

SHB International Hair Academy

**1401 and 1403 Third
Avenue Conway, SC 29526
843-488-4188**

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SHB International Hair Academy
1401 and 1403 Third Avenue
Conway, SC 29526
843-488-4188
Email: shbeagles@yahoo.com

Licensed By:

South Carolina Department of Labor, Licensing and Regulation
South Carolina Board of Cosmetology Examiners
110 Centerview Dr.
Columbia, South Carolina 29210
(803) 896-4300

NACCAS:

Accreditation Status: Applied For Initial Accreditation
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Shaneka Hammond Brown...Chief Operating Executive/Owner
Paula A Graves...Office Administrator

Instructors:

Shaneka Hammond Brown
Brenda Johnson
Nancy Williams

WELCOME

We would like to welcome you to SHB International Hair Academy.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the beauty industry. We are pleased to offer you a quality education.

SHB International Hair Academy maintains a commitment to excellence in its program.

We will continuously provide you with the educational opportunities and service to help you succeed.

We challenge you to take advantage of all the valuable course available to you and we wish you success as you work toward your career.

Written in the English language

Mission Statement

SHB International Hair Academy school mission is to strive for excellence in the science and art of cosmetology course, esthetics course, nails course and instructor training course by giving the students the knowledge and skills needed to prepare them for the licensing exam by the individual State Boards. The staff is dedicated to the industry profession and the students attending the Academy. The staff believes in the potential of the attending students and will strive to motivate, teach, and train the students to become professional in the industry. Our quality education system includes a great curriculum, outstanding facility, and experienced instructors. The students will be prepared to be employed in the job market within their chosen field of study. Students will complete all required theory, practical work, and contact hours. The students will be instructed on the importance of courtesy and professionalism being the foundation for a successful career in the industry. As a student enrolled at the SHB International Hair Academy, you will be highly accomplished, creative, prepared, and well equipped; because we will provide you with all of the training and equipment necessary to begin your career.

Educational Goals

Cosmetology Course, Esthetics Course, Nails Course, Instructor Training Course:

All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the beauty industry. The knowledge and skills obtained will prepare you for work in a full service Salon, Nail Shop, Spa, Chain Salon, School, shop manager or shop owner.

Facilities and Equipment

Our educational institution includes 2 instructors office, 1 admin office, 17 stations/chairs, 9 dryers/chairs, 6 shampoo bowls/chairs, 8 manicure tables/chairs, 4 pedicure chairs, 1 dispensary, 1 breakroom and 1 classroom.

New Class Starting Dates

Class start each week.

HOLIDAY AND SCHOOL CLOSINGS

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**MARTIN LUTHER KING DAY
JUNETEENTH
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY**

**CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY
HAIR SHOWS**

**FEDERAL HOLIDAYS
SPRING BREAK
SUMMER BREAK
BAD WEATHER CLOSINGS**

Admissions Requirements

Non US residents must submit either an alien registration card or a recognized Visa(I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following:: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. A student only needs to provide one of the requirements such as verification of a high school diploma, or speak English, or be at least 16 years of age or sign a contract. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date SHB International Hair Academy will accept hours at other institutions provided that such are accepted by the South Carolina State Board of Cosmetology Examiners. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the course after they have withdrawn. The school does not admit Ability-To-Benefit Students.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

Registering Hours with the South Carolina State Board of Cosmetology Examiners

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID/social security card or driver’s license and High School Diploma or GED.

Non-Discrimination Policy

As an equal opportunity cosmetology school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar course of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	75-79
Below Satisfactory Progress	0-74

Graduation Requirements & Diploma

Will grant a diploma of Graduation and Official Transcript of hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments and made satisfactory arrangements for payments of all debts owed to the school.

Employment Assistance

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

Instructional Materials

Students who are enrolled in the programs are furnished textbooks, workbooks, and kits.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The school reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The school provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

Refund Policy

Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Refund calculations and refunds are made timely, any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of \$100.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$100, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school except a non-refundable application fee of \$100.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/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.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies.

All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within a timely manner of a determination that a student has withdrawn, whether officially or unofficially. 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.

- If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:

- o a full refund of all monies paid OR
- o completion of the course/program.

- If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:

- o a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
- o provide completion of the course OR
- o participate in a Teach-Out Agreement OR
- o provide a full refund of all monies paid

- If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:

- o a pro rata refund of tuition to the student OR
- o participate in a Teach Out Agreement.

- Students who withdraw or terminate prior to course completion are charged a termination fee of \$100.00.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement and in this catalog.

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

Cosmetology Course	Esthetics Course	Nails Course	Instructor Training Course
450 hours 15 weeks	300 hours 10 weeks	150 hours 5 weeks	375 hours 12.5 weeks
900 hours 30 weeks	600 hours 20 weeks	300 hours 10 weeks	750 hours 25 weeks
1200 hours 40 weeks			

Evaluation periods are based on actual contracted hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify students of all evaluations.

