

CADILLAC INSTITUTE OF COSMETOLOGY

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www.instituteofcos.com

OWNERS

James C. Gregory

Dena L. Gregory

ADMINISTRATION

James C. Gregory

Dena L. Gregory

Ryan Gregory

Bridget Cousino

C.E.O., C.F.O., Licensed Cosmetology Instructor

President, Dean of Education, Admissions Director,

Financial Aid Director, Licensed Cosmetology Instructor

College Manager, Admissions Representative, Licensed Cosmetology Instructor

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TITLE IV AND TITLE IX, SECTION 504 COORDINATOR

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Michigan Department of Licensing and Regulatory Affairs (LARA)

Board of Cosmetology

P.O. Box 30004

Lansing, MI 48909

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ACCREDITATION

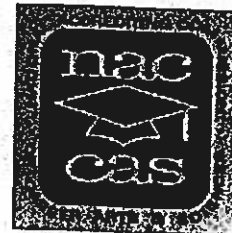
National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street

Alexandria, VA 22302

<http://naccas.org>

(703) 600-7600



READY TO BEGIN BUILDING YOUR BEAUTIFUL CAREER?

- *Learn the newest industry trends and techniques***
- *Graduate in as few as 14 months***
- *Our Graduates, graduate debt free***
- *Financial Aid is available to those who qualify***
- *Full time and part time schedules are available***
- *Current and future demand for Cosmetologists is high***
- *Great earning potential for motivated, Professionals***
- *Accredited by the National Accrediting Commission of Arts and Sciences***
- *Register before December 31, 2019 to utilize the \$1,000.00 Scholarship***

WELCOME

The Cadillac Institute of Cosmetology would like to welcome you to the career of Cosmetology and Cosmetology Instructor.

The Cadillac Institute of Cosmetology is owned and operated by James C. and Dena L. Gregory. As a team they have been in the cosmetology education business for over 30 years. They are passionate about encouraging talented and highly qualified individuals that will one day become our industry's leaders.

Along with your college's owners, each of your Instructors have experience working behind the chair. Each of them shares a passion that is going to keep you excited and eager to learn more. They do what they love and share that drive and motivation with you! Cadillac Institute of Cosmetology teaches to the highest standards of customer service and responsibility, teamwork and integrity. During your journey through college they are committed to you and your education and will continue to be there for you even after graduation!

MISSION STATEMENT

The mission of the college is to educate each student in both theory and practical experience, to adequately prepare the student for the Michigan State Board Examination, and also train the student to be able to seek and find gainful employment in their chosen field.

LOCATION AND FACILITY

Cadillac Institute of Cosmetology is located on Mitchell Street in downtown Cadillac with restaurants and other businesses nearby.

Theory and clinic classrooms are housed in an up to date, two story building. The facility more than meet the space and equipment requirements of the general rules of the Michigan State Board of Cosmetology.

You may compare this institution with others by using the College Navigator tool provided by the National Center for Education Statistics at <https://nces.ed.gov/>.

