

## 2017 CLASS DATES

**Full-Time Program (Tues – Sat, 9:00am – 4:30pm. Duration 32 weeks (8 months))**

Start Date	End Date	Orientation Date
1/3/2017	8/24/2017	12/30/2016
2/7/2017	9/22/2017	2/3/2017
3/7/2017	10/19/2017	3/3/2017
4/4/2017	11/17/2017	3/31/2017
5/2/2017	12/20/2017	4/28/2017
6/6/2017	1/25/2018	6/2/2017
7/11/2017	2/24/2018	7/7/2017
8/1/2017	3/17/2018	7/28/2017
9/5/2017	4/21/2018	9/1/2017
10/3/2017	5/19/2018	9/29/2017
11/7/2017	6/23/2018	11/3/2017
12/5/2017	7/20/2018	12/1/2017

**Part-Time Day Program (Tues - Fri, 9:00am – 2:30pm. Duration 56 weeks (13 months))**

Start Date	End Date	Orientation Date
2/7/2017	3/15/2018	2/3/2017
5/2/2017	6/7/2018	4/28/2017
8/1/2017	9/6/2018	7/28/2017
11/7/2017	12/18/2018	11/3/2017

**3-Day Program (Thurs – Sat, 9:00am – 7:30pm. Duration 38 weeks (9 months))**

Start Date	End Date	Orientation Date
8/1/2017	3/30/2018	7/28/2017

NOTE: Class start and end dates may vary from month to month. This is an estimated chart; therefore, dates might differ for each student.

**WORCESTER FACULTY**

Michelle Castellone	Director of Education	Laura Rodriguez	Instructor
Kimberly Mathie	Academic Advisor	Hunter Murrant	Instructor
Christine Holden	Instructor	Jessica Phillips	Instructor
Tammy Biron	Instructor		

Additionally, the Academy team includes other members who, although not listed, are acknowledged as playing an integral part in the education of our students.

## **REQUIREMENTS AND FEES**

### **ADMISSIONS REQUIREMENTS**

- ✓ **Applicants must hold a high school diploma or equivalent.**
- ✓ **Applicants must be at least 17 years of age.**
- ✓ **An interview and tour will be conducted.**
- ✓ **An entrance exam is required.**
- ✓ **A minimum passing score must be achieved on the exam.**
- ✓ **Financial Aid results must be reported before an enrollment agreement can be signed.**
- ✓ **Openings will not be reserved without a signed enrollment agreement.**

Additional information is available from the TONI&GUY Hairdressing Academy regarding the complete enrollment agreement and refund policy.

### **IDENTIFICATION AND OTHER REQUIRED ITEMS**

- ✓ **Valid driver's license or government issued photo I.D**
- ✓ **Birth certificate or Social Security Card**
- ✓ **Copy of high school diploma or equivalent**

### **FEES**

Admissions Fee	\$10.00 –Due on the day of exam.
Registration Fee	\$50.00 –Due on the day of the enrollment agreement.
Tuition	\$15,000.00 *
Student Kit	\$2,675.00 (without iPad) or \$2,945.00 (with iPad)

\*Please Note: The cost of tuition does not include the state board examination fee or license fee. Tuition costs are subject to change.

