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Cosmetology

CIP 12.0401

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***Additional information about these items can be found in the student handbook .**

Western Montgomery Career and Technology Center

Mission Statement

The Mission of the Western Montgomery Career and Technology Center is to prepare quality citizens for lifelong productivity in a challenging and changing world by forming innovative partnerships among family, school and community. In addition to preparation for direct entry into the workforce, WMCTC students are prepared to enroll in college studies. Many two- and four-year institutions offer programs of study which complement the occupational and technical areas offered at WMCTC.

BELIEFS

We believe in valuing the diversity of each student

We believe education leads to opportunity

We believe quality education starts with quality leadership

We believe a career and technical education is a critical component of workforce development

We believe technology is vital to learning and will help students connect with a rapidly changing world

We believe technology must be embraced by teachers as a tool to help prepare students to meet current and future labor market demands

We believe in providing all students with a positive educational experience

We believe students should feel proud of what they have accomplished each day

We believe students will be provided the opportunity to achieve their highest potential

We believe students will be provided the opportunity to acquire and cultivate leadership skills

We believe in providing students with a safe school environment

We believe the success of a student is enhanced by parents and/or other influential adults through their support and involvement

We believe in encouraging students to maintain a lifelong affiliation with the school

We believe change is an ongoing process, not an event, and is fundamental for building quality programs of study

We believe instruction must accommodate individual student learning styles

Cosmetology

Program Description

The Cosmetology program is designed to prepare students for the state's professional licensing examination for Cosmetologists, and entry-level employment in the beauty profession. In this program, students are provided the opportunity to earn 1250 hours of state required instruction and develop skills in all aspects of Cosmetology including: sculpting, styling, perming, hair color, skin care, chemical hair straightening, nails, and most importantly, people skills. It is necessary for students to keep their work area and equipment organized and well maintained. Students should also possess a sense of form, artistry, and creativity. Hands-on experience is obtained several days a week in The Salon. Upon completion of 900 hours, students are eligible and encouraged to take the state licensing exam. Students who pass the state board exam and successfully complete 1250 hours will qualify for PA state licensure.

Job Titles- Career Pathways

39-5093 Shampooer

39-5012 Hairdresser, Hairstylist, and Cosmetologist

CTC Knowledge transfers to college credits at:

Montgomery County Community College

St. Francis University

Student Certifications

SP2 Cosmetology

Pennsylvania State Board Cosmetology License

Pennsylvania Skills Certification (NOCTI)

OSHA 10 Hour Certification

Instructor - Mrs. Angela Reichert

Hire Year: 2000

Biography

I am a lifelong resident of Berks county where I attended Reading High School and Reading-Muhlenberg CTC. Beauty culture has been my passion for as long as I can remember, and I am fortunate to share that with others. Outside of work I enjoy spending time with family and friends. During the summers I enjoy going to the beach, reading, kayaking, and motorcycle riding with my husband and friends.

Education

Temple University- B.S. Industrial Education

Cabrini University- M.Ed. Educational Leadership

Certifications & Awards

Licensed Cosmetology Instructor

Cooperative Education Certification

K-12 Principal Certification

Administrative Certification

Outstanding Academic Achievement - Temple University

Teacher of the Year - WMCTC

Spring-Ford Senior Impact Award

Work Experience

I have been a licensed Cosmetology Instructor for more than 30 years, spending the last 23 teaching at WMCTC. I began my career as a stylist, and have worn many other hats over the years, including salon manager, salon owner, post-secondary educator, school director, adjunct professor, and most importantly CTE teacher.

Instructor - Miss Jenni King

Hire Year: 2017

Biography

I am a lifelong resident of Montgomery county where I attended Upper Perkiomen High School. I am also a Western Montgomery CTC alumni. In my free time I like going to the gym, being with family and friends, and most importantly hanging out with my dogs.

Education

Temple University- Vocational I Certification

Certifications & Awards

Spring-Ford Senior Impact Award

Licensed Cosmetology Instructor

Work Experience

I have been a licensed Cosmetology Instructor for 5 years, and a licensed Cosmetologist for 9 years. I began my career here at WMCTC in 2017 when I came back to be a student teacher. During this time I realized that I had a passion for teaching and continued to pursue this career full time. I spent my first 2 years as a Cosmetology teaching aide, then grew into a full time position as a Cosmetology Instructor.

