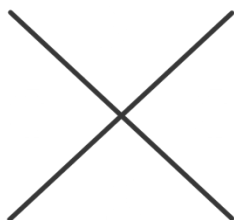


# Napa Cosmetology Collective School Catalog 2024



NAPA COSMETOLOGY  
COLLECTIVE

Established May 2022

*Period Covered by the Catalog January 1, 2024 to January 1, 2025*

1701 Soscol Ave Napa, CA 94559 · (707) 258-2627 ·

[www.napacosmocollective.com](http://www.napacosmocollective.com)

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## APPROVAL DISCLOSURE STATEMENT

Napa Cosmetology Collective, located at 1701 Soscol Ave Napa, CA 94559, (where training is provided) is a private postsecondary institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of the California Code of Regulations.

The following programs are approved:

Cosmetology	1000 hours
Esthetician	600 hours
Manicuring	400 hours

## HISTORY AND OWNERSHIP

**Angie Redmond:** Chief Executive Officer and Chief Academic Officer. Angie has been licensed since 2006. Angie is a successful Stylist and Salon owner, running one of the most successful independent salons in the Napa Valley, The Parlor. Her passion for education and business shines through with every cut, color, and blow-out she's performed in the last 16 years. She's deeply dedicated to the industry and pushing the boundaries of the lens by which "Beauty" is viewed. She believes education is the backbone of the industry and is dedicated to seeing students thrive.

**Kelly Redmond:** Chief Operating Officer and Administrative Director. Kelly has over 20 years in Operations Management at all levels, including VP of Operations. She shares the Collective's vision that the path to the future lies in the education of the next generation of our students.

## BANKRUPTCY DISCLOSURE

**Napa Cosmetology Collective** does not have a pending petition in bankruptcy, and is not operating as debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

## FACILITIES

Napa Cosmetology Collective is in the City of Napa and occupies 4,000 square feet in a facility located at 1701 Soscol Ave, Napa, CA 94559.

Classrooms are equipped with iPad/Computers, visual aids and/or other instructional resources, which are for the use of students. The students purchase a practical kit consisting of all equipment necessary to complete their chosen course of study before they start class. Students are responsible for the maintenance and safety of their equipment and supplies. The school assumes no responsibility or liability for lost or stolen personal items. Students will be held responsible for financially replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware, and software. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health.

The Collective is an open floor plan, consisting of a reception area, office, dispensary, theory classrooms, student clinic, break area, and resource space. Stations, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicure tables and tools, facial tables, steamers, wax pots, microdermabrasion machine, magnifying lamps, and other current modalities to perform on demand services and other equipment are furnished for the benefit of students. The institution furnishes all equipment as mandated by the Board of Barbering of Cosmetology Article 6.

The minimum equipment for a school of cosmetology shall be as follows:

(1) Electrical equipment for giving instruction in skin care and electrical facials.

NOTE: Equipment shall not be used to stimulate to contract, or for the purpose of contracting, the muscles of the body or face.

(2) Mannequins, with full head of hair	1
	5
(3) Time clocks or time scanner	1
(4) Shampoo bowls	5
(5) Dryers (see below for more details)	6
(6) Facial chairs or facial couches	2
(7) Manicure stations	6
(8) Thermal hair straighteners	
(A) Non-electric comb	3
(B) Stove (for non-electric combs)	1
(C) Electric curling iron	1
(D) Non-electric curling iron (at least two sizes)	3
(E) Stove (for non-electric curling irons)	1
(9) Hairstyling or barber chairs	1
	5

In addition, The Collective will provide the following equipment for use in our facility:

- (1) Dyson blow dryers for each workstation
- (2) Sanitation stations
- (3) Work trays
- (4) Student resource area
- (5) iPads for use on school property

## **WHEELCHAIR ACCESSIBLE**

The campus is wheelchair accessible. Students with needs are advised to meet with the Admissions Advisor to assess their personal needs as well as determine if the training courses offered and the occupations they lead to are suitable for the prospective student's individual needs.

## **MISSION STATEMENT & EDUCATIONAL OBJECTIVES**

Napa Cosmetology Collective's (The Collective) mission is to provide comprehensive, state-of-the-art instruction in all aspects of beauty, including hair design, skin, and nail care. Our focus is to ensure all students not only complete their program of study with all the skills and knowledge needed to pass state exams, but that they have the additional skill set required to run their own business. Our true mission is to build the next generation of entrepreneurs, capable of changing the world's views on beauty and taking the industry to the next level. At Cosmo Collective, we are deeply committed to diversity and providing a safe space for everyone. We welcome all. To achieve this objective, The Collective does the following:

1. Maintains a highly skilled and qualified teaching staff. all passionate about educating our students.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas of beauty industry related careers and subjects, with emphasis on salon techniques and current trends.
3. Teaches the value of professionalism, with an emphasis on business in the beauty industry, including high standards of workmanship and personal conduct, which will enable the student to acquire employment in an entry level position and be an asset to the salon or spa of their choice.
4. Conducts its business in an ethical and educational atmosphere.
5. Creates a safe space for all students and faculty, ensuring everyone's best work can shine through.

## **APPROVALS**

1. Napa Cosmetology Collective is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone (916) 431-6959 Fax (916) 236-1897
2. State of California Board of Barbering and Cosmetology. P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 574-7574 [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)  
\*\*Any student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

**Napa Cosmetology Collective offers the following programs:**

COURSE	SOC CODE	CIP CODE	CLOCK HOURS	MONTHS Estimated	WEEKS	AWARD	LANGUAGE OF INSTRUCTION
Cosmetology Part Time	39-5012	12.0401	1000	10	40	Certificate	English
Cosmetology Full Time	39.5012	12.0401	1000	7	28-29	Certificate	English
Esthetician Part Time	39.5094	12.0409	600	6	24	Certificate	English
Esthetician Full Time	39.5094	12.0409	600	4.5	17	Certificate	English
Manicuring Part Time	39.5092	12.0410	400	4	16	Certificate	English
Manicuring Full Time	39.5012	12.0402	400	2-3	11	Certificate	English

**THE DEPARTMENT OF LABOR SOC/O\* NET CODES FOR OUR PROGRAMS THAT LEAD TO CAREERS:**

Cosmetology	39.5012.00	Esthetician (Skin Care)	39.5094.00
Manicuring	39.5092.00		

Entry-level positions for our graduates include Hairstylist, Hair Colorist, Makeup Artist, Skin Care Specialist, Manicurist, Pedicurist, Nail Artist, and Vocational Education (with a minimum of 3 years of salon/shop experience and education). *We are currently not offering barbering.*

**STATEMENT OF NON-DISCRIMINATION**

Napa Cosmetology Collective does not discriminate based on race, creed, color, religion, sex, sexual orientation, gender expression, gender identity, disability, age, marital status, ethnic origin, national origin, or on any other basis prohibited by federal or state law, in employment or in its educational programs.

This policy applies to faculty and students. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission, provided they meet the entrance requirements. The Schools Admissions Advisor is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the program.

**DIVERSITY STATEMENT**

Napa Cosmetology Collective is committed to inclusiveness for all students, faculty, and administration. Diversity is not limited and includes culture, gender, ethnicity, sexual orientation, gender expression/ gender identity learning styles, and physical abilities. We offer a safe space for everyone!

**RECRUITMENT**

The Collective does not recruit students attending or admitted to another school which is offering similar program(s) of study.



## ADMINISTRATION BUSINESS HOURS

Monday – Friday	8:00 am – 4:30 pm
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## CLASS SCHEDULES/ SCHOOL

Tuesday – Saturday	9:00 am – 4:30 pm
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### Cosmetology

Tuesday – Saturday (Full Time)	9:00 am – 4:30 pm
Tuesday – Saturday (Part Time)	9:00 am – 2:00 pm

### Esthetician

Tuesday – Saturday (Full Time)	9:00 am – 4:30 pm
Tuesday – Saturday (Part Time)	9:00 am – 2:00 pm

### Manicuring

Tuesday – Saturday (Full Time)	9:00 am – 4:30 pm
Tuesday – Saturday (Part Time)	9:00 am – 2:00 pm

## CLASS START DATES

Please see the yearly schedule on the website for start dates. The Collective generally begins new classes every 10 weeks.

