

#### Adrians Beauty College of Tracy

3000 W. Grantline Road Tracy, CA 95304 Ph: 209-835-3550 Fax: 209-524-9347

> Please visit our website @ www.adrians.edu

> > Updated 09/20/2018

#### Administration Business Hours

Admission's Office: Applicants may secure information North Adrian's College of Beauty: Monday thru Friday 8:00 am – 5:00 pm Adrian's Beauty College of Turlock: Monday thru Friday 8:00 am – 4:30 pm Adrians Beauty College of Tracy: Monday thru Friday 9:00 am – 6:00 pm



History of Adrian's...

Adrian Cochran founded Adrian's Beauty College in 1956. He was always progressive in his approach and definitely a people person. Using that formula for success, he went on to establish twenty-eight schools throughout California. There are now three locations that are owned and operated by Pat Cochran-Campbell. We strongly encourage our students to continue the community involvement throughout their professional career.

North Adrian's College of Beauty is located at 124 Floyd Ave Modesto, CA, just right off McHenry Avenue. The California Board of Barbering and Cosmetology licensed the College in 1968. In 2006, an additional classroom was secured at 2412 McHenry Blvd, Modesto, CA.

Adrian's Beauty College of Turlock, Inc. was incorporated on July 1, 1985 by the State of California. It is located at 1340 W. Main St "A" Turlock, CA. The first class started July 8, 1985.

Adrians Beauty College of Tracy is a branch of North Adrian's and located at 3000 W. Grantline Road Tracy, CA. The first class started December 9, 2008.

#### **Careers in Beauty**



Welcome to the wonderful world of beauty and our special world of education offered by Adrians Beauty College. The beauty and hair fashion world is bigger than ever, and the need for creative, well-trained designers is growing every day. If you love working with people and are willing to devote the time and energy necessary for real success, then this is the career for you.

"Energy crunches" and other shortages of materials are unlikely to affect this field. You are selling the skills you're hands, creativity, knowledge and experience as well as your own personality and good will.

Your efforts bring immediate results. No one can take credit for your work, and this gives you considerable freedom and independence. New fashion design, seasonal colors and methods rescue the professional from the boredom of routine jobs as Cosmetology is always changing.

Even though the Cosmetology industry changes, beauty remains as always, desirable. More than half the population is women, all seeking to look their best. Men are also seeking fashion after a decade of regimentation in hairstyle and dress and are opening new business areas for serving others. There are many high paying specialized positions in the industry for men as there are for women.

In May 2007, data compiled the average annual salary for a salon professional in California is \$44, 134. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973.

Other Key Findings

- Zero Unemployment. Today, the growing salon industry offers a dramatically unique zero unemployment factors-needing many more new salon professionals than we can supply.
- 49% of the salon owners classified their salon as a full service salon, 20% as a haircutting salon, 58% as a full service salon and 13% as a barbershop.

Today, the professional salon industry continues to offer terrific new employment opportunities to qualified job seekers. Whether it is to launch a new career or to begin a mid-life career change, this industry offers new opportunities with numerous amazing rewards. The Professional Beauty Business is a 72 billion-dollar industry domestically and 250 billion internationally. This industry consists of more than one million people including hairdressers, salon owners, manufactures and distributors.

#### **Approvals**

Bureau of Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 P.O. Box 980818 West Sacramento, CA 95798-0818 Ph. (916) 574-7740 www.bppe.ca.gov

National Accrediting Commission of Career Arts & Sciences 4401 Ford Ave, Suite 1300 Alexandria, VA 22302 Ph. (703) 600-7600 www.naccas.org

American Association of Cosmetology Schools California Accredited Private Postsecondary Schools Veterans Training Rehabilitation Program (State & National) Displaced Worker Benefits (State & National) The Bureau of Indian Affairs Pell Grant Program SEOG (Supplemental Educational Grant Program) ROP (Regional Educational Program) Private Financing Sallie Mar Funding

(Financial Aid is available to students who qualify)





Educational Courses...

#### **Cosmetology**

This course consists of 1600 clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Technical instructions mean instructions given by demonstrations, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.



**Pivot Point Training** 

Pivot Point is considered to be one of the most respected leaders in hair and beauty education. By being a Pivot Point member school, we use the very best educational materials, programs, and systems for every face of the beauty industry. Pivot Point graduates remain in a high demand worldwide. It's the most current, comprehensive cosmetology educational system available. Graduated skill levels allow students to become comfortable with basics before moving onto the next level. For Adrian's Phases at times, the student will be asked to provide a model to perform services. Students are responsible for providing their own models during various parts of their training. Also using technically advanced curriculum using DVD's. Consistent teaching methods by school educators are based on a universal language of hair design. Students now have online access to educational videos on chapters, preparing for test at any time and anywhere.



The first 450 hours are devoted to the Basics and Fundamental of Hair Styling, Facials & Nails. The next 240 hours you will continue the Intermediate Training in Hair Design, Women's & Men's Sculpting, Texture, Long Hair Design, Hair Color and Salon Success. Afterward the next 210 hours is Advanced Techniques in Hair Design, Women's & Men's Sculpting, Texture Long Hair Design, Hair Color and Salon Success. After that 500 hours will be committed to the Student Salon using skills from prior classes. Finally the remaining 200 Hours is dedicated to Board Classes & Mock State Board training.

