



Cali Cosmo DJH, Inc

Doing Business as (DBA)

‘California Cosmetology Academy’ Catalog

Start your new career - enable your dreams

The best hands on training in:

Cosmetology (D.O.T. # 332.271-010, CIP #12.0401, SOC #39-5010)

Esthetician (D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)



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California Cosmetology Academy

1/1/2023 - 12/31/2025
Academy Catalog
<https://www.calicosmo.org>
'YOU are entirely up to YOU'

Classes Held:
1760 Fremont Blvd, Suite F2
Seaside, Ca 93955
(831) 884 5050

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Welcome to California Cosmetology Academy!

On behalf of California Cosmetology Academy we would like to congratulate you on making the first step along an exciting path towards a rewarding career in the beauty industry.

At California Cosmetology Academy we pride ourselves on leading the industry in advanced education excellence. We continuously guide our students to their career goals while closely caring for all their educational needs along the way.

We will guide you in everything from innovative cutting edge classroom instruction taught by experienced educators to all hands on and practical training done on the student clinic floor. We are here to guide you along this process of education and lead you to fully prepare for your state board licensing exam, as well as an amazing start to an ever changing, exciting and rewarding career.

The following pages contained in this catalog are detailed important information around the programs we offer. The catalog has been designed for you to have a great understanding about the career path you are setting out to achieve.

For additional information please refer to our website at www.calicosmo.com

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement.

Academy Location

1760 Fremont Boulevard Suite #F2
Seaside, CA 93955
(831) 884 5050

Disclosure Statement

California Cosmetology Academy is a private post secondary educational Academy providing education in Cosmetology and Esthetician programs.

California Cosmetology Academy is a Post Secondary Academy approved to operate in the State of California by the Bureau for Private Postsecondary Education (also known as BPPE / www.bppe.ca.gov). The Academy is in compliance with the California Private Postsecondary Education ACT. The California Board of Barbering and Cosmetology (BBC) sets a minimum standard for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

This institution is a private institution, it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

California Cosmetology Academy has been granted approval to teach the below programs of study in the State of California:

<i>Cosmetology</i>	<i>1600 clock hours</i>
<i>Esthetician</i>	<i>600 clock hours</i>

At California Cosmetology Academy all students enrolled in a program of study who successfully complete that program will be provided a proof of training for that specific program of study. This proof of training is then used to apply for the State Board Test to receive a license to operate. We do not provide licences, degrees, diplomas or approved certificates.

Please Note:

We strive to make every effort to assure that the utmost accuracy of information is provided within this catalog, all students as well as others who utilize this catalog should note that laws, rules, and policy change from time to time and these changes may alter the information included in this publication. The California Cosmetology Academy always reserves the right to change regulations, requirements, student rules, schedules, curriculum, tuition, and fees at any time and without notice.

Non - Discrimination Disclosure Statement

In compliance with federal, state, and local government requirements, The Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, Academy administered programs and publications, or employment practices.

About Us

Our Vision

Striving to be the educator of choice for all students wanting to enter into the beauty industry by providing excellence in education and innovation.

Our Mission

We create an extremely high level academic culture that allows all students to thrive in their ability to learn and develop the skill set required to obtain state licensing, as well as advanced training to bring with them when transitioning into the beauty industry.

Our Values

- Excellence in Education is our prime focus everyday
- Dedication to a strong morale schoolwide
- Teamwork and collaboration to maintain top notch innovative thinking
- Exceed students expectations
- Our employees are our most valuable asset and will be treated as such
- Ensure a well maintained culture throughout the Academy that ensures the highest level of integrity and ethics



Programs of Study

California Cosmetology Academy offers industry leading education in Cosmetology and Esthetics programs. We are here to help you with your journey in education on whatever path you may select, we have the program of study to help you realize your career goals.

Career Opportunities

Cosmetology Program: Cosmetology (D.O.T. # 332.271-010, CIP #12.0401, SOC #39-5010)
California Cosmetology Academy offers students a number of avenues to begin an exciting and rewarding career in the beauty industry in hair, skin and/or nails. Students enrolled in the cosmetology program are preparing themselves not only for state board licensing required but also an entry level position as a hair designer, stylist, haircut and color specialist, future owner of a salon or spa, junior positions in film or fashion.

Esthetics Program: Esthetician (D.O.T. #332.271-010, CIP #12.0409, SOC #39-5094)
All students will be studying to pass their state board licensing exam. Students enrolled in our skin care program are preparing for an entry level position as an esthetician, skin care specialist, manager or future salon or spa owner. Additional career opportunities include beginning jobs as makeup artist, skincare platform artist or even an esthetics trainer.

Faculty

At the California Cosmetology Academy we have hired Educators for their expertise and passion for what they do in their professional field. California Cosmetology Academy requires all faculty to have a minimum of 5 years combined education and direct industry experience in order to be employed as part of our educational team of instructors. All instructors have advanced knowledge and experience in their field and understand the importance of both the theory and practical training that are necessary for a student to be successful in whichever program of study they are enrolled in.

