary & Thesaurus”

“The Cutting Book” Social factors and philosophy of hairdressers today

Housing:

At this time FCB Academy does not offer public housing for students

Transportation:

The city transportation system is conveniently located within walking distance of our Academy

## ACADEMIC AND INDIVIDUAL ADVISING

FCB Academy makes provisions to advise all students. The school offers students the opportunity to discuss any questions, needs, problems or concerns involving education or career adjustment that may occur during their attendance at the school. Information discussed with the staff is confidential and is not discussed with others unless there is a clear danger to the student or to some other individual, or unless the student gives written permission for the release of confidential information. If you should experience personal challenges beyond the realm of the instructors, there are local crisis hotlines which provide personal counseling from a network of professionals.

Crisis hot lines:

- Suicide 1-800-Suicide/1-800-273-Talk
- Aids/HIV 1-850-617-6333
- Rehab Center 904-419-6102
- Breakthroughs Counseling & Recovery (Jacksonville, FL), Counseling Addiction Treatment and Mental Health Services 1-800-521-7128

## STUDENT CONDUCT

Students are required to conduct themselves as professionals at all times and to treat clients with courtesy and utmost respect. All students are required to wear a school issued smock at all times. Students must respect the rules and regulations of good citizenship and be able to accept constructive criticism. Students not in compliance may be issued misconduct notices. All staff members and assistants to instructors have authority to issue such notices. Depending on the seriousness of the infraction, a temporary expulsion or termination may result. If an instructor or team leader determines that a student has engaged in unprofessional or disruptive behavior which interferes with the education of others, that student may be dismissed for the day.

## PROBATION/WARNING POLICY-BARBER/COSMETOLOGY PROGRAMS

A warning will be issued to advise students of their progress and to help keep a student from falling below a 70% GPA. If a student has not maintained satisfactory progress in academic (70%) and attendance (67%) the student will be placed on probation. When a student is placed on probation a consultation with a school official will be scheduled. No more than one (1) probationary period will be allowed. If a student does not meet afore mentioned minimum requirements for the next evaluation period after coming off of probation, he/she will be terminated from the program. Expectations will be clearly and concisely outlined in writing, including the fact that continued unsatisfactory progress will result in termination. A copy of the course of action must be signed and dated by the student. One copy will be given to the student, and one will be sent to the parent or guardian if the student is a minor. If at the end of probation, the student cannot present evidence to explain why minimum standards have not been met, the student will be evaluated by a program official. Stealing, defacing or damaging school equipment will result in termination and require monetary restitution. The policy for cheating on tests will be an automatic failing grade.

90-100 = A Excellent

80-89 = B Above Average

70-79 = C Satisfactory

60-69 = D Unsatisfactory Below 60% = F Unsatisfactory

## SUSPENSION

Enrollment may be immediately suspended for three (3) days as a result of any infraction to the rules and regulations or professional ethics at the discretion of the school administration.

## Dress Code

The manner in which students dress for school influences behavior in learning. Students are expected to come to school dressed in a manner that assures adequate modesty. Student dress that causes disruption or leads to unsatisfactory behavior is inappropriate and is not to be worn. Violation of dress standards can result in a warning or suspension for willful defiance of authority. All students must wear a smock when on the clinic floor. The following are prohibited: Underwear/undergarments showing, Sagging pants, All shirts/blouses must extend beyond belt level (front and back), No see-through clothing/over-all revealing clothing, No sleeveless shirts/blouses (this includes but is not limited to tube tops, spaghetti straps, cut off shirts, one-strap tops, white ribbed tank tops, etc.) all straps must cover undergarment, No clothing with references to sex, tobacco, alcohol, drugs, weapons, or violence will be permitted, No pajamas, All students must wear closed toed shoes

## TARDINESS AND ABSENCES

Students receive credit for all time spent in school and under no conditions will hours be docked or taken away. All students are expected to be in school every school day. Students are responsible for all work missed during their absence, and it is the obligation of the students to consult with their instructor about any necessary makeup work resulting from their absence. Students may be permitted to make up hours lost by illness or authorized absence. Excused and un-excused absences will be attached at the end of the program. Students who know in advance that they will be absent from class on a

specific day must request permission from the school administrator. All requests must be made in writing. Students should make every effort to schedule medical, legal and other personal matters at times that do not conflict with the student's class schedule.

### LEAVE OF ABSENCE (LOA)

Leave of Absence extends contract period and maximum time allowed to complete the program by same number of days taken in LOA. Students may request a leave of absence from the program of study when circumstances make it necessary to do so providing that the following conditions are met and approved by the school administrator:

- Students must make their request for a leave of absence in writing using the school's leave of absence request form and submit the completed form to the director for consideration and determination prior to the commencement of the leave. Students must include on the form: **1.** the reason for the request, **2.** the student's last date of attendance, and **3.** the student's expected date of return.
- Students requesting a LOA will be required to meet with the school administrator. The administrator must approve the LOA, and, in so doing, determine that there is a reasonable expectation that the student will return to school.
- Should unforeseen circumstances that exist prevent the student from submitting a request prior to taking a leave of absence the director may still grant the student's request for a LOA provided the circumstances warrant such action, the school documents the reason for its decision, and the school collects the request from the student at a later date. *The beginning date of the approved LOA would be determined by the Academy to be the first date the student was unable to attend the Academy because of the unforeseen circumstances.*
- Students are permitted to repeat course work while on a LOA provided they reach the point at which the student interrupted training within 180 calendar days of the start of the student's LOA, re-entering in the same progress status as when they left.
- A leave of absence must be in compliance with the following conditions:
  - The LOA cannot exceed 180 days in any 12-month period.
  - The 12-month period begins on the first day of the student's initial LOA.
  - Upon return, the student is permitted to complete the course work prior to the LOA without any additional institutional charges.
  - Students granted a LOA are not considered to have withdrawn, and therefore no tuition settlement and refund or return of tuition is necessary.
- Should a student not return to school by the scheduled LOA return date, the student will be considered to

have withdrawn from the program as of the last date of attendance. A course "incompletion" in the traditional sense does not apply at FCB Academy. A student is required to re-take failing subject matter during the student's course of training. Students might ultimately have to "sit-in" on the subject a second time with an additional subject charge of \$12.08 per/hr. Unexcused Saturday absences will result in a \$25 fee.