ATTENDANCE PROGRESS EVALUATION

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

If any student enrolled fails to complete the course within the maximum time frame they will be terminated and then can re-enroll on a cash pay basis. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology Course		
(Full time, 30 hrs/wk) - 1500 Hours	75 Weeks	2250
(Part time, 20 hrs/wk) – 1500 Hours	112.5 Weeks	2250
Esthetics Course		
(Full time, 30 hrs/wk) - 600 Hours	30 Weeks	900
(Part time, 20 hrs/wk) - 600 Hours	45 Weeks	900
Nails Course		
(Full time, 30 hrs/wk) - 300 Hours	15 Weeks	450
(Part time, 20 hrs/wk) – 300 Hours	22.5 Weeks	450
Instructor Training Course		
(Full time, 30 hrs/wk) - 750 Hours	37.5 Weeks	1125
(Part time, 20 hrs/wk) – 750 Hours	56.25 Weeks	1125

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 75% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	ABOVE AVERAGE
75 - 79	AVERAGE
0-74	BELOW UNSATISFACTORY PROGRESS

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. (We are not approved for Title IV Funding).

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds. (We are not approved for Title IV Funding).

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. (We are not approved for Title IV Funding).

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours are evaluated on actual hours. We accept hours at other institutions provided that such are accepted by the State Board. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's course of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: medical, family, emergencies. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;

2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;

3. We will not assess the student any additional institutional charges as a result of the LOA;

4. The student must follow the school's policy in requesting the LOA. Student's LOA must be made in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;

5. We will approve a student's request for a LOA in accordance with the school's policy;

6. A student will not be granted an LOA if the LOA, together with any additional LOAs previously granted, exceeds a total of 180 calendar days in any 12 month period.

7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdrawal calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

COSMETOLOGY COURSE

COURSE OUTLINE

Full time 30 hours per week / total of 50 weeks, Part time 20 hours per week / total of 75 weeks

Cosmetology Course Objective – 1500 Hours

The primary objective of the Cosmetology curriculum is to prepare students for the state licensing examination necessary to become a licensed cosmetologist in S.C. The 1500 hour course includes cutting and styling, hair coloring, make-up and facials, manicuring and pedicures, permanent waving, scalp and hair treatments, and other related subjects.

Cosmetology Description

The cosmetology course is a 1500 clock hour course that covers the sciences of beautifying and improving the complexion, skin, hair, and nails. This includes practical hands-on training as well as theory. The course also incorporates business training education. The skills learned through this course should prepare an individual for entry-level positions within the field of cosmetology.

Instructional Methods

The education you receive is measured in clock hours. Your first few months will consist mainly of classroom instruction and basic mannequin practice. After successfully completing these requirements, the remaining months will consist of hands-on practice on student salon customers. The theory and practical classes are taught using many combinations of instructional methods to meet the needs of different learning styles. Types of methods include demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN & PRACTICAL

Excellent -	90 to 100
Above Average -	80 to 89
Average -	75 to 79
Below Satisfactory Progress-	0 to 74

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. The test must be made up during the same week the student returns or the following week on the scheduled make up day/time. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by

the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Cosmetology

- A. Each student must clock 1500 hours of training for the cosmetology curriculum and complete practical and theory hours as prescribed by SHB International Hair Academy.
- B. Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All cosmetology theory work should be completed and turned in at 1400 hours. The last 100 hours will be spent on the student clinic floor to practice your skills for employment.
- C. Pass a final examination administered by his/her designated instructor with a minimum of 75% as well as pass all required practical exams with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 1500 hours.
- E. Upon completion of all the above, a diploma will be awarded for graduation. Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.psi.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

Cosmetology Student Salon Recommendations

150 - Shampoos	2 - Thermal Curling	2 - Artificial Nail applications
50 - Hair Cuts	150 - Conditioners	5 - Pedicures
50 - Hair Sets	2 - Hair Pressing	4 - Tweeze/Wax
50 - Comb Outs	10 - Hair Color	4 - Facials/Makeup
30 - Blow Dry/Curl Iron	5 - Bleaches	75 - Consultations
20 - Permanent Waves	10 - Hair Scalp Treatments	8 - Color Rinses
20 - Hair Relaxing	10 - Manicures	

Cosmetology Practical/Theory Requirements

Shampoo	Blow Drying	Updo	Phase 1 Test Out
Fingerwaving	Thermal Curl	Facials	Practical #1 and #2
Waxing	Scalp Treatments	Pedicure	Mock Board #1
Braiding	Pin Curling	Hair Color	Mock Board #2
Roller Sets	Chemical Relaxing	Manicuring	Final Exam
Comb Outs	Haircutting	Permanent Wave	

"Cosmetology Curriculum"

"SUBJECTS"	"HOURS"
"Sanitation and Sterilization"	45
"Personal Hygiene & Good Grooming"	30
"Professionalism - Professional Ethics"	35
"Public Relations, Salesmanship & Psychology"	50
"Anatomy"	45
"Dermatology"	25
"Trichology"	25
"Nail Structure"	15
"Chemistry"	100
"Safety Precautions (Public Safety)"	30
"Shampoos and Rinses (Safety)"	45
"Scalp and Hair Care Treatments (Safety)"	30
"Hair Shaping (Safety)"	150
"Hair Styling (Safety): Thermal Pressing, Thermal Curling, Wiggery, Roller Placement, Molding, Pin Curling"	325
"Nail Technology (Safety)"	25
"Chemical (Cold) Waving and Chemical Relaxing or Straightening (Safety)"	225
"Hair Tinting (Coloring) and Lightening (Bleaching) (Safety)"	225
"Facials, Skin Care and Make-up (Safety)"	30
"State Law: Rules, Regulations and Codes"	15
"Threading"	10
"Unassigned: Specific Needs"	20
"TOTAL"	1500
	Hours"

