



CATALOG

Bellflower Beauty College of Lakewood

5438 Woodruff Ave., Suite B

Lakewood, CA 90713

562 421-1700

Bellflowerbeautycollegelakewood.com

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Catalog will be updated annually

TABLE OF CONTENTS

	PAGE NO.
Welcome.....	4
Approval.....	4
Accreditation/Financial Aid.....	4
Bankruptcy.....	4
Mission Statement.....	5
Instructional Facility.....	5
Equipment/Materials.....	5
Libraries and Other Learning Resources.....	5
Student Services.....	5
Housing.....	6
Admission Requirements.....	6
Admission Procedure/Policy.....	6
English As A Second Language.....	6
Student Records.....	6
Job Placement.....	6
Transferability of Credits.....	6-7
Complaint/Grievance Policy.....	7
Attendance.....	7-8
Satisfactory Academic Standards.....	8
Leave of Absence Policy.....	8
State Board Exam.....	8
Grades.....	9
Standards of Achievement.....	9
Rules and Regulations.....	9-10
Grounds for Suspension and/or Dismissal.....	10
Appeals Policy.....	10

Itemized Class Fees-

Cosmetology.....	11
Hairstyling.....	11
Esthetics.....	12
Manicuring.....	12
Other Expenses.....	12
Faculty.....	13
Student Tuition Recovery Fund (STRF).....	14
Right To Cancel.....	14
Refund Policy.....	15
Withdrawal Policy.....	15
Course Requirements and Curriculum-	
Hairstyling.....	15-17
Cosmetology.....	17-19
Esthetics.....	19-20
Manicuring.....	20-22
OSAR.....	22
Catalog Questions.....	22

WELCOME: Welcome to Bellflower Beauty College of Lakewood, also referred to in this catalog as **BBC of Lakewood**. We are a school focused upon career training for a student's professional future in the beauty industry.

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

We offer courses that address the occupational needs of the industry utilizing modern equipment with a staff of caring professionals. This catalog is current for the dates specified on the cover and will be updated as it becomes necessary.

APPROVAL: **BBC of Lakewood** is a private institution and is approved to operate by the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 547-8900 Toll Free: (888) 370-7589 Fax: (916) 263-1897

The Bureau's approval means "compliance with state standards as set forth in the CEC and 5, CCR" and **does not imply** any endorsement or recommendation by the State or by the Bureau. Institutional approval is subject to continuing review. Prospective students are encouraged to visit the physical facilities of the school and to discuss personal, educational and occupational plans with school personnel prior to enrolling or signing an Enrollment Agreement.

The following programs are approved:

COURSE	TOTAL CLOCK HOURS	STANDARD OCCUPATIONAL CLASSIFICATION CODES (SOC)
Barbering	1000	39-5011
Cosmetology	1000	39-5012
Hair Stylist	600	39-5012
Esthetician	600	39-5094
Manicuring	400	39-5092

All instruction is provided on campus. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

ACCREDITATION/FINANCIAL AID: This institution is not accredited by any accrediting agency recognized by the United States Department of Education and does not participate in Federal Financial Aid or State Financial Aid.

BANKRUPTCY: BBC of Lakewood has NO pending petition in bankruptcy and is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or has NOT had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et. seq)

MISSION STATEMENT: The mission of BBC of Lakewood is:

Providing Superior Education for Achieving Professional Success!

BBC of Lakewood provides a pathway for students to attain the expertise that will empower them to perform successfully in their chosen field of Cosmetology, Hair Styling, Barbering, Esthetics or Nail Technology. We strive to lead students on to becoming responsible, productive and contributing citizens.

BBC of Lakewood is committed to each student from the first day of enrollment through completion of their designated program. Our main goal is to help prepare the student to pass the California State Board Exam which enables them to accomplish their goals in the beauty industry. Our educators and staff motivate and encourage BBC students to succeed and to apply their learned knowledge and skills daily. We strive for positive results, promote teamwork, strong communication skills and collectively we continue to develop their practical and theoretical knowledge of the beauty industry to help further them in the workforce.

INSTRUCTIONAL FACILITY: All classes for BBC of Lakewood are held at 5438 Woodruff Avenue, Suite B, Lakewood CA 90713. The school is accessible from the 91 and 605 freeways. BBC of Lakewood is designed to assimilate the salon environment with modern teaching aids and possessing professional equipment.

BBC of Lakewood has 4,800 square feet of modern facilities. The facilities include classroom areas for lectures and practical training as well as a salon area that includes a shampoo area, hair dryers and hair styling stations, an Esthetics clinic which includes facial beds and electrical equipment as well as a Manicuring area that includes adequate manicuring stations and equipment, as well as rest rooms and break room areas.

The building is equipped with heating and air conditioning systems, is well lit and furnished in a professional manner. The entrance and exits are located so that the building can be quickly and safely cleared in an emergency situation. The premises are wheelchair assessable (i.e. doorways and restrooms). There are several restaurants located within the same shopping center and nearby it.

EQUIPMENT/MATERIALS: BBC of Lakewood classrooms contain equipment/educational materials designed to assist students in learning to become professionals in their chosen field. Equipment includes mannequins, shampoo bowls, dryers, facial chairs/beds, manicure stations, time clocks, etc. Instructional materials include Milady's textbooks, workbooks, testing materials, Milady Power Point Support Slides, industry DVD's and outlines.

