**BOISE BARBER COLLEGE**

**CATALOG AND GENERAL INFORMATION**

**3027 N. Cole Road**

**Boise, Idaho 83704**

**208.378.9933**

**CATALOG AND GENERAL INFORMATION**

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**WELCOME!**

We want to take this opportunity to welcome you to the very exciting and fulfilling world of Barbering Arts & Sciences. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group. This catalog is available to all students prior to enrollment.

**AN INVITATION TO OPPORTUNITY**

A quality technician in the barber industry is always in demand - financial security can be yours in good times or bad. The beauty/barber profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barber shop or spa. They spend millions of dollars a year on beauty/barber/spa services. Top rewards go to those men and women who acquire the cutting skills and styling techniques through the education provided at our college. The college is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

**CAREER OPPORTUNITIES**

The licensed professional may choose from a variety of jobs within the Barber/related field(s). The following vocations are options that may be considered upon graduation.

* **BARBER/BARBER STYLIST:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner
* **INSTRUCTOR:** StudentSalon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you like to work with people, and have an aptitude for the field, an education in the professional beauty industry can be a pathway to a secure income and a solid future.

**JOB DEMAND IN BARBER / RELATED FIELDS**

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Idaho plan to hire 866 new employees in the next twelve months. The average annual salary for a salon professional in Idaho is $32,167. This amount does not include tips and gratuities. Nationally, the average salon professional’s salary is $35,973. As of January 2007, there were 12,778 professionals employed at Idaho’s 1,630 salons. 63% of salons in the state are employer-owned, and 20% are booth-rental salons. The other 17% are a combination of the two. 58% of Idaho salons are classified by their owners as full-service salons; 14% are listed as haircutting salons. Barbershops make up 9% of the total. Nationally, 58% of salons are listed as full-service, meaning that Idaho has about the same percentage of specialized establishments as the national average.

**The U.S. Department of Labor** provides current (2013) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

|  |  |  |
| --- | --- | --- |
| **Job Position / SOC Code** | **National Median Hourly/Yearly Wage** | **State Median Hourly/Yearly Wage** |
| Barbers / Barber Stylists 39-5011 | $11.61 / $24,100 | $14.47/$30,600 |
| Instructors (Vocational Education) / 25-1194 | $23.05 / $47,900 | $21.12 / $43,900 |

**ADDITIONAL DISCLOSURE INFORMATION**

Further information on potential employment for graduates can be found at [www.onetonline.org](http://www.onetonline.org).

|  |  |  |  |
| --- | --- | --- | --- |
| **AWARD YEAR: July 1, 2012 – June 30, 2013** | **Barber** | **Barber Stylist** | **Instructor** |
| On Time graduation rate for students completing during this award year (perfect attendance as scheduled). | 38.24% | 50% | 0% |
| Percentage of students completing during this award year within Satisfactory Progress standards. | 100% | 100% | 50% |
| Total number of students completing in the award year. | 34 | 8 | 1 |
| Job placement rate for students completing in the award year. | 88.24% | 75% | 100% |
| Median Title IV loan debt for students completing in the award year. | $9,497 | $6,560.5 | 0 |
| Median private or alternative loan debt for students completing in the award year. | 0 | 0 | 0 |
| Median Institutional Finance Plan debt for students completing in the award year. | 0 | 0 | 0 |

**Tuition information for the programs listed above is located on page 6 of this catalog.**

**ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS**

Applicants interested in pursuing a career in barbering or a related field should consider all aspects of such a decision. Persons who want to become a professional in the beauty/barber industry must:

1. Have finger dexterity and a sense of form and artistry.

2. Enjoy dealing with the public and be able to follow client directions.

3. Keep abreast of the latest fashions and beauty/barber techniques.

4. Work long hours while building a personal clientele in order to make the desired income.

5. Make a strong commitment to the educational process and finish school.

6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client’s head, bending to complete shampooing or other wet services, etc. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.

2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.

3. There will be exposure to various chemicals and fumes which may cause allergic reactions.

4. The practice of safety and sanitation is essential for effective and successful performance within the industry.

5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

# THE COLLEGE

Boise Barber College 3027 N. Cole Rd. Boise, ID 83704 208.378.9933

The college is located on the corner of Cole and Ustick in Boise, ID. The school occupies approximately 7,500 square feet of well-lighted, air conditioned and modernly equipped floor space, containing dispensary, classroom and work areas, clinic area with 45 individual styling stations all equipped with hydraulic chairs and electricity, 8 shampoo stations, and 3 shaving stations, administrative offices, restrooms, and laundry. The school equipment for both visual training and practical purposes is comparable to that found in a professional salon atmosphere. Reference and video resources are available to students in the staff office library.