"Cosmetology Course Content"

(Some content below may be covered more in-depth than other content)

I. Orientation

- a. History & Career Opportunities – Brief History of Cosmetology, Career Paths for a Cosmetologist, A Bright Future
- b. Life Skills – Psychology of Success, Managing your Career, Goal Setting, Time Management, Study Skills, Ethics, Personal Development and Attitude
- c. Your Professional Image – Beauty & Wellness, Looking Good, Your Physical Presentation
- d. Communicating for Success – Human Relations, Communication Basics, Client Consultation, Special Issues in Communication, In-Salon Communication"

II. General Sciences

- a. Infection Control: Principles and Practice – Regulation, Principles of Infection, Principles of Prevention, Disinfection Procedures, Universal Precautions, Professional Salon Image
- b. General Anatomy and Physiology – Cells, Tissues, Organs & Body Systems, Skeletal System, Muscular System, Nervous System, Circulatory System, Endocrine System, Digestive System, Excretory System, Respiratory System, Integumentary System
- c. Skin Structure and Growth – Anatomy of Skin, Maintaining Skin Health
- d. Nail Structure and Growth – The Natural Nail, Nail Anatomy, Nail Growth, Know your Nails
- e. Nail Diseases and Disorders
- f. Properties of the Hair and Scalp – Structure of Hair, Chemical Composition of Hair, Hair Analysis, Hair Growth, Hair Loss, Disorders of the Hair, Disorders of the Scalp
- g. Basics of Chemistry – Chemistry, Matter, Potential Hydrogen (pH)
- h. Basics of Electricity – Electricity, Electrical Equipment Safety, Electrotherapy, Other Electrical Equipment, Light Therapy

III. Hair Care

- a. Principles of Hair Design – Philosophy of Design, Elements of Hair Design, Principles of Hair Design, Influence of Hair Type on Hairstyle, Creating Harmony between Hairstyle and Facial Structure, Designing for Men
- b. Shampooing, Rinsing, and Conditioning – Understanding Shampoo, Conditioners, Brushing the Hair, Scalp Massage, Shampoo Procedures
- c. Haircutting – Principles of Haircutting, Tools/Body Positions/Safety, Haircuts, Cutting Techniques, Clippers and Trimmers
- d. Hairstyling – Wet Hairstyling, Finger Waving, Pin Curls, Roller Curls, Comb-Out Techniques, Hair Wrapping, Blow-Dry Styling, Thermal Hairstyling, Thermal Hair Straightening, Styling Long Hair
- e. Braiding and Braid Extensions – Basics, Braiding the Hair
- f. Wigs and Hair Enhancements – Wigs, Hairpieces, Hair Extensions
- g. Chemical Texture Services – Structure of Hair, Consultation, Permanent Waving, Chemical Hair Relaxers, Cur Re-Forming (Soft Curl Permanents)
- h. Haircoloring – Hair Facts, Identifying Natural Hair Color and Tone, Types of Haircolor, Consultation, Selecting Haircolor, Haircolor Applications, Using Lighteners, Using Toners, Special Effects Haircoloring, Special Challenges in Haircolor/Corrective Solutions, Safety Precautions

IV. Skin Care

- a. Skin Diseases and Disorders – Aging of the Skin, Disorders of the Skin, Avoiding Skin Problems
- b. Hair Removal – Client Consultation, Permanent Hair Removal, Methods of Temporary Hair Removal
- c. Facials – Skin Analysis, Determining Skin Type, Skin Care Products, Facial Massage, Electro/Light Therapy, Facial Treatments, Aromatherapy
- d. Facial Makeup – Cosmetics, Color Theory, Application, Special-Occasion Makeup, Corrective Makeup, Artificial Eyelashes, Safety

V. Nail Care

- a. Manicuring – Supplies, Nail Shape, Basic Manicure, French/American Manicures, Conditioning Oil Manicure, Men’s Manicure, Paraffin Wax Treatment, Hand/Arm Massage, Spa Manicure, Aromatherapy
- b. Pedicuring – Tools, Performing Pedicures, Massage, Beyond the Basic

VI. Business Skills

- a. Seeking Employment – Preparing for Licensure, Preparing for Employment, Doing it Right
- b. On the Job – Moving from School to Work, Out in the Real World, Managing Money, Discover the Selling You, On Your Way
- c. The Salon Business – In Business for Yourself, Operating a Successful Salon, Selling in the Salon

ESTHETICS COURSE

COURSE OUTLINE

Full time 30 hours per week / total of 20 weeks, Part time 20 hours per week / total of 30 weeks

Esthetics Course Objective – 600 Hours

The primary objective of the Esthetics curriculum is to prepare students for the state licensing examination necessary to become a licensed Esthetician in S.C. The 600 hour course includes business practices, facial massage, electrical facial treatments, hair removal, makeup, and body wraps and other related subjects.

Esthetics Description

The esthetics course is a 600 clock hour course that covers the sciences of beautifying and improving the complexion as well as enhancing the health of the skin. The course includes practical hands-on training as well as theory. The course also incorporates business training education. The skills learned through this program should prepare an individual for entry-level positions within the field of esthetics.