LIBRARIES AND OTHER LEARNING RESOURCES: All students will receive classroom instruction but additional resources available include, but are not limited to:

- Computer/Internet accessibility
- Instructional/Support DVD's available for check out
- Map of local libraries
- Books, videos and any other educational material may be checked out by presenting your weekly timecard for day use or your California driver's license or State issued identification to your instructor to hold until you return the materials. If there is a need to borrow any books for use away from the school, prior arrangements must be made with the school Director. No videos are to be taken from the school premises.

STUDENT SERVICES: The staff of Bellflower Beauty College of Lakewood is available to attend to the needs and special circumstances of the student body. The staff is able to provide students with information regarding transportation, childcare, and professional counseling services available within the community, as well as attend to any other special concerns which may arise while attending BBC of Lakewood.

HOUSING: BBC of Lakewood has no responsibility to find or assist students in finding housing and does not have dormitory facilities under its control. There are several housing facilities within blocks from the school. Rental prices vary between \$1,670 to \$2,750 depending on the number of rooms needed.

ADMISSION REQUIREMENTS: The requirements for admission to BBC of Lakewood are as follows:

- Possess a High School Diploma, GED or graduation transcript
- A State or Government issued I.D. (Driver's License, Military I.D. or Passport) Minimum of 17 years of age (Must be 17 to take State Board Test)
- Must be a citizen or legal resident with valid Social Security number or ITIN number

BBC of Lakewood does not offer an Ability-to-Benefit exam. BBC of Lakewood reserves the right to refuse admission to any applicant that does not meet the established criteria for admission.

ADMISSION PROCEDURE/POLICY: Enrollment is open to career minded individuals who would benefit from the training offered and to be able to utilize the skills learned for gainful employment. Interested individuals are advised to call BBC of Lakewood to make an appointment for a tour of the facility and to discuss admission requirements and procedures. During the discussion tuition and payment plans will be disclosed in the catalog and any questions answered. A copy of the catalog will be made available to all prospective students. Our policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admission requirements for ability-to-benefit students: Prior hours will be granted to students with training from an approved California Cosmetology school with proper documentation. We reserve the right to determine the number of credited hours we will accept. We do not offer an Ability-To-Benefit exam. We do not accept or offer challenge examinations or achievement tests. We do not award credit for prior experiential learning. Students with prior hours will be charged as follows: registration fee, program kit and books as applicable, and tuition based on hours needed to complete program at an hourly rate. We **do not** award credit for prior experiential learning; therefore, **NO** assessment policies or procedures are stated, including any appeal or charges that the student may be required to pay.

"Our institution does not have an articulation agreement, between our institution and any other College or university that provides for the transfer of credits earned in the program of instruction."

ENGLISH AS A SECOND LANGUAGE: All classes at BBC of Lakewood are taught in English only. BBC of Lakewood will accept documentation of Test of English as a Foreign Language (TOEFL) as proficiency of English language. BBC of Lakewood does not provide instruction for English as a Second Language, nor does it provide services for obtaining a visa. Students must be able to speak, read and write English at a 10th grade level; BBC of Lakewood does not accept challenge exams; BBC of Lakewood does not offer an Ability -to- Benefit Examination

STUDENT RECORDS: Student records are maintained for all students from their start date and for a period of 5 years from the date of completion or withdrawal. Transcripts are kept permanently.

JOB PLACEMENT: BBC of Lakewood provides ongoing employment referrals to our graduates. Salons/Spas call on a regular basis asking for our graduates. Although we have an extensive list of prospective employers, we cannot guarantee employment. We will give letters of recommendation when asked.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Prior credits from an approved Cosmetology school will be reviewed and accepted with documentation (Proof of Training and transcripts) up to a maximum of 50% of credits earned based on comprehension of course material and applicability of the course.

Credits earned at BBC of Lakewood **may be** transferable to other similar schools at the discretion of that school. Transfer of credit may occur if there is an agreement between that school and BBC of Lakewood or under certain regulatory requirements. In addition, a certificate or diploma earned at BBC of Lakewood **may not** serve as a basis for obtaining a higher-level degree at another school or university. However, partial credits earned at BBC of Lakewood **may be** transferable to some other postsecondary schools offering a similar cosmetology program and may be transferable to some community schools at their discretion and according to their policy.

We **do not** award credit for prior experiential learning; therefore, NO assessment policies or procedures are stated, including any appeal or charges that student may be required to pay.

COMPLAINT/GRIEVANCE POLICY

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary education by calling (888) 370-7589 (toll free) or by completing a complaint form which can be obtained on the Bureau's website: www.bppe.ca.gov".

In the event of a concern or complaint from a student the first interaction should be with the Instructor. If not resolved any person with a grievance or complaint shall submit their complaint in writing to the school director:

Victoria Martinez

Bellflower Beauty College of Lakewood, 5438 Woodruff Ave., Suite B, Lakewood CA 90713

Complaint must include name, complete address, telephone number, details of the complaint and request of the resolution. The school director shall respond to the complaint within five working days of receipt of the written complaint and either schedule a meeting time or will respond in writing depending on the nature of the complaint. If the school director arranges a meeting, the director shall document the meeting and provide a copy to the complainant. If resolution requires investigation and takes longer than five working days, the school director shall respond with an interim reply.