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SUBJECT	Minimum Hours of Technical	Minimum Practical Operations
* 1100 Hours of Technical Instruction and Practical in Hair Dressing		1
The required subjects of instruction in Hair Dressing shall be Completed with the minimum hours of technical and practical operations for each subject-matter as follows: <b>1. Hairstyling</b> ; shall include but is not limited to, the following techniques and procedures; Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>2.Permanent Waving and Chemical Straightening</b> Shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>3.Hair Coloring and Bleaching</b> Shall include but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>4.Haircutting</b> Shall include but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/ trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<ul> <li>*200 Hours of Technical Instruction</li> <li>The required subjects of instruction in Health and Safety shall be Completed with the minimum hours of technical instruction for each subject-matter as follows:</li> <li>5.Laws and Regulations</li> <li>The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and Board's</li> </ul>	20	
6.Health and Safety Considerations Shall include but is not limited to, the following techniques and Procedures: Cosmetology chemistry including the chemical Composition and purpose of cosmetic, nail, hair and skin care Preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in	45	
chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.		

7.Disinection and Sanitation Shall include but is not limited to, the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
<b>8.Anatomy and Physiology</b> Shall include, but is not limited to the following issues: Human Anatomy, Human Physiology	15	
<ul> <li>*200 Hours of Technical Instruction and Practical Training in Esthetics</li> <li>The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:</li> <li>9.Manual, Electrical and Chemical Facials</li> <li>Shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin,</li> </ul>	25	40
<ul> <li>Include but is not limited to, the following issues: Eyebrow arching and Hair Removal, including the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair.</li> </ul>	25	30
*100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring The required subjects of instruction in Manicuring and Pedicuring shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:		
<b>11.Manicuring and Pedicuring</b> Shall include but is not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.	10	25
<b>12.Artificial Nails and Wraps</b> Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.	25	120
Communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service records.		
TOTAL HOURS 1600	<u>370</u>	<u>690</u>

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#### PHYSICAL DEMANDS OF THE JOB: COSMETOLOGY

- 1. Have finger dexterity & sense of form of artistry.
- 2. Enjoy dealing with the public & be able to follow client's direction.
- 3. Keep abreast of the latest fashions & beauty techniques.
- 4. Be able to work standing on your feet for long periods of time.
- 5. Work long hours while building a clientele for your desired income.
- 6. Make a strong commitment to the educational process & complete training.
- 7. Must be customer oriented

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8. Learn the skills necessary to operate a personal business.

Educational Courses...

#### <u>Esthetician</u>

This course consists of 600 clock hours of technical instruction and practical operations covering all practices constituting the art of esthetics. Technical instructions mean instructions given by demonstrations, lecture, classroom participation, visual aids, textbooks, audio aids, trade magazines, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.



Our Esthetic's program is one of the best of its kind in the country. We use only professional product. We have a strong focus on salon techniques preparing for students for their career in the salon. The course also covers state board theory & practical to prepare students for their licensing exam.



The first 60 hours is Basics and Fundamentals of Facials and Makeup. Then the next 500 hours of Clinic Client work to perform skills from prior classes. Finally 40 hours is Test and Review for Board Preparation.

SUBJECT	Minimum	Minimum
305101	Hours	Practical
*600 hours of Technical Instruction	Technical	Operations
	Instruction	oporations
1. The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
2. Chemistry		
(pertaining to the practices of an esthetician (chemical composition and purpose of	15	
cosmetic and care preparation. Shall also include the elementary chemical make-up,	15	
chemical skin peels, physical and chemical changes of matter.)		
3.Health and Safety/Hazardous Substances		
(training in chemicals and health establishments; material safety data sheets; products,	40	
tools, and equipment - use and safety ; protection from hazardous chemicals and	40	
preventing chemical injuries; health and safety laws; and agencies ergonomics and		
communicable diseases, including HIV/AIDS and Hepatitis B)		
4.Electricity		
The nature of electric current, principles of operating electrical equipment.) operating	10	
electrical devices, and the various safety precautions used when operating electrical		
devices		
5.Disinfections and sanitation		
(procedures to protect the health, infection control and safety of the consumer as well as	10	
the technician. The ten required operations shall entail performing all necessary functions for	10	
disinfecting instruments and equipment as specified in Sections 979& 980. Disinfections		10
should be emphasized throughout the entire period and must be performed before use of		
all instruments and equipments).		
6.Bacteriology, Chemistry, anatomy, physiology, skin analysis and conditions	15	
7.Facials – Principles and techniques of skin care and cosmetics		
(A) Manual		
(product knowledge – use and safety, skin analysis, cleansing, scientific manipulations packs		
and masks).		
(B) Electrical		
(equipment, use and safety of electrical modalities, including dermal lights and electrical	20	40
apparatus for facials and skin care purposes; however, machines capable of Producing	20	10
electric current shall not be used to stimulate so as to contract the muscles of the body or	30	60
face.		
(C) Chemicals	20	40
(product knowledge – use and safety, chemical skin peels, packs, masks, and scrubs. Training	-	
shall emphasize That only the non-living, uppermost layers of facial skin known as the		
epidermis may be		
Removed and only for the purpose of beautification All practical operations must be		
performed in accordance with section 992 regarding skin peeling.)		
8.Eyebrow Arching and Hair Removal (use and safety of wax, tweezers, manual or electrical		
and depilatories for the removal of Superfluous hair.)	10	10
(A) Tweezers	10 20	10 40
(B) Wax and Depilatories 9.Make-up	20	40
(product knowledge – use and safety, skin analysis, complete and corrective make-up and	20	40
	20	40
application of false eyelashes. 10. Professional ethics, professional boundaries, effective communication, sales, grooming		
and courtesy.	10	
11. Salon Skills		
(people skills, career focus, career and employment information, fundamentals of business		
management, compensation packages and payroll deductions, state licensing, certification	5	
	10	
and registration requirements.)		
and registration requirements.) 12. First Aid - Administering and when to seek help	10	
and registration requirements.) <b>12. First Aid</b> - Administering and when to seek help <b>13. Additional Training</b> - record keeping; student and client Public service, volunteer work.	30 Max.	
and registration requirements.)		