## STATE BOARD STUDENT SUPPLY LIST

<u>COST</u>	<u>ITEM (Estimations based on CVS Pharmacy prices)</u>
\$3.99	Cleanser (also need plastic pump bottle for cleanser)
\$5.99	Toner (also need plastic pump bottle for toner)
\$8.99	Moisturizer (also need plastic pump bottle for moisturizer)
\$5.21	Massage Cream (also need plastic pump bottle for massage cream)
\$3.99	Round or Square Cotton Pads
\$3.99	Headband
\$6.39	Makeup Foundation
\$3.99	Makeup Concealer
\$4.39	Eyeshadow – (1) light/(1) dark
\$4.99	Blush
\$2.99	Lipstick
\$4.59	Eyebrow Pencil
\$2.00	Sharpener
\$3.49	Disposable Makeup Applicators (Sponges)
\$5.99	Cuticle Cream
	Orange Wood Sticks (in student kit)
	Nail File/Emery Board (in student kit)
\$1.00	Cotton
\$1.99	Eye Shadow Applicators
\$2.00	Ziploc Baggies (10 small/16 large)
\$2.99	Nail Polish Remover
\$2.50	Cuticle Remover
\$2.99	Plastic Applicator Bottles for Mock Perm Solution
\$4.00	Shampoo
\$4.00	Conditioner
	Cutting or Cape (in student kit)
\$10.00	Chemical Cape
	Foils (school)
	Mock Colour/relaxer (school)
	Gloves (school)
\$.99	Perm Rods (Cosmo Prof/Masello)
	Endpapers (school)
	Neckstrip (school)
	Pin Curl Clips (school)
\$2.50	Paper Towels/Towels
	Rubber Bands
\$2.99	Plastic Spray Bottle for Barbicide (Barbicide is provided by school)
\$2.99	Bottle of Hand Gel sanitizer (Purell)
<b>\$106.92</b>	<b>Approximate Total (not including tax) *Most products above can be purchased at The Dollar Store, bringing down the price considerably</b>

## 2017 OBSERVED HOLIDAYS

### MASSACHUSETTS

**Observed Holidays:** New Year's Day, Easter, Patriot's Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas

**Scheduled Closings:**

Monday	January 2, 2017	New Year's observed
Sunday	April 16, 2017	Easter
Monday	April 17, 2017	Patriot's Day
Monday	May 29, 2017	Memorial Day
Tuesday	July 4, 2017	4th of July
Wednesday	July 5, 2017	4 <sup>th</sup> of July Break
Thursday	July 6, 2017	4 <sup>th</sup> of July Break
Monday	September 4, 2017	Labor Day
Monday	October 9, 2017	Columbus Day
Friday	November 10, 2017	Veterans Day observed
Thursday	November 23, 2017	Thanksgiving Day
Friday	November 24, 2017	Thanksgiving Break
Saturday	November 25, 2017	Thanksgiving Break
Monday	December 25, 2017	Christmas Day
Tuesday	December 26, 2017	Christmas Break

**Students are required to be in school the day before and the day after a holiday.** Any student absent the day before or the day after a designated holiday or break may be suspended. TONI&GUY Hairdressing Academy administration will announce, in advance, any changes in the holiday schedule.

## MASSACHUSETTS ANNUAL REPORT DATA

### GRADUATION, PLACEMENT, AND LICENSURE RATES FOR 2015

#### FORMULAS:

##### Graduation Rate Formula:

S = students scheduled to graduate during 2015

G = students from Group S who did graduate

$G \div S = \text{Graduation Rate}$

**89.71% (90.32% in 2014)**

##### Placement Rate Formula:

GG = students who graduated in 2015, no matter what year they were scheduled to graduate

J = number from GG who had jobs in the field for which they trained

U = exceptions (Acceptable exceptions: deceased, disabled, military service, continuing ed., and visa)

$J \div (GG - U) = \text{Placement Rate}$

**85.35% (94.29% in 2014)**

##### Licensure Rate Formula:

T = graduates, no matter what year they graduated, who sat for the first time, during 2015, for the final portion of the examination required for licensure.

L = number from Group T who passed all parts of the licensure examination by the end of 2015

$L \div T = \text{Licensure Rate}$

**100% (100% in 2014)**

\*Placement documentation is obtained through various means including: employer surveys, salon websites, emails, social networking correspondence, and text messages.