Instructional Methods

The education you receive is measured in clock hours. Your first few months will consist mainly of classroom instruction, basic mannequin practice, and practicing on fellow students. After successfully completing these requirements, the remaining months will consist of hands on practice on student salon customers. The theory and practical classes are taught using many combinations of instructional methods to meet the needs of different learning styles. Types of methods include demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN & PRACTICAL

Excellent -	90 to 100
Above Average -	80 to 89
Average -	75 to 79
Below Satisfactory Progress-	0 to 74

Practical study and artistry are graded according to the Practical Exams and Mock Boards. Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. The test must be made up during the same week the student returns or the following week on the scheduled make up day/time. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Esthetics

- A. Each student must clock 600 hours of training for the esthetics curriculum and complete practical and theory credit as prescribed by the SHB International Hair Academy.
- B. Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All esthetic theory work should be completed and turned in at 550 hours. The last 50 hours will be spent on the student salon to practice your skills for employment.
- C. Pass the practical exams as well as the final examinations administered by his/her designated instructor with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 600 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
- E. Upon completion of all the above, a diploma will be awarded for graduation.

Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.pcshq.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the salon. The following are the recommended services on the student salon to prepare you for employment.

Esthetics Practical/Theory Requirements

Cleansing

Lip Waxing

Facial Exfoliations

Eyebrow Waxing

Towel Steaming

Leg Waxing

Skin Analysis

Body Scrubs

Massage

Eyebrow Tweezing

Mock Board #1

Masque Application

Makeup Application

Final

Full Facials

Body Wraps

Esthetics

SUBJECTS	Required
Professional Practices: Bacteriology and Sanitation: Personal Hygiene, Public Health, Methods, Procedures Business Practices: Management Practices, Salon Development, Insurance, Client Records, Salesmanship	50
Sciences: Histology of Skin: Cell, Tissue Dermatology: Structure and Function of the Skin & Glands, Conditions and Disorders of the Skin, Characteristics of the Skin (Elasticity, Color, Skin Types), Nutrition (Nourishment of Skin, Healthful Diet) Structure and Function of Human Systems: Skeletal, Muscular, Nervous, Circulatory, Cosmetic Chemistry	130
Facial Treatments: Facial Massage: Benefits, Analysis, Preparation, Types of Massage, Manipulations, Safety Measures Electrical Current: Types of Current, Purpose & Effects, Procedures, Safety Measures, Equipment Other kinds of Facial Treatments: Purpose & Effects, Types & Treatments, Preparation, Procedures, Safety Measures	175
Hair Removal: Depilatories, Tweezing, Waxing, Threading Unassigned: Specific Needs	60
Makeup: Purpose & Effects, Supplies & Implements, Preparation, Procedures, Safety Measures	100
Body Wraps: Purpose & Effects, Types or Treatments, Supplies & Instruments, Preparation, Procedure, Safety Measures	40
State Law, Rules, Regulations & Codes:	15
Unassigned: Specific Needs	30
S.C. REQUIRED TOTAL	600

Esthetics Course Content

I. History and Opportunities in Esthetics

- a. Why Study History and Career Opportunities?, History of Skin Care, C. Style, Skin, and Grooming
- b. Career Paths for an Esthetician, A Bright Future

II. Life Skills

- a. Why Study Life Skills?, Life Skills, The Psychology of Success, Study Skills, Managing Your Career
- b. Goal Setting, Time Management, Maintaining Your Professional Standards
- c. Personality Development and Attitude

III. Your Professional Image

- a. Importance of Professional Image, Beauty and Wellness, C. Appearances Count
- b. Your Physical Presentation, Professional Conduct

IV. Communicating for Success

- a. Why Study Communicating for Success?, Human Relations, Communication Basics
- b. The Client Consultation, Special Issues in Communication, In-Salon Communication

V. Infection Control: Principles and Practices

- a. Why Study Infection Control?, Regulation, Principles of Infection, Principles of Prevention
- b. Universal and Standard Precautions, The Professional Salon Image, Procedures

I. General Anatomy and Physiology

- a. Why Study Anatomy and Physiology?, Cells, Tissues, Organs and Body Systems
- b. Skeletal, Muscular, Nervous, Circulatory, Lymphatic/Immune, Endocrine Systems
- c. Digestive, Excretory, Respiratory, Integumentary, Reproductive Systems

II. Basics of Chemistry

- a. Why Study Chemistry?
- b. Chemistry, Matter, Potential Hydrogen, Chemical Reactions, Chemistry as Applied to Cosmetics

III. Basics of Electricity

- a. Why Study Basics of Electricity
- b. Electricity, Electrical Equipment Safety, Electrotherapy, Light Energy, Lasers, and LED

IV. Basics of Nutrition

- a. Why Study Nutrition?
- b. Nutrition Recommendations, Nutrition for the Skin, Water and the Skin, Nutrition and Esthetics
- c. Macronutrients, Micronutrients: Vitamins and Minerals, Self-Care and the Esthetician

V. Physiology and Histology of the Skin

- a. Why Study Histology and Physiology of the Skin, Skin Facts, Skin Functions, Layers of the Skin
- b. Hair Anatomy, Nail Anatomy, Nerves, Glands, Skin Health

VI. Disorders and Diseases of the Skin

- a. Why Study Disorders and Diseases of the Skin?, Dermatology and Esthetics, Lesions of the Skin
- b. Disorders of the Sebaceous Glands, Disorders of the Sudoriferous Glands, Inflammations of Skin
- c. Pigmentation Disorders, Hypertrophies of the Skin, Contagious Diseases, Skin Cancer, Acne