#### PHYSICAL DEMANDS OF THE JOB: ESTHITICIAN

- 1. Estheticians are required to sit & lean forward while providing most services.
- 2. Having good posture is necessary to prevent back problems when leaning over to do treatments. Minor back stress maybe caused by long intervals of standing, sitting or leaning.
- 3. Hands need protection from chemicals, continuous exposure to water, cleansing agents.
- 4. Good health & stamina are important because work can be demanding.

Educational Courses...

#### <u>Manicuring</u>

This course consists of 400 clock hours of technical instruction and practical operations covering all practices constituting the art of manicuring and pedicuring. Technical instructions mean instructions given by demonstrations, lecture, classroom participation, visual aids, textbooks, audio aids, trade magazines, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.



Instruction covers manicuring, pedicuring, artificial nails (acrylic, tips, wraps) as well as applicable laws and health, safety and sanitation. The skills that will be developed are the use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop knowledge to recognize the various skin conditions and disorders. Acquire business management techniques common to manicurist.



The first 40 hours is the Basics and Fundamentals of all Nail applications. Then 340 hours is Clinic Client work to perform skills from prior classes. Finally 20 hours is Review for State Board and Pass Mock State Board.



SUBJECT	Minimum	Minimum
	Hours of	Practical
*400 hours of Technical Instruction	Technical	Operations
	Instruction	
1. The Barbering and Cosmetology Act and the Board's Rules and	10	
regulations.		
2.Cosmetology Chemistry	10	
Related to manicuring practices (chemical composition and purpose of		
nail skin care preparations.		
3.Health and Safety/Hazardous Substances	15	
(training in chemicals and health establishments; material safety data		
sheets; products, tools, and equipment -use and safety; protection from		
hazardous chemicals and preventing chemical injuries; health and safety		
laws and agencies, ergonomics, and communicable diseases, including		
HIV/AIDS and Hepatitis B.)		
4. Disinfections and Sanitation	10	10
(procedures to protect the health, infection control and safety of the		
consumer as well as the technician. The ten operations shall entail		
performing all necessary functions for disinfecting instruments and		
equipment as specified. Disinfection will be emphasized throughout the		
entire training period and must be performed before use of all		
instruments and equipment.)		
5.Bacteriology, Chemistry, anatomy, and physiology.	10	
6.Water and Oil Manicures	15	40
Including hand and arm massage, product knowledge – use and safety	10	10
Principles and techniques of manicures		
7.Complete pedicure	10	20
Including foot and ankle massage, product knowledge -use and safety.	10	20
Principles and techniques of pedicures.		
8. Application of Artificial Nails – principles and techniques of artificial	15	80
nail applications.	10	60
a) Acrylic: liquid and powder brush-ons.	5	40
b) Nail Tips	5	-0
c) Nail Wraps and Repairs		
9. Professional Ethics	10	
Professional boundaries, effective communication, human relations,	10	
sales, grooming and courtesy. Client intake process, preparation of the		
sales, grooning and coorresy. Client indice process, preparation of the service environment, preparation and self care for the operator, client		
preparation for service.		
	10	
<b>10. Salon Skills</b> (people skills, fundamentals of business management,	10	
career focus, compensation packages and payroll deductions, and		
career employment information, licensing, certification and registration		
requirements).Public service, volunteer work.	0	
11.First Aid and when to Seek Help	2	
12. Additional Training (no minimum)	25 max.	0.50
TOTALS	<u>132</u>	<u>250</u>



#### PHYSICAL DEMANDS OF THE JOB: NAIL TECHNOLOGY

- 1. Work for long periods of time in a semi hunched position with head down.
- 2. Must have finger dexterity & sense of form and artistry.
- 3. Keep abreast of the latest fashions & techniques.
- 4. Make strong commitment to educational process.
- 5. To be able to work with various chemicals & fumes this may cause an allergic reaction.
- 6. Practice safety & sanitation for effective & successful performance with the industry.
- 7. Learn the skills to operate a personal business.