## SCHOOL HOLIDAYS

### 2024 Tentative Schedule

Winter Break	January 2, 2024 - January 6, 2024
Summer Break	July 4, 2024 - July 6, 2024
Thanksgiving	November 28 – December 2, 2024
Holiday Break	December 24, 2023 – December 26, 2023

\*All dates subject to change

Holidays for all religious backgrounds are respected. If the school must close for emergencies or other unexpected reasons, students will be notified by phone, e-mail and/or a notice posted on the front door explaining the reason for closure and the date of re-opening.

## **ADMISSIONS**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are also encouraged to visit the school in person and to discuss personal educational plans with school personnel prior to enrolling or signing the enrollment agreement. Prospective students can obtain a copy of this catalog electronically at [www.napacosmocollective.com](http://www.napacosmocollective.com).

## **ADMISSIONS POLICY**

The following are the requirements and procedures for admission to Napa Cosmetology Collective.

1. Applicants to Napa Cosmetology Collective must attend a personal interview, which determines the prospect of the individual's success in their chosen program. Parents and significant others are encouraged to attend.
2. All applicants must complete an application for admission.
3. All applicants are given a tour of the campus before enrolling.
4. Provide valid Proof of High School Education. This includes a copy of high school degree, high school transcript, or GED, if you have graduated.
5. All applicants must complete financial arrangements prior to admission.
6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicants are under 18 years of age).
7. All applicants must pay a non-refundable registration fee in the amount of \$75.00, for the application only.
8. Napa Cosmetology Collective does not offer English as a second language courses. All courses are taught in English only. Students demonstrate their ability to speak, write, and understand English course study.

## **RE-ENROLLMENT AFTER WITHDRAWAL**

Students accepted for re-enrollment into the program of study will be placed under the same satisfactory academic progress status prevailing at the time of the prior withdrawal. Students must sign a new enrollment agreement and pay the \$75.00 non - refundable registration fee, program of study will be based on the current cost of tuition and fees; however, the previous hours earned may be used as credit in computing new changes, depending on the elapsed time between the last day of attendance and re-enrollment. Students will be denied re-enrollment if they have demonstrated attendance, academic, and/or conduct issues indicating an inability to successfully complete a program at The Collective.

## **ENGLISH-AS-A-SECOND LANGUAGE OF INSTRUCTION**

Napa Cosmetology Collective does not offer English-as-a-second language of instruction. For successful completion, the student must be able to speak, read, and write in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy.
3. Napa Cosmetology Collective does not accept students from outside the United States and does not provide Visa services.
4. Level of English proficiency will be demonstrated through the student's high school diploma

## **GED CLASS AVAILABILITY**

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

1. Napa Valley Adult Education – 1600 Lincoln Ave Napa, CA 94559. Phone Number (707)253-3594
2. Vallejo Regional Education Center – 436 Del Sur St. Vallejo, CA 94591. Phone Number – (707)556-8850
3. Fairfield-Suisun Adult School – 2490 Hilborn Rd Fairfield, CA 94534. Phone Number – (707)399-5000

## **ACCEPTANCE TO NAPA COSMETOLOGY COLLECTIVE**

Upon completion of the required documents for admissions The Collective will review the information and inform the applicant of their enrollment status. If an applicant is not accepted, all money paid will be refunded, except for the non-refundable registration fee of \$75.

## **PRIOR EXPERIENTIAL LEARNING**

This institution does not accept prior experiential learning unless it is authorized and verified by the California State Board of Barbering & Cosmetology.

## **STUDENTS WITH PRIOR HOURS**

**CALIFORNIA:** Prior hours will be granted to students with training from a licensed Cosmetology School in California with proper documentation. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an Enrollment Agreement. We cannot grant hours after you start school.

**OUT OF STATE HOURS:** the California Board of Barbering and Cosmetology must evaluate all prior training to obtain credit. Napa Cosmetology Collective reserves the right to determine the amount of credit we will accept upon state evaluation. The documents required for this process can be found on the California Board and Barbering website at [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov). The Board of Barbering and Cosmetology will then issue a letter indicating the credit it has approved from the previous school along with any other requirements.

Students that are accepted for enrollment with prior hours will be charged as follows (Enrollment, Tuition, non- refundable registration fee, Kits/Supplies) Tuition is based on hours needed.

Napa Cosmetology Collective does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.

### **SCHOLARSHIPS**

Napa Cosmetology Collective does not offer scholarships at this time.

### **TRANSFER OR ARTICULATION AGREEMENTS**

Napa Cosmetology Collective has not entered into any transfer or articulation agreement with any other college or university.

### **ACADEMIC POLICIES & INFORMATION ATTENDANCE POLICY**

Regular attendance and punctuality will help develop the good habits necessary for successful careers. All scheduled hours of class must be attended.

Attendance must be maintained at an average of 90% of the scheduled attendance if the student is expected to complete the course of study within the period stated in the enrollment agreement. The student must still complete 100% of their hours in order to graduate.

All absences must be reported. A student must notify the school at least fifteen (15) minutes prior to class start if they will be absent. Failure to notify the school by 8:15am may result in disciplinary action.

Students who need permission to be absent for family purposes must notify the school manager two weeks in advance and present written proof of the event. Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. Students will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal, or legal appointments.

Students who have been absent from their scheduled class for fourteen (14) consecutive calendar days, excluding scheduled school holidays, will be dropped from the training program (except those who are required to participate in military duties: students must provide Napa Cosmetology Collective with written documentation verifying the required military duty and length of services requested).

## **TARDINESS POLICY**

Students not physically present in class at its start time are considered tardy. Napa Cosmetology Collective must be notified at least fifteen minutes (15) prior to class start if a student will be late. Students must report their tardiness to the administrative staff. If the student passes the 15-minute late grace period, they will be considered late and may be asked to return for the practical portion of the day. Only five tardies per month are permissible; with more than five tardies per month, the student will be suspended for one day. (Each case must be evaluated by the School Admissions or Director of Education if the student is not satisfied with the suspension). If a student clocks more than 15 minutes late, they will lose 30 minutes of their scheduled clock hours.

## **MAKE- UP STANDARD POLICY**

If a student misses a class, they must make up the hours missed after evaluating their attendance. The student needs to make an appointment with the School Director or Manager to find out when he or she can make up the hours missed.

## **LEAVE OF ABSENCE (LOA) POLICY**

Occasionally, students may experience medical/family emergencies or be requested for military service, which may make it difficult to attend classes. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program. This applies to all students enrolled in Napa Cosmetology Collective programs.

A LOA must be requested in writing by the student, in advance, signed, and dated and must be approved by the school. The written request must include the start and end date of the leave of absence and the reason for the student's request. Leaves of absence may be granted for up to 180 days, within a twelve (12) month period. These 12 months initiate from the first day the student goes on their first leave of absence. Students must reasonably be certain of their intent to return. The approval of a LOA will only be granted if there is a reasonable expectation that the student will return from the LOA.

Students will not be assessed additional tuition charges while on their Leave of Absence or any additional charges because of a LOA. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the academic progress status they held. A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.

In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, The Collective will document the reason for granting the LOA and will require documentation from the student later. In this instance, the beginning date of the approved LOA would be determined by The Collective to be the first date the student was unable to attend The Collective because of the circumstance.

Students who fail to return from a LOA will be considered dismissed as of the last day of attendance.

The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance, all refunds will be due 45 days from the date of determination.

LOA's may also affect the scheduled progression of the students' program. Napa Cosmetology Collective will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the Enrollment Agreement must be initialed by all parties or an addendum must be signed and dated by all parties. Documentation shall be maintained in the student's file.

## **ACADEMIC PROGRESS**

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

The Higher Education Act mandates that institutions of higher education establish minimum standards of "Satisfactory Academic Progress" for students receiving financial aid. Napa Cosmetology Collective currently does not offer financial aid. The satisfactory academic progress policy is printed in the school catalog to assure that all students receive a copy prior to enrollment.

**STANDARDS:** Napa Cosmetology Collective expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

1. Maintain an academic average of **70%** or above on all tests, work projects (operations) and other required course work.
2. Maintain an average attendance level of at least **90%** to remain in the program. 100% completion of hours is required to graduate. Students will receive an additional 10 days grace period to complete any missed hours. Any hours required outside this grace period will be an additional charge to the student of \$12/hr. This was indicated on their enrollment contract.