Any student has the right to forward a complaint to:

Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Phone: (916) 574-8900 Toll free: (888) 370-7589 Fax: (916) 263-1897

A student can contact the Bureau for Private Postsecondary Education at any time by calling (888) 370-7589 or by completing a complaint form, which can be obtained from their website: www.bppe.ca.gov

ATTENDANCE POLICY: Student attendance directly relates to student success. Students are expected to maintain an attendance rate of 95% at all times during enrollment. The attendance rate will be calculated by multiplying attendance hours by 95%. A student's attendance rate will be accumulated and assessed during the total period of enrollment. This standard reflects the expectations of the workplace.

A full-time student of 28 hours per week may miss 2 eight (8) hour days every four weeks. A part time student attending 15 hours per week may miss 2 five (5) hour days every four weeks. Students who fall below 95% attendance will be given notice and then counseled for an attendance intervention contract. Students will be given a designated period of time to bring attendance to the acceptable level of 95%. Students who fail to accomplish the 95% attendance standard will be asked to temporarily drop from the program or withdraw.

STUDENTS ARE EXPECTED TO BE ON TIME EACH DAY.

Day students clock in at 8:30 a.m. (Hairstyling); 10:00 a.m. (Esthetician) All Night students clock in at 5:00 p.m. Day students arriving after 8:45 a.m. or 10:15 a.m. and night students arriving after 5:30 p.m. will not be permitted to clock-in and must leave campus for that day.

Students are NOT allowed to return to their cars or to the parking lot after clocking in. All equipment should be brought into campus before clocking in. Students need to arrive early enough to accomplish retrieving their equipment prior to the required start time. Students who violate this will be required to clock out for the day. Repeated violations will result in suspension and possible dismissal from the school. If you have not completed your operations and/or theory hours at the time you reach your contracted end date you will not be able to graduate until those minimums have been met. An additional fee **per hour** will be charged for the hours needed to complete operations and/or theory. This fee must be paid before documents will be sent to State Board.

SATISFACTORY ACADEMIC STANDARDS

Students who are achieving the minimum standards of a “C” in Standard Academics will be considered as making Satisfactory Academic Progress. Students who fall below a “C” will be advised during evaluations, in writing, when Academic Standards are not being met and what actions are required to reach Satisfactory Standards. Students will be advised to retake exams, do extra credit assignments, and attend additional classes to make up the assignments, beyond their scheduled school hours, to improve their standards set by this institution. Those that cannot attain these standards will fail the course and hold an incomplete status. Upon dismissal the student will receive their transcript for all exams completed and their Proof of Training document for hours completed within their program.

LEAVE OF ABSENCE POLICY: Students may request a Leave of Absence (LOA) for emergency reasons, such as medical, death in the family, childcare problems, or other emergency circumstances. Leaves must be a minimum of 2 weeks requested in writing and approved by the department, prior to taking time off. When returning from a LOA, students must notify the office of their return. Students will return from leave with the same grades and progress status as when they left and must make up all missed assignments and exams. Contract dates will be extended for the time missed during leave. Students are still considered enrolled at BBC until notice of withdrawal or lack of notification to return has been received by the administration. A LOA will NOT be granted if the LOA, together with the LOA's previously granted, exceeds 180 days during their contracted time. Students failing to return on their scheduled return date will be subject to withdrawal.

STATE BOARD EXAMINATIONS

Students must pay for the cost of taking the State Board of Cosmetology Licensing Examination.

Barbering	\$125.00
Cosmetology	\$125.00
Hairstyling	\$125.00
Esthetician	\$115.00
Manicuring	\$110.00

This fee is not included in class fees.

GRADES: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a weekly/bi-weekly standard percentile basis. Students must maintain a 75% average to maintain satisfactory academic status in theoretical and practical subjects. An exam will be given upon completion of each theory subject. Exams and written assignments will be graded as follows:

100% - 90%	(4)	A	Excellent
89% - 80%	(3)	B	Above Average
79% - 70%	(2)	C	Average
69% - 60%	(1)	D	Needs Improvement
59% - Below	(0)	F	Unsatisfactory

STANDARDS OF ACHIEVEMENT: At 200, 400, 600, 800 and 1000 hours each student's timecard is audited, and coursework is evaluated to monitor the student's progress. If test scores and/or attendance are not at BBC of Lakewood standards a student is placed on warning status and the student may need to repeat classes and re-test subject chapters at their own expense if the student should overextend their contracted time. Students will be charged an hourly rate for hours over their contracted time.

Each student is evaluated on the following:

Practical subjects and applied effort – 50%

Theory subjects – 50%

Each student is given credit for applied effort. NO credit is given for idle, non-productive time.

RULES AND REGULATIONS:

STUDENT EQUIPMENT: Students are required to have all equipment available at all times to work on clients, and to complete all operations assigned. Failure or refusal to do so will result in clocking out for the remainder of the class and may result in suspension or removal from the program. Upon graduating, withdrawing, or not attending school for any reason, all equipment must be taken home with the student. Items left in the classroom after graduation or withdrawal will be considered abandoned. Students will be notified once reminding them to pick up their equipment. After that time, **EQUIPMENT WILL BE DISCARDED**

DRESS CODE AND APPEARANCE: The required student uniform is black scrub top and pants for Cosmetology, Hair Styling and Manicuring. Navy scrub top and pants are required for Esthetician. The uniform must be a clean uniform scrub top and pants. Students must wear athletic shoes with closed toes and heel. Sandals and other open or soft shoes are NOT allowed for safety reasons. Hair should be clean and neat at all times. Students not in proper uniform will be clocked out. Students may return when they are in compliance with the student dress code the following day. No hats, scarves or any other head covering may be worn.

