

**National  
Beauty  
College**



**SCHOOL CATALOG  
2022-2023**

Effective 07/01/22  
Revised 09/01/2022

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## TABLE OF CONTENTS

Mission Statement.....	Page 1
Affiliations.....	Page 1
Administration Staff.....	Page 1
Instructional Staff.....	Page 1
Facilities and Training Equipment.....	Page 2
Parking/Building Access.....	Page 2
Lockers.....	Page 2
Evacuation Plan.....	Page 2
Student Communication.....	Page 2
Admissions Requirements.....	Page 3
Transfer Students.....	Page 3
Re-Enrollment.....	Page 4
Trial Enrollment Period.....	Page 4
Vaccination Policy.....	Page 4
Class Schedules.....	Page 5
Saturday Hours.....	Page 5
Attendance, Absences and Tardiness.....	Page 5
Internship Program.....	Page 6
Students with Disabilities.....	Page 6
Student Counseling.....	Page 6
Make Up Work.....	Page 6
Grading System.....	Page 6
Satisfactory Academic Progress Policy.....	Page 7-9
Level 1 Students.....	Page 10
Level 2 Students.....	Page 10
Tuition Terms and Payments.....	Page 11
Refund Policy – Notice of Cancellation.....	Page 11-12
Family Educational Rights and Privacy Act.....	Page 13
Confidentiality Policy.....	Page 13
Reserved Rights.....	Page 13
Dress Code.....	Page 14
Programs, Hour Requirements & Program Fees.....	Page 15
Enrollment Dates.....	Page 15
School Closing Schedule.....	Page 15
Emergency School Closings.....	Page 15
Cosmetology Program Outline and Curriculum.....	Page 16-17
Esthetics Program Outline and Curriculum.....	Page 18-19
Advanced Manicurist Program Outline and Curriculum.....	Page 20-21
Graduation Requirements.....	Page 22
Employment Assistance.....	Page 22
Exam and Licensure Requirements.....	Page 22
Career Opportunities.....	Page 23
Rules, Conduct and Grounds for Termination.....	Page 24-25
Complaint Procedure.....	Page 26
Consumer Information.....	Page 27-35
Ohio Administrative Code Chapter 4713-15.....	Page 36-37

# National Beauty College

...was established in 1955 and has been in continuous operation since that date. We pride ourselves on being a dependable and well-established school that offers a quality cosmetology education. Cosmetology, Esthetics and Manicuring can be rewarding professions, both in personal satisfaction and potential earnings.

Our qualified instructors and the customers we serve give our students the practical, hands-on training that ensures they have the confidence needed to succeed in the beauty industry. We have made a long-term commitment to contribute to the economy and quality of life in our community by our prices, services, and outreach programs we offer.

## MISSION STATEMENT

Our mission is to provide the finest quality education available and to prepare our graduates for licensure as well as forming a successful career in the cosmetology industry.

## AFFILIATIONS

**Licensed by:** Ohio State Cosmetology and Barber Board  
1929 Gateway Circle, Grove City, OH 43123 (614) 466-3834

**Accredited by:** National Accrediting Commission of Career Arts & Sciences  
3015 Colvin St Alexandria, VA 22314 (703) 600-7600

**Governed by:** U.S. Department of Education

**Member of:** American Association of Cosmetology Schools

## ADMINISTRATION STAFF

National Beauty Systems, Inc – Owner  
Dana Yerkey – Admissions/Financial Aid  
Kristin Worley – Director/Financial Aid  
Jodie Bragg – Continuing Education Coordinator

Cheryl Hall – Administrator  
Carolynn Snyder – Manager  
Lori Hawkins - Manager

## INSTRUCTIONAL STAFF

All teaching staff hold a current instructor's license from the Ohio State Cosmetology and Barber Board. All licensed instructors must have 12 hours per year of continuing education classes, including a minimum of four hours in teaching methodology.

Valerie Amicone  
Christina Lagodich  
Debra Turkalj-Hurt

Jodie Bragg  
Meena Pawa  
Lesley Wyszynski

Lori Hawkins  
Carolynn Snyder

Christina Ivan  
Patricia Turk

## **FACILITIES AND TRAINING EQUIPMENT**

Our facility consists of 17,100 square feet of space, including classrooms, offices, break areas and the student salon floor. Equipment available for training includes, but is not limited to, projectors, whiteboards, workstations and mirrors, shampoo bowls, shampoo, styling and dryer chairs, manicure tables, pedicure stations, facial and massage beds, towel warmers, steamers, magnifying lamps, waxing units, paraffin wax units, wig dryers, tables and chairs.

## **PARKING/BUILDING ACCESS**

Students may park on the north side of the building, including gravel lots, and on the east lot behind the building. Parking is not allowed in front of the building and on the south side of the building.

Students should enter the building using the north entrance. This entrance can only be accessed using a key card, which students will receive during orientation on the first day of class. Any lost/stolen cards should be reported to administration immediately. To maintain the safety and security of the students and staff, students should not give their key card to anyone, nor let anyone enter the school by the north entrance. All clients should enter the school through the front entrance.

## **LOCKERS**

Lockers are the property of National Beauty College. Lockers and their contents are always subject to random search without regard to whether there is a suspicion that contents contain evidence of violation of a criminal statute and/or any school policies, rules or regulations. Any items left in lockers over 30 days from the last date of attendance or end of an approved Leave of Absence become the property of the school without compensation to the student.

## **EVACUATION PLAN**

Diagrams are posted in each area and classroom of the school which will guide you to safety in the case of emergencies. Familiarize yourself with doors, exits and severe weather evacuation areas.

In the event an evacuation is necessary, remain calm, quiet, and assembled and proceed to the nearest exit. To allow access to emergency personal and account for students, staff and customers, a centralized meeting place has been established at the rear (east) parking lot of the building. Severe weather conditions may result in the need to take shelter. Shelter areas are located on the west side of the bottom level of the building.

## **STUDENT COMMUNICATION**

Students will be given access to the school's student information system (Prestige/Orbund) on or before the first day of class. Students are responsible for keeping contact information up to date. The school will use this system to communicate information to students as well as sending emergency alerts. Students may contact staff members through this system. The phone number and email from which you may receive notifications are 330-587-9336 and [noreply@orbund.com](mailto:noreply@orbund.com).

## ADMISSIONS REQUIREMENTS

Enrollment, instructional and graduation policies of this school do not discriminate based on sex, age, race, color, religion, ethnic origin, sexual orientation, or gender identity. We do not recruit students already attending or enrolled at another school offering a similar program of study. The school reserves the right to refuse admission to any person who shows an inability or unwillingness to successfully complete the program and gain employment in the field of cosmetology.

Prospective students may enroll for classes up to the week prior to the start date of that class.

### Requirements:

- Applicants must be at least 16 years old as this is the minimum age requirement for licensure in accordance with Section 4713.28 of the Ohio Revised Code.
- Interview with the school and receive a school tour.
- Complete an Enrollment Application.
- Provide a valid high school diploma, high school transcripts showing a graduation date, GED certificate, a parent certified diploma or transcripts if home schooled. For students who completed secondary education in a foreign country, a copy of the “secondary school leaving certificate” or other similar document, translated into English and certified to be equivalent to a United States high school education. GED certificates from the state of Ohio can be requested online at [www.education.ohio.gov](http://www.education.ohio.gov).
- Provide a current government issued photo ID with proof of age (driver’s license, state issued ID, passport, etc).
- Set up payment arrangements through financial aid, a monthly payment plan, or a combination of both.
- Notify the school of the planned program, schedule, and enrollment date.

Students meeting the above requirements will be accepted into the school's Trial Enrollment Period for their chosen program and enrollment date. The trial enrollment period does not apply to transfer or re-entry students for any program. Students will then schedule a time to sign their Enrollment Agreement and pay the \$100.00 non-refundable application fee. A student must then successfully complete the Trial Enrollment Period and be accepted by the school as a regular student.

## TRANSFER STUDENTS

Students who have attended another cosmetology school and wish to transfer hours must meet all the admissions requirements stated on page 2 as well as the following:

- Complete a Request for Transfer of Clock Hours form with our admissions representative. ***The school cannot enroll any transfer student until the official breakdown of hours has been received from the Ohio State Cosmetology and Barber Board.***
- Submit a breakdown of theory and practical grades, by subject, from the previous school, or pay a \$150.00 Transfer Evaluation Fee for theory and practical evaluations to be completed prior to enrollment.
- This school reserves the right to refuse acceptance of any hours of a transferring student. We do not enroll any transfer students for less than 300 hours for the cosmetology program, and 100 hours for the esthetics or advanced manicurist program.
- Transfer hours accepted are counted as both attempted and completed and are applied to your total hours upon completion of the program.

## **RE-ENROLLMENT**

Students may re-enroll at the sole discretion of the school. Any student who wishes to re-enroll must complete the following:

- Complete an updated Enrollment Application.
- The student must have been making payments toward any balance owed to the school.
- Set up payment arrangements through financial aid, a monthly payment plan or a combination of both.