## WITHDRAWAL AND SETTLEMENT CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or canceled for any reason, by either party including student decision, course or program cancellation, or school closure all refunds will be made according to the following policies and refund schedule.

### OFFICIAL CANCELLATION OR WITHDRAWAL

Cancellation can be made in person, by electronic mail, or by Certified Mail. Official cancellation or withdrawal. The withdrawal date is determined on the earlier of the dates that:

- An applicant is not accepted by the school and is entitled to a refund of all moneys with the exception of a non-refundable application fee (if applicable)
- A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. All moneys collected by the school are refunded except a non-refundable application fee (if applicable)
- A student cancels the contract after three business days of signing, but prior to entering classes. In this case the student is entitled to a refund of all moneys paid to the school less a non-refundable application or registration fee (if applicable) \*\*\* FCB Academy does not have an application fee or registration fee

*\*Note: For the above official cancellation or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.*

- A student notifies the institution of his/her withdrawal. Students who wish to withdraw voluntarily should inform the school's director of their intention and complete the school's Withdrawal Notification Form. Students should then schedule an exit interview and an appointment with the Administration office to finalize their account status with the school.
- A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence, or the date the student notifies the institution that the student will not be returning.
- A student is expelled by school
- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

### UNOFFICIAL WITHDRAWALS

Unofficial withdrawals are determined by the school through monitoring attendance at least every 30 days. Refund calculations are based on scheduled hours as of the student's last date of attendance.

Refunds due to students who withdraw, officially or unofficially, or students who get terminated will be made within 45 days of determination; for non-Title IV students, refunds are made within 30 days of determination. Refund calculations are based on Scheduled Hours as of the student's last date of attendance.

### GROUND FOR TERMINATION

A student's enrollment can be terminated at the discretion of FCB Academy for insufficient academic progress, non-payment of academic costs, or failure to comply with rules and policies established by FCB Academy as outlined in the catalog and this agreement. Students agree to comply with the school's rules and policies and also agree that FCB Academy shall have the right to terminate this contract and the student's enrollment at any time for violation of rules and regulations. FCB Academy reserves the right to modify the rules and regulations, and students will be advised of any and all modifications.

## WITHDRAWAL DETERMINATION POLICY

Refunds are calculated based on scheduled hours as of the student's last date of attendance.

The Withdrawal Determination Date is determined by FCB Academy as being the date that a student has officially or unofficially withdrawn or been dismissed.

The Withdrawal Determination Date is either:

- i. The date, as determined by FCB Academy, that the student began the withdrawal process prescribed by

FCB Academy.

- ii. The date, as determined by FCB Academy, that the student otherwise provided official notification to FCB Academy, in writing or orally, of his or her intent to withdraw.
- iii. The date, as determined by FCB Academy, that the student was dismissed from the program. If the student ceases attendance without providing official notification to FCB Academy of his or her withdrawal in accordance with paragraphs **i.** or **ii.** above, fourteen calendar days from the date the student was scheduled to return the student's attendance will be terminated.

## COURSE AND/OR PROGRAM CANCELLATION POLICY

In the event that a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will, at its discretion, provide a refund of all moneys paid; or provide completion of the course and/or program.

In the event that the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun; the school will, at its discretion, provide a strict pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or; provide completion of the course and/or program, or; participate in a Teach-Out Agreement, or; provide a full refund of all moneys paid.

In the event that the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for students. The school will, at its discretion, provide a strict pro-rata refund, or; participate in a Teach-Out Agreement. In the event of a school closure a list of all students who were enrolled at the time including the amount of each strict pro-rata refund is submitted to NACCAS.

## REFUND CALCULATION TUITION ADJUSTMENT

Minimum Tuition Adjustment

Requirements Strict Pro-Rata of Tuition

Student's Books & Toolkit are non-refundable.

Barber/Style Books + Toolkit: \$664

Cosmetology Books + Toolkit:\$553

Refunds due to students who withdraw, officially or unofficially, or students who get terminated will be made within 45 days of determination; for non-Title IV students, refunds are made within 30 days of determination. Refund calculations are based on Scheduled hours as of the student's last date of attendance.

Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours scheduled to the total program hours. Cancellation after completing 40% of the program will result in no refund.

## COLLECTION POLICY

Collection procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from the Academy itself, banks, collection agencies, lawyers, or any other third parties representing FCB Academy clearly acknowledges the existence of the withdrawal and settlement policy. If promissory notes or contracts are sold or discounted to third parties, the third party must comply with the Cancellation and Settlement Policy of FCB Academy.

## SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This policy is provided before enrollment and applies to every student enrolled in a NACCAS-approved program. This policy is applied consistently to all students prior to enrolling in a program or schedule. All quantitative (attendance) and qualitative (academic performance) elements will be evaluated cumulatively at designated periods throughout the program.