VII. Skin Analysis

- a. Why Study Skin Analysis?, Skin Types, Sensitive Skin, The Fitzpatrick Scale
- b. Diverse Skin Pigmentation, Skin Types versus Skin Conditions, Factors that Affect the Skin
- c. Healthy Habits for the Skin, Contra-indications, Client Consultations, Performing Skin Analysis
- d. Procedures

VIII. Skin Care Products: Chemistry, Ingredients, and Selection

- a. Why Study Skin Care Products?, Cosmetic Industry, Product Safety, Ingredients, Aromatherapy
- b. Ingredients for Mature Skin, Product Selection, Home - Care Products, Choosing a Product Line

IX. The Treatment Room

- a. Why Study the Treatment Room?, The Esthetician's Presentation
- b. Creating a Professional Atmosphere, Furniture, Equipment, and Room Setup
- c. Supplies, Disposables, and Products, Three-Part Procedure, Room Preparation
- d. After the Facial: Decontamination Procedures, Saving Resources and Money with Green Practices

X. Facial Treatments

- a. Why Study? Facial Treatment Benefits, Esthetician Skills and Techniques
- b. Treatment and Client Preparation, Key Elements of the Facial Treatment, Mini – Facial
- c. Treatments for Different Skin Types and Conditions, Acne Facials, Men's Skin Care

XI. Facial Massage

- a. Why Study, Benefits of Massage, Incorporating Massage During the Facial Treatment
- b. Massage Contra-indications, Types of Massage Movements, Dr. Jacquet Movement
- c. Alternative Massage Techniques, Basic Facial Massage Technique, Procedures

XII. Facial Machines

- a. Why Study?, Electrotherapy, Hot towel Cabinet, Magnifying Lamp, Wood's Lamp, Rotary Brush
- b. Steamer, Vacuum Machine, Galvanic Current, High-Frequency Machine, Spray Machines
- c. Paraffin Wax Heater, Electric Mitts and Boots, Purchasing Equipment

XIII. Hair Removal

- a. Why Study?, Morphology of the Hair, Hair Growth Cycle
- b. Characteristics and Differences in Hair Growth, Methods of Hair Removal
- c. Temporary Hair Removal Methods, Waxing Techniques and Products
- d. Room Preparation and Supplies, Client Consultations
- e. General Waxing Procedures

XIV. Advanced Topics and Treatments

- a. Why Study?, Chemical Exfoliation, Microdermabrasion, Laser Technology, Light Therapy
- b. Micro-current machines, Ultrasound and Ultrasonic Technology, Spa Body Treatments
- c. Cellulite, Manual Lymph Drainage, Medical Aesthetics

XV. The World of Makeup

- a. Why Study?, Color Theory, Makeup Products and Formulations, Makeup Brushes
- b. Products, Tools, and Supplies, Infection Control, Client Consultations, Selecting Makeup Colors
- c. Makeup Application Techniques, Face Shapes and Proportions, Corrective Makeup
- d. Special –Occasion Makeup, Makeup for the Camera and Special Events, Camouflage Makeup
- e. Artificial Eyelashes, Lash and Brow Tinting, Other Eyelash Services, Permanent Cosmetic Makeup

XVI. Career Planning

- a. Why Study?, Preparing for Licensure, Preparing for Employment, Preparing Your Resume
- b. The Job Search, One the Job, The Job Description, Employee Evaluation, Compensation
- c. Independent Contractors, Managing Money, Finding the Right Role Models
- d. Continuing Your Education, Planning Your Success

XVII. The Skin Care Business

- a. Why Study?, Going into Business for Yourself, Importance of Keeping Good Records
- b. Operating a Successful Skin Care Business, Public Relations

XVIII. Selling Products and Services

- a. Why Study?, Selling in the Skin Care Salon, Know your Products and Services, Merchandising
- b. Marketing, Client Value, Building a Clientele, Client Retention, Closing a Sale
- c. Tracking Your Success

XIX. State Laws, Rules, Regulations, and Codes

NAILS COURSE

Full time 30 hours per week / total of 10 weeks, Part time 20 hours per week / total of 15 weeks

Nail Course Objective – 300 Hours

The primary objective of the Nail curriculum is to prepare students for the state licensing examination necessary to become a licensed nail technician in S.C. The 300 hour course includes manicuring and pedicures, and other related subjects.

Nail Course Description

Students enrolled in our 300 hour nail course will receive an education in both theory and practical experience through a combination of lecture, demonstration, audio-visual presentations and hands-on activities designed to train and instruct students in the necessary skills and knowledge of manicuring, pedicuring, advanced nails, nail art and nail maintenance and related procedures and sciences, covering both the theoretical and practical aspects of the nail profession and meeting or exceeding the requirements set forth to sit for the state licensing exam.