Instructors/Faculty and Qualifications



Our current instructors/faculty include:

Mara - Assistant Director and Instructor

Cosmetology licenced since 2005 and teaching experience from 2010. 18+ years of experience and a passion for education.

Anya - Education Manager and Instructor

Cosmetology licensed since 2011 with 12+ years of experience. Passionate about passing her esthetics and cosmetology knowledge on to future superstars!

Katie - Esthetics Instructor

Working in industry since 2018 with 5+ years experience and Licenced Esthetics since 2019. Passionate about working with students in the local area to help and advise them of their future options and capabilities.

Chirtina Lutz - Trainee Instructor & Registrar

Cosmetology licensed in Cosmetology in both Texas (2021) and California (2019) and is passionate about assisting students in making life changing occupational decisions. Working closely with the teaching faculty and back office to ensure excellence is achieved at all times.

School Accreditation

The School is fully licensed to operate by the following institutions who license and regulate our School:

Bureau for Private Postsecondary Education (BPPE)
1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Phone: (916) 574-8900, Toll Free: (888) 370-7589

Board of Barbering and Cosmetology (BBC)
P.O. Box 944226 Sacramento, CA 94244-2260
(916) 575-7281 Toll-free: (800) 952-5210

The School is not accredited by any accreditation agency recognized by the Department of Education.

Library/Resource Centers

Books : Each student will personally purchase, own and maintain a set of books relevant to their course.

Resource Center : Resources provided to enhance the learning environment are a State Board Study Theory facility which contains study areas and computers for access to online resources and a State Board Study Practical area for students to hone their practical skills. These are open and available to students during their regular course hours. Access is organized by the course Teachers.

Class Schedules

At California Cosmetology Academy we offer daytime classes, your schedule will be determined depending upon which program of study you choose to enroll in. New classes will begin at the

beginning of each calendar month for both Cosmetology and Esthetician. Please contact our campus directly for updated and specific scheduled educational program start dates.

Observed Holidays for Academy Closure

California Cosmetology Academy will observe the following holidays and be closed:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Day

Admissions

Procedures

As a prospective student, you are required to physically visit The California Cosmetology Academy. The purpose of the required visit will be to discuss your personal education goals and career plans with campus staff prior to enrolling or signing an enrollment agreement. We will meet with you, provide a campus tour and answer any questions you may have. We want to make sure in advance that California Cosmetology Academy, our programs and our educational philosophy are the proper fit for you before you make a final decision to enroll.

As a prospective student we encourage you to review our Academy catalog and read through all information we have to provide before signing an enrollment agreement.

Requirements

It is our policy to enroll students who have the aptitude and ability to learn, benefit from and are able to find employment in their prospective program of study. Students must meet specific requirements prior to signing an enrollment agreement for admissions to California Cosmetology Academy.

Exclusions

California Cosmetology Academy does not admit students on the basis of challenge examinations or achievement tests.

California Cosmetology Academy does not accept transfer program credit for any prior experiential learning programs, which might include externships, internships, work experience or apprenticeship programs.

California Cosmetology Academy does not offer 'English as a second Language' programs. All California Cosmetology Programs and materials are provided and taught in English.

English Equivalency

California Cosmetology Academy **only teaches in English**

The School requires students to be proficient in English for both learning and examinations. This proficiency is essential for academic success. Students with a High School Diploma, GED, or a higher degree from the United States are exempt from proving English proficiency.

However, applicants who are not native English speakers must demonstrate English proficiency, regardless of their academic background, residency in English-speaking countries, or immigration status.

Applicants educated outside the United States can be exempt from this requirement if their high school education was primarily in English, they completed four years of English language/literature studies with a minimum average grade of 2.5 on a 4.0 scale, and their transcript shows no ESL coursework.

Applicants must meet or exceed the following test scores, and only the most recent scores from the past five years will be considered:

TOEFL: 80 iBT

Duolingo: 110

Waiver requests for these tests will not be entertained. For details about these tests, including dates, locations, and costs, visit the respective websites:

TOEFL: [ETS website - https://www.ets.org/toefl.html](https://www.ets.org/toefl.html)

Duolingo: [Duolingo English Test website - https://englishtest.duolingo.com/applicants](https://englishtest.duolingo.com/applicants)

For more information on these requirements, please contact the registrar.

VISA Services

California Cosmetology Academy does **not** provide VISA services nor vouch for student status.

Provisions

Prior to signing Enrollment Agreement prospective students must:

- Visit and tour the campus
- Complete an interview with campus admissions staff
- Possess a valid U.S. high school diploma, a GED, a High School Certificate of proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying the graduation date.
- Possess a valid Social Security Card
- Possess a valid government issued photo Identification card or driver's license.