Students that are attending the course program who have more than two (2) weeks (14 calendar days) of consecutive absences will be dismissed. This standard shall apply to all students except those on an approved Leave of Absence (see LOA policy). Students who expect to be absent 14 or more days will be dismissed. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness.

- Evaluations are conducted at the end of each evaluation period to determine if the students have met the minimum requirements.
- The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 90% attendance since the beginning of the course that indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. These policies are outlined elsewhere in this catalog.

## **EVALUATION PERIODS (based on scheduled hours)**

The evaluation periods at which attendance progress shall be evaluated are the following and are based on the scheduled attendance.

Cosmetology	(Full Time)250, 500, 750, 1000
Schedule Hours	Midpoint at end of academic year
Esthetician	300, 600 scheduled hours
Schedule Hours	Midpoint and end of course
Manicure	200, 400 scheduled hours
Schedule Hours	Midpoint and end of course

Full time attendance is REQUIRED during freshman period. For the Cosmetology course that is 105 hours (3 weeks @ 35hrs/week) and Esthetics is 70 hours (2 weeks @ 35hrs/week). Students are required to be here full time during this period and must make up any missed hours before they can move on to working on clients. Also, each student must pass a freshman proficiency test to show they understand the basic fundamental learnings from their courses.

For transfer students, the SAP will take place at 50% of the contracted time.

If a student is making satisfactory progress at evaluation time, then said student is considered making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at evaluation time, then said student will be placed on warning or may be required to take additional course study, at the students' cost, to meet the minimum requirements for passing.

## **DETERMINATION ON PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. The Collective is required to notify students of any evaluation that impacts the student's eligibility. Students receive a soft copy of their Satisfactory Academic Progress evaluation that must be signed at the time of the evaluation and kept in their student file. Students may request a copy of their SAP at any time from the registrar's office. Students deemed not maintaining Satisfactory Academic Progress may have their eligibility interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **MAXIMUM TIME FRAME**

The maximum time frame a student must complete any course is 1 ½ times the course length. Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Students who are unable to complete the program within the maximum time frame may continue in school under SAP-FA TERMINATION status. This status allows students to continue in school while subject to private pay options for any remaining account balances. Leave of absences are not included in this total. A leave of absence will also extend a student's contract expected graduation date and the maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence.

The regular and the maximum timeframe for completing each course is the following:

- Complete the course within one and one-half (1 ½) times of the course as defined in the enrollment agreement. For Example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

## **WARNING**

Students who fail to meet minimum requirements for attendance (90%) or academic (70%) progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, at the end of the probationary period, if the student meets their requirements, they will be taken off probation.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

### **DISMISSAL**

Students who have lost eligibility for financial assistance may reestablish by meeting their minimum academic and attendance average by the end of the probation period. If after this period a student is still in unsatisfactory progress, they may be dropped for the course of study at the discretion of the Campus Director. In case of extenuating circumstances, special arrangements may be made with school officials. These arrangements will be handled on an individual basis. The probation period and reinstatement period apply to all students, where or not they are on financial aid.

### **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress after the warning period must submit a letter to the Campus Director within 10 days of receiving the notice of a negative SAP determination, describing any mitigating circumstances the student believes deserves further consideration: why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The institution will also determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period. Such mitigating allowable special circumstances might include death of a relative, an injury or illness of the student, military service for which the student has elected not to request a leave of absence. An appeal decision will be made, and the student notified accordingly. Should a student prevail upon their appeal, the student will be placed on probation for the following payment period, and financial aid will be reinstated, if applicable. The student will be placed on an academic action plan to ensure the student is able to meet satisfactory academic progress by the end of the probationary period. A copy of the student's Satisfactory Academic Progress Report Appeal and Outcome of Student's Academic Progress Appeal. The student must be achieving satisfactory academic progress at the end of the probationary period, or all financial aid will be



terminated. In case of an adverse determination of the student's appeal, the student may remain in the program under SAP – FA TERMINATION status and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program.

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

Course incompletes, repetitions and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

### **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon The Collective's satisfactory academic progress standards.

### **TRANSFER HOURS**

Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frames have been exhausted. Napa Cosmetology Collective reserves the right to determine our own transferable hours. SAP evaluation periods are based on actual contracted hours at The Collective.

### **ATTENDANCE STATUS**

Full time: Any student scheduled to attend 30 hours or more per week are full-time students. Part time: Any student scheduled to attend at least 20 hours per week and less than 30 hours per week are a part-time student.

### **GRADING SYSTEM**

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to letter grade evaluation forms are issued to the student at the end of each evaluation period. The evaluation forms reflect the overall attendance (Measured in clocked hours) and academic progress of the student. Students must maintain a **70%** average to maintain satisfactory academic status. The grading scale is detailed below:

**THEORY:** Theory or Technical Instruction is instruction received through demonstration, lecture, classroom participation and examination. Theory work will be graded as follows:

<b>GRADE</b>	<b>LEV EL</b>
70% - 100%	Satisfactory
0 – 69%	Unsatisfactory

**PRACTICAL TRAINING:** Practical Learning is evaluated using written criteria, such as Rubric “0” for not completing the work and “10” for completing all steps of work projected correctly.

<b>GRADE</b>	<b>LEV EL</b>
70% - 100%	Satisfactory
0 – 69%	Unsatisfactory

### **STUDENT CLOCK HOUR POLICY:**

The Board of Barbering and Cosmetology will only recognize official time-clock registered hours for attendance. As a result of this requirement, The Collective can only award clock hour credits to students who record their attendance by using the biometric finger scan to clock in and out when arriving and leaving school. A thirty-minute lunch break shall be taken when a student attends a 5-hour class day or more. If you are attending less than a 5-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total, and you must clock in/out on your timecard for the lunch break. **If a student does not clock in and out at lunch, 30 minutes for lunch will be automatically deducted for that day.**

After clocking in you are required to maintain theory / demonstration class or be in applied effort. The time clock reflects the student’s daily record of hours and operations. It is important that all hours and operations are recorded properly and accurately daily. Student’s punches must be retained/ stored in their entirety for 6 years by the school. If a student forgets to punch in more than 3 times in a 30 day period, they will lose the hours for the 4th missed punch going forward. (example: 4th missed punch out for lunch at 12:30pm)

### **TIMECARD CREDIT**

The following is a guideline for the instructor to issue credits.

- Theory hours: any technical instruction, lecture, worksheet, demonstration, tests, and any oral instruction given to the student.
- Each awarded theory hour must be registered in the proper category. If the category is complete, the instructor may issue credit in a comparative category.
- Practical operations: any practical performances by the student.

Personal grooming, leaving the building, reading material not related to the program, or activity unrelated to the program while being clocked in will not be tolerated. If a student is found to be clocked-in to school while performing any of the above activities, the student will be asked to stop the activity, clock out for the remainder of the day. Continued activities of this nature could result in your probation or termination.

### **PROGRESS POLICY**

Considering the varying capabilities of students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate Certificate upon completion of their training program. Students who are absent or late during a scheduled exam date without a viable excuse of their absence or tardy shall have 10% taken off any work that is turned in late.

## **SUSPENSION AND GROUNDS FOR TERMINATION**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. A student may be terminated from The Collective for any infractions or noncompliance with our policies, rules, academic failure, or the Enrollment Agreement. The Collective reserves the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community or The Collective, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to The Collective property.
- Fails to maintain satisfactory academic progress.
- Fails to meet school's attendance policy standards.
- Fails to meet financial obligations to The Collective.
- Fails to comply with federal software piracy statute forbidding the copying of licensed computer programs.