Instructional Methods

The education you receive is measured in clock hours. Your first few months will consist mainly of classroom instruction and basic nail practice. After successfully completing these requirements, the remaining months will consist of hands-on practice on student salon customers. The theory and practical classes are taught using many combinations of instructional methods to meet the needs of different learning styles. Types of methods include demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin hand or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN & PRACTICAL

Excellent -	90 to 100
Above Average -	80 to 89
Average -	75 to 79
Below Satisfactory Progress-	0 to 74

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. The test must be made up during the same week the student returns or the following week on the scheduled make up day/time. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

NAIL TECHNOLOGY CURRICULUM = 300 HOURS

SUBJECT = HOURS

Sanitation and Safety Measure = 65

Anatomy and Physiology = 50

Manicuring and Pedicures = 160

Artificial Nail Application = 20

Unassigned = 5

Completion Requirements for Nail Course

- A. Each student must clock 300 hours of training for the nail curriculum and complete practical and theory hours as prescribed by SHB International Hair Academy.
- B. Achieve a cumulative grade of 75% or higher and perform all services with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All nail theory work should be completed and turned in at 200 hours. The last 100 hours will be spent on the student clinic floor to practice your skills for employment.
- C. Pass a final examination administered by his/her designated instructor with a minimum of 75% as well as pass all required practical exams with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 300 hours.
- E. Upon completion of all the above, a diploma will be awarded for graduation. Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.psi.com . Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the salon. The following are the recommended minimum number of services on the student salon to prepare you for employment.

NAIL TECHNOLOGY CURRICULUM = 300 HOURS

SUBJECT = HOURS

Sanitation and Safety Measure = 65

Anatomy and Physiology = 50

Manicuring and Pedicures = 160

Artificial Nail Application = 20

Unassigned = 5

INSTRUCTOR TRAINING COURSE

COURSE OUTLINE

Full time 30 hours per week / total of 25 weeks, Part time 20 hours per week / total of 37.5 weeks

Instructor Training Course Objectives – 750 Hours

The primary objective of the Instructor Training curriculum is to prepare students for the state licensing examination necessary to become a licensed instructor in S.C. The 750 hour course includes instruction in basic teaching methods, coaching techniques, development of lesson plans, evaluation techniques, classroom observation, record keeping, sterilization and sanitation, supervision of clinical activity, and inventory control and purchasing. Also included are federal and state enrollment procedures and requirements and South Carolina cosmetology laws and regulations. This course will prepare licensed individuals to become qualified educational professionals.

Instructor Training Description

The instructor training course is a 750 clock hour course that covers the basics of teaching cosmetology, nail technology, or esthetics. It includes practical hands-on training as well as theory. This course is not required for licensure as an instructor if the prospective student has a cumulative total of twenty-four (24) months of experience as a licensed cosmetologist, nail technician, or esthetician.

Instructional Methods

The education you receive is measured in clock hours. The course is designed for the student to view the entire process of education from enrollment to graduation. There will be classroom instruction, classroom observation, student salon observation, mannequin practice, and practical teaching. The theory and practical classes are taught using combinations of instructional methods. Types of methods include observations, demonstrations, mannequin practice, lectures, guest speakers, projects, activities, and utilization of audio/visual aids and textbooks.

Grading Procedures

Written work, projects and exams are graded on a grading scale, listed below. Students must make satisfactory progress on their lab sheets before they are allowed to take the practical exams. If you are not with a client then you are to be practicing on your mannequin or you should be in theory class. You will not receive clock hours for idle time.

WRITTEN & PRACTICAL

Excellent - 90 to 100 Above

Average- 75 to 79

Average - 80 to 89

Below Satisfactory Progress - 0 to 74

Practical study and artistry are graded according to the Practical Exams and Mock Boards.

Make Up Tests – If a student misses a test due to an absence, then he/she may make up that test. The test must be made up during the same week the student returns or the following week on the scheduled make up day/time. Failure to make up the test will result in a Zero unless there are mitigating circumstances. At this time, the student must retake the test the following scheduled make up day. All mitigating circumstances are taken under consideration by the School Director.

Retaking of tests – Students who make under a 75% on any chapter test including the state law test, are allowed to retake the test one time. All retaking of examinations are scheduled by the Instructor/Director for the following scheduled make up day. The higher of the two grades will be accepted.

Practical Exams, Midterms, Mock Boards, and Finals – Students must take these until they pass with a 75% or higher. At this point, the highest grade is inputted into the Student Management System. If a student has missed two practical/midterm/mocks/final make up days, then they must be coached and blocked from student services and guest services until the practical has been completed. During the coaching, it should be explained to the student the seriousness of the fact that they cannot graduate without taking the exams and that they have the ability to take either the day or night practicals/mocks.

Completion Requirements for Instructor Training

- A. Each student must clock 750 hours of training for the instructor training curriculum and complete practical and theory credit as prescribed by SHB International Hair Academy.
- B. Achieve a cumulative grade of 75% or higher and perform all tasks with a degree of perfection. (NOTE: Theory will be evaluated using written exams; practical and clinic work and will be evaluated by direct observation and through on-the-spot critique by an instructor.) All theory work should be completed and turned in by 650 theory hours and 100 clinical hours.
- C. Pass the practical exams and theory examinations administered by his/her designated instructor with a minimum of 75%.
- D. Pay all school tuition and overtime charges (if applicable) on completion of 700 hours. You will not be allowed to complete your remaining hours until debt is settled or a payment plan has been secured.
- E. Upon completion of all the above, a diploma will be awarded for graduation.

Additional Information

The state licensing exams are held in South Carolina. Information regarding the process can be found at www.pcshq.com. Your graduation packets will contain information regarding what needs to be completed in order to take the examination. Please see your School Director for more information.