A student who has been accepted for re-enrollment will be notified of when he/she may start and the charges for completing the program. A \$100.00 non-refundable application fee will be due prior to starting class.

## **TRIAL ENROLLMENT PERIOD**

All students (except for transfer or re-entry students) in all programs begin with a trial period of enrollment. This is to ensure that all students enrolling in our school have an opportunity to experience what their training will be like, and if it will be manageable with their jobs and/or family obligations. In the trial period students will review the school's policies, finalize financial aid, meet staff members, and current students, engage in classroom activities, and interact with clients on the clinic floor. The trial period will also show National Beauty College staff members that the prospective students demonstrate the ability to successfully complete their training and gain employment in the cosmetology field. Staff members will be looking for good attendance (85% or higher), participation in class activities, a positive and enthusiastic attitude toward the school and the training offered, and the ability to follow all the school's rules of conduct.

The trial enrollment period is two weeks regardless of program or schedule.

On the last day of the trial enrollment period the students will make their decision whether they wish to continue with their program. If a student does not wish to continue with the training, he/she will have no further financial obligation, and the school will retain the \$100.00 non-refundable application fee. If the student chooses to continue with his/her program the contract will be finalized at this time.

Also, at this time the National Beauty College staff will decide based on the above criteria as to whether the student will be a good candidate for our training program, and each prospective student's performance will be discussed individually with them on that day. If it is, then determined the student is to remain in the program he/she will be considered a regular student.

No student will be eligible for financial aid until he/she is a regular student. Should a student choose to withdraw from school after becoming a regular student he/she will follow the withdrawal procedure covered in the school's catalog and on the student's enrollment agreement.

## **VACCINATION POLICY**

This school does not have a requirement for student vaccinations.

## **CLASS SCHEDULES**

### **PART DAY SCHEDULE - 20 HOURS PER WEEK**

Level 1: Monday through Friday, 9:30 am - 1:30 pm.

Level 2: Monday through Saturday - flexible hours totaling 20 per week

### **FULL DAY SCHEDULE - 37.50 HOURS PER WEEK**

Level 2: Monday through Saturday - flexible hours totaling 37.50 per week

### **MINIMUM REQUIRED SATURDAY HOURS**

All students must attend a minimum of the following Saturday hours during their training and prior to graduation. These Saturday hours are included in your contracted hours. Required Saturday hours begin accumulating at Level 2. Transfer students will be required to complete Saturday hours equal to 10% of their contracted hours, not to exceed the minimum hours required for the program. Cosmetology 100.00, Esthetician 45.00, Advanced Manicurist 30.00

### **ATTENDANCE, ABSENCES AND TARDINESS**

A student who is unable to perform ALL services for his/her contracted program will not be allowed to attend school. (See page 22 for Leave of Absence policy.)

Students are responsible for clocking in and out using the Prestige timeclock system. Students must also sign in/out in the classroom and on the clinic floor. Students are responsible for notifying administration of any missed clock ins/outs. Missed clock ins/outs will be verified by the sign in sheets. Level 2 students who clock in but do not sign in on the clinic floor will not receive time as the sign in sheet is used to assign services.

Students can monitor their attendance daily through their Prestige/Orbund account. An attendance report will be given monthly to notify students of cumulative hours, attendance percentage and Saturday hour attendance. Cumulative attendance percentage must be at least 85% to complete by your maximum time frame. All absences are considered unexcused. If you fail to complete the graduation requirements by the maximum time frame date (figured when your scheduled hours reach 117% of your contracted hours), your training will be terminated. To complete your program, you may apply for re-enrollment (see terms of re-enrollment on page 4).

Students will only receive hours they have attended, not hours scheduled. Hours are earned in/rounded to  $\frac{1}{4}$  hour increments. Clock-ins will round to the next quarter hour (example 9:18 rounds to 9:30). Clock-outs will round to the previous quarter hour (example 1:25 rounds to 1:15).



## **INTERNSHIP PROGRAM**

The internship program allows students, under the supervision of licensed professionals, to assist with services on clients in participating licensed salons. Students must have and maintain a minimum of 90% cumulative attendance, have completed at least 1050 hours Cosmetology, 420 hours Esthetics, 210 hours Advanced Manicurist and must be meeting all the requirements for Satisfactory Academic Progress as of their most recent evaluation. Students may earn a maximum of the following hours by interning: Cosmetology - 300, Esthetics - 120, Advanced Manicurist - 60. Students may intern on Saturdays once the required Saturday hours for the school have been met. Students may not begin interning once they have less than 100 hours remaining.

## **STUDENTS WITH DISABILITIES**

The school does not maintain special facilities directly related to students with disabilities. Reasonable accommodations will be made by the school for individuals who request them in writing. The school has the right to determine whether an accommodation is reasonable and may request medical documentation. Students who have a learning disability and will require accommodations for the written portion of their state board exam must have an Individualized Education Plan (IEP) or an evaluation from the Bureau of Vocational Rehabilitation, or physician indicating the necessity of the accommodation.

## **STUDENT COUNSELING**

Students can make an appointment with any staff member for a private conference to discuss problems that might affect their schooling or future employment. These consultations will be on a one-on-one basis if needed or requested. Staff can help with referrals to agencies that may be able to assist the students with specific problems.

## **MAKE UP WORK**

Students are responsible for completing any work missed because of absences/tardiness. Due to the hands-on methods of training, it may not be possible to make up practical applications. Missed assignments will be marked as a 0% and will affect your overall grade. Students who are tardy to classes may be required to do bookwork if practical work has already started. All required classes must be passed with at least a 75% in both theory and practical. Students are not able to move to the student salon floor until they have passed all Level 1 classes. Completed class subjects may have to be repeated depending on the schedule.

## **GRADING SYSTEM**

The following factors will be measured to determine academic progress in all programs:

1. Theory - test scores, written assignments and projects
2. Practical - hands-on demonstration of skills, techniques and procedures

The following grading scale is used for all programs:

95% - 100%	A	4	Excellent
85% - 94%	B	3	Above Average
75% - 84%	C	2	Satisfactory
Below 75%	D	1	Unsatisfactory

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

This policy applies to all students enrolled in any program at this school, for all schedules and is provided prior to enrollment. All students are required to maintain satisfactory academic progress throughout their training to comply with institutional policy. Those students receiving Title IV funds are required to maintain satisfactory academic progress throughout their training to remain eligible for HEA, Title IV federal student financial assistance. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation point) to maintain eligibility for federal student financial assistance funds. This school operates on a clock-hour basis with continual enrollment throughout the year, therefore there are not separate fall, winter, spring, or summer terms.

### **ATTENDANCE STANDARD**

Students must attend at least 85% of the hours they are scheduled to attend based on the student's enrollment agreement. A student's attendance pace is determined by the following formula:

$$\frac{\text{Cumulative clock hours of actual attendance as of the evaluation point}}{\text{Cumulative clock hours of scheduled attendance as of the evaluation point}}$$

For example, a student who is enrolled for 37.5 clock hours per week for 16 weeks would have a cumulative scheduled attendance of 600 clock hours. If the student attended 510 of the 600 scheduled hours, his/her attendance pace would be 85.0% (510/600) and would be meeting the attendance requirement of this policy.

### **ACADEMIC STANDARD**

All theory and practical assignments will be graded using the following scale:

95% - 100%	A	4	Excellent
85% - 94%	B	3	Above Average
75% - 84%	C	2	Satisfactory
Below 75%	D	1	Unsatisfactory

Students must maintain an academic average of at least 75% or GPA of 2.0 or higher on a cumulative basis as of the evaluation point to meet the academic standards of this policy and be considered as making satisfactory academic progress. GPA is calculated by averaging the corresponding point value of all subject areas.

### **REVIEW AND EVALUATION PERIODS**

Students are considered to be making satisfactory academic progress during their initial evaluation period. Student progress will be reviewed by the institution monthly to identify students who may be at risk regarding satisfactory academic progress. At risk students will be counseled and advised regarding efforts to improve progress. Formal satisfactory academic progress evaluations, which determine continuing eligibility for federal student aid, will be performed at the end of each financial aid payment period. Evaluations will be mailed to the student within 7 school business days of the student completing the required hours. Students who meet the attendance and academic standards described herein will be considered to be making satisfactory academic progress until the next scheduled evaluation. Any student who does not achieve the minimum standards is no longer eligible for HEA, Title IV federal student financial assistance. At this time, the student will have to make payments to remain in school. Students are not permitted to appeal a financial aid suspension.

## **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY CONT.**

Evaluations will be performed according to the following schedule:

	Hours Completed		
Cosmetology	500	1000	1500
Esthetics	300	600	
Advanced Manicurist	215	430	

### **REINSTATEMENT OF FEDERAL FINANCIAL AID**

Federal student financial aid is suspended when a student is considered as not making satisfactory academic progress. Aid will be reinstated when the student improves his/her attendance or academics to a level such that minimum standards have been met. If the student begins a payment period not making satisfactory academic progress but reverses that designation before the end of that payment period, the student will be eligible for federal aid for that payment period.

