

Lyle's College of Beauty

CATALOG

January 1, 2019 – December 31, 2019

Main Campus:

6735 N. First Street, Suite 112
Fresno, CA 93710
559.431.6060

Branch Campus:

2935 F Street
Bakersfield, CA 93301
661.327.9784

www.lylescolleges.com

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Mission Statement and Objectives

The mission of Lyle's College of Beauty is:

- To prepare all students to pass the State Board examination.
- To prepare students for careers in cosmetology arts and sciences, massage field, and/or related fields and/or unrelated fields
- To produce knowledgeable and skilled graduates that will be an asset to any phase of the industry they wish to pursue.
- To produce graduates that will be highly employable and capable of demonstrating the knowledge and experience received in their training.
- To maintain an updated program so students will have complete knowledge of current professional techniques.
- To promote continual educational growth for the faculty and students through constant review of teaching methods and techniques.

Approvals

Lyle's College of Beauty is regulated by the following State agencies:

Board of Barbering and Cosmetology

P.O. Box 944226
Sacramento, CA 94244-2260
(916) 574-7574

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798-0818
P: 888.370.7589 or 916.431.6959
F: 916.263.1897
www.bppe.ca.gov

Lyle's College of Beauty has approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter8), which is effective January 1, 2010.

The following courses are approved at the Fresno campus:

- Cosmetology - 1600 Hours
- Manicuring - 400 Hours

- Teacher Training – 600 Hours
- Esthetician - 600 Hours

The following courses are approved at the Bakersfield campus:

- Cosmetology - 1600 Hours
- Manicuring - 400 Hours
- Teacher Training – 600 Hours
- Esthetician - 600 Hours

Not all programs are continuously open for enrollment. Please check with an admission representative regarding your program of interest.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma verifying the fact.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Accreditation

Lyle’s College of Beauty is accredited by the following agency:

National Accrediting Commission of Career Arts & Sciences (NACCAS)

3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600
www.naccas.org

As an accredited institution, Lyle’s College of Beauty participates in the Title IV Financial aid Programs, allowing qualified students to receive financial assistance for tuition and other costs.

Memberships

Lyle's College of Beauty is a member of:

- National Hairdressers and Cosmetologists Association
- California Cosmetologists Association
- Official Hair Fashion Committee
- Chamber of Commerce
- California Hair Fashion Committee
- American Association of Cosmetology Schools (AACCS)

Consumer Information

Catalog

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

Disclosure

Lyle's College of Beauty has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

Visa Services and Language of Instruction

Lyle's College of Beauty does not offer visa services to prospective students from other countries or English language services. All instruction occurs in English.

Addresses of Classes

All courses are taught at:

- **Fresno:** 6735 N. First Street, Suite 112, Fresno, CA 93710
- **Bakersfield:** 2935 F Street, Bakersfield, CA 93301

Handicap Access

Lyle's College of Beauty does have accessibility and programs for the handicapped upon approval of the institution. Applicants are approved on an individual basis, based upon a review of the applicant's ability to benefit from the program without undue hardship to the applicant or the institution.

Non-Discrimination Policy

Lyle's College of Beauty does not discriminate on the basis of sex, race, ethnic origin, color, age or religion in the education programs, admissions, instruction, graduation policies and other activities that it operates and is prohibited in such manner by law. This practice and requirements of non-discrimination also extend to employment by the school and the administration of students to programs and activities operated by the school.

Ownership and History

Lyle's College of Beauty is owned and operated by Lyle's Colleges of Beauty, Inc. Odulia Dee Upton became the Chief Executive Officer and sole owner upon Lyle W. Upton's death in September 1998.

Lyle Upton was an internationally acclaimed expert and champion in the field of cosmetology. He competed and won virtually every major hairdressing competition in California and the United States. He was the Olympic hairstyling champion in 1966 and traveled extensively throughout Europe and the Far East with a selected team to compete and share his award-winning techniques with others. Lyle was named to the *Who's Who in the Cosmetology* Hall of Fame, and was also awarded the Honorary Doctoral Degree from the School of Applied Arts and Sciences in 1987.

Lyle began his career as a hairstylist and soon became the proud owner of a chain of salons in Bakersfield. From that point, he progressed with his 'gung-ho' spirit to open 15 other schools. It was his desire to teach future generations the techniques he had--and what better way of doing so than to open his own school? This high standard of creative excellence in every aspect of cosmetology is plainly reflected in the quality of students that graduate from Lyle's College of Beauty.

In brief, the following is a biography of Lyle W. Upton.

Biographical Data: Lyle W. Upton

Born and raised in Bakersfield area.

At 18, enrolled in Beauty School, after having already served in the Army.

At 19, called back into the Army to serve in Korea. Sustained serious injury to left hand and was discharged from the Army at age 21. While in the Army hospital, recovering from his injuries, successfully completed the General Education Diploma course and received his high school diploma.

Enrolled in Beauty School and took the Brush-Up Course.

His first job after serving in the Army was in the salon of a Bakersfield department store. His first pay check was \$36.00 for two weeks' work.

Started participating in hair styling/hair cutting competitions. Slept in his car and ate mayo/lunchmeat sandwiches to afford contest expenses.

Worked for Maurice Laveck in Bakersfield for two years, then opened "House of Lyle," which enjoyed immediate success. Then opened second salon, "Magic Fingers." Merged "House of Lyle" with "Magic Fingers" after converting a 3800 square foot house into a salon. Had staff of 18.

Appointed to California Hair Fashion Committee after joining C.C.A. Served as an Officer or Director for four years, with one term as President. Continued education in field and won numerous awards:

- World Supreme in N.Y.C.
- Hairstyling Champion of California
- Hairstyling Champion of Nevada
- Grand Award in Los Angeles
- Grand Award in San Francisco
- C.C.A. State Champion
- National Hair Fashion Committee Stylist of the Year
- Long Beach Hair Fashion Guild (seven awards)

Opened first Beauty School, in Bakersfield. Was successful in tryouts for 1966 Olympic team. Tryouts held in Chicago, New York, and St. Louis. Place third in team tryouts.

Went to Milan, Italy for 1966 Hair Olympics. After three weeks of preparation, competed. The USA team won 5th place overall. Lyle won 3rd place as an individual. He was notified of this honor by Mrs. Edna Emmy of the National Hair Fashion Committee. She said that he had the highest points of the entire U.S. team.

Returned to the U.S. after platform work in Europe. Also did extensive platform work throughout the U.S. for numerous manufacturers and the Hair Fashion Committees.

Continued expanding the chain of schools, until he had 18 altogether from San Francisco to San Diego. Currently there are two schools, both in the San Joaquin Valley. Honors Received:

- Key to the City of Sacramento
- Lifetime Teaching Credential (Adult Education)
- Lifetime Teaching Credential (Community College)
- Honorary Doctorate in Business Administration from the School of Applied Arts and Sciences of Sacramento, California (Only one recipient is chosen by the Board of Trustees once every three to five years)
- Member, N.H.C.A. Hair Fashion Committee
- Honorary Member of California Hair Fashion Committee
- Appointed to the Hall of Fame of the California Cosmetology Association (1988)

Lyle was most proud of the fact that he is a self-made man. After very humble beginnings and a little formal education, he enjoyed tremendous success.

Facility, Library, and Equipment

Instruction is in residence. The institution uses a maximum student/teacher ratio of 30:1.

All courses in **Fresno** are taught at 6735 N First, Suite 112, Fresno, CA 93710.

