

# ATLANTA



## BEAUTY & BARBER ACADEMY

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# School Catalog

## 2021

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# Atlanta Beauty & Barber Academy, LLC

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## *Mission Statement*

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Atlanta Beauty & Barber Academy is committed to improving a student's future through motivation and providing a life-long experience to be leveraged in the ever-growing demand of quality cosmetology, esthetics and nail industry. Our curriculum is current and relevant to the needs of today's student. We prepare each student for the state licensing testing and maximize the student's ability to obtain gainful employment in the field in which they trained (Nail Technician, Master Cosmetologist, Esthetician, and Cosmetology Instructor industries).

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## *Objectives*

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1. To develop a knowledge, understanding, skill and appreciation in the theory and operation of cosmetology arts & sciences.
2. To develop habits of good workmanship and the orderly performance of various tasks in the work environment.
3. Protect health, safety and welfare of the public and the workforce.
4. To learn to select wisely, care for, and use properly, commercial products that are related to the application of treatments.
5. To promote mutual esteem, goodwill, harmony and cooperation with professional and related organizations.
6. To help the student to prepare for the state board examinations in order to obtain a license to practice.
7. To prepare students for entry level jobs in their demanding workforce.

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## *Admissions Requirements*

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Prior to a student starting class, the following documentation listed below must be secured, as applicable. If you do not provide the documentation, you will not be allowed to begin class.

### **BEGINNING JUNIORS:**

#### **Documents Required for Admissions:**

- Social Security Card
- Driver's License or ID, Permanent Resident Card (Green Card), or Passport (For foreign students, a VISA is also accepted as birth verification) showing a minimum required age of eighteen (18) years old.
- High School Diploma (HSD) or GED (must be in English by a state board approved agency)
  - A foreign diploma must also receive a translation (if necessary) and verification from an outside evaluation agency that it is the equivalent to a U.S. high school diploma (at a minimum). The school will help you find the resources to meet these requirements but any applicable costs are to be accepted by the student.
  - For home-schooled students, documentation of a state certification is required.
  - We do NOT offer ATB testing for HSD replacement
- **COSMETOLOGY INSTRUCTOR TRAINING:** An applicant must have a current Cosmetology license issued by the Georgia State Board of Cosmetology.
- **MASTER COSMETOLOGIST OR MASTER BARBER CROSSOVER PROGRAM:** Applicant must have a transcript or state license in their respective field of study before being accepted to a crossover program. Example: Master Barber Crossover Program, a student must have verification of prior Cosmetology training in the form of a school transcript or a state license.

### **TRANSFER STUDENTS:**

- If the student is transferring hours into the school, ALL hours from the original school are accepted as long as the hours correspond with Georgia state board curriculum requirements.
- Provide all documents listed under "*Beginning Juniors*".
- If a student wishes to transfer out of the Atlanta Beauty & Barber Academy to another school, the student must pay all financial obligations and then we issue a transcript to the student or to the school that the student requests

**RE-ENTRY:** If a student would like to re-enroll before thirty (30) days after voluntary withdrawal or termination, then he or she would be subject to previously contracted tuition rates (which will be pro-rated) and other fees. Before a student can be considered for re-entry, all previous balances due to the school must be paid in full and made current based on the percent of program completed prior to the withdraw or termination. If a student decides to return from a voluntary withdrawal or termination after thirty (30) days, the student will be subject to any new tuition rates enacted by the school since the student withdrew. The student will return in the same satisfactory academic progress status as before withdrawal/termination.

**INTERNAL TRANSFERS:** For definition purposes, an “internal transfer” is a student who transfers from one program within ABBA to another program also within ABBA. For refund calculations, internal transfer students will be treated as a withdrawal from the first program in which any money due to the school must be settled prior to allowing the student to transfer to a different program. If the student has a balance owed to student after a refund calculation, that balance can be applied to the new program tuition fees. The hours obtained by the student will be reviewed and applied accordingly to corresponding coursework from the previous program to the new program. Only coursework/hours completed in the relevant coursework/subject of the new program will be transferred over. For example, if a Master Cosmetologist wants to transfer to a Nail Technician program, **ONLY** the nail technician subject hours earned from the Master Cosmetologist program will transfer to the new Nail Technician program, **NOT** all of the hours earned in the Master Cosmetologist course as they are not all applicable to the same programs.

**NON-RECRUITMENT POLICY:**

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

**HSD TRANSLATION POLICY:**

The student must make sure that his/her High School Diploma is translated to English if in another language. The Georgia state board will not accept High School Diplomas in any other language. The following policies must be recognized by the student and the school:

- o The school reserves the right to deny any student’s HSD if deemed invalid and/or illegitimate.
- o HSDs are to be translated before the student is able to start his/her program of study.
- o If the HSD is not translated, the school will provide a list of translators that are approved by the GA State Board.
- o Any student providing a HSD received at an online institution is at risk of the HSD being rejected by the school in the event the school is not Department of Education (DOE) approved.
- o If a student’s HSD looks questionable, the school will take the following actions to verify validity:
  - Search for the school’s DOE code
  - Search and thoroughly review the school’s website and assess for validity
  - Online HSDs are subject to extensive investigation, as they are more likely to be illegitimate
  - If a HSD cannot be verified, the student must obtain a GED prior to enrolling into the school.

*Tuition*

Master Cosmetologist

Registration Fee:	\$ 100.00
Books	\$ 250.00
Kit/Uniform:	\$ 250.00
Graduation Fee:	\$ 100.00
<u>Tuition:</u>	<u>\$ 5,400.00</u>
Total:	\$ 6,100.00
<b>*Pay-In-Full Rate</b>	<b>\$ 5, 000.00</b>

Esthetician

Registration Fee:	\$ 100.00
Books:	\$ 150.00
Kit/Uniform:	\$ 100.00
Graduation Fee:	\$ 100.00
<u>Tuition:</u>	<u>\$ 4,150.00</u>
Total:	\$ 4,600.00
<b>*Pay-In-Full Rate</b>	<b>\$ 4, 000.00</b>

Nail Technician

Registration Fee:	\$ 100.00
Book:	\$ 100.00
Kit/Uniform:	\$ 100.00
Graduation Fee:	\$ 100.00
<u>Tuition:</u>	<u>\$ 1,700.00</u>
Total:	\$ 2,100.00
<b>*Pay-In-Full Rate</b>	<b>\$ 1,800.00</b>

Cosmetology Instructor

Registration Fee:	\$ 100.00
Books:	\$ 150.00
Uniform:	\$ 50.00
Graduation Fee:	\$ 100.00
<u>Tuition:</u>	<u>\$ 3,600.00</u>
Total:	\$ 4,100.00
<b>*Pay-In-Full Rate</b>	<b>\$ 3,500.00</b>

<b>Master Barber</b>	
Registration Fee:	\$ 100.00
Books	\$ 250.00
Kit/Uniform:	\$ 250.00
Graduation Fee:	\$ 100.00
Tuition:	\$ 5,400.00
Total:	\$ 6,100.00
<b>*Pay-In-Full Rate</b>	<b>\$ 5,000.00</b>

<b>Master Cosmetologist/Barber Crossover Programs</b>	
Registration Fee:	\$ 100.00
Books:	\$ 250.00
Kit/Uniform:	\$ 250.00
Graduation Fee:	\$ 100.00
Tuition:	\$ 3,000.00
Total:	\$ 3,700.00
<b>*Pay-In-Full Rate</b>	<b>\$ 3,100.00</b>

**\*Overtime Charges:**

(1) Each course has been contracted for a specific number of hours for instruction and under a prescribed schedule for completion within the time frame defined on the enrollment agreement. (2) Students are provided a graduation date based on contracted hours and the defined attendance schedule. Any student, by virtue of absences or other non-attended hours issue, remains in school beyond their contracted or amended graduation date will have to pay per hour for each additional hour beyond their scheduled completion date according to the enrollment agreement. (3) Student who require additional training to satisfy the required clock hours of their program will be billed at the hourly rate of \$5.00 per each hour of required attendance. (5) Any student with unpaid overtime charges will be reported to State Board as a non-completer.

**\*M1 Student Visa students will be assessed an additional tuition surcharge of \$5,225 to offset application fees required for processing the student’s application.\***

**TRANSFER STUDENT TUITION CHARGES POLICY**  
(Effective 10/25/21)

Upon review of a transfer student’s accepted hours from his/her previous school and program, the school will assess a tuition charge based on the below charge structure based on hours remaining in the student’s program of study:

<b>Master Cosmetologist &amp; Master Barbering</b>	<b>Nail Technician</b>	<b>Esthetician</b>
Over 1200 hours = \$4/hour	Over 400 hours = \$3/hour	Over 700 hours = \$5/hour
500-1200 hours = \$5/hour	200-400 hours = \$4/hour	300-700 hours = \$6/hour
Under 500 hours = \$6/hour	Under 200 hours = \$5/hour	Under 300 hours = \$7/hour

The student will still be obligated to pay the regular registration fee, and book/kit fees IF the student either does not have a book or kit or if the student’s current book and kit do not match the school’s standard materials for the selected program. The “pay-in-full” discount will still be allowed to apply for transfer students under this policy.