### **WITHDRAWALS AND RE-ENROLLMENT**

Students do not enroll in separate courses and therefore cannot withdraw from separate courses. If a student withdraws from a program of study and re-enrolls in the same program within 180 calendar days of withdrawal, the student is treated as returning to the same payment period that was in place when the student withdrew and must complete any clock hours for which the student previously received federal funding before being eligible for additional funding. A student who re-enrolls in a program after more than 180 calendar days have elapsed since withdrawal may be eligible for federal aid for the remaining hours the student must complete. All students who are re-enrolling are reinstated under the same SAP status as they had prior to their departure.

### **ENROLLMENT IN A SECOND PROGRAM**

If a student enrolls in a second program and does not transfer any hours from a previous program both quantitative (attendance) and qualitative (academic) standards will be calculated from the beginning of the second program. If a student enrolls in a second program and transfers hours from a previously enrolled program, the hours transferred count as both attempted and completed for quantitative (attendance) standard calculations. All grades received from the classes which are being used for transfer hours will be calculated in the qualitative (academic) standard for the second program.

### **COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

The institution does not offer grades of "incomplete", course repetitions, or non-credit remedial courses. Therefore, the school has no policies regarding these, and they have no impact on SAP.

### **MAXIMUM TIME FRAME**

The normal time frames and maximum time frames required for program completion are listed below in scheduled hours. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time frame. Students who do not complete all requirements for graduation by their maximum time frame will be terminated from school. Re-enrollment will be necessary to complete program requirements. Any periods where a student does not receive Title IV aid will count toward the student's maximum time frame.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY CONT.

	Normal Time Frame 100% of contracted hrs	Maximum Time Frame 117% of contracted hrs
Cosmetology - Part Day	75 weeks - 1500 hours	88 weeks - 1755 hours
Esthetics - Part Day	30 weeks - 600 hours	35 weeks - 702 hours
Advanced Manicurist - Part Day	22 weeks - 430 hours	25 weeks - 503 hours

### TRANSFER STUDENTS

Transfer hours from another institution or from another program at this institution that are accepted toward the student's program are counted as both attempted and completed hours for the purpose of determining the maximum time frame period. SAP evaluation periods are based on actual contracted hours at this institution. If the number of hours to be completed is greater than 1000, the student will be evaluated at 500 hours, 1000 hours, and upon completion of the remainder of hours. If the number of hours to be completed is less than 1000, the student will be evaluated at the midpoint, and upon completion of his/her hours. Grades for classes which apply to the new program will be used in the Academic calculation for SAP.

### LEAVE OF ABSENCE (LOA)

A leave of absence is a temporary interruption in a student's program of study and refers to a specific time during a program when a student is not in attendance. If the student has a medical condition which will require an absence from school for a minimum of 14 **calendar** days, the student may request a LOA.

A request for a LOA must be submitted in advance, in writing, with documentation, unless unforeseen circumstances prevent the student from doing so. If a student needs time off school for personal reasons other than medical, the administrative staff will review the LOA request and determine whether a LOA will be granted.

The student must reasonably expect to return from the LOA. If the student does not return by the expiration of an approved LOA, the student will be terminated, with the withdrawal date being the student's last day of attendance. This could affect the student's grace period if the student has received federal student loans. The student's contract period and maximum time frame will be extended by the same number of days taken in the LOA. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The total days in a LOA are counted in **calendar** days which may include days the school is not open.

A student who is granted a LOA is not considered to have withdrawn and no refund calculation is required at that time. The institution may not assess the student any additional charges because of a LOA. Financial aid will not be disbursed during a LOA, and any pending disbursements will be extended by the length of the LOA.

## **LEVEL 1 STUDENTS**

Level 1 is the learning phase of a student's training. Students attend classes Monday-Friday from 9:30am-1:30pm. All Level 1 classes must be passed with a minimum of 75% theory and practical grades in each subject. Any subjects without a passing grade will have to be repeated if the grade is not at the minimum by the time a student is scheduled to move to Level 2. Already passed subjects may have to be repeated until the needed subject is being taught again.

## **LEVEL 2 STUDENTS**

Level 2 is the practice phase of a student's training. When a student has passed all Level 1 classes, they become a Level 2 student and will practice their skills on paying clients on the student salon floor. The student salon floor is a classroom, and services must be checked by an instructor.

The student salon is open Monday – Saturday from 8:30am – 5:30pm. Level 2 students have flexible schedules and may attend school anytime during these hours for a minimum of 20 hours per week. The full day schedule is only available to Level 2 students. Once a student has completed Level 1 classes, a schedule change to full day may be requested. An amendment to the contract will be completed and will include a new scheduled completion date. Level 2 students are not required to take a lunch break, however, students who are unavailable to perform services in the student salon or attend class must be clocked out during this time. Students are allowed occasional breaks of a few minutes but must remain in the building or be visible at the outside break area. Students must sign in to be available for services and indicate what time they plan on leaving.

Level 2 students may be assigned written or practical work to be completed when they do not have a client (see rule # on page).

The student salon takes walk-in clients only. Clients may request a student, but will be taken in order, and the student may have to take other clients ahead of a request.

Student services are allowed based on student availability. Student services must be approved and paid for prior to beginning the service. Esthetic and manicuring students may only receive services in their scope of practice while on the clock.

## **TUITION TERMS AND PAYMENTS**

Title IV financial aid is available for the Cosmetology and Esthetics programs, to those who qualify. The school participates in the Federal Pell Grant and Federal Direct Loans programs. To apply for financial aid, you must complete your FAFSA online at [www.fafsa.gov](http://www.fafsa.gov), and include our school code 011744. Students whose financial aid does not cover the entire cost of their program, and students who do not apply for financial aid will be placed on a monthly payment plan with student supplies and first month's tuition due at the end of the trial enrollment period. Monthly tuition payments are due by the last business day of each month. All contracted costs must be paid by the completion of your program. No hours/transcripts will be released if there is a debt owed to the school.

## **REFUND POLICY - NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of the date of determination of withdrawal either by official cancellation or withdrawal whether official or unofficial. Unofficial withdrawals shall occur when a student has not contacted the school within 14 calendar days from the last date of attendance and is not on an approved leave of absence. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant is entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, minus the \$100.00 non-refundable application fee, regardless of whether the student has started classes.
3. A student cancels his/her enrollment after three business days of signing, but prior to starting classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less the \$100.00 non-refundable application fee.
4. A student notifies the institution of his/her withdrawal.
5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student does not continue past the Trial Enrollment Period. In this case, student is entitled to a refund of all money paid to the school less the \$100.00 non-refundable application fee.
7. A student is terminated by the school.

In situations 2-5 above, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

Refund calculations are based on the scheduled hours between the day classes begin and the student's last date of attendance. Mitigating circumstances may be considered when performing the refund calculation.

## REFUND POLICY CONTINUED

All fees will be listed on the contract and can be found on page 5 in the catalog. **The student supplies are non-refundable, and the student is liable for the costs of these items upon receiving them.**

If a course is canceled after a student's enrollment, and before instruction in the course has begun, the school shall, at its option, provide a full refund of all monies paid; or provide completion of the course.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option, provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or provide completion of the course and/or program, or participate in a Teach-Out Agreement, or provide a full refund of all monies paid.

If the school closes permanently and ceases to offer instruction after a student has enrolled and instruction has begun, the school shall, at its option, provide a pro-rata refund, or participate in a Teach-Out Agreement.

For students receiving Title IV funds, a separate refund calculation will be completed which will determine if Title IV funds must be returned. Any returned funds will be figured in the student's refund calculation.

Tuition charges are divided into payment periods. The following are the payment periods by program.

	Payment Period 1	Payment Period 2	Payment Period 3
Cosmetology -	0-500.00 Hours	500.25-1000.00 Hours	1000.25-1500.00 Hours
Esthetics -	0-300.00 Hours	300.25-600.00 Hours	
Advanced Mani -	0-215.00 Hours	215.25-430.00 Hours	

The following Tuition Adjustment Schedule will be used in the refund calculation to determine the amount of tuition owed for the payment period at the time of withdrawal/termination. Students who withdraw after being accepted as regular students (attend after the Trial Enrollment Period) will be charged tuition for the entire period of attendance, including hours scheduled during the Trial Enrollment Period.

A refund calculation will be completed, and a copy sent to the student within 14 days of the date the school determines that the student's training is terminated.