All courses and materials are in English.

Boise Barber College is a private College of Barbering owned by A.B.B.C., Inc.

*All client services are performed by students under the supervision of licensed instructors*.

**FACULTY AND STAFF**

The faculty and staff of Boise Barber College are qualified and certified to provide all the training and support services required for successful administration of the educational and financial programs available through this institution.

Our team members include:

Brad Perkins Owner, Dean, Administrator

Debra Garcia Financial Aid Administrator/Instructor

Becky Erickson Color/Floor Instructor

Nikki Zimmerman Basics/Theory/Floor Activities

Steve Burd Theory/Floor Activities

Substitutes Brad Perkins, Debra Garcia

**ACCREDITING AND LICENSING AGENCIES**

Boise Barber College is accredited as a free standing entity; by The National Accrediting Commission of Career Arts & Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for cosmetology/related schools.

Accredited by: NACCAS Licensed by: Bureau of Occupational Licenses

4401 Ford Avenue, Suite 1300 Department of Self Governing Agencies

Alexandria, Virginia 22302 700 W. State Street

(703) 600-7600 Boise, Idaho 83702-0063

(208) 334-3233

**MISSION STATEMENT**

To prepare well informed and highly skilled graduates that will pass their state board examination so that they might find rewarding opportunities in the fields of Barbering, Barber Styling, or Instructor.

**NON DISCRIMINATION STATEMENT**

Boise Barber College in its admission, instruction and graduation policies does not discriminate on the basis of age, sex, race, color, ethnic origin, religion, sexual orientation, disabilities, or financial status.

**ETHICAL PRACTICES POLICY**

Boise Barber College follows a strict ethical standard in its admissions, advertising, and practices. It will not recruit students already attending or admitted to another school offering a similar program of study. The college cannot accept credits earned by a student in any institution of cosmetology. The college provides full disclosure of all costs and fees prior to enrollment. The college does not falsely advertise programs, levels of expertise, or financial assistance without disclosing qualifiers.

**ADMISSION POLICY**

To enroll in the Barber and Barber Stylist courses, a student must 1) Be at least 16 ½ years of age, 2) Have a HS diploma, GED, or equivalence. 3) Provides to the school the following: a) completed state application form, b) copy of proof of birth (age), c) copy of proof of education, and d) 2 character references. To enroll in the Instructor course, a student must 1) Hold a current barber or barber stylist license issued by the board, 2) Have a minimum of 1 year experience in practical barbering within the last 3 years, and 3) Provide 2 character references.

**TRANSFER POLICY**

If a student is transferring and requests copies of file documents, he/she must pay a $50 transcript fee. Boise Barber College does not accept hours/credits a student may have earned at a previous school/college. Boise Barber College does not offer courses which would, in effect, be “re-teaching” what a student is already licensed for.

**ATB TEST (Ability To Benefit)**

The college accepts students with high school diplomas, GED’s or equivalence. The school does not accept ATB students.

**POLICY ON EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student’s high school diploma. Boise Barber College may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.

The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

**REGISTRATION**

Students must register with the college. Enrollment Agreements are completed before beginning class. Orientation is provided during the first 2 days of instruction. Pertinent school documents will be provided at this time. The college requires a non-refundable registration fee of $100.

**PROGRAMS/SCHEDULES**

Boise Barber College operates continuously throughout the year except for recognized holidays. Classes begin the 1st Monday each month. Special enrollments are available on an as needed basis. Full time classes are offered on a schedule of Monday-Friday 9:00am-5:00pm (includes ½ hr lunch); part time classes are offered on a schedule of Monday-Friday 9:00am-3:00pm.

Barbering FT 26 weeks / 900 clock hours Mon-Fri 9:00am-5:00pm 37.5 hours per week

Barbering PT 30 weeks / 900 clock hours Mon-Fri 9:00am-3:00pm 30 hours per week

Barber Stylist FT 52 weeks / 1800 clock hours Mon-Fri 9:00am-5:00pm 37.5 hours per week

Barber Stylist PT 60 weeks / 1800 clock hours Mon-Fri 9:00am-3:00pm 30 hours per week

Instructor FT 26 weeks / 900 clock hours Mon-Fri 9:00am-5:00pm 37.5 hours per week

Instructor PT 30 weeks / 900 clock hours Mon-Fri 9:00am-3:00pm 30 hours per week

**HOLIDAYS AND SCHOOL CLOSINGS**

The School recognizes the following days as legal holidays:

New Years Day

Martin Luther King Day

President’s Day

Memorial Day

Fourth of July

Labor Day

Columbus Day

Thanksgiving Day

Christmas Day

The school reserves the right to close additional days with posted notice.

