



CAROLINA SCHOOL OF ESTHETICS, LLC. CATALOG

Carolina School of Esthetics, LLC. Catalog

232 S. Cherry Road, Rock Hill, SC 29732

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Licensed By:

NACCAS:

Administrative Staff

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South Carolina Department of Labor, Licensing and Regulation South Carolina Board of
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WELCOME

We would like to welcome you to Carolina School of Esthetics, LLC.

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.

Carolina School of Esthetics, LLC. 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 programs available to you and we wish you success as you work toward your career.

Written in the English language.

Mission Statement

Carolina School of Esthetics, LLC. mission is to strive for excellence in the science and art of esthetics 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 school. 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 Carolina School of Esthetics, 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

Esthetics Course, and 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, Spa, Chain Salon, School, shop manager or shop owner.

Facilities and Equipment

Our educational institution includes 1 admin office, 15 stations/chairs, 10 manicure tables/chairs, 1 dispensary, 1 breakroom and 1 classroom.

New Class Starting Dates

Class start dates are every 4 weeks.

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

FEDERAL HOLIDAYS

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 Carolina School of Esthetics,

LLC 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 program 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. We 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.

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 program 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 daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

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

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, passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork, attended an exit interview 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 college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college 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 calendar 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/PROGRAM

0.01% to 04.9% 5% to 09.9% 10% to 14.9% 15% to 24.9% 25% to 49.9%

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 45 calendar days 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.

TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN

20% 30% 40% 45% 70%

Cosmetology Course, Esthetics Course, Nail Course, Instructor Training Course

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.

Esthetics Course

600 hours 20 weeks (Day)

600 hours 20 weeks (Night)

Instructor Training Course

375 hours 12.5 weeks

750 hours 25 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 program 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

Esthetics Course

(Full time, 30 hrs/wk) - 600 Hours (Part time, 20 hrs/wk) - 600 Hours

Instructor Training Course

(Full time, 30 hrs/wk) - 750 Hours (Part time, 20 hrs/wk) – 750 Hours

MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

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 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:

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

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are 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 can 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

Regarding Satisfactory Academic Progress, a student's transfer hours are evaluated on actual hours. We accept hours at other institutions if 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 program 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 later.

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 withdraw 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.

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 program includes practical hands-on training as well as theory. The program 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 is 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 can take either the day or night practical/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 CAROLINA SCHOOL OF ESTHETICS, LLC.
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

600 Hours Curriculum

(1) Professional Practices

50 Hours

- (a) Bacteriology and Sanitation
 - (i) Personal hygiene
 - (ii) Public health
 - (iii) Methods
 - (iv) Procedures
- (b) Business Practices

- (i) Management practices
- (ii) Salon development
- (iii) Insurance
- (iv) Client records
- (v) Salesmanship

(2) Sciences

150 Hours

- (a) Histology of Skin
 - (i) Cell
 - (ii) Tissue

- (b) Dermatology
 - (i) Structure of the skin and glands
 - (ii) Functions of the skin and glands
 - (iii) Conditions and disorders of the skin
 - (iv) Characteristics of the skin
 - (A) Elasticity
 - (B) Color
 - (C) Skin types
 - (v) Nutrition
 - (A) Nourishment of skin
 - (B) Healthful diet

- (c) Structure and Functions of Human Systems
 - (i) Skeletal
 - (ii) Muscular
 - (iii) Nervous
 - (iv) Circulatory
 - (v) Cosmetic Chemistry

(3) Facial Treatments

175 Hours

- (a) Facial Massage
 - (i) Benefits
 - (ii) Analysis
 - (iii) Preparation
 - (iv) Types of Massage
 - (v) Manipulations
 - (vi) Safety measures

- (b) Electrical current--facial treatments

- (i) Types of current
- (ii) Purpose and effects
- (iii) Procedures
- (iv) Safety measures
- (v) Equipment

(c) Other kinds of Facial treatments

- (i) Purpose and effects
- (ii) Types and treatments
- (iii) Preparation
- (iv) Procedures
- (v) Safety measures

(4) Hair Removal

50 Hours

- (a) Depilatories
- (b) Tweezing
- (c) Waxing
- (d) Threading
- (e) Unassigned: Specific Needs

(5) Makeup

75 Hours

- (a) Purpose and Effects
- (b) Supplies and Implements
- (c) Preparation
- (d) Procedures
- (e) Safety measures

(6) Body Wraps

85 Hours

- (a) Purpose and Effects
- (b) Types or Treatments
- (c) Supplies and Instruments
- (d) Preparation
- (e) Procedure
- (f) Safety Measures

(7) State Law, Rules, Regulations and Codes

15 Hours

Total

600 Hours

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

INSTUCTOR TRAINING 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 program 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 - 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 is 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 can take either the day or night practical/mocks.