### Tuition Adjustment Schedule

Percentage of scheduled hours to total hours in the payment period =	Amount of tuition by payment period owed to the school =
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%

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

In accordance with the Family Education Rights and Privacy Act of Students (FERPA), the student or parents of dependent minor students have the right to access and review the student's cumulative records. This may be done by written request at a time convenient for both parties. In the case of a student who lives outside of a reasonable driving distance, copies will be sent at \$.50 per page plus postage costs. If the review is done at the school, the school reserves the right to have a staff person present during the review. The FERPA also ensures that records cannot be released without the written consent of the student, or parents or guardians in the event the student is still a dependent minor, except in the following situations:

- School officials with legitimate educational interest.
- Certain officials of the US Department of Education, of the Comptroller General, and of state or local educational authorities in connection with said supported education programs.
- Parent of a student under 21 regarding the violation of a law regarding alcohol or drug abuse.
- Accrediting commission to conduct their functions, judicial order or subpoena, parents of dependent minor students, or appropriate parties in case of a health or safety emergency.

If there is inaccurate information, the student or parents of the dependent minor have the right to request to change the inaccurate information. The school has the right to deny this request. At this time, the student, or parents of the dependent minor, may request an internal hearing to challenge the contents. Decisions made at the hearing are final. The school will submit information pursuant to a court ordered subpoena. However, reasonable efforts will be made to notify the student or parent of the dependent minor prior to the release of information. This is true except in cases of ex parte which is a subpoena that would require the school to not inform the student or parents of the dependent minor. In case of a health or safety emergency, personally identifiable information may be released to appropriate parties to protect the safety of the student or other individuals.

Records of the school will be maintained for a minimum period of six years.

The school does not publish a student directory.

## **CONFIDENTIALITY POLICY**

Students will respect anything of a personal nature of which they may become aware concerning anyone associated with the school, including but not limited to, fellow students, staff members and clients, by not sharing the information with anyone. Students will not make audio and/or video recordings of, take and/or use photos or videos of anyone associated with the school, while on school property or at a school function, without that person's written permission.

## **RESERVED RIGHTS**

The school reserves the right to make changes in the rules, policies, procedures, schedules, and other provisions in this catalog to enhance the educational quality and effectiveness of the school. Students will always be given notification of any policy changes.



## **DRESS CODE**

The beauty industry is about creating and maintaining a healthy, well-groomed appearance. Having a professional appearance is an important part of a student's training, as this is the first thing a client sees. Most salons/spas have a dress code based on the salon's image and the type of clientele they serve.

### **Personal Grooming and Hygiene**

It is important to keep in mind that a student is in close proximity to a client's face when performing most services.

- Students are expected to keep their hair, skin, and nails clean.
- Hair should be styled in a way that does not hang in the student's or a client's face.
- Fingernails must be kept at a length where the student can properly perform services.
- Perfume/cologne/body spray should be used sparingly.
- Breath should be fresh.

### **Clothing**

All clothing should be clean, in good repair, and free from stains. Aprons or smocks should be worn when performing practical work and client services to protect clothing. Students are given a school t-shirt at the end of the Trial Enrollment Period, and additional t-shirts, crewneck sweatshirts and hoodies are available for purchase.

- Clothing must be **ALL black**. Shoes and accessories can be any color.
- Footwear should be safe and comfortable to wear for long periods.
- The only permissible clothing logo is the National Beauty College logo.
- Shorts, skirts, and dresses must be no shorter than mid-thigh.
- NO mid-drift or low-cut shirts, or see-through clothing.
- Clothing must cover the student's abdomen, buttocks, back and cleavage.
- Students are permitted to wear tank tops, short sleeve shirts, long sleeve shirts, jackets, and sweaters.
- Students are permitted to wear jeans, leggings, dress pants, shorts (mid-thigh), skirts (mid-thigh) and dresses (mid-thigh).
- NO pajamas, slippers, blankets, robes, etc.
- Name badge (students interning must wear the board-provided badge when in the salon).

Special events may allow for variations to this dress code. Fridays, students may wear colors other than black for a \$1 charitable donation. All other dress code requirements remain in effect.

## **PROGRAMS, HOUR REQUIREMENTS, & PROGRAM FEES**

Prices are effective 07/1/22 – 6/30/23 - Prices are subject to change.

Course	Clock Hours	Course Weeks	Non-refundable Application Fee	Books/Supplies	Tuition	TOTAL
Cosmetology	1500	75	\$100	\$2500	\$18,000	\$20,600
Esthetics	600	30	\$100	\$1400	\$7800	\$9300
Advanced Manicurist	430	22	\$100	\$970	\$2580	\$3650

## **ENROLLMENT DATES**

Classes may be cancelled prior to the start date if minimum enrollment is not met or closed if maximum enrollment is met. If a space in a full class becomes available, we will contact those enrolled for the next start date in the order the application fee was received to fill the open spot.

### **PART DAY COSMETOLOGY Mon-Fri 9:30am-1:30pm**

August 29, 2022	September 12, 2022	October 17, 2022
November 28, 2022	January 9, 2023	February 13, 2023
March 20, 2023	May 8, 2023	

### **PART DAY ESTHETICS Mon-Fri 9:30am - 1:30pm**

August 8, 2022	December 12, 2022	March 27, 2023
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### **PART DAY ADVANCED MANICURIST Mon-Fri 9:30am - 1:30pm**

July 25, 2022	October 10, 2022	January 23, 2023
April 17, 2023		

## **SCHOOL CLOSING SCHEDULE**

07/04/22 - Independence Day	01/02/23 - New Year's Day (observed)
09/05/22 - Labor Day	04/10/23 - Spring Break Day
10/03/22 – Premier Columbus Beauty Trade Show	05/29/23 - Memorial Day
11/24-11/26/22 – Thanksgiving Break	07/04/23 – Independence Day
12/24-12/26/22 - Christmas Break	

## **EMERGENCY SCHOOL CLOSINGS**

Students will be notified of school delays or closing due to circumstance such as weather, power outages, etc. through the school's student information system, Prestige/Orbund. Closings and delays will also be posted on the school's website nationalbc.com, the school's Facebook page, mix941.com, and wkyc.com.

## **COSMETOLOGY PROGRAM OUTLINE**

**DESCRIPTION:** The Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Cosmetology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, a determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with co-workers, management, and clients.
4. Respect the need to deliver a worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of scalp and hair conditioning, hair styling, hair shaping, hair coloring, chemical texturizing, skin care and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply the theory, technical information, and related matter to make sound judgments and decisions when performing procedures.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and entry level job skills. Equipment, implements, supplies 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 program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of discussion, question and answer, demonstrations, cooperative learning, problem solving, interactive lecture, individualized instruction. Audio-visual aids, guest speakers, field trips, projects, activities, experiments, presentations, and other related learning methods are used in the program.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory learning. Students are assigned theory learning and a minimum number of practical experiences. Theory learning is evaluated during each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must pass all required subject with a minimum of 75% in both the theory and practical grades. Students must make up failed or missed tests and incomplete assignments. The following grading scale is used for all programs:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
74% and below	D	Unsatisfactory

## 1500 HOUR COSMETOLOGY CURRICULUM

SUBJECT AREA	CLINIC	THEORY
1. Infection Control & Principles/Practices Bacteriology Dispensary Requirements & Operations	30	15
2. Properties of the Hair & Scalp Trichology Draping Techniques/Client Protection Shampoos/Rinses/Treatments Disorders/Diseases/Conditions Chemistry (Basics/pH)	60	30
3. Hair Procedures & Practices Styling & Finishing (Roller Setting/Hair Molding) Thermal Styling (Thermal Iron/Straightening/Blow-dry Techniques) Formal Styling (Braiding/Wigs/Hair Pieces & Hair Additions) Haircutting Basics Haircutting Techniques & Tools (Shears/Razor/Texturizing/Clippers/Trimmers)	230	115
4. Chemical Procedures & Practices Chemical Texturizing (Permanent Wave/Chemical Relaxers/Curl Re-forming/Corrections) Hair Coloring (Dimensional Coloring Techniques/Corrections)	240	120
5. Manicure & Pedicure Procedures & Practices Structure of Nails (Anatomy of Bones, Skin and Muscles) Diseases/Disorders/Conditions Basic Manicure and Pedicure Manicure and Pedicure (Tools/Equipment) Hand/Arm/Foot/Leg Massage Artificial Nail Enhancements/Maintenance	60	30
6. Skin Care Procedures & Practices Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues) Diseases/Disorders/Conditions Basic Facials (Techniques/Treatments/Hair Removal) Relaxation Treatments/Health History Electricity (Principles/Safety/Effects/Therapies)	45	22.50
7. Artificial Lashes/Extensions	4	2
8. Facial Make-Up Brow Tinting	11	5.5
9. Salon Operations & Communication Skills Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) Communication Skills (Listening Skills/Products & Service Education/Consultation)	60	30
10. Cosmetology Laws & Rules Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement Continuing Education/Policies & Procedures Human Trafficking (1 hour)	10	5
<b>Minimum Total Hours</b>	<b>750</b>	<b>375</b>
<b>Flexible Learning Hours</b> New Student Orientation (School Policies/Procedures) Employment Assistance (Professionalism, Resume Development/Interview Preparation/Job Search Skills) Internship Additional Theory or Clinic Time in Subjects of Interest		<b>375</b>