All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes. The school offers makeup hours for students enrolled in classes who would like to make up missed hours.

# TUITION:

**Barber (900 Hours) Barber Stylist (1800 Hours)**

Tuition $8,724.00 Tuition $16,788.00

Registration/application 100.00 Registration/application 100.00

Kit, Uniform and Books 982.00 Kit, Uniform & Books $1964.00

Tax 59.00 Tax 118.00

$9,865.00 $19,630.00

**Barber Instructor (900 Hours)**

Tuition $6,957.00

Registration\application 100.00

Kit, Uniform and Books 250.00

$7,307.00

**ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.**

**ADDITIONAL CHARGES**

Boise Barber College has designed the courses offered to be efficient as well as cost effective. If a student remains in school past their contracted grad date, hours left to complete will be charged at the rate of $9.00 per hour. The successful completion of the Boise Barber College Mock Board is a graduation requirement; a fee of $50 will be charged for each additional re-test. Students wishing to apply monies towards estimated over-time charges will sign an acknowledgement of credit to their account. Any over-payments will be refunded to students.

**COST OF ATTENDANCE BUDGETS (COA)**

In order to determine a student’s level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the year.

**2013/2014**

**Living at home with parents:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room & Board** | **Transportation** | **Miscellaneous** | **Other** | **Total** |
| **624** | **239** | **464** | **Case by Case** | **1327** |

**Living away from home: ( 437 ) ( 2417 )**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Room & Board** | **Transportation** | **Miscellaneous** | **Child Care/Other** | **Total** |
| **931** | **356** | **693** | **optional** | **1980** |

**FEDERAL ASSISTANCE PROGRAMS**

The college is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for students qualifying for assistance.

**Federal Grants:**

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

**Federal Direct Loan Program:** These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent’s education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a “parent” for PLUS Loan eligibility is a student’s biological, adoptive or step-parent in the event that person’s income would have been taken into consideration when calculating the student’s expected family contribution (EFC). Interest is charged during all periods.

**OTHER FUNDING SOURCES**

Additional funding may be obtained for eligible candidates through many different programs including; Division of Vocational Rehabilitation, Veterans Administration, and Department of Labor. Please request information from school administration on qualifications for assistance and contact information for agencies.

**VERIFICATION**

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents’ financial & household information to the finance office. The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student’s eligibility for federal student aid has been established.
3. The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student’s financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

**CONFLICTING INFORMATION**

Boise Barber College understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

**CODE OF CONDUCT**

The school is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees and students. The school has a zero tolerance for any form of sexual harassment. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

**Voter Registration**

The college encourages its students to be registered voters and to exercise their right to vote. Information on Voter Registration in Idaho can be found at [www.idahovotes.gov](http://www.idahovotes.gov). This information is provided to each student during the enrollment process.

**STUDENT SERVICES, HOUSING AND COUNSELING**

The college conducts an orientation program on the first 2 days of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the college may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the college.

**CAREER COUNSELING**

Boise Barber College is committed to graduating the finest and most prepared barbers for the current marketplace. Each student’s progress is monitored and advising sessions are scheduled regularly and as needed. Students’ strengths and challenges in relation to their education will be discussed and plans established for improvements to be made if needed.

**EMPLOYMENT ASSISTANCE**

Although the college cannot guarantee employment or wages for students after graduation, Boise Barber College is committed to being actively involved with the hair styling industry and will assist graduates with placements and recommendations. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.

**CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

A handout detailing campus crime statistics is made available at the time of enrollment, upon request, from the college administration.

**DRUG ABUSE PREVENTION**

The college actively supports the prevention of drug abuse. Upon enrollment, students are provided the college’s policy on drug and alcohol abuse. A list of agencies and counselors is also available for personal assistance and is available to any student requesting assistance.

**OSHA REQUIREMENTS**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the college advises its students of the chemicals used in barber/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in barbering or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The college endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The college does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

**PRIVACY AND FILE ACCESS POLICY**

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a minor) for each third party request. The school form may be used for this purpose. It is the school’s policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records during regular business hours. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of 5 years after graduation or termination. If copies are requested, the cost is $1 per copy, paid at the time of the request. Files of former students are accessible by appointment only; requests for copies must be in writing, student must provide appropriate ID, and provide a $50 processing fee.

**Policy for Safeguarding STUDENT Information**

Boise Barber College is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The college administrator shall be responsible to coordinate the college’s information security program. The administrator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The administrator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll.

Boise Barber College shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers’ non-public personal information.