If you are at least 17 and a high school graduate , you must provide the following documents to the Academy:

- A valid U.S. high school diploma, a GED, a High School Certificate of proficiency issued by a state that recognizes it as equivalent to a high school diploma, or high school transcripts verifying the graduation date.
- A valid government issued photo identification card or driver's license

If you are at least 18 years of age, an immigrant to the United States of America and have completed a high school or its equivalent in your country of origin, you must provide the following documents to the school:

- A copy of your secondary school education credential as well as an english translated copy which clearly identifies the date of completion of the secondary education that is equivalent to a U.S. high school diploma. The translation must be completed by a qualified certified translator fluent in both the language in which the document was written and in english or a bona fide, third party document evaluation service, the translation must be on that company's letterhead. California Cosmetology Academy does not pay for any translation services, this must be conducted at your own expense.
- A valid government issued photo identification card or driver's license.

If you have been homeschooled and the state in which you were homeschooled treats homeschools as a home or private school, you must provide the following documents to the Academy:

- A valid homeschool high school diploma.
- **Either** a copy of the state issued secondary school completion credential (if your state issues this certificate) **OR** a copy of the private state school affidavit issued by the state for the school from which the diploma was granted.
- A valid government issued photo identification card or driver's license.

PLEASE NOTE: a copy of the student's social security card is not required to be maintained in the student file. It is necessary for the student to present their social security card at time of enrollment.

Orientation

One of the most important and exciting days at California Cosmetology Academy is orientation day. This will be required for all students to attend prior to or on your first day of class. This includes new enrolling students, transfer students, and re-enrolling students. Orientation will include valuable information for you, especially introducing you to your campus staff and to learn about our policies and expectations.

Transfers

California Cosmetology Academy will count transfer and accepted clock hours from another California institution to apply towards hours only of the same program within California Cosmetology Academy. California Cosmetology Academy will **NOT** count hours from one

program at another California institution towards the required hours of a **different** program at the Academy.

Prospective students/applicants who have previously accumulated hours from another California cosmetology school, who wish to enroll at California Cosmetology Academy must submit a written request during the admission process along with a proof of training and record of withdrawal from their previous California school.

- Student prospects with less than 1,000 clock hours in cosmetology will be considered for enrollment.
- Student prospects with 250 or less clock hours in esthetics will also be considered for enrollment at California Cosmetology Academy.

If a prospective student has more than 1,000 clock hours in cosmetology or more than 250 clock hours in esthetics, special exceptions for admission can only be made upon the Academy Directors direct discretion as well as qualified lead educators combined.

Transferring from another state or country

All applicants transferring from another state or from another country must first contact California's Board of Barbering and Cosmetology and apply for approval of their hours from their previous school. The documentation that is required can be found online on the Board of Barbering and Cosmetology website. www.barbercosmo.ca.gov

The California Board of barbering and cosmetology will then issue a letter indicating the credit has been approved for the hours completed at the previous school along with any other requirements.

Final decisions on acceptance of transfer hours will be made at the California Cosmetology Academy campus based on information provided by the board of barbering and cosmetology letters.

Any prospective student who fails to provide the required documentation of previous training in either of the stated circumstances above prior to enrollment at the California Cosmetology Academy will result in not being able to apply those hours to their enrollment.

Transferability of Credits and Credentials

Transferability of credits you earn at California Cosmetology Academy is at the complete discretion of another institution to which you may seek to transfer. Furthermore the acceptance of the diploma you earn at California Cosmetology Academy program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma earned at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at the specific institution. For that reason you should make absolutely certain that your attendance at the California Cosmetology Academy will meet your educational goals. Please note: you should contact an institution to which you may seek to transfer to after attending California Cosmetology Academy to determine if your diploma will transfer correctly.

Transferability of completed clock hours and courses from the California Cosmetology Academy are likely to vary between California based cosmetology schools and out of state schools. California Cosmetology Academy does not have in place any mutual agreement nor articulation agreement with any college or university currently.

Re - Enrollment Policy

California Cosmetology Academy students that have been previously enrolled who did not complete their program requirements may apply for re enrollment. The process to begin a request for re enrollment will be to have a written request sent to the Academy campus directly to the Academy Registrar and/or Academy Director. The request should include detailed explanations and reasons for the students previous withdrawal and why the student should be allowed to re enroll in the program. Students will need to also be in good standing with all faculty and staff members.

At California Cosmetology Academy we carefully evaluate each individual request to assure the re enrollment will be a success for the student. The decision will be made based on the student's re enrollment letter, the student's past history with enrollment, how long the student has been out of school and how many hours the student is still required to complete in order to receive a diploma. If the student is approved by the Academy Registrar and the Academy Director both in agreement for re enrollment they can fully begin the re enrollment process. When a student is granted approval for re enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re enrollment will be based on the tuition charges in effect at the time of re enrollment.

Please Note: All unpaid balances from any previous enrollment at the California Cosmetology Academy must be resolved and paid prior to be considered for re enrollment.