Educational Courses...

#### **Teacher Training**

This course consists of 600 clock hour program designed to prepare graduates to pass State Board Exam for teachers. Upon successfully passing the State Examination, you will be qualified to teach at any Cosmetology College in the State of California.



At Adrians Beauty College many of our graduate students have a passion to teach and we offer the Teacher's Training Program to satisfy that desire. Some of our best students go into the profession and display their talent to give all their knowledge and tricks of the trade to others. This common need to succeed while helping others realize their career goals is the necessary ingredient to becoming the teacher who inspires the students to the highest level of Career achievements.

SUBJECT *600 hours of Technical Instruction	Minimum Hours of	Minimum
*400 hours of Toohnical Instruction	Hours of	
*400 hours of Tochnical Instruction		Practical
	Technical	Operations
	Instruction	
1.STATE LAW	5	
A. Cosmetology Act, including licensing, certification and registration		
requirements	5	
B. Rules and regulations		
2. PREPARATORY INSTRUCTION	40	50
A. Teaching techniques & methodology	30	
B. Organizational Techniques	30	30
C. Lesson plan development, development and use of teaching aids,		
student motivation & learning, presentation techniques	10	
D. Assessment of student learning: Evaluation of overall progress,		20
development and use of testing, academic advising on progress in		
course, program course development and review	10	
E. Administrative responsibilities: records management, organizational		
and regulatory requirements, professional ethics, professional boundaries,		
effective communication, human relations,		
F. Career and employment information, compensation and payroll	10	
deductions		
G. Fundamentals of business management	10	
3. CONDUCTING CLASSROOM		
A. Technical instruction	140	
B. Demonstrations		
4. CLASSROOM	100	
A. Live demonstrations	100	
5. SUPERVISING		
A. Students with clients	100	10
B. Students with manikin		
TOTALS	<u>490</u>	<u>110</u>

#### PHYSICAL DEMANDS OF THE JOB: TEACHER TRAINING

- 1. Have finger dexterity & sense of form of artistry.
- 2. Enjoy dealing with the public & be able to follow client's direction.
- 3. Keep abreast of the latest fashions & beauty techniques.
- 4. Be able to work standing on your feet for long periods of time.
- 5. Make a strong commitment to the educational process & complete training.
- 6. Must be customer oriented

Educational Courses...

#### **Barbering**

This course consists of 1500 clock hours of technical instruction and practical operations covering all practices constituting the art of Barbering. Technical instructions mean instructions given by demonstrations, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.



Instruction covers shaving haircutting, coloring, texture, basic manicuring, basic facials, as well as applicable laws and health, safety and sanitation. The skills that will be developed are the use of proper implements relative to barbering. Acquire business management techniques common to barber.



The first 450 hours are devoted to classroom time studying shaving, sculpture, color, texture, basic manicuring, basic skincare, as well as applicable laws and health, safety and sanitation. The next 930 hours are devoted to on the salon floor experience working on actual clients, as well as theory hours. After the salon floor, you're back in the classroom to go over state board procedures for 120 hours.

		1
SUBJECT	Minimum	Minimum
	Hours of	Practical
	Technical	Operations
* 1100 Hours of Technical Instruction and Practical in Hair		
Dressing		
The required subjects of instruction in Hair Dressing shall be completed		
with the minimum hours of technical instruction and practical operations		
for each subject-matter as follows:	65	240
<b>1. Hairstyling</b> ; shall include, but is not limited to, the following techniques		
and procedures: Hair analysis, shampooing, finger waving, pin curling,		
comb outs, straightening, waving, curling with hot combs and hot curling		
irons and blower styling.		
2. Permanent Waving and Chemical Straightening Shall include, but is not		
limited to, the following techniques and procedures: Hair analysis, acid		
and alkaline permanent waving, chemical straightening including the	40	105
use of sodium hydroxide and other base solutions.		
3. Hair Coloring and Bleaching		
Shall include, but is not limited to, the following techniques and		
procedures (also including, the use of semi-permanent, demi-permanent	60	50
and temporary colors): Hair analysis, predisposition and strand tests,		
safety precautions, formula mixing, tinting, bleaching, high and low lights,		
and the use of dye removers.		
4. Hair Cutting		
Shall include, but is not limited to, the following techniques and	20	80
procedures: Use of scissors, razor (shaper), electrical clippers/trimmers,		
and thinning (tapering) shears for wet and dry cutting.		
* 200 Hours of Technical Instruction and Practical Training in Shaving		
The required subjects of instruction in Shaving shall be completed with		
the minimum hours of technical instruction and practical operations for		
each subject-matter as follows:		
5. Preparation and Performance	100	40
The subject of Preparation and Performance shall include, but is not		
limited to the following techniques and procedures: Preparing the client's		
hair for shaving, assessing the condition of the client's skin, performing		
shaving techniques, applying after-shave antiseptic following facial		
services, massaging the client's face, rolling cream massages.		
*200 Hours of Technical Instruction in Health and Safety		
The required subjects of instruction in Health and Safety shall be		
completed with the minimum hours of technical instruction for each		
subject-matter as follows:		
	20	
6. Laws and Regulations	20	
The subjects of Laws and Regulations shall include, but is not limited to,		
· ·		
the following issues: The Barbering and Cosmetology Act and the Board's		
Rules and Regulations.		
7. Health and Safety Considerations		
Health and Safety/hazardous substances including training in chemicals		
and health in establishments, material safety data sheets, protection	45	
from hazardous chemicals and preventing chemical injuries, health and		
safety laws and agencies, bacteriology and preventing communicable		
diseases including HIV/AIDS and Hepatitis B.		
8. Disinfection and Sanitation The subject of Disinfection and Sanitation shall include, but is not limited	20	
The subject of Disinfection and Sanitation shall include, but is not limited	<u> </u>	