#### SPECIFIC ACADEMY RATES:

##### Braintree Academy

Graduation Rate: 90.74%

Placement Rate: 85.71%

Licensure Rate: 100%

##### Worcester Academy

Graduation Rate: 88.06%

Placement Rate: 84.75%

Licensure Rate: 100%

## LICENSE REQUIREMENTS FOR THE COMMONWEALTH OF MASSACHUSETTS

**Operator - Type 2.** A person who has successfully completed a course of at least six months, which course must have included 1000 hours of professional training in a cosmetology school approved by the Board may apply to the Board for examination and licensure as an operator. The applicant must file an application with the Board accompanied by required fees and achieve a passing score on a practical and written examination satisfactory to the Board. An operator may:

- (a) provide cosmetic services only under the supervision of a currently licensed hairdresser/cosmetologist - Type 1;
- (b) practice aesthetics under the supervision of a hairdresser/cosmetologist - Type 1 or an aesthetician - Type 6; or
- (c) practice manicuring without supervision.

The license must be renewed on the date determined by the Board.

NOTE: An operator - Type 2 who is employed in a manicuring salon or an aesthetics salon will not be eligible to upgrade his/her license to a hairdresser/cosmetologist - Type 1 without completing at least two years of practical experience under the supervision of a hairdresser/cosmetologist - Type 1.



# COSMETOLOGY PROGRAM

## OBJECTIVE

The objective of the Toni&Guy Hairdressing Academy program is to surpass the criteria necessary for students to meet state guidelines and pass the state exam required to obtain a cosmetology license. Our goal is to have our students complete their program as skilled, confident professionals.

## COSMETOLOGY COURSE

The Cosmetology program schedule is full-time, 33.35 hours per week, 32 weeks (8 months), 1,000 hours total. Part-time schedule is 20 hours per week, 56 weeks (13 months), 1,000 hours total. Consideration has been made for inclement weather. All courses, textbooks and materials are only offered in the English language.

TONI&GUY Hairdressing Academy offers a cosmetology program to individuals seeking to become licensed within the field of hairdressing. TONI&GUY Hairdressing Academy recognizes and develops an individual's potential, thus producing qualified hairdressers invested in the concept of hair fashion.

The cosmetology course is designed to introduce and guide beginner students in the areas of modern haircutting, colouring, and hairdressing, as well as esthetics and manicuring. These techniques are taught to meet the state required level of cosmetology, and exceed the expectations of the industry. The program is broken into phases:

- Phase One: Freshman
- Phase Two: Sophomore
- Phase Three: Junior
- Phase Four: Senior
- Phase Five: Graduating Senior (State Board Prep)
- Phase Six: Salon Ready

Theory and practical sessions will entail a great deal of cosmetology education. Students are required to complete state board applications in addition to the TONI&GUY Hairdressing Academy methodology and terminology, as well as the TONI&GUY Hairdressing Academy classic haircutting and colouring techniques.

## NORMAL TIME TO COMPLETE

Students should have a reasonable expectation of the time it should take to complete the program in order to plan and budget accordingly. Program length schedules are stated in months and include estimated days when TONI&GUY Hairdressing Academy is closed for holidays, educator training, special events or inclement weather. A limited number of days are scheduled to allow students to make-up missed work as necessary for state licensing purposes. Students are allowed to complete make-up work and time, if in compliance with TONI&GUY Hairdressing Academy's policy, as long as they do not exceed the maximum time frame or accelerate the allowed time frame.

## COSMETOLOGY REQUIREMENTS

The following requirements are in accordance with the Commonwealth of Massachusetts' outline of study for cosmetology:

Orientation: Ethics, Salesmanship, Courtesy and Conduct, Instruction and Lecture on Sanitation	50 hours
Shampoo and Related Theory	25 hours
Hair and Scalp Treatment with Related Theory	50 hours
Hair Straightening and Permanent Waving	250 hours

Hair Colouring and Related Theory	150 hours
Manicuring and Related Theory	50 hours
Skin Care and Facial Grooming	80 hours
Haircutting, Styling, and Related Theory	220 hours
Oral, Written and Practical Tests, Sterilization, Hygiene and Anatomy	125 hours
<b>TOTAL</b>	<b>1000 hours</b>

\*One hour is defined as 50 to 60 minutes of class, lecture, and/or hands on.