The total square footage of the Fresno campus is 6,230 square feet. Facilities are as follow:

- Freshman Classroom (1)
- Regular Classroom (2)
- Student Lounges (1)
- Storage Room (1)
- Laundry/Utility Room (1)
- Dispensary (1)
- Library (1)
- Reception/waiting area (1)
- Restrooms (2)
- Salon with Facial Area (1)
- Administrative Offices (2) - Director, Instructor, and Financial Aid

Equipment available for student use includes:

- Shampoo bowls (9)
- Dryers (13)
- Student stations (48)

All courses in **Bakersfield** are taught at 2935 'F' Street, Bakersfield, CA 93301

The total square footage of the Bakersfield campus at 2935 "F" Street is 7,500 square feet. Facilities are as follows:

- Classroom (3)
- Student Lounges (1)
- Storage Room (1)
- Laundry/Utility Room (1)
- Dispensary (1)
- Library (1)
- Reception/waiting area (1)
- Restrooms (2)
- Salon with Facial Area (1)
- Administrative Offices (3) - Director, Instructor, and Financial Aid

Students have access to library books, periodicals, videos, etc. with check out procedures. The library is open Monday – Friday, 8:30 am – 5:00 pm. Materials can be checked out for a maximum of 24 hours. A complete list of materials is located at the library.

Equipment available for student use includes:

Shampoo bowls (12)

Dryers (9)

Student stations (60)

Enrollment Schedule

Lyle’s College of Beauty has open enrollment. Students may enroll on scheduled Tuesdays for day time classes and scheduled Mondays for evening classes. Upon enrollment, students will be oriented to school policies, rules, and regulations needed to comply with the Cosmetology programs, and will be informed of all established tuition fees and charges.

Class Schedule

A minimum of five weeks of orientation as a freshman begins the course of training at Lyle’s College of Beauty. During the freshman period, students will attend special freshman classes with instruction in all fundamentals of Cosmetology. (Manicuring freshman class is a minimum of 50 completed hours.) (Esthetician freshman class is a minimum of completed hours)

Theory

Fresno: Tuesday – Friday

Evening: Monday -Wednesday

Bakersfield: Tuesday - Friday

Evening: Monday-Tuesday

Student Hours - Tuesday through Saturday

Part-time schedule:

8:30 am to 12:30 pm

Three-Quarter schedule:

8:30 am to 1:30 pm

Full-time schedule:

8:30 am to 3:00 pm

8:30 am to 5:00 pm

Evening Class – Part-time schedule: (Monday through Friday)

5:30 pm to 9:30 pm

Hours of Operation

Lyle’s College of Beauty is open for advising and information on the following days:

Monday	Evening 5:30 p.m. to 9:30 p.m.)
Tuesday	8:30 a.m. to 5:00 p.m. (Evening 5:30p.m-9:30p.m)
Wednesday	8:30 a.m. to 5:00 p.m. (Evening 5:30p.m-9:30p.m)
Thursday	8:30 a.m. to 5:00 p.m. (Evening 5:30p.m-9:30p.m)
Friday	8:30 a.m. to 5:00 p.m. (Evening 5:30p.m-9:30p.m)
Saturday	8:30 a.m. to 5:00 p.m.
Sunday	Closed

In the event that Lyle’s College of Beauty is unexpectedly closed due to extenuating circumstances, the student will be notified in person by the Director or Registrar or other staff member.

Holidays

Lyle’s College of Beauty observes the following holidays: *New Year's , Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.*

Lyle’s College of Beauty also reserves the right to take other observed holidays.

Emergency Numbers

Fresno:

- Emergency 911
- Police Dept. 498-1414
- Fire Dept. 498-1188
- School Owner Odulia Upton: (559) 432-7591
- School Director Gina Barnes (559) 432-7591

Bakersfield:

- Emergency 911
- Police Dept. 327-7111
- Fire Dept. 324-6551

- School Owner Odulia Upton: (559) 432-7591
- School Director Patsy Billings (661) 327-9784

Admissions Policies and Procedures

Requirements for Admission

All students must be at least 16 years of age with a high school diploma or recognized equivalent.

- Students are required to have a minimum of a high school diploma or recognized equivalent, GED.
- All students with a high school diploma or its equivalent must establish the ability to benefit from the training offered by taking and passing the Ability-to-Train **Milady** Test. A score less than 70% requires a waiting period of seven (7) days, at which time a second testing may be administered. A passing score of no less than 70% is necessary for admission. (\$20.00 entrance exam fee)
- Foreign students high school diploma must be verified by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- If enrolled under a training agreement with a government agency, institution district and/or entity must meet the admission requirements set out in the training agreement and those listed above.
- There is no new Ability to Benefit students accepted at this time. If a student has prior proof of passage of ATB exam from other college – see admission office.
- **ATB TESTING POLICY - ATB is no longer accepted by the Department of Education as a basis for granting financial aid.**
- The enrollment policy for Teacher Training also requires that enrollees have a valid cosmetologist license from the State of California.

Lyle's College of Beauty have an open enrollment schedule. Students may enroll at any time and may begin attending classes on scheduled Tuesdays and Monday for evening classes.

***Note: If a student has attended another post-secondary institution, an academic and financial aid transcript from the prior post-secondary school must accompany the previous requirements. A transfer student must provide a copy of a Barbering and Cosmetology Program Record of Withdrawal or a Record of Completion from the previous enrollment. All transfer or re-enrollees must remain in Freshman class until the Freshman test for that program for Manicuring) is completed with a Satisfactory grade before clinic assignment.**

Re-Enrollment and Transfer of Credit Policy

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon either a written exam, oral exam, or both. Credit allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student shall be notified. **(NOTE: ALL PRIOR TRAINING MUST BE EVALUATED.)**

Re-enrolling Students

- must have a zero balance on previous tuition/supplies costs or have made acceptable arrangements to pay off their balance,
- must have all required documentation on file,
- must pass Ability-to-Train test with the minimum scores.
- must be able to graduate from the selected course within the maximum time frame with all the theory and practical operations required.

Transfer Students

- Students who transfer from another Lyle's College of Beauty campus may continue their education by withdrawing from one campus and enrolling in the other.
- Students who transfer into Lyle's College of Beauty from another institution because of a "Teach-out" are treated as new enrollees and will be subject to the same enrollment criteria as stated on page 9 of this catalog. In addition, they will only be accepted as students pending receipt of appropriate documents from their preceding institution.
- Transfer students must provide a Proof of Training and a record of prior operations and theory credited from their previous enrollment. All transfer students or re-enrollees with cumulative hours for clinic assignment must be evaluated in both written and practical progress with a satisfactory grade before clinic assignment.
- Credit is not provided for achievement exams, challenge examinations or experiential credits.
- Maximum amount of hours that can be transferred in: Based on institution evaluation of prior training

Articulation Agreements

Lyle's College of Beauty has not entered into transfer or articulation agreements with any other college or university.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Lyle's College of Beauty is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 Lyle's College of Beauty to determine if your credits or diploma will transfer.

Requirements for State Licensure

The State of California Cosmetology Act establishes the following examination admission requirements for licensure.

The applicant must:

- Have completed the selected course at a licensed school of Cosmetology,

- not be less than 17 years of age
- have completed the 10th grade or its equivalent and
- have a government issued photographic identification, SS Card or ITN number.

The present cost of the State Examination is \$125.00 for Cosmetology, \$110.00 for Manicuring, and \$115.00 for Esthetician. There is an additional fee if the student elects to participate in the pre-application process. Passing this examination entitles the student to issuance of a license in the appropriate field. Each student must furnish her/his own traveling expenses. The State Board Examinations are given in Glendale and Fairfield.