SMOKING AND TOBACCO USE: The Bellflower Beauty College of Lakewood has a tobacco-free school policy. In keeping with that policy, there is no tobacco use anywhere within 100 yards of the school. This policy applies to the restrooms, parking lot, or alley. Students must clock out and stay 100 yards away from school. This is the length of a football field. Vaping is not permitted in class, in restrooms or within 100 yards of the premises. Leaving the building to step outside to vape is not permitted. You will be sent home per Instructor or staff.

USE OF CELL PHONES AND ELECTRONIC DEVICES: **A student's focus should be on their educational program while on campus. Therefore:** Students may not use or display CELL PHONES, IPADS, LAPTOPS OR ANY WIRELESS/BLUE TOOTH DEVICE during the school day or during participation in school activities, unless specifically authorized by a school administrator or designee. **All such devices must remain out of sight and powered "OFF" throughout the school day.** Failure to comply with any portion of this school mandate will result in being suspended for the rest of the school day. The school is NOT responsible for lost, stolen, or confiscated property. **Text messaging while on campus and clocked in is not permitted.**

Ongoing violations will be treated as “disruption of school activities” or “willfully defying the valid authority of school officials” and result in further disciplinary consequences, including suspension or dismissal from school. Students who must use their cell phone, or other electronic devices must obtain permission from their instructor and must clock out of class and go outside. Excessive use, as determined by school staff, will not be permitted. (Exception is if Instructor gives permission of use for class content)

NO INCOMING PHONE CALLS will be allowed to students except for emergencies. Please leave the school number, (562) 421-1700, for emergencies. The office will contact you about such a call.

LEAVING CAMPUS: When leaving campus for any reason, students must be clocked out. Off-campus is considered anywhere outside the buildings.

PARKING AND PARKING LOT: Persons park at their own risk. The Bellflower Beauty College of Lakewood assumes no liability for damages to persons or property by reason of class attendance and/or parking privileges. Each person shall protect and hold harmless the Bellflower Beauty College of Lakewood, or its employees, from all claims for injuries to persons or damage to property by reason of class attendance and/or parking privileges on the grounds of the Bellflower Beauty College of Lakewood.

Please be aware that this lot is shared with others. Therefore, parking rules must be followed. Please do not park in front of any store fronts. Please leave those for their patrons. There is to be NO loitering in parked cars for any reason. Please be respectful of the fact that we share the parking lot with several other businesses. Behavior and loud language or profanity that might be acceptable in a home environment is NOT appropriate in a business environment. Please restrain your words and actions and remember to behave in a way that represents Bellflower Beauty College of Lakewood.

INTERPERSONAL: As professional cosmetologists, hairstylists, manicurists and estheticians, students are expected to behave at all times in a mature, professional manner toward all other students and staff. Hostility or overt anger, yelling, bullying, gossiping about others, profanity, threats of any kind, physical confrontation or fighting, or any other behavior which causes the need for staff intervention to prevent escalation is grounds for suspension and possible expulsion from the program.

GROUND FOR IMMEDIATE SUSPENSION AND/OR DISMISSAL : We have a zero-tolerance policy.

Any violations of the items below may lead to immediate expulsion from BBC of Lakewood. No excuses will be accepted. Any and all parties involved, regardless of their fault, will be dismissed. There will be no second chances. This is an adult educational facility, and all focus is to be on education:

Clocking someone else's timecard; Forgery on timecards. **A TIMECARD IS A LEGAL DOCUMENT**; Causing, attempting to cause or threatening to cause physical injury to another person; Bullying or harassment, including sexual harassment; Fighting, verbal or physical; Possession and/or use of weapons of any kind while on campus; Possession and/or use of alcoholic beverages, drugs and/or drug paraphernalia before school, during school or at break or lunch time; Smelling like marijuana or having the smell on your person, to where the staff and/or students are affected will result in immediate suspension and/or expulsion. Stealing personal or school property or possessing stolen property; Hate crime; Unlawful conduct in or out of school that may interfere with licensing.

Termination may also be the result of a student violating the following policies: Unsatisfactory academic progress, unsatisfactory attendance, and unsatisfactory conduct. All disciplinary matters will come before the administrator, which will review the written complaint, interview the parties involved and make a determination of the action to be taken.

APPEALS POLICY: The student has 10 days to appeal the decision of the BBC administrator regarding the action taken and must substantiate their case by providing documentation where appropriate. All appeals must be made in writing. BBC of Lakewood has 10 days to respond.

ITEMIZED CLASS FEE TOTAL AMOUNTS

COSMETOLOGY – 1200 Hours Program contract 24 months

Tuition	\$ 18,000.00 (Calculated at \$15.00 per hour)
Kit	\$ 1,485.00 (Non-Refundable after Cancellation period)
Books	\$ 465.00 (Non-Refundable after cancellation period)
STRF	\$ 0.00 (Non-Refundable)
Registration	\$ 200.00 (Non-Refundable)

The schedule of total charges for a period of attendance: \$20,150.00

The estimated schedule of total charges for the entire educational program: \$20,150.00

Additional expenses: Student uniform is required and not provided by school.

Extra tuition (\$16.50 per hour) will be charged for those students who exceed the term of their contract. The extra tuition is charged at an hourly rate multiplied by the remaining hours required to complete the course.