Students sign and have access to a copy of their Satisfactory Academic Progress (SAP) evaluation results. Satisfactory Academic Progress is based on both academic and attendance criteria as defined by the following:

- Our 1,200 clock hour programs take can be completed in approximately 10 months under a full time schedule. Students must attend an average of 29.5 hours per week in order to complete the program within the provided time frame. There is a maximum time frame of no longer than 150% of course length. A student exceeding the maximum time frame will incur additional hours at the rate of \$12.08 per/hr.
- An approved leave of absence will not count against the student as being in non-compliance with the Satisfactory Academic Program Policy for the maximum time frame. Leave of absence extends contract period and maximum time frame by same number of days taken in LOA.
- Quantitative requirements are for attendance to be maintained at no less than 67% of scheduled hours.
- Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm. Grade point average (GPA) is an average of written and practical grades. Students must maintain a minimum grade point average of 2.0 (70%) grade point average (GPA) on the traditional 4.0 scale. Students must achieve a 2.0 (70%) GPA upon graduation. In addition, students are required to pass the school's final exams, both written and practical portions, with a 2.0 (70%) GPA. All cumulative, quantitative, and qualitative elements will be evaluated at designated periods throughout program.

A course "incompletion" in the traditional sense does not apply at FCB Academy. A student is required to re-take failing subject matter during the student's course of training. Students might ultimately have to "sit-in" on the subject a second time with an additional subject charge of \$12.08 per/hr.

Incompletes, repetitions, and non-credit remedial courses have no effect upon FCB Academy's Satisfactory Academic Progress standards. Transferred hours that are accepted, are counted as both attempted and completed hours for the purpose of determining when the allowed maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at FCB Academy. Credit for out-of-state training must be submitted to the governing State Board of Barbering or the Board of Cosmetology before being accepted by FCB Academy. All course work will be shortened accordingly, and all records of previous education will be maintained in the student's permanent record file. Upon receipt of a transcript of previous hours, the student's tuition will be adjusted accordingly. Transferability of lab hours earned at FCB Academy to another institution will be determined by the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

## PROBATION & WARNING POLICY

Evaluation periods occur at 450, 900, and 1,200 actual completed hours. Students who meet minimum requirements are considered to be making Satisfactory Academic Progress until next scheduled evaluation. The first evaluation will occur no later than the mid-point of the academic program or 450 completed hours, whichever occurs sooner. Students with GPA below 70% or attendance below 67% average will be issued a warning. Once in warning status the student can be considered for making satisfactory academic progress. Students not achieving minimum standards are no longer eligible for Title IV, HEA program funds, unless prevailed upon appeal that has resulted in probation.

Students will be notified of any evaluation that impacts eligibility for financial aid.

Students in warning status whose GPA continues to fall below 70% GPA or whose attendance remains below 67% will be placed on probation on the next scheduled evaluation period.

**90-100 = A Excellent**

**80-89 = B Above Average**

**70-79 = C Satisfactory**

**60-69 = D Unsatisfactory**

FCB Academy will provide the student an academic plan that, if followed, will ensure that the student is able to meet FCB Academy's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

Students not meeting minimum standards for satisfactory academic progress may be placed in probation if:

- FCB Academy determines that the student did not meet SAP during the warning or previous evaluation period; and
- The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- FCB Academy determines standards can be met by the next evaluation
- FCB Academy develops an academic plan

Students in probation will receive a report listing their completed hours, scheduled hours, absent hours, makeup hours, attendance percentage, credits, and GPA. This report will be explained in great detail to ensure the student comprehends their status.

Students may re-establish Satisfactory Academic Progress after conferencing with a staff member to structure a plan to ensure improvement on the next evaluation period. Students meeting SAP on the next evaluation period, who were otherwise eligible for financial aid, will be once again eligible.

Students who wish to withdraw voluntarily should inform the school's director of their intention and complete the school's Withdrawal Notification Form. Students should then schedule an exit interview and an appointment with the Administration office to finalize their account status with the school. Hours and credit earned will remain active after withdrawal.

Student's re-enrollment on a program will be considered based on the circumstances of the departure. Students terminated due to failure to maintain satisfactory progress, will be considered for re-enrollment only if the student can demonstrate that a change, or changes, will take place to heighten the chance of success in the course of training. Re-enrollment is contingent upon availability of schedule that meets former student's requirements. Students re-enrolling after a period of withdrawal or termination will return in the same status as when they left.

## **APPEAL/REINSTATEMENT POLICY**

Students determined as not maintaining Satisfactory Academic Progress must prevail upon a negative progress determination to be placed in a probation status. Appeal must be made in writing and it should explain why the student has failed to make Satisfactory Academic Progress. Reasons may include extenuating circumstances such as the death of a relative, an injury or illness of the student, or any other circumstance deemed extenuating by the student. In addition, the appeal should include in detail any changes in the student's circumstance that

will enable the achievement of satisfactory academic progress at the next evaluation. Supporting Student documentation is required and must be submitted with the written appeal request. Appeals are processed on an individual basis and are maintained in the student's file. Upon review of the student's appeal, FCB Academy will issue a final decision in writing notifying the student of the outcome.

## **STUDENT COMPLAINT PROCEDURES**

Students have the right of due process in disciplinary and eligibility matters. Students desiring to register a complaint, or appeal a determination, must file a written grievance (signed and dated) within seven days of the alleged incident. The grievance should be presented to the Administration office. The grievance will be reviewed and evaluated by the administration of FCB Academy and the student will be notified in writing of the decision within two workdays. Students dissatisfied with the administration's decision may make a written request, within five days, for a hearing to present further evidence before the administration regarding the grievance.

Thereafter, the administration shall issue a written statement setting forth its findings and decisions regarding the student's grievance. Decisions at this stage are final. No student shall be penalized in any way for his or her use of the grievance procedures outlined herein. Further inquiries can be referred to the Commission for Independent Education 325 West Gaines Street, suite 1414 Tallahassee, FL 32399-0400 (888) 224-6684.