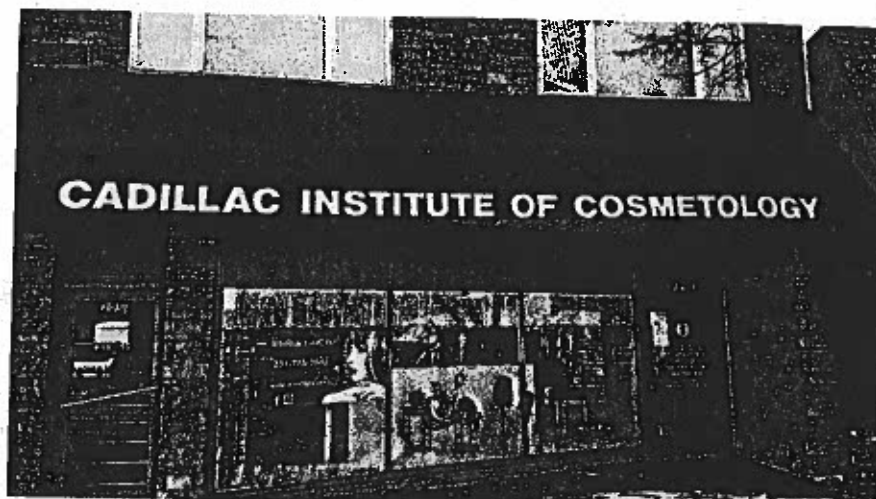


Illustration 1: Photo by: Ryan Gregory

COSMETOLOGY COURSE OUTLINE

OBJECTIVE & GOALS

Cadillac Institute of Cosmetology provides complete and professional training to students in the skills and techniques required for the State of Michigan licensing of Cosmetologists. Instructors strive to help the students develop a sense of professionalism while working with guests along with building professional business ethics and practices.

The goal for each student is to educate them in both theory and practical experience to obtain gainful employment in a professional salon as an entry-level licensed Cosmetologist, and to develop effective employer/employee relationships and communication skills.

COURSE DESCRIPTION - CIP 12.0401

Cosmetology is the art and science that deals with the following practices or a combination of the following practices; arranging, cutting, dressing, curling, waving, cleansing, lightening, coloring or similar work upon the hair with the hands or with mechanical or electric apparatus or appliances, or by any means. It includes cleansing, massaging, stimulation, manipulating, exercising, beautifying or by the use of cosmetic preparations, antiseptics, tonics, lotions, or creams, or similar work upon the scalp, neck, face, arms, bust, or upper part of the body. Cosmetologists are also experienced in the removal of superfluous hair from the upper part of the body of a person by the use of depilatories, waxes, and tweezers. Other common practices include, manicuring and/or applying artificial nails to a person's hand as well as pedicuring and caring for a person's feet and toenails.

COURSE LENGTH

The Cosmetology course is 1600 clock-hours in length. Our philosophy behind exceeding the State of Michigan's minimum requirement of 1500 clock-hours is that we have found that students benefit greatly from the portfolio they are required to complete before taking their final exams. This portfolio has proven to be a useful and unique employment tool.

This 100 additional hours is also used to help prepare our students for their state board exam. We assist in packing their kit for both their final practical exam as well as their state practical exam and allow them 5 days to study and complete very extensive final theory exams.

Attendance Schedules

Full time students are expected to attend for a total of 24 hours/week as a Junior student and 30 hours/week as a Senior student for a combined total of 57 weeks (14 months), 61 weeks including 7% grace time (15 months).

FULL TIME SCHEDULE EXAMPLE:

Jr. Status: Tuesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) = 24 hours/week
Sr. Status: Tuesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) AND
* Every Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = 30 hours/week

¾ time students are expected to attend 18 hours/week as a Junior student and as a Senior student, a weekly average of 21 hours. ¾ time students attend for a combined total of 80 weeks (20 months), 85 weeks including 7% grace time (21 months).

¾ TIME SCHEDULE EXAMPLE:

Jr. Status: Wednesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) = 18 hours/week
Sr. Status: Wednesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**
*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 21 hours/week

½ time students are expected to attend 12 hours/week as a Junior student and as a Senior student, a weekly average of 15 hours/ week for a combined total of 112 weeks (28 months), 121 weeks including 7% grace time (30 months).

½ TIME SCHEDULE EXAMPLE:

Jr. Status: Thursday & Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) = 12 hours/week
Sr. Status: Thursday & Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**
*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 15 hours/week

*Saturdays are mandatory for ALL students and will be color coded either Orange or Purple as indicated on the student's Enrollment Agreement. Exceptions will be made at the discretion of the Director.

COSMETOLOGY EQUIPMENT & BOOK(S)

All students are responsible for obtaining the required book(s), *Salon Fundamentals - Cosmetology* (ISBN: 978-1-940593-26-5). A student, at their option, may purchase the required book(s) from the college or from an outside vendor. The college will provide, free of charge, a copy of the State of Michigan Cosmetology Rules & Regulations.

Each student will be furnished, upon request, a list of the required equipment. A student, at their option, may purchase the required equipment as a kit from the college or as individual pieces from an outside vendor (with the exception of uniform). A list of area vendors, along with their address and phone number will also be included. Supplies that are purchased by the student from an outside vendor must be of similar quality and brand as in the kits offered by the college. There are times when the college has available gently used kits which come at a discounted rate. For more information on gently used kits, contact an Admissions Representative at 231-775-3642.

