

CALIFORNIA COLLEGE OF BARBERING AND COSMETOLOGY

*California College of
Barbering and Cosmetology*

CATALOG
1024 E March Lane
Stockton, CA 95210
209-952-5318

www.CALCBC.com

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California College of Barbering and Cosmetology

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History of California College of Barbering and Cosmetology

California College of Barbering and Cosmetology was established in 2015 by Mr. Chris Tellis, whose vision was to create a beauty college recognized among the best in the industry. For more than 10 years, Mr. Tellis carried out that commitment to quality education and professional development. In July 2025, ownership of the College transitioned to Rhonda Arnold, Carl Gibbs, Hernan Lopez, Ryan Roth, Kris Gaskins, and Nathan Jones. Together, the new ownership group is dedicated to preserving and advancing the legacy built by Mr. Tellis.

With more than 60 years of combined experience in the barbering, cosmetology, and education industries, our team is committed to providing students with a supportive and professional learning environment. We emphasize “real-life” hands-on salon experiences, individualized classroom instruction, up-to-date technical and practical training, as well as business and communication classes that prepare graduates for lasting careers.

By utilizing industry-leading curriculum and drawing on the expertise of highly skilled and specialized educators, California College of Barbering and Cosmetology offers a progressive education designed to help students master the technical skills and professional knowledge essential to success in today’s beauty industry.

To Prospective Students

Thank you for considering California College of Barbering and Cosmetology as you pursue your education and prepare to become a licensed professional in the beauty industry in California. We believe this industry offers excellent opportunities for building a rewarding and successful career.

Our emphasis is on preparing you not only with the technical skills required, but also with the knowledge and habits necessary to achieve your professional goals. Success in the beauty industry requires hard work, dedication, and preparation—and we are here to guide you every step of the way.

We invite you to visit our campus during business hours for a tour. Our staff will be happy to answer your questions and provide you with the information you need to begin your journey.

Most Sincerely,

California College of Barbering and Cosmetology

Catalog Information

California College of Barbering and Cosmetology (hereafter also know as CAL CBC) catalog is provided to prospective students via the web site or electronically and a print version is available at the school, upon request. **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. California College of Barbering and Cosmetology catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

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:

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

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

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website www.bppe.ca.gov.

OSAR – Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov

Mission Statement

The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.

Facilities

California College of Barbering and Cosmetology is located at 1024 E March Lane, Stockton Ca 95210 with a facility occupancy level accommodating approximately 300 students at any one time. The facility is approximately 14,533 square feet with an adjacent parking area, 2 Student/Public restrooms, 2 Staff restrooms, 3 classrooms (with portable). The facility also includes a student salon floor, reception area, 1 manicure open classroom, 1 esthetics Spa room with 8 esthetics stations, 1 wax room with 3 wax stations, 68 hair stations, 1 barber practical floor, 1 cosmetology practical floor, 1 manicure practical floor, 12 Manicuring stations, 4 Pedicure stations, 5 shampoo bowls, 6 business offices, 1 disinfection and color dispensary, student break room, a staff break room, and large theory/multipurpose room and classroom. The Institution is wheelchair accessible and has wheelchair accessible restrooms.

Instructional Language

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

Visa Services

CAL CBC welcomes international students who demonstrate proficiency in English, and have valid visas and work permits that will establish their qualifications for work within the beauty services industry. Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. CAL CBC does not offer visa assistance but will provide documentation that the student is enrolled in a post-secondary vocational program.

Admissions Policy

California College of Barbering and Cosmetology is accepting students for admission once the following criteria have been met:

- All regular enrolled students must be 17 years of age or older.
- Provide their Social Security number or TIN.
- Applicant must provide a valid, current, government-issued picture ID, such as a California Driver's license, ID Card, other state issued ID, or Passport.
- Provide a copy of his/her High School Diploma, or GED, or their transcript showing high school completion, or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- **If a high school information appears to be questionable**, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- **Ability to Benefit Exam (ATB):** In the event of student not provided high school diploma or equivalent the student may use CAL CBC's ability-to-benefit policy, in compliance with NACCAS guidelines. The student will sign ability-to-benefit admission form acknowledging that the student will be evaluated at 225 clock hours. At that evaluation point, the student must achieve minimum 75% attendance and 75% grade point average in theory and practical exams taken. If the student does not achieve those quantitative and qualitative Satisfactory Academic Policy minimum standards, the student will be **terminated**. The student would be responsible for institutional refund calculation charges, based on scheduled hours at the last date of attendance.
- Provide a government issued valid (current) picture ID, such as a California Driver's license, ID Card, other state issued ID, or Passport.
- This institution does not award credit for experimental learning.
- This institution has **not** entered into an **articulation or transfer agreement** with any other institution.

Transfer Policy

The transferability of hours previously earned at another institution are determined at the sole discretion of California College of Barbering and Cosmetology's administration. All transfer hours must be determined prior to enrollment and included in your enrollment agreement. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment.

Re-entry (Re-Enrollment Policy)

A student who withdraws from California College of Barbering and Cosmetology may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left if re-entry occurs within 180 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of hours they will receive credit for. Decisions regarding transfer of hours will be at the sole discretion of the school's Administration. A new registration fee of \$150 must be paid to re-enroll.

Non-Discrimination Policy

California College of Barbering and Cosmetology does not discriminate on the basis of race, color, religion, sex, national (ethnic) origin, veteran's status, marital status, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction and/or graduation policies.

Programs

California College of Barbering and Cosmetology currently offers training leading to licensure for the following programs:

Cosmetology (1,000 hours) **Cosmetology** (1500 hours), **Barbering** (1,000 hours) **Barbering** (1200 hours) **Esthetician** (600 hours), and **Manicuring** (600 hours).

California College of Barbering and Cosmetology is open from 8:30 am to 10:00 pm and holds scheduled classes from 9:00 am to 10:00 pm Monday thru Friday and 9:00 am to 5:00 pm on Saturday. The school's administration's office is open Monday – Friday, 9:00 am - 5:00 pm for questions, tours, and enrollments.

Holidays

The holidays for 2025 and 2026 that California College of Barbering and Cosmetology observes are:

1/1/2025	Winter Break	1/3/2026	Winter Break
5/26/2025	Memorial Day	5/25/2026	Memorial Day
7/4/2025	4 th of July	7/4/2026	4 th of July
7/5/2025	4 th of July	9/7/2026	Labor Day
11/27/2025	Thanksgiving	10/12/2026	Columbus Day
11/28/2025	Thanksgiving	11/26/2026	Thanksgiving
11/29/2025	Thanksgiving	11/27/2026	Thanksgiving
12/24/2025	Winter Break	11/28/2026	Thanksgiving
12/25/2025	Winter Break	12/24/2026	Winter Break
12/26/2025	Winter Break	12/25/2026	Winter Break
12/27/2025	Winter Break	12/26/2026	Winter Break
12/29/2025	Winter Break	12/28/2026	Winter Break
12/30/2025	Winter Break	12/29/2026	Winter Break
12/31/2025	Winter Break	12/30/2026	Winter Break
1/1/2026	Winter Break	12/31/2026	Winter Break
1/2/2026	Winter Break		

A special holiday may be declared for staff training, emergency, weather, special reason or COVID-19 required closure. Students will receive text messages pertaining to unexpected school closures, if they occur.

