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

 **DESCRIPTION:**

The course of study for students enrolled in a esthetician course shall consist of six hundred (600) clock hours which include a minimum of 215 clock hours of technical instruction and practical operations covering all practices constituting the art esthetician: The minimum combined total clock hours of 600, 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.

**ESTHETICIAN COURSE EDUCATIONAL GOALS:**

The esthetician course of study is designed to prepare students for the state licensing examination and for profitable employment as a esthetician specialist, product demonstrator, or cosmetician. SOC 39-5094.

**ESTHETICIAN COURSE PERFORMANCE OBJECTIVES:**

The licensed esthetician will be prepared to seek profitable employment as a skin care specialist, skin care salon manager, salon owner, or product demonstrator, or platform artist. They will be versed in all areas of the skin care profession.

**Length of Program:**

Hours in Length 600 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 Esthetics, 13th Edition

Soft cover ISBN-13:9781285769448

**Modes of Instruction:** Direct Classroom

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

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| * Container and Supplies for Preparation of Wet and Dry \* 1 oz potion cups
* Sanitary Maintenance Area \* Cosmetic applicators
* Hand soap \* Cotton balls and Cotton tipped swabs
* Container for Disinfection of Implements \* Cleansing tissue
* Disinfectant solution \* Powder and Liquid foundation
* Terry towels \* Eye shadow and eye liner
* Paper towels \* Tube mascara and applicators
* Appropriate draping for all services \* Eyebrow Pencils
* Pencil type make-up sharpener \* Blush
* Cleansing cream \* Lip color
* Massage cream \* Water soluble wax
* Astringent or witch hazel \* 2 Facial chairs or Facial couches
* Abrasive cleansing scrub \* 1 Time clock or Time scanner
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* Tweezers \* Waste receptacle (plastic bags)

**FACULTY QUALIFICATIONS**

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

 **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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| **ESTHETICIAN CURRCULUM (600 Total Clock Hours)** |
| **SUBJECT** | **MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)** | **MINIMUM REQUIRED PRACTICAL OPERATIONS****(ACTUAL OPERATIONS – NOT HOURS)** |
|  **350 Hours of Technical Instruction and Practical Training in Facials** |
| **Manual, Electrical and Chemical Facials:** The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: 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, or for the purpose of contracting, 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.  | 70 | 140 |
| **Preparation:** The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.  | 15 |  |
|  **200 Hours of Technical Instruction in Health and Safety** |
| **Laws and Regulations:** The subject 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: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.  | 40 |   |
| **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. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment. | 10 |   |
| **Anatomy and Physiology:** The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions. | 15 |  |
| **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. |  |  |
|  **50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up** |
| **Eyebrow Beautification:** The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.  | 25 | 50 |
| **Make-up:** 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.  | 20 | 40 |
| **Additional Training for Professionalism**(Incorporated throughout the program: Communication skills, Professional ethics, personal hygiene, good grooming, salesmanship, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers. May also include not more than sixteen (16) hours credit for field trips.  Such field trips must be under the direct supervision of a licensed cosmetology instructor.  Date, time, and description of the field trip shall be recorded on student’s daily record). | 10 | N/A |
| **Total Theory Hours and Practical Operations (Not Hours)** | 215 | 230 |

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 600 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 materials, the writing outlines, classroom use of audios, tapes, slides and examinations.

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