***Payment Options***

**For all programs:** The student is required to pay registration fees down prior to starting school. The student will be required to sit with a financial planning official upon enrollment to determine their monthly payment schedule based on their enrollment status (part time or full time). Special situations or circumstances may be considered as according to the director. There will be an added charge of \$50 per payment that is received more than five (5) days late from a scheduled payment, with the exception of holidays. Prior to graduation, any remaining balance will be due. If all funds owed are not paid to the school prior to graduation, the school reserves the right to withhold the student’s transcripts and/or Certificate of Completion. **We accept cash, credit card, money order, cashier’s check or personal check**

***Refund Policy (Institutional)***

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- A. An applicant not accepted by the School is entitled to a refund of all monies paid.
- B. A student may cancel this agreement at no penalty by notifying the School in writing within three (3) business days after midnight on the day on which the agreement was signed, regardless of

whether or not the student has actually started training. All monies paid will be refunded to the Student.

- C. If a Student cancels after the three (3) business days, but prior to entering classes, the student is entitled to a refund of all monies paid, with the exception of the registration fee of \$100.
- D. A student notifies the institution of his/her withdrawal.
- E. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
- F. A student is expelled by the school.
- G. In types B, C, D and E, the cancellation date will be determined by the postmark, or the date it is delivered in person or by means other than the U.S. Mail.
- H. Terminations by the school for unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days. Fourteen (14) consecutive days of absences will result in termination.
- I. In all cases of withdrawal, expulsion and/or termination of student status, refunds will be calculated based on the student's last date of attendance at the school.
- J. The school will refund all monies due the Student per this agreement within 45 days of a determination that a student has withdrawn, whether officially or unofficially
- K. When situations of mitigating circumstances occur, the School may adopt a policy that exceeds the minimum requirements of this refund policy.
- L. All extra costs, such as books, supplies or other materials that are not included in the tuition price are non-refundable **except** where defined in bullet "B" above (this means that if you cancel before the 3 business days, the items would be refundable).
- M. In the event of a cancellation after attendance has begun, but prior to fifty (50%) of the term being completed based on actual program clock hours, the school shall abide by the following refund schedule

Percentage of scheduled time to total time of the program	Percentage of total tuition due
.01 to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- N. If a Student wishes to terminate training and withdraw from the school, the Student must notify the School Administrator in writing.
- O. If a program is cancelled subsequent to a student's enrollment, and before instruction has begun, the school shall provide a full refund of all monies paid or provide completion of the course.
- P. If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
  - b) Provide completion of the course and/or program; or
  - c) Provide a full refund of all monies paid.
- Q. If the School is permanently closed and no longer offering instruction, after a student has enrolled and instruction has begun, the student shall be entitled to a pro-rata refund of tuition fees paid
- R. **NON-REFUNDABLE FEES:** In types O, P and Q the registration fee is non-refundable once grace period has passed; kits and books are non-refundable once grace period has passed and once items are issued and opened.

## *School Schedule*

- ❑ Closed on Sundays
- ❑ Closed on Mondays (staff work day)
- ❑ **Start dates: See “Admissions Information” sheet for current dates**

DAILY SCHEDULES & PROGRAM LENGTHS								
Time/Sched.	Program	Nail Technician	Master Cosmetologist	Cosmetology Instructor	Master Barber Crossover (Barber to Cos)	Esthetician	Master Cosmetologist Crossover (Cos to Barber)	Master Barber
<b>Clock Hours</b>		600	1500	750	300	1000	300	1500
<b>Full-Time (weeks)</b>		26	60	29	14	---	--	60
<b>Part-Time #1 (weeks)</b>		30	70	34	16	--	--	--
<b>Part-Time #2 (weeks)</b>		34	78	38	18	55	17	78
<b>Part-Time #3 (weeks)</b>		35	82	40	18	--	--	--
Full-Time (FT) (30 hrs/wk)		Tue – Sat 9:00AM – 4:00PM						
Part-Time #1 (25 hrs/wk)		Tue – Sat 9:00AM – 2:00PM						
Part-Time #2 (22 hrs/wk)		Tue & Wed 9:00AM – 9:00PM						
Part-Time #3 (21 hrs/wk)		Tue, Wed, & Fri 4:00PM – 9:00PM Sat 9:00AM – 4:00PM						

### **Courses are taught in English**

*(Director may change Schedules for instructional, administrative, and/or regulatory necessity)*

**\*Saturday attendance mandatory for all FT schedules\***

## *Absence & Tardy Policy*

1. Theory will start promptly on time. Any student coming in late will not be allowed to enter the classroom until class is completed. If more than five (5) minutes past start time you are considered LATE.
2. Each student is allowed one (1) unexcused absence or tardy per month. An unexcused absence is any absence that cannot be verified with proper documentation. If a student misses more than 1 day in a month, they will be subject to the following punishments based on repetition of absence violation per month:
  - a) First and Second Offense: Warning
  - b) Third Offense: Termination

\*Offenses are reset every month to reflect that next month’s absences or tardiness.  
\*If a regularly scheduled Saturday class is missed for an unexcused absence, the student will be subject to immediate Write-Up, up to and including termination
3. If you are going to be absent or late, you must contact your instructor. If, for any reason, you know that you will be late or tardy, it is your responsibility to have yourself marked off the appointment book.
4. If a student misses more than 3 days in any instruction week without prior notification to the school, the student must provide official documentation for the reason of the unexpected absence immediately upon returning to the school. Official documentation includes but is not limited to: a doctor’s excuse, an emergency department or hospital release form, insurance documentation and/or police report from an accident, etc.
5. If a student misses more than 14 days, and does not return to the school or notify the school within two (2) weeks of the first day missed, the student will be subject to termination with the dropped date as the last date attended.

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## *Code of Ethics*

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1. Principle objective is to train qualified individuals to render the best possible service to patrons.
2. Strives continuously to improve its operation in order to keep abreast with the ever-changing developments and new techniques in the cosmetology industry.
3. Observes all rules and regulations issued by the State Board of Cosmetology and the Health Department.
4. Encourages its instructors to keep current of the latest teaching methods by reading educational books, attending teacher refresher, or advanced courses, workshops, trade schools, etc.
5. Makes use of acceptable teaching techniques and training aids (such as textbook, workshops, films, filmstrips, and other audio-visual aids) in order to advance and provide the best possible training for our students.
6. Takes part in education conferences and regional meetings in order to advance the profession of the cosmetology industry.
7. Purchases only the high-grade equipment, cosmetics, and supplies to be used in the instruction and training of its students.
8. Maintains honest and fair relationships with its staff, students, patrons, the State Board, and other schools.
9. Advertises truthfully, and makes honest representations to its students.
10. Refrains from any advertisements or criticism, which might reflect unfavorably on other schools or the Cosmetology profession.
11. Develops a strong network with more successful salons to ensure a greater opportunity for students in the search of a career.

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## *Conduct and General Rules and Regulations*

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**The following rules and regulations must be observed and obeyed in order for our school to operate in a professional and efficient manner:**

1. Each student must have his/her own proper and sufficient equipment. No borrowing is allowed.
2. Any person found stealing will be dismissed from school immediately.
3. Kits are subject to inspection at any time. Non-professional equipment will be removed.
4. It is the responsibility of the student to keep their equipment and workstations clean, sanitized and/or sterilized. The school furnishes most necessary supplies to keep areas clean.
5. It is illegal to perform services in unapproved location and illegal to receive pay for services in these locations. The Georgia State Board of Cosmetology imposes a fine and /or revocation of your license if caught.
6. Students are not allowed to clock or sign anyone in or out other than themselves. Students violating this policy may be subject to immediate dismissal from school.
7. Students are not permitted in the Administration Office or the Instructors Office without permission. Students are permitted behind the reception desk and dispensary areas only while assigned to work these stations.
8. Gossip, dirty jokes, profane language and dissension are not permitted.
9. Smoking, eating, drinking or chewing gum will not be permitted on the clinic floor.
10. Absolutely no intoxicating substances will be allowed on the premises. Anyone found to be on behavioral or mind altering substances will be dismissed immediately.
11. Poor attitudes, moods, illnesses, etc., are to be left at the door when you arrive for school. You are more than welcome to pick them up again at the end of the day.
12. A solicitation is not permitted in the school, or on the school grounds.
13. Students are not to discuss their hours obtained, time schedules, or rates of tuition with each other, or with customers.
14. Students must work diligently in all aspects of instruction.
15. Any student refusing to service a customer, or less than anxious to perform the service will be subject to strong disciplinary action. Refusal may constitute dismissal from the school.
16. Students should not have discussions with each other while servicing a client.