**ABSENCE POLICY/TARDY POLICY**

Absences are to be documented. If a student knows of future needed absences for medical reason or other obligations, he/she must pre-arrange with administration. Excused absences will be granted for “job acceptable” reasons. If a student is not able to attend a day, he/she needs to call the school for an excused absence. If a student needs early release or an extended lunch, it must pre-arranged with staff for a “job acceptable” reason and the signed documentation will be kept in the student’s file. Unexcused absences warrant a documented warning. Three warnings on file may result in a 3 day suspension with on-going tuition. Classes start **promptly** at 9 am. Students are expected to be prepared and seated before class starts.

Students are required to call **prior** to class if they will be absent or late, and speak **directly** to an Instructor or leave a voice message.

**LEAVE OF ABSENCE POLICY**

For those students who find it necessary to be out of school for six days or more, a leave of absence is available. A Leave of Absence request must be filled out, dated and signed in advance. The reason for the request must be included. These forms are available from the college administration. Leaves of Absence requests must be approved by the Dean. Leave of Absence requests are strongly discouraged during the “basic/beginning” phase of training. Leaves of Absence may not exceed 180 calendar days in any 12 month period. No federal student loan monies can be disbursed during a leave of absence. L.O.A’s are intended for Emergencies/Medical needs.

**GRADUATION REQUIREMENTS**

The graduation requirements for all courses are as follows: 1) Completed the required hours of training within the maximum time frame allowed, 2) Maintain satisfactory progress requirements per the criteria of the Satisfactory Academic Progress Policy, 3) Successfully complete all curriculum requirements, processes, state requirements, level tests, and mock board exam, 4) Fulfill all financial obligations to the school, 5) Completion of an exit interview and required exit paperwork. Certification of hours/final paperwork will not be provided until all charges have been paid in full.

**MOCK BOARD**

Boise Barber College conducts a mock board to ensure the student’s readiness for the Idaho State Barber Board exam. Passing of the practical and theory portion of this test is a graduation requirement. If a student fails this test, he/she must retake the failed portion of the exam at an additional cost of $50. The date of the rescheduled test will be at the convenience of the college. Students may request in writing a special Mock Board Exam at the additional cost of $100.

**CERTIFICATE / LICENSING**

Upon graduation, students will receive a diploma and a Bar 41 (hour and procedural completion form) from Boise Barber College. Paperwork required by the state, verifying the student’s education, will be given to the student to submit to the state. The student is responsible for all state testing/licensing fees. The college reserves the right to hold final certification paperwork until the course is paid in full.

**MAKE UP WORK POLICY**

Make up of tests, hours, or incomplete assignments are the responsibility of the student. If a student has any of these deficits, his/her progress is discussed at the Student Academic Progress (SAP) meeting and may be placed on Warning. A staff member will assist students in developing a timed plan of make-up according to college schedules. If the student does not or cannot make up these deficits prior to the second SAP meeting, the student may be placed on Probation. Title IV students on Probation will lose their eligibility to received Title IV. At that time, the student will make arrangements with administration concerning make up/alternative payments. Students who fall below SAP may be subject to loss of federal funds.

**TERMINATION/WITHDRAWAL**

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

**DRESS CODE STANDARDS**

The college expects that students will comply with a dress code emphasizing professionalism. The college reserves the right to make a judgment on whether an individual’s attire meets dress code requirements; college staff also determines the level of appropriateness in language, body language, and attitude. Students not complying with the dress code/conduct standards may be suspended or dismissed. Students are reminded that any time missed from college could affect student funding.

**Professional Dress Code Criteria:**

* Clothing is to be clean, in a good state of repair, and appropriate to the settings of a professional environment.
* Shorts, low-ride pants, exposed midriffs, spaghetti straps, lingerie or undergarments cannot be visible, sleeveless tee shirts, tank tops, low cut tops, backless and off the shoulder tops are not acceptable. Cleavage should not be visible. Moderate women’s open toed shoes may be worn. No sweats/hoodies/exercise attire or offensive printing is allowed. Holes or fraying hems are not allowed. Hats may be worn ONLY on days designated by Administration. Hair styles, colors, shoes, facial ornamentations, etc must adhere to the staff’s determination of appropriately professional. Hair and make-up should be done prior to arriving at school.

The college reserves the right to amend the dress code standard at any time deemed necessary by the administration.

**Return of title IV Funds**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student’s behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal dis­bursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student’s permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn’t incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student’s permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this when upon enrollment), the student will be offered the funds. However, it may be in the student’s best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program be­fore withdrawal, the student will not receive any Direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student’s funds, or the entire amount of excess funds. The school must return this amount even if it didn’t keep this amount of the student’s Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accor­dance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or were scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return.