## **RETENTION OF RECORDS**

Student records will be maintained for six (6) years from the last date of attendance. Transcripts are maintained permanently. Students (current) will have access to their own records via the student portal app. We will not maintain any student or faculty records on paper for security purposes (except upon request). Prior students can place records requests (\$10 fee) with the Admissions Office by emailing, [kelly@napacosmocollective.com](mailto:kelly@napacosmocollective.com), or in person at 1701 Soscol Ave, Napa, CA 94559, during business hours. All records will be managed and maintained by the COO of the facility. We will have a printer on-site to produce paper copies for students upon request.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

**2022-2020 Family Educational Rights and Privacy Act (FERPA)** All information in the student files would be available to any governing state agency, accrediting agency, and federal agency during the process of reviewing the school's normal approvals, accreditations, eligibilities, and other matters conducted by those agencies without the specific consent of the student and/or parents.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education record maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties about financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **STUDENT GRIEVANCE PROCEDURE**

Students wishing to express a concern should use the schools internal complaint process first however it is not required that students use the internal complaint process and may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll free or by completing a complaint form, which can be obtain on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

The following may be used for inserts:

Toll-free telephone #: (888) 370-7589

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **INTERNAL GRIEVANCE PROCESS**

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the School Administration, in writing or in person so it can be documented accordingly.
3. See the School Director, or in their absence, the School Manager, at 1701 Soscol Ave, Napa, CA 94559 or call 707-258-2627.
4. Meetings will be scheduled with all pertinent parties, and documentation gathered, before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the school administrative office. The review board is responsible for reaching a decision that is in the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and other Grievances, either in writing or by personal appearance. Contact the school Compliance Coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
  - a. The Bureau for Private Postsecondary Education, Physical Address: 1747 North Market Blvd, Suite 225, Sacramento, CA 95834; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798-0818 phone (916)431-6959 or (888)370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)
  - b. National Accreditation Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA22314 Phone (703)600-7600
  - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 Phone (916) 445-7061

## **DRUG AND ALCOHOL ABUSE POLICY**

Students and staff are prohibited from the illegal use, possession, sale, manufacturing, or distribution of illicit drugs and alcohol while on the institution's property or while involved in any of the institution's activities. This also includes the intentional sale or furnishing of alcoholic beverages to persons under the age of 21 while on institutional property or during institutional activities. Students or staff who violate this policy will be subject to disciplinary action up to and including expulsion or termination. The Alcoholism and Drug Abuse Hotline is (800) 252-6465. The National Academy on Drug Abuse Hotline is (800) 662-4257. Information about substance abuse education programs is available as required by the "Drug-Free Campus Act." This Act forbids the possession, use or sale of alcoholic beverages or illegal drugs on school grounds by any student, faculty, or staff member.

## **DISCIPLINARY ACTION**

### **STUDENTS:**

Disciplinary probation: A specified period in which a student is advised in writing of probable suspension or termination for future violation of this policy.

Suspension: Temporary interruption of training for a specified period, with the student advised in writing of probable termination for future violation of this policy.

Termination: A permanent dismissal from the school. Conditions for appeal of termination are outlined in the school catalog.

### **STAFF:**

Suspension: Unpaid interruption of employment for a specified period, with WRITTEN WARNING of probable dismissal for future violation of this policy.

Dismissal: Termination of employment with the employee notified in writing that he/she is ineligible for rehire by the school at any time in the future.

\*\* These sanctions are in addition to any criminal sanctions, which may be imposed by the judicial system. Students and employees are subject to both employee and student sanctions.

## **ACADEMIC TRANSCRIPTS**

Napa Cosmetology Collective will provide one transcript and Proof of Training to each graduate at no charge when all Graduations requirements, **as stated earlier in this catalog**, have been met. A fee of \$10.00 will be charged for each additional transcript, copy of certificate, or Proof of Training. The student's financial account must be current prior to The Collective furnishing these transcripts.

In person request - Appear in person at 1701 Soscol Ave, Napa, CA 94559. Bring a check or cash in the amount of \$10 and receive printed copies of your records.

In writing request - Mail records request to 1701 Soscol Ave, Napa, CA 94559, along with a check in the amount of \$10. Please provide your return mailing address and postage and we will mail a copy of your records directly to you.

Email request - email [kelly@napacosmocollective.com](mailto:kelly@napacosmocollective.com) and request your documents. All electronic record requests can be paid via venmo

## **SCHOOL RULES AND REGULATIONS**

### **CONDUCT**

Napa Cosmetology Collective takes great pride in maintaining high academic standards. Professional conduct is one of the most important factors in finding and maintaining work. To assist in this endeavor, Napa Cosmetology Collective established guidelines for proper conduct that includes, but is not limited to, consistent attendance and promptness; ethical behavior, i.e., trustworthiness and integrity; and a positive attitude. Students agree to abide by the following standards:

1. Students will be held responsible for their actions while in attendance at The Collective.
2. Students must arrive at school on time and ready to learn.
3. Students must clock in and out daily. If students are not able to clock in or out, notify the instructor.
4. In case of illness or emergency, it is the responsibility of the student to notify the school on or before the scheduled start time at (707) 258-2627.

5. Failure to meet the school's attendance policy may result in additional instructional charges, specified in the student's enrollment agreement. Overtime charges will continue to be calculated even if the student is absent, late, or leaves early. NO Exceptions.
6. Dishonesty on the part of a student may result in termination, suspension, or probation from The Collective. Dishonesty includes, but is not limited to plagiarism, cheating, knowingly or willingly assisting another student in plagiarism or cheating, or knowingly and/or intentionally furnishing false information to staff, faculty, administrators, or other officials.
7. Students will be held responsible for any theft or damages done to The Collective's property and the student will be expected to reimburse the institution for such damage or loss.
8. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, harassment, cheating, and stealing, will not be tolerated.
9. Students may not be under the influence of or in possession of any intoxicating beverage or drug while on school property.
10. Students may not be in possession of any type of weapons or create a safety hazard to others while on school property.
11. Smoking is not permitted anywhere inside the facilities. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
12. The Collective does not provide childcare services. Children are not permitted in the instructional areas.
13. No visitors are permitted in the classroom or student lounge area unless approved by the instructor in charge.
14. Students must adhere to all required health and safety standards.
15. No cell phones, texting, or phone calls are allowed on the clinical floor, or during any school session.
16. Students may not use earphones/earbuds during school, unless otherwise instructed by an instructor or for use with a school provided iPad.
17. All electronic devices must be turned off or placed in silent mode.
18. Eating/drinking are not allowed in any of the classrooms at any time, while in session.
19. No gum is permitted in school during school hours.
20. Students must always keep workstations clean.
21. Daily, each student daily must complete a minimum of 30 minutes of sanitation. All kits must be sanitized at the end of each scheduled day.
22. Students must take all appointments assigned to them. Failure to take a customer is grounds for suspension.
23. All students serving the clients must be courteous and kind. If any difficulty arises, please call an instructor.
24. Only products furnished by The Collective may be used unless otherwise approved by the instructor.
25. Students receiving personal service will be charged at the student rate (\$5+product-all services not using products are \$0/i.e.blowouts-styles etc).
26. The instructor must approve all personal service prior to starting the service and they must be booked with reception.
27. Students may not make up missed time without written approval from the office - NO exceptions.
28. Notify the office immediately of any of the following: legal name change, address, or telephone changes.

Violations of any of the guidelines listed above may result in probation, suspension, or dismissal from Napa Cosmetology Collective.

**Please note:** Students are not permitted on school campus during suspension, expulsion, or appeal periods.

## DRESS CODE AND APPEARANCE

Students must wear appropriate attire as designated by The Collective. Professional dress is always recommended. A detailed dress code is provided during orientation.

- Estheticians are required to wear white lab coats while in service.
- Manicurists are required to wear white lab coats or aprons while in service.
- Cosmetologists are required to wear black, gray, or denim aprons.
- Students are to wear all black Tuesdays and Saturday (professional day) and are able to wear appropriate attire Wednesday through Friday.
- All students must wear the Student Name Tag (name tag replacement \$15.00)
- Shoes must be closed toe.
- No Uggs, slippers, or crocs permitted.
- Hair and makeup must be done prior to your arrival at school (unless pre-arranged for practice service).
- No see-through clothing, bras or panties showing.
- No midriff showing - all clothes must cover you in a reasonable manner.
- No offensive logos or statements of any kind. That includes religious, political, or phrases that could be seen as offensive to others.

Students are expected to practice good personal hygiene and maintain a clean, neat, and professional appearance always. We promote artistic expression and individuality, but please continue to follow school policy. No harassing or offensive attire shall be worn on school property. Be respectful of your peers, instructors, and clients. Any student reporting to class inappropriately dressed will be given a black smock to be worn all day.