Retention and Disclosure of Education Records / FERPA

Retention of Records

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

There is a charge of \$25.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for a fee of \$4.00 per copy.

Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the teachers' office.

Disclosure of Records

Adult students and parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their educational records or that of their dependent minor.

Education records are defined as files, materials and documents that contain information directly related to a student and that are maintained by the institution. Students are not entitled to inspect the financial records of their parents. A written consent is required before educational records may be disclosed to the parents or guardians of adult students or others with the exception of disclosure allowed by law, such as to accrediting commissions or governmental agencies. Access to files must be requested in writing, in letter form or on a form furnished by the institution.

Students right to gain access to their files

Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the institution.

FERPA Policy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.& 1232g;34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S Department of Education.

FERPA gives parents (legal guardians) certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Exceptions to the above rule are:

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. NACCAS staff, commissioners, and evaluators for NACCAS;
7. U. S. Department of Education;
8. Persons who need to know in cases of health and safety emergencies;
9. State and local authorities within a juvenile justice system, pursuant to specific state law;
10. Subpoenas by court order.

Parents (legal guardians) or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or be allowed to leave the school building. Parents (legal guardians) and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

Records will include, but not be limited to:

1. Required enrollment applications and supporting documents;
2. Progress reports;
3. Student financial aid reports;
4. Payments and tuition evaluation data balances; and
5. Other evaluation data.

Lyle's College of Beauty may disclose directory-type information such as name, address, telephone number date and place of birth, honors and awards, and dates of attendance and attendance percentages. Parents (legal guardians) or eligible student may opt out by completing a Lyle's College of Beauty "opt out" form at any time.

A student has the right to file a complaint with the U. S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Programs

Please note that the numbers of minimum operations do not represent total hours spent completing the operations. For example, a student may take more than 200 hours to complete the required 200 wet hairdressing practical operations for the cosmetology course. Each program requires the clock hours stated for completion (The theory hours are calculated time for time – the practical-operations are calculated time needed for operation). Completion of required clock hours, theory hours, and operations (time based on clock hours to complete) required for graduation from all of the courses.

Cosmetology

SOC Code 39-012.00 (www.onetonline.org)

Hair, Nail and Skin Care: 1600 hours- 54 weeks (Professional license required by passage of state exam upon completion of course requirements)

Course Description: Cosmetology is the science and study of modern techniques to beautify one's appearance through hairstyling and manicuring. Course taught in English.

Course Goal: To prepare students to pass the State Board Examination.

Prepare student for entry level employment

Instruct students in all safety and sanitary measure in protection of client

Instruction in the fundamentals of Cosmetology for the field of hair, facials and nails

Develop marketing and sales skills to be successful

Train in all basic procedures

Help the growth of students in good habits and attitude, creativity, responsibility, good ethics and self-assurance

Grading Procedures:

Grading Policy for Theory and Practical:

A – 100-90%

B – 89-80%

C – 79-75%

D –74-70%

F – Below 70%

Course Outline:

Introduction: Subject in theory

Presentation: Subject by demonstration

Application: How subject will be applied to you as the professional

Testing: Mode to determine the level of Proficiency

Textbook: *Standard Textbook of Cosmetology* published by Milady

Subjects to be reviewed and tested:

1. Hygiene and Good Grooming
2. Visual Poise, interview preparation, resume preparation
3. Personality Development, human relations
4. Professional Ethics, communication skills
5. Bacteriology
6. Sterilization and Sanitation
7. Draping
8. Shampooing and Rinsing
9. Scalp and Hair Care
10. Hair Shaping
11. Finger waving
12. Hair Styling
13. The Care and Styling of Wigs
14. Permanent Waving
15. Hair Coloring
16. Chemical Hair Relaxing & Chemical Blowout
17. Thermal Hair Straightening (Hair Pressing)
18. Thermal Waving, Curling & Blow-Dry
19. Manicuring
20. The Nail & Disorders of the Nail
21. Theory of Massage
22. Facials
23. Facial Make-Up
24. False Eyelashes
25. Superfluous Hair Removal
26. Cells
27. The Skin & Disorders of the Skin
28. The Hair & Disorders of the Hair
29. Anatomy
30. Electricity & Light Therapy
31. Chemistry
32. Salon Management, job skills, finding advance employment opportunities

Outline of Units: Please see student ticket for work requirements in each area of study. You will notice that the format of the course includes class work and practical (clinic) work.

Instructional Techniques: The following instructional techniques will be utilized in teaching the theory and content of this course:

- Lecture
- Review & Testing
- Guest Speakers
- Field Trips
- Practical Demonstrations
- Video Presentations
- Personal Remedial Instruction (as Necessary)
- Group Discussions
- Question & Answer session
- Selected audio-visual equipment & materials as it pertains to the particular subject area

COSMETOLOGY CURRICULUM (1600 HOUR COURSE)

The curriculum for student enrolled in the cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology.

Technical instruction meaning instruction by demonstration, lecture, classroom participation, or examination. Each section will include training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping and client service records.

Practical operations meaning the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include but not limited to the following:

1100 Hours of Technical Instruction and Practical Training in Hair Dressing - the required subjects on instructing in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(415 Hours) Hair Styling (Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.)

(255 Hours) Permanent Waving and Chemical Straightening (hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions

(220 Hours) Hair Coloring and Bleaching (hair analysis, predisposition and strand test, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers, also including the use of semi-permanent, demi-permanent and temporary colors.

(210 Hours) Hair Cutting (use of scissors, razor (shaper), electrical clippers/trimmers, and thinning shears for wet and dry cutting.

200 Hours of Technical Instruction and Practical Training in Health and Safety – the required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(20 Hours) Laws and Regulations (Barbering and Cosmetology Act and the Board's Rules and Regulations

(95 Hours) Health and Safety Considerations (cosmetology chemistry – chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter, hazardous substances including training in chemical and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable disease, including HIV/AIDS, Hepatitis B and staph and Material Data Sheets.

Hours) Disinfection (disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

(15 Hours) Anatomy and Physiology (Human Anatomy , Human Physiology.

200 Hours of Technical Instruction and Practical Training in Esthetics –the required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(125 Hours) Manual, Electrical and Chemical Facials (manual facials including cleansing, scientific manipulations, packs and masks. Electrical facials including the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes. Chemical facials including chemical skin peels, packs, masks and scrubs.

(75 Hours) Eyebrow Beautification and Make-Up (eyebrow arching and hair removal, including the use of wax, tweezers, electrical or manual, and depilatories for the removal of superfluous hair. Make u, including skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes

100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring – the required subjects of instruction in manicuring and pedicuring shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(40 Hours) Manicuring and Pedicuring (water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

(60 Hours) Artificial Nails and Wraps – (liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

Manicuring

SOC Code 39-5092.00 (www.onetonline.org)

Nail Care Only: 400 hours -24 weeks

(Professional license required by passage of state exam upon completion of course requirements)

Course description: Manicuring is the care of hands, feet and nails. Manicuring as a career offers many opportunities and reward to those who have acquired thorough professional training. Course taught in English.

Course Goal: To prepare students to pass the State Board Examination.

Prepare student for entry level employment

Instruct students in all safety and sanitary measure in protection of client

Instruction in fundamentals of Manicuring for the advancement in the field of nails

Develop marketing and sales skills to be successful

Train in all basic procedures

Help the growth of students in good habits and attitude, creativity, responsibility, good ethics and self-assurance

Grading Procedures:

Grading Policy for Theory and Practical:

A – 100-90%

B – 89-80%

C – 79-75%

D –74-70%

F – Below 70%

Objective: Goals are to be accomplished by study, review, testing, and review in theory and practical areas.