Dear Parents,

Welcome to the Western Montgomery Career and Technology Center (WMCTC), where student success is our first commitment. You have made an excellent decision in selecting and developing a career pathway in our Cosmetology Program. We are looking forward to a great start to the year and will be here to assist you in achieving your student's goals by providing a supportive environment for high-quality education.

Students enrolling in Cosmetology will be taught trade skills through a hands-on learning process. Utilizing a series of theory and practical lessons, students will be able to gain knowledge and hone their skills in preparation for real world experiences in our on site salon. Every student will have an opportunity to apply their talents as a stylist and business manager in our student-run salon.

As a course that prepares students for working in a professional field, students are expected to maintain professional and responsible work ethics and habits. Students should arrive on time to class and be prepared for instruction. Additionally, Cosmetology is a field that serves the public, students are expected to interact with others in a respectful manner.

The Cosmetology program has a mandatory uniform and kit policy. Students are expected to wear the Cosmetology program black scrub top with the school logo and black scrub pants everyday. Students must wear black leather sneakers or nursing shoes. Time will be made available for students to change every day. Students are also required to purchase their kit that is used throughout the program. The kit and its contents are expected to be in class each day.

Please feel free to contact us with any questions or concerns either by phone or email.

Sincerely,

Mrs. Angela Reichert

Miss Jenni King

Cosmetology Instructors

Cosmetology Behavior and Safety Procedures

COSMETOLOGY SAFETY MISSION

The team members of the Cosmetology program at WMCTC work together to maintain the highest standards in all areas of safety, health, and welfare within the classroom, lab, and salon. Students and instructors strive to adhere to all policies set forth by the State Board of Cosmetology and WMCTC. We strive for active participation from all team members to provide safe practices and ensure the safety of everyone within the salon environment.

1. Always be aware of your surroundings from the moment you walk in the lab until the time you leave (be aware of wet floors, shears or razors on table, hair on floor, electrical cords from tools, etc.)
2. Conduct yourself in a professional manner at all times in the Cosmetology Lab.
3. Wear a clean and appropriate uniform. Refer to the Cosmetology Uniform Policy.
4. Adhere to safety instruction delivered throughout the Cosmetology curriculum.

Cosmetology Tool and Equipment List

Students enrolled in the Cosmetology Program will receive instruction on how to safely use the following tools and equipment. Students will be tested on the proper use of equipment and general safety. Students are expected to treat equipment with utmost respect and follow all safety guidelines immediately when entering the program.

The following is a list of tools on which each student will receive instruction:

- Thermal tools
- Shears/Razors/Clippers
- Spa equipment
- Processors
- Chemicals related to salon applications

Western Montgomery Career and Technology Center Grading

Grade Scale

100 – 93 (A) Excellent

92 – 85 (B) Above Average

84 – 77 (C) Average

76 – 70 (D) Below Average

69 – 0 (F) Failing

Grading

Technical education involves more than academic work, therefore, it becomes necessary to consider other factors when grading students. Attitude, knowledge and skills are prime factors in determining the grades of technical students. Students will have the opportunity to improve their performance rating in regards to competencies as determined by the technical instructor.

Teachers will gladly discuss a student's progress at any time. A grade record sheet and anecdotal record sheet are kept on every student. Grades are recorded as numerical grades. The school term is divided into two (2) semesters or four (4) marking periods.

Report cards give an objective measure of the pupil's performance and also give some indication of the following student attributes:

- Academic growth.
- Predicted ability to succeed.
- Ability to extend or limit future educational plans.
- Self-concept.
- Student's reliability.

→ **COMPUTATION OF QUARTERLY GRADES- PROCEDURES**

When computing quarterly grades, 3 major areas will be considered: Theory/Knowledge, Skill Development, and Work Attitude. A breakdown of sample criteria under each main heading follows:

1. THEORY/KNOWLEDGE – 30% of grade

Tests will be the main factor when calculating the theory grade. This portion of the grade will include:

- Written and/or oral tests and quizzes
- Written and/or oral reports
- Homework assignments

2. SKILL – 40% of grade

This portion of the grade will include:

- Demonstration of safety practices
- Projects – quality of work
- Basic skills competencies
- Procedures
- Operation of equipment

3. WORK ATTITUDE – 30% of grade

This portion of the grade will include:

- Working independently and without need for constant supervision and direction
- Staying with and following tasks through completion
- Coming to class prepared
- Participating in lab cleanup