17. Students having the ability to speak in any languages other than English will not be permitted to speak these languages on the clinic floor. Courses are taught in ENGLISH.
18. Students are not permitted to do their own hair. Fellow students need these hours too!
19. Student agrees that the school reserves the right to modify, amend or supplement the catalog or any other notices furnished to the student. Student agrees to comply with the rules and regulations of the school. Failure to comply with the school rules and regulations may result in termination by the school.

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## *Dress Code (Uniforms)*

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- Students must wear black, tan, white, or khaki pants (no shorts or miniskirts) with a smock or lab jacket (nail technician & esthetician students).
- Student must wear closed toe shoes at all times.
- Professional hair and make-up is required
- No hats, scarves or any other head dressing unless it is for religious reason, which should be addressed with your instructor by the first day of class.

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## *Student Bill of Rights*

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### **The student has the right to ask the school:**

- o The names of the regulatory agencies governing the school.
- o About its programs; it's instructional, laboratory, and other physical facilities and faculty.
- o The associated costs of attending the school, and school's policy concerning refund to students who drop out.
- o The school's process of determining whether a student is making a satisfactory progress and what happens if he/she is not.
- o The students have the right to ask for references, pass-fail ratio of school, employers that work with the school or any question relating to this school or the Cosmetology profession.

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## *Student Responsibilities*

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### **It is a student's responsibility to:**

- o Review and consider all information about a school's program before you enroll.
- o Carefully read and understand all forms that you are asked to sign and keep copies of them.
- o Accept responsibility for all agreements that you sign.
- o Understand and comply with your school's refund procedures.
- o Follow your assigned or chosen schedule on a weekly basis
- o Keep up with what course you will be transitioning into based on your schedule and group assignments

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## *Director Rights and Responsibilities*

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### **The Director of the school has a responsibility to the student to:**

- o Listen and respond to any and all student complaints that cannot be handled by lower tiers of administration
- o Strive to provide a safe, effective, and all around wonderful education experience
- o Watch over instructional staff to ensure a high standard of education
- o Be a friend!

### **The Director has the ability to maintain the following rights in regards to the student:**

- o May terminate the student's enrollment for any reason deemed necessary within reason based on the outlined disciplinary system

- o May withhold student transcripts or Certificates if the student does not pay tuition funds due to the school

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## *School Facilities*

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Our facility occupies approximately 10,000 square feet of space at 6088 Buford Hwy, Doraville, GA 30340.

There are 3 levels which include the following:

- 6 Offices
- 1 Break Room
  - o Four dining tables
  - o Four microwaves
  - o Two refrigerators
- 2 storage rooms
- 5 classrooms
- 2 laundry rooms
- 4 restrooms
- o 100 cosmetology stations and chairs
- Master Barber
  - o 16 barber stations and chairs
  - o 8 shampoo bowls and chairs
  - o 8 hair dryers
- Esthetician
  - o 2 sinks for facial
  - o 2 rooms for client facials
  - o 3 machines 13-function facial
  - o 5 facial beds
  - o 20 facial practice stations
- Nail Technician
  - o 25 nail stations
  - o 4 sinks for nail classroom
  - o 6 pedicure spa chairs
- Cosmetology Instructor
  - o Offices
  - o Classrooms and clinic areas

Available equipment is as follows:

- Master Cosmetologist
  - o 8 hair dryers
  - o 8 sinks for cosmetology
  - o 6 shampoo bowls
  - o 2 washrooms

### **Statement of Non-Discriminatory and Handicap Accessibility (USC-ADA):**

**Atlanta Beauty & Barber Academy** in its admission, instruction, and graduation policies and practices does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, financial status, marital status, height weight ratio, sexual orientation, or ancestry. The school does not allow or tolerate bullying, harassment, or hazing of any sort. If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way you are required to report the matter to the school's Director immediately in order for appropriate action to be taken. If a prospective student or current student needs a special accommodation in accordance with the Americans with Disabilities Act (ADA), they should notify the School Director, as soon as possible in order for the school to assist the student with their accommodation.

### **Equal Opportunity:**

It is a violation of **Atlanta Beauty & Barber Academy** published Policy for any manager, supervisor, faculty member or student to engage in the harassment of, or discrimination against any member of the institutional Community based on gender, age, race, place of national origin, native language, ethnicity, color, financial status, marital status, height weight ratio, disability, sexual orientation, or religion. Inquiries regarding any situation in which the equal opportunity standards or values of this institution may have been violated, should be reported directly and immediately to the CEO, or a managing staff member.

### **Special Services and Facilities Available to Handicapped Students:**

**Atlanta Beauty & Barber Academy** is handicapped accessible at street level. The upper level of the school is not handicapped accessible. The institution will NOT knowingly enroll any student who could not reasonably be expected to benefit from training however there are no special services or facilities provided beyond

handicapped accessibility. The school however, will make a reasonable effort to accommodate the needs of a handicapped or disabled person.

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## *Zero Tolerance*

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Atlanta Beauty & Barber Academy has zero tolerance for any forms of violence or threats, offensive language or aggressive behavior, bullying, use of or possession of illegal substances or alcohol, possession of firearms, ammunition, explosives, fireworks, or any other dangerous weapon (any instrument that may be used to inflict bodily harm), theft and fraud. If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program. Future enrollments at will not be approved.

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## *Safety & Health Considerations*

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A cosmetologist, barber, or esthetician must possess hand-to-eye coordination and leg mobility in order to move about while performing services. Clients are shampooed by their stylist at the shampoo bowl, then moved and seated in an adjustable hydraulic styling chair. The stylist moves around the client as the service is performed. Persons unable to stand for long periods of time, or having limited mobility would have difficulty using regular shampoo bowls and hydraulic chairs. Manicuring and the application of artificial nails do not require standing or mobility. Clients are seated for the entire manicure or artificial nail application. The Esthetician program does not require a great deal of physical mobility, however; hand and finger strength is required for the massage portion of a facial skin service. Facial clients generally recline on an adjustable facial chair with the skin technologist seated at the client's head. Make-up, cosmetic applications, and brow shaping are performed while the client is seated and the cosmetology professional is in a standing position. Instructors in this profession work a lot on their feet and long hours are required

### **Hazardous Chemicals:**

On a daily basis, students and cosmetology professionals handle and store hazardous chemical solutions and products, which could burn the skin and scalp, damage hair, or produce dangerous fumes if not properly used, mixed, and stored. If a student is, or becomes pregnant at the time of enrollment, or while attending training the school will require a written release from a student's physician before a student is allowed to begin or continue their cosmetology training. *(This policy is intended to protect both the student and student's unborn child.)*

### **Allergic Reactions:**

The products, chemicals, and solutions routinely used by students and cosmetology professionals MAY cause allergic reactions. Students are instructed to follow all manufacturers' instructions to wear disposable gloves, and to protect their clothing by wearing their lab coats during ALL chemical operations. Should any type of allergic reaction occur, a student is required to immediately notify a staff member.

### **Your Feet and Legs:**

In order to work in the Cosmetology Profession, all students and cosmetology professionals must have the use of their feet and legs. In the future work environment, a cosmetology professional is expected to stand for long hours, while performing services. In order to protect from any type of "career -ending" injury or permanent damage to feet and legs, students are advised to wear closed-toed shoes with socks, with non-skid soles, that have a reasonable heel height. Students and cosmetology professionals work on concrete or linoleum floors, and on a daily basis they lift volume containers of shampoos and other products off shelves. In order to support the feet and legs, and protect them from falls, slipping, or other injuries students must wear appropriate footwear.

### **Skin and Clothing:**

Students and cosmetology professionals handle products and chemical disinfectants that can burn skin, enter the body, and damage clothing. To protect, prevent, and minimize the damage that can be caused by chemical spills, splashes, and to promote general cleanliness, students are required to wear protective smocks and to protect clients with protective aprons.

### **Physical Contact**

Students and cosmetology professionals maintain close body contact with clients. During the performance of a service skin and hair cells pass from the client to the student. A student MAY encounter a parasite or a contagious disease. A student may be

exposed to human blood, or other bodily fluids. Students are instructed to wear disposable gloves and their lab coats with the public, and to follow all safety procedures to ensure that a disease or parasite cannot infect the student or additional persons.