## **ESTHETICS PROGRAM OUTLINE**

**DESCRIPTION:** The Esthetics Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in Esthetics or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, a determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with co-workers, management, and clients.
4. Respect the need to deliver a worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of skin analysis, basic and advanced facials, relaxation body massage, body treatments, hair removal, makeup application and brow design.
6. Apply the theory, technical information, and related matter to make sound judgments and decisions when performing procedures.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and entry level job skills. Equipment, implements, supplies 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 program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of discussion, question and answer, demonstrations, cooperative learning, problem solving, interactive lecture, individualized instruction. Audio-visual aids, guest speakers, field trips, projects, activities, experiments, presentations, and other related learning methods are used in the program.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory learning. Students are assigned theory learning and a minimum number of practical experiences. Theory learning is evaluated during each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must pass all required subject with a minimum of 75% in both the theory and practical grades. Students must make up failed or missed tests and incomplete assignments. The following grading scale is used for all programs:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
74% and below	D	Unsatisfactory

## 600 HOUR ESTHETICS CURRICULUM

SUBJECT AREA	CLINIC	THEORY
1. Infection Control & Principles/Practices Bacteriology Dispensary Requirements & Operations	30	15
2. Anatomy Head Bones, Muscles, Nerves, Cells, Tissues (Full Body)	15	7.50
3. Specialized Equipment Electricity (Principles/Safety/Effects/Therapies) Ultra-violet & Infra-red Light Therapies Safety & Effects	15	7.50
4. Massage Client Health Issues & Pre-screening Preparation Manipulations Relaxation Treatments	30	15
5. Chemistry Compounds and Mixtures Water, Chemistry and Effects Ingredients Cosmetics	15	7.50
6. Skin Care Procedures & Practices Equipment/Implements/Products Basic Facials (Techniques/Treatments) Health History Brow Tinting Hair Removal	100	50
7. Study of Skin Skin Theory (Anatomy/Histology/Structure/Functions) Nutrition Skin Analysis Diseases/Disorders/Conditions	27.50	13.75
8. Facial Make-Up Equipment, Implements and Products Theory Application (Corrective, Day/Night, Theatrical) Brow Tinting	33.50	16.75
9. Artificial Lashes/Extensions Artificial Lashes/Extensions	4	2
10. Salon Operations & Communication Skills Salon operation & Management (Sales/Consultation/Career Development/Professional Image) Communication Skills (Listening Skills/Products & Service Education/Consultation)	20	10
11. Cosmetology Laws & Rules Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement Continuing Education/Policies & Procedures Human Trafficking (1 hour)	10	5
<b>Minimum Total Hours</b>	<b>300</b>	<b>150</b>
<b>Flexible Learning Hours</b> New Student Orientation (School Policies/Procedures) Employment Assistance (Professionalism, Resume Development/Interview Preparation/Job Search Skills) Internship Additional Theory or Clinic Time in Subjects of Interest		<b>150</b>

## **ADVANCED MANICURIST PROGRAM OUTLINE**

**DESCRIPTION:** The Advanced Manicurist Program is a combination of the basic and advanced manicurist programs and is longer than the hours required by the Ohio State Board of Cosmetology. The additional hours allow for additional theory and practical work to better prepare graduates for employment. The program is designed to train the student in the basic and advanced manipulative skills, safety judgments, proper work habits, business skills and desirable attitudes necessary to obtain licensure and for competency in positions in Nail Technology or a related career field.

**OBJECTIVES:** Upon completion of the course requirements, a determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with co-workers, management, and clients.
4. Respect the need to deliver a worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of nail analysis, basic and advanced manicures and pedicures, artificial nail applications and nail art.
6. Apply the theory, technical information, and related matter to make sound judgments and decisions when performing procedures.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

**TEACHING AND LEARNING METHODS:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and entry level job skills. Equipment, implements, supplies 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 program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of discussion, question and answer, demonstrations, cooperative learning, problem solving, interactive lecture, individualized instruction. Audio-visual aids, guest speakers, field trips, projects, activities, experiments, presentations, and other related learning methods are used in the program.

**GRADING PROCEDURES:** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned theory learning. Students are assigned theory learning and a minimum number of practical experiences. Theory learning is evaluated during each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must pass all required subject with a minimum of 75% in both the theory and practical grades. Students must make up failed or missed tests and incomplete assignments. The following grading scale is used for all programs:

95% - 100%	A	Excellent
85% - 94%	B	Above Average
75% - 84%	C	Satisfactory
74% and below	D	Unsatisfactory

## 430 HOUR ADVANCED MANICURIST CURRICULUM

SUBJECT AREA	CLINIC	THEORY
1. Infection Control & Principles/Practices and Public Health & Safety Bacteriology, Contagious & Communicable Disease Control Dispensary Requirements & Operations Sanitation/Sterilization Practices & Procedures Salon Operations & Procedures Consumer & Product Safety	35	17.50
2. Anatomy Basic & Advanced Study of Bones, Muscles & Systems Joints, Cartilage & Ligaments of the Hand, Arm, Foot & Leg Study of Skin	6	3
3. Massage Client Health Issues & Pre-screening Preparation Basic and Advanced Manipulations Relaxation Treatments	6	3
4. Nail Care Procedures & Practices Safety Precautions Basic & Advanced Manicures & Pedicures Polish Application Techniques Structure of the Nail Diseases/Disorders/Conditions	29.50	13.75
5. Chemistry Compounds and Mixtures Nail Enhancement Composition Ingredients Cosmetics	5	2.50
6. Nail Enhancements Application Procedures Artificial Nail Structure Preparation/Application/Removal/Nail Repairs	17.50	8.75
7. Specialized Equipment Curing Methods Drills/Advanced Tools Safety & Effects	6	4
8. Salon Operations & Communication Skills Salon Operation, Supervision & Management (Sales/Consultation/Career Development/Professional Image) Communication Skills (Listening Skills/Products & Service Education/Consultation)	15	7.50
9. Cosmetology Laws & Rules Ohio Administrative Code/Ohio Revised Code/Inspection & Enforcement License and Permit Policy and Procedures Continuing Education/Policies & Procedures Human Trafficking (1 hour)	30	15
<b>Minimum Total Hours</b>	<b>150</b>	<b>75</b>
<b>Flexible Learning Hours</b> New Student Orientation (School Policies/Procedures) Employment Assistance (Professionalism, Resume Development/Interview Preparation/Job Search Skills) Internship Additional Theory or Clinic Time in Subjects of Interest		<b>205</b>



## **GRADUATION REQUIREMENTS**

These requirements apply to all programs in the school:

1. Complete the contracted clock hours.
2. Complete the required Saturday hours for the contracted program.
3. Pass all required classes (minimum of 75%) for the contracted program.
4. Complete Level 2 assignment sheets.

If the student has attended the contracted clock hours but has not met the other graduation requirements, he/she will have to complete additional hours to graduate. A diploma will be issued when a student completes all graduation requirements and is paid in full.

Students have five years from when they begin a program to complete their training and pass all parts of the state board exam. After five years, all hours earned will expire.

## **EMPLOYMENT ASSISTANCE**

Employment is based on the graduate's personality, attendance, punctuality, technical skills, and professional appearance, as well as current demand in the field; therefore, employment cannot be guaranteed. There is no charge for any employment assistance we offer to the students. Employment services include the following:

- Visits from salon representatives to speak to the students.
- Job Placement Coordinators on staff to monitor graduate's employment and assist students who are nearing graduation.
- A job opportunity display board updated monthly and available for all students and graduates to view at any time.
- Internship program that students may qualify to participate in.
- Classes on job search skills including ethics, resume writing and interviewing skills.

## **EXAM AND LICENSURE REQUIREMENTS**

A license from the Ohio State Cosmetology and Barber Board is required for employment for all programs offered. To obtain a license the graduate must pass a theory and practical test each with at least 75%. There is a separate theory test for students who have completed an advanced program which must be passed with at least 75%. All tests are administered in Grove City, Ohio. All tests are administered in English only. All licenses must be renewed every two years. The licensee must obtain continuing education (CE) hours to renew each license. Current exam information, licensure requirements, fees and CE hour requirements can be found at state board's website, [www.cos.ohio.gov](http://www.cos.ohio.gov).