Education

Important Academic Rules and Information

California Cosmetology Academy Standards

Our standards expect all students to maintain satisfactory academic progress. Each student Enrolled at California Cosmetology Academy must maintain the following:

1. Maintain a cumulative academic GPA of a "C" average (70% or better) at the end of each evaluation period, as per the grading scale listed below. Practical assessments and theory test grades are combined to produce a combined GPA reflecting the qualitative element of a satisfactory Academic Program policy.

Grade	Level
70-100%	Satisfactory
0-69%	Unsatisfactory

2. Maintain a cumulative average attendance level of at least two-thirds 67% of the scheduled hours indicator in the student enrollment contract at the end of each evaluation. Reflecting the quantitative element of the satisfactory academic progress policy. This ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which the student must complete the course.

3. Students being a minimum requirement for attendance and academic process at any evaluation put will be considered to be making satisfactory academic progress until the next evaluation period.

Evaluation Periods & Completion Hours

Satisfactory academic progress will be assessed at the following benchmarks of actual hours attended as listed in the below table:

Completion Requirements: When a student has completed the required number of program hours and the number of theory/practical operations in Cosmetology and/or Esthetician, with a satisfactory grade of 70% or better the student will be considered 'complete'.

Cosmetology 1600 clock hours for completion	Esthetician 600 clock hours for completion
450 hours	300 hours
900 hours	600 hours (completion)
1250 hours	
1600 hours (completion)	
Must maintain standards as set out above	Must maintain standards as set out above

*Transfer or re- enrollment students- midpoint of the contracted hours or the established evaluation periods, whichever comes first.

'State' Licensing Requirements

The California Board of Barbering and Cosmetology requires that any person designed to protect business as a cosmetologist/esthetician must:

State of California licensing minimum qualifications as set forth by the Board of Barbering and Cosmetology

- Be at least 17 years of age.
- Has completed the 10th grade in a public school or its equivalency.

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- Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Has completed the following hours in a Board approved school or has completed a 3200 hour apprentice program:
 - o Cosmetology – 1000 Hours
 - o Barbering – 1000 hours
 - o Esthetician – 600 Hours
 - o Manicuring – 400 Hours

Additional:

1. Is at least 17 years of age
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
 - a. Completed a course in cosmetology from a school approved by the board or;
 - b. Practiced cosmetology, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
 - c. Holds a license as a barber in California and has completed a cosmetology crossover course in a school approved by the board or;
 - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board or;
 - e. Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with section 7332)

At California Cosmetology Academy our programs are designed with two goals in mind, first to provide the students with the state-required educational curriculum necessary to qualify to take and pass the exam, and second and most important to prepare our graduates to obtain employment and entry level positions in the beauty industry.

Background checks

California Board of barbering and cosmetology: The application for examination by the board requires an applicant to disclose background information related to any conviction or plea or no contest any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine if students eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The board will request documents relating to the conviction to be included with the application for examination. These are reviewed and are evaluated by the board on a case-by-case basis.

Please Note

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the state-required board license or any local license, permit or voluntary certification. For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology
PO box 944226
Sacramento, California 94244
Phone: 1 800 952 5 2 1 0
Fax 1916 575 728 1
www.barbercosmo.ca.gov

Description of Educational Program

Programs of Study

California Cosmetology Academy offers industry leading education in Cosmetology and esthetics programs. We are here to help you with your journey in education on whatever path you may select, we have the program of study to help you realize your career goals.

Career Opportunities

Cosmetology Program

California Cosmetology Academy offers students a number of avenues to begin an exciting and rewarding career in the beauty industry in hair, skin and/or nails. Students enrolled in the cosmetology program are preparing themselves not only for state board licensing required but also an entry level position as a hair designer, stylist, haircut and color specialist, future owner of a salon or spa, junior positions in film or fashion.

Esthetics Program

All students will be studying to pass their state board licensing exam. Students enrolled in our skin care program are preparing for an entry level position as an esthetician, skin care specialist, manager or future salon or spa owner. Additional career opportunities include beginning jobs as makeup artist, skincare platform artist or even an esthetics trainer.

Grading Systems and Evaluations of Students

Regardless of which California Cosmetology Academy program you choose, all your academic progress will be measured by the grading system below while enrolled in Academy.

Theory

Theory and or Technical instruction is the instruction all students receive through way of demonstration, lectures, classroom participation and examinations. All theory work will be graded as follows:

Grade	Level
70-100 Percent	Satisfactory
0-69 Percent	Unsatisfactory

Practical Training

Practical Training or Practical Operations are the projects, practical operations and service students perform on another person. This can be a client, another student or a mannequin. All Practical training work will be graded as follows:

Grade	Level
70 - 100 Percent	Satisfactory
0-69 Percent	Unsatisfactory

Attendance

All students **must attend** a minimum of **67 Percent** of their scheduled hours in order to maintain Satisfactory Academic Progress. (SAP)

Cosmetology Program

The curriculum for students enrolled in the cosmetology program consists of **1600 clock hours** of practical training and technical instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, skin care, makeup and manicuring to business skills and health and safety practices. The cosmetology program of study will satisfy the requirements of section 7316 of the California barbering and cosmetology act.