Course Outline:

Introduction: Subject in theory

Presentation: Subject by demonstration

Application: How subject will be applied to you as the professional

Testing: Mode to determine the level of Proficiency

Textbook: *The Art and Science of Manicuring* published by Milady
Subjects to be reviewed and tested:

1. Hygiene and Good Grooming
2. Visual Poise, Interview Preparation, Resume Preparation
3. Personality Development, Human Relations
4. Professional Ethics, Communication Skills
5. Bacteriology
6. Sterilization and Sanitation
7. Draping
8. Manicuring
9. The Nail and Disorders of the Nail
10. Theory of Massage
11. Cells
12. The Skin and Disorders of the Skin
13. Disorders of the Nail
14. Anatomy
15. Chemistry
16. Salon Management, Job Skills, Advance Employment Opportunities
17. State Board Rules and Regulations

Outline of Units: Please see student ticket for work requirements in each area of study. You will notice that the format of the course includes class work and practical (clinic) work.

Instructional Techniques: The following instructional techniques will be utilized in teaching the theory and content of this course:

- Lecture
- Review & Testing
- Guest Speakers
- Field Trips
- Practical Demonstrations
- Video Presentations
- Personal Remedial Instruction (as Necessary)
- Group Discussions
- Question & Answer session
- Selected audio-visual equipment & materials as it pertains to the particular subject area

MANICURING CURRICULUM (400 HOUR COURSE)

The curriculum for student enrolled in the manicuring course shall consist of four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist.

Technical instruction meaning instruction by demonstration, lecture, classroom participation, or examination. Each section will include training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping and client service records.

Practical operations meaning the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include but not limited to the following:

300 Hours of Technical Instruction and Practical Training in Nail Care - the required subjects on instructing in Nail Care shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(300 Hours) Manicures and Pedicures and Artificial Nails (Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis

100 Hours of Technical Instruction and Practical Training in Health and Safety – the required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(10 Hours) Laws and Regulations (Barbering and Cosmetology Act and the Board's Rules and Regulations

(45 Hours) Health and Safety Considerations (Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable disease, including HIV/AIDS and Hepatitis B.

(35 Hours) Disinfection and Sanitation(Procedures to protect the health and safety of the consumer as well as the technician. All necessary functions for disinfecting instruments and equipment – including pedicure foot spa and basin disinfection procedures.

(10 Hours)Bacteriology, Anatomy and Physiology (Bacteriology, anatomy, physiology, and nail analysis and conditions.

Teacher Training

SOC Code 25-1194.00 (www.onetonline.org)

Teacher Preparatory Instruction: 600 hours - 30 weeks

(Professional license required by passage of state exam upon completion of course requirements)

Course Description: The teacher training course provides the incumbent with a clear understanding of the various teaching techniques to be successful in his/her career. Course taught in English.

Course Goal: To prepare students to pass the State Board Examination.

Develop skills, personality and mechanical, suitable for the teaching of cosmetology

Instruction in fundamentals of Teaching for the advancement in the field of teaching cosmetology

Develop marketing and sales skills to be successful

Train in all basic procedures

Help the growth of students in good habits and attitude, creativity, responsibility, good ethics and self-assurance

Grading Procedures:

Grading Policy for Theory and Practical:

A – 100-90%

B – 89-80%

C – 79-75%

D – 74-70%

F – Below 70%

Objective: Goals are to be accomplished by study, review, testing, and review in theory and practical areas.

Course Outline:

Introduction: Subject in theory

Presentation: Subject by demonstration

Application: How subject will be applied to you as the professional

Testing: Mode to determine the level of Proficiency

Textbooks: Criteria (State Board of Cosmetology; *Standard Textbook of Cosmetology* by Milady; *Art and Science of Manicuring* by Milady;

Subjects to be reviewed and tested:

1. Hygiene and Good Grooming
2. Visual Poise, Interview Preparation, Resume Preparation
3. Personality Development, Human Relations
4. Professional Ethics, communication Skills
5. Bacteriology
6. Sterilization and Sanitation
7. Draping
8. Shampooing and Rinsing
9. Scalp and Hair Care
10. Hair Shaping
11. Finger waving
12. Hair Styling
13. The Care and Styling of Wigs
14. Permanent Waving
15. Hair Coloring
16. Chemical Hair Relaxing & Chemical Blowout
17. Thermal Hair Straightening (Hair Pressing)
18. Thermal Waving, Curling & Blow-Dry
19. Manicuring
20. The Nail & Disorders of the Nail
21. Theory of Massage
22. Facials
23. Facial Make-Up
24. False Eyelashes
25. Superfluous Hair Removal
26. Cells
27. The Skin & Disorders of the Skin
28. The Hair & Disorders of the Hair
29. Anatomy
30. Electricity & Light Therapy
31. Chemistry
32. Salon Management, Job Skills, Finding Advance employment opportunities

Outline of Units: Please see teacher trainee ticket for work requirements in each area of study. You will notice that the format of the course includes classroom and practical work.

Instructional Techniques: The following instructional techniques will be utilized in teaching the theory and content of this course:

- Lecture
- Review & Testing
- Guest Speakers
- Field Trips
- Practical Demonstrations
- Video Presentations
- Personal Remedial Instruction (as Necessary)
- Group Discussions
- Question & Answer session
- Selected audio-visual equipment & materials as it pertains to the particular subject area

TEACHER TRAINING CURRICULUM (600 HOUR COURSE)

The curriculum for student enrolled in the teacher training course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices constituting the art of esthetics.

Technical instruction meaning instruction by demonstration, lecture, classroom participation, or examination. Each section will include training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping and client service records.

Practical operations meaning the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include but not limited to the following:

350 Hours of Technical Instruction and Practical Training in Instructor Techniques - the required subjects instructing in Instructor Techniques shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(350 Hours) Instructional Techniques, Organization Techniques, Lesson Plans, and Techniques of Evaluation. (Instruction techniques – lectures, video presentations, power points, group discussions, questions and answers. Organization techniques – review and testing, field trips, guest speakers. Formulation of lesson plans for all phases of cosmetology, manicuring, esthetician and barber conversion courses. Evaluation techniques for performances by students in both technical and practical instruction..

10 Hours of Technical Instruction in Laws and Regulations – the required subjects of instruction in Laws and Regulations shall be completed with the minimum hours of technical instruction for each subject matter as follows:

(10 Hours) Laws and Regulations (Barbering and Cosmetology Act and the Board’s Rules and Regulations

240 Hours of Technical Instruction and Practical Training in Classroom Instruction and Supervision of Student Practice –the required subjects of instruction in classroom and student practice shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(140 Hours) Classroom Instruction (theory-technical instruction on preparing and presenting classroom instruction, activities, motivation, testing and evaluations

(100 Hours) Supervision of Student Practice (Supervising the practical performance of student – assistance on floor with clients and mannequins, and grading performances

Esthetician

SOC Code 39-5094.00 (www.onetonline.org)

Skin Care: 600 hours -20 weeks

(Professional license required by passage of state exam upon completion of course requirements)

Course description: The study of skin care, or esthetics, involves the science of skin care, body care, hair removal and makeup. Course taught in English.

Course Goal: To prepare students to pass the State Board Examination.