**Electrical Appliances:**

Electrical appliances such as blow dryers and curling irons are used near sink and water areas. These appliances must be properly cared for and maintained so that an electrical shock is not produced. Students are not allowed to use any appliance with a frayed or “taped” cord. All electrical appliances must be plugged into grounded outlets. Electrical cords cannot be stretched across aisle.

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## *Family Educational Rights and Privacy Act (FERPA) Policy*

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Students and parents or guardians of dependent minor students have the right to review a student’s educational records, to request amendment to student’s educational records, to provide consent prior to disclosure of personally identifiable information, and to file complaint with the U.S. Department of Education regarding the failure of **Atlanta Beauty & Barber Academy** to comply with FERPA.

1. Students and parents or guardians of dependent minor students may request access to their records from the school Owner/Director.
2. Records will be made available in the appropriate school office only on an appointment basis.
3. No personally identifiable information will be released to a third party without the written consent of a student or parent/guardian of a dependent minor student each time a record is requested unless it is:
  - a. To other school officials who have educational interest in the information.
  - b. To officials of another school where the student seeks or intends to enroll.
  - c. To representatives of the Comptroller General of the United States, the Secretary of Education, or State and local educational authorities.
  - e. To State officials if required by State Statute.
  - f. To organizations conducting studies for educational agencies or institutions to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study.
  - h. To parents or guardian of a dependent student.
  - i. To comply with a judicial order or subpoena.
  - j. To meet health or safety emergency.
  - k. To accrediting agency(ies).
4. All disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interest of the parties for inspection of the records.

Before publishing directory information such as student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended, the school allows the student or guardian to deny authority to publish one or more of these items.

## *Satisfactory Academic Progress Policy*

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in any program and for any particular category of attendance (part-time/full-time). This policy is provided prior to enrollment to ensure applicants understand all requirements.

1. **Maximum Course Completion Time Frame:** All courses must be completed within one hundred and forty three percent of the published course length (143% program maximum). Should a student exceed the maximum time frame, he or she will be allowed to continue in the program, but over-contract fees of \$5.00 per hour will continue to accrue beyond the contract end date.
2. **Determination of Progress:** Students will be evaluated and provided written evaluations of cumulative attendance and academic status when they reach certain actual clock hours as follows:

Program	Master Cosmetologist	Master Barber	Cosmetology Instructor	Nail Technician	Esthetician	Master Cosmetologist Crossover	Master Barber Crossover
<b>Report Hours</b>	450 900 1200 1500	450 900 1200 1500	375 750	300 600	450 900 1000	150 300	150 300

Anticipated 900-hour academic year for Master Cosmetologist, Master Barber and Esthetician. Anticipated 750 academic year for Cosmetology Instructor; Anticipated 600 academic year for Nail Technician. Anticipated 300 academic year for Crossover programs.

The evaluations will show actual hours versus scheduled hours, and will be completed within seven (7) days of the student reaching the above hour checkpoints. Students only have to sign the formal progress evaluations when and if he or she is below the progress standards (academic or attendance). Students must be evaluated at least by the midpoint of the course or the midpoint of the academic year, whichever occurs sooner. In addition, each student must maintain a cumulative 70% rate of attendance.

3. **Academic Progress Evaluations:** Student Academic Progress (i.e. evaluation on theory, practical and clinical work; however, clinical work is graded on a pass/fail basis only and will not be considered as part of the overall GPA) will be evaluated during the same time periods as stated above in the “Attendance Progress Evaluations”. Each student is expected to achieve a minimum grade point average of 70%. The grading system shall be: 100-90% A (Excellent); 89.9-80% B (Above Average); 79.9 – 70% C (Satisfactory); and 69.9 – 0% D (Failing).
4. **Student Status:**
  - ❑ **Satisfactory Academic Progress:** Students who meet the standard for both attendance and academic evaluation period shall be considered to be making Satisfactory Academic Progress until the next scheduled evaluation. To meet requirement for satisfactory academic progress, each student must have a cumulative GPA of 70%, as well as maintained a cumulative attendance rate of 70% of scheduled clock hours.
  - ❑ **Warning and Probation:** Students who fail to meet one or both of the evaluation requirements (Attendance or Academic) shall be placed on a *warning* until the next evaluation period. If a student fails to meet one or both of the evaluation requirements (Attendance or Academic) after the warning period, he or she will be placed on *probation if the student prevails upon appeal of a negative progress determination prior to being placed on probation (see appeal information below)*. The school may allow for the status of probation if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. If a student determines this is an inappropriate action based on personal circumstances, he or she may submit an appeal as stipulated in Item 6 below. A student can re-establish progress status by meeting the minimum attendance and/or academic minimum requirements.
  - ❑ **Withdrawals:** Academic Progress achieved will not be adversely affected by withdrawals. Students re-entering their program will return in the same SAP status as when they left.
  - ❑ **Re-entry:** Re-entry means tuition fees will be adjusted to meet the current tuition rate of the school. Students will re-enroll at the same status at which he or she departed.
  - ❑ **Transfer:** Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluations periods will be based on actual contracted hours at the institution.

5. **LEAVES OF ABSENCE & TEMPORARY INTERRUPTIONS**

A student returning from a leave of absence or other official interruption of training must return to the school in the same satisfactory or unsatisfactory progress status as prior to the leave. 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.

6. **APPEAL PROCESS**

Students may appeal a satisfactory academic progress determination. The appeal must be in writing and directed to the school director, along with any supporting documentation as to why the student failed to meet SAP requirements in the specified period. Submitted documentation must also include a statement signed by the student as to why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress by meeting the cumulative academic and/or attendance requirements by the next evaluation.

**Mitigated Circumstances:** If it is determined and documented that a student's failure to demonstrate satisfactory progress was due to personal illness, death of a family member (immediate relation), emotional trauma, etc., the appeal will be accepted and the student will be on probation, if applicable. The institution may allow for probationary status if it is determined that the student will meet SAP requirements by the end of the probationary period. If at the end of the probationary period, if the student is still not meeting Satisfactory Progress, the student is allowed to continue the program but is notified that the over-contract fees continue to accrue. The student is no longer eligible for any applicable funding (school not eligible for Title IV), unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status or probation. A copy of the appeal and determination of the appeal will be placed in the student file.

7. **COURSE INCOMPLETES, REPETITIONS, NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply and have no effect on satisfactory academic progress.

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### *Make-Up Policy*

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You must make arrangements with your instructor to make up any missed examinations. Although not commonly utilized, it is also possible for a student to make up missed hours/assignments on school holidays with prior consent of the school and the instructor.

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### *Leave of Absence (LOA) Policy/Procedure*

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In order for a LOA to be approved, the student must follow the policy in requesting a leave. Request forms for a Leave of Absence (LOA) can be obtained from the Administrative Office. Leaves may be granted for any reason for which a student requests a leave, unless the leave exceeds the 180 calendar day allowance (see item 5 below). The policy requires:

1. The request must be made in advance (unless there are unforeseen circumstances (see item 2 below), made in writing, must include a reason for the leave signed and dated.
2. In the event of an unforeseen circumstances arise (ex: injury, car accident, medical problems, etc.), the institution may still grant the LOA and will document the reason for its decision to allow the LOA. The request form from the student will be collected at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend because of the unforeseen circumstance.
3. The contract period will be extended by the same number of days taken in the LOA and the changes to the contract period must be either changed to the enrollment agreement to be initialed by all parties or an addendum to the enrollment agreement must be signed by all parties.
4. No additional charges will be assessed as a result of the leave.
5. A student will not be granted a LOA if the LOA, together with any additional leaves previously granted, exceed a total of 180 days in any 12-month period.
6. A student granted an LOA that meets the criteria is not considered to have withdrawn and no refund calculation is required at that time.

7. A 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 purpose of calculating a refund will be the student's last day of attendance.

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## *Withdrawal Policy*

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All students who wish to withdraw must notify their instructor and the school administration staff in writing in order to appropriately process the withdrawal. In the event a student withdraws from the school, the school will hold their hours for return for a maximum of thirty –six (36) months. Upon returning from an official withdrawal, the student may be charged additional fees by the institution as deemed necessary. After this period, if the student returns, the student must start the program from the beginning.

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## *Advising/Counseling*

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All students are encouraged to seek assistance from their instructors or other appropriate staff members concerning their classes, or other problems that affect the student's attendance at school including but not limited to: school personnel issues, issues between other students, and personal issues. There are no official counseling personnel on staff, but a list of local counseling centers can be found at:

[http://www.lpcaga.org/index.php?customernumber=191994678370134&pr=Find\\_Counselor&=SID](http://www.lpcaga.org/index.php?customernumber=191994678370134&pr=Find_Counselor&=SID)

- *There are no housing facilities available.*

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## *Complaint Policy*

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The school will make every attempt to resolve any complaint that is not frivolous or without merit. Complaint procedures are discussed in orientation thereby assuring all students know the steps to follow should they desire to register a complaint at any time. All confidentiality in personnel complaints shall be reserved. The school will react promptly to any student complaints in order to maintain quality, value, and a conflict-free environment in our school. Evidence of final resolution of all complaints will be retained in school files.