If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

**COLLEGE REFUND POLICY**

1. An applicant not accepted by the college shall be entitled to a refund of all monies paid.

2. If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the enrollment agreement, all monies collected by the college shall be refunded. The cancellation date will be determined by the date said information is postmarked or delivered to the college administrator in person. These policies apply regardless of whether or not the student has actually started training.

3. If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the college less a registration fee of $100.00 for all courses offered.

4. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

|  |  |
| --- | --- |
| **Percentage of Enrollment Time** | **Amount of Tuition and Fees Charged** |
| 0.01% 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% |

5. "Enrollment time" is defined as the hours scheduled to attend between the actual starting date and the last date of physical attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the college, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the college that he/she will not be returning. The college will determine unofficial withdrawals by monitoring attendance, which will be reviewed monthly.

6. The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, kit items, products, etc., or debts to the college incurred by the student will be calculated separately at the time of withdrawal. The student is responsible for 100% of the charges for those items; these items become the property of the student when issued and are not included in tuition adjustment computations.

7. In the case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the college may make a settlement which is reasonable and fair to the student and the college.

8. Students who terminate after attending classes, and after the 3 day grace period will be assessed a withdrawal fee of $150.

9. If the college is permanently closed or is no longer offering instruction after a student has enrolled, the college will make a Pro Rata refund of tuition for each student. NACCAS will be provided a list of all students enrolled at the time of closure and the amount of each Pro Rata refund. The college shall dispose of all student records in accordance with state laws.

10. If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the college will provide a refund of all monies paid. The college reserves the right to reschedule, postpone, or cancel classes.

11. Any return of Title IV funds will be paid as applicable, 1) Unsubsidized Federal Direct Loan, 2) Subsidized Federal Direct Loan, 3) Federal PLUS/Direct PLUS Loan, 4) Federal Pell Grant, 5) Federal SEOG, 6) Other Federal, state, private or institutional aid, 7) the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

12. Students attending the institution for the first time who withdraw or terminate prior to course completion and who are recipients of Title IV funds shall be evaluated for a return of Title IV funds according to federal guidelines.

13. Collection of payments for tuition, materials, equipment or services provided by the college shall be conducted respecting the student’s privacy. If after 90 days, all reasonable attempts to collect have been exhausted, the college shall refer the account to a local collection agency. This agency will be given a copy of the student’s contract and a print out of the student’s account activity.

**SATISFACTORY ACADEMIC PROGRESS POLICY(SAP)**

The satisfactory academic progress policy applies to all students whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory progress in attendance and academic work is a requirement. Students must maintain satisfactory progress to continue eligibility for funding. To determine satisfactory progress, all Barber/Barber Stylist students are evaluated in academics and attendance monthly, Instructors bi-monthly. Students are advised of their academic and attendance status at regular SAP meetings. SAP evaluations are kept in the student’s files. Student who are meeting the minimum requirements are considered to be making Satisfactory Academic Progress.

ATTENDANCE PROGRESS/POLICY

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system**.** Students who miss 10 consecutive school days (14 calendar days) without communicating with the college administrator will be terminated on the 11th consecutive school day. Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

Students must attend a minimum of 75% of the cumulative scheduled hours to maintain satisfactory progress and complete the course within the maximum allowed time frame. The maximum time frame is equal to 1.33 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student’s contract period by the same number of days taken in the LOA.

ACADEMIC PROGRESS

Students must maintain a grade average of 75% and pass the Boise Barber College Mock Final exam prior to graduation. Each student must complete the goals & objectives for each instructional level, complete the Bar 40 as scheduled, and sign the SAP report. Numerical grades are considered according to the following grading scale:

Practical and Theory: 93 - 100 A = Excellent

87 - 92 B = Good

75 - 86 C = Average

74 or less = Failing

**DETERMINATION OF PROGRESS**

Students meeting requirements at the end of each payment period will be considered making satisfactory progress. In order for a student to be considered making satisfactory progress, the student must meet both attendance and academic minimum requirements. Barber/Barber Stylist students will be evaluated monthly, Instructors bi-monthly.

**WARNING**

Students failing to meet requirements for attendance or academic progress will be placed on Warning Status. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

**PROBATION**

Students on Warning Status who do not meet requirements at the next evaluation point will lose eligibility for Title IV funding. When appealing the school’s determination (for reasons such as death of a relative, injury/illness of the student, or other special circumstances) students must appeal within the required time frame and on the school required form (see Appeals). If the school grants the student’s appeal, the student will be placed on Probation Status until the next evaluation point and the student’s eligibility for Title IV funding will be reinstated. A student may be placed on Probation Status for one payment period.

