**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 a minimum of 135 clock hours 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

Soft cover 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
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**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 OPERATIONS****(ACTUAL OPERATIONS – NOT HOURS)** |
|  **300 Hours of Technical Instruction and Practical Training in Nail Care** |
| **Manicures and Pedicures:**The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: 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. | 60 | 60 &180 Nails |
|  **100 Hours of Technical Instruction and Practical Training in Health and Safety** |
| **Laws and Regulations:** The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations. | 10 |   |
| **Health and Safety Considerations:**The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B. | 25 |   |
| **Disinfection and Sanitation:** The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician.The ten required minimum operations shall entail performing 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 pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3. | 20 | 10  |
| **Anatomy and Physiology:** The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions. | 10 |  |
| **Health and Safety Course on Hazardous Substances:** The health and safety course on hazardous substances and basic labor laws developed by the pursuant to Business and Professions Code section 7389. |  |  |
| **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. May also include not more than eight (8) hour's credit for field trips.  Such field trips must be under the direct supervision of a licensed cosmetology instructor.  Field trips may be counted as earned hours for documentation time and description of field trip shall be recorded on student's daily record). | 10 | N/A |
| **Optional For 600-Hour Course** | 100 | 100 |
| **Total Theory Hours and Practical Operations (Not Hours)** | 135 | 250 |

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 instructions mean 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 operations mean the actual performance by the student of complete services on another person or a mannequin.