**Exhibit 13 – MANICURIST PROGRAM SYLLABUS (CCR 71710)**

**DESCRIPTION:**

The course of study for students enrolled in a manicurist course shall consist of four hundred (400) hours which include of technical instruction and practical operations covering all practices constituting the art of a manicurist and pedicurist. The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school’s instructor.

**MANICURIST COURSE EDUCATIONAL GOALS:**

The Manicurist course of study is designed to prepare students for the state licensing examination and for profitable employment as a manicurist specialist, pedicurist specialist, product demonstrator, and nail artist. SOC 39-5092

**MANICURIST COURSE PERFORMANCE OBJECTIVES:**

Acquire knowledge of laws and rules created by the California State Board of Cosmetology, knowledge of general theory relative to manicuring chemistry and theories relative to practical procedures performed, knowledge in business management techniques common to manicurist, and knowledge in sterilization procedures.

**Length of Program:**

Hours in Length 400 hours

**Frequency of Lessons**

CLASS HOURS

Tuesday-Saturday: 8:30 am - 5:00 pm (Full time)

Monday-Friday: 5:00 pm - 9:00 pm (Part time)

Classes start weekly, every Monday (Part time) and every Tuesday (Full time)

**Recommended Text:**

Milady Standard Cosmetology, 13th Edition

Softcover ISBN-13:9781285769431

**Modes of Instruction:** Direct Classroom

**EQUIPMENT TO BE USED DURING THE EDUCATIONAL PROGRAM**

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| * Cotton * Hand soap * Container and supplies for preparation of wet and dry sanitary maintenance area * Container for disinfection of implements * Disinfectant solution that Meets Requirements of Board Regulation * Polish remover * Manicure bowl and brush * Pedicure tubs * Emery boards * Cuticle solvent * Cuticle oil or cream | * Hand lotion * Liquid polish (medium to dark shade) * Cuticle nippers and scissors * Metal cuticle pusher * Plastic/orangewood stick * Sufficient terry towels for manicuring examination * Paper towels * Portion cups * First-aid supplies for cuts * Sufficient material and equipment to apply acrylic nails, nail tips, and nail wraps * 6 Manicure stations * 1 Time clock or time scanner |

**FACULTY QUALIFICATIONS:**

One instructor is needed for this educational program. The qualification needed for each faculty is three or more years of experience as a licensed Manicurist.

**3 YEARS ENROLLMENT PROJECTION OF THE PROGRAM FOLLOWING APPLICATION 94886 BEING SUBMITTED:**

This institution anticipates an enrollment in this program in each of the next three years as described below. Part of the commitment the owners have made is to develop and deliver a broad assortment of high quality programs. This goal is in part realized by the institution's managerial decisions which include the establishment of enrollment goals which are not based on the results of recruitment through advertising and promotion of the programs, but are the result of goal setting which requires the proper and careful delivery of our programs to manageable cohorts. The projections then are not driven by advertising budgets or campaigns or substantial Internet presence. The projections submitted are driven by the enrollment goals set by management, which are congruent with the school's capacity to deliver on its representations and promises. The initial year goal was set based on the enrollment requirements of the Board of Barbering and Cosmetology. The two succeeding years are based on the institution's understanding of demand for Cosmetology training in general and specifically in the San Diego county area which is why we believe these enrollment goals are attainable.

Year One 25

Year Two 25

Year Three 25

**If licensure is a goal of an education program, a copy of the approval from the appropriate licensing agency or a copy of the intent to approve conditioned solely upon institutional approval from the Bureau will also meet this requirement.**

Licensure is a goal of this program. The licensing agency for this program, the California Board of Barbering and Cosmetology, tests graduates of approved cosmetology board schools. Programs approval from that board is contingent upon approval of an application submitted to the Bureau for Private Postsecondary Education (BPPE).

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| **MANICURING CURRCULUM (400 Total Clock Hours)** | | | | |
| **SUBJECT** | | **MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)** | | **MINIMUM REQUIRED PRACTICAL INSTRUCTION**  **(HOURS)** |
| **200 Hours of Technical Instruction and Practical Instruction in Nail Care** | | | | |
| **Manicures and Pedicures:**including water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps. | 100 | | 100 | |
| **200 Hours of Technical Instruction and Practical Instruction in Health and Safety** | | | | |
| **Health and Safety:** Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. | 90 | |  | |
| **Disinfection and Sanitation**: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. | 60 | | 40 | |
| **Additional Training for Professionalism**  (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers. | 10 | | N/A | |
| **Optional For 600-Hour Course:** advance class including electric filing and nail design | 100 | | 100 | |
| **Total Theory Hours and Practical Hours** | 260 | | 140 | |

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject

The minimum combined total clock hours of 400 include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.

Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audios and visual films, tapes, slides and examinations.

Practical instruction means instruction the student how to performance the complete services on another person or a mannequin.