1. The complaint must be made in writing and any supporting documentation must be submitted within 60 days of the subject of the grievance occurred.
2. The complaint will be reviewed by management and a response will be sent in writing to the complainant within 30 days. Interviews may be necessary, depending on the natures of the complaint.
3. If the complaint is of such nature that it cannot be resolved by the management, it can be referred to an appropriate agency if applicable. The complainant must exhaust the internal complaint process before submitting to a regulatory agency, as applicable.

GA State Board of Cosmetology & Barbers, 214 State Capital, Atlanta, GA 30334, 404-656-2881.

<http://sos.ga.gov/index.php/licensing/plb/16>

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## *Equipment*

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Students are issued with equipment and supplies. It is the student's responsibility to sanitize equipment and make sure it is in good working order. If any equipment is lost or damaged, it is the student's responsibility to repair damaged items or purchase lost items.

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## *Bulletin Board*

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Bulletin Boards are located under the time clock in the break room. Job openings, upcoming educational events, the current school catalog, and the current course catalog will be posted in this location

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## *Visitors*

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Visitors are allowed on a limited basis. Administration must pre-approve all visitors.

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## *Lost and Found*

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Any items found are to be turned into the instructor's office. Students may contact an instructor to inquire about and claim lost property. It is NOT the school's responsibility if personal items (i.e. clothing, purses, wallets, etc.) are lost or stolen on school premises. We will do what we can within reasonable limit to help the student in recovering such items.

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## *Solicitation*

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No solicitors are allowed on Atlanta Beauty & Barber Academy premises at any time or day. Violators will be reported to local authorities if necessary.

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## *Peer To Peer Policy*

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Unauthorized distribution of copyrighted material may subject the student to civil and criminal liability. The school will punish any student in violation of this policy by verbal warning, written warning, and/or dismissal from the school. The school reserves the right to report or not report such incidents to the local or federal authorities.

*Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.*

*Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.*

*Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.*

*For more information, please see the Web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).*

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## *Weapons Policy*

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Weapons are not allowed on the premises, including the school building and cars parked on the premises. Anyone found to be in possession of any weapon including but not limited to guns, knives, and stun gun will be terminated from the program with no eligibility to be reinstated.

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## *Accidents/Emergency Medical Care*

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If and when an accident occurs at Atlanta Beauty & Barber Academy, medical assistance will be obtained if necessary. If an emergency medical situation arises, a plan of action will be taken up with the instructor and proper authorities will be notified. Emergency phone numbers are kept in the instructor's office and at the front reception area for easy access. When an accident has occurred, a follow-up Accident Report form must be completed after all

actions taken are complete. These forms are to be completed by an instructor and filed in the student or employee files located in the Administration office.

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## *Emergency Procedures & Evacuation*

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Atlanta Beauty & Barber Academy has emergency evacuation plans posted throughout the school building. Each student will be made familiar with his /her evacuation route, depending on the student's work area.

- **BOMB THREAT:** In case of bomb threat, the school building will be evacuated immediately. Instructors are responsible for making sure all students and clients are accounted for. Lead instructor is in charge of calling proper authorities.
- **FIRE:** Fire drills are held on a regular basis. In case of a fire on the premises on in the school building, staff will make sure all students and clients are out and away from the building staff will the precede to nearest exit. Lead instructor is in charge of calling 911.
- **TORNADO:** In case of a tornado, students and clients will be alerted. Building occupants will proceed away from windows, doors and glass. Individuals are to gather in the classroom, hallway or bathrooms. Staff will canvas school area to make sure all students and clients are in proper area.
- **HOSTAGE SITUATION:** Remain calm. Cooperate with offenders.
- **ROBBERY:** Safety comes first. In case of robbery, staff and students will cooperate with the offenders. When an opportunity arises proper authorities will be called.
- **RAPE:** If a rape situation should occur, the proper authorities will be called immediately. Any needed medical assistance will be obtained. The victim will be encouraged to seek proper counseling concerning the incident.
- **PROBLEM STUDENT OR CLIENT:** If a problem situation arises with a student or a client, the instructor would first be called to resolve the problem. If the problem cannot be resolved at that point, the Lead Instructor will be consulted. If the problem is still unresolved, the School Director will be consulted. If a person is out control, the School Director has the option of calling local law enforcement to have the person-removed from the school premises.

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## *Graduation*

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The school has defined successful completion of the selected program as follows: (i) documented attendance for the total hours of instruction contracted in the program pursuant to state law requirements; (ii) have an overall GPA of 70% or above; (iii) tuition contract and course costs are fulfilled (payment plan established, if necessary); Upon satisfactory completion of the graduation requirements, Atlanta Beauty & Barber Academy will issue a Diploma (a document that certifies the student has met all requirements in the chosen course of study).

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## *Examination for Licensure*

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The school offers application assistance for the Georgia state board examination application to any graduating student. This service includes assisting the student with the candidate "Examination Registration Application," as well as the sending of the student's completed hours using the "Candidate Eligibility for Examination Form." The Georgia state board also requires a \$109 application fee at the time of application (price could vary) to be paid to the testing agency. Pursuant to Georgia State Board of Cosmetology rule revisions, effective February 1992, all

graduating Master Cosmetologist, Master Barber, Cosmetology Instructor, Nail Technician, and Esthetician students must apply for/and undergo the state exam within one (1) calendar year of date of graduation.

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## *State Legal Requirements for Licensure*

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### **Georgia State Board of Cosmetology**

#### **130-2.07 Application for Cosmetology License at the Master, Skin Care, or Manicurist Level**

Any person desiring to practice cosmetology at the master, Skin Care, or manicurist level in the State of Georgia, is required to make application for a license by examination, using the form furnished by the Georgia State Board of Cosmetology and show by such application that applicant has met all the requirements of the law and the requirement of the Board. When such application is properly filled out and returned to the Board, it shall be accompanied by the following:

- a. Official certification showing the number of hours and courses completed as a student or apprentice:
  - i. If schooling or training was received out of the State of Georgia, certification from the state board of cosmetology, where schooling or training was received is required.
  - ii. Reading assistance will be furnished by only to those applicants with reading disabilities. The disability must be confirmed by medical documentation or educational documentation by the appropriate educational counselor or advisor. The request for reading assistance must accompany the original application.
  - iii. No foreign language translators will be allowed or furnished.
  - iv. The student or apprentice taking the examination shall be required to pass the practical and written examination with a minimum score of 70% on each section. Failure to achieve a passing score requires the applicant to retake the section failed.
- b. Required fee.

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## *Employment Assistance*

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Student acknowledges that the school offers employment assistance services to assist its students in obtaining employment after graduation, but does not guarantee student's placement. Student also acknowledges and agrees that the school has not offered or guaranteed student placement in employment in order to cause the student to enter the school's program. Student acknowledges that the school is not responsible for any failure to obtain a placement for the student or for any problem that should arise upon placement in any particular employment. The student further acknowledges that the school has defined employment assistance as the posting of positions related to the programs offered by the school, as well as hosting job fairs.

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# *PROGRAM REQUIREMENTS*

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# Master Cosmetologist Course

## Master Cosmetologist Curriculum

(SOC Code: 39-5012) | (CIP Code: 12.0401)

**Level 1 instruction shall be provided by a licensed master cosmetology instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total hours of Level 1 training before the student performs clinical services on a client/patron. Of these two hundred fifty (250) hours, two hundred twenty five (225) shall be theory and training on mannequins, and of the final twenty five (25) hours, fifteen (15) hours shall be on skin care and ten (10) hours shall be on nail care. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.**

1. Theory = (40) - (40 theory hours/40 clock hours);
  - (i) chemistry;
  - (ii) cleansing and disinfection;
  - (iii) EPA; OSHA, infection control standards; blood spill procedures; and
  - (iv) AIDS; HIV; and communicable diseases.
2. Theory of Permanent Waving = (45) - (45 theory hours/45 clock hours);
  - (i) the chemistry of permanent wave solution and its reaction;
  - (ii) the chemistry of relaxers and their reactions; and
  - (iii) the principles of permanent wave rod placement.
3. Theory of Hair Coloring = (45) - (45 theory hours/45 clock hours);
  - (i) the chemistry of color;
  - (ii) principles of color application; and
  - (iii) the chemical reaction of hair color.
4. Theory of Hair and Scalp Treatments and Conditioning = (20) - (20 theory hours/20 clock hours);
  - (i) hair analysis;
  - (ii) scalp condition; and
  - (iii) treatments.
5. Theory of Hair Cutting = (25) - (25 theory hours/25 clock hours);
  - (i) proper handling and care of instruments.
6. Theory of Shampooing = (15) - (15 theory hours/15 clock hours);
  - (i) proper procedure of shampooing;
  - (ii) knowledge of shampooing formulas; and
  - (iii) water temperature.
7. Theory of Hairdressing/Hairstyling = (35) - (35 theory hours/35 clock hours);
  - (i) 20 hours training on mannequins; and
  - (ii) 15 hours training on live models (without compensation).
8. Theory of Nail Care and Skin Care = (25) - (25 theory hours/25 clock hours);
  - (i) concepts and principles of nail care procedures and correct handling of instruments - (10 theory hours/10 clock hours); and
  - (ii) concepts and principles of skin care procedures and techniques - (15 theory hours/15 clock hours).