HAIRSTYLING – 600 Hours Program contract 8 months

Tuition	\$ 9,000.00 (Calculated at \$15.00 per hour)
Kit	\$ 1,545.00 (Non-Refundable after cancellation period)
Books	\$ 443.00 (Non-Refundable after cancellation period)
STRF	\$ 0.00 (Non-Refundable)
Registration	\$ 200.00 (Non-Refundable)

The schedule of total charges for a period of attendance: \$11,188.00

The estimated schedule of total charges for the entire educational program: \$11,188.00

Additional expenses: Student uniform is required and not provided by the school.

Extra tuition (\$16.50 per hour) will be charged for those students who exceed the term of their contract. The extra tuition is charged at an hourly rate multiplied by the remaining hours required to complete the course.

ESTHETICS – 600 Hours	Program contract	13 months
Tuition	\$ 9,900.00 (Calculated at \$16.50 per hour)	
Kit	\$ 670.00 (Non-Refundable after cancellation period)	
Dermalogica Kit	\$ 401.00 (Non-Refundable after cancellation period)	
Books	\$ 480.00 (Non-Refundable after cancellation period)	
STRF	\$ 0.00 (Non-Refundable)	
Registration	\$ 200.00 (Non-Refundable)	
The schedule of total charges for a period of attendance:		\$11,651.00
The estimated schedule of total charges for the entire educational program:		\$11,651.00

Additional expenses: Student uniform is required and not provided by the school.

Extra tuition (\$18.00 per hour) will be charged for those students who exceed the term of their contract. The extra tuition is charged at an hourly rate multiplied by the remaining hours required to complete the course.

MANICURING – 400 Hours	Program contract	9 months
Tuition	\$5,700.00 (Calculated at \$14.25 per hour)	
Kit	\$ 454.00 (Non-Refundable after cancellation period)	
Books	\$ 408.00 (Non-Refundable after cancellation period)	
STRF	\$ 0.00 (Non-Refundable)	
Registration	\$ 200.00 (Non-Refundable)	
The schedule of total charges for a period of attendance:		\$6,762.00
The estimated schedule of total charges for the entire educational program:		\$6,762.00

Additional expenses: Student uniform is required and not provided by school.

Extra tuition (\$15.75 per hour) will be charged for those students who exceed the term of their contract. The extra tuition is charged at an hourly rate multiplied by the remaining hours required to complete the course.

OTHER EXPENSES: Students are expected to supply, at their own expense, small supplies such as (but not limited to) items listed below. Lists of supplies for use with class instruction are provided by the teacher prior to that week's lesson. Examples of additional items are additional doll heads, cloth towels for use with mannequins, their own personal styling products and additional combs and tools of the student's choice.

BARBERING IS NOT BEING OFFERED AT THIS TIME

BELLFLOWER BEAUTY COLLEGE OF LAKEWOOD FACULTY

ADMINISTRATION:

VICTORIA MARTINEZ – Owner/Director

INSTRUCTORS-

VICTORIA MARTINEZ Cosmetology, Esthetics and Manicuring

- Cleared California State Designated Subjects Teaching Credential
- California State Board Cosmetology and Instructor License
- Licensed for 50 years
- Instructor for 25 years

WILLIAM MARTINEZ Cosmetology, Barbering and Hairstyling

- California State Board Cosmetology License
- California State Board Barbering License
- Licensed for 51 years
- Instructor 20 years

BRENDA PINEDA Cosmetology/Hair Styling

- California State Board Cosmetology License
- Licensed for 17 years
- Instructor for 14 years

CRISTINA CORTES Manicuring

- California State Board of Cosmetology License
- Licensed for 9 years
- Instructor for 6 years

SUPPORT STAFF

LINDA FITCH Office Manager/Registrar

STUDENT TUITION RECOVERY FUND (STRF)

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834, or P.O. Box 980818, West Sacramento, CA 95798-0818 Phone: (916) 574-8900 or (888) 370-7589 Fax: (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

STUDENT'S RIGHT TO CANCEL:

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, **(date in which enrollment contract was signed)**, whichever is later. Cancellation will occur when the student provides a written notice of cancellation to the following address either by mail or hand delivery.

BELLFLOWER BEAUTY COLLEGE OF LAKEWOOD

5438 Woodruff Avenue, Suite B, Lakewood, CA 90713

REFUND POLICY:

After the cancellation period the institution provides a pro rata refund if student has completed 60% or less of the of the enrollment contract. **REFUND CALCULATION:** The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. Once student has completed more than 60% of the enrollment contract (**including absences**), there will be no refund to the student. The registration fee of \$200.00, equipment, books, supplies, kits, and any other items issued and received by the student will **NOT BE REFUNDED**. Once received by the student, it will become their property and will represent a liability to the student.

If you withdraw from school after the cancellation period, the refund policy described above will apply. Refund requests must be submitted in written form to Director of Bellflower Beauty College of Lakewood as soon as possible. Once received by either mail or hand delivery at the institution, Bellflower Beauty College of Lakewood has up to **45** days to complete refund request. If the amount you owe is more than the amount you paid then you must make arrangements to pay the balance owed.

WITHDRAWAL POLICY: The withdrawal date will be the last date of recorded attendance. The date the school terminates your enrollment due to academic failure or violation of BBC of Lakewood's rules and policies stated in this catalog. The date you failed to attend classes for a 30-day period and failed to inform BBC of Lakewood of your intention to withdraw. The date you failed to return as scheduled from an approved leave of absence your withdrawal date shall be the last date of recorded attendance. Withdrawal forms are available at Admissions desk.