## INSTRUCTIONAL METHODS

The course is presented through comprehensive lesson plans that reflect effective education methods. Subjects are presented in several different modalities including some of the following: interactive lecture, demonstration, discovery-oriented methods, and student participation. Audiovisual aids, guest speakers, field work, field trips, projects, activities, and other related learning methods are also used for program delivery.

## WHAT TO EXPECT

We will cover the following topics in each area of the curriculum:

### Orientation: Ethics, Salesmanship, Courtesy and Conduct, Instruction and Lecture on Sanitation – 50 Hours

You will begin each class with an orientation in which we will introduce you to the requirements of each level.

- The history of cosmetology and TONI&GUY Hairdressing Academy
- How to use the tools and supplies needed during the Cosmetology Program
- Introduction to the curriculum
- Floor operations
- Chemical applications
- Cutting
- Texturizing
- Individual performance
- Learning to think conceptually with accountability, confidence, and competency
- Ethics, salesmanship, courtesy and conduct
- Sanitation
- The beauty industry
- "What you need to know"
- Personal goals
- Job search
- Resumes
- Job interviews
- Evaluating a salon
- Professional relationships
- Networking
- Building a clientele
- Stylist-client relationship
- Stylist-staff relationship
- Performance review
- Salon ownership
- Self-appraisal
- Types of salon ownership
- Requirements of a salon
- Getting the right advice
- Space requirements and floor plans
- Borrowing money
- Retail agreements
- Types of insurance
- Taxes
- Expenses and income
- Salon philosophy
- Policies and procedures
- Salon retailing/selling
- Professional products
- Closing the sale
- Buyer tips
- Follow-up
- Effective displays

### Shampoo and Related Theory– 25 Hours



- Basic draping
- Shampooing and conditioning
- Scalp massage theory
- Scalp massage essentials
  - Infection control and safety
  - Diseases and disorders

## Hair and Scalp Treatment with Related Theory – 50 Hours

- Hair theory and the breakdown of the hair shaft (hair structure and behavior)
- Hair growth
- Bulk formation and natural hair color
- Hair care
- Evaluation
- Common hair conditions
- Scalp conditions
- Hair loss
- Diseases and disorders
- Wigs

## Hair Straightening and Permanent Waving – 250 Hours

- History of perming and theory
- Perming essentials
- Infection control and safety
- Client consultation
- Perm wrap overview
- Rectangle perm wrap
- Brick lay perm wrap
- Spiral perm wrap
- Oblong perm wrap
- Perm problems and solutions
- Chemical relaxing theory
- Chemical relaxing essentials
- Infection control and safety
- Client consultation
- Product and application overview
- Virgin sodium hydroxide relaxer
- Virgin thio relaxer
- Relaxer retouch
- Curl reforming
- Matter
- Elements
- Chemical bonds
- pH Scale
- Chemistry of cosmetics
- Cosmetic classifications
- Shampoos, rinses, and conditioners
- Perms
- Relaxers
- Curl reformation
- Hair color and production information

## Hair Coloring and Related Theory – 150 Hours

- Color theory
- What is color
- Law of color
- Identifying existing hair color
- Melanin
- Grey hair
- Identifying natural level and tone
- Identifying artificial tone and intensity
- Changing existing hair color
- Hair color chemistry
- Hair color techniques
- Infection control and safety
- Client consultation
- Product and application overview
- Temporary color
- Semi-permanent color
- Oxidative color lighter results
- Oxidative color darker results
- Surface painting
- Partial highlight slicing
- Full highlight weaving
- Double-process blonde
- Tint Back
- Hair color removal techniques
- Hair color problems and solutions
- Packets
- Rinses
- Reconditioning

## Manicuring – 50 Hours

- Nail theory
- Nail structure
- Growth
- Diseases
- Disorders and conditions
- Natural nail care
- Shapes
- Infection control and safety
- Client consultation
- Basic manicure

- Male manicure
- Basic pedicure
  - Pedicure essentials
  - Special nail services
  - Artificial nails

- Nail tips
- Tips with acrylic overlay
- Sculptured nails
- Artificial nail services
- Practical applications of manicuring