## **CAREER OPPORTUNITIES FOR COSMETOLOGISTS**

Standard Occupational Classification Codes Listed (as applicable)

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### Opportunities in the Practical Field

#### Licensed Cosmetologists (39-5012)

Work in full-service salons  
Hair Stylist  
Color Specialist  
Ethnic Hair Specialist  
Skin Care Specialist (39-5094)  
Make Up Artist (39-5091)  
Cutting Specialist  
Platform Artist  
Nail Care Specialist (39-5092)  
Salon Manager  
Salon Owner

### Opportunities in the Educational Field

#### Licensed Cosmetology Instructors

Vocational Schools (25-2032)

Theory Instructor

Clinic Instructor

Private Schools (25-1194)

Theory Instructor

Clinic Instructor

Supervisor

Administration

Director

School Owner

#### Outside of the school or salon

State Board Inspector

Educators for Manufacturers

Instructor Training

Platform Artist

## **CAREER OPPORTUNITIES FOR ADVANCED MANICURISTS**

### Opportunities in the Practical Field

#### Licensed Manicurist (39-5092)

Work in a Nail Salon  
Work in a full-service salon  
Natural Manicures & Pedicures  
Spa Manicures & Pedicures  
Artificial Nail Specialist  
Nail Artist  
Nail Salon Manager  
Nail Salon Owner

### Opportunities in the Educational Field

#### Licensed Manicurist Instructors (25-1194)

Private Schools

Nail Theory Instructor

Nail Clinic Instructor

Administration

Director

School Owner

#### Outside of the school or salon

Educators for Manufacturers

Nail Instructor Training

Show Demonstrators

## **CAREER OPPORTUNITIES FOR ESTHETICIANS**

### Opportunities in the Practical Field

#### Licensed Estheticians (39-5094)

Work in full-service salon  
Work in a day spa  
Work at Make Up Counters  
Corrective Skin/Facial Specialists  
Hair Removal Specialists  
Therapeutic Body Treatment Specialist  
Make Up Artist (39-5091)  
Esthetics Salon Manager  
Esthetics Salon Owner

### Opportunities in the Educational Field

#### Licensed Esthetics Instructors (25-1194)

Private Schools

Skin Care Theory Instructor

Skin Care Clinic Instructors

Administration

Director

School Owner

#### Outside of the School or Salon

Educators for Manufacturers

Skin Instructor Training

Show Demonstrators

## **RULES, CONDUCT, AND GROUNDS FOR TERMINATION**

These rules have been established to create a safe, structured learning environment to ensure all students are given the opportunity to successfully complete their training. Students with three offenses of any combination of rules will receive a one-week suspension. Further rule offenses may lead to termination.

1. Students will arrive ready for class, student salon clients, or practical assignments in dress code, with all supplies needed for that day. Students will not be allowed to clock in/will be clocked out and will be given the opportunity to return to school when in compliance. If a student chooses to lend another student any tools/equipment/materials, the school is not responsible for any lost, broken, or stolen items.
2. Ohio State Board regulations require that students be actively engaged in school-related activities while on the clock. Level 2 students who do not have a client or are not in class must be actively engaged by working on another student, manikin head, study guide or other written work, reading textbook or industry magazines, watching cosmetology related videos, etc. or the student will be clocked out.
3. Food is permitted in the classroom with the instructor's permission, and in the student break area. Level 2 students may have covered drinks at their stations while on the student salon floor. Students are responsible for cleaning up and properly disposing of food and/or containers.

### **Disciplinary action for the following rules: 1<sup>st</sup> offense – written warning, 2<sup>nd</sup> offense – 1 week suspension, 3<sup>rd</sup> offense - termination**

4. Phone calls and texting are not permitted in class or while in the student salon. Cell phones, tablets and/or laptops may be used in class/student salon to research school related material ONLY. If you must take an **emergency** call while in class/student salon, you must go outside or to the break room (see rule 8). Non-emergency calls need to be taken care of outside of school hours or while you are **clocked out**.
5. Students may not use earbuds during class lecture/discussion, demonstrations, or while with a client.
6. Students must comply with all current OAC Chapter 4713-15 laws regarding Sanitation & Communicable Diseases (see pg ). Current laws can be found at [cos.ohio.gov](http://cos.ohio.gov).
7. Smoking and the use of electronic smoking devices are prohibited anywhere inside the school & school vehicle.
8. Any student being disruptive will be clocked out.
9. Inappropriate/offensive language and/or discussions are not permitted on school property or at a school function.
10. Level 2 students must sign in at the front desk and when not in class, must be available on the student salon floor or in the inside or outside break area. Students who cannot be located by a staff member will be clocked out and may clock back in when they are available for services.
11. Any student who refuses to perform a student salon service will be clocked out for the day.
12. Guests of students are not permitted on school property without prior permission from administration. Guests include anyone who is not a current student, staff member, class model or paying client. Students cannot be responsible for anyone under the age of 18 while they are at the school as a model or paying client unless the student is clocked out.
13. Level 2 students must stay with their clients during chemical services or any service in which the client may require immediate assistance.

**Disciplinary action for the following rules: 1<sup>st</sup> offense – 1 week suspension, 2<sup>nd</sup> offense – termination (immediate termination may result, depending on the severity)**

14. Falsification of hours. All falsified time will be taken away.
15. Cheating in any form. Students will be given a 0% for the assignment.
16. Failure to make monthly payments within 30 days from due date (suspension until payment is made, not to exceed 14 calendar days upon which the student will be terminated).
17. Disrespect toward, and/or violation of the Confidentiality Policy (see page 17) concerning any person involved with the school.
18. When a student impedes the school's ability to conduct business or exerts a negative influence concerning National Beauty College over any client, current student, or prospective student, intentionally or unintentionally.

**Disciplinary action for the following rules is immediate termination.**

19. Threats and/or physical assault to any person on school property, inside the building or outside, or at a school function off school property. Threats made off school property that imply harm while a student is in the school are subject to this rule.
20. Possession of a firearm, deadly weapon, or dangerous ordinance anywhere on school property, inside the building or outside.
21. Possession of illegal drugs or alcoholic beverages anywhere on school property, inside the building or outside, or while clocked in at a school function off school property.
22. Theft and/or intentional damage of school property or the property of any person at the school.
23. Students who do not complete the graduation requirements for their contracted program by their maximum time frame date (see Satisfactory Academic Progress on page 22). Graduation requirements are on page 7.

Any suspended days count as scheduled hours. Terminated students must collect all personal belongings and leave the school property immediately.

Rules subject to change. Students will be notified of any changes.

## **COMPLAINT PROCEDURES**

The school will make every attempt to resolve any student, faculty or consumer complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files. The following procedure outlines the steps of the process:

1. The person must register the complaint on a Grievance Form.
2. The Grievance Form will be given to the school Administrator.
3. The complaint will be reviewed by management and a response will be discussed verbally with the person filing the complaint within 7 days of receiving the complaint. The initial response may not provide the final resolution of the problem but will notify the person of continued investigation and/or actions being taken regarding the complaint.
4. Depending on the extent and nature of the complaint, interviews with clients, appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In the case of extreme conflict, an informal hearing may be necessary. If necessary, management will appoint a committee consisting of one member selected by the school who has had no interest in the dispute, another member who may not be related to the person filing the complaint or another student in school and another member who may not be employed by the school or related to school owners. The hearing will occur within 7 days of committee appointment. The person will present his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 7 days of the hearing, the committee will prepare a recommended resolution for the dispute. School management shall consider the recommendation and either accept, reject, or modify the recommendations of the committee.
6. Students, faculty, or consumers do not have to exhaust the institution's internal complaint process before submitting the complaint to the accrediting agency or state board:

National Accrediting Commission of Career Arts and Sciences  
3015 Colvin St, Alexandria, VA 22314

Ohio State Cosmetology and Barber Board  
1929 Gateway Circle, Grove City, OH 43123 614-466-3834

Complaints to Ohio State Cosmetology and Barber Board may be submitted under the Complaints tab on the state board website at [www.cos.ohio.gov](http://www.cos.ohio.gov).

## CONSUMER INFORMATION

### SEXUAL OFFENSE POLICY

#### Definition of Sexual Assault

Sexual assault, including rape, occurs when a person is forced or coerced physically, verbally or by deception into any type of sexual conduct with another person whether the assailant is a friend, acquaintance, or stranger. Sexual offenses, as defined in the Ohio Revised Code Chapter 2907 include rape, sexual battery, gross sexual imposition, and felonious sexual penetration.

#### Sexual Assault Prevention

Sexual assault classes, including prevention, will be presented by the Domestic Violence Project, Inc. on at least an annual basis. Information on registered sex offenders can be located online at [www.nsopw.gov](http://www.nsopw.gov).

#### What to do if a sex offense occurs

The victim should find a safe place and seek medical treatment. To preserve evidence of the assault the victim should avoid showering, bathing, changing clothes, washing hands, going to the toilet, or brushing teeth. If clothes are changed, place each item of clothing in a separate paper bag. Avoid disturbing anything in the area where the assault occurred. File a report and seek support and counseling. Victims are encouraged to file a report with the local police department, and the staff at the school will assist with this procedure should the victim request assistance.

To file a complaint of sexual misconduct against another individual within the school, you must submit your complaint in writing to the school's Director. Your written complaint must contain detailed information on the date, time, incident, persons involved, witnesses and any other information you feel would be pertinent. If the victim requests changes in his/her academic situation, the school will accommodate these requests if reasonable. If an arrest is made, the accused will be placed on an administrative leave of absence until charges are dropped or a conviction occurs. Conviction of the accused will result in immediate termination.

The Ohio Revised Code requires the reporting to local police of all felony crimes, which includes most cases of sexual assault.