## **FINANCIAL AID**

Financial aid is available for those who qualify. FCB Academy participates in the following financial aid programs: Federal Pell Grants and Federal Stafford Loans.

## **FINANCIAL AID APPLICATION PROCESS**

Students may apply for financial aid by completing a Free Application for Federal Student Aid (FAFSA) via either one of three means, online at [www.Studentloans.gov](http://www.Studentloans.gov), or by requesting a paper FAFSA application via telephone by calling 1-800-4-FED-AID, or by filling out and submitting the FAFSA portable document format (PDF, in color, or black and white), which students can get at [www.federalstudentaid.ed.gov](http://www.federalstudentaid.ed.gov).

Students may update any previously submitted data with the exception of their Social Security Number (SSN). Help is available online and via telephone at 1-800-4-Fed-Aid (1-800-433-3243).

## **BASIC STUDENT ELIGIBILITY**

- Applicant must be enrolled as a regular student in an eligible program
- Applicant cannot also be enrolled in elementary or secondary school
- Applicant must have a high school diploma, its equivalent or have been home schooled
- Applicant must make satisfactory academic progress
- Applicant must meet enrollment status requirements
- Applicant must have resolved any drug conviction issues

## **DISTRIBUTION AND DISBURSEMENT OF FINANCIAL AID**

During the enrollment process, and prior to any disbursement of financial aid, students must complete an entrance counseling found on [studentloans.gov](http://studentloans.gov). Students may contact the Financial Aid Administrator for assistance regarding this process.

When FCB Academy initially receives the student's award letter, the Financial Aid Administrator calculates a payment schedule if applicable. In order for disbursements to be made, the student must be in Satisfactory Academic Progress. If the student is in Satisfactory Progress, the following is the schedule for disbursements: The first disbursement (PELL) is requested after the student has attended their first full day. This first disbursement (PELL) will be applied to the cost of Books and Kit for the program and tuition. The first disbursement (DSSL and DUSSL) is requested after the first 30 days. The second disbursement (PELL, DSSL, DUSSL) of loan funds are requested at the completion of 450 hours. If the student qualified for another disbursement of grant funds, those are requested at the 900 hours mark. Direct Loans are disbursed at 30 days (1st payment), 450 hours (2nd payment). If any additional charges have been added (e.g. Saturday fees, additional equipment, replacement smocks or badges) to the students account, they are expected to pay this out-of-pocket; we do not apply financial aid to these, unless requested by the student in writing. If financial aid does not cover the full amount of tuition, the student will be placed on an in house, 0% interest payment plan. The student's must make financial arrangements if there is an account balance upon completion. If arrangements have not been made the student will not receive a diploma.

## **STUDENT BORROWER'S RIGHTS AND RESPONSIBILITIES**

### **YOUR RIGHTS AS A BORROWER**

- Before you begin repayment, your loan holder is required to give you a repayment schedule and detailed information about interest rates, fees, the balance you owe and the available repayment options
- You have the right to defer repayment for certain defined periods, if you qualify
- You have the right to request forbearance
- You may prepay your loans in whole or in part at any time without penalty

## **YOUR RESPONSIBILITIES AS A BORROWER**

- Your primary responsibility is to repay your loans according to the terms and conditions of your loan agreement
- You must attend entrance counseling before receiving loan funds and exit counseling before leaving school. Entrance counseling shall be completed during the enrollment process and exit counseling shall be completed upon completion of program
- You must make payments on time, or make other arrangements with your lender or loan holder
- You must notify your lender if you change addresses, name, phone number, or enrollment status

Terms of schedules for, and necessity of loan repayment, and required loan exit counseling:

Upon completion of program, students must complete the exit counseling found online at [studentloans.gov](http://studentloans.gov). Processing of graduation credentials will be completed upon receipt of proof that student completed the exit counseling as required by their agreement to receive financial aid. The exit counseling may also be completed through the Department of Education NSLDS electronically. FCB Academy has an authorized user of NSDLS-National Student Loan Data System to access a student or a parent loan, as well as guaranty agencies and/or lenders.

Upon completion of the “exit counseling”, the Financial Aid Administrator reviews with the student the terms of, schedules for, and necessity of loan repayment. The Financial Aid Administrator explains the terms of repayment, when the students’ repayment will begin, repayment options, etc. The student is also provided with and signs a receipt for having received documentation, booklets, budget management information and contact information for the Direct Loan Program. In addition, FCB Academy also collects from the student six (6) additional personal references for the student in the event of default and / or in case of emergency.

## **FINANCIAL AID VERIFICATION**

Colleges have procedures for verifying the reported information. Verification is the process of checking the accuracy of the data supplied by the applicants. Applicants are selected randomly for verification. When FCB Academy receives an Institutional Student Information Record (ISIR) back from the Department of Education, the ISIR will indicate whether or not an applicant has been chosen for verification. Regulations include this verification as part of the Federal Student Aid program requirements. The Department of Education only requires a portion of FAFSA filers to be verified, but mandate verification on all ISIRs selected by the Central Processing System (CPS). FCB Academy reserves the right to verify additional students. Verification affects applicants for most Federal Student Aid programs. Verification isn’t required if a student will receive a Parent or Graduate PLUS loan or an unsubsidized Stafford loan, because these loans are not based on the Expected Family Contribution (EFC). Students cannot avoid verification by choosing to borrow an unsubsidized loan versus a subsidized loan. If a student chooses to apply for an unsubsidized loan instead, the school must still complete the verification process.