All Aspects of Your Training are Very Important

We believe your practical clinic experience better prepares you for the teaching profession. The following are the requirements for both practical and theory. These requirements will prepare you for employment and to receive a SHB International Hair Academy diploma.

Instructor Training Practical / Theory Requirements

Dry Service Draping	Client Consultation	Updo	Scrunches
Fingerwaving	Thermal Curl	Facials Retail	Leveling Exams
Manicuring	Waxing Permanent	Sales Braiding	Record Keeping
Pedicure	Waving Hair Color	Perm Wrap	Final leveling
Wet Service Draping		Blow Dry Style	Final Exam
Roller Control - Indentation	Chemical Relaxing	Hair Pressing	Scheduling
Roller Control - Volume	Haircutting		Lesson Plans
Inventory Control Minimum Filing		Register Operation Student	
3 lectures/demos.		salon Observation	

Instructor Training Curriculum

SUBJECTS	HOURS
Teaching Methods Advising Techniques Developing Lesson Plans S.C. Cosmetology Laws and Regulations	125
Theory Audio-Visual Equipment Evaluation Techniques and Instruments Classroom Observation Practice Teaching Record Keeping	240
Sterilization & Sanitation Supervision of Clinical Activity Effective Demonstration Procedures Presentation of Styling Techniques Student/Patron Relationship	240
Federal & State Enrollment Procedures and Requirements Financial Aid Requirements Inventory Control and Purchasing Student Scheduling Graduate Records Licensure Application Forms	120
Unassigned	25
TOTAL	750 Hours

Instructor Training Content

(Some content below may be covered more in-depth than other content)

Part One: Basic Teaching skills for Career Education Instructors

- I. The Career Education Instructor – Qualities and Characteristics of a Master Educator
- II. The Teaching Plan and Learning Environment – The Teaching Plan, Managing the Atmosphere, Learning Facilities Checklist, Teaching Materials, Textbook Evaluation Checklist, Administrative Responsibilities, Welcoming New Students
- III. Teaching Study and Testing Skills – Learning is Lifelong, Developing Reading and Study Skills, Study Groups, Fitness is a Must, Teaching Testing Skills
- IV. Basic Learning Styles and Principles – Why Learning Styles are Important, The Role of the Educator, Learning Styles Defined, Learning Styles Profiles, Four Steps in Learning, Multiple Intelligences, The Benefits and Importance of Identifying Learning Styles
- V. Basic Methods of Teaching and Learning – About Teaching and Learning, Teaching and Learning Methods and Techniques
- VI. Communicating Confidently – Effective Communication Skills, Barriers to Communication, Getting the Message Across, Effective Listening, Communication Styles, Tips to Communicating Confidently, In-School Communication
- VII. Effective Presentations – Communication Skills, C.R.E.A.T.E, What Makes a Powerful Presentation
- VIII. Effective Classroom Management and Supervision – Promoting a Positive Environment, Academic Advisement, Managing Difficult Learner Behavior, Conflict Management
- IX. Achieving Learner Results – Special Learning Needs, Learning Disabilities, Chronic Behaviors, Barriers to Learning

- X. Program Review, Development, and Lesson Planning – Planning Concepts and Preliminary Analysis, Curriculum Development, Lesson Plan Development
- XI. Educational Aids and Technology in the Classroom – The Master Educator’s Role, Why Use Educational Aids and Technology, What to Consider, Classifications of Educational Materials
- XII. Assessing Progress and Advising Students – What’s in a Grade, Grading Styles, Grading Methods, Descript Performance Evaluations, Academic Advisement Counseling

Part Two: Basic Teaching Skills for Career Education in the Beauty and Wellness Disciplines

- XIII. Making the Student Salon an Adventure – Practical Skills Training, The Student Salon Philosophy, The Essence of Teamwork, The Profitable Student Salon, What Does the Public See, The Warm Reception, High-Tech / High-Touch Safety, Record Keeping Requirements, The Efficient Dispensary, Cultivating Satisfied Clients, Building a Successful Clientele, The Professional Portfolio, Making the Student Salon an Adventure, Student Salon Teaching, Supervising Multiple Students, Tools of the Educator
- XIV. Career and Employment Preparation – Preparing for Employment, Targeting the School, Success on the Job, Fundamentals of Business Management, Types of School Ownership, Special Skills Needed, The Importance of Record Keeping, Operating a Successful School, The Front Desk, Selling in the School, Promoting the Clinic in the Community
- XV. The Art of Retaining Students – The Importance of a Sound Retention Plan, Establishing the Vision and Mission, Sound and Ethical Administrative Policies, Defining the School Culture, Admissions and the New Student Orientation, Instilling Student Ownership, The Creative Curriculum, Energized Educators, Delivering Outstanding Customer Service, Investing in Your Educators, The P.R.A.I.S.E Policy

Part Three: Professional Development for Career Education Instructors

- XVI. Educator Relationships – Relationships of a Master Educator, Human Relations, Communication Basics
- XVII. Learning is a Laughing Matter – The Best Conditions for Learning, Learning and Laughter Defined, Laughter Enhances Creativity, Integrating Humor in the Workplace, Integrating Humor into the Classroom
- XVIII. Teaching Success Strategies for a Winning Career – Success is a Choice, Value Yourself, Motivate Yourself, Expect to Win, Effective Goal Management, Develop a Strong Work Ethic, Value the Client
- XIX. Teams at Work – The Concept of Teamwork, The Team-Building Process, Think Like Geese
- XX. Evaluating Professional Performance – Performance Assessment, General Standards of Evaluation, Educator Position Description, Sources of Performance Appraisal, Professional Development