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

If a student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund and:
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

This institution does not participate in Federal Student Financial Aid or State Financial Aid at this time.

If student obtained a loan to pay for the educational program it is the student's responsibility to pay the loan in full plus interest less the amount of any refunded monies.

CALIFORNIA MINIMUM COURSE REQUIREMENTS AND CURRICULUMS

HAIRSTYLING-

COURSE DESCRIPTION: The purpose of the Hairstyling course is to train the student in basic manipulative skills, proper safety procedures, proper work habits and positive attitudes for competency in a job-related entry level position in Hairstyling or a related career field. The student will be prepared to pass the California State Board Exam.

METHODS OF INSTRUCTION: For students enrolled in a Hairstyling course shall consist of six hundred (600) hours of technical and practical training covering all practices of a Hairstylist. Instruction shall include theory in all Hairstyling subjects through comprehensive lesson plans that reflect educational methods in the industry. Interactive lecture, demonstration, and student participation with instructor observations and evaluations in the Hairstyling subjects. Final exams must be completed with a "C" or better. Practical operations shall mean the actual performance by the student on another person or on a mannequin.

HAIRSTYLING PERFORMANCE OBJECTIVES: Acquire knowledge of laws and rules regulating California's Hairstyling establishments practices; Acquire the knowledge of disinfection and sanitation as related to all phases of Hairstyling; Acquire knowledge of general theory relative to Hairstyling including infection control, anatomy, physiology, chemistry, and electricity; Acquire business management skills common to the Hairstyling industry.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Hairstyling services. Acquire the knowledge of analyzing the hair and skin prior to all services to determine any disorders. Students will learn the procedures and terminology used in performing all Hairstyling services, learn the application and the art of Hairstyling services.

600 Hours of Technical Instruction and Practical Training in Hairstyling: The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Hairstyling Services (200 Hours): The subject of hairstyling shall include, but is not limited to, the following techniques and procedures: Hair arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing and waving. **Hair Cutting:** The subject of Hair Cutting shall include but is not limited to the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting. **Hair Additions:** The subject of hair additions shall include but is not limited to the following techniques and procedures: hair analysis, hair textures, purchasing of synthetic and human hair types, types of hair braiding, methods of applications, advantages, and disadvantages of bonding, beading and tapes. **Non-Chemical Hair Straightening:** The subject of non-chemical hair straightening shall include, but not be limited to the following techniques and procedures: product chemistry, hair analysis, cleansing, treatment applications, damaged hair treatment recommendations, blow drying procedures, and iron temps.

Health and Safety (100 Hours): The subject of Health and Safety shall include but is not limited to the following issues: training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases. **Laws and Regulations:** The subject of Laws and Regulations shall include but is not limited to the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. **Board Approved Health and Safety Course:** Includes instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. **Bacteriology, Anatomy and Physiology:** The subjects of bacteriology, anatomy and physiology shall include, but is not limited to the following issues: Human anatomy and human physiology.

Disinfection and Sanitation (100 Hours): The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Additional Training (200 Hours): Additional training shall include, but is not limited to business training, resume making, retailing experience, customer service, salon management, client record keeping, communication skills, modeling, student competitions and opportunities to help with giving back to our community.

Hairstyling Kit and Books:

Milady's Standard Professional Cosmetology Textbook, Practical Workbook, Theory Workbook and State Board Exam Review Book.

Hairstyling Kit includes all necessary equipment for student to utilize their skills and to complete their Practical Operations. Complete kit list available upon request.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF HAIRSTYLING COURSE:

Students must complete the required number of (1) Clock Hours, (2) Theory Hours and (3) Practical operations and have passed all final exams with a "C" or better and have paid all tuition fees in full. Students are then awarded a

Certificate of Completion. Students will then be assisted in the process of applying for the appropriate State Board Examination.

EXTERNSHIPS/INTERNSHIPS: Externships and/or Internships are not required for this program.

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older. A Cosmetology, Hair Stylist, Barber, Esthetician or Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the licensing exam with a minimum overall average of 75%

COSMETOLOGY –

COURSE DESCRIPTION: The purpose of the Cosmetology course is to train the student in basic manipulative skills, proper safety procedures, proper work habits, and positive attitudes for competency in a job-related entry level position in Cosmetology or a related career field. The student will be prepared to pass the California State Board Exam.

METHODS OF INSTRUCTION: for students enrolled in a Cosmetology course shall consist of twelve hundred (1200) hours of technical instruction and practical training covering all practices of a Cosmetologist. Instruction shall include theory in all Cosmetology subjects through comprehensive lesson plans that reflect educational methods in the industry. Interactive lecture, demonstration, and student participation with instructor observations and evaluations in the Cosmetology subjects. Final exams must be completed with a "C" or better. Practical operations shall mean the actual performance by the student on another person or on a mannequin.

COSMETOLOGY PERFORMANCE OBJECTIVES: Acquire knowledge of laws and rules regulating California's Cosmetology establishments practices; Acquire the knowledge of disinfection and sanitation as related to all phases of Cosmetology; Acquire knowledge of general theory relative to Cosmetology including infection control, anatomy, physiology, chemistry and electricity; Acquire business management skills common to the Cosmetology industry.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Cosmetology services. Acquire the knowledge of analyzing the hair and skin prior to all services to determine any disorders. Students will learn the procedures and terminology used in performing all Cosmetology services, learn the application and the art of Cosmetology services.