## DISCIPLINARY ACTIONS

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional conduct, may request re-admittance into their program by following the procedure set forth under “*Student Re-Enrollment*” as noted in this catalog. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board. **These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed in the beauty industry.**

## THE FOLLOWING MAY RESULT IN AN IMMEDIATE WITHDRAWAL (TERMINATION)

- Theft.
- Use of or being under the influence of drugs or alcohol in school or on school property.
- Altering or forging time punches.
- Combative behavior directed toward another student, client, visitor, or school faculty member.
- Causing extreme or willful disruption of the school.
- Physical, mental, or emotional abuse of another person.
- Carrying a concealed or potentially dangerous weapon.



## **THE FOLLOWING MAY RESULT IN A SUSPENSION (ONE-DAY TO TWO-WEEKS)**

- Use of foul language, ethnic, racial, or sexual slurs.
- Gossiping or causing discord in the school.
- Leaving school without permission of the instructor.
- Failure to have proper equipment when needed.
- Receiving personal services without instructor's permission.
- Five or more tardiness in a month.
- Disorderly conduct, which interferes with the learning process of other students, instructors, or the general progress of the class.
- Improper uniform or attire.
- Solicitation, which reflects unfavorably upon the school and /or its student(s).
- Solicitation of clients or patrons while performing school services.
- Smoking outside of designated areas.
- Refusing to perform an assignment or work on an assigned client.
- Using products or performing services not on client tickets.
- Modifying customer services without consulting instructors.
- Dirty uniform or unsatisfactory personal hygiene.
- Failure to observe sanitation rules and regulations.
- Instigation and/or participation in rebellious activities against the school and/or its students.
- Any form of gang related activity, including, but not limited to, flashing of gang signs, wearing of gang colors/attire, etc.
- Leaving class or clinic without permission.
- Continuous failure to clock in or out NCC property (i.e. nail kits etc).
- Eating or drinking outside of designated areas.
- Failure to clean up the work area or perform assigned cleaning duties.
- Failure to take lunch breaks at the proper time.
- Showing disrespect to anyone in school.

## **SEXUAL HARASSMENT/VIOLENCE PREVENTION**

Sexual harassment of students or applicants in any form is unacceptable conduct that will not be tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member, or outside vendors/partners of Napa Cosmetology Collective shall threaten or insinuate, either explicitly or implicitly, that a student's refusal to submit to sexual advances will adversely affect that person's application, enrollment, grades, or educational experience. Similarly, no faculty member or employee shall promise, imply, or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct. Any student or applicant who feels that they are a victim of sexual harassment should bring the matter to the attention of School Director or School Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention

of the above school officials. Napa Cosmetology Collective will promptly investigate all allegations of sexual harassment in as confidential a manner possible and take appropriate corrective action if warranted.

## **EMERGENCY PLAN**

The emergency preparedness plan is available to both students and staff and follows health and safety standards.

## **HEALTH AND PHYSICAL CONSIDERATIONS**

A person must consider their physical limitations in terms of making a career choice that involves extensive physical demands. Generally, a student/employee must be in good physical health since they will be working in direct contact with customers. The related fields of study require a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

## **VOTING**

### **2023-2024 Voter Registration:**

We encourage our students to register to vote. Go to the below website and follow the instructions to register – [http://www.sos.ca.gov/elections/elections\\_vr.htm](http://www.sos.ca.gov/elections/elections_vr.htm). This webpage contains everything students need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications. We may make accommodations for students on election days. We will post such accommodations on the board, a week in advance.

## **STUDENT / EMPLOYEE FRATERNIZATION**

Employees at Napa Cosmetology Collective are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have "consented" to such conduct. Further, our employees may not entertain students or socialize with students outside the school environment. Similarly, any action or comment by an employee that invites romantic or sexual involvement with a student is considered highly unethical and is in violation of school sexual harassment policy, which may result in disciplinary action by Napa Cosmetology Collective.

Inappropriate employee behavior includes, but is not limited to, flirting; making suggestive comments; dating; giving or offering housing; request for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official school matters; providing alcohol or drugs to students; inappropriate touching; engaging in sexual contact and/or sexual relations.

Students shall behave in a professional manner towards faculty and staff and will follow the same guidelines as presented for employees. If a student witnesses or hears of an instructor or faculty member's participation in an inappropriate relationship with a student, we ask that the incident be reported to The Collective's Director or Manager immediately.

## **PERSONAL PROPERTY**

Napa Cosmetology Collective assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.

## **FIELD TRIPS**

When appropriate, arrangements will be made for students to leave campus to observe their course of study as it applies to the “real world” of employment. Napa Cosmetology Collective requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory.

## **PREGNANCY**

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect the expected graduation date.

## **PROGRAM AND POLICY CHANGES**

Napa Cosmetology Collective, at its discretion, may make reasonable changes in program content, materials, and equipment, as it deems necessary, in the interest of improving students’ educational experience. Napa Cosmetology Collective reserves the right to make changes in organizational structure, policy, and procedures as circumstances dictate.

When class size and curriculum permit, classes may be combined to provide meaningful instruction and training and contribute to the level of interaction among students. When federal, state, accreditation, or professional policy or standard changes occur, The Collective is required to make appropriate changes and will attempt to minimize the effects of any changes on current students.

## **NON-DISPARAGEMENT POLICY**

The Collective values student views on ways to improve all the services we provide to our students. Our open-door policy is designed to provide a means for sharing ideas and views with us. The quality of the experience and education obtained at The Collective is drastically influenced by the attitude of instructors and other employees. If students are positive and confident and speak highly of the quality of the education, curriculum, instruction, facilities, and administration, the environment will reflect the same. If, on the other hand, students speak unfavorably, however well intentioned, regarding the quality of the education, curriculum, instruction, facilities, or administration, confidence and education may be impaired.

For these reasons, we expect everyone to voice concerns and constructive criticism solely to management, and never, under any circumstance, express views being critical of the education, curriculum, instruction, facilities, or administration of The Collective. Violation of this rule will result in disciplinary action, which may include immediate termination.

## **ACCESSIBILITY FOR DISABLED STUDENTS**

Students with disabilities should contact the school Admissions Advisor for information regarding the programs and services available.

## **ORIENTATION**

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the Enrollment Process.

## **ADVISING/TUTORING ASSISTANCE**

The Collective has an open-door policy, with the faculty and staff readily available to assist students. Students are encouraged to meet with their instructors to discuss any academic concerns. Napa Cosmetology Collective provides tutoring assistance for students experiencing academic difficulties; and such student's may be required to participate in skill reinforcement sessions outside of regular class time. Instructors make every effort to identify students in need of assistance. Students, however, are urged to take the initiative to seek help and to discuss their difficulties with their instructors or Director of Education.

## **HOUSING**

Napa Cosmetology Collective does not own or operate student dormitory facilities. The average rental property in Napa County is \$2,424. If you need assistance finding housing, please notify our Student Services Coordinator. There are also online assistance programs through the county website listed below:

<http://www.cityofnapa.org/192/Housing-Assistance>

## **VACCINATION POLICY**

Napa Cosmetology Collective does not require Vaccinations for admission into our program. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

## **ADVISORY SERVICES**

Advisory services are provided to any student on personal, career, or educational needs prior to entry, upon entry, and after graduation. Outside agencies are recommended when the student needs professional assistance in areas such as childcare, transportation, housing, or family. Students can make an appointment with the School Coordinator.

## **PARKING AND TRANSPORTATION**

Students must park in the designated areas and/or in public parking areas. Neighborhood parking is off limits and requires parking permits. The Collective is not responsible for parking violations, tickets, or towed vehicles. Students are not permitted to park in the parking lot. The lot is reserved for clients.

## **LIBRARY AND LEARNING RESOURCES**

Napa Cosmetology Collective maintains a student resource space to address requirements of the programs provided at the school. Resources are accessible on campus in the student resource space. Students may access the resources, which includes iPads with internet access, online licensing preparation from MiladyPro, magazine publications, books, DVD's, additional study materials, and state board preparation resources. All student resources are meant to stay on-site. We do not permit them to be removed from the institution.

## **ACADEMIC EVALUATIONS**

Once a month the student's attendance and academic progress are reviewed to determine if the student needs additional assistance. Napa Cosmetology Collective aids students in solving personal or education-related problems that may occur during their education. Information regarding professional counselors and other appropriate community agencies is also available through the Student Coordinator.

## **CAREER SERVICES**

The Collective's Student Services is a vital part of the student's educational program. Although the securing of positions cannot be guaranteed, the purpose of the department is to actively assist students in obtaining desirable employment.