Prepare student for entry level employment

Instruct students in all safety and sanitary measure in protection of client

Instruction in the fundamentals of Esthetician for the field of facials, waxing, makeup

Develop marketing and sales skills to be successful

Train in all basic procedures

Help the growth of students in good habits and attitude, creativity, responsibility, good ethics and self-assurance

Grading Procedures:

Grading Policy for Theory and Practical:

A – 100-90%

B – 89-80%

C – 79-75%

D –74-70%

F – Below 70%

Course Outline:

Introduction: Subject in theory

Presentation: Subject by demonstration

Application: How subject will be applied to you as the professional

Testing: Mode to determine the level of Proficiency

Textbook: *Standard Textbook of Fundamentals for Estheticians* published by Milady

Subjects to be reviewed and tested:

1. Skin Care History and Opportunities
2. Your Professional Image-Communication Skills
3. Sanitation and Disinfection
4. Anatomy and Physiology
5. Chemistry for Estheticians
6. Cosmetic Chemistry
7. Basics of Electricity

8. Physiology and Histology of the Skin
9. Skin Disorders and Disease
10. Skin Analysis
11. Product Selections and Ingredients
12. The Treatment Room
13. Massage
14. Basic Facials and Treatments
15. Machines
16. Hair Removal
17. Advanced Esthetics Subjects
18. The World of Makeup
19. The Salon/Spa Business, Interview and Resume Preparation
20. Selling Products and Services, Human Relations
21. Career Planning, Job skills, finding Advance Employment Opportunities

Outline of Units: Please see student ticket for work requirements in each area of study. You will notice that the format of the course includes class work and practical (clinic) work.

Instructional Techniques: The following instructional techniques will be utilized in teaching the theory and content of this course:

- Lecture
- Review & Testing
- Guest Speakers
- Field Trips
- Practical Demonstrations
- Video Presentations
- Personal Remedial Instruction (as Necessary)
- Group Discussions
- Question & Answer session
- Selected audio-visual equipment & materials as it pertains to the particular subject area

ESTHETICIAN CURRICULUM (600 HOUR COURSE)

The curriculum for student enrolled in the esthetician course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices constituting the art of esthetics.

Technical instruction meaning instruction by demonstration, lecture, classroom participation, or examination. Each section will include training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping and client service records.

Practical operations meaning the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include but not limited to the following:

350 Hours of Technical Instruction and Practical Training in Facials - the required subjects instructing in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(335 Hours) Manual, Electrical and Chemical Facials (Manual facials including cleansing, scientific manipulations, packs, and masks. Electrical facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes – machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical facials include chemical skin peels, packs, masks and scrubs.)

(15 Hours) Preparation (salon and spa skills, consultation, professionalism, intake procedures, pre and post operative care.

200 Hours of Technical Instruction and Practical Training in Health and Safety – the required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(20 Hours) Laws and Regulations (Barbering and Cosmetology Act and the Board's Rules and Regulations

(95 Hours) Health and Safety Considerations (training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

(40 Hours) Disinfection (disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.

(45 Hours) Anatomy and Physiology (Human Anatomy , Human Physiology, Bacteriology, skin analysis and conditions

50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up –the required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject matter as follows:

(28 Hours) Eyebrow Beautification (eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

(22 Hours) Make-up (skin analysis, basic and corrective application, application of false eyelashes.

School Attendance and Tardy Policy

The State of California Cosmetology Act requires a student to physically attend the following number of actual clock hours:

➤ Cosmetology	1600
➤ Manicuring	400
➤ Teacher Training	600
➤ Esthetician	600

- A student daily attendance requirement will be as outlined in the attachment to his/her contract. Changes in that requirement may be requested by the student in writing and shall become effective upon the approval of the school administrator.
- A student is required to be in class promptly and in regulation uniform.
- All absences are considered unexcused. An intended absences or leaves must be cleared with the school administrator. Students must attend their contract time. Students must have been in attendance their contract time for an entire week prior to being considered to make up hours while maintaining their contract time every day.
- Students must graduate by their contract date and complete all requirements to avoid over time charges.
- A class scheduled and not attended will be counted as a class attended and charged as if the student was in the class. If the student is unable to complete the course by the end of the contracted time period, he/she will be charged for the overtime necessary for them to complete the course.

For example: If a student missed 8 hours of class, her/his projected overtime charge will be:

$$\Rightarrow \$10.00 \times 8 = \underline{\$80.00} \text{ (Cosmetology example)}$$

- A student is responsible for the withdrawal calculation based on scheduled or actual time whichever is greater.
- A leave of absence may be granted as outlined in the satisfactory academic progress policy.
- All students must be clocked in no later than 8:30 a.m. to be allowed into school that day. This rule applies to all days. Theory class will accept only those students clocked in by 8:30 a.m. and ready for class.

- Students must complete their assignments to receive credit.
- At no time will hours be deducted from or changed due to tardiness. Continual tardiness will result in advising.
- Any student who misses any class or exam will be allowed to make it up with arrangements with the instructor.

Satisfactory Academic Progress Policy

Satisfactory academic progress in attendance and academic work is a requirement for all students enrolled in this school within a course and within the same schedule. Note: Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory academic progress in order to continue eligibility for such funds. This policy is included also in the school catalog, which every student receives before enrollment.

DEFINITION:

At Lyle’s College of Beauty satisfactory academic progress is defined by the following criteria:

- A grade point average of 75% or above.
- An attendance average of 67% or above of the scheduled hours of attendance.

MAXIMUM TIMEFRAME:

1.5 times (150%) the normal timeframe for completion. Examples:

Cosmetology - 1600 hrs. (40 hrs. per week) completion time 15 months
 Cosmetology - 1600 hrs (30 hrs. per week) completion time 18 months
 Cosmetology - 1600m hrs (20 hrs. per week) completion time 27 months
 Manicuring - 400hrs (40 hrs per week) completion time 15 weeks
 Manicuring - 400 hrs (30 hrs per week) completion time 20 weeks
 Teacher Training – 600 hrs (40 hrs per week) completion time 22.5 weeks
 Esthetician - 600hrs (30 hrs per week) completion time 30 weeks

Students who fail to complete the course within the maximum time frame will not be making satisfactory academic progress, and only students considered to be making satisfactory academic progress are eligible for Federal Aid. Students who are unable to complete the program within the maximum time frame may continue in school under a SAP – FA TERMINATION status. This status allows students to continue in school while subject to private pay options for any remaining account balances.

ACADEMICS AND ATTENDANCE:

Progress Evaluations are issued to the student for each payment period:

Cosmetology - 450 -900-1250-1600 hours
 Manicuring - every 200 hours
 Teacher Training – every 300 hours
 Esthetician - every 300 hours

Grading Policy for Theory and Practical

A – 100 - 90

B – 89 - 80

C – 79 - 75

D - 74 - 70

F – Below 70

SATISFACTORY ACADEMIC PROGRESS:

Students must maintain a 75% average in both Theory and Practical and also must maintain 67% attendance to be deemed as making satisfactory academic progress.

PROGRESS EVALUATIONS:

Students who meet requirements at the time of evaluation will be considered making satisfactory academic progress until the next evaluation. Students must meet attendance and academic requirements on at least one evaluation by mid-point of the course. Evaluation periods are based on actual hours. All progress evaluations are kept in the students' academic file, which they may review upon request. The institution notifies students of any progress evaluation results that impact financial aid eligibility. Satisfactory evaluation periods are based on actual contracted hours at the institution.

WARNING, ACADEMIC PROBATION, TERMINATION STATUSES:

Students who fail to meet requirements on any level will be given a written WARNING notice stating that they have one pay period to meet the requirements for satisfactory academic progress. During this timeframe the student will be considered as making satisfactory academic progress, and financial aid funds can be dispersed to eligible students. If the student does not make satisfactory academic progress at the end of the WARNING period, s/he may be placed on ACADEMIC PROBATION status for the next evaluation period only after the following conditions are met:

The student prevails upon appeal; **and**

The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; **or**

The institution develops an academic plan for the student that, if followed will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

Students on ACADEMIC PROBATION are eligible for financial aid.