Students who transfer/re-register into the Cosmetology Course may have the option to purchase only items needed to complete the required equipment at a pro rata rate. For more information regarding the purchase of a transfer/re-register kit, contact an Admissions Representative at 231-775-3642.

Students are required to have equipment and the required book(s) on the first day of class unless other arrangements are made in advance.

Equipment and book(s) may be purchased using federal student financial aid if the student qualifies.



Illustration 2: <http://maxpixel.freepresspicture.com/Coloring-Woman-Color-Care-White-Brush-Hair-1744959>

COURSE COSTS

Classes beginning July 1, 2018 through June 30, 2019.

Registration Fee	\$95.00
Tuition	\$8,800.00
Equipment Fee + Tax	\$1150.00
Book(s) Fee + Tax	\$238.50
TOTAL	\$10,283.50

ESTIMATED COST OF ATTENDANCE

Estimated Cost of Attendance factors in how much it will cost a student to attend the course outside of just the cost of tuition, kit, book(s), and registration fees. It takes into consideration things such as whether or not a student is dependent on their parents/guardians, average cost of room and board, dependent care, transportation, and exam and licensing fees required after graduation.

ESTIMATED COST OF ATTENDANCE 2018 - 2019			
	<i>1st Academic Year - 900 Hours</i>	<i>2nd Academic Year - 700 Hours</i>	<i>Total - 1600 Hours</i>
Independent Student	\$20,488.50	\$14,148.00	\$34,636.50
Dependent Student	\$8,641.50	\$5,772.00	\$14,413.50

INSTRUCTIONAL METHODS

Students are taught Cosmetology theory and practical applications throughout their entire education. There are two levels of training: Junior level and Senior level.

During the first 350 hours of training a student is referred to as a Junior Student. This student level works in the Junior theory class and the Junior lab. Students are given lectures, have written assignments, projects, and tests. They participate in hands-on demonstrations and practice practical assignments on manikins and other students.

Once a Junior student has accumulated 350 hours and satisfactorily passed a preliminary practical exam, the student is promoted to the Senior level. At this level students are assigned a styling station in the student salon. Once there, they are taught the skills necessary for performing all aspects of cosmetology services on paying guests. Students who are performing services in the student salon are supervised by a licensed Cosmetology Instructor.

Students at the senior level are taught more advanced practical techniques and theory concepts. Their education continues with lectures, demonstrations, and practical assignments on manikins and other students as well as paying guests of the student salon.

CONTENT OF UNITS OF INSTRUCTION - COSMETOLOGY

CURRICULUM REQUIREMENTS	STATE OF MICHIGAN BOARD OF COSMETOLOGY				CADILLAC INSTITUTE OF COSMETOLOGY			
	Theory Hours	Practical Hours	Total Hours	MPAs	Theory Hours	Practical Hours	Total Hours	MPAs
<u>Facials</u> Skin Analysis & Care; Manipulations & Massage; Electricity; Skin Care; Removal of Hair: by use of wax, tweezers, or depilatories; Makeup and Eyebrow Arching.	35	80	115	40	35	80	115	165
<u>Hairdressing</u> Arranging; Cutting; Dressing; Curling; Pressing; Artificial Hair; Finger-Waving; Natural Hair Cultivation.	125	400	525	300	125	400	525	370
<u>Scalp & Hair Treatments</u>	10	15	25	30	10	15	25	30
<u>Haircoloring</u> Temporary; Semi-permanent; Permanent; Bleaching; Dimensional Coloring; Color Mixing.	40	170	210	80	40	170	210	173
<u>Chemical Hair Restructuring</u> Permanent Waving; Straightening; Relaxing.	40	180	220	80	40	180	220	80
<u>Sanitation/Patron Protection</u> Laws & Rules; Personal Hygiene; Salon Management; Mechanical & Electrical Equipment; Safety & Sanitation.	90	40	130	585	90	40	130	600
<u>Applied Chemistry/OSHA</u> As related to skin, hair, nails and scalp.	20	10	30	5	20	10	30	30
<u>Applied Anatomy, Physiology, & Histology</u> Of the human head, hands, nails, skin, & hair.	45	0	45	0	45	0	45	0
<u>Manicuring/Pedicuring</u>	15	55	70	35	15	55	70	50
<u>Artificial Nails</u>	5	15	20	5	5	15	20	10
<u>Unassigned Hours</u>	0	0	110	0	0	0	210	0
TOTALS	425	965	1500	1160	425	965	1600	1508

SEQUENCE OF CURRICULUM

Students will be taken through an Orientation on their first scheduled day of class.