The Student Coordinator may assist students and graduates in a broad range of career planning and advising to include interviewing skills and follow-up; job opportunity generation through job leads and networking; the full cycle of the hiring process, including resumes and job applications; and professional attire.

Students and graduates are encouraged to take advantage of every opportunity to work with the Student Services team to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and the Student Services team.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contacts and information and inform the Student Services team of these efforts.

The employment assistance services are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited by anyone who has a criminal background. The Collective's mission is to provide students with the skills and technical knowledge necessary to qualify for employment in **ENTRY-LEVEL POSITIONS. The COLLECTIVE CANNOT AND WILL NOT GUARANTEE EMPLOYMENT TO ANYONE. The COLLECTIVE DOES NOT REPRESENT OR GUARANTEE COMPENSATION LEVELS TO ANY STUDENT.**

## **FINANCIAL INFORMATION**

**\*Currently, Napa Cosmetology Collective is NOT eligible to participate in federal Title IV financial aid programs, nor does it provide Financial Aid directly to its students.**

**This institution has not entered into an articulation or transfer agreement with other institutions.**

## **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges (less the registration fee of \$75) paid through attendance at the first day of classes, or the seventh calendar day after enrollment (**seven calendar days from the date when enrollment agreement was signed**), whichever is later. Cancellation or withdrawal may occur when the student provides a written notice of cancellation at the following email address: [napacosmocollective@gmail.com](mailto:napacosmocollective@gmail.com) or by mail, sent to Napa Cosmetology Collective, 1701 Soscol Ave, Napa CA 94559 ATTN: Student Services. Withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including but not necessarily limited to, student's attendance. **Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a full refund of all money paid; or 2. Provide for completion of the course at schools in the neighborhood.

## WITHDRAWAL POLICY

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date a student notifies the Administration office of their intent to withdraw. Students must adhere to the following protocol:
  - Paperless Request - email [kelly@napacosmocollective.com](mailto:kelly@napacosmocollective.com).
    - The subject line must read, “Withdrawal Request” and in the body of the email must include your name, student ID # and your official request for withdrawal.
  - Written Request - mail your official request to withdraw to:
    - Napa Cosmetology Collective  
1701 Soscol Ave  
Napa, CA 94559  
ATTN: Student Services
    - Please include your name, student ID # and your official request for withdrawal.
- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog
- The date you fail to attend classes for a two-week period (14 days) and fail to inform the school that you are not withdrawing (Unofficial withdrawal). The college monitors attendance at least once every two weeks.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

## REFUND POLICY

After the cancellation period, the institution provides a prorated refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once 61 percent of the enrollment period in the entire course has elapsed (**including absences**), there will be no refund to the student.

A registration fee of \$75.00 **is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date.

## **STUDENT TUITION RECOVERY FUND (STRF)**

### **Student Tuition Recovery Fund (STRF): CCR §76215(a)**

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state impose assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or enrolled in a residency program”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, (916)431-6959 or (888)370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled in an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution, more than the tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan(s).

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

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

student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

**Course Cancellation:** If a course is canceled after a student's enrollment and before instruction has begun, the school shall either: 1) Provide a full refund of all money paid; or 2) Assist the student in finding another local school for completion.

**School Closure:** If the school closes after a student's enrollment and before instruction has begun, the school shall at its option: 1) provide a full refund of all money paid; or 2) Assist the student in finding another local school for completion.



## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

## **COLLECTION POLICY**

If the student is terminated or withdraws from our institution, we shall inform the student of any balance owed. The Collective is committed to using sound judgment and ethical business practices in connection with any collection efforts. Collection correspondence, banks, collection agencies, lawyers, or any third parties representing the institution shall clearly acknowledge and reference The Collective cancellation and refund policy set forth in our documentation provided up front to the students. Our institution does not use our accreditation agency name for any type of collection efforts. Our Academy does not sell or discount student's promissory notes, enrollment agreements or contracts for tuition, to any third-party agencies.

## **GRADUATION REQUIREMENTS**

When the student has completed the graduation requirements of the course of study with a grade point average of 70% or higher, and has completed all required program hours, they receive a corresponding certificate of graduation from the appropriate course of study. The Collective assists students in completing the necessary documents to file for the appropriate state examination, if applicable. **THE STUDENT'S FINANCIAL ACCOUNT MUST BE CURRENT PRIOR TO GRADUATION.**

## **STATE BOARD EXAMINATION REQUIREMENTS AND COST**

To be eligible to take the State examination, students must be at least seventeen years of age, have completed the 10<sup>th</sup> grade (or equivalent) and have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit a Proof of Training from the institution, present government issued ID, file an Application for Examination, and remit examination fee.

<b>Cosmetology</b>	
Pre-Application Fee	\$ 9.00
Application/Examination/License Fee	\$ 125.00
<b>Esthetician</b>	
Pre-Application Fee	\$ 9.00
Application/Examination/License Fee	\$ 115.00
<b>Manicurist</b>	
Pre-Application Fee	\$ 9.00
Application/Examination/License Fee	\$ 110.00

## **PAYMENT PROCESS**

Preferred payment method is full payment at time of signing the Enrollment Agreement. Also, registration fees, kit fees, and books fees are all paid at time of signing the Enrollment Agreement. Eligible students may be approved for an “in-house” payment plan. This will be reviewed on a case-by-case basis and approval will be provided prior to the student signing the enrollment agreement. Payments made in accordance with the student’s payment schedule are due between the 1<sup>st</sup> and the 15<sup>th</sup> of each month. Payment is considered late after the 15<sup>th</sup> and subject to a **\$25.00 late fee assessed daily thereafter**. The institution reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Changes will not affect currently enrolled students.

\*\*Forms of payment accepted: cash, check, money order, and credit card with a transaction fee.

## **NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION**

Should you secure a loan to pay for your education, it is your responsibility to repay the loan plus interest per the terms outlined by your lender.

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

## **RIGHT TO WITHHOLD TRANSCRIPTS AND GRADES FOR NON-PAYMENT OF TUITION**

No transcripts, official or unofficial, will be issued for a student who has an outstanding student account balance. Transcripts, diplomas, and Proof of Training documents will be released when the account is paid in full.

## **EXTRA INSTRUCTIONAL CHARGES**

Students are expected to complete their training within the maximum time frame allowed as specified in the Enrollment Agreement. The school has reserved space, equipment and licensed instructors for each student and course/program. If a student exceeds the expected graduation date as stated on the Enrollment Agreement, an extra instructional charge will be made for the balance of hours required for the completion of the course. Students will not be allowed to clock in until applicable fees are paid in advance until graduation. **AN ADDENDUM TO THE ENROLLMENT AGREEMENT WILL REFLECT HOURS NECESSARY FOR COMPLETION AND RATE PER HOUR AS FOLLOWS: \$12/HR FOR ALL PROGRAMS.**

## FEE SCHEDULE

### 2024 Fee Schedule

Program	Registration Fee (NON-REFUNDABLE)	Tuition	Milady Course Material (Digital version only, no textbook included)	Student Kit (NON-REFUNDABLE ONCE RECEIVED)	Charges
<b>COSMETOLOGY</b>	\$75.00	\$13,500.00	\$300.00	\$2,500.00	
SOC CODE 39.5012					
CIP CODE 12.0401					
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE from 0-50%					\$8,187.50
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE 51-100%					\$8,187.50
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM					\$16,375.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT					\$75.00
<b>ESTHETICIAN</b>	\$75.00	\$10,500.00	\$300.00	\$2,000.00	
SOC CODE 39.5094					
CIP CODE 12.0409					
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE from 0-50%					\$6,437.50
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE 51-100%					\$6,437.50
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM					\$12,875.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT					\$75.00
<b>MANICURING</b>	\$75.00	\$6,500.00	\$300.00	\$800.00	
SOC CODE					
<i>Payment due in full prior to the 1st day of instruction</i> 39.5092 CIP CODE 12.0410					
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE					\$7,675.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM					\$7,675.00
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT					\$75.00

## CATALOG CERTIFICATION

Napa Cosmetology Collective certifies that the information contained in this publication is current and correct but is subject to change without notice and does not constitute a binding agreement on the part of Napa Cosmetology Collective. The Collective updates this catalog on an annual basis. We also make every effort to ensure accuracy of the information obtained.