Completion Requirements for Instructor Training

1. Each student must clock 750 hours of training for the instructor training curriculum and complete practical and theory credit as prescribed by CAROLINA SCHOOL OF ESTHETICS, LLC.
2. 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 700 hours.
3. Pass the practical exams and theory examinations administered by his/her designated instructor with a minimum of 75%.
4. 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.
5. 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.

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	120
Graduate Records Licensure Application Forms	

Unassigned TOTAL

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:

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 Program: Master Educator Series by Pivot Point

Pivot Point

South Carolina State Board of Cosmetology, Regulations

SCHOOL STANDARDS/RULES & REGULATIONS

Carolina School of Esthetics Rules and Regulations

1. Attendance and Punctuality:

- a. Day Class begin at 9:00 a.m. Students should be in class no later than 10:00 a.m. If you arrive any time after 10:00 a.m., you must have approval from the instructor to come after 10:00 a.m.
- b. Night Class begin at 5:30 p.m. Students should be in class no later than 6:30 p.m. If you arrive any time after 6:30 p.m., you must have approval from the instructor to come after 10:00 a.m.
- c. Students who wish to make up missed time, will need to get approval from the instructor in order to do so.

2. Dress Code:

- a. All students are asked to wear ALL BLACK.
- b. Students are asked to always wear their name tags, if you have replaced your nametag, please let the admin team know.
- c. Students are asked to always wear their white jackets in the clinical room. Students are responsible for making sure their jackets are clean and presentable.
- d. Students must make sure they always maintain a neat and professional appearance.

3. Equipment and Product care:

- a. Handle all esthetic equipment and product with care.
- b. Report any malfunctioning equipment or product issues promptly.
- c. Please make sure you use products in moderation.
- d. Students are not allowed to take products or equipment home. If caught, student will be subject to grounds of suspension or termination.

4. Conduct & Maintain Professionalism:

- a. Demonstrate respectful and professional behavior towards instructors, staff, and fellow students.
- b. Uphold a positive and inclusive learning environment.
- c. Negative energy is not allowed. State focus on your WHY and remain positive. Success will come if you remain positive.

5. Cellphone Usage:

- a. Minimize cell phone use during class and practical sessions.
- b. All phones must remain on silents to avoid disruption.
- c. Please be mindful of client's privacy when taken photos of clients off your personal phone.

6. Academics Integrity:

- a. All students must maintain a 75% GPA, in order to PASS.
- b. Students are not allowed to retake test.
- c. Plagiarism and cheating are strictly prohibited. Original work should only be submitted.

7. Hygiene and Sanitation:

- a. Adhere to strict hygiene standards during all esthetic procedures.

b. Maintain a clean and organized workspace.

8. Safety Guidelines

- a. Follow all safety protocols and guidelines outlined by instructors.
- b. Report any safety concerns immediately.

9. Feedback and improvement:

- a. Embrace constructive feedback from instructors and peers for continuous improvement.
- b. Actively participate in evaluations and assessment.
- c. Stay informed about important announcements and updates.
- d. Communicate any concerns or issues promptly to the designated contacts.

10. Social Media:

- a. Students should exercise discretion when posting about the school, clients, or instructors on social media platforms.

Programs & Cost Breakdown

Programs	Total Hours	Registration & Application Fee	Kits	Tuition	Subtotal	Tax (4.8%)	Total
Esthetics Licensure	600	\$100	\$1,850	\$6,235	\$ 8,185.00	\$ 314.40	\$ 8,500.00

FOR OFFICE USE ONLY:

TOTAL COST: \$ _____	PAYMENT PLAN
FOR BALANCE DUE:	
DISCOUNT (IF APPLICABLE) \$ _____	MONTHLY
PAYMENT: \$ _____	
TOTAL DUE: \$ _____	TOTAL MONTHS:

DEPOSIT \$ _____	PAYMENT START
DATE: _____	
BALANCE DUE: \$ _____	PAYMENT END
DATE: _____	

There is a \$50 Charge for all returned payments (no matter the reason). There is a 3% processing fee for all credit card payments.

Payments may be made in the form of cash, cashier check, money order, or credit card. Non-federal agency or loan programs may be accepted as well.

The school will charge additional \$9.00 per hour for hours remaining after the contracted end date. The school does not charge for transcript requests. The school will charge an Application Fee (Non-Refundable) Fee for students enrolling or transferring to The School of \$100.00. The school will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$100.00.

Completion, Licensure and Placement Rates

The 2021 completion, licensure and placement rates for the school are as follows: Completion 86.67 % Licensure 100% Placement 69.23%