Theory

There may be other tests, quizzes, and/or projects that are not included on this chart. The topics listed are in no particular order. Test will be graded according to the Satisfactory Academic Progress Policy.

JUNIOR LEVEL 0-350 Hours	SENIOR LEVEL 351-1600 Hours
Professional Development	Electricity
Salon Ecology	Anatomy & Physiology
Chemistry	Design Decisions
Trichology	Haircutting/Shear Project
Haircutting - Basic	Haircutting - Advanced
Shears/Razor Quiz	Hairstyling - Advanced
Haircutting Terminology	Haircoloring
Hairstyling - Basic	Chemical Texturizing - Perming
The Study of Nails - Basic	Chemical Texturizing - Relaxing
The Study of Skin - Basic	Wigs & Additions
MI Rules & Regulations - Basic	The Study of Nails - Advanced
Salon Business - Basic	The Study of Skin - Advanced
 Illustration 3: Retrieved from https://commons.wikimedia.org/w/index.php?title=File:Laurie Brooks Mehus Courtesy of Design Forum, Piv of Point International Inc.5.jpg&oldid=163027349.	Salon Business - Advanced
	Resume & Cover Letter
	MI Rules & Regulations - Advanced
	Unit Tests 1, 2, & 3
	Metrics Quiz
	Portfolio
	Final Preparation & Exams

Minimum Practical Applications – Breakdown by Service

Amounts listed in this chart designated the minimum requirements of the course. Students should expect to perform well above these numbers. Formal practical evaluations will be graded according to the Satisfactory Academic Progress Policy.

MINIMUM PRACTICAL APPLICATION (MPA)	MINIMUM AMOUNT REQUIRED
Sanitation	300
Facials	45
Tweeze/Wax	100
Makeup	20
Curling	20
Haircuts	130
Wiggery	20
Arranging & Dressing	140
Pressing	20
Fingerwaving	20
Hair & Scalp Treatments	30
Manicures	35
Temporary Color	8
Semi/Demi Permanent Color	15
Permanent Color	40
Dimensional Color	15
Bleach	30
Color Mixing	65
Permanent Waving	65
Relaxing	15
Patron Protection	300
Applied Chemistry	30
Braids	20
Pedicures	15
Artificial Nails	10

GRADING PROCEDURES (SATISFACTORY ACADEMIC PROGRESS EXCERPT)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical applications or experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to the book and the Michigan State Board Exam procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

91% - 100%	Excellent
81% - 90%	Very Good
75% - 80%	Satisfactory
Below 75%	Unsatisfactory

GRADUATION REQUIREMENTS

A Diploma and an Official Transcript for completion of the Cosmetology Course will be granted when the student has successfully completed all graduation requirements including:

- Required course hours
- All phases of study
- Required tests
- Required practical assignments
- Portfolio
- Attended an Exit Interview
- Completed all exit paperwork
- Student's account balance is paid in full
- Pass comprehensive written & practical examinations

NOTE: Students are required to have completed all required tests, assignments, and MPAs along with their Portfolio and have their account balance paid in full when they are 100 clock-hours away from graduating. These graduation requirements are mandatory prior to a student beginning their final preparations and exams. Students are responsible for monitoring their own progress as to not miss this important deadline.

LICENSING REQUIREMENTS

Upon graduation, it is the graduate's responsibility to register with the State of Michigan Department of Licensing and Regulatory Affairs (LARA). This can be done online at <https://mylicense.mdch.state.mi.us/MyLicenseEnterpriseDleg/Login.aspx>. The student is also responsible for the \$39.00 fee required for a one (1) year license. The State of Michigan, before issuing a license, requires the following to be met by the individual: 1) be not less than 17 years of age, 2) be of good moral character*, 3) has an education equivalent to the completion of the ninth grade, 4) has completed not less than a 1,500-hour course of study in a licensed school of cosmetology whose training shall include a minimum number of practical applications, and 5) has passed an examination prescribed by the department and the board.