## **NOTIFYING STUDENTS OF VERIFICATION SELECTION**

Students selected for verification, are provided a “verification form” to be completed in its entirety. Dependent students require their parents to be present when the form is being completed. The answers given to the questions asked on the verification form will determine what, if any, additional documentation will be required

to complete the verification process. Common documents required for verification include but are not limited to tax records such as W2's, 1040's, Tax Return Transcripts, IRS verification of non-filing, and others.

## **DEADLINE**

Students notified of verification selection must return the completed verification form with the necessary additional documentation within 30 days. Failing to submit the verification form with the supporting documents within the allotted time will result on their application being terminated.

## **NOTIFICATIONS OF AWARD CHANGES**

Several factors have an influence the award of financial aid. Hours transferred in from another institution, changes in employment, change in dependency status, birth of a child, or a change in marital status are just some examples of circumstances that cause an Award Change. The Financial Aid Administrator will inform the student in the event of any circumstances resulting in a change to the amount of financial aid a student is awarded. The Academy and the student will receive a copy of the new Award Letter.

## **REFERRING OVERPAYMENTS TO THE DEPARTMENT OF EDUCATION (ED)**

Changes in award may result in overpayment of financial aid. The Academy will make every reasonable effort to collect any overpayment in the amount of \$25 or more. Situations in which the Academy is unable to collect the overpayment, and the overpayment was not the result of an institutional error, the Academy will refer the overpayment case to the Department of Education (ED). Students owing overpayment to the Department of Education will be ineligible for Federal Student Aid until the overpayment is repaid.

## **REFERRING FRAUD CASES**

Applicants suspected of misreporting information and/or altering documentation for the purpose of increasing their financial aid eligibility, or for the purpose of fraudulently obtaining federal funds, will be reported with supporting evidence to the Office of Inspector General (OIG) or to local law enforcement officials. Fraudulent information may include but is not limited to misstatement of income, tax exemptions, dependents, high school completion, citizenship, or dependency status. The aforementioned manipulations affect qualification and awards of Federal Student Aid and are prohibited.

## VETERANS ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period will not be counted as an absence, but will affect the VA student's satisfactory attendance and may result in overtime charges. Students whose unexcused absences exceed 20% of their program hours will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes. *VA students must complete program within SAA approved number of hours.*

This Addendum becomes a part of the Catalog for all intents and purposes.

Note: Maximum time frame (*150% of the program length.*) is not applicable to veteran and dependent students for determination of Satisfactory Academic Progress.

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School Official's Signature and Title

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Date

### *Veteran's Credit for Previous Education or Training*

Students must report all education and training. The school must maintain a written record that clearly indicates that appropriate previous education and training has been evaluated and credit is granted, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student so notified.

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Academic Administrator Signature

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Date

School Name: First Coast Barber Academy  
Address: 625 N. Julia St.  
City, State, Zip Code: Jacksonville, FL 32202

# COSMETOLOGY PROGRAM

## COSMETOLOGY PROGRAM OBJECTIVE

FCB Academy is dedicated to excellence in the art of Cosmetology. As a learning facility, we are dedicated to promoting a mastery of basic skills, and to encouraging development of a broad background of knowledge in a variety of hairstyling techniques. We dedicate ourselves to identifying and meeting the diverse physical, social and intellectual needs of all who enter our classrooms. Our job as FCB Academy is to build a brand of talent in each student and to equip each student with the tools necessary to join the financially rewarding journey of a successful cosmetologist.

Our motto is: FCB Academy Providing the Education You Need to Succeed.

## COSMETOLOGY PROGRAM DESCRIPTION

Cosmetology training involves the use of tools and chemicals, which may be dangerous when applied improperly. The quality of acceptable performance for a student to be deemed competent must be the same quality as the work expected from a new employee in a beauty salon. The curriculum is laid out so as to assure minimal competency in all services that a cosmetologist will be required to perform. The mastery of competencies will aid in protecting the public from the malpractice of cosmetology services. The basic subject matter content is arranged in an effective learning sequence. The performance of services is observable and measurable. Mastery of each course will be demonstrated by a predetermined number of skills related to each area. Students will be taught by a licensed Cosmetology Instructor through practical demonstrations and theory lectures, group discussions and student practice. Testing will be used to determine theory grades and practical evaluation will be used to determine practical grades. A student who completes this course and successfully passes a state board examination will be prepared to enter into the salon as a cosmetologist, hairstylist or hair designer.

Teaching Aids/Methods (Lecture/Interactive/Class Presentation)

Milady's Standard Professional Cosmetology Textbook ISBN-10:1-1330-2395-9

ISBN-13:978-1-1300-2395-1 (Workbook) \$182.95

Milady's Professional Barbering Instructor Slides

Whiteboard dry-erase markers

## COSMETOLOGY PROGRAM GRADING PROCEDURES

Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm. Students must maintain a minimum grade point average of 2.0 (70%) on the traditional 4.0 scale. Students must achieve a 2.0 (70%) GPA upon graduation and students are also required to pass the school's final exams, in both written and practical portions, with a 2.0 or 70% GPA. All cumulative, quantitative, and qualitative elements will be evaluated at designated periods throughout program.

90-100	"A" Excellent
80-89	"B" Above Average
70-79	"C" Satisfactory
60-69	"D" Unsatisfactory
Below 60%	"F" Unsatisfactory

## COSMETOLOGY CURRICULUM

1,200 Hours/ 10 Months

Textbooks that will be used to prepare students at First Coast Barber

Academy: Milady's Standard Textbook of Professional Cosmetology-Styling,

Revised

## COMETOLOGY STUDENT ORIENTATION

New students are not eligible to serve the public during the first 6 weeks of training.