SATISFACTORY ACADEMIC PROGRESS – FINANCIAL AID TERMINATION (SAP – FA TERMINATION)

If the student does not make satisfactory academic progress at the end of the ACADEMIC PROBATION period, the student may continue in school under a SAP – FA TERMINATION status. This status allows students to continue in school while subject to private pay options for any remaining account balances.

ACADEMIC APPEAL PROCEDURE:

Only if the institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period following a WARNING status, may the student submit an academic appeal. A student may appeal a determination of unsatisfactory progress by submitting a written appeal to the School Director. The decision of the Director shall be final. Special consideration will be made for mitigating circumstances (that is, illness, death in the family, etc.). The student must include in the appeal why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the student to demonstrate satisfactory academic progress at the end of the next evaluation. All appeals and results are kept in the student file.

After a successful academic appeal, the student will be placed on ACADEMIC PROBATION for the following payment period.

RE-ESTABLISHING FINANCIAL AID ELIGIBILITY:

Students who have a status of SAP – FA TERMINATION may re-establish financial aid eligibility if they are able to complete the hours previously paid for, achieve a 75% GCPA, and are mathematically able to complete the program within the maximum time frame.

Regaining satisfactory academic progress may require the student to do the following:

Theory - Turn in missing theory assignments (example outlines) and schedule to take missed or failed exams. If an assignment is missed, the instructor will assign an outline on subject.

Practical - Printed practical assignments will be issued to students. Evaluations are done by practical evaluations of each step and students oral answers to each step on printed assignments.

Attendance - Students must bring their attendance up to 67% of the required attendance prior to the next pay period. At the end of the warning period, the student's progress will be re-evaluated. If the student is meeting satisfactory academic progress, financial aid continues. If the student fails to meet minimum requirements, all financial aid will be terminated. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of ACADEMIC PROBATION.

LEAVE OF ABSENCE:

The student must request the Leave of Absence in advance (**IN WRITING**) unless unforeseen circumstances prevent the student from doing so. The LOA must include the reason for the student's request and including the student's signature. One medical leave of absence and one non-medical leave of absence from the school in a twelve (12) month period. The leave of absence must be approved by the school in writing. There must be reasonable expectation that the student will return from the LOA. There will not be any additional institutional charges assessed as a result of the LOA. The LOA together with additional leaves may not exceed 180 days in any 12-month period. A student granted a LOA that meets these requirements is not considered to have withdrawn, and no refund

calculation is required at that time. The institution is required to take attendance, therefore the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. A leave of absence may be given for up to 30 calendar days (minimum is 15 calendar days). The medical leave of absence may be extended for no more than 60 calendar days with a medical note and approval from the school. the institution may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances with documented of the reason for the decision and collects the request from the student at a later date. (In this instance, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution. The return date noted must be on a scheduled contract day (Example: 30th calendar day to be a Sunday – with no school available the first available day of class would be the return day for the student of Tuesday). The student will resume the satisfactory status achieved prior to her/his leave of absence. The LOA extends both contract and maximum time frame by the same number of days taken. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

COURSE INCOMPLETE, REPETITION, AND NON-CREDIT REMEDIAL COURSES:

These do not have an effect upon the satisfactory academic progress standards.

RE-ENTRY STUDENTS:

If a student is re-entering the institution she/he will enter in the same progress status as when she/he left. All previous hours and grades will be considered.

TRANSFER OF CREDIT:

Accepted transfer hours from another institution count as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted.

WITHDRAWALS:

If the student withdraws from the program, the student's maximum timeframe is normally not affected, but the student's status at the time of withdrawal could affect the student's financial aid eligibility if she/he were to return.

Graduation Requirements

To be eligible for graduation, every student must maintain a satisfactory grade in class and clinical practices, complete all assigned projects, maintain a passing average in theory, She/he must also have been in attendance for the required amount of clock hours as set forth in the course of instruction. The student must have all financial requirements fulfilled.

- Cosmetology – satisfactory completion of 1600 hours
- Manicuring – satisfactory completion of 400 hours
- Teacher Training – satisfactory completion of 600 hours
- Esthetician – satisfactory completion of 600 hours

Diploma

Upon satisfactory completion of requirements by the Board of Barbering and Cosmetology, all students who have completed the program they enrolled in will be issued a diploma. Upon requirement of the institution and the Board, a Proof of Training Document will be issued, with verification that all fees due to the school have been paid in full. The Institution has the right to withhold transcripts, proof of training documents and grades for non-payment

Rules and Regulations

Rules Regarding Student Appearance

All students are to be in regulation uniform as designated by school policy:

A. Traditional Uniforms:

1. COSMETOLOGIST - MANICURIST Professional-Black-Solid uniform pants hemmed and school issued logo polo shirt.
2. ESTHETICIAN – Professional-White-Solid uniform pants hemmed with white uniform shirt and designated smocks.

B. Other Uniform Requirements:

1. White slip or camisole top and bra to be worn under uniform top (females).
2. Black shoes solid, leather or vinyl, closed toe, with black socks or hosiery.
3. White shoes solid, leather or vinyl, closed toe, with white socks or hosiery. (Esthetician Only)
4. Pants are to be professional length, not to drag on the floor.
5. Female students required to wear neutral hosiery or black socks.
6. If needed - solid black sweater may be worn (no hood/no pullover) in classroom only.
7. Uniform to be clean, unwrinkled, shoes polished.
8. Solid black professional attire may be worn under the school shirt – not to take away from the appearance of the polo shirt. Any questions on uniform code, please ask the office in advance.

C. General Appearance

1. All students are to be prepared and dressed for school before clocking in for the day.
2. The school is not responsible for soiled or damaged clothes.
3. Students not permitted in class in rollers.
4. Conservative headgear (hats, headbands, etc.) for male or female students.
5. Long hair must be neat always.

School Regulations

1. Students must be clocked in by their contract time to attend class that day.
2. Students are to park only in areas designated student parking.
3. Students are not to remove student tickets from building.
4. Students may not clock another student in or out.
5. Students must clock out whenever leaving building-no exceptions.
6. Visitors must remain in the reception area.
7. Students are not permitted to chew gum in class or clinic.

8. There is no smoking allowed in classroom or clinic floor.
9. Students must have designated name badges on at all times.
10. School equipment may not be removed from premises unless the student has purchased equipment.
11. Students must pay in advance for supplies or services.
12. Students are not permitted to leave classroom unless excused by the instructor.
13. Students are required to take scheduled examinations.
14. Personal phone calls not accepted when in class, or working on clinic floor-unless emergency. Phone calls are limited to two (2) minutes. Students - NO cell phones are allowed in school.
15. Students are not permitted to use business phones unless there is an emergency.
16. Any service or supplies must have a paid slip before receiving them.
17. Personal work may be completed only as scheduled after scheduled contract time.
18. Students must have neat and orderly style units at all times.
19. All absences are considered unexcused. Students must have been in attendance their contract time for an entire week prior to being considered to make up hours while maintaining their contract time also every day. If a student misses a Saturday they will be able to return to school on the following Thursday. If it is the afternoon schedule, then if a Friday is missed they will be able to return on Thursday. If attending makeup hours, the schedule for that day must be followed.
20. Students will take lunch time between 11:00 a.m. and 1:00 p.m. as their classes and bookings allow them. Students should report to an instructor if they have not taken lunch by 1:15 p.m. Any student attending more than five hours in one day must take a 30 minute lunch and have it recorded on his/her ticket. No student shall stay more than five (5) hours per day unless the student has met the requirements and has clocked out for lunch.
21. Each student is to clean up after her/himself. This requirement includes station, floor, shampoo, and lunch or lounge area. Hair is to be swept up immediately after haircut. All students are to perform their sanitation duties according to the posted weekly duties chart.
22. No student may be under the influence of any alcoholic beverage, drugs, or marijuana during school hours.
23. All students are required to pay for their overtime hours prior to attending classes. This requirement is only applicable to students who have exceeded their contract time or have not completed the required theory (technical) and/or practical operations.
24. All students must maintain the required hours of technical and operations as stated in the charts found in the following pages.
25. No student can refuse a patron or trade patrons with another student without prior permission from the instructor or Director of the school.
26. The school positively reserves the right to immediately suspend or expel a student who gossips, causes discord, uses bad language or who does not abide by the school policies.
27. The school reserves the right to change or modify the rules and regulations as necessary.