*Please see Conduct – Generally Know Prerequisites for Employment for "Good Moral Character" defined.

A college official will assist the student in filling out their PSI Exams Candidate Bulletin. It is the graduate's responsibility to mail or fax this form along with the exam fee of **\$161.00**. It is also the student's responsibility to schedule their test dates. Students will be required to present at the examination site a **VALID** form of government issued identification which bears the graduates signature and photo. The name on the ID must match the name on the registration form.

EMPLOYMENT OPPORTUNITIES IN THE COSMETOLOGY INDUSTRY

There are a number of occupations that the Cosmetology Course trains graduates for aside from simply working in a hair salon or spa. Licensed Cosmetologists have the freedom to follow their creativity and passion down many different career paths. Some examples include: Platform Artist, Distributor/Manufacturer Sales/Educator, Salon Manager/Owner, Makeup Artist, Nail Technician, Skin Care Specialist, Colorist, Special Event Stylist, Professional Hair Competition Competitor, Mortuary Beautician, Professional Magazine Contributor and more.

Cadillac Institute of Cosmetology posts current job openings for employers of Cosmetologists in a designated area on campus. While the College Administrators may assist graduates with employment, they do not guarantee it.

The Department of Labor's Occupational Information Network (O*Net) provides information regarding employment trends and wages at <https://www.onetonline.org/link/summary/39-5012.00>.

COSMETOLOGY INSTRUCTOR COURSE OUTLINE

OBJECTIVE & GOALS

Students prepare for licensing in Michigan as a Cosmetology Instructor through courses in methodology of teaching as well as assisting and practicing in the classroom, lab, and student salon.

The goal of this course is to educate the students in both theory and practical experience in all areas of cosmetology instruction and to adequately prepare the Instructor for gainful employment in a cosmetology college as an entry-level licensed Cosmetology Instructor, and to help them develop employer/employee relationships and effective communication skills.

COURSE DESCRIPTION - CIP 12.0413

A Cosmetology Instructor is a licensed Cosmetologist who has returned to college for Instructor training. A Cosmetology Instructor will learn all aspects of the teaching profession. This includes course outlining and developing, methods of teaching principles and student learning principles, lesson planning, basic teaching methods, effective development/use of teaching aids, classroom management, and various other subjects.

COURSE LENGTH

The Cosmetology Instructor Course is 600 clock-hours in length. Our philosophy behind exceeding the State of Michigan's minimum requirement of 500 clock-hours by 100 hours is that we have found that students are better able to prepare their required portfolio. This portfolio is mandatory prior to the student taking their final exams and has proven to be a useful and unique employment tool.

Attendance Schedules

Full time students are expected to attend for a total of 30 hours/week for 20 weeks (5 months), 21 weeks including 7% grace time (5 months).

FULL TIME SCHEDULE EXAMPLE:

Tuesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**

* Every Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = 30 hours/week

$\frac{3}{4}$ time students are expected to attend a weekly average of 21 hours. $\frac{3}{4}$ time students attend, in total, for 29 weeks (7 months), 31 weeks including 7% grace time (8 months).

$\frac{3}{4}$ TIME SCHEDULE EXAMPLE:

Wednesday through Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**

*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 21 hours/week

$\frac{1}{2}$ time students are expected to attend a weekly average of 15 hours/ week for a total of 40 weeks (10 months), 43 weeks including 7% grace time (11 months).

$\frac{1}{2}$ TIME SCHEDULE EXAMPLE:

Thursday & Friday: 8:30 am - 3:30 pm w/ 1-hour total break(s) **AND**

*Every Other Saturday: 8:00 am - 3:00 pm w/ 1-hour total break(s) = Avg. 15 hours/week

*Saturdays are mandatory for ALL students and will be color coded either Purple or Orange as indicated on the student's Enrollment Agreement. Exceptions will be made at the discretion of the Director.