Practical/Student Salon

The student instructor may be required to assist in lecture and demonstrations, to design lesson plans and to present lecture and demonstration for evaluation in the following areas:

- | | |
|---------------------------------------|------------------------------------|
| Professional Image | Thermal Hair Styling |
| Bacteriology | Permanent Hair Waving |
| Sterilization & Sanitation | Hair Coloring |
| Properties of Scalp and Hair | Chemical Hair Relaxing & Soft Curl |
| Draping | Permanent |
| Shampooing, Rinsing, and Conditioning | Thermal Hair Straightening |
| Hair Cutting | The Artistry of Artificial Hair |
| Finger Waving | Manicuring and Pedicuring |
| Wet Hair Styling | The Nail and Its Disorders |

Theory of Massage Facials
Facial Makeup
The Skin and Its Disorders
Removing Unwanted Hair

Cells Anatomy and Physiology
Electricity and Light Therapy
Chemistry
The Salon Business

In addition, the student instructor will assist in evaluation of students, assist with classroom record keeping, and assist in presenting S.C. Cosmetology Laws, Rules, and Regulations.

The student instructor will be evaluated on their skills as observed in the clinical environments. These skills are as follows:

Sanitation & Sterilization Laws and Practice
Supervision of Clinical Activity
Proper Demonstration Procedures
Observation of Student/Patron Relationships
Supervision of Record Keeping for Clinical Purposes
Observation of Styling Techniques
Recognition of Student Difficulty in Properly Completing a Task
Ability to Correct Performance of a Student in a Positive Manner
Assist and Eventually Perform Mock State Board Exams

OFFICE

- I. Learn State Rules and Regulations Governing a School of Cosmetology
- II. Knowledge of Required Enrollment Papers
- III. Observe Pre-enrollment Interview
- IV. Inventory Control and Purchasing
- V. Financial Aid and Records
- VI. Observe Booking and Record Keeping Procedures and Student Scheduling
- VII. Assist in Maintaining School Records
 - A. Student File
 - B. Enrollment Requirements
 - C. Recording Student Hours
 - D. Graduate Records
 - E. Preparation of Student Application for Board Examination

UNASSIGNED

These hours are to be designated as needed on an individual basis.

TEXT

The following text is to be used in the completion of the Instructor Training Course:
Master Educator Series by Milady
Milady's Standard Cosmetology
Milady's Standard Nail Technology
South Carolina State Board of Cosmetology, Regulations

SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:30AM TO 5:00PM MONDAY - FRIDAY. MAKEUP HOURS ARE MONDAY - FRIDAY 3:30PM TO 5PM AND SATURDAY FROM 8:30AM - 12:30PM.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGN OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE SOUTH CAROLINA STATE BOARD OF COSMETOLOGY AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (ALL BLACK). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES OR HEELS, FLIP FLOPS, SANDALS OR ETC. NAME TAGS MUST BE WORN EVERY DAY.
6. FULL TIME DAY STUDENTS WILL HAVE 1 HOUR AND TWO 15 MINUTE BREAKS. PART TIME WILL HAVE ONE 15 MINUTE BREAK.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. THE SOUTH CAROLINA STATE BOARD OF COSMETOLOGY REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR ACCEPTABLE.
9. STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.
10. NO USE OF CELL PHONES ON CLINIC OR CLASSROOM UNLESS AN INSTRUCTOR ALLOW IT FOR SCHOOL USE ONLY. STUDENTS MUST GET PERMISSION TO LEAVE CLASS DURING SCHOOL HOURS. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.
11. MAY TERMINATE A STUDENT'S ENROLLMENT FOR NON COMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS: IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL; WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.
12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ETC. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.
13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN STUDENTS FOR CLINICAL SERVICES. PATRON MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE. NO SMOKING IN THE FRONT OF BUILDING.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES AFTER 8:45AM WILL BE TARDY AND WILL ABLE TO SIGN IN AFTER THE BREAK AT 10:15AM.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

22. 300 HOURS MUST BE REACHED BEFORE KITS ARE ALLOWED TO BE TAKEN HOME. HAIR MUST BE PROFESSIONAL, NO HEAD SCARVES OR HATS. ONLY CLEAR BACKPACKS ALLOWED.

ATTENDANCE POLICY

***All full-time students must attend 120 hours per month.**

***All part-time students must attend 80 hours per month.**

Missed test can be made up the following week the student returns.

Students are required to maintain attendance of at least 67%. Attendance is posted weekly. Any student who falls below 67% within their first 4 weeks will be dropped from the program. From that point on, students falling below 67% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 14 consecutive days unless mitigating circumstances can be documented. Grounds for Termination: The school reserves the right to modify the Rules & Regulations at any time and will inform the students of any modifications. The school reserves the right to terminate a student for the following reasons: 1) Failure to maintain a satisfactory progress percentage of 75% in academics and 67% attendance 2) Missed fourteen (14) consecutive days 3) Did not return from a Leave of Absence 4) Breach of school standards. There is a \$100 termination/drop fee that may be applied.