## Skincare/Facial Grooming – 80 Hours

- Theory
- Functions of the skin
- Composition of the skin
- Types of skin
- Skin diseases and disorders
- Skin care & essentials
- Infection control and safety
- Client consultation
- Massage

- Basic facials
- Facial masks
- Hair removal
- Hair removal essentials
- Infection control and safety
- Client consultation
- Basic waxing
- Temporary hair removal
- Permanent hair removal

## The make-up curriculum covers:

- Facial shapes
- Color theory
- Make-up essentials
- Infection control and safety

- Client consultation
- Make-up techniques and products
- Basic make-up and application
- Practical applications of facials

## Haircutting, Styling and Related Theory – 220 Hours

- Haircutting theory
- Form
- Haircutting fundamentals
- Essentials of Haircutting
- Infection control and safety
- Client consultation
- Haircutting procedures
- Solid form haircut
- Solid form variation

- Increased layered front hairline
- Increased layered form haircut
- Graduated form haircut
- Uniformly layered form haircut
- Combination form haircut
- Square form haircut
- Over-comb techniques
- Fade haircut

## The styling section covers:

- Hairstyling theory
- Primary hairstyling considerations
- Hairstyling fundamentals

- Hairstyling essentials
- Infection control and safety
- Client consultation

## The thermal styling section focuses on:

- Thermal styling theory
- Infection control and safety
- Thermal styling procedure
- Air forming solid form
- Air forming graduated form-round brush

- Air forming layered form-round brush
- Air forming combination form-round brush/curling iron
- Air forming combination form-nine row brush

\*We do not cover press and curl variation in the pressing and curling section

## The wet styling section includes:

- Pin curls (flat, volume)
- Skip waves with flat pin curls
- Rollers
- Wet styling procedures

- Finger waves
- Flat pin curls
- Straight volume rollers and pin curls
- Curvature volume rollers and pin curls

**The long hairstyling section covers:**

- Long hair fundamentals
- Long hair styling procedures
- Three-strand overbraid
- Three-strand underbraid
- French twist

**Oral, Written and Practical Tests, Sterilization, Hygiene and Anatomy – 125 Hours**

- Theory
- Tests, inclusive of Anatomy and Physiology
- Hygiene
- Sanitation and Sterilization

**EVALUATION PERIODS**

Attendance and academic progress are evaluated at the midpoint of the student’s academic year based on hours completed. A student’s Satisfactory Academic Progress status will remain the same until the next evaluation period. A student must meet the academic requirements (80% cumulative grade average) and the attendance requirements (80%) to make or re-establish Satisfactory Academic Progress.

**STUDENT REPORT CARDS**

Each student will receive two report cards/progress reports. Students will receive at least one by the midpoint of their training program.

**ACADEMIC PROGRESS**

A student’s academic progress is determined by a reasonable system of grades. A student must maintain an 80% grade average to be maintaining Satisfactory Academic Progress. A student will receive a numeric grade in theory and on practical work. The following represents the equivalencies for the grade assigned:

**Practical and Theory:**

100% - 95%	Exemplary performance
94% - 90%	Excellent mastery of program content and excellent ability to apply program content concepts. The work displays initiative, independence and application. In some courses, originality may be required.
89% - 80%	Good mastery of program content and an ability to apply program content concepts. Work reflects a thorough understanding of the application and inter-relationships of material covered.
79% and below	Unsatisfactory academic progress using the principals within the program content.

## PRE-ENROLLMENT INFORMATION

Prospect Name: \_\_\_\_\_

Date of Tour: \_\_\_\_\_

On the day of my tour, I received the information listed below:

- Student Catalogue
- Consumer Information Disclosures
- Annual Report Data (Graduation/Placement/Licensure Rates)
- US Bureau of Labor Statistics for Barbers, Hairdressers and Cosmetologists
- Licensure Requirements for Massachusetts
- Course Outline & Academic Progress

\_\_\_\_\_  
Name (Print)

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Date

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Name (Sign)

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Date