California College of Barbering and Cosmetology (CAL CBC) understands students and their families have illnesses, vacations and at times emergencies. As such, CAL CBC allows personal hours for student to miss without any additional charge provided the student does not miss 14 consecutive calendar days in a row. The personal hours allowed for each program are **Cosmetology** (1,000 hours) 100 hours, **Cosmetology** (1500 hours) 150 hours, **Barbering** (1,000 hours) 100 hours, **Barbering** (1200 hours) 120 hours, **Esthetician** (600 hours) 60 hours, and **Manicuring** (600 hours) 60 hours.

Program Start Dates

Classes begin every first Monday of the month unless otherwise noted as a Holiday.

Program Schedules and Lengths

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
☐ Cosmetology** 1,000 hours 30 hrs./week 34 weeks total	N/A	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm
☐ Cosmetology**** 1,000 hours** 35 hrs./week 29 weeks total	N/A	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm
☐ Cosmetology** 1,500 hours 30 hrs./week 50 weeks total	N/A	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm
☐ Cosmetology**** 1,500 hours** 35 hrs./week 43 weeks total	N/A	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm
☐ Barbering** 1,000 hours 30 hrs./week 34 weeks total	N/A	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm
☐ Barbering**** 1,000 hours** 35 hrs./week 29 weeks total	N/A	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm
☐ Barbering** 1,200 hours 30 hrs./week 40 weeks total	N/A	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm

☐ Barbering**** 1,200 hours** 35 hrs./week 35 weeks total	N/A	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm	9:00am - 5:00pm
☐ Esthetician*** 600 hours 24 hrs./week 25 weeks total	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	9:00am - 3:00pm	N/A	N/A
☐ Esthetician*** 600 hours 25 hrs./week 24 weeks total	5:00pm - 10:00pm	5:00pm - 10:00pm	5:00pm - 10:00pm	5:00pm - 10:00pm	5:00pm - 10:00pm	N/A
☐ Manicuring*** 600 hours 25 hrs./week 24 weeks total	5:00pm - 10:00pm	5:00pm - 10:00pm	5:00pm - 10:00pm	5:00pm - 10:00pm	5:00pm - 10:00pm	N/A

*These schedules include a ½ hour lunch during which clock hours are not earned.

** These programs have two-15-minute breaks.

***These programs have one-15-minute break.

**** These schedules include a 1-hour lunch during which clock hours are not earned.

New Student Orientation

Student orientation is held on the Friday before classes start, ***no clock hours are earned.*** Orientation takes place on campus. The orientation provides information regarding the instructional program, course content, office policies, school facilities, campus security, and satisfactory progress. Students gain full awareness of their responsibilities by understanding the school policies. Orientation is required for both new students, transfer students and re-entry students.

Distance Learning

California College of Barbering and Cosmetology is not offering distance education at this time.

Tuition & Fees

Breakdown	Cosmetology 1500 hours	Cosmetology 1000 hours	Barbering 1200 hours	Barbering 1000 hours
Registration Fee*	\$150.00	\$150.00	\$150.00	\$150.00
Lab Fee	\$1,500.00	\$1,000.00	\$1,200.00	\$1,000.00
Tuition	\$21,000.00	15,000.00	\$18,000.00	\$15,000.00
Kit**	\$2,300.00	\$2,300.00	\$1,800.00	\$1,800.00
iPad**	\$500.00	\$500.00	\$500.00	\$500.00
E-book Pivot Point Access	\$450.00	\$450.00	\$450.00	\$450.00
California STRF	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$25,900.00	\$19,400.00	\$22,100.00	\$18,900.00

Breakdown	Cosmetology 1500 hours	Cosmetology 1000 hours	Barbering 1200 hours	Barbering 1000 hours
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.</u>	\$25,900.00	\$19,400.00	\$22,100.00	\$18,900.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$25,900.00	\$19,400.00	\$22,100.00	\$18,900.00
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>	\$25,900.00	\$19,400.00	\$22,100.00	\$18,900.00

Breakdown	Esthetician 600 hours	Manicuring 600 hours
Registration Fee*	\$150.00	\$150.00
Lab Fee	\$600.00	\$600.00
Tuition	\$8,400.00	\$8,400.00
Kit**	\$1,700.00	\$1,500.00
iPad**	\$500.00	\$500.00
E-book Pivot Point Access	\$450.00	\$450.00
California STRF	\$0.00	\$0.00
TOTAL	\$11,800.00	\$11,600.00

Breakdown	Esthetician 600 hours	Manicuring 600 hours
<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.</u>	\$11,800.00	\$11,600.00
<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$11,800.00	\$11,600.00
<u>TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>	\$11,800.00	\$11,600.00

*Non-Refundable

****Non-refundable 7 days after signing enrollment agreement once issued to student.**

***STRF \$0 per \$1,000 of tuition- rounded to the nearest \$1,000.00 as of 4/1/2024.

Schedule change fee \$25.00

Termination Fees: There may be a \$100 termination fee.

The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the \$10.00 fee

Overtime Charges: If a student exceeds the time frame outlined in their Enrollment Agreement, they will be charged at \$15.00 per scheduled hour required to complete their program hours and requisite services. Additionally, if a student has not completed their program's required services, passed their final exam(s) or not met any other graduation requirements upon clocking the requisite hours, they will be and required to re-enroll to complete their required services and/or exams to complete their graduation requirements.

Non-Institutional Fees: State exam fee is the responsibility of the student. The current fees for barber and cosmetology are \$75.00 for the test. Non-institutional license fee is \$50.00 for a total of \$125.00. The current fees for estheticians are \$65.00 for the test. Non-institutional license fee is \$50.00 for a total of \$115.00. The current fees for manicuring are \$60.00 for the test. Non-institutional license fee is \$50.00 for a total of \$110.00.

Methods of Payment

Acceptable methods of payments: Title IV funds, Cash, Cashier's Check, Money Order, Personal check and California College of Barbering and Cosmetology's *Payment Plan*.

Tuition for Transfer Students

The tuition portion of a transfer students fees, *excluding any E books required*, will be computed on a pro rata basis of the number of the hours they are contracting at the current tuition rate.

Title IV Programs

California College of Barbering and Cosmetology participates in Title IV Programs to assist qualifying students with their educational expenses. This institution is recognized as an eligible institution to participate in Federal Financial Aid programs by:

The United States Department of Education (USDE)

400 Maryland Ave., SW

Washington, DC 20202 (703) 600-76

Who qualifies for Federal Financial Aid

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen
- Be a "regular student" - that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program
- Not be enrolled simultaneously in elementary or secondary school
- Have a valid Social Security Number
- Be registered with Selective Service, if required
- Sign a Statement of Educational Purpose certifying that federal student financial aid

- will only be used to pay educational costs
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid
- Not be liable for an overpayment of a Title IV grant

Applying for Federal Student Aid

The application process used by the school to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to www.fafsa.gov.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

Student Responsibilities with the Office of Financial Aid

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

- Acknowledging and meeting all deadlines for applying/reapplying for Financial Aid
- Providing complete and accurate information on the FAFSA and financial aid forms
- Responding to all requests for additional documentation in a timely manner
- Providing updated information when changes occur such as a withdrawal from university, a change in enrollment status, name, marital status or expected date of graduation
- Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP)
- Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

Loan Repayment & Financial Aid Disclosures

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Return of Title IV R2T4 (Federal Student Aid)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal)

The actual last date of attendance is the last day the student was physically in attendance. This is the withdrawal date. The determination of the withdrawal date on a student who had been previously attending could be up to, but will not exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns

- Federal Direct Unsubsidized loans
- Federal Direct Subsidized loans
- Federal Direct Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of

the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs the student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school. That student would not be eligible for any student loan disbursements.