1200 Hours of Technical Instruction and Practical Training in Hair Dressing: The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Hairstyling Services (250 Hours): The subject of hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling. **Hair Cutting:** The subject of Hair Cutting shall include but is not limited to the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.

Chemical Hair Services (300 Hours): **Texture Services:** The subject of permanent waving and chemical straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions. **Hair Coloring and Bleaching:** the subject of hair coloring and bleaching (also including the use of semi-permanent, demi-permanent and temporary colors) shall include, but is not limited to the following techniques and procedures:

Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, the use of dye removers.

Health and Safety (100 Hours): Laws and Regulations: The subject of Laws and Regulations shall include but is not limited to the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. **Health and Safety:** The subject of Health and Safety shall include but is not limited to the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair, and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances, including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, and communicable diseases. **Board Approved Health and Safety Course:** Includes instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. **Bacteriology, Anatomy and Physiology:** The subjects of Anatomy and Physiology shall include but is not limited to the following issues: human anatomy and human physiology.

Disinfection and Sanitation (150 Hours): The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Skin Care (150 Hours): The required subjects of instruction in Skin Care shall include, but is not limited to the following techniques and procedures: The subject of manual, electrical and chemical facials shall include but is not limited to the following techniques and procedures: Manual facials including cleansing, scientific manipulations, packs and masks; Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed and only for the purpose of beautification.

Hair Removal and Lash and Brow Beautification (50 Hours): The subject of Eyebrow Beautification shall include but is not limited to the following issues: Eyebrow arching and hair removal, including the use of wax, tweezers, electrical or manual and depilatories for the removal of superfluous hair. The subject of Makeup shall include but is not limited to the following issues: skin analysis, complete and corrective makeup, lash and brow tinting and the application of false eyelashes.

Manicuring and Pedicures (100 Hours): The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject matter as follows: The subject of Manicuring and Pedicuring shall include but are not limited to the following issues: Water and oil manicure, including nail analysis, hand/foot and arm/ankle massage. **Artificial Nails and Wraps:** Artificial nails including acrylic, liquid and powder brush-ons, artificial nail tips and repairs.

Additional Training (100 Hours): Additional training shall include, but is not limited to business training, resume making, retailing experience, customer service, salon management, client record keeping, communication skills, modeling, student competitions and opportunities to help with giving back to our community.

The minimum number of hours required by the Board of Barbering and Cosmetology for the Cosmetology program is 1000 hours. This institution has added an additional 200 hours to the Cosmetology program. These additional hours are included in Hairstyling, Chemical Hair Services and Disinfection and Sanitation to total a 1200 hour program.

Cosmetology Kit and Books:

Milady's Standard Cosmetology Textbook, Practical Workbook, Theory Workbook and State Board Exam Review Book

Cosmetology Kit includes all necessary equipment for student to utilize their skills and to complete their Practical Operations. Complete kit list available upon request.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COSMETOLOGY COURSE: Students must complete the required number of (1) Clock Hours, (2) Theory Hours and (3) Practical operations and have passed all final exams with a “C” or better and have paid all tuition fees in full. Students are then awarded a Certificate of Completion. Students will then be assisted in the process of applying for the appropriate State Board Examination.

EXTERNSHIPS/INTENSHIPS: Externships and/or Internships are not required for this program.

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older. A Cosmetology, Hair Stylist, Barber, Esthetician or Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the licensing exam with a minimum overall average of 75% per California State Board of Barbering and Cosmetology.

ESTHETICS-

COURSE DESCRIPTION: The purpose of the Esthetics course is to train the student in basic manipulative skills, proper safety procedures, proper work habits, and positive attitudes for competency in a job-related entry level position in Esthetics or a related career field. The student will be prepared to pass the California State Board Exam.

METHODS OF INSTRUCTION: for students enrolled in an Esthetics course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an Esthetician. Instruction shall include theory in all Esthetics subjects through comprehensive lesson plans that reflect educational methods in the industry. Interactive lecture, demonstration, and student participation with instructor observations and evaluations in the Esthetics subjects. Final exams must be completed with a “C” or better. Practical operations shall mean the actual performance by the student on another person or on a mannequin.

ESTHETICS PERFORMANCE OBJECTIVES: Acquire knowledge of laws and rules regulating California's Esthetics establishments practices; Acquire the knowledge of disinfection and sanitation as related to all phases of Esthetics; Acquire knowledge of general theory relative to Esthetics including infection control, anatomy, physiology, chemistry and electricity; Acquire business management skills common to the Esthetics industry.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Esthetics services. Acquire the knowledge of analyzing the skin prior to all services to determine any disorders. Students will learn the procedures and terminology used in performing all Esthetics services; learn the application and the art of Esthetics services.

600 Hours of Technical Instruction and Practical Operations in Skin Care: The required subjects of instruction in Skin Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Skin Care (350 Hours): The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the Chemical facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of the skin, known as the epidermis, may be removed, and only for the purpose of beautification. **Preparation:** The subject of Preparation shall include but is not limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, salon and spa skills.