to the following techniques and procedures: Disinfection and sanitation		
including proper procedures to protect the health and safety of the		
consumer as well as the technician, proper disinfection procedures for		
equipment used in establishments.		
Disinfaction shall be emphasized throughout the entire training period		
Disinfection shall be emphasized throughout the entire training period		
and must be performed before use of all instruments and equipment.		
9. Anatomy and Physiology		
The subjects of Anatomy and Physiology shall include, but is not limited to	15	
the following issues: Human Anatomy, Human Physiology.		
Communication skills that includes professional ethics, salesmanship,	25	
client record-keeping, decorum, basic tax information relating to booth	Maximum	
renters, independent contractors, employees, and employers.	MUXIMUM	
TOTAL HOURS 1500	<u>385</u>	<u>515</u>



#### PHYSICAL DEMANDS OF THE JOB: BARBER

- 7. Have finger dexterity & sense of form of artistry.
- 8. Enjoy dealing with the public & be able to follow client's direction.
- 9. Keep abreast of the latest fashions & beauty techniques.
- 10.Be able to work standing on your feet for long periods of time.
- 11. Work long hours while building a clientele for your desired income.
- 12. Make a strong commitment to the educational process & complete training.
- 13. Must be customer oriented
- 14. Learn the skills necessary to operate a personal business.

Educational Courses...

#### **Barber Crossover**

This course consists of 200 clock hours of technical instruction and practical operations covering all practices constituting the art of Barber Crossover. Technical instructions mean instructions given by demonstrations, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Credit is given only if applied effort is maintained.



Instruction covers shaving haircutting, coloring, texture, basic manicuring, basic facials, as well as applicable laws and health, safety and sanitation. The skills that will be developed are the use of proper implements relative to barbering. Acquire business management techniques common to barber.



The first 80 hours are devoted to classroom instruction that covers shaving, haircutting, coloring, texture, basic manicuring, basic facials, as well as applicable laws and health, safety and sanitation. After you are on the salon floor working on actual clients to gain experience for 80 hours. After, you are back in a classroom reviewing state board procedures for 40 hours.

SUBJECT	Minimum Hours of Technical	Minimum Practical Operations
* 200 Hours of Technical Instruction and Practical Training in Shaving		
Shaving Preparation and Performance The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
TOTAL HOURS 200	<u>100</u>	<u>40</u>



#### PHYSICAL DEMANDS OF THE JOB: BARBER

- 1. Have finger dexterity & sense of form of artistry.
- 2. Enjoy dealing with the public & be able to follow client's direction.
- 3. Keep abreast of the latest fashions & beauty techniques.
- 4. Be able to work standing on your feet for long periods of time.
- 5. Work long hours while building a clientele for your desired income.
- 6. Make a strong commitment to the educational process & complete training.
- 7. Must be customer oriented
- 8. Learn the skills necessary to operate a personal business.

Faculty Names	Job Titles, experience
Rebecca Abinales	School Director, Financial Aid Director, Educator, Licensed Cosmetologist
Patrick Campbell	Assistant Financial Aid Director/Student Loans
Jennifer Campbell	Associate Director, Financial Aid Officer, Educator, Licensed Cosmetologist, Barber, Manicurist
Donovan Kim	Financial Aid Officer/Administrative Support, Default Prevention
Kim Ott	Career Advisor
Shirley Mabry	Educator, Licensed Cosmetologist, Esthetician, Manicurist
Serena Magana	Educator, Licensed Cosmetologist
Verchonda Jones	Educator, Licensed Cosmetologist
Theresa Newsom	Educator, Licensed Cosmetologist
Michelle Hickman	Substitute Educator, Licensed Cosmetologist
Chris Fore	Substitute Educator, Licensed Cosmetologist

#### Admissions Policy

All Instruction is given in English. We do not provide ESL classes.

The School does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in the Cosmetology, Esthetics, Manicuring, Barbering, Barber Crossover programs must:

• Complete an application for enrollment.

• Provide proof of secondary education such as a high school diploma, a GED certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.

Barbering Crossover program

• Must have a valid California Cosmetology license or at a minimum a Proof of Training with the school seal. Students with out of state licenses or transcripts must first obtain California Board of Barbering & Cosmetology approval for acceptance of hours.