If any student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Attendance Policies

Tardy Policy & Early Out Policy

Students arriving more than 5 minutes after their scheduled start time, *may* not be allowed to attend school that day and are welcomed to return on time, the following school day. Students are asked to stay to the end of their scheduled day. If students need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance.

Excused and Unexcused Absences

An absence is an absence at California College of Barbering and Cosmetology. There is no contract extension for an excused absence, but the school does appreciate you calling/texting in if you know you will be out for scheduling purposes. In the event a student is absent 14 *consecutive calendar* days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence.

Personal Hours

California College of Barbering and Cosmetology (CAL CBC) understands students and their families have illnesses, vacations and at times emergencies. As such, CAL CBC allows personal hours for students to miss without any additional charge provided students do not miss 14 consecutive calendar days in a row. In the event a student is absent 14 consecutive calendar days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. The personal hours allowed for each program

are Cosmetology (1,000 hours) 100 hours, Cosmetology (1500 hours) 150 hours, Barbering (1,000 hours) 100 hours, Barbering (1200 hours) 120 hours, Esthetician (600 hours) 60 hours, and Manicuring (600 hours) 60 hours. Personal hours and all school holidays are used to compute a student's Contract End Date.

Overtime Charges (Extra Institutional Fees) and Enrollment Agreement

If a student exceeds the time frame outlined in their Enrollment Agreement, they will be charged at \$15.00 per scheduled hour required to complete their program hours and requisite services. Additionally, if a student has not completed their program's required services, passed their final exam(s) or not met any other graduation requirements upon clocking the requisite hours, they will be and required to re-enroll to complete their required services and/or exams to complete their graduation requirements.

Thursday, Friday and Saturday Attendance Policy

Students scheduled to attend on **Thursday, Friday, or Saturday** (their final scheduled day(s) of the school week) are expected to be present. Any absence on a Thursday, Friday, or Saturday, with regards to above, must be requested and approved **in advance** by school administration. Students who do not comply with this policy will be subject to the school's established **Conduct Policy**.

School Dress Code

At California College of Barbering and Cosmetology, maintaining a professional appearance is an important part of preparing for a successful career in the beauty industry. Students are expected to follow the dress code at all times while on campus. Failure to do so may result in being asked to change clothes or leave for the day, which can lead to a loss of hours.

Dress Code Guidelines:

- Students must wear **all black** attire.
- Scarves and headwraps are welcome.
- Clothing should be clean, professional, and free of tears or holes.
- Closed-toe shoes are required at all times.
 - Open-toe, backless shoes, house shoes, clogs (Crocs, UGGs or the like), sandals, flip-flops, and slippers are **not permitted**.
- **Shorts and skirts** must be no more than two inches above the knee.
- The following items are **not allowed**:
 - Hairnets or bandanas
 - Tank tops, crop tops, or spaghetti strap tops
 - See-through or revealing clothing
 - Shirts that expose the armpits, back, stomach, or undergarments
 - Spandex or biking shorts
 - Pajamas or loungewear
 - Sunglasses
 - Shirts with inappropriate graphics or messages

Please note: Students who continue to not follow the dress code may receive a written notice in accordance with the California College of Barbering and Cosmetology Conduct Policy. We appreciate your cooperation in maintaining a professional and respectful learning environment.

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. California College of Barbering and Cosmetology will review requests for a Leave of Absences (LOA) for *all* students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence. A Leave of Absence (LOA) request will be granted for no less than 14 calendar days and cannot exceed 180 calendar days in any given 12-month period. A written signed request for LOA can be submitted in-person to the school's admission office, by email: info@calcbc.com. Requests will be granted for family medical reasons, jury summons, death in the family, military service and other reasons approved by school's administration. **All students must follow California College of Barbering and Cosmetology's policy in requesting a LOA.**

The request for a leave of absence must be accompanied by a written signed statement as to the reason for the request.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. California College of Barbering and Cosmetology may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties on the original enrollment agreement or on an addendum to the enrollment agreement which must be signed by all parties.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Employment Assistance

While enrolled at California College of Barbering and Cosmetology, students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. **Employment assistance is provided, but job placement is not guaranteed.**

Career Opportunities in the Cosmetology Field

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) for the school's programs are as follows:

Program	CIP CODE
Cosmetology 1,500 hours	12.0401
Cosmetology 1,000 hours	12.0401
Barbering 1,200 hours	12.0402
Barbering 1,000 hours	12.0402
Esthetician 600 hours	12.0409
Manicuring 600 hours	12.0410

Employment & Liability Disclaimer

It is a violation of section 7317 of the California Business and Professions Code and section 965 of Title 16 of the California Administrative Code for a student enrolled at California College of Barbering and Cosmetology to charge a fee or receive a commission for performing a service. A student's enrollment and relationship with the school is limited to a student relationship status and students shall not receive any types of wages, salary, commissions, or benefits of any kind. You are also informed that as a student that you are not an employee, an agent, or a representative of the school, and that the school representatives have no responsibility, liability, or obligation to you as an employer.

Personal Services Policy

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client. **No personal services allowed on Saturdays.**

Smoking Policy

This is a no-smoking facility. All smoking shall be done in the designated area in back of the building away from the entrance. Smoking is only allowed during breaks and lunch.

Student Services

Available student services at California College of Barbering and Cosmetology include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with any practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Monday through Friday 9:00 am - 5:00. By appointment email info@calcbc.com to schedule student counseling.

Program (Course) Outlines

1500 Hours Cosmetology Course Outline

Program Name	Cosmetology 1,500 Hours
Program/ Course Description	A 1500-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job-related skills on diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study the subjects of, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.
Graduation Requirements	To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline.
Total Clock Hours	This course is 1500 hours in length.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their title IV financial aid eligibility, <i>if applicable</i>. Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average to maintain (70% or higher) satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.