**(b)Level 2 theory and service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). The student may then progress to Level 2 theory, practical training, and service application hours on live subjects. The Level 2 curriculum shall be as follows:**

1. Theory = (100) - (100 theory hours/100 clock hours);
  - (i) cleansing and disinfecting;
  - (ii) physiology;
  - (iii) electricity;
  - (iv) safety precautions;
  - (v) chemistry of beauty products, actions/reactions, and the composition of tints, dyes and bleaches;
  - (vi) salesmanship;
  - (vii) telephone etiquette; and
  - (viii) salon deportment; consisting of courtesy, neatness and professional attitude in meeting the public.
2. Social Skills, Reception or Desk Work, Art and Ethics, State Board of Cosmetology Laws and Rules = (50) - (50 theory hours/50 clock hours).
3. Laboratory = (50) - (50 service application hours/50 clock hours); shall include practical training in preparing germicidal solutions, shampoos, tint and bleaches, practical training in washing and sanitizing all equipment in the beauty salon.
4. Hairdressing, Shampoo and Comb-out = (255) - (170 service application hours/170 applications); shall include

shampoos, comprising dry, soap-free, oil and reconditioning; wet curls, thermo-curling, blow drying, hair styles, comb outs and all types of pressing; hot combs.

5. Hair Cutting and Shaping = (124.5) - (124.5 service application hours/166 applications).

6. Permanent Waving = (150) - (150 service credit hours/50 applications).

7. Chemical Hair Relaxing = (139) - (139 service application hours);

(i) virgin application - (82 service application hours/42 applications); and

(ii) chemical retouch - (57 service application hours/38 applications).

8. Hair Coloring and Hair Lightening = (155) - (155 service application hours);

(i) temporary rinses and semi-permanent color - (9 service application hours/12 applications);

(ii) virgin color - (40 service application hours/20 applications);

(iii) color retouches - (20 service application hours/10 applications);

(iv) hair bleaching and lightening - (80 service applications hours/40 applications);

(I) virgin hair lightening (32 service application hours/16 applications);

(II) retouch hair lightening (20 service application hours/10 applications); and

(III) foiling techniques and placement - (28 service application hours/14 applications).

(v) predisposition tests - (3 service application hours); and

(vi) color removal - (3 service application hours).

9. Scalp and Hair Treatment = (49) - (49 service application hours/49 applications); shall include brushing and manipulations, corrective treatments, and reconditioning treatments.

10. Facial Treatment, Make-up, and Hair Removal = (52.5) - (52.5 service application hours):

(i) facial treatments - (30 service application hours/30 applications);

(ii) make-up applications - (20 service application hours/20 applications); and

(iii) brow and lash tint - (2.5 service application hours/5 applications).

11. Hair Removal = (30) - (30 service application hours):

(i) lip, chin, and face (tweezing, waxing, threading) - (10 service application hours/20 applications);

(ii) brow tweezing - (10 service application hours/20 applications); and

(iii) brow waxing - (10 service application hours/20 applications).

12. Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

(i) implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);

(ii) shampoo bowls and dryer hoods, styling stations, chairs, mats and work space - (1 service application hour/2 applications);

(iii) pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);

(iv) hair removal and waxing stations - (1 service application hour/2 applications); and

(v) manicure stations - (1 service application hour/2 applications).

13. Manicures, Pedicures, and Nail Sculpting = (90) - (90 service application hours):

(i) manicures with hand and forearm massage - (25 service credit hours/25 applications);

(ii) pedicures with foot and leg massage - (20 service application hours/20 applications); and

(iii) nail sculpting - (45 service application hours/15 applications).

*Graduates in this industry have gone on to work as a cosmetologist in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).*

# Nail Technician Course

## Nail Technician Curriculum

(SOC Code: 39-5092) | (CIP Code: 12.0410)

**Level 1 Instruction shall be provided by a licensed master cosmetology instructor or licensed nail technician instructor. Each school or licensed instructor shall require each student to successfully complete one hundred forty (140) hours of Level 1 training before the student performs clinical services on a client/patron. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first one hundred forty (140) hours of training, which are intended to be theoretical in nature.**

(1) Theory = (140) - (140 theory hours/140 clock hours):

- (i) personal hygiene, professional ethics, and customer relations;
- (ii) cleansing and disinfection, public health and safety, infection control and bacteriology;
- (iii) AIDS, HIV, and other communicable diseases;
- (iv) EPA, OSHA, other government standards, blood spill procedure;
- (v) physiology and anatomy, including that of the hands, arms, feet, and legs;
- (vi) the art of massage and massage techniques, introduction to reflexology;
- (vii) nail composition and structure, nail disorders and nail diseases;
- (viii) chemistry, including product knowledge, composition, usage, safety, and hazardous materials;

(ix) methods and procedures and implements, including their usage and safety;

- (x) salon business;
- (I) salon development and business operations;
  - (II) client consultations;
  - (III) business development;
  - (IV) marketing, advertising, and retailing;
  - (V) career/business planning, including preparation for interviews, resume writing, and goal setting; and

(xi) Georgia State Board of Cosmetology laws and rules, a copy of which shall be provided to students.

**Level 2 service application hours on live subject may begin when a student has completed the one hundred forty (140) required theory hours in the Level 1 curriculum, with a minimum passing score of seventy five percent (75%). The student may then progress to the clinic floor to perform 385 service application hours on live subjects (hours and applications apply to a full set only). The Level 2 service application curriculum shall be as follows:**

(1) Sanitizing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

- (i) implements (brushes, tools, and nail care implements) - (3 service application hours/6 applications); and
- (ii) manicure stations, pedicure spas, beds and equipment - (2 service application hours/4 applications).

(2) Manicure with hand and forearm massage (basic, hot oil, and various spa manicures) = (70) - 70 service application hours/70 applications);

(3) Pedicure with foot and leg massage (basic and various spa pedicures) = (60) - 60 service application hours/60 applications);

(4) Nail Sculpting = (60) - 60 service application hours/30 applications);

(5) Artificial tip application with overlay = (60) - 60 service application hours/30 applications);

(6) Nail wrapping (silk, linen, etc. on natural nails only) = (20) - 20 service application hours/20 applications);

(7) UV Gel Nails = (20 service application hours/20 applications);

(8) Fill-in application = (40) - (40 service application hours/40 applications);

(9) Artificial nail removal/nail repair = (10) - (10 service application hours/20 applications);

(10) Professional nail drill usage with professional drill designed for fingernails only = (5) - (5 service application hours/10 applications);

(11) Nail art techniques = (5) - (5 service application hours/5 applications);

(12) Airbrush nail art = (5) - (service application hours/5 applications);

(13) Paraffin treatments on hands and feet = (5) - (5 service application hours/10 applications); and

(14) Student competition: advanced techniques and related subjects = (20) - (20 service application hours/20 applications).

(15) Additional ABBA instruction = (75)

*The state board requires a practice of 525 hours per student for the nail technician program. Atlanta Beauty and Barber Academy has increased our hours to 600 in total. We have made this increase in order to allow the students to have the extra hands on practice to learn nail art & design as well as any new nail techniques which may have arisen during that period of time.*

*Graduates in this industry have gone on to work as a nail technician in a salon or spa; they can become a retail specialist, a platform artist, a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).*

# Esthetician Course

## Esthetician Curriculum

(SOC Code: 39-5094) | (CIP Code: 12.0409)

**Level I Instruction shall be provided by a licensed master cosmetology instructor or licensed esthetician instructor. Each school or licensed instructor shall require each student to obtain two hundred fifty (250) total theory hours of Level 1 training before the student performs clinical services on a client. Of these two hundred fifty hours, one hundred fifty (150) shall be Professional Practices, twenty (20) shall Professional Ethics, and eighty (80) shall be Business Practices. For the purposes of this Rule, one (1) theory hour equals one (1) clock hour for the first 250 hours of training, which are intended to be theoretical in nature.**

1. Professional Practices = (150) - (150 theory hours/150 clock hours);

- (i) bacteriology, cleansing and disinfection;
- (ii) personal hygiene;
- (iii) public health and safety;
- (iv) EPA, OSHA, chemicals, infection control standards, and blood spill procedures;
- (v) AIDS, HIV, and communicable diseases;
- (vi) methods; and
- (vii) facility hygiene, clean-up applications and procedures.