Any questions a student may have regarding this catalog that have not been satisfactory answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd, Suite 225, Sacramento, CA 95834, [www.bppe.ca](http://www.bppe.ca) toll- free telephone number (888)370-7589 or by Fax (916)263-1897

Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement. Students can access this catalog by visiting The Collective's website at [www.napacosmocollective.com](http://www.napacosmocollective.com).

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form obtained on the Bureau's website at [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **COPYRIGHT INFRINGEMENT POLICY**

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in the personal equipment into the school premises. Second violation the staff member may be terminated, or the student may be expelled from school. This decision will be taken by the school administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violation reported and disciplinary actions taken.

## **METHOD OF INSTRUCTION**

The method of delivery for all programs offered at Napa Cosmetology Collective is residential. No remote learning options available. We are a hybrid facility but all learnings are in person, with online & print textbook options available.

## **TEXTBOOK REFERENCE**

Milady Standard Cosmetology – 14<sup>th</sup> Edition

Milady Standard Esthetics Fundamentals – 12<sup>th</sup> Edition

Milady Standard Nail Technician – 8<sup>th</sup> Edition

CIMA Digital Learning Solution

CIMA Exam Preparation

Board of Barbering and Cosmetology Act and Rules and Regulations

Board of Barbering and Cosmetology Health and Safety Course

## **INSTRUCTIONAL LANGUAGE**

Napa Cosmetology Collective is an English-speaking institution, and all instruction is conducted in the English language.

## **COSMETOLOGY PROGRAM OF STUDY**

### **COSMETOLOGY COURSE OUTLINE**

#### **1000 HOURS – CERTIFICATE PROGRAM**

CIP CODE 12.0401

SOC # 39-5012.00

### **COSMETOLOGY PROGRAM DESCRIPTION**

Cosmetology is a 1,000-clock hour program that includes the study and practice of all aspects of the beautification and care of hair, skin, and nails. The program includes classroom instruction and supervised practices of skills such as hairdressing, hair cutting, and coloring, manicuring, and skin care services. The program also includes the study of related topics such as anatomy, bacteriology, chemistry, and health; The Collective utilizes Milady curriculum to teach students to visualize, create, and shape themselves as designers. The program is a perfect union of art, design, and education, as well as the most current and innovative techniques in the industry. Students will learn foundational design principles of form, texture, and color, and then incorporate these principles in the daily practical assignments. The Collective also believes business and communication is a priority for all graduates and places a huge emphasis on this in our teaching and programs.

### **COSMETOLOGY PROGRAM FORMAT**

The curriculum for students enrolled in the Cosmetology program consists of 1,000-clock hours of technical instruction and practical operations as mandated by the State of California Board of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Program length may vary depending on schedules. **Instruction offered in English only.**

### **COSMETOLOGY INSTRUCTIONAL METHOD**

Instructors will be utilizing various instructional methods including, but not limited to, on site education, hands-on education, textbooks, videos, study guides, and lectures.

*Books: Milady Standard Cosmetology Textbook, 14th edition, 2022, Package (text, 2 workbooks and prep/exam book) ISBN: 9780357871492*

### **COSMETOLOGY EDUCATIONAL GOALS**

Our primary goals are to provide a quality education that prepares students to pass the State Board examination and gain rewarding employment within their chosen field of study. Our educational system includes an outstanding team of experienced and competent instructors, and a curriculum developed through years of experience and expertise, weaved together for a complete business and beautification experience for the students.

## COSMETOLOGY PROGRAM OBJECTIVES

The objective is to instill in students the practical skills, theoretical knowledge, and professional experience necessary for success in the Beauty industry and to qualify them to pass the California State Board Licensing Examination. Instruction shall include:

<b>Cosmetology Course</b>	<b>Minimum Hours</b>
<u>Health and Safety</u> - Includes hazardous substances & protection from them, chemical safety, SDS, preventing chemical injuries, laws and regulations, and preventing communicable diseases.	100
<u>Disinfection and Sanitation</u> - Includes disinfection procedures to protect the health and safety of consumers as well as the technician along with proper disinfection procedures for equipment used in establishments.	100
<u>Chemical Hair Services</u> - Includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
<u>Hairstyling Services</u> - Includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and non-chemical straightening, hair cutting, including the use of shears, razors, electrical clippers, trimmers, and thinning shears for wet and dry cutting.	200
<u>Skin Care</u> - Includes chemical and manual facials and messaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the aviation or destruction of the live tissue.	150
<u>Hair Removal and Lash and Brow Beautification</u> - Includes tinting and perming eyelashes and brows and application of eyelashes. Includes removing superfluous hair from the body by use of depilatories, tweezers, sugaring, non-prescription chemicals, waxing, use of devices except by use of lasers and light waves, which are commonly known as rays.	50
<u>Business Development</u> - Includes business and communication skills, including professional ethics, retailing, customer relations, marketing, preparing a resume, employment opportunities, and other technical skills and business subjects related to the field of cosmetology.	200
	1000

### *ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER*

Salon management, communication skills, professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception.

## **COSMETOLOGY GRADUATION REQUIREMENTS**

Once the student has completed the programs required 1000 clock hours, and completed the school's recommended theory hours and practical operations with a minimum grade average of 70%, they will be awarded a certificate of completion from the school. The School will have 2 weeks to prepare each student's graduation packet, which is necessary for them to apply to take the State Board Examination in California. Student's financial accounts must be paid in full upon completion, in order to obtain their graduation packet.

The Collective does not have a cumulative final test or examination required for the completion of the Cosmetology program.

## **COSMETOLOGY LICENSING REQUIREMENTS**

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. The Collective's programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

**ESTHETICIAN COURSE OUTLINE**  
**600 HOURS - CERTIFICATE PROGRAM**  
CIP CODE 12.0409  
SOC # 39-5094

**ESTHETICIAN PROGRAM DESCRIPTION**

The Esthetician program consists of 600-clock hours of theory and practical experience in all aspects of skin care. The program prepares students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. The program includes instruction in skin anatomy, physiology, and health principles on nutrition, decontamination and infection control, health and safety, facial and body massage, body wrapping and spa treatments, temporary hair removal including waxing and tweezing, color and skin analysis, client consultation and care, applicable laws and regulations, business practices and sometimes related alternative healing regimens.

**ESTHETICIAN PROGRAM FORMAT**

The curriculum for students enrolled in the Esthetician program consists of 600-clock hours of technical instruction and practical operations covering all practices in the art of Esthetics. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Program Length may vary depending on schedule. **Instruction offered in English only.**

**ESTHETICIAN INSTRUCTIONAL METHOD**

Instructors will be utilizing various instructional methods including, but not limited to, on site education, hands-on education, textbooks, videos, study guides, and lectures.

*Books: Milady Esthetics Fundamentals and Foundations Textbook, 12th edition, 2020, Package (text, workbook and exam book) ISBN: 9780357263792*

**ESTHETICIAN EDUCATIONAL GOALS**

Our primary goals are to provide a quality education that prepares students to pass the State Board examination and gain rewarding employment within their chosen field of study. Our educational system includes an outstanding team of experienced and competent instructors, and a curriculum developed through years of experience and expertise, weaved together for a complete business and beautification experience for the students.



## ESTHETICIAN PROGRAM OBJECTIVES

The objective is to instill in students the practical skills, theoretical knowledge, and professional experience necessary for success in the Beauty industry and to qualify them to pass the California State Board Licensing Examination.

Technical Instruction and Practical Operations shall include:

<b>Esthetician Course</b>	
<b>Program Topic</b>	<b>Minimum Hours</b>
<u>Health and Safety</u> - Includes but not limited to: Training in chemicals and health in establishments, SDS, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	100
<u>Disinfection and Sanitation</u> - Includes but not limited to: Procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	100
<u>Skin Care</u> - Includes but not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling. The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	350
<u>Hair Removal and Lash and Brow Beautification</u> - Includes but not limited to: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	50
<u>Business Development</u> - Includes business and communication skills, including professional ethics, retailing, customer relations, marketing, preparing a resume, employment opportunities, and other technical skills and business subjects related to the field of Esthetics.	50
	600

### *ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER*

Salon management, communication skills, professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception.