Graduation Requirements

In addition to meeting the basic California cosmetology graduation requirements, students are required to successfully complete all 1600 clock hours of cosmetology training described below:

SUBJECTS		Minimum Technical Instructional Hours	Minimum Practical Operations
1.	<u>Health and Safety- 200 Hours:</u> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	20 hours 45 hours 20 hours 15 hours	
2	<u>Hairdressing- 1100 Hours:</u> Hairstyling Permanent Waving/Chemical Straightening Hair Color and Bleaching Haircutting	65 hours 40 hours 60 hours 20 hours	240 105 50 80
3	<u>Esthetics- 200 hours:</u> Manual, Electric Facials Eyebrow beautification and Makeup	25 hours 25 hours	40 30
4	<u>Manicuring and Pedicuring- 100 hours:</u> Manicuring and Pedicuring Artificial Nails and Wraps	10 hours 25 hours	25 120

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5	<u>Career Development</u> Learn industry professional ethics, communications, record keeping, customer service, client service record, license requirements and regulations in the beauty industry. Basic and advanced fundamentals for successful business management are taught throughout the course of the program of study	Taught Throughout Program	Taught Throughout Program
6	<u>Job and Interview Skills</u> Learn how to apply your new skill set and license and transition into a new successful career.	Taught Throughout Program	Taught Throughout Program
7	<u>California Cosmetology Academy Advanced and Innovative Training</u> Learn advanced and Industry leading cutting edge technique taught only in our program in hairstyling, hair cutting, hair coloring, esthetics, manicuring, pedicuring and make up.	Taught Throughout Program	Taught Throughout Program

Equipment to be used

Equipment to be used includes but not limited to the following:

- Classroom filled with adequate table and chairs
- Whiteboards and chalkboards for instruction
- Computers, Ipads and Tv monitors for Instruction and curriculum delivery
- Milady Textbook, Milady's theory book, Milady practical workbook along with California Cosmetology Academy curriculum.
- Printer/scanner/copier for printing tests, quizzes, newsletters, and other relevant Academy knowledge to distribute.
- 30 complete Salon Stations that include Styling Chair, ergonomic mat for standing, mirror and electrical outlet plugs for use of Blowdryers, Curling irons. Stations are used to simulate practice of practical operations required for California state board licensing examination and well as student services and salon services in the Academy
- 6 Shampoo bowls for practical used on students services salon clients and mannequins.
- Student locker

Cosmetology Equipment - contains all supplies that may be used while enrolled in program

1 - Apron

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- 1 - Set Rollers
- 4 - Dozen Rollers
- 1 - Roller Bag
- 1 - Handled Mirror
- 1 - Box Double Prong Clippies
- 1 - Package Sectioning Clips
- 1- Brush Set /Shoulder Bag
- 2 - Styling Combs
- 1- Comb Set
- 1 - Spray Bottle
- 1 - Teasing pick/comb
- 2 - Shampoo Capes
- 1 - Manicure Bowl
- 1 - Manicure Polish Kit
- 2 - Cushioned files
- 5 - Orangewood Sticks
- 1 - Clear Polish
- 1 - Pedicure Set
- (File, toe separators, 2 files)
- 1-Toenail Clipper
- 1 -Cuticle Nipper
- 1 - Eleven Styling Products #1
- 1 - Orientation Booklet
- 1 - Name Tag
- 1 - FL Cosmetology Law Booklet
- 2 - Academy T-shirts
- 1 - Milady Standard Text set:
(Text, Exam Review, Study Guide)
- 1 - Blow Dryer, professional
- 1 - Marcel 3/4" Curling Iron
- 1 - Ceramic Flat Iron, Electric
- 1 - "Barbara" Manikin
- 1 - "Maya" Ethnic Manikin
- 1 - Diffuser w/fingers
- 1- Manikin Head Stand
- 1 - Wheeled Tote
- 1 - Cosmetology Dictionary
- 1 - Speedmaster II Adjustable Clipper

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- 1 - Wahl Detailer Trimmer
- 2 - "Sabrina" Manikin
- 1 - Male Mannequin "Magnum"
- 1 - Can Andis "Cool Care Plus 5-in-1"
- 1 - Wahl Flat Top Comb
- 6 - Cutting combs
- 2 - Barber combs
- 1 - Set Basic Shears/Thinners/Razor
- 1 - Set Keune Styling Products
- 1 - Nylon Cutting Cape
- 16 - Dozen Straight Perm Rods
- 1 - Pintail Comb
- 1 - Bowl for Relaxer
- 1 - Box End Papers
- 1 - Applicator Spatula
- 1 - Apron

Classroom Perm and Relaxer Supplies

- 4 - Boxes of 100 Gloves
- 2 - Applicator Bottles
- 1 - 7 piece Tint Bowl/Brush Kit
- 1 - 60 Minute Stainless Timer
- 1 - Tipping Cap Needle
- 1 - Alfaparf Travel Kit

Classroom Color ???