Teacher Training applicants must meet all of the above requirements and:

• Hold a current license as a practitioner in the field they wish to teach

The institution does not grant credit for experiential learning.

The institution only accepts students from other countries if they are eligible non-citizens (see pg.71-72). The institution does not help with visa services and cannot vouch for student status.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. This outside documentation is at the expense of the student.

Students enrolling under a training agreement with another entity, the applicant must meet the admissions requirements set forth in the training agreement with the other entity.

#### **RE-ENTRY POLICY**

Any former student wanting to re-enroll must wait six months from their prior withdrawal date (which is the students last physical day of attendance).

1. An application must be completed, an intake interview, and a letter provided to the college explaining the circumstances of the prior withdrawal and how the student will be successful during this enrollment.

2. A \$500 fee will be paid by re-enrolling student for the evaluation exam. This Fee is non-refundable and must be paid prior to scheduling.

3. Student letter, exam results, and the educator's recommendation will be reviewed at the next scheduled staff meeting for consideration of re-entry; if the student is accepted for re-entry, the student will be placed in the appropriate course level.

4. Prior hours accepted by the College towards for a re-entry student may vary from program to program.

5. The decision for re-entry of the applicant acceptance and placement level of program, or denial, made by the school will be mailed to the student within 7 business days. The decision is final and no appeals are allowed.

 Students accepted for re-entry must make an appointment with the business office and /or financial aid office to discuss financial arrangements to complete their program.
 A re-entry student resumes to the same Satisfactory Academic Progress status as when he/she left the school.

#### TRANSFERS

#### Schedule Transfer/Change

A student who wants to change their class schedule must apply in writing to the business office. The schedule change application will be considered at the next staff meeting. The reason for the staff to review the student's academic record is to assure that the student can complete course work without any undue hardship. A fee of \$25.00 must accompany the change request.

#### **Program Transfer**

Transfer students may receive credit from the Manicuring course or the Esthetics course towards cosmetologist. No credit/hours are transferable toward the Esthetics course. A fee of \$500.00 must accompany the change request.

#### To Another Adrian's College

To request a certificate of transfer to another college, you must make the request in writing and pay \$500.00 transfer fee, any unpaid tuition, and any balance owed from previous enrollments. If the student owes the college for any reason, the Academic Transcript and Proof of Training will be withheld until the balance is paid in full. The college will only accept cash, cashier's check or money order for the balance.

From Another College or Previous Adrian's Student

A student, who wants to transfer from another college or wants the College to accept hours from a previous enrollment, must follow all procedures stated in the re-entry policy.

Adrian's Beauty College carry out their transfer practices in a manner consistent with the Council for Higher Education criteria.

#### VA Students Only

This institution will evaluate all previous education and training, grant credit when appropriate, reduce the length of the program proportionately, and keep appropriate documentation on file. There is no fee connected to prior credit evaluation or transfer of credit to students receiving VA benefits.

Adrian's Beauty College of Turlock, Inc., North Adrian's College of Beauty, Inc. and its branch Adrians Beauty College of Tracy have not entered into any articulation or transfer agreement.

#### Applicants seeking Federal Financial Aid Assistance must have a minimum of:

- 1. High School Diploma, or
- 2. High School Equivalency Certificate, or
- 3. Completion of Secondary Home Schooling, or

4. If enrolled under a training agreement with a government agency, school district and/or other entity, the student must meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
5 All applicants must have completed admissions' application forms and submitted

documentation

- 6. All applicants must attend orientation class
- 7. At least 17 years of age
- 8. Ability to read, comprehend and communicate in English

9. All applicants must pass a personal interview with the enrollment office prior to admissions.

## Make the decision to start your new career today. Schedule the appointment with our admission's office and we will be happy to assist you with all the necessary paperwork.

#### ANNUAL CAMPUS SECURITY REPORT FOR THE 2017/2018 ACADEMIC YEAR- TRACY

This campus security report contains data for our college: Adrian's Beauty College of Tracy 3000 W Grantline Road Tracy, CA 95304

Adrian's Beauty College are providing the following information in compliance with the proposed rules listed under section 668.48 in the July 1, 1992 Federal Register.

CRIME	CALENDAR YEAR 2014	CALENDAR YEAR 2015	CALENDAR YEAR 2016
Murder	0	0	0
Rape	0	0	0
Sexual Assaults	0	0	0
Robbery	0	0	0
Aggrav. Assaults	0	0	0
Burglary	0	0	0
Auto Theft	0	0	0
Liquor Law Violation	0	0	0
Drug Abuse Violations	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0

\*Although regulations do not require use to disclose anything other than the above offenses, Adrians would like to inform all entering students that the vehicle break-ins are an on-going problem in the Grantline Area. Adrians is not responsible for lost or stolen items in the school or parking lot.

The school has developed the information about your safety and well-being. As you can see from the data, the campuses have a relatively safe environment. However, it is important that you exercise good judgment and take appropriate precautions to minimize your risk.