## **ESTHETICIAN GRADUATION REQUIREMENTS**

Once the student has completed the programs required 600 clock hours, and completed the school's recommended theory hours and practical operations with a minimum grade average of 70%, they will be awarded a certificate of completion from the school. The School will have 2 weeks to prepare each student's graduation packet, which is necessary for them to apply to take the State Board Examination in California. Student's financial accounts must be paid in full upon completion, in order to obtain their graduation packet.

The Collective does not have a cumulative final test or examination required for the completion of the Esthetician program.

## **ESTHETICIAN LICENSING REQUIREMENTS**

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

**MANICURING COURSE OUTLINE**  
**400 HOURS - CERTIFICATE PROGRAM**  
CIP CODE 12.0410  
SOC # 39-5092

**MANICURING PROGRAM DESCRIPTION**

The Manicuring program consists of 400-clock hours devoted to manicuring to include pedicures, hand and arm massage, advanced nail techniques, safety techniques.

**MANICURING PROGRAM FORMAT**

The program format includes but is not limited to lecture, reading assignments, video/audio, hands on demonstration, hands on performance, and evaluation, both written and oral. Program Length may vary depending on schedule. **Instruction offered in English only.**

**MANICURING INSTRUCTIONAL METHOD**

Instructors will be utilizing various instructional methods including, but not limited to, on site education, hands-on education, textbooks, videos, study guides, and lectures.

*Book: Milady standard nail technology, 8th edition, 2021, ISBN:9780357812570*

**MANICURING EDUCATIONAL GOALS**

Our primary goals are to provide a quality educational system that prepares students to pass the State Board examination and gain employment within their chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

## MANICURING PROGRAM OBJECTIVES

The manicuring program is designed to prepare students for the State Board Licensing examination. Upon successful completion of this program, students will be able to practice correct sanitation and sterilization procedures and perform all phases of manicuring skills including manicuring, pedicuring, hand and arm massage, nail art, and advanced nail techniques. Additionally, students will be able to understand, analyze, and integrate theoretical practice with practical skill performance, preparing graduates for entry level employment in a beauty or nail salon.

Technical Instruction and Practical Operations shall include:

<b>Nail Care Course</b>	
<b>Program Topic</b>	<b>Minimum Hours</b>
<u>Health and Safety</u> - Includes but not limited to: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous substances, including training in chemicals and health in establishments, SDS, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	100
<u>Disinfection and Sanitation</u> - Includes but not limited to: Procedures to protect the health and safety of the consumer as well as the technician. Perform all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to the pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2, and 980.3.	100
<u>Manicure and Pedicure</u> - Includes but not limited to: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails, including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	150
<u>Business Development</u> - Includes business and communication skills, including professional ethics, retailing, customer relations, marketing, preparing a resume, employment opportunities, and other technical skills and business subjects related to the field of Manicuring.	50
	400

### *ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER*

Salon management, communication skills, professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception.

## MANICURING GRADUATION REQUIREMENTS

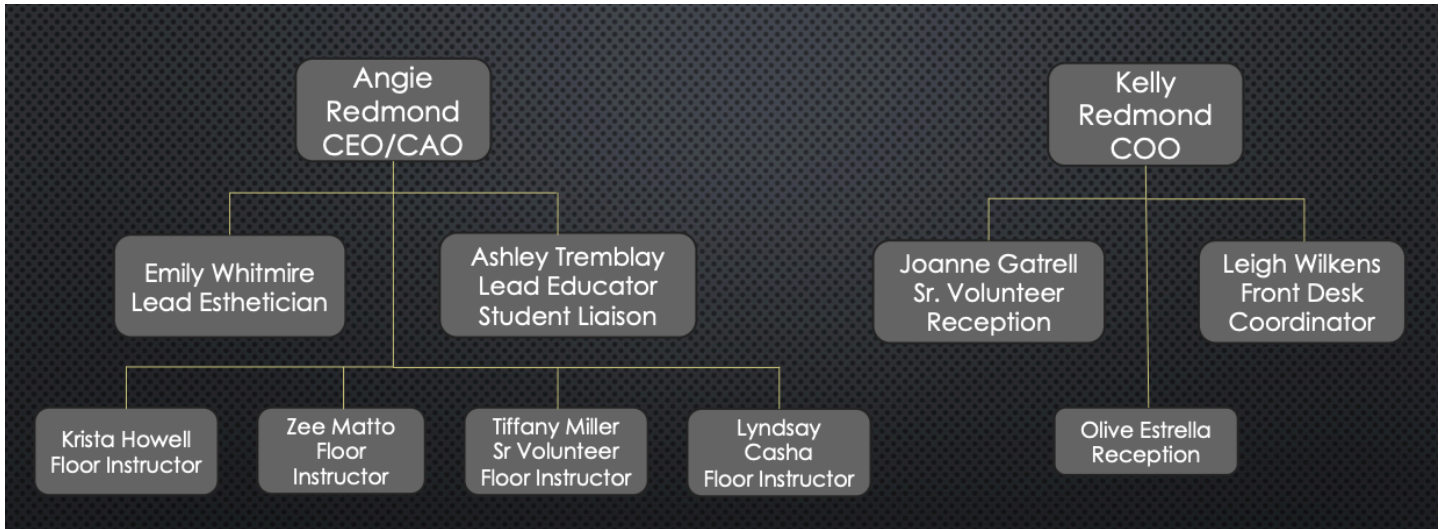
Once the student has completed the programs required 400 clock hours, and completed the school's recommended theory hours and practical operations with a minimum grade average of 70%, they will be awarded a certificate of completion from the school. The School will have 2 weeks to prepare each student's graduation packet, which is necessary for them to apply to take the State Board Examination in California. Student's financial accounts must be paid in full upon completion, in order to obtain their graduation packet.

The Collective does not have a cumulative final test or examination required for the completion of the Manicuring program.

### **MANICURING LICENSING REQUIREMENTS**

Applicable students are eligible for examinations given by the state, provided they have completed the selected course. Academy programs meet or exceed the minimum requirements prescribed by the California Board of Barbering and Cosmetology. Each exam applicant must have a current driver's license or other form of government issued ID and Social Security card, be at least 17 years of age, and have completed the 10th grade or equivalent. A Proof of Training document will be released to the appropriate licensing and certification agencies upon completion of the program when all academic and financial requirements have been met.

## NAPA COSMETOLOGY COLLECTIVE ORGANIZATIONAL CHART



Every crew member at the Collective is highly dedicated to the accomplishments of our enrolled students.

Our California Educators/Instructors all possess current state licenses, where required. The Collective instructors possess a minimum of (3+) years of experience, education, and training in the most current practices in their respective area of expertise, per California State Law. Napa Cosmetology Collective ratio of students per instructor is 15:1.

### Current Crew Members:

**Angie Redmond:** Chief Executive Officer and Chief Academic Officer. Angie has been licensed since 2006. Angie is a successful Stylist and Salon owner, running one of the most successful independent salons in the Napa Valley, The Parlor. Her passion for education and business shines through with every cut, color, and blow-out she's performed in the last 16 years. She's deeply dedicated to the industry and pushing the boundaries of the lens by which "Beauty" is viewed. She believes education is the backbone of the industry and is dedicated to seeing students thrive.

**Kelly Redmond:** Chief Operating Officer and Administrative Director. Kelly has over 23 years in Operations Management at all levels, from hourly worker up to Vice President. She shares the Collective's vision that the path to the future is in the education of the next generation of our students.

**Ashley Raegan Tremblay:** Lead Educator and Student Coordinator. She has been licensed since 1998. Ashley is co-owner of The Parlor in Napa, CA. She will be instructing color theory. She is a Milady Master Educator and is Pivot Point certified.

Tiffany Miller: Floor Educator. Licensed for over 30 years. Tiffany was previously the assistant director of a Le Mélange cosmetology school, as well as the co-owner.

Lyndsey Casha: Floor Educator, Milady certified, and color expert. She has over 20 years of experience

Zee Matto: Floor Educator, specializes in clipper cuts and has been licensed for over 12 years.

Leigh Wilkens: Reception and Floor Educator, has her BA in education and has been licensed in Cosmetology since 2015 and loves vivid color application.

*REMINDER:*

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 , [www.bppe.ca](http://www.bppe.ca) toll- free telephone number (888)370-7589 or by Fax (916)263-1897

\*The following may be used for inserts:

Address: 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897