- 1 - Barber Tapering Comb
- 1 - Xtra Long Human Hair Mannequin
- 1 - Eyelash set/Tube Eyelash Glue
- 1 - Exam Review w/Situational
- 1 - Set Professional Shears/Blenders/
Case
- 1 - Hair Extension Kit
- 1 - Professional Slant Tweezer
- 1 - Set of Makeup Brushes
- 1 - Mini Nail Tech Intro Kit

Esthetics Program

The curriculum for the students enrolled in the Esthetics program consists of **600 clock hours** of practical training and technical instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction within the course of study will cover the art and science of the esthetics from skin care treatments and techniques, make up , hair removal to business skills as well as health and safety practices. The program of study satisfies the requirements of section 7316 of the California Barbering and Cosmetology Act.

Graduation Requirements

In addition to meeting the basic requirements for the California Cosmetology Academy students are required to complete 600 clock hours of esthetics training as described below:

SUBJECTS		Minimum Technical Instructional Hours	Minimum Practical Operations
1	<u>Health and Safety-200 hours</u> Laws and Regulations Health and Safety Disinfection and Sanitation Anatomy and Physiology	10 hours 40 hours 10 hours 15 hours	
2	<u>Facials- 350 hours</u> Manual, Electrical and Chemical Facials Preparation	70 hours 15 hours	140
3	<u>Hair Removal and Makeup- 50 hours</u> Eyebrow beautification Makeup	25 hours 20 hours	50 40
4	<u>Career Development</u> Learn industry professional ethics, communications, record keeping, customer service, client service record, license requirements and regulations in the beauty industry. Basic and advanced fundamentals for successful business management are taught throughout the course of the program of study	Taught throughout program	Taught throughout program

5	California cosmetology Academy Advanced Techniques and innovative industry leading applications of makeup, and esthetic procedures taught throughout program	Taught throughout program	Taught throughout program
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Equipment to be used

Equipment to be used includes but not limited to the following:

- Classroom filled with adequate table and chairs
- Whiteboards and chalkboards for instruction
- Computers, Ipads and Tv monitors for Instruction and curriculum delivery
- Milady Textbook, Milady's theory book, Milady practical workbook along with California Cosmetology Academy curriculum.
- Printer/scanner/copier for printing tests, quizzes, newsletters, and other relevant Academy knowledge to distribute.
- 8 Practical Tables- 8 bolsters, 8 stools, 6 wash pots, 8 steamers, 8 magnifying lamps, manual, electrical and chemical facial equipment.

Esthetics Equipment - containing all supplies that may be used while enrolled in program:

1 DermaWand High Freq. Tool
1 Battery Powered Skin Brush System
1 Cosmetic Ingredient Dictionary
1 Large Tote Bag
1 Fan Mask Brush
1 pair Exfoliating Gloves
36 Compressed Cellulose Sponges
2 Boxes of 100 Vinyl Gloves
1 Flexible Plastic Spatula Set
1 Sanitas Skin Nutrition Kit (w/Intro Kit, Papaya Pineapple Mask, Samples & Catalog)
1 Skincare Kit (w/ Travel Essent., Mask, Scrub, Training Manual & 25 Samples)
1 Standard Esthetics Fundamentals & Foundations Textbook Package Including Workbooks
1 Pair Professional Slanted Tweezers

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- 2 Pair Professional Pointed Tweezers
- 1 Hard Plastic Spatula
- 1 Pair Aeropoint Scissors
- 1 Product Tray
- 1 Two Ounce Spray Bottle.
- 1 Academy T-Shirt
- 1 Face Makeup Kit w/ Brush Set
- 1 Kiss Me Mascara Miniature
- 1 Bag of Makeup Sponges
- 1 Color Wheel
- 1 package Disposable Mascara Wands
- 1 Bottle Brush Wash
- 1 Service Apron
- 1 Pair Strip Eyelashes
- 1 Set Individual Lashes
- 1 Eyelash Adhesive

Description of Premises for all Programs

Our institution features a state-of-the-art cosmetology room equipped with cutting stations, complemented by a fully functional esthetics room for skin care services. The facility also includes three modern classrooms designed for interactive learning, administrative offices for streamlined operations, and a welcoming reception area for guests. For focused study, we offer a dedicated study room. Restrooms are conveniently located on-site for the comfort of both students and staff.

Student Service Menu

Our students provide services for customers. All services are performed by students under the supervision of licenced professionals.