	90% - 100% A Excellent 80% - 89% B Very Good 70% - 79% C Satisfactory 60% - 69% D Fail/Unsatisfactory 59% or Below F Fail/Unsatisfactory
Practical Operations Required	California College of Barbering and Cosmetology requires a minimum of 600 operations in the 1500-hour Cosmetology program.
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.
Distance Education	None
Mode of Instruction	Traditional Classroom and School Salon Floor
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
Skills and competencies to be acquired by the student	By the conclusion of the program, students should acquire: ○ knowledge of laws and rules regulating the established California Cosmetology practices. ○ knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails. ○ knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, health and safety, sanitation, hair and skin analysis. ○ practical procedure skills to pass the licensing examination. ○ business management techniques common to Cosmetology.
Units of Instruction	<u>100 Hours - Health and Safety:</u> 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. Includes: <u>Board Approved Health & Safety Course (B&P 7389(a))</u> : Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. <u>450 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

	<u>450 Hours Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, 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. <u>150 Hours Skin Care:</u> 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. <u>50 Hours Hair Removal and Lash and Brow Beautification:</u> 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. <u>100 Hours Manicure and Pedicure:</u> 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. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service.
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1000 Hours Cosmetology Course Outline

Program Name	Cosmetology 1,000 Hours
Program/ Course Description	A 1000-hour course which includes the study and practice of all aspects of the beautification and care of the hair, skin and nails. The course provides for both classroom instruction and supervised practice of job-related skills on diverse hair textures of all ethnic groups, such as hairdressing, hair cutting, coloring, manicuring and skin care services. The program also includes the study the subjects of, bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.
Graduation Requirements	To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the

	prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program’s course outline.															
Total Clock Hours	This course is 1000 hours in length.															
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published policy for Scheduling and Grading, Make-Up Work, Incomplete’s and Repetitions. A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their title IV financial aid eligibility, <i>if applicable</i>. Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain (70% or higher) satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college. <table><tr><td>90% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>80% - 89%</td><td>B</td><td>Very Good</td></tr><tr><td>70% - 79%</td><td>C</td><td>Satisfactory</td></tr><tr><td>60% - 69%</td><td>D</td><td>Fail/Unsatisfactory</td></tr><tr><td>59% or Below</td><td>F</td><td>Fail/Unsatisfactory</td></tr></table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	70% - 79%	C	Satisfactory	60% - 69%	D	Fail/Unsatisfactory	59% or Below	F	Fail/Unsatisfactory
90% - 100%	A	Excellent														
80% - 89%	B	Very Good														
70% - 79%	C	Satisfactory														
60% - 69%	D	Fail/Unsatisfactory														
59% or Below	F	Fail/Unsatisfactory														
Practical Operations Required	California College of Barbering and Cosmetology requires a minimum of 400 operations in the 1000-hour Cosmetology program.															
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.															
Distance Education	None															
Mode of Instruction	Traditional Classroom and School Salon Floor															
Internship/Externship	None															
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.															
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth															

	renters, employees and employers, marketing and client retention.
Skills and competencies to be acquired by the student	By the conclusion of the program, students should acquire: ○ knowledge of laws and rules regulating the established California Cosmetology practices. ○ knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails. ○ knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, health and safety, sanitation, hair and skin analysis. ○ practical procedure skills to pass the licensing examination. ○ business management techniques common to Cosmetology.
Units of Instruction	<u>100 Hours - Health and Safety:</u> 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. Includes: <u>Board Approved Health & Safety Course (B&P 7389(a))</u>: Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. <u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <u>200 Hours Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, 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. <u>150 Hours Skin Care:</u> 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. <u>50 Hours Hair Removal and Lash and Brow Beautification:</u> 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. <u>100 Hours Manicure and Pedicure:</u> 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. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book

	<u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service.
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1200 Hours Barbering Course Outline

Program Name	Barbering 1,200 Hours
Program Description	The Barbering program consists of 1200 clock hours of practical operations and technical instruction in barbering and hair styling. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills & sound business practices and health & safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act and prepares its students for entry-level employment in the field o
Program Mission & Objectives	The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.
Graduation Requirements	To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline.
Total Clock Hours	This course is 1200 hours in length.
Exams & Grading System	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written

	examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their title IV financial aid eligibility, <i>if applicable</i>. Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain (70% or higher) satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college. <table><tr><td>90% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>80% - 89%</td><td>B</td><td>Very Good</td></tr><tr><td>70% - 79%</td><td>C</td><td>Satisfactory</td></tr><tr><td>60% - 69%</td><td>D</td><td>Fail/Unsatisfactory</td></tr><tr><td>59% or Below</td><td>F</td><td>Fail/Unsatisfactory</td></tr></table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	70% - 79%	C	Satisfactory	60% - 69%	D	Fail/Unsatisfactory	59% or Below	F	Fail/Unsatisfactory
90% - 100%	A	Excellent														
80% - 89%	B	Very Good														
70% - 79%	C	Satisfactory														
60% - 69%	D	Fail/Unsatisfactory														
59% or Below	F	Fail/Unsatisfactory														
Practical Operations Required	California College of Barbering and Cosmetology requires a minimum of 650 operations in the 1200-hour Barbering program.															
Units of Instruction	The course includes 1200 hours of instruction, including: <u>100 Hours - Health and Safety:</u> 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. <u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. <u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <u>400 Hours - Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, 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. <u>300 Hours - Shaving and Trimming of the Beard:</u> Including instruction on preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act’s and Regulations Book <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews,															

	building a clientele, social media marketing, money management, and customer service.
Distance Education	None
Mode of Instruction	Traditional Classroom and School Salon Floor
Internship/Externship	None
Faculty & Qualifications	All California College of Barbering and Cosmetology's instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn the laws and regulations pertaining to Barbering. There will be 50 hours of technical instruction which exceeds the minimum 20 hours as set by Bureau for Private Postsecondary Education (BPPE).
Skills and competencies to be acquired by the student.	At the completion of the program the student will have acquired the following skills (but are not limited to): ○ Clean and sanitize tools and work environment. ○ Schedule client appointments and accept payments. ○ Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ○ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ○ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ○ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears. ○ Apply scalp and hair treatments including the use of therapeutic massage. Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.

1000 Hours Barbering Course Outline

Program Name	Barbering 1,000 Hours
Program Description	The Barbering program consists of 1000 clock hours of practical operations and technical instruction in barbering and hair styling. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills & sound business practices and health & safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act and prepares its students for entry-level employment in the field of barbering and to take the state of California's barbering licensure exam.
Program Mission & Objectives	The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.
Graduation Requirements	To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline.
Total Clock Hours	This course is 1000 hours in length.
Exams & Grading System	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their title IV financial aid eligibility, <i>if applicable</i>. Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C" average to maintain (70% or higher) satisfactory academic status. Students must have good coordination and show an

	aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college. <table><tr><td>90% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>80% - 89%</td><td>B</td><td>Very Good</td></tr><tr><td>70% - 79%</td><td>C</td><td>Satisfactory</td></tr><tr><td>60% - 69%</td><td>D</td><td>Fail/Unsatisfactory</td></tr><tr><td>59% or Below</td><td>F</td><td>Fail/Unsatisfactory</td></tr></table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	70% - 79%	C	Satisfactory	60% - 69%	D	Fail/Unsatisfactory	59% or Below	F	Fail/Unsatisfactory
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70% - 79%	C	Satisfactory														
60% - 69%	D	Fail/Unsatisfactory														
59% or Below	F	Fail/Unsatisfactory														
Practical Operations Required	California College of Barbering and Cosmetology requires a minimum of 540 operations in the 1000-hour Barbering program.															
Units of Instruction	The course includes 1000 hours of instruction, including: <u>100 Hours - Health and Safety:</u> 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. <u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. <u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. <u>300 Hours - Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, 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. <u>200 Hours - Shaving and Trimming of the Beard:</u> Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.															
Distance Education	None															
Mode of Instruction	Traditional Classroom and School Salon Floor															
Internship/Externship	None															
Faculty & Qualifications	All California College of Barbering and Cosmetology's instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.															

Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/Laws and Regulations	Students will learn the laws and regulations pertaining to Barbering. There will be 50 hours of technical instruction which exceeds the minimum 20 hours as set by Bureau for Private Postsecondary Education (BPPE).
Skills and competencies to be acquired by the student.	At the completion of the program the student will have acquired the following skills (but are not limited to): ○ Clean and sanitize tools and work environment. ○ Schedule client appointments and accept payments. ○ Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ○ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ○ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ○ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears. ○ Apply scalp and hair treatments including the use of therapeutic massage. Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.

600 Hours Esthetician Course Outline

Program Name	Esthetician 600 hours
Program/ Course Description	This program is designed to prepare its students to cleanse, depilate, massage, and beautify the human body and to function as licensed estheticians and skin care specialists. Includes instruction in skin anatomy, physiology, and health; principles of 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.
Program Mission & Objectives	The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and

	esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.															
Graduation Requirements	To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program’s course outline.															
Total Clock Hours	This course is 600 hours in length.															
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school’s published policy for Scheduling and Grading, Make-Up Work, Incomplete’s and Repetitions. A student’s grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their title IV financial aid eligibility, <i>if applicable</i>. Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain (70% or higher) satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college. <table><tr><td>90% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>80% - 89%</td><td>B</td><td>Very Good</td></tr><tr><td>70% - 79%</td><td>C</td><td>Satisfactory</td></tr><tr><td>60% - 69%</td><td>D</td><td>Fail/Unsatisfactory</td></tr><tr><td>59% or Below</td><td>F</td><td>Fail/Unsatisfactory</td></tr></table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	70% - 79%	C	Satisfactory	60% - 69%	D	Fail/Unsatisfactory	59% or Below	F	Fail/Unsatisfactory
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70% - 79%	C	Satisfactory														
60% - 69%	D	Fail/Unsatisfactory														
59% or Below	F	Fail/Unsatisfactory														
Practical Operations Required	California College of Barbering and Cosmetology requires a minimum of 250 operations in the 600-hour Esthetician program.															
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.															

Distance Education	None
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
Skills and competencies to be acquired by the student	By the conclusion of the program, students should acquire ○ knowledge of laws and rules regulating the established California Esthetician practices. ○ knowledge of sanitation and disinfection as related to all phases of skin care. ○ knowledge of general theory relative to Esthetician including anatomy, physiology, chemistry, health and safety, sanitation, and skin analysis. ○ practical procedure skills to pass the licensing examination. ○ professionalism, readiness for job/shop interviews, building a clientele, social media marketing resume creation, job search skills customer service.
Units of Instruction	<u>100 Hours - Health and Safety:</u> 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. Includes: <u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. <u>100 Hours - Disinfection and Sanitation:</u> 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. 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. <u>350 Hours – Skin Care:</u> 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. <u>50 Hours - Hair Removal and Lash and Brow Beautification:</u> 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.
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600 Hours Manicuring Course Outline

Program Name	Manicuring 600 Hours
Program/ Course Description	This 600-hour course is designed to prepare its students to clean, shape, enhance, and beautify the nails of the hands and feet and to function as licensed manicurists and nail care specialists. Includes instruction in nail anatomy, physiology, and health; decontamination and infection control; health and safety; manicures and pedicures; artificial nail application including acrylics, gels, and wraps; nail art and design; massage of the hands, arms, and feet; client consultation and care; applicable laws and regulations; and business practices.
Program Mission & Objectives	The mission of California College of Barbering and Cosmetology is to provide high-quality instruction in cosmetology, barbering, manicuring, and esthetics, preparing students to pass California state licensing exams and gain entry-level employment. We are committed to creating a supportive and professional learning environment where students gain real-world hands-on experience, develop technical expertise, customer service, and business skills, and build the confidence needed for lasting career success. Through industry-relevant curriculum, dedicated instructors, and personalized support, we strive to empower graduates to thrive as creative, skilled, and ethical professionals who contribute positively to the beauty industry and their communities.
Graduation Requirements	To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline.
Total Clock Hours	This course is 600 hours in length.
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their title IV financial aid eligibility, <i>if applicable</i>. Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must

	maintain a “C” average to maintain (70% or higher) satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college. <table><tr><td>90% - 100%</td><td>A</td><td>Excellent</td></tr><tr><td>80% - 89%</td><td>B</td><td>Very Good</td></tr><tr><td>70% - 79%</td><td>C</td><td>Satisfactory</td></tr><tr><td>60% - 69%</td><td>D</td><td>Fail/Unsatisfactory</td></tr><tr><td>59% or Below</td><td>F</td><td>Fail/Unsatisfactory</td></tr></table>	90% - 100%	A	Excellent	80% - 89%	B	Very Good	70% - 79%	C	Satisfactory	60% - 69%	D	Fail/Unsatisfactory	59% or Below	F	Fail/Unsatisfactory
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70% - 79%	C	Satisfactory														
60% - 69%	D	Fail/Unsatisfactory														
59% or Below	F	Fail/Unsatisfactory														
Practical Operations Required	California College of Barbering and Cosmetology requires a minimum of 300 operations in the 600-hour Manicuring program.															
Instructional Methods	Lesson delivery includes sequential learning, addressing specific tasks, lectures assigned practical, theory work, demonstrations, lectures, written and practical evaluations, student participation, salon floor practice and videos.															
Distance Education	None															
Internship/Externship	None															
Faculty & Qualifications	All instructors must be currently licensed by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.															
Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.															
Skills and competencies to be acquired by the student.	By the conclusion of the program, students should acquire ○ knowledge of laws and rules regulating the established California Manicuring practices. ○ knowledge of sanitation and disinfection as related to all phases of nail care. ○ knowledge of general theory relative to Manicuring including anatomy, physiology, chemistry, health and safety, sanitation, and nail analysis. ○ practical procedure skills to pass the licensing examination. ○ business management techniques common to Manicuring.															
Units of Instruction	<u>100 Hours Health and Safety:</u> 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. <u>100 Hours Disinfection and Sanitation:</u> 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															

	<u>150 Hours Manicure and Pedicure:</u> 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 repair <u>150 Hours of Artificial Nail</u> application, repair and artistry <u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, resume creation, job search skills editing and customer service. <u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act's and Regulations Book.
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Industry Prerequisites, Physical Demands & Employer Requirements

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov.

Additionally, prospective students should be aware of the **physical requirements** in the cosmetology industry. Occupations in the cosmetology industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed Cosmetologist, Ethician or Nail Technician. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, professionals in the cosmetology field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. 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. Additionally, professionals in the cosmetology field must **meet requirements set forth by employers** such as following direction from supervisors, the ability to read and follow directions on chemicals used in a salon and ability to maintain a professional schedule.