Disciplinary Action

Students must understand that infractions of the Rules and Regulations, School Policies or the Enrollment Agreement could result in any of the following disciplinary actions:

- **CONDUCT PROBATION:** A student may be placed on conduct probation for a specified time. If the student does not correct the problem, he/she will be placed on a second conduct probation. If the problem continues, he/she may be suspended or expelled at the discretion of the school administration.
- **SUSPENSION:** Enrollment may be immediately suspended for a determined amount of time for infractions of the rules and regulations, school policies or enrollment agreement at the discretion of the school administration.
- **EXPULSION:** Enrollment may be terminated at the discretion of the school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution or for any of the following reasons:
 1. Non-conformance with the rules and regulations, school policies, and the enrollment agreement.
 2. Non-compliance with the school's Satisfactory Academic Progress Policy.
 3. Any action that could cause bodily harm to a client, student or employee of the school.
 4. Theft.
 5. Immoral or improper conduct.
 6. Willful destruction of school property.

Students will be issued a written notice regarding the violation and action taken.

Termination and Suspension

The following are the conditions by which Lyle's College of Beauty may and will drop or suspend students from school:

- **Failure to meet satisfactory academic progress and unable to complete the course within the maximum time frame:** Students who fail to meet the satisfactory academic progress policy despite constant notice or advising from school.
- **Disciplinary action:** Students who are caught fighting or causing unnecessary physical commotion at the school will be withdrawn from school. In this situation, both parties to the fight will be expelled from school.
- **Rules and regulations:** Students who refuse to follow directions or guidelines set forth by his/her instructor will be expelled from school.
- **Drugs and other harmful substance:** All students who are caught having possession of, using, distributing, or selling drugs or any harmful chemical substances without prior written consent from the school will be expelled from school without notice.
- **Attendance:** Students who do not return to school after 14 calendar days of their last day of attendance will be automatically withdrawn from school.
- **Leave of Absence:** Students who fail to return to school upon the conclusion of their leave of absence will be automatically withdrawn unless they notify the school IN WRITING and receive approval for the need of an extension pertaining to the medical leave of absence. Leave of absences in the Freshman class are subject to approval from the Instructor and the Administration office.

Appeal Procedure

Disciplinary decisions may be appealed by submitting a clear, concise **written** statement containing all pertinent data and facts. The appeal will be reviewed by the school administration, and the student will be notified of the decision within 30 days of the receipt of the appeal.

Unsolved complaints may be directed to:

Bureau for Private Postsecondary and Education

P. O .Box 980818

West Sacramento, CA 95798-0818

www.bppe.ca.gov

Sexual Harassment

All alleged sexual harassment charges or complaints must be reported to the Supervising Instructor or Director immediately. Upon receipt of such complaint, an investigation by the Director of the School will be conducted to determine the facts and incidents that led to such a violation. Individual(s) found guilty of such act will immediately be expelled or terminated.

Please Note:

Students are not permitted on school campus during suspension, expulsion or appeal periods.

Student Services

Student Activities

Student activities are planned and coordinated with the student in mind. Students participate in planning and organizing many of the functions. A few of the many activities would include the following:

- Inter-school hairstyling , manicuring and other related competitions
- Competition in state contests.
- Attending and assisting in fashion shows.
- Attending educational seminars and trade shows in the profession.
- School celebrations that recognize our traditions at Easter, Thanksgiving, Christmas, and Halloween.
- Field trips to attend functions related to cosmetology.

Placement Assistance

As prescribed by State law, we cannot guarantee placement. However, one of our primary goals is to provide specialized, intensive training that will make graduates highly employable upon certification from the Bureau of Barbering and Cosmetology. Our staff works closely with salon owners and employers throughout California so that all students are given an opportunity to become gainfully employed upon completion of their chosen course and State Board of Cosmetology Examinations.

Students are encouraged to discuss their employment needs with the Director, Registrar or any of the faculty.

Housing

Lyle's College of Beauty does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance.

According to rentals.com for Fresno, CA, rental properties start at approximately \$500.00 per month.

According to rentals.com for Bakersfield, CA, rental properties start at approximately \$600.00 per month.

Advising Service

Students are advised regularly throughout the course regarding their progress. Records of the advising sessions are maintained for each student.

Complaint and Grievance Procedure

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Main Administrative Office:

Lyle's College of Beauty
Administrative Office
6735 N. First, Suite 112
Fresno, CA 93710
Telephone: (559) 432-7591

A student or any member of the public may file a complaint about this institution. The complaint is to be made in the following manner: Written and signed expression of disagreement, discontent or disapproval with an event or series of events that the complainant perceives happened.

The facts to be presented as a formal claim in writing to the Supervisor stating the facts

The complaint will be reviewed by the Supervisor and Director and any other parties involved

The complainant will be consulted by the Director or Supervisor to review the complaint

Other parties, if applicable will be consulted

The director or Supervisor will decide the issue. Some action may have to be taken

The complaint will be notified in writing concerning the decision.

We encourage students, staff and members of the public to verbalize any potential complaints to the supervisor so that any problems can be resolved prior to a written complaint

Persons seeking to file a complaint with the BPPE or NACCAS are advised to follow the procedure below:

Written complaint outlining the specifics of the complaint as well as the requested action the person feels would rectify the situation

In the event the complainant finds it necessary to pursue the filing with the BPPE or NACCAS the complaint must be stated in writing

(See page 4 for the BPPE address and website and page 5 for NACCAS address and website)

Financial Aid

Lyle's College of Beauty participates in Title IV financial aid programs. Monthly payment arrangements are also available. Students should inquire with the School Director or Registrar for details on the programs available and assistance in completing the necessary forms and applications.

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, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Tuition and Fees

All tuition and fees are payable in advance in cash, credit card, check or other third-party means unless a payment schedule has been arranged. Payment may be made in quarterly payments. The schedule is determined by dividing the number of course hours by four (4). As an example, a full-time cosmetology student would make a one quarter payment upon enrollment, a one quarter payment after ten (10) weeks (1600 hours divided by forty hours per week divided by four payments), a one quarter payment after twenty (20) weeks and a final payment after thirty (30) weeks. Additional payment plans are available. The admissions office will assist, and the payment schedule is also noted on the enrollment agreement.

FRESNO CAMPUS

Program	Tuition Fee	Application Fee Non-Refundable	Kits & Books Non-Refundable, if used	Student Tuition Recovery Fund (STRF) ¹ Non-Refundable	TOTAL ²
Cosmetology	\$16400.00	\$75.00	\$1,613.27	\$0.00	\$18,088.27
Manicuring	\$2,300.00	\$75.00	\$835.15	\$0.00	\$3,210.15
Teacher Training	\$4,600.00	\$75.00	\$1,613.27	\$0.00	\$6,288.27
Esthetician	\$11,610.00	\$75.00	\$1,242.08	\$0.00	\$12,927.08

¹ STRF = \$0.00 for each \$1000 of tuition, rounded to the nearest thousand (see STRF discussion below).