Services provided include:

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Salon Services	Spa Services
CUT STYLE CARE SHAMPOO STYLE includes wash & blow out DEEP CONDITION includes wash, hair masque, & blow out STYLE ADD-ON thermal curl or flat iron finish FORMAL STYLE client must arrive with dry hair HAIRCUT includes wash, cut, & blow out COLOR LIGHTEN PARTIAL LIGHTENING TOTAL LIGHTENING COLOR RETOUCH COLOR ADD-ON per additional box of color TEXTURE CHEMICAL WAVE CHEMICAL STRAIGHTENING CHEMICAL TEXTURE ADD-ON per additional box of product	SKIN CARE PROSKIN 30 30 minute facial treatment PROSKIN 60 60 minute facial treatment "BACK-CIAL" 45 minute back treatment HIGH FREQUENCY MASSAGE diminishes appearance of puffiness & treats acne MICRODERMABRASION diamond-tip vacuum machine exfoliation PHOTOTHERAPY LED light therapy for anti-aging, calming, or clearing WAXING BROW MAPPING & WAX CLEAN-UP BROW WAX LIP/CHIN WAX LIP & CHIN WAX FULL LEG WAX FULL ARM OR HALF LEG WAX UNDER ARMS WAX FULL FACE WAX

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Rules and Regulations

California Cosmetology Academy reserves the right to modify rules and regulations at any time.

All Students must comply with the rule and regulations at California Cosmetology Academy as a condition of their enrollment, failure to comply with the Academy rules and regulations can lead to the following disciplinary actions depending on the severity of the misconduct: written warnings, probation, suspension and termination from the Academy.

Attendance Policy

Full Time students are required to attend a minimum of 40 hours per week. Part Time students are those students who must attend 20 hours per week

Leave of Absence

If a student may experience a medical or personal emergency which renders them unable to attend their classes a leave of absence may be granted only upon direct pre approval/emergency approval by the Academy Director. A leave of absence must be a request put in writing with correct documentation supporting the request for leave of absence attached. The written request must contain the first day of absence and return date. Students who are on approved emergency/personal/medical leave of absence will not be charged additional tuition.

Students who fail to return from a leave of absence on their scheduled return date and start time will be terminated and considered dismissed as of the last day of attendance prior to the start of leave of absence.

Probation Policy

Overview - Students who do not meet the minimum requirements for attendance or academic progress after the advisory period will be considered as not making satisfactory academic progress.

Improvement Plan - Students placed on probation will be required to adhere to an improvement plan. They must be able to meet the requirements outlined in this plan by the end

of the next evaluation period. Students following their specific plans will be deemed as making Satisfactory Progress.

Notification - Affected students will be advised in writing of the steps needed to attain satisfactory progress by the next evaluation period.

Consequences - If, at the end of the probationary period, a student has not met the requirements as specified, they will be considered as NOT making satisfactory progress. This may result in further action and even dismissal.

Dismissal Policy

The following items are considered as ZERO TOLERANCE and can result in instant dismissal from the school.

Physical or Verbal Abuse

Any physical or verbal abuse towards any student, staff member or teacher will result in instant dismissal.

Alcohol and Drug Use

Any student appearing to be under the influence of any drugs and/or alcohol will be automatically dismissed for the remainder of the day, and suspended until further notice. The student will remain suspended until meeting with the school director, pending approval to return to school. Any further non compliance will result in instant permanent dismissal from school.

Students On Premise

Only currently enrolled and active students are to be allowed on the premises. No family members or friends of students are allowed onto the premises. School tours can be organized through the administration and needs approval from the school director.

Theft

Any theft from the school, another student, staff member or teacher will result in instant dismissal.

Access to in Student Files/ School Records

California Cosmetology Academy complies with the FERPA (family education and privacy act).

California Cosmetology Academy complies with the family educational rights and privacy act. This act protects the privacy of education and establishments that students and or parent guardians of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and or member of the administration. Students, or their parent Guardian if the student is a dependent minor, have access to their own files by contacting the Academy administration for an appointment with the registrar or academy Director. The Academy may require advance notice up to 48 hours and an appointment for review of these files. Students, or their parent Guardian if the student is a dependent minor, may not remove these records from the Academy campus.

Student Record Retention Policy

Student records are maintained for a minimum of five (5) years for all students; transcripts of graduates are kept indefinitely. The student may contact the schools Registrar for copies of their educational and financial records.

Student Withdrawal

Non -Acceptance

All applicants not accepted by California Cosmetology Academy shall be entitled to a refund of all monies paid.

Students right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh calendar day after enrollment (seven calendar days from the date when enrollment agreement was signed), whichever is later.

The Academy shall end any money paid by the student within 45 days after it received the notification of cancellation. Notice of cancellation may be given by mail, hand delivery, or fax.

The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, is effective if it states that the student no longer wishes to be bound by the agreement.