2. Professional Ethics = (20) - (20 theory hours/20 application/clock hours);

- (i) professional attitude; and
- (ii) personal image.

3. Business Practices = (80) - (80 theory hours/80 clock hours);

- (i) State Board Rules and Laws;
- (ii) esthetician salon development;
- (iii) business insurance;
- (iv) client records;
- (v) confidential ethics;
- (vi) medical record keeping;
- (vii) write your resume; and
- (viii) the job interview.

**Level 2 service application hours on patrons may begin when a student has completed two hundred fifty (250) theory hours in the above curriculum, with a minimum passing score of seventy five percent (75%). After completing two hundred fifty hours of Level 1 training, the student may progress to the clinic floor to perform 750 required Level 2 service application hours on a live subject. The Level 2 service application curriculum shall be as follows:**

1. Sciences = (320) - (320 service application hours); shall include instruction by a licensed esthetician instructor in the following subjects:

- (i) histology of the skin:
  - (I) cell; and
  - (II) tissue.
- (ii) dermatology and physiology:
  - (I) structure of the skin and glands;
  - (II) functions of the skin and glands;
  - (III) conditions and disorders of the skin;
  - (IV) physiology of color; and
  - (V) morphology.
- (iii) Theory:
  - (I) medical terminology;
  - (II) medical charting;
  - (III) clinical cleansing and disinfection;
  - (IV) patient psychology;
  - (V) customer service;
  - (VI) advanced skin analysis/diseases; and
  - (VII) camouflage make-up.

2. Cleansing and Disinfection of Tools, Implements, and Equipment = (5) - (5 service application hours/10 applications):

- (i) implements (brushes, tools, and skin care implements) - (3 service application hours/6 applications);
- (ii) facial stations, beds and equipment - (1 service application hours/2 applications); and
- (iii) hair removal and waxing stations - (1 service application hour/2 applications).

3. Body Treatments = (70) - (70 service application hours);

- (i) massage - (25 service application hours/25 applications);
- (ii) wraps - (15 service application hours/15 applications);
- (iii) cellulite - (10 service application hours/10 applications);
- (iv) aromatherapy - (10 service application hours/10 applications); and
- (v) reflexology - (10 service application hours/10 applications).

4. Facials = (115) - (115 service application hours);

- (i) spa facials - (75 service application hours/75 applications);
- (ii) machine facials - (30 service application hours/30 applications); shall include the following:

- (I) client consultation and skin analysis;
- (II) cleansing;
- (III) manipulations;
- (IV) toning;
- (iii) pre-op therapy - 5 service application hours/10 applications); and
- (iv) post-op therapy - 5 service application hours/10 applications).

5. Make-up = (90) = (90 service application hours);
- (i) client consultation and skin analysis - (20 service application hours/40 applications);
  - (ii) application - (30 service application hours/30 applications);
  - (iii) contouring - (10 service application hours/20 applications);
  - (iv) color accent - (10 service application hours/20 applications);
  - (v) camouflage make-up - (10 service application hours/10 applications); and
  - (vi) eye lash tabbing and strips - (10 service application hours/20 applications).

6. Hair removal = (75) - (75 service application hours);
- (i) lip, chin, face (tweezing, waxing, threading) - (10 service application hours/20 applications);

- (ii) leg waxing - (20 service application hours/20 applications);
- (iii) bikini waxing - (10 service application hours/20 applications);
- (iv) torso, back, and arm waxing - (10 service application hours/20 applications); and
- (v) brow arching and shaping - (25 service application hours):

- (I) brow tweezing and threading - (10 service application hours/20 applications);
- (II) brow waxing - (10 service application hours/20 applications); and
- (III) brow lashing and tinting - (5 service application hours/10 applications).

7. Spa/salon management = (75) - (75 service application hours);

- (i) front desk;
- (ii) marketing: business, client, product;
- (iii) managerial responsibilities;
- (iv) client retention and tracking;
- (v) business management;
- (vi) business record management; and
- (vii) profit and loss statement management.

*Graduates in this industry have gone on to work as an esthetician in a salon or spa; they can become a retail specialist, a platform artist, make-up artist, a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).*

**Cosmetology Instructor Course**  
**Cosmetology Instructor Curriculum**  
(SOC Code: 25-1194) | (CIP Code: 12.0413)

**(1) Persons receiving instructor training in a cosmetology school shall spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.**

**(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. Persons receiving instructor training shall be furnished an instructor training manual.**

**(3) The curriculum in a school of cosmetology for an instructor training course shall be completed within one (1) year and a total of 750 hours of training as stated below. For purposes of this Rule, one (1) credit hour equals one (1) clock hour.**

(a) General Education = (250)-(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.

1. Cosmetology, Esthetician, Hair Design, Nail Technician and Barber Laws, rules and regulations - (25 credit/25 clock hours);
2. Principles of teaching cosmetology - (150 credit/150 clock hours);
3. Principles of teaching nail care - (35 credit/35 clock hours); and
4. Principles of teaching esthetics - (40 credit/40 clock hours).

(b) Teaching techniques and audio visual aids = (225)-(225 credit/225 clock hours):

1. Curriculum development;
2. Lesson plans and presentations;
3. Classroom management and discipline;
4. Demonstrations and lectures; and
5. Various methods of evaluation.

(c) Practice teaching = (275)-(275 credit/275 clock hours).

*Graduates in this industry have gone on to work as instructors in a cosmetology school, provide continuing education classes, work as a school owner, a salon owner, industry representatives, etc. (Please note that no job can ever be guaranteed).*

**Master Barber Course**  
**Master Barber Curriculum**  
(SOC Code: 39-5011) | (CIP Code: 12.0402)

**Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services.**

1. Classroom Theory - 50 hours:
  - (i) chemistry (the basics of physical and chemical changes);
  - (ii) cleansing and disinfection;
  - (iii) hygiene and good grooming;
  - (iv) laws and rules.
  - (ii) high and low lighting;
  - (iii) permanent color;
  - (iv) semi permanent color; and
  - (v) temporary rinse.
2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours
  - (i) hair analysis;
  - (ii) scalp condition;
  - (iii) treatments;
  - (iv) proper procedure of shampooing (towel application, draping);
  - (v) knowledge of shampoo formulas;
  - (vi) water temperatures.
3. Shaving - 25 hours:
  - (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process).
4. Coloring of Hair -25 hours
  - (i) bleaching;
5. Hair Cutting and Styling - 70 hours
  - (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and
  - (ii) 35 hours of training on mannequins.
6. Facial Hair Design & Waxing - 20 hours:
  - (i) theory of facial massage;
  - (ii) equipment; and
  - (iii) facial treatments.
7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours:
  - (i) the chemistry of permanent wave solution;
  - (ii) technique of placing wave rods on client heads; and

**When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:**

1. Theory - 200 hours;
2. Hairstyling techniques and cutting - 500 hours = 500 applications:
  - (i) proper handling of instruments;
  - (ii) improper handling of instruments;
  - (iii) training on mannequins and live models.
3. Shaving - 25 hours = 50 applications:
  - (i) proper handling of instruments;
  - (ii) proper disposal of razor blades in sharps container
  - (iii) improper handling of instruments;
  - (iv) training on mannequins and live models.
4. Shampooing - 5 hours = 40 applications:
  - (i) proper procedure of shampooing;
  - (ii) knowledge of shampoo formulas;
  - (iii) water temperature.
5. Facial Hair Design and Waxing - 10 hours = 30 applications
6. Scalp Treatment Techniques - 10 hours:
  - (i) hair analysis;
  - (ii) scalp conditions;
  - (iii) treatments.
7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications:
  - (i) the chemistry of cold wave solution relaxers and reaction;

(ii) techniques of placing cold wave rods on client's head;  
(iii) chemistry of color, technique of color and chemical action of hair color.