² Estimated charges for the period of attendance and the entire program.

BAKERSFIELD CAMPUS

Program	Tuition Fee	Application Fee Non-Refundable	Kits & Books Non-Refundable, if used	Student Tuition Recovery Fund (STRF)¹ Non-Refundable	TOTAL²
Cosmetology	\$16,400.00	\$75.00	\$1,602.46	\$0.00	\$18,077.46
Manicuring	\$2,600.00	\$75.00	\$830.34	\$0.00	\$3,505.34
Teacher Training	\$4,600.00	\$75.00	\$1,602.46	\$0.00	\$6,277.46
Esthetician	\$11,610.00	\$75.00	\$1,233.76	\$0.00	\$12,918.76

¹ STRF = \$0.00 for each \$1000 of tuition, rounded to the nearest thousand (see STRF discussion below).

² Estimated charges for the period of attendance and the entire program.

Payment plans are also noted on the enrollment agreement.

The prices quoted here are subject to change and will be noted in a catalog addendum.

Additional Charges

Any student who requires additional training beyond the contracted course length will be charged the following hourly rates payable in advance for all tutoring hours required in order to complete the course—practical operations and/or theory (technical) hours. Any operations, theory hours, or exams not completed by the course clock hour curriculum are also considered in overtime status.

Course	Hourly	Required Hours
Cosmetology	\$10.00	1,600
Manicuring	\$13.50	400
Teacher Training	\$10.00	600
Esthetician	\$18.00	600

There is a charge of \$25.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for a fee of \$4.00 per copy. \$25.00 returned check fee. Change of attendance (schedule) fee \$100.00.

Student Tuition Recovery Fund

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 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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 noncollection 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.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

Cancellation of this agreement can occur up to: _____

Date

2. Cancellation may occur when the student provides a written notice of cancellation at one of the following addresses:
 - For the Fresno campus: Lyle's College of Beauty, 6735 N. First Street, Suite 112, Fresno, CA 93710.
 - For the Bakersfield campus: Lyle's College of Beauty, 2935 F Street, Bakersfield, CA 93301. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled by the student or the prospective student is not accepted for enrollment the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00, within 45 days after the notice of cancellation is received.
6. If the program is cancelled before instruction begins the school will refund the student any money he/she paid, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed \$100.00, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student’s enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 14 calendar days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after enrollment, and instruction has begun, the school must make arrangements for the students.

- Provide a pro-rated refund
- Participate in a Teach-Out Agreement.

If the school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its options:

- Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school
- Provide completion on the course and/program
- Participate in a Teach-Out Agreement
- Provide a full refund of all monies paid

Staff and Faculty

Administrative Headquarters: (6735 N. First St #112, Fresno, CA 93710)

The headquarters administrators who have supervisory responsibilities for both Institutions are:

Odulia Dee Upton

Gina Barnes

Fresno:

President: Odulia Dee Upton, Licensed Cosmetologist; Certified Financial Aid Director; Certification Director

Training: Lyle's College of Beauty

Experience: 30 years

Director/Financial Aid: Gina Barnes

- Certified Financial Aid Director
- Certified Director

Financial Aid Assistant: Lisa Upton-Korth, Licensed Cosmetologist

Administrative Assistant: Tanya Swearingen

Receptionist: Claudia Garcia

Instructor: Shawon Hicks, Licensed Cosmetologist

Training: Gene Juarez Academy of Beauty (Washington)

Experience: 20 years

Instructor: Irma Hill, Licensed Cosmetologist

Training: Federico's

Experience: 40 + years

Instructor: Loretta Hernandez, Licensed Cosmetologist

Training: Jonet Dees College of Beauty

Experience: 33

Instructor: Maria Cardenas Cosmetologist

Training: Federico's

Experience: 49 years

Bakersfield:

President: Odulia Dee Upton, Licensed Cosmetologist; Certified Financial Aid Director; Certification Director

Director/Financial Aid: Pat Billings

- Certified Director
- Community College Certification
- Licensed Cosmetologist

Director/Financial Aid: Gina Barnes

- Certified Financial Aid Director
- Certified Director

Financial Aid: Juanita Gutierrez

Administrative Assistant: Tanya Swearingen

Office-Financial Assistant: Rhian Phipps

Receptionist: Aubri Crofton

Instructor: Patsy Billings, Licensed Cosmetologist

Training: Faye's Beauty College

Experience: 50+ years

Instructor: Irma Hernandez

Training: Federico's

Experience: 12 years

Instructor: Stephanie Hill

Training: Lyle's College of Beauty

Experience: 11 years

Instructor: Melinda Chacon, Licensed Cosmetologist

Training: Lyle's College of Beauty

Experience: 37 years

Instructor: Stella Stokes, Licensed Cosmetologist

Training: Lyle's College of Beauty

Experience: 15 years

Instructor: Sonia Perez, Licensed Cosmetologist

Training: Lyle's College of Beauty

Experience: 38 years

Instructor: Marisa Chavez
Training: Lyle's College of Beauty
Experience: 5 years

Gainful Employment Information

FRESNO: 7/1/2015 – 6/30/2016

COSMETOLOGY - CIP CODE - 12.0401
MEDIAN LOAN DEBT – 2889.00
PROGRAM GRADUATED ON TIME RATE - 9%
SOC CODE - 39-5012.00

TEACHER TRAINING - CIP CODE - 12.0413
SOC CODE 25-1194.00
CURRENTLY NO CLASSES BEING OFFERED

MANICURING - CIP CODE - 12.0410
SOC CODE - 39-5092.00

ESTHETICIAN - CIP CODE - 12-0409
SOC CODE -39-5094.00
CURRENTLY NO CLASSES BEING OFFERED

BAKERSFIELD:

COSMETOLOGY - CIP CODE - 12.0401
MEDIAN TITLE IV LOAN DEBT – 8556.00
PROGRAM GRADUATED ON TIME RATE - 14%
SOC CODE - 39-5012.00

MANICURING - CIP CODE - 12.0410
SOC CODE - 39-5092.00

TEACHER TRAINING - CIP CODE - 12.0413
SOC CODE 25-1194.00
CURRENTLY NO CLASSES BEING OFFERED

ESTHETICIAN - CIP CODE - 12-0409
SOC CODE -39-5094.00
MEDIAN TITLE IV LOAN DEBT – 6333.00
PROGRAM GRADUATED ON TIME RATE – 22 %
SOC CODE - 39-5094.00

NACCAS 2017 Annual Report Statistics (Both Locations)

COMPLETION RATE	74.34%
PLACEMENT RATE	50.00%
LICENSURE RATE	85.92%

For information regarding occupations, visit:
The Department of Labor's O*Net, www.onetonline.org

Employment Opportunities

Jobs for Licensed Cosmetologists

Cosmetologist, Hairstylist, Hair Stylist, Hairdresser, Barber Stylist, Hair Dresser, Manager Stylist, and Nail Technician.

Jobs for Licensed Manicurists

Nail Technician, Manicurist and Pedicurist.

Jobs for Licensed Estheticians

Esthetician, Aesthetician, Skin Care Specialist, Skin Care Therapist, Spa Technician, Facialist, Medical Esthetician, Nurse Esthetician, and Skin Care Technician.

Jobs for Teacher Trainers

Instructor or Teacher.