#### Post assault assistance and counseling

Canton City Police	911 or 330-489-3100
American Red Cross Rape Crisis Center	330-452-1111 (24 Hours)
Victim Assistance Program	330-451-7452
National Sexual Assault Hotline	800-656-HOPE (4673)
Emergency	911
Aultman Hospital	330-452-9911
Cleveland Clinic Mercy Hospital	330-489-1000

## CONCEALED WEAPONS POLICY

The use, possession or carrying of a firearm or other weapon on property owned or leased by the school, by any person other than a qualified law enforcement officer as defined in Section 2901.01(A)(11) of the Ohio Revised Code, is prohibited and in violation of State Law. Pursuant to Ohio Revised Code Section 2923.126 (B)(5), any person licensed to carry a concealed handgun may have a handgun on property owned or leased by the school ONLY if it is in a locked motor vehicle or the licensee is in the immediate process of placing the handgun in a locked motor vehicle.

Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately and will be subject to discipline up to and including termination. Any person violating this policy may be subject to arrest or criminal prosecution.

## DRUG AND ALCOHOL ABUSE PREVENTION

### College Sanctions

The unlawful use, possession, sales, manufacture or distribution of drugs and alcohol anywhere on school property, inside the building and outside, will result in immediate termination. Any student or staff member violating this policy or otherwise engaging in illegal conduct will also be referred for criminal prosecution.

### Support And Resources

Twelve Step programs are self-help groups based on the spiritual concepts of Alcoholics Anonymous. They are often used as inpatient and outpatient treatment aftercare.

Some Twelve Step Programs available - Adult Children of Alcoholics, Cocaine Anonymous, Alcoholics Anonymous, Narcotics Anonymous, Co-dependency Anonymous, Overeater Anonymous

These local information and referral agencies can give you information about assessment, treatment, and support services:

Alcohol and Drug Assistance	330-491-1989
Cocaine Helpline & Treatment	866-304-2219
Crisis Intervention Center	330-454-2347
Narcotics Anonymous	800-587-4232
One Step Counseling	330-499-1338
Mental Health & Recovery Service	330-455-6644
Quest Recovery and Prevention Services	330-453-8252

### Health risks and sanctions related to various types of drugs and alcohol

#### **Alcohol**

Effects of Occasional and Extended Use - Impotence and infertility: high blood pressure: heart attacks: strokes: cirrhosis of the liver: cancer of the liver, stomach, esophagus or larynx: stomach ulcers; colitis, fetal alcohol syndrome; premature aging: birth defects: slowed reaction: slurred speech: unconsciousness.

#### **Criminal Sanctions/Penalties**

Purchase under 21: Maximum fine of \$1,000

Possess or consume under 21: Maximum fine of \$100

Open container violation: Maximum fine of \$1,000

Consumption in a motor vehicle: Maximum confinement of 30 days

## **Marijuana**

Effects of Occasional and Extended Use - Chronic lung cancer, brain damage, high blood pressure, diminished immunity, premature aging, impairment of memory, diminished motor skills, birth defects, fetal alcohol syndrome, mood swings, loss of ambition, increased apathy, decline in school and work performance.

### **Criminal Sanctions/Penalties**

Unlawful possession or use: Maximum penalties, depending on amount, may result in fine of \$5,000 and/or maximum confinement of 10 years.

Sell, offer to sell, or distribute for sale: Maximum fine of \$7,500 and/or maximum confinement of 25 years.

## **Narcotics: Cocaine, Crack Cocaine**

Effects of Occasional and Extended Use - Seizures, stroke, cardiac or respiratory arrest, convulsions, delirium, paranoia, insomnia, anxiety; irritability, nasal problems, powerful addiction, disorientation.

### **Criminal Sanctions/Penalties**

Possession or use: ranges from rehab programs to substantial years of confinement and fines.

Sell, offer to sell and distribute for sale: Penalty determined by the amount of substance, with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

## **Narcotics: Heroin, Opium, Morphine**

Effects of Occasional and Extended Use - Cardiac arrest, vein inflammation, insomnia, serum hepatitis, convulsions, skin abscesses, death, physical dependence, difficulty breathing, nausea, constricted pupils, panic.

### **Criminal Sanctions/Penalties**

Possession or use: Ranges from rehabilitation programs to substantial years of confinement and fines.

Sell, offer to sell, and distribute for sale: Penalty determined by the amount of the substance with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

## **Narcotics: Other Controlled Substances (Lsd, Pcp)**

Effects of Occasional and Extended Use - Hallucinations, distortion of senses, memory loss, disruption of motor skills, permanent cognitive damage, bizarre behavior, severe disorientation.

### **Criminal Sanctions/Penalties**

Possession of use: Ranges from rehab programs to substantial years of confinement and fines.

Sell, offer the sell and distribute for sale: Penalties determined by amount of substance with fines in large amounts (exceeding \$1,000,000) and life imprisonment.



## **Narcotics: Depressants (Barbiturates and Tranquilizers)**

Effects of Occasional and Extended Use - Death, coma, altered perception, physical dependence, dangerous withdrawal symptoms, staggered walk, difficulty breathing, slurred speech, psychological dependence.

### **Criminal Sanctions/Penalties**

Possession or use: Ranges from rehab programs to substantial years of confinement and fines.

Sell, offer for sale, and distribute for sale: Penalty determined by the amount of substance with fines in large amounts (exceeding \$1,000,000) and life imprisonment.

Note: Distribution of controlled substances in or near schools and colleges can result in penalties twice the regular for the same offenses. Trafficking in drugs can result of forfeiture of property including motor vehicles, vessels, money, real property, and other personal property.

## **COPYRIGHT INFRINGEMENT**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities. Students who infringe on copyright law using the school's information technology system may be subject to disciplinary action ranging from suspension up to termination from the program.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov)

## CAMPUS SECURITY

This report is prepared by October 1st each year to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### Crime and Emergency Response and Reporting

Students who observe or are involved in any type of crime or emergency which takes place at National Beauty College including the building, parking lot or area surrounding the building should notify a staff member immediately. If the victim wants the matter to be kept confidential and does not want to file charges, the school will abide by the victim's wishes if the situation does not affect the safety of other students and staff.

Staff members who observe or are involved in or who receive report of any type of crime or emergency which takes place at National Beauty College including the building, parking lot or area surrounding the building should notify the school's Administrator or other administrative staff member. If the Administrator or other administrative staff is not available, use professional judgment to determine if the situation warrants calling 911. The Administrator should be notified of any crime occurrence as soon as possible.

The school's Administrator will review each crime on a case-by-case basis with other administrative staff and local or state law enforcement (if applicable) to determine if it is necessary to issue a warning notice of the crime to the students and staff. If it is decided that a warning is required, this warning will be issued by the Administrator in person to the staff and students. A message will also be sent to students and staff through the student information system (Prestige/Orbund). The Administrator will also determine if the crime falls under the reporting requirements for the Campus Crime Report.

When a significant emergency or dangerous situation occurs on campus, the situation will be assessed by the school's Administrator or other administrative staff and a determination will be made whether students, staff and clients will be evacuated or directed to protected areas of the building. If the police or fire department are needed, 911 will be called.

If the school should need to delay or cancel classes due to an emergency or inclement weather, students and staff should check the sources noted below for official notifications. Notifications indicating "closed" will represent the cancellation of both classes and student salon floor unless otherwise specified in the notification, i.e., classes cancelled.

Cancellation notifications will be posted via the school's student information system Prestige/Orbund as well as the school's website nationalbc.com, the school's Facebook page, mix941.com and wkyc.com.

The names and titles of the persons responsible for this process are:

Cheryl Hall, Administrator  
Kristin Worley, Director  
Dana Yerkey, Admissions  
Carolynn Snyder, Lori Hall, Managers

National Beauty College does not maintain a procedure for allowing victims or witnesses of a crime to report the crime on a voluntary, confidential basis. Major offenses such as rape, aggravated assault, robbery, and auto theft are reported to the local police who are deployed to solve and prosecute for these serious felony crimes.

### Evacuation Plan

Diagrams are posted in each area and classroom of the school which will guide you to safety in the case of emergencies. Familiarize yourself with doors, exits and severe weather shelter areas. If you have a client, please make sure he/she is assisted to a safe area.

In the event an evacuation is necessary, remain calm, quiet, and assembled and proceed to the nearest exit. To allow access to emergency personal and account for students, staff and customers, a centralized meeting place has been established the rear (east) parking lot of the building. Severe weather conditions may result in the need to take shelter. Shelter areas are located on the west side of the bottom level of the building.

Testing of emergency response and evacuation procedures, either announced or unannounced, will be performed at least annually and documented.

### School Access and Security Awareness

Students should use the north entrance to enter and exit the school. This entrance requires a key card to access the school. Key cards are given to students on the first day of class and should not be given to anyone. Lost/stolen cards should be reported to administration immediately. There is video and audio surveillance throughout the school and in the student/staff parking area. These cameras are there for the safety of students, staff, and clients. All personal items should be kept locked in your locker. The school is not responsible for any lost or stolen property.