School Library and Other Resources

Library resources are available to include additional reference books and current magazine publications. Resources are accessible on campus and in the administration office. Students may access the library Monday thru Friday 9:00 am to 10:00 pm. There is a check in and out system for removing the resources from the library. Materials in the library include but are not limited to:

- 20 plus hair magazines
- Bobbi Brown "Pretty Powerful"
- Instyle Ultimate Beauty Secrets
- 3 Redken Color Books
- The Drybar Guide For Good Hair For All

- Essispa
- Milady State Exam Review
- Industry Insight 101
- Skin Deep
- Milady Standard Barbering
- 2025 Board of Barbering and Cosmetology Acts & Regulations

Housing

The facility does not have dormitory facilities under our control. California College of Barbering and Cosmetology does not offer housing or provide assistance to students with housing. This institution has no responsibility to find or assist a student in finding housing. However, the school is located in close proximity to residential areas with availability of housing located reasonably near the institution's facilities. An estimation of the approximate cost of the housing as of January 2025 may be from \$800 and up; below is a link to information regarding rentals in or near the Campus:

<https://www.libertypropertymanagement.com/rental-properties.asp>

Conduct Policy

California College of Barbering and Cosmetology requires that all students conduct themselves in a courteous & professional manner at all times. Refusal to conduct themselves in an orderly and considerate manner or not complying with all the rules and regulations of the College will cause one to be subject to the institution's Conduct Policy. California College of Barbering and Cosmetology has a *progressive Conduct Policy*, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. The following *may* be deemed violations of the conduct policy:

- Excessive tardy arrivals
- Failure to make up missed exams or assignments according to the school's make- up policy
- Refusal to accept a clinic service
- Staff or student harassment
- Failure to have books and equipment ready for class and/or clinic every day
- Failure to maintain infection control and clean their own station
- Using cell phone during services or during school hours are prohibited. Cell phones are to be on silent and put away during a service
- Failure to follow Personal Services Policy
- Violating smoking policy
- Eating on campus, other than in break room
- Theft or non-accidental damage to college property
- Forgery, alteration or misuse of records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- Appearing to be under the influence of drugs or alcohol on campus
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
- Unauthorized entry into, unauthorized use of, and misuse of college property
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance

- Failure to comply with Dress Code
- Failure to follow Thursday, Friday and Saturday Attendance Policy

Termination and Dismissal Policy

The following acts *may* result in **immediate termination** from California College of Barbering and Cosmetology:

- Missing school for 14 sequential calendar days
- Violation of the No Fraternization Policy
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing of product, equipment or from other students
- Use, possession, sale, or distribution of drugs/alcohol
- Interference with any instructor or administrator in connection with carrying out their duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

Grievance Policy and Student Complaints

Most problems or complaints that students may have with the school, or its administrator can be resolved through a personal meeting with the student's instructor or school administrator. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus, in person or via email at info@calcbc.com and staff will respond within 10 school days to aggrieved student, in writing. Grievance forms are available on the school's web page or by request from any instructor. All written complaints from students are saved for 6 years for review.

Student Tuition Recovery Fund (STRF)

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 enrolled 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-imposed 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 are not 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., Ste. 225, Sacramento, CA 95834, (916) 574-8900 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 as a result 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 at 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 in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, 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 or loans.

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 a taxpayer identification number.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Students Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, *whichever is later*. The institution shall refund 100% less registration fee of \$150.

Satisfactory Academic Progress Policy

California College of Barbering and Cosmetology's Satisfactory Academic Progress Policy (SAP) is consistently applied to **all** students enrolled at the school in a NACCAS approved program, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. California College of Barbering and Cosmetology's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **scheduled** hours. The chart below details the evaluation points applicable to each program.

Program	Course Length	Evaluation Points
Cosmetology 1,500 hours	1500 clock hours	450 scheduled hours and 13 weeks 900 scheduled hours and 26 weeks 1200 scheduled hours and 34.66 weeks
Cosmetology 1,000 hours	1000 clock hours	450 scheduled hours and 13 weeks 900 scheduled hours and 26 weeks
Barbering 1,200 hours	1200 clock hours	450 scheduled hours and 13 weeks 900 scheduled hours and 26 weeks
Barbering 1,000 hours	1000 clock hours	450 scheduled hours and 13 weeks 900 scheduled hours and 26 weeks
Esthetician 600 hours	600 clock hours	300 scheduled hours and 8.66 weeks
Manicuring 600 hours	600 clock hours	300 scheduled hours and 8.66 weeks

Academic Year

The institution operates all programs according to a schedule of 900 clock hours and 26 weeks per academic year of instruction.

Transfer Students

Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. SAP evaluation periods are based on actual contracted hours at the institution.

Attendance Policy – All Programs

Students are required to attend 67% of the scheduled sessions throughout their entire program. By maintaining a cumulative average attendance level of at least 67% of the scheduled hours indicated on the student's enrollment contract at the end of each evaluation period ensures that there will be completion of the student's program within 150% of the scheduled course length which is the maximum time frame in which a student must complete the course.

Attendance Progress

For a student to be deemed making satisfactory academic progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by

dividing the total hours accrued (clocked by the student), 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and one-half (1 ½) times the length of the course.

Academic Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a *cumulative* academic grade average of 70% to maintain satisfactory (academic) progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. The grading scale is listed below.

A	Excellent	90% - 100%
B	Very Good	80% - 89%
C	Satisfactory	70% - 79%
D-F	Fail/Unsatisfactory	69% & below

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled hours. Students who exceed the maximum time frame shall be terminated from the program and permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

Program	Maximum Weeks 150%	Maximum Scheduled Hours
Cosmetology 1,000 hours 30 hrs./week 34 weeks total	51 weeks	1,500 hours
Cosmetology 1,000 hours 35 hrs./week 29 weeks total	43.50 weeks	1,500 hours
Cosmetology 1,500 hours 30 hrs./week 50 weeks total	75 weeks	2250 hours
Cosmetology 1,500 hours 35 hrs./week 43 weeks total	64.50 weeks	2250 hours

Barbering 1,000 hours 30 hrs./week 34 weeks total	51 weeks	1500 hours
Barbering 1,000 hours 35 hrs./week 29 weeks total	43.50 weeks	1500 hours
Barbering 1,200 hours 30 hrs./week 40 weeks total	60 weeks	1800 hours
Barbering 1,200 hours 35 hrs./week 35 weeks total	52.50 weeks	1800 hours
Esthetician 600 hours 24 hrs./week 25 weeks total	37.50 weeks	900 hours
Esthetician 600 hours 25 hrs./week 24 weeks total	36 weeks	900 hours
Manicuring 600 hours 25 hrs./week 24 weeks total	36 weeks	900 hours

Determination of Progress

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. *Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, if applicable, unless the student is on warning.* Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

Warning (SAP)

Students who do not meet Satisfactory Academic Progress requirements at an Evaluation Point will be placed in the status of Warning. Students on Financial Aid Warning may continue to receive Title IV funding, if applicable, until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Probation for Satisfactory Academic Progress

California College of Barbering and Cosmetology is not presently offering SAP Probation or appeal.

Reestablishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV or Veteran's funding, if applicable, by meeting minimum attendance and academic requirements by the end of the warning period.

Leaves of Absence and Re-enrollments

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative 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.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 67% and an academic cumulative grade 70% by the next evaluation period to be reestablish academic progress.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). **The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.**

Incompletes, Withdrawals, or Repetitions

Course incompletes, repetitions and noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file. The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

Transfer Students and SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. When transfer hours are accepted for training, SAP evaluation periods are based on actual contracted hours at the institution.

Make Up Hours and Make Up Work

As California College of Barbering and Cosmetology offers both full-time and part-time classes students Monday - Friday 9:00 am to 10:00 pm and Saturday 9:00 am to 5:00 pm. Students are able to make up hours by attending another scheduled class outside the one they are enrolled; advance permission from an instructor is required to assure student teacher ratios allow for such.