## COSMETOLOGY PROGRAM DESCRIPTION

### Theory Hours

**C101: Florida Law & Requirements, Professional Orientation & Ethics** Students will be presented with an overview of cosmetology law, rules and regulations with regard to consumer protection and the malpractice of cosmetology, licensing requirements and renewal. **96 clock hours**

**C102 Anatomy & Physiology** – Students will study textbook chapters and supplemental materials that will enable them to understand how the human body functions as an integrated whole, to recognize changes from the norm, to determine a scientific basis for the proper application of services and products, to perform a professional makeup application, scalp manipulations, create a style, perform a facial and perform manipulations that might otherwise be difficult without a knowledge of facial bones and muscle structure. **20 clock hours**

**C103 HIV/AIDS/Health/ Sanitation /Sterilization/Bacteriology/Health Control** – Students will study textbook chapters and supplemental materials that will enable them to explain the difference between sterilization and sanitation, and the agents used for each. Students will obtain knowledge that will enable them to effectively sanitize and sterilize to promote good health and consumer protection as well as to sanitize equipment in the salon to prevent the spread of disease. Students will also study chapters on Infection control, products, tools and equipment use and safety, which will include materials on HIV virus, the virus that causes AIDS, how the virus is transmitted and prevention methods. **4 clock hours**

**C104 Shampoos and Rinses** – Students will study Text book chapters and supplemental materials on the principles and techniques including product knowledge that will enable them to cleanse the scalp and hair using various methods, perform scalp manipulations in shampooing, analyze scalp and hair to determine proper shampoo, identify types of rinses and purposes of each and use proper rinsing techniques. **40 clock hours**

**C105 Scalp Treatments and Hair Care Rinses** – Students will study textbook chapters and supplemental materials on the principles and techniques including product knowledge that will enable them to give a scalp treatment using physical manipulations of stimulation including high frequency scalp treatments using proper safety precautions to protect the client. They will be able to assess hair damage, choose appropriate conditioners, select and apply temporary color rinses. **30 clock hours**

**C106 Hair Shaping** – Students will study textbook chapters and supplemental materials on the principles and techniques of Hairstyling that will enable them to give a blended basic, low, medium and high elevation wet razor and scissor shaping, a tailored neckline on dry hair, to perform tapered cutting, to do slithering, to blunt cut wet hair (razor and scissors) and to section hair and analyze head form in preparation of a finished, professional style. **150 clock hours**

**C107 Chemical Waving, Relaxing or Straightening Chemistry, Theory, Practical Application & Use & Safety Precautions** – Students will study textbook chapters and supplemental materials on the principles and techniques including product knowledge, tools, equipment & safety, that will enable them to analyze the hair and select lotions/rods, to selection and subsection the hair and wrap it on wave rods, to process and neutralize chemical waves, to subsection, wrap, process, and neutralize , to apply a base and no-base chemical relaxer to virgin hair, to apply a base and no-base chemical relaxer for a retouch and to apply a semi-relaxer for a chemical blowout service. **150 clock hours**

**C108 Hair Coloring Chemistry, Theory, Practical Application & Safety Precautions** – Students will study textbook chapters and supplemental materials including: product knowledge, tools & equipment use & safety that will enable them to select and apply semi-permanent, virgin tint to lighten or darken hair, tint retouch, virgin bleach, bleach retouch, to streak, frame, frost, paint the hair, and to properly select and tint hair back to its original color either lighter or darker. **200 clock hours**

**C109 Hair Arranging/Styling /Wigs, & Hairpieces Principles and techniques** – Students will study textbook chapters and supplemental materials that will enable them to arrange a client's hair into a style of the client's choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair. They will learn to part off styling sections of the head, to set and comb alternating rows of horizontal and

vertical finger waves, to set and comb sculpture (pin) curls in varied movements in various sections of the head, to set and comb roller curls in different patterns in various sections of the head, to silk (press) the hair using a soft, medium and hard press, to curl hair with thermal irons, and to clean, condition, shape, color and style various types of wigs and hairpieces. **460 clock hours**

**C110 Facials/ Skincare/Hair removal, Makeup Application Principles & Techniques** – Students will study textbook chapters and supplemental materials on the principles and techniques including product knowledge, tools, equipment & safety that will enable them to cover the use of equipment, procedures and manipulations required in giving facials. They will study the proper steps and safety precautions in giving facial treatments for varied types of skin. Students will learn to analyze and correct improper brow shaping and to remove superfluous hair on the head, face and neck through epilating and/or depilation, excluding electrolysis. Students will also be able to demonstrate a basic makeup procedure for any occasion. **20 clock hours**

**C111 Manicuring/Pedicuring/Nail Extension Principles & Techniques** – Students will study textbook chapters and supplemental materials including product knowledge, tools, equipment & safety that will enable them to give a manicure, pedicure, massage of the hands and feet and to extend nails. **30 clock hours**

**C112 Salesmanship** – Students will study retail and service materials and practice sales techniques. They will attend sales seminars and learn how to offer services and products in preparation for salon employment.

**C113 Career and employment information/Salon Visits** – Students will study textbook chapters, and supplemental materials that cover professional ethics, effective communication, human relations, compensation packages and payroll deductions, licensing requirements and regulations and fundamentals of business management. Students will visit 5 salons to gather information from future employers which will reinforce and confirm reasons for and the benefits of practicing and perfecting their skills.

Successful completion of the course makes students eligible to sit for the State Cosmetology Licensure examination. Successful completion of the examination will qualify graduates to work as Cosmetologists in Florida.