COSMETOLOGY INSTRUCTOR EQUIPMENT & BOOK(S)

All students are responsible for obtaining the required book(s), *Milady's Master Educator* (ISBN-13: 978-1-133-69369-7). A student, at their option, may purchase the required book(s) from the college or from an outside vendor. The college will provide, free of charge, a copy of the State of Michigan Cosmetology Law book.

Uniforms are specific to the college, student does not have the option to purchase them elsewhere. All students must have the required book(s) and uniforms on the first day of class unless other arrangements are made in advance.

Uniforms and book(s) may be purchased using federal student financial aid if the student qualifies.

COURSE COSTS

Classes beginning July 1, 2018 through June 30, 2019.

Registration Fee	\$95.00
Tuition	\$3,300.00
Equipment Fee + Tax	\$122.00
Book Fee(s) + Tax	\$318.00
TOTAL	\$3,835.00

ESTIMATED COST OF ATTENDANCE

Estimated Cost of Attendance factors in how much it will cost a student to attend the course outside of just the cost of tuition, equipment, book(s), and registration fees. It takes into consideration things such as whether or not a student is dependent on their parents/guardians, average cost of room and board, dependent care, transportation, and exam and licensing fees required after graduation.

ESTIMATED COST OF ATTENDANCE 2018 - 2019	
	Total - 600 Hours
Independent Student	\$12,599.00
Dependent Student	\$5,419.00



Illustration 4: Retrieved from <https://blogs.winona.edu/wellness/5-motivational-quotes-for-spring-semester/>

INSTRUCTIONAL METHODS

Students are taught teaching methodology and practical teaching experience throughout their entire education. Much of what is taught is focused on Course Outlining and Development as well as practicing teaching. Unlike the Cosmetology Course, the Cosmetology Instructor Course does not have levels.

Throughout their training students are given lectures, have written assignments, projects, and tests. They participate in hands-on demonstrations, delivering lectures, developing and assigning lessons, tests, and minimum practical applications, as well as grading.

Students are taught the basics of organizational structure and best business practices. They are taught how to properly perform various office functions and minor managerial responsibilities. Students will also be expected to review and orient themselves with the required Cosmetology Curriculum.

CONTENT OF UNITS OF INSTRUCTION - COSMETOLOGY INSTRUCTOR

CURRICULUM REQUIREMENTS	STATE OF MICHIGAN BOARD OF COSMETOLOGY				CADILLAC INSTITUTE OF COSMETOLOGY			
	Theory Hours	Practical Hours	Total Hours	MPAs	Theory Hours	Practical Hours	Total Hours	MPAs
<u>Orientation & Review of Cosmetology</u>	25	50	75	20	25	50	75	50
<u>Introduction to Teaching</u>	30	0	30	0	30	0	30	0
<u>Course Outlining & Development</u> Lesson Planning; Teaching Techniques; Teaching Aids; Developing, Administering, & Grading Examinations.	80	86	165	20	80	86	165	60
<u>Laws & Rules</u> Record Keeping; School Administration.	15	10	25	70	15	10	25	80
<u>Teaching Assisting in the Clinic/Theory Classrooms</u>	0	75	75	15	0	75	75	75
<u>Practice Teaching in the Clinic/Theory Classrooms</u>	0	130	130	25	0	130	130	90
<u>Unassigned Hours</u>	0	0	0	0	0	0	100	0
TOTALS	150	350	500	150	150	350	600	355



Illustration 5: <http://horn4apurpose.com/blog/i-want-talk/>

SEQUENCE OF CURRICULUM

Students will be taken through an Orientation of their first scheduled day of class.

Theory

There may be other tests, quizzes, and/or projects that are not included on this chart. The topics listed are in no particular order. Tests will be graded according the Satisfactory Academic Progress Policy.