Refund Policy

California Cosmetology Academy is committed to a fair and transparent refund policy. Upon cancellation, the following terms apply:

- **Cancellation Period:** If you cancel your enrollment agreement within the cancellation period, the academy will refund any refundable fees paid.
- **Post-Cancellation:** After the cancellation period, the academy offers a pro rata refund for tuition charges. This means the refund amount is calculated based on the portion of the program you have not completed.
- **Non-Refundable Fees:** Registration and STRF Fees are non-refundable.
- **Materials and Supplies:** Items such as kits, books, supplies, tools, uniforms, and other issued materials are non-returnable and non-refundable once received by the student.
- **Refund Calculation:** If the total amount you've paid exceeds what you owe for the time you attended, a refund will be issued within 45 days of your official withdrawal date.
- **Outstanding Balances:** If your due amount exceeds what you've paid, you'll need to settle the balance with the institution.

Defining Official Withdrawal Date:

The official withdrawal date is determined either by the student's notification of withdrawal or the academy's determination, based on the last recorded date of attendance.

Determining Withdrawal from School:

A student is considered to have withdrawn from the program on the earliest of either the date the student notified the academy of their withdrawal or the last date of recorded attendance.

Books and Supplies

The words 'Books and Supplies' in the Agreement indicates and includes textbooks, supplies, materials, tools, electrical appliances and devices, or other goods issues to the student under the agreement for the Student's participation in her/his Program of study. The Student agrees that she/he must return to the Academy any unopened/unused Books and Supplies within 30

days following the date of the students notice of cancellation to the Academy in order to receive credit on the student account for returned Books and Supplies. If the Student fails to return the Books and Supplies within this 30-day period, the Academy may charge the same for the Books and Supplies and if applicable deducted from any refund due to the student. The Academy shall refund any amount exceeding the charges for the Books and Supplies within 45 days after the period within which the student is required to return the Books and Supplies. The student agrees that any used or opened Books and Supplies, may not be returned for any credit under any circumstances whatsoever.

Termination and Enrollment

The student's enrollment will return it by the Academy when:

- The student notifies the Academy of his/her withdrawal.
- The student fails an academic probation or violates the Academy's rules, policies and procedures.
- The student is absent for 14 consecutive calendar days. The 14th day then constitutes the day of withdrawal.
- The student fails to return from an approved leave of absence on the scheduled date of return. The scheduled date of return constitutes the formal date of withdrawal except in the event that the student notifies the institution that the student will not be returning, and which case that day shall be the formal date of withdrawal.

Please note: the time elapsed between the last day of physical attendance and termination date and any approved leaves of absences will not be included in the refund computation.

Regulatory Statements

Private Institution - this institution is a private institution that is approved to operate by the bureau (Bureau for Private Postsecondary Education). Approval to operate means compliance with state standards. This does not imply that the bureau endorses programs, or that the approval means the institution exceeds minimum state standards.

This institution is a private institution, it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

Bankruptcy Statement - the institution has no pending petitions in bankruptcy, is not operating as a debtor in possession, and has neither filed a petition in bankruptcy within the preceding five

years nor had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Review Catalog & School Performance Fact Sheet - As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Unanswered Questions - any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd, Suite 225, Sacramento, CA 95834. www.bppe.ca.gov , Tel/Fax (888) 370 7589 or by fax (916) 263 1897 or (916) 574 8900 or by fax (916) 263 1897

Complaint and Grievance Procedure/Handling - If you have a complaint, fill out a Grievance Form, which you can get from the school registrar. Please submit the completed form directly to the registrar. All grievances will be reviewed by the faculty, who will contact you for an appointment within 5 days of receiving the form if needed, or within 24 hours for more urgent issues.

All student grievances are promptly addressed through a structured process involving the submission of a Grievance Form to the registrar, followed by a thorough review by faculty, and timely appointments for resolution discussions, ensuring fairness and responsiveness at each step.

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

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

Transferability of Credits/Credentials - NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by

the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Federal Aid - The institution does not participate in federal and state financial aid programs.

Loans - If a student obtains a loan to pay for an educational program the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Job Placement - the institution does not provide job placement services.

Housing Information - Our institute does **not** offer dormitory facilities or housing assistance. However, the area near the school has available housing options. The average home price is around \$782,000, and you can expect to pay about \$1,800 for a one-bedroom apartment.

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Important Contact Information

California Cosmetology Academy

Ownership and Management

The California Cosmetology Academy (DBA) operates in Seaside California. The academy is owned and operated by Cali Cosmo DJH, Inc.

Office Location
Seaside Campus
1760 Fremont Blvd, Suite F2 Seaside, Ca 93955
Telephone (831) 884 5050 Fax (831) 555 5555
www.calicosmo.org

Administration

Academy Director and CEO - Hannah Mills

Governing and Regulatory Agencies

Bureau for Private Postsecondary Education

P. O. Box 980818
W. Sacramento, CA 95798-0818
Phone: (916) 574-8900
Toll Free: (888) 370-7589
<http://www.bppe.ca.gov>

Board of Barbering and Cosmetology

P. O. Box 944226
Sacramento, CA 94244-2260
Telephone 1-800-952-5210

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