**APPEAL PROCEDURE**

If a student is determined as NOT making satisfactory progress, the student must appeal the negative determination. The student must submit a written appeal on the school’s form to the school administration within 5 days of the determination, with supporting documentation including reasons why the determination should be reversed, what has changed from the previous circumstances and a request for re-evaluation. An appeal hearing will take place within five (5) business days of receipt of this written appeal. This hearing will be attended by the student, parent/guardian if applicable, and appropriate school staff. A decision on the appeal will be made within three (3) business days after this hearing, and will be communicated in writing. This decision will be final. Students who prevail upon appeal will have eligibility for Title IV funds reinstated.

**DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student’s actual last date of attendance. An active student officially withdraws when they notify the college’s administrative office of their intention to withdraw from their program. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the college’s administrative office.

**REESTABLISHMENT OF STATUS**

A student determined NOT to be making satisfactory progress may reestablish satisfactory progress by: 1) Making up missed tests and assignments and increasing grade average to 75% or better, and/or 2) Increasing cumulative attendance to 75%. Upon determining that standards can be met by the next evaluation period, the college will assist the student in developing an academic plan.

REINSTATEMENT OF FINANCIAL AID

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory Progress or who have reestablished Satisfactory Progress. Students on suspension of funds will be monitored daily via an electronic Satisfactory Progress report to determine when they reestablish Satisfactory Progress.

COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Course incomplete, repetitions and non-credit remedial courses have no affect on the institution's Satisfactory Academic Progress Policy.

**REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds, plus any increase in tuition rates if applicable. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a $100 registration fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the college’s Re-enrollment Policy and will be evaluated by the college administrator for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current kit.

A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the college will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

# STUDENT GRIEVANCE POLICY / PROCEDURE

Boise Barber College has a formal complaint or grievance policy that is explained in detail during the orientation. The student has a right to file a formal complaint at any time. Within 48 hours, the administration will investigate the issue, contact all parties involved, and address the issue with the student filing the complaint. Not all issues can be resolved to the satisfaction of the student. All complaints, counter reports, witness reports and resolution decisions will be documented and filed in the student’s confidential folder. Decisions of the administration are considered final.

Boise Barber College also has a formal complaint or grievance policy that the college’s staff will use if there is an issue with the student. Staff is required to address any infractions of rules or procedures and bring such matters to administration. Certain procedural infractions result in immediate grievance complaints to be filed. Please refer to Rules & Procedures. Three grievances filed on a student may result in probation, suspension, or expulsion.

# BOISE BARBER COLLEGE RULES AND PROCEDURES

The following rules and procedures have been designed to ensure the academic progress of all and to ensure the training of professional attitudes, habits, and behaviors.

1. Students must be clocked in, seated and prepared for class before the scheduled start time. Students are not allowed to enter class after it has begun.
2. Students are to complete assignments given, take needed tests and quizzes, participate appropriately in class lectures, discussions, and interactive role-plays or modeling.
3. Lab coats must be worn, buttoned/zipped, and students must adhere to dress codes.
4. Personal hygiene must be maintained on a daily basis. Bathing, deodorants, breath mints, and sanitizing hands need to be daily personal habits. Gum and chewing tobacco are not permitted on the floor.
5. Students are responsible for following absentee procedures. Any absence needs to be called in to a staff member prior to class. Scheduled absences need to be pre-arranged and documented. Early leaves, extended lunches need to be for “job appropriate” reason, documented and signed in advance by staff.
6. Unexcused absence, long lunches or early leaves will result in a green slip/complaint. These complaints may result in suspension.
7. Failure to clock in or out will result in the student losing that time. If failure to clock in or out is addressed within 24 hours by the student, the staff will adjust the time to reflect the correct hours. Daily maintenance of your Bar 40’s will enable you to know your current total hours.
8. Students are responsible for all of their personal property. Students are provided with lockable carts to ensure safekeeping of valuables. Locking of carts is the students responsibility. Students are not to take or borrow other students property without prior permission. Stations and equipment must be kept clean, sanitized, and left intact. Damage caused by the student is the responsibility of the student, charges may apply. All stations/mirrors are to be kept free of clutter, pictures, signs, and personal effects.
9. Sanitation duties are State daily requirements. If a student cannot do their assigned sanitation duty, they must arrange a substitute and get approval from the staff. Lack of completing sanitation duties results in an immediate grievance complaint filed against the student. Three grievances may result in suspension.
10. All services on clients or practicals must be inspected by an instructor. The grade given is the instructor’s determination and not subject to debate. Questions concerning a grade may be brought up in private during counseling or when the instructor can arrange a private consultation.
11. Students will do all appointments assigned to them. If there is a question, the student will ask for an instructor’s assistance. All services are mandatory. Refusal to do a service or be available for service will result in the student being sent home.
12. Cell phones, music players and other communication devices are not allowed on the floor or in classrooms. Students will be sent home for any violation of this rule. Cell phones may be used in the breakroom or outside the back of the school at appropriate times. If the school receives an emergency call for a student, the staff will immediately notify the student.
13. No student is allowed in the instructor’s office unless for a counseling session or private consultation. No student is ever allowed alone in any office. Students are not allowed to use the school’s computers. Students may use the Library located in the plaza.
14. Visiting at stations or reception desk is not allowed. Congregating is reserved for the break room. Shadowing of services must be done discreetly and quietly.
15. The college adheres to the Dept. of Education’s Drug, Alcohol, and Firearms policies & procedures. There is zero tolerance for any infractions; immediate termination will result.
16. Fighting, inappropriate language or behavior is not allowed.
17. Smoking is a privilege we allow at this time. It is only permitted in the designated smoking area. The smoking area must be kept clean and free of butts and litter. Cigarettes are to be extinguished in the provided ashtray only. Please be aware of customer’s line of sight.