If a student fails or misses a written or practical exam/quiz they will be given an opportunity (3) to make up that exam/quiz on the next scheduled test date. Students are reminded they are required to have a cumulative score (qualitative) from their written and practical exams (combined) at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

Institutional Refund Policy

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. This Policy complies with California's state mandated policy.

1. California College of Barbering and Cosmetology shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through

- attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
 3. This policy applies to all students.
 4. This policy is based on scheduled hours.
 5. The registration fee is a non- refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are **not refundable**. Once received by the student it will belong to the student and will represent a liability to the student.
 6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
 7. 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. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

Withdraw Procedures

Students who officially or unofficially withdraw from enrollment prior to course completion should:

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- *May* be charged a \$100 termination fee.

Constitution Day

California College of Barbering and Cosmetology recognizes Constitution Day on each September 17th. If the day falls on a day that students are not scheduled to be on campus the institution will schedule the annual Constitution Day to take place on day students are scheduled on campus.

Voter Registration

All students and staff are provided voter registration information on the school student bulletin board, and it can be found on the at: <https://registertovote.ca.gov>

Family Education Rights and Privacy Act - FERPA

California College of Barbering and Cosmetology complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. **Students and parents or guardians of dependent minor** students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to California College of Barbering and Cosmetology's

Admissions Office at 1024 E March Lane Stockton Ca 95210, or via email info@calcbc.com and allow up to 10 business days for processing, records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order 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 in connection with 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.

Access to Student Records and Privacy

Students **and parents or guardians of dependent minor students** who are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Administration Office. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading.

California College of Barbering and Cosmetology provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. California College of Barbering and Cosmetology protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention & Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature.

Graduation Requirements

To graduate from California College of Barbering and Cosmetology and receive a certificate of graduation, students must have completed the prerequisite clock hours for their program. Additionally, students must have taken all exams in the program and completed all requisite operations in their program's course outline.

Obtaining Proof of Training

Once a student has fulfilled all his/her financial obligations to the school (student ledger has a zero balance), a Proof of Training Document will be available to the student. Students are required to have their Proof of Training document to take the state exam.

Licensing Requirements

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee for barbers and cosmetologists, \$115 non-refundable initial license fee for estheticians and \$110 non-refundable initial license fee for manicurists to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Accreditation

California College of Barbering and Cosmetology is **accredited by** the National Accrediting Commission of Career Arts and Sciences (NACCAS). The National Accrediting Commission of Career Arts and Sciences (NACCAS's) located at 3015 Colvin Street, Alexandria, VA 22314 and can be reached at (703)600-7600.

Approvals

California College of Barbering and Cosmetology is licensed to operate as a private postsecondary institution in the State of California and is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

This institution is a private institution, that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. This institution is not implying that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. The Bureau for Private Postsecondary Education has approved California College of Barbering and Cosmetology to offer the following courses:

Cosmetology 1,500 clock hours
Cosmetology 1,000 clock hours
Barbering 1,200 clock hours
Barbering 1,000 clock hours
Esthetician 600 clock hours
Manicuring 600 clock hours

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at California College of Barbering and Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the graduation certificate you earn at our Cosmetology 1500-hour, Cosmetology 1000-hour Barbering 1200-hour, Barbering 1000-hour, Manicuring 600-hour and Esthetician 600-hour program(s) is also at the complete discretion of the institution to which you may seek to transfer. If the credits or graduation certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending California College of Barbering and Cosmetology to determine if your credits or graduation certificate will transfer.

Scholarships

Scholarships may be offered periodically. All Students who enroll during that period are eligible for the scholarship.

Students With Disabilities

California College of Barbering and Cosmetology promotes the acceptance of Students with physical limitations or disabilities if these Students (their parents or physician) believe they can fulfill the course training demands. The school complies with the provisions of Section 504 of the Rehabilitation act of 1973 and does not discriminate on the basis of disability in admission practices, clinic services or employees in its programs and function. An individual seeking admission shall be aware of the high level of manual dexterity and coordination required to benefit from the training and to attain reasonable employment placement after graduation and licensing. CAL CBC will provide reasonable accommodations to applicants with documented disabilities who can benefit from the training and participate in the program's activities and services. The institution is equipped with handicapped parking spaces and rest rooms.

Ownership

California College of Barbering and Cosmetology is owned by CAL CBC LLC.

Bankruptcy History

The institution, California College of Barbering and Cosmetology or CAL CBC LLC does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor has filed a petition against it within the preceding five years or has had a petition bankruptcy filed against it within the preceding five years that resulted in re-organization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq.).

No Fraternization Policy

Purpose:

California College of Barbering and Cosmetology is committed to maintaining a professional, respectful, and distraction-free learning environment. To support this mission, the following No Fraternization Policy outlines boundaries between students, faculty, and staff.

Policy:

1. Student-to-Staff Relationships:

Romantic, sexual, or intimate relationships between students and staff (including instructors, administrators, and support personnel) are strictly prohibited during the course of the student's enrollment.

Friendly but professional interactions are expected at all times. Staff must avoid any favoritism, perceived or real, that may result from inappropriate relationships.

2. Student-to-Student Relationships:

While friendships among students are natural, relationships that become disruptive to the learning environment create tension among classmates, or result in unprofessional conduct on campus will be addressed.

Public displays of affection (PDAs) are not permitted on school grounds.

Any romantic or sexual relationship that results in complaints of harassment, favoritism, or distraction from coursework may result in disciplinary action.

3. Social Media & Outside Contact:

Staff and instructors should not initiate or accept social media connections with currently enrolled students.

Communication between students and staff should remain professional and be conducted through school-approved channels (e.g., email, school phone, student portals).

4. Reporting & Consequences:

Any violations of this policy may result in disciplinary actions, including suspension or dismissal for students, or corrective action up to termination for employees.

Concerns or violations should be reported confidentially to the School Director or designated campus administrator.

Acknowledgment:

All students and staff are expected to read and acknowledge this policy as part of their enrollment or employment agreement.

Staff Administration and Instructional

Rhonda Arnold – Director of Education

Rhonda has been a dedicated professional in the beauty and barbering industry since 1980. Throughout her career, she has owned and operated over 12 successful salon and barbershop locations, managing and training teams of up to 63 employees. Her hands-on approach included personally training her staff in advanced barbering techniques to ensure high-quality service and professional growth. Today, Rhonda oversees the day-to-day operations of Central Valley Barber College, California Beauty College and California College of Barbering and Cosmetology, where she brings her decades of industry knowledge and leadership to the next generation of professionals. She is a licensed barber and remains passionate about mentorship, education, and elevating the standards of the industry she loves.

Carl Gibbs - President

Carl holds a B.A. in Business Administration and brings over 20 years of experience in the beauty and barbering industry. He began his career as a sales representative in Southern California, representing top beauty and barber brands for over a decade. During that time, he also managed a successful salon in Dana Point, CA. Since 2017, Carl has been actively involved in regulatory compliance and institutional approvals, working closely with the Bureau for Private Postsecondary Education (BPPE), the Board of Barbering and Cosmetology, NACCAS, the Department of Veterans Affairs, and the U.S. Department of Education. He is the owner of Central Valley Barber

College, California Beauty College and California College of Barbering and Cosmetology, all of which are NACCAS-accredited and DOE-approved institutions. Carl is also a licensed barber and remains passionate about advancing the industry through education and professional development.