0-600 Hours	
The Career Education Instructor	Assessing Programs & Advising Students
The Teaching Plan & Learning Environment	Making the Student Salon an Adventure
Teaching Study & Testing Skills	Career & Employment Preparation
Basic Learning Styles & Principles	Educator Relationships
Basic Methods of Teaching & Learning	Evaluating Professional Performance
Effective Presentations	Educator Relationships
Effective Classroom Management & Supervision	MI Rules & Regulations
Program Review, Development, & Lesson Planning	Portfolio
Educational Aids & Technology in the Classroom	Final Preparation & Exams

Minimum Practical Applications – Breakdown by Type

Amounts listed in this chart designated the minimum requirements of the course. Students should expect to perform well above these numbers. Formal practical evaluations will be graded according to the Satisfactory Academic Progress Policy.

MINIMUM PRACTICAL APPLICATION (MPA)	MINIMUM AMOUNT REQUIRED
Orientation & Review of Cosmetology Curriculum	50
Course Outlining & Development	10
Lesson Planning	10
Teaching Techniques	10
Teaching in Clinic & Theory Class	75
Practice Teaching in Clinic & Theory Class	90
Teaching Aids	20
Developing, Administering, & Grading Exams	10
Record Keeping	40
School Administration	40

GRADING PROCEDURES (SATISFACTORY ACADEMIC PROGRESS EXCERPT)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical applications or experiences.

Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skill evaluations will be conducted during the course of study. Practical skills are evaluated according to the book and the Michigan State Board Exam procedures and set forth in practical skills evaluation criteria adopted by the college. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

91% - 100%	Excellent
81% - 90%	Very Good
75% - 80%	Satisfactory
Below 75%	Unsatisfactory

GRADUATION REQUIREMENTS

A Diploma and an Official Transcript for completion of the Cosmetology Instructor Course will be granted when the student has successfully completed all graduation requirements including:

- Required course hours
- All phases of study
- Required tests
- Required practical assignments
- Portfolio
- Attended an Exit Interview
- Completed all exit paperwork
- Student's account balance is paid in full
- Pass comprehensive written & practical examinations

NOTE: Students are required to have completed all required tests, assignments, and MPAs along with their Portfolio and have their account balance paid in full when they are 100 clock-hours away from graduating. These graduation requirements are mandatory prior to a student beginning their final preparations and exams. Students are responsible for monitoring their own progress as to not miss this important deadline.

LICENSING EXAM & REQUIREMENTS

Because the graduate already holds a State of Michigan issued Cosmetologist License, it is not necessary for them to register with the State of Michigan Department of Licensing and Regulatory Affairs (LARA), however, the student is still responsible for a prorated licensing fee. The State of Michigan, before issuing a license, requires the following to be met by the individual: 1) be of good moral character*, 2) has a high school diploma or equivalent, 3) is a licensed Cosmetologist under The Occupational Code, PA 299 of 1980, Article 12, 4) has at least 3 years of practical experience in natural hair cultivation, hair care services, skin care services, and manicuring services, at least 1 year of which shall be in a cosmetology establishment**, 5) has completed not less than 500 hours of instructor training, and 6) has passed an examination approved by the department and the board.

A college official will assist the student in filling out their PSI Exams Candidate Bulletin. It is the graduate's responsibility to mail or fax this form along with a test fee of \$91.00. It is also the student's responsibility to schedule their test dates. Students will be required to present at the examination site a VALID form of government issued identification which bears the graduates signature and photo. The name on the ID must match the name on the Examination Registration Form.

*Please see Conduct – Generally Know Prerequisites for Employment for "Good Moral Character" defined.

**An individual who does not meet this requirement may be eligible for a Limited Instructor License.

EMPLOYMENT OPPORTUNITIES AS A COSMETOLOGY INSTRUCTOR

A Cosmetology Instructor has many of the same employment opportunities available to them as a Cosmetologist however they now possess a more advanced and specialized education which can make them more desirable to salon owners and their guests. Cosmetology Instructors most often choose to teach at a school or college of cosmetology. They can also open their own school of cosmetology. Some Cosmetology Instructors who remain working in a salon choose to create an apprenticeship program.

Cadillac Institute of Cosmetology posts current employment opportunities for Cosmetology Instructors in a designated area on campus. While College Administrators may assist graduates with employment, they do not guarantee it.

The Department of Labor's Occupational Information Network (O*Net) provides information regarding employment trends and wages at <http://www.onetonline.org/link/summary/25-1194.00>.



Illustration 6: Hair and Photo by Chelsea Depew