**BARBER STYLIST COURSE**

**TEXTS**:

Milady Standard Professional Barbering

**COURSE DESCRIPTION**:

The primary purpose of the Barber Stylist course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in barbering or related career avenue. The barber stylist course consists of 1800 hours of instruction of both theoretical and practical skill development required for licensure by the state of Idaho. Theory and practical practice precede laboratory activities; students are expected to complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course 240 hours are devoted to theory and 1560 are devoted to practical. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

**COURSE GOALS**:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Idaho, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

**COURSE FORMAT**:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

**COURSE EVALUATION**:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures 75% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory: 93 - 100 A = Excellent

87 - 92 B = Good

75 - 86 C = Average

74 or less = Failing

**BARBER STYLIST COURSE UNITS**

|  |  |
| --- | --- |
| **THEORY**  Theoretical knowledge of the practice of barbering | **240 Hours** |
| **STUDY SKILLS** | **3.5 Hours** |
| **ORIGIN OF THE BARBER** | **3.5 Hours** |
| **PROFESSIONAL IMAGE** | **3 Hours** |
| **MICROBIOLOGY** | **110 Hours** |
| **INFECTION CONTROL AND SAFE WORK PRACTICES** | **110 Hours** |
| **IMPLEMENTS, TOOLS, 7 EQUIPMENT** | **110 Hours** |
| **ANATOMY AND PHYSIOLOGY** | **110 Hours** |
| **CHEMISTRY** | **110 Hours** |
| **ELECTRICITY AND LIGHT THERAPY** | **110 Hours** |
| **PROPERTIES AND DISORDERS OF THE SKIN** | **110 Hours** |
| **PROPERTIES AND DISORDERS OF THE HAIR AND SCALP** | **110 Hours** |
| **TREATMENT OF THE HAIR AND SCALP** | **110 Hours** |
| **MEN’S FACIAL MASSAGE AND TREATMENTS** | **110 Hours** |
| **SHAVING AND FACIAL HAIR DESIGN** | **110Hours** |
| **MEN’S HAIRCUTTING AND STYLING** | **110 Hours** |
| **MEN’S HAIR REPLACEMENT** | **110 Hours** |
| **WOMEN’S HAIRCUTTING AND STYLING** | **110 Hours** |
| **CHEMICAL TEXTURE SERVICES** | **110 Hours** |
| **HAIR COLORING AND LIGHTENING** | **110 Hours** |
| **REVIEW** | **40 Hours** |
| **TOTAL HOURS** | **1800 Hours** |

## BARBER COURSE

**TEXTS**:

Milady Standard Professional Barbering

**COURSE DESCRIPTION**:

The primary purpose of the Barber course is to train the student in basic manipulative skills, safety judgments, proper work habits and desirable attitudes necessary for entry level positions in barbering or related career avenue. The barber course consists of 900 hours of instruction of both theoretical and practical skill development required for licensure by the state of Idaho. Theory and practical practice precede laboratory activities; students are expected to complete the theory and practical assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the course; 120 hours are devoted to theory and 780 are devoted to practical. All education and learning environments in our school are conducted in English, to include classroom activity and clinic floor education.

**COURSE GOALS**:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Idaho, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

**COURSE FORMAT**:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through well developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in the course.

**COURSE EVALUATION**:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory: 93 - 100 A = Excellent

87 - 92 B = Good

75 - 86 C = Average

74 or less = Failing

**BARBER COURSE UNITS**

|  |  |
| --- | --- |
| **THEORY**  Theoretical knowledge of the practice of barbering | **120 Hours** |
| **STUDY SKILLS** | **3.5 Hours** |
| **ORIGIN OF THE BARBER** | **3.5 Hours** |
| **PROFESSIONAL IMAGE** | **3 Hours** |
| **MICROBIOLOGY** | **68 Hours** |
| **INFECTION CONTROL AND SAFE WORK PRACTICES** | **68Hours** |
| **IMPLEMENTS, TOOLS, 7 EQUIPMENT** | **68 Hours** |
| **ANATOMY & PHYSIOLOGY** | **68 Hours** |
| **PROPERTIES AND DISORDERS OF THE SKIN** | **68 Hours** |
| **PROPERTIES AND DISORDERS OF THE HAIR AND SCALP** | **68 Hours** |
| **TREATMENT OF THE HAIR AND SCALP** | **68Hours** |
| **MEN’S FACIAL MASSAGE AND TREATMENTS** | **68 Hours** |
| **SHAVING AND FACIAL HAIR DESIGN** | **68 Hours** |
| **MEN’S HAIRCUTTING AND STYLING** | **68 Hours** |
| **MEN’S HAIR REPLACEMENT** | **68 Hours** |
| **WOMEN’S HAIRCUTTING AND STYLING** | **68 Hours** |
| **STATE BOARD PREPARATION AND LICENSING LAW** | **68 Hours** |
| **MOCK BOARD PREP** | **16 Hours** |
| **TOTAL HOURS** | **900 Hours** |

**INSTRUCTOR COURSE**

**TEXT**:

Milady's Professional Instructor Textbook

**COURSE DESCRIPTION**:

The primary purpose of the Barber Instructor course is to train the student in the basic principles of barber instruction such as theory of teaching, practical demonstrations, conducting theory classes, state cosmetology law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/record keeping, professional ethics, effective communication and human relation, and payroll deductions. The barber instructor course consists of 900 hours of instruction of both theoretical and practical skill development required for licensure by the state of Idaho. Theory and practice are integrated throughout the course. Theory and practice are integrated throughout the course; 120 hours are devoted to theory and 780 are devoted to practical. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education.

**COURSE GOALS**:

To develop the ability to teach both theory and practical cosmetology using the four step teaching plan; Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; To provide information about specific teaching techniques to be used in the classroom; To achieve professional competence as a teacher; and be prepared for State Licensing Examinations in order to receive a license as a barber Instructor.

COURSE FORMAT

Course will consist of a combination of lecture, demonstrations and student participation. Barber instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Idaho law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques.

COURSE EVALUATION

All student instructors will be evaluated on both theory and practical grades, also on attendance. Counseling is available at this time. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 75%. Numerical grades are considered according to the following grading scale:

**COURSE EVALUATION**:

All student instructors are assigned theory study and a minimum number of practical experiences to include theory and practical presentations. Theory is evaluated by written exams given after each unit of study. Presentation and practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Presentation and practical skills are evaluated according to textbook standards and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a final written and presentation skills exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory: 93 - 100 A = Excellent

87 - 92 B = Good

75 - 86 C = Average

74 or less = Failing

**Scholarship and Fee Waiver**

Boise Barber College offers discounts to Employees, Employee’s family members and Student Instructors who meet certain criteria. The amount discounted will be determined on a case by case basis.

**INSTRUCTOR COURSE UNITS**

|  |  |
| --- | --- |
| **THEORY** | **120 Hours** |
| **The Career Education Instructor** | **45 Hours** |
| **The Teaching Plan and Learning Environment** | **45 Hours** |
| **Basic Learning Styles and Principles** | **45 Hours** |
| **Effective Classroom Management and Supervision** | **45 Hours** |
| **Basic Methods of Teaching and Learning** | **45 Hours** |
| **Program Review, Development, and Lesson Planning** | **45 Hours** |
| **Educational Aids and Technology In the Classroom** | **45 Hours** |
| **Effective Presentations** | **45 Hours** |
| **Assessing Progress and Advising Students** | **45 Hours** |
| **Making The Student Salon an Adventure** | **45 Hours** |
| **Career and Employment Preparation** | **45 Hours** |
| **Educator Relationships** | **45 Hours** |
| **Achieving Learner Results** | **45 Hours** |
| **Learning Is A Laughing Matter** | **45 Hours** |
| **Teaching Study and Testing Skills** | **45 Hours** |
| **Teaching Success Strategies for a Winning Career** | **45 Hours** |
| **Teams at Work** | **45 Hours** |
| **Communicating Confidently** | **45 Hours** |
| **The Art of Retaining Students** | **45 Hours** |
| **Evaluating Professional Performance** | **45 Hours** |
|  |  |
|  |  |
|  |  |
| **Total Hours** | **900 Hours** |