### Dissemination of Information

The annual security report will be made available by October 1st each year and will be given to current students and staff via mail files/boxes and reviewed in class. Information about major crimes or any type of activity that may threaten safety or security of property which happen during the year will also be made available using the students and staff via mail files/boxes. The school will keep a record of criminal violations in the Administration Offices, which may be viewed by anyone upon request.

CRIMINAL OFFENSES ON CAMPUS	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & determined to be arson)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMINAL OFFENSES - PUBLIC PROPERTY	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & determined to be arson)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

CRIMINAL OFFENSES - REPORTED BY LOCAL POLICE	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & determined to be arson)	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

HATE CRIMES ON CAMPUS	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & determined to be arson)	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HATE CRIMES - PUBLIC PROPERTY	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & determined to be arson)	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

HATE CRIMES - REPORTED BY LOCAL POLICE	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-Forcible (incest & statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson (if investigated by law enforcement & determined to be arson)	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0

ARRESTS - ON CAMPUS	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

ARRESTS - PUBLIC PROPERTY	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

ARRESTS - ON CAMPUS	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

ARRESTS - REPOTED BY LOCAL POLICE	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

DISCIPLINARY ACTION - ON CAMPUS	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

DISCIPLINARY ACTION - PUBLIC PROPERTY	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

DISCIPLINARY ACTION - REPORTED BY LOCAL POLICE	2019	2020	2021
Weapons: carrying, possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

## **Ohio Administrative Code Chapter 4713-15 Sanitation; Communicable Diseases**

### **4713-15-01 General infection control.**

At all times, except for the period during which a licensee or boutique services registration holder performs a service and prepares the service area for the next patron, the licensed or permitted facility shall be clean and maintained in accordance with the infection control procedures outlined in this chapter. Used and/or unclean equipment and implements shall be stored separate and apart from clean items, and must be properly cleaned and disinfected prior to use.

### **4713-15-02 Methods of disinfection.**

Any implements to be used on any patrons shall be properly sanitized and then disinfected. All chemicals used for disinfection shall meet the definition of "appropriate disinfectant" found in rule [4713-1-01](#) of the Administrative Code, and shall be used in accordance with manufacturer's instructions.

### **4713-15-03 Disinfection of implements and spills; blood and body fluids.**

(A) Disinfectants are inactivated and ineffective when the implement to be disinfected is visibly contaminated with debris, hair, dirt, oils, particulates, and/or when heavily soiled. Thus, non-porous implements and all salon surfaces shall be thoroughly cleaned prior to disinfection.

(1) All used non-porous implements shall first be cleaned with warm, soapy/ detergent water of dirt, debris, and or bodily fluids, and then disinfected by completely immersing in an appropriate disinfectant. A clean, covered container of adequate size shall be used for the wet disinfectant.

(2) All salon surfaces shall be thoroughly cleaned and then disinfected with an appropriate disinfectant before beginning a service.

(3) Disinfectants shall be prepared fresh at least daily. Disinfectants shall be prepared more than once a day if the solution becomes diluted or soiled.

(4) To ensure proper disinfection, non-porous implements and surfaces shall remain in contact with the appropriate disinfectant for the contact time recommended by the manufacturer, or for at least ten minutes if using a bleach solution.

(B) Porous implements shall be discarded after each use, and shall not be cleaned or disinfected for reuse.

(C) All bottles and/or containers other than the original manufacturers' container used for application of an appropriate disinfectant shall be properly labeled as to the contents.

(D) All spills of blood and/or bodily fluids shall be cleaned as soon as possible and disinfected with an appropriate disinfectant.

(1) Nonporous, single-use gloves shall be used to pick up waste.

(2) Any towel, cloth, or other item used to clean a spill of blood or bodily fluids shall be discarded by placing in double bags, or in a biohazard container.

(3) Any clothing affected by the spill shall be removed prior to returning to work.

(4) Any mops, brushes, buckets, or similar items used to clean the spill area shall be disinfected by immersing in a bleach solution mixed and used in accordance with rule [4713-1-01](#) of the Administrative Code.

(E) Any unused porous items shall be stored in a closed, dustproof cabinet, drawer, or container.

### **4713-15-04 Shampoo bowls.**

After each use, all shampoo bowls, shampoo boards, and any other items used for shampooing shall be cleaned of hair and other debris, and then shall be disinfected using an appropriate disinfectant.

### **4713-15-05 Proper protection of neck.**

No cape or similar article shall be placed directly against the neck of a patron. A licensee or boutique services registration holder shall use a paper neck band or a clean towel to prevent the cape or other similar article from coming into direct contact with a patron. No neck band of paper or cloth shall be used more than once. No towels shall be used more than once without proper laundering as described in rule [4713-15-11](#) of the Administrative Code.

### **4713-15-06 Use of creams.**

All creams and other semi-solid substances; except for products that are dispensed from a pump, squeeze, or spray container, shall be removed from containers with a disposable spatula or a non-porous spatula that has been cleaned and disinfected with an appropriate disinfectant.

### **4713-15-07 Use of styptics.**

Styptics to arrest bleeding shall be used only in liquid or powder form, and shall be applied by a single-use, disposable item.

### **4713-15-09 Use of powder.**

All powder shall be dispensed from a shaker or similar container and shall be applied with a single-use, disposable item, or a clean towel. No towels shall be used more than once without proper laundering as described in rule [4713-15-11](#) of the Administrative Code.

#### 4713-15-10 Walls and floors.

At all times, walls, floors, ceilings, and fixtures shall be maintained in a safe condition, and kept reasonably free from hair, dirt and debris, except for the period during which a licensee performs a cosmetology service and prepares the service area for the next patron. Floor covering shall be totally nonabsorbent and shall extend at least in a three foot radius from the center of any styling or shampoo service chair or pedicure unit. For any service where a client removes shoes and socks, the salon shall provide single-use, disposable socks or sandals to prevent the client's bare feet from touching the floor, unless the client chooses to bring and wear their own socks or sandals.

#### 4713-15-11 Proper laundering methods.

All cloth towels, robes, and similar items, except for those exposed to blood or body fluids as described in paragraph (D)(2) of rule 4713-15-03 of the Administrative Code, shall be laundered through a commercial laundry service or onsite, in a washing machine with laundry detergent used according to manufacturer's directions . Laundering shall be completed using hot water, and laundered items shall be dried prior to use. A hamper or receptacle with solid sides shall be provided for all soiled towels and linens.

#### 4713-15-13 Contagious/communicable diseases.

(A) Licensees and boutique registration holders shall not perform a service on a client who has visible swelling, eruption, redness, bruising on skin, rash, or a parasitic infestation in the area where a service is to be performed without written permission from a physician.

(B) A licensee or boutique services registration holder who has visible swelling, eruption, redness, bruising on skin, rash, or a parasitic infestation shall not practice cosmetology or a branch of cosmetology, or otherwise provide a service in a salon without written permission from a physician.

(C) When a salon owner, manager, or individual assigned responsibility by the owner suspects a licensee, boutique services registration holder, or any individual working in the salon has visible swelling, eruption, redness, bruising on skin, rash, or a parasitic infestation, the salon shall have the individual provide a written statement from a physician that there is no danger of infection. The salon shall request the licensee, boutique services registration holder, or other individual not work until the individual provides the written statement from a physician.

(D) If a licensee, boutique services registration holder, patron, or other individual has exhibited the symptoms mentioned in paragraphs (A) and (B) of this rule, all areas and equipment that came in contact with the individual shall be cleaned and disinfected with an appropriate disinfectant.

#### 4713-15-15 Equipment sanitation.

(A) Salons shall maintain a copy of the manufacturer's/owner's manual for all equipment in service and shall follow the manufacturer's suggestions for cleaning the equipment.

(B) Pedicure units, including those that provide circulating, whirlpool or vacuum effects, and all removable parts (filters, screens, etc.) shall be cleaned and disinfected after each use. Such equipment shall also be flushed and maintained as recommended by its manufacturer.

(C) Electrically -heated equipment shall first be cleaned to remove any hair or debris , and may then be disinfected by either using the heat source of the electric equipment in the manner suggested by the equipment manufacturer, or by following the procedure for disinfecting electrical equipment described in paragraph (D) of this rule.

(D) Any other electrical equipment, including trimmers, clippers and attachments shall be cleaned and disinfected after each use. Such electrical equipment shall be disinfected by cleaning the equipment with an implement or other tool to remove foreign matter, and then saturating the equipment with, or immersing in, an appropriate disinfectant.

(E) Any implement or tool used to clean electrical equipment shall be cleaned of foreign matter and then disinfected with an appropriate disinfectant.

#### 4713-15-16 Food in a salon.

Salons offering food shall comply with local health board requirements.

#### 4713-15-17 Rooms used for massage therapy, cosmetic therapy, or other professional services.

If cosmetic therapy, massage therapy, or other professional services are provided in a salon, the individual providing the service must comply with all infection control standards of their respective licensing agency, and the standards set forth in this chapter.