Health and Safety (100 Hours): The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject matter as follows: **Laws and Regulations:** The subject of Laws and Regulations shall include but is not limited to the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. **Board Approved Health and Safety Course:** Includes

instruction on hazardous substances, basic labor laws and physical and sexual assault awareness. **Health and Safety:** The subject of Health and Safety shall include but is not limited to the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical currents, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment. **Bacteriology, Anatomy and Physiology:** The subjects of anatomy and physiology shall include but is not limited to the following issues: Human anatomy, human physiology, bacteriology, skin analysis and conditions.

Disinfection and Sanitation (100 Hours): The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

Hair Removal and Lash and Brow Beautification (50 Hours): The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows: The subject of Eyebrow Beautification shall include but is not limited to the following issues: Eyebrow shaping and hair removal techniques, tweezing, waxing and hair analysis and manual or electrical depilatories. **Make-up:** The subject of Make-up shall include but is not limited to the following issues: Skin analysis, basic and corrective application, and the application of false eyelashes.

Esthetician Kit and Books:

Milady's Standard Esthetics Textbook, Theory Workbook and State Board Exam Review Book

Esthetician Kit includes all necessary equipment for student to utilize their skills and to complete their Practical Operations. Complete kit list available upon request.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Students must complete the required number of (1) Clock Hours, (2) Theory hours and (3) Practical operations and have passed all final exams with a "C" or better and have paid all tuition fees in full. Students are then awarded a Certificate of Completion. Students will be assisted in the process of applying for the appropriate State Board Examination.

EXTERNSHIPS/INTERNSHIPS: Externships and/or Internships are not required for this program.

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older. A Cosmetology, Hair Stylist, Barber, Esthetician or Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the licensing exam with a minimum overall average of 75%

MANICURING-

COURSE DESCRIPTION: The purpose of the Manicuring course is to train the student in basic manipulative skills, proper safety procedures, proper work habits and positive attitudes for competency in a job-related entry level position in Manicuring or a related career field. The student will be prepared to pass the California State Board Exam.

METHODS OF INSTRUCTION: for students enrolled in a Manicuring course shall consist of four hundred (400) hours of technical instruction and practical training covering all practices of Manicuring. Instruction shall include theory in all Manicuring subjects through comprehensive lesson plans that reflect educational methods in the industry. Interactive lecture, demonstration, and student participation with instructor observations and evaluations in

the Manicuring subjects. Final exams must be completed with a 'C' or better. Practical operations shall mean the actual performance by the student on another person or on a mannequin.

MANICURING PERFORMANCE OBJECTIVES: Acquire knowledge of laws and rules regulating California's Manicuring establishments practices; Acquire the knowledge of laws and rules regulating California's Manicuring establishments practices; Acquire the knowledge of disinfection and sanitation as related to all phases of Manicuring; Acquire knowledge of general theory relative to Manicuring including infection control, anatomy, physiology, chemistry and electricity; Acquire business management techniques common to the Manicuring industry.

SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Manicuring services. Acquire the knowledge of analyzing the hands, feet and nails prior to all services to determine any disorders. Students will learn the procedures and terminology used in performing all Manicuring services, learn the application of manicuring, pedicuring and nail enhancements.

400 Hours of Technical Instruction and Practical Operations in Nail Care: The required subjects of instruction in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

Manicures and Pedicures (150 Hours): The subject of Manicures and Pedicures shall include but is not limited to the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel and powder brush-ons, nail tips, nail wraps and repairs and nail analysis.

Health and Safety (100 Hours): The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject matter as follows: **Laws and Regulations:** The subject of Laws and Regulations shall include but is not limited to the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. **Health and Safety:** The subject of Health and Safety shall include but is not limited to the following techniques and procedures: Chemistry pertaining to the practice of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases. **Bacteriology, Anatomy and Physiology:** The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Bacteriology, anatomy, physiology and nail analysis and conditions. **Board Approved Health and Safety Course:** Includes instruction on hazardous substances, basic labor laws and physical and sexual assault awareness.

Disinfection and Sanitation (100 Hours): The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures.

Additional Training (50 Hours): Additional training shall include, but is not limited to business training, resume making, retailing experience, customer service, salon management, client record keeping, communication skills, modeling and opportunities to help with giving back to our community.

Manicuring Kit and Books: Milady's Standard Nail Technician Textbook, Theory Workbook and State Board Exam Review Book

Manicuring Kit includes all necessary equipment for student to utilize their skills and to complete their Practical Operations. Complete kit list available upon request.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF MANICURING COURSE: Students must complete the required number of (1) Clock Hours, (2) Theory Hours and (3) Practical operations and have passed all final exams with a "C" or better and have paid all tuition fees in full. Students are then awarded a

Certificate of Completion. Students will be assisted in the process of applying for the appropriate State Board Examination.

EXTENSHPIS/INTERNSHIPS: Externships and/or Internships are not required for this program.

LICENSING REQUIREMENTS: Applicants must be 17 years of age or older. A Cosmetology, Hair Stylist, Barber, Esthetician or Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the course as described above and passed the licensing exam with a minimum overall average of 75%

BARBERING COURSE IS NOT BEING OFFERED AT THIS TIME

“The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

**1747 N. Market Boulevard, Suite 225, Sacramento, CA 95834 or P.O. Box 980818,
West Sacramento, CA 95798-0818**

www.bppe.ca.gov

Phone: (916) 574-8900 or (888) 370-7589 Fax: (916) 263-1897

This Catalog and Policies are subject to change at any time and may be revised as necessary.

Thank you for considering BBC of Lakewood for your professional training. We would love to have the opportunity to assist you in any way to meet your career goals.