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

**DESCRIPTION:**

The course of study for students enrolled in a cosmetology course shall consist of one thousand (1,000) clock hours which include technical instruction and practical operations covering all practices constituting the art cosmetology: The minimum combined total clock hours of 1,000, include the technical instruction phase and opportunity for the students to acquire the necessary skills through practical applications developed under the supervision of the school’s instructors.

**COSMETOLOGY COURSE EDUCATIONAL GOALS:**

The cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair-colorist, salon owner, product demonstrator, and a styling publicist. SOC 39-5012

**COSMETOLOGY COURSE PERFORMANCE OBJECTIVES:**

The licensed cosmetologist will be prepared to seek profitable employment as a hairdresser, salon manager, hair-colorist, hair cutter, facial specialist, manicurist, television or movie studio works, salon owner, product demonstrator, or platform artist. They will be versed in all areas of Cosmetology.

**Length of Program:**

Hours in Length 1,000 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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| * 10 Mannequins (with full head of hair) * 1 Time clock or time scanner * 5 Shampoo bowls * 6 Dryers * 2 Facial chairs or facial couches * 6 Manicure stations * Thermal hair straightening * 3 Non-electric combs * 1 Stove (for non-electric combs) * 1 Electric curling iron * 3 Non-electric curling irons (at least two sizes) * 1 Stove (for non-electric curling irons) * 25 Hairstyling or barber chairs |

**FACULTY QUALIFICATIONS**

Two instructors are needed for this program. The qualification needed for each faculty member is three or more years of experience as a licensed Cosmetologist.

**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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| **COSMETOLOGY CURRICULUM (1000 Total Clock Hours)** | | |
| **SUBJECT** | **MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)** | **MINIMUM REQUIRED PRACTICAL INSTRUCTION**  **(HOURS)** |
| **400 Hours of Technical Instruction and Practical Instruction in Hair Dressing** | | |
| **Hairstyling Services:** The subject of Hairstyling shall include instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, finger waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting. | 100 | 100 |
| **Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. | 100 | 100 |
| **300 Hours of Technical 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.  Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances,  basic labor laws, and physical and sexual assault awareness | 140 |  |
| **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. | 90 | 50 |
| **200 Hours of Technical Instruction and Practical Instruction in Esthetics** | | |
| **Skin Care:** Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue. | 75 | 75 |
| **Hair Removal and Lash and Brow Beautification:** Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays | 25 | 25 |
| **100 Hours of Technical Instruction and Practical Instruction in Manicuring**  **and Pedicuring** | | |
| **Manicure and Pedicure:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs. | 50 | 50 |
| **Additional Training for Professionalism**  (Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, and basic tax information relating to booth renters, independent contractors, employees, and employers. | 20 | N/A |
| **Total Theory Hours and Practical Hours** | 600 | 400 |

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 1,000 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.