For information regarding Gainful Employment, please visit:  
[www.FirstCoastBarberAcademy.com/gainful-employment.html](http://www.FirstCoastBarberAcademy.com/gainful-employment.html)

# BARBER STYLING

## BARBER STYLING PROGRAM OBJECTIVE

First Coast Barber Academy is dedicated to excellence in the art of Barber Styling. As a learning facility, the Academy is dedicated to promoting a mastery of basic skills and to encouraging development of a broad background of knowledge in a variety of hairstyling techniques. We dedicate ourselves to identifying and meeting the diverse physical, social and intellectual needs of all who enter our classrooms. Our job as an Academy is to build a brand of talent in each student and to equip each student with the tools necessary to join the financially rewarding journey of a successful barber stylist. Our motto is: First Coast Barber Academy Providing the Education You Need to Succeed.

## BARBER STYLING PROGRAM DESCRIPTION

The goal of the academy's Barber Styling Program is two-fold. The first is to provide 1,200 hours of education enabling our students to pass the Florida State Barber Styling Board exam and receive their license to practice Barber Styling in the State of Florida at an entry level. Students enrolled in this program will be instructed in theory and practical application. The Barber Styling Program includes the following practices when done for public remuneration, but not when done for the treatment of disease or physical or mental ailments: shaving, cutting, trimming, coloring, shampooing, arranging, dressing, curling, or waving the hair or beard and also applying oils, creams, lotions, or other preparations to the face, scalp or neck, either by hand or by mechanical appliances. The second purpose of our program is to help students develop up-to-the-minute, marketable skills that will turn their dreams into realities. Students are taught technical hair design skills, as well as customer service and business skills.

Teaching Aids/Methods (Lecture/Interactive/Class Presentation)

Milady's Standard Professional Barbering Textbook

Milady's Professional Barbering Instructor Slides

Whiteboard Dry-erase markers

## BARBER STYLING PROGRAM GRADING PROCEDURE

Qualitative factors determine academic performance using grades, and/or work projects completed, and/or comparable factors measurable against a norm. Students must maintain a minimum grade point average of 2.0 (70%) on the traditional 4.0 scale. Students must achieve a 2.0 (70%) grade point average (GPA) upon graduation. In addition, students are also required to pass the school's final exams in both written and practical portions with a 2.0 (70%) GPA. All cumulative, quantitative, and qualitative elements will be evaluated at designated periods throughout program.

90-100	"A" Excellent
80-89	"B" Above Average
70-79	"C" Satisfactory
60-69	"D" Unsatisfactory
Below 60%	"F" Unsatisfactory

## BARBER STYLING CURRICULUM

1,200 Hours/ 10 Months

Textbooks that will be used to prepare students at First Coast Barber Academy: Milady's Standard Textbook of Professional Barber-Styling, Revised

## BARBER STUDENT ORIENTATION

New students are not eligible to serve the public during the first 6 weeks of training.

## BARBER STYLING PROGRAM DESCRIPTION

Theory Hours (T)/Service (S)/Lab Hours (L)

### 11 Weeks, 6 Hours/Day, 5 Days/Week 325 Hours

BP101 History of Barber Styling	(T) 2 Hrs		
BP102 Professional Image	(T) 3 Hrs		
BP103 Bacteriology	(T) 120 Hrs		
BP104 Sanitation and Sterilization HIV/AIDS	(T) 200 Hrs		

### 3 Weeks, 6 Hours/Day, 5 Days/Week 75 Hours

BP105 Implements, Tools and Equipment	(T) 8 Hrs		
BP106 Disorders of the Skin, Scalp and Hair	(T) 8 Hrs		
BP107 Treatment of Scalp and Shampooing	(T) 9 Hrs	(L) 50 Hrs	

### 8 Weeks, 6 Hours/Day, 5 Days/Week 240 Hours

Shampoo / 10 Scalp treatments			(S) 50
BP108 Haircutting	(T) 10 Hrs	(L) 100 Hrs	(S) 400
BP109 Shaving	(T) 7 Hrs	(L) 8 Hrs	(S) 13
BP110 Hairstyling	(T) 10 Hrs	(L) 73 Hrs	(S) 200
BP111 Mustache and Beard Design	(T) 8 Hrs	(L) 5 Hrs	(S) 12
BP112 Facial Massage and Treatments	(T) 9 Hrs	(L) 10 Hrs	(S) 15

### 4 Weeks, 6 Hours/Day, 5 Days/Week, 126 Hours

BP113 Men's Hairpieces	(T) 5 Hrs	(L) 2 Hrs	
BP114 Permanent Waving	(T) 9 Hrs	(L) 2 Hrs	(S) 50
BP115 Hair Relaxing	(T) 8 Hrs	(L) 100 Hrs	(S) 10

### 5 Weeks, 6 Hours/Day, 5 Days/Week, 158 Hours

BP116 Electricity/Light Therapy	(T) 25 Hrs	(L) 100 Hrs	
BP117 Chemistry	(T) 25 Hrs		
BP118 Selling in the Shop	(T) 8 Hrs		

### 10 Weeks, 6 Hours/Day, 5 Days/Week, 276 Hours

BP119 Curl Permanents/Hair Coloring	(T) 9 Hrs	(L) 125 Hrs	(S) 25
BP120 Florida Law	(T) 50 Hrs		
BP121 Job Search	(T) 8 Hrs	(L) 50 Hrs	
BP122 Shop Management	(T) 9 Hrs	(L) 25 Hrs	

### **325 Hour Block**

#### **BP101 History of Barber Styling**

The History of Barber Styling provides students with the essential theoretical elements and practical application of professional barbering in the evolution of barbering from ancient times to the present.

Theory	2 Hrs
Lab	0 Hrs
Services	0
Total	2 Hrs

#### **BP102 Professional Image**

Professional Image introduces students to guidelines for maintaining a healthy body and mind and also demonstrates an understanding of basic communication and human relation skills.

Theory	3 Hrs
Lab	0 Hrs
Services	0
Total	3 Hrs

#### **BP103 Bacteriology**

The objective of this program is to list the types and classifications of bacteria and describe the growth and reproduction of bacteria. The program also covers the relationship of bacteria to the spread of disease.