Hernan Lopez Gutierrez – Financial Aid Director

Hernan discovered his passion for barbering at a young age and began cutting hair professionally seven years ago. His skill, combined with his strong business sense, quickly led him to open a successful 10-chair barbershop in Turlock, CA, which he recently sold after years of growth and community impact. He holds a B.A. in Business Administration and is a licensed barber. Hernan currently serves as the Financial Aid Director at both Central Valley Barber College and California Beauty College, where he also plays a key leadership roles as co-owner of California Beauty College and California College of Barbering and Cosmetology. His hands-on experience in the industry and commitment to education make him a valuable mentor to aspiring barbers and beauty professionals.

Mayra Tavares- Director of Operation

Mayra is a licensed Esthetician with over 14 years of management and customer service experience in the beauty and education industries. She began her career as a professional makeup artist, where she gained three years of artistry experience before transitioning into school administration. For the past five years, Mayra has worked in beauty school operations, serving in both admissions and registrar roles and developing expertise in student support, compliance, and institutional reporting. In addition to her administrative work, she has taught esthetics for the past year, sharing her skills and passion for skin care directly with students. Currently, she serves as Director of Operations at California College of Barbering and Cosmetology, where she oversees the education team ,admissions, registrar services, and day-to-day school management. Mayra is dedicated to fostering student success, supporting educators, and advancing excellence within the beauty and barbering industry.

Kathy Toburen – Senior Financial Aid Officer

Kathy has dedicated 28 years to higher education, with 26 of those years focused on financial aid. Throughout her career, she has served in multiple capacities within financial aid departments, including holding the role of Financial Aid at five different institutions. Kathy earned her Master of Business Administration (MBA) from National University, further strengthening her expertise in both education and finance. Her extensive experience allows her to guide students through the complexities of financial aid, from understanding eligibility and completing documentation to developing strategies for affording their education. Kathy finds great fulfillment not only in helping students access the resources they need but also in watching them grow academically and gain the hands-on experience that prepares them for success in their careers. Her commitment to student achievement and her passion for higher education make her a vital member of the college's leadership team.

Maria Gomez - Financial Aid Officer

Maria brings over 18 years of experience in the field. With over 7½ years dedicated specifically to postsecondary financial aid, she has extensive knowledge of federal and institutional aid processes. Maria works closely with students to guide them through FAFSA completion, entrance counseling, loan documents, and payment plan options. She reviews estimated eligibility and official award letters with students, ensuring they have a clear understanding of their financial aid packages. Additionally, she meets with graduating students to conduct exit counseling and provide important loan servicer information. Maria is also experienced with the National Student

Loan Data System (NSLDS) and remains committed to supporting students in making informed financial decisions that promote their educational success.

Isamar Avalos-Admissions Officer

Isamar is a licensed Cosmetologist with 10 years of industry experience and 5 years of experience in postsecondary education. She began her career behind the chair, specializing in color services, before transitioning into education. Isamar has served as a Cosmetology Educator, Lead Educator, and Registrar, where she developed a strong foundation in student support, academic documentation, and leadership. Her ability to connect with students on a personal level and guide them through their educational paths led to her advancement into the role of Admissions Officer. In this position, she works closely with prospective students, providing insight into the programs, admissions process, and career opportunities available in the beauty and barbering industry. In addition to her admissions responsibilities, Isamar remains actively involved in the beauty field, keeping her skills current in both color and her second passion, skin care. This dual expertise allows her to remain engaged with the programs she represents, ensuring she can offer students authentic guidance and encouragement. With her professional background, educational experience, and genuine commitment to student success, Isamar plays an essential role in helping future beauty professionals achieve their goals.

Itzel Betancourt - Registrar

Itzel is a licensed Cosmetologist with 2 years of industry experience and 5 years of customer service expertise. She began her career with California College of Barbering and Cosmetology as a data entry specialist and, within six months, was promoted to the registrar role. In this capacity, she manages student records, compliance reporting, and academic documentation with accuracy and care. In addition to her registrar responsibilities, Itzel has served as assistant to the Director of Operations, gaining valuable experience in admissions, campus tours, and front desk support. Her attention to detail, organizational skills, and commitment to student success make her an integral part of the school's administrative team.

Nikki Just – Lead Educator

Nikki is a licensed Cosmetologist with 14 years of experience in the beauty industry. Specializing in color, extensions, and waxing, she has developed a reputation for delivering personalized and stunning results. For the past 11 years, she has worked at the same salon in Lodi, CA, where she has built a loyal clientele and lasting professional relationships. In addition to her salon career, Nikki has 7 years of experience in education and now serves as a Lead Cosmetology Educator, where she shares her expertise and passion with the next generation of beauty professionals. Her dedication to education, combined with her artistry and attention to detail, makes her an invaluable member of both the salon and school communities.

Megann Guerrero- Lead Educator

Megann brings over 17 years of experience in the beauty industry. A licensed Cosmetologist and certified Borboleta lash artist, she has built a successful career by combining technical skill with creativity and a commitment to client satisfaction. Over the years, Megann has worked across multiple facets of the industry, gaining real-world expertise that she now brings into the classroom. Her true passion lies in education, where she empowers students with the knowledge, hands-on training, and confidence needed to succeed in a competitive and ever-changing field. As Lead Educator, she not only teaches advanced techniques but also mentors new instructors, helping to set the standard for excellence in both cosmetology and esthetics education. With her dedication, industry insight, and ability to inspire, Megann continues to shape the next generation of beauty professionals.

Adreanna Montanez – Esthetics Educator
Jessica Garcia – Cosmetology Educator
Nicole Taylor – Cosmetology Educator
Nadine Stagg-Williams – Cosmetology Educator
Anthony Garcia – Barbering Educator
Francisco Camacho – Barbering Educator
Victoria Barriga – Cosmetology/Manicuring Educator
Alexis Villarreal - Esthetics Educator
Alissa Ward - Esthetics Educator
Cassie Arevalo - Esthetics Educator
Sheila Tabor - Manicuring Educator
Elizabeth Chavez - Manicuring Educator

CALIFORNIA COLLEGE OF BARBERING AND COSMETOLOGY
School Catalog and Pre-Enrollment Disclosures Acknowledgement

_____ I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

_____ **State Licensing Requirements:** I understand the State of California Licensing Requirements as put forth in the school's catalog.

_____ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to, physically demanding postures and other considerations covered in the school's catalog including regulatory oversight restrictions of the industry and the ability to meet requirements set forth by employers.

_____ **Course Outline:** I understand the Course Outline set forth in the catalog.

_____ **Return to Title IV policy (R2T4)** in catalog.

I have reviewed the below disclosures and understand they are also posted on the school's web page:

_____ Program Outcomes and Performance data for State of California and on <https://www.calcbc.com/consumers-disclosures/>

_____ Program Outcomes and Performance data for NACCAS and on <https://www.calcbc.com/consumers-disclosures/>

_____ I have viewed the California State Board of Barbering & Cosmetology Act & Regulations Booklet Electronically at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf

_____ **Clery Act** disclosures and **Drug and Alcohol Policy** disclosures are on the school's web site. <https://www.calcbc.com/consumers-disclosures/>

Student Name (Print):

Parent or Guardian Signature, if applicable:

Date:

Date:

Student Name (Sign):