8. Additional instructions at the discretion of the instructor - 200 hours.

*Graduates in this industry have gone on to work as a barber in a shop. They can also become a platform artist, a school owner, a shop owner,, industry representatives, etc. (Please note that no job can ever be guaranteed).*

## Master Cosmetologist Crossover Course

# Master Cosmetologist Crossover Curriculum

Course Name	Description	Hours
<b>Phase I (1 – 110 hours)</b>		
Basic Classroom Theory	a. Laws and Rules b. Theory of Hairstyling c. Theory of Shaving	60
Shaving and Trimming	a. Proper handling of instruments b. Proper disposal of razor blades in sharps container c. Improper handling of instruments d. Training on mannequins and live models	50
<b>TOTAL HOURS Phase I</b>		<b>110</b>
<b>Phase II (111 – 300 hours)</b>		
Hair Cutting and Styling	a. Proper Handling of Instruments b. Improper handling of instruments c. Training on mannequins and live models	115
Additional Instruction & State Board Exam Prep	a. Additional instruction based on individual need b. GA state board exam preparation	75
<b>TOTAL HOURS Phase II</b>		<b>190</b>
<b>TOTALS Phase I &amp; II</b>		<b>300</b>

## Master Barber Crossover Course

# Master Barber Crossover Curriculum

Course Name	Description	Hours
<b>Phase I (1 – 77.5 hours)</b>		
Health, Safety, and Sanitation	a. implements b. pedicure spa bowls, portable or fixed plumbing c. waxing and hair removal stations d. manicure stations e. state laws and board rules	5
Hairstyling & Design	a. marcel iron and comb-out b. fingerwaves and pincurls c. hair designing	72.5
<b>TOTAL HOURS Phase I</b>		<b>77.5</b>
<b>Phase II (78.5 – 300 hours)</b>		
Nail Care	a. manicures, pedicures, nail sculpting b. manicures with hand and forearm massage c. pedicures with foot and leg massage d. nail sculpting	180
Skin Care	a. make-up, brown and lash tint, color accent, camouflage make-up, eye lash tabbing and strips, individual lash extensions b. hair removal, waxing, threading and tweezing	42.5
<b>TOTAL HOURS Phase II</b>		<b>222.5</b>
<b>TOTALS Phase I &amp; II</b>		<b>300</b>

# Administrative Staff & Instructors

Administrative Personnel			
School Director	Director's Assistant	Academia Director	Finance Director
Thuy Ai "Kathy" Lam	Kristy Williams	Brenda Rojas	Tina Ly
Records Specialist	Administrative Coordinator	Administrative Specialist	
Mildred Aguilar	Huyen Nguyen	Carianna Farrell	

Instructors			
Master Cosmetologist	Nail Technician	Esthetician	Barber
Amy Chukwura	The Tri Lam	Amanda Luong	Ray Warren

.....  
 Atlanta Beauty & Barber Academy is owned by Atlanta Beauty & Barber Academy, LLC (Thuy Ai Lam – 100%)

## Licensing

The school is licensed by the following agency:

GA State Board of Cosmetology & Barbers  
 214 State Capital  
 Atlanta, GA 30334  
 404-656-2881  
<http://sos.ga.gov/index.php/licensing/plb/16>

The school is currently in "candidate" status with the following accrediting agency:

National Accrediting Commission for Career Arts & Sciences (NACCAS)  
 3015 Colvin St.  
 Alexandria, VA 22314  
 703-600-7600  
[www.naccas.org](http://www.naccas.org)

# SCHOOL VACATION SCHEDULE

## Dates and Holidays 2020 – 2021

Date Range	Holiday
September 7, 2020	Labor Day
November 23 – 28, 2020	Fall Break
December 21, 2020 – January 2, 2021	Winter Break
April 5 – April 10, 2021	Spring Break
July 5 – July 10, 2021	Summer Break

## Dates and Holidays 2021 – 2022

Date Range	Holiday
September 6, 2021	Labor Day
November 22 – 27, 2021	Fall Break
December 20, 2021 – January 1, 2022	Winter Break
April 4 – April 9, 2022	Spring Break
July 4 – July 9, 2022	Summer Break

## Dates and Holidays 2022 – 2023

Date Range	Holiday
September 5, 2022	Labor Day
November 21 – 26, 2022	Fall Break
December 19, 2022 – January 2, 2023	Winter Break
April 3 – April 8, 2023	Spring Break
July 3 – July 8, 2023	Summer Break

## Dates and Holidays 2023 – 2024

Date Range	Holiday
September 4, 2023	Labor Day
November 20 – 25, 2023	Fall Break
December 25, 2023 – January 6, 2024	Winter Break
April 1 – April 6, 2024	Spring Break
July 1 – July 6, 2024	Summer Break

## Professional Referral List

### Drug or alcohol counseling:

SAPList	Recovery.org	Drug Rehab Services
<a href="http://saplist.com/find_a_sap/search.php">http://saplist.com/find_a_sap/search.php</a>	<a href="http://www.recovery.org/browse/georgia/">http://www.recovery.org/browse/georgia/</a>	<a href="http://www.addicted.org/georgia-long-term-drug-rehab.html">http://www.addicted.org/georgia-long-term-drug-rehab.html</a>

### Emergency Agencies

- Georgia State patrol, 229-333-5215
- Doraville City Police, 770-455-1000
- Dekalb County Police, 770-724-7600

### Self-Support Agencies

- College Drinking Prevention – <http://www.collegedrinkingprevention.gov/>
- Alcoholics Anonymous GA – <https://www.aageorgia.org/>
- Narcotics Anonymous – <http://www.na.org/>
- Higher Education Center for Alcohol, Drug Abuse and Violence Prevention – [www.edc.org/projects/higher\\_education\\_center\\_alcohol\\_drug\\_abuse\\_and\\_violence\\_prevention](http://www.edc.org/projects/higher_education_center_alcohol_drug_abuse_and_violence_prevention)
- Mothers Against Drunk Driving (MADD) – [www.madd.org](http://www.madd.org)
- Gateway Rehab – [www.gatewayrehab.org](http://www.gatewayrehab.org)

### Area Medical & Urgent Care Providers

MedPost Urgent Care 3979 Buford Hwy NE Atlanta, GA 30345	Northside Hospital 1000 Johnson Ferry Rd NE Atlanta, GA 30342	Buckhead Urgent Care & Atlanta Primary Care 1891 Howell Mill Rd NW
Go Health Urgent Care 5555 Glenridge Connector Atlanta, GA 30342 404-705-0178	Scottish Rite 1001 Johnson Ferry Rd Atlanta, GA 30342 404-785-5252	Atlanta Medical Center 303 Parkway Dr NW Atlanta, GA 30312 404-265-4000
Gwinnett Urgent and Family Care 4775 Jimmy Carter Blvd Ste 201 Norcross, GA 30093 470-275-4907	Dekalb Medical Center 2701 North Decatur Rd Decatur, GA 30033 404-501-1000	

**I HAVE READ AND UNDERSTAND ALL OF THE STATED RULES AND REGULATIONS IN THE ATLANTA BEAUTY & BARBER ACADEMY SCHOOL CATALOG. I ALSO ACKNOWLEDGE THAT I HAVE RECEIVED A COPY AT THE TIME OF ENROLLMENT FOR MY OWN PURPOSES, AND WILL ABIDE BY THESE RULES AND REGULATIONS.**

**\*\* Please note the following additional policies and fees\*\***

- 1. The student must make sure that his/her High School Diploma is translated to English if in another language. The Georgia Board will not accept High School Diplomas in any other language. A state board-approved translation must be submitted to the school before the student's start date.**
- 2. Student lockers are for use only during the time the student is enrolled in the school. Once the student graduates or drops, the student has fourteen (14) days from his/her graduation/drop date to remove all items from the locker. After this period, anything left in the locker will be given away or thrown away.**
- 3. The Georgia Board also requires a \$109 application fee to take the licensure at the time of application to be paid to PSI (price could vary).**
- 4. The school will provide the initial GA Board "Eligibility Form for Approval" or Student Transcript free of charge. Any subsequent requests for the Approval Form or a Student Transcript will be for a charge of \$100 per request.**
- 5. Upon completion or withdrawal from the student's program, the school will report the total number of the student's completed hours to the GA Board of Cosmetology & Barbers. The school sends a report of all student completed/withdrawn hours to-date to the GA Board before the 12<sup>th</sup> of every month.**
- 6. Graduation fee of \$100 will be paid at the time of enrollment. In case of withdrawal, the fee will be added to refund calculation.**
- 7. Student agrees to allow the posting of student's picture(s) on Facebook or other social media platforms taken on campus or at an official school-related event for the purposes of advertising the school, the classroom, and/or school social events.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Please sign this form and return to the admissions office. This form must be kept on file to acknowledge that you have read and agree to the policies and procedures outlined in the school catalog.**

**The school reserves the right to update this catalog at any time during the student's course of study.**