Theory	120 Hrs
Lab	0 Hrs
Services	0
Total	120 Hrs

#### **BP104 Sanitation and Sterilization HIV/AIDS**

The objective of this program is to use chemical agents and ultraviolet rays to sanitize implements and equipment in the barbershop and to promote good health in the community.

Theory	200 Hrs
Lab	0 Hrs
Services	0
Total	200 Hrs

### **75 Hour Block**

#### **BP105 Implements Tools and Equipment**

The objective of this program is to identify the principal barber-styling tools and implements and to demonstrate the correct techniques for holding combs, shears, clippers, trimmers, and razors.

Theory	8 Hrs
Lab	0 Hrs
Services	0
Total	8 Hrs

#### **BP106 Disorders of the Skin, Scalp and Hair**

The objective of this program is to identify contagious skin and scalp disorders.

Theory	8 Hrs
Lab	0 Hrs
Services	0
Total	8 Hrs

### **BP107 Treatment of Scalp and Shampooing**

The program demonstrates scalp massage, treatment, and proper client-draping procedures for shampooing. The program also identifies different types of shampoos, rinses and conditioners and their relationship to the PH factor.

Theory	9 Hrs
Lab	50 Hrs
Services	50 Shampoos / 10 Scalp treatments
Total	59 Hrs

### **240 Hour Block**

#### **BP108 Haircutting**

The objective of this program is to introduce practical skills in haircutting as they relate to areas of client consultation, facial shapes, profiles, and an overall introduction to the basics of finger and shear cutting, clipper over comb technique, and razor techniques.

Theory	10 Hrs
Lab	100 Hrs
Services	400 Haircuts
Total	110 Hrs

#### **BP109 Shaving**

This program defines the objective of shaving, discusses the fundamentals of shaving, and demonstrates the ability to handle a razor and four standard cutting positions and strokes.

Theory	7 Hrs
Lab	8 Hrs
Services	13
Total	15 Hrs

#### **BP110 Hairstyling**

The objective of this program is to arrange a client's hair into a style through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

Theory	10 Hrs
Lab	73 Hrs
Services	200 Hairstyles
Total	83 Hrs

#### **BP111 Mustache and Beard Design**

The objective of this program is to demonstrate fundamentals in facial hair design through client consultation and with the use of clippers, combs and trimmers.

Theory	8 Hrs
Lab	5 Hrs
Services	12 Mustache and Beard Designs
Total	13 Hrs

#### **BP112 Facial Massage and Treatment**

This program describes the purpose of facials and massages; discusses the location and stimulation of muscles, and also discusses the location and stimulation of nerves.

Theory	9 Hrs
Lab	10 Hrs
Services	15
Total	19 Hrs

## **126 Hour Block**

### **BP113 Men's Hairpieces**

This program is for students to learn alternative hair restoration techniques.

Theory	5 Hrs
Lab	2 Hrs
Services	0
Total	7 Hrs

### **BP114 Permanent Waving**

Permanent waving describes the process that involves two principal actions on the hair: the physical action of wrapping the hair on perm rods, and the chemical changes caused by a waving solution and neutralizer.

Theory	9 Hrs
Lab	2 Hrs
Service	50
Total	11 Hrs

### **BP115 Hair Relaxing**

Hair relaxing describes the process of rearranging the basic structure of extremely curly hair into a straightened form.

Theory	8 Hrs
Lab	100 Hrs
Services	10
Total	108 Hrs

## **158 Hour Block**

### **BP116 Electricity/Light Therapy**

This program defines common electrical terms and discusses the effects of visible light rays on the skin and scalp. The program also discusses proper procedures and benefits derived from using the four most commonly used currents and explains the proper use of ultraviolet and infrared rays.

Theory	25 Hrs
Lab	100 Hrs
Service	0
Total	125 Hrs

### **BP117 Chemistry**

The objective of this program is to describe and define organic and inorganic chemistry. The program also discusses the characteristics of emulsions, suspensions, and solutions as well as understanding the PH levels of hair products and how it affects the hair and scalp.

Theory	25 Hrs
Lab	0 Hrs
Services	0
Total	25 Hrs

### **BP118 Selling in the Barber Shop**

This program introduces students to practical knowledge and benefits from the retail sale of products to clients.

Theory	8 Hrs
Lab	0 Hrs
Services	0
Total	8 Hrs

## **276 Hour Block**

### **BP119 Hair Coloring**

This program describes in detail a wide range of hair coloring products, application methods, and procedures involved in the hair coloring process.

Theory	9 Hrs
Lab	125 Hrs
Services	25
Total	134 Hrs

### **BP120 Florida Law**

This program presents an overview of Florida barbering laws, rules and regulations in relation to state board exams and consumer and public safety.

Theory	50 Hrs
Lab	0 Hrs
Services	0
Total	50 Hrs

### **BP121 Job Search**

The objective of this program is to assist the student in searching for employment in the barber styling field by (a) starting a portfolio, (b) explaining the guidelines of goal setting, (c) listing nine points the stylist must consider before accepting a position.

Theory	8 Hrs
Lab	50 Hrs
Services	0
Total	58 Hrs

### **BP122 Shop Management**

This program discusses self-employment and barbershop ownership. This program also discusses advertising, record keeping, and retail product sales techniques.

Theory	9 Hrs
Lab	25 Hrs
Services	0
Total	34 Hrs

**Total Clock Hours: 550**

**Total Lab Hours: 650**

**Total Hours: 1,200**

Successful completion of the course makes students eligible to sit for the State Barber Licensure examination. Successful completion of the examination will qualify graduates to work as Barbers in Florida.