In the event that a student or employee of our institution is witness to a criminal offense on or near our campus, the following procedure to report criminal actions or other emergencies that occur on campus are as follows.

For Non-Emergency Crimes:

- 1. Obtain from the floor supervisor.
- 2. Complete form and return to the floor supervisor
- 3. This form will be taken to the staff meeting and response will be returned to the victim with school's recommendation.
- 4. Any violator of a proven misdemeanor or felony on campus will be automatically expelled and/or reported to law enforcement.

For Emergency Crimes:

- 1. The nearest staff member will immediately call 911.
- 2. The above non-emergency procedures will be followed providing the perpetrator is a student.

There are no private security personnel at either campus, or are there any off campus student organizations. It is the practice of the colleges to require each student to provide their own lock and the college provides a locker for all items of value. Students are advised to lock their vehicles during any time they are parked on campus. All students are advised to lock up their valuable personal belongings for their own security and the security of others.

### Licensing for the State of California

Before Receiving Proof of Training for State Board Licensing, all hours and required operations must be completed. The College does not guarantee or promise licensure.

Cosmetology	1600 Hours
Esthetician	600 Hours (not offered at Tracy location at this time)
Manicurist	400 Hours (not offered at Tracy location at this time)
Barbering	1500 Hours
Barber Crossover	200 Hours

Once the course has been completed the student is eligible to take the State Board Exam. The Cost of the Exams & Licensing Fees are:

	<u>Exam Fee</u>	<u>Licensing Fee</u>	<u>Total</u>
Cosmetology	\$75.00	\$50.00	\$125.00
Esthetician	\$75.00	\$40.00	\$115.00
Manicurist	\$75.00	\$35.00	\$110.00
Barber	\$75.00	\$50.00	\$125.00
Barber Crossover	\$75.00	\$50.00	\$125.00

When 75% of your chosen course is completed, you can pre-apply for your State Board Exam. This allows you to test within weeks of your graduation. If you choose not to apply for Board until you have completed your training, it will be approximately two months before you are able to take your Exam. There is a \$9.00 pre-application fee that must be included with your Exam & Licensing fees on one check or money order.

## The practical & written exams are given on the same day. You need to pass both in order to receive your license. The exam facilities are located in Fairfield & Los Angeles

\*Disclosure Statement Regarding Criminal Plea/ Conviction: As of 9/15/10 The Board of Barbering & Cosmetology (BBC) sent out a letter that took effect immediately. Board of Barbering & Cosmetology (BBC) will accept applications from applicants who wish to have their criminal history/convictions reviewed prior to beginning school. Applicants will need to submit the Application for Examination & Initial License Fee with the corresponding \$75 Application/Exam fee. In Addition they will also need to attach a Disclosure Statement Regarding Criminal Plea/Conviction form. The \$75 application/exam fee is a non-refundable fee and will be held on file one (1) year from the time received, otherwise the fee is considered abandoned, (see Section 7345, Chapter 10 of Division 3 of the California Business & Professions Code).

The Disclosure Statement Regarding Criminal Plea/ Conviction form has additional questions on the applicant background information. Applicants need to include the following:

- All misdemeanor & felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under California Penal Code Section 1000 or 1203.4 (Traffic Violations of \$500.00 or less need not be reported).
- Copies of records, court documents, and fines imposed verification of restitution received by the court, and verification of successful completion of probation.
- A letter from you describing the underlying circumstances of arrest as well as any rehabilitation efforts of changes in life since that time of prevent future problems. If possible letters of reference from past and/or current employers.

These procedures are being made to expedite the approval process & avoid any delays in obtaining an examination date once the required course is completed. Upon receipt of the criminal convection documents, the Boards Enforcement Unit will review & determine if the application is approved or denied. Failure to submit all conviction related documents will delay the applicant's pre-approval request.

Upon completion of obtaining the required licensing hours, applicants will submit a second Application for Examination & Initial License Fee with the corresponding license fee amount & their proof of training document. Applicants are not precluded from pre-applying.

If you have any questions regarding this process please call 1-800-952-5210 or you may email any questions to <u>www.barbercosmo@dca.ca.gov</u>.

\*\*Application available upon at request\*\*

#### Licensing Requirements

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the cosmetology course described above and passed the Cosmetology Board Exam.

The State of California will check for any felonious convictions and should there be any found on the student applicant, they will refer back to the court of jurisdiction for clearance and this will result in the student either being delayed to take the test or denied taking the state test. In addition, the State of California will check for any outstanding fines or child support and the student will be denied the test until the state receives proof of payment and clearance of fines and child support.

#### State Board Kit

Kits may be borrowed from an outside company or made by you. The College is in no way affiliated with any outside companies. Any associated costs to rent/purchase are not included in your course cost.

Rent A Kit 320 Campus Lane, Suite D Fairfield, CA 94534 (707) 428-4477 Rent by phone or online.

Western State Kit 710 S Central Ave Glendale, CA 91204 (818) 547-4280



#### HOW OUR STUDENTS ARE DOING 2016

#### <u>COSMETOLOGIST</u>

#### GRADUATES & WITHDRAWALS

In 2016, 74% of the students eligible to complete their course graduated. JOB PLACEMENT Out of the students eligible for employment, 79% of them found a job. STATE BOARD EXAM

85% of the students attempting the State Board Exam in 2016 passed

#### ESTHETICIAN

#### **GRADUATES & WITHDRAWALS**

There is no info for this data. JOB PLACEMENT There is no info for this data. STATE BOARD EXAM There is no info for this data.

#### BARBERING – No Data Available

GRADUATES & WITHDRAWALS There is no info for this data. JOB PLACEMENT There is no info for this data. STATE BOARD EXAM There is no info for this data.

#### BARBERING CROSSOVER

GRADUATES & WITHDRAWALS There is no info for this data. JOB PLACEMENT There is no info for this data. STATE BOARD EXAM There is no info for this data.

#### TEACHER TRAINING/MANICURING - No Data Available

GRADUATES & WITHDRAWALS There is no info for this data. JOB PLACEMENT There is no info for this data. STATE BOARD EXAM There is no info for this data.

#### Adrians Beauty College of Tracy

Course Cost

Cosmetology			
Tuition Hourly Rate \$9.70	\$	15,520.00	
Application Fee*	\$	145.00	
Books and Supplies*	\$	3,734.08	
Subtotal	\$	19,399.08	
STRF (see below)**	\$	-	
TOTAL	\$	19,399.08	

Barbering			
Tuition Hourly Rate \$10.50	\$	15,750.00	
Application Fee*	\$	145.00	
Books and Supplies*	\$	2,005.69	
Subtotal	\$	17,900.69	
STRF (see below)**	\$	_	
TOTAL	\$	17,900.69	

Esthetics			
Tuition Hourly Rate \$13.50	\$	8,100.00	
Application Fee*	\$	145.00	
Books and Supplies*	\$	1,864.79	
Subtotal	\$	10,109.79	
STRF (see below)**	\$	_	
TOTAL	\$	10,109.79	

Teacher Training			
Tuition Hourly Rate \$13.75	\$	8,250.00	
Application Fee*	\$	145.00	
Books and Supplies*	\$	-	
Subtotal	\$	8,395.00	
STRF (see below)**	\$	-	
TOTAL	\$	8,395.00	

Manicuring		
Tuition Hourly Rate \$8.75	\$ 3,500.00	Tuition Hourly Rate
Application Fee*	\$ 145.00	Application Fee
Books and Supplies*	\$ 842.24	Books and Supp
Subtotal	\$ 4,487.24	Subtotal
STRF (see below)**	\$ -	STRF (see below)
TOTAL	\$ 4,487.24	TOTAL

Barber Crossover			
Tuition Hourly Rate \$13.50	\$	2,700.00	
Application Fee*	\$	145.00	
Books and Supplies*	\$	_	
Subtotal	\$	2,845.00	
STRF (see below)**	\$	_	
TOTAL	\$	2,845.00	

#### \* Non-Refundable

\*\* Effective Jan. 1, 2015, the current STRF fee assessment rate is zero dollars (\$0), subject to change by the Bureau for Private Postsecondary Education (BPPE)

Barbering and Barber Crossover course will only be offered at North Adrian's College of Beauty and Adrians Beauty College of Tracy.

Effective September 24, 2018

Catalog Supplemental Handout

San Joaquin County Tax Rate 8.25%

Method of Payment: Cash/Money Order, Check, Credit Card (4% service fee applied), 3rd Party Lending Institutions, Financial Aid (If Qualified

Outside students (not an Adrian's graduate) and/or any other students requiring remedial hours or hours required by the Board of Barbering and Cosmetology are charged at a rate of \$14.00 per hour plus registration fee and any materials or books required.

Schedule of Total Charges and the Total Charges for the Period of Attendance are the same

#### Adrians Beauty College of Tracy

Cosmetology Program

Days 30 hours: Tuesday thru Saturday 9:00am – 3:30 pm s Days 40 hours: Tuesday thru Saturday 9:00pm – 6:00 pm

6

40-50 weeks for completion with good attendance

#### **Barbering Program**

Days 40 hours: Monday thru Friday 9:00am – 6:00 pm (not available at this time) Days 30 hours:

Tuesday thru Saturday 9:00am – 3:30 pm

∽ Days 20 hours:

Tuesday thru Saturday 9:00am – 1:00 pm (not available at this time)

-

38-75 weeks for completion with good attendance

**Barbering Crossover Program** 

Days 40 hours: Tuesday thru Saturday 9:00am – 6:00 pm

Days 30 hours: Tuesday thru Saturday 9:00am – 3:30 pm

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Days 20 hours: Tuesday thru Saturday 9:00am – 1:00 pm

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5-10 weeks for completion with good attendance

#### Esthetician Program

(not offered at Tracy location at this time) Days 30 Hours: Tuesday thru Saturday 8:00am – 2:30 pm る 20 weeks with good attendance

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<u>Manicuring Program</u> (not offered at Tracy location at this time) Days 30 Hours: Tuesday thru Saturday 8:00am – 2:30 pm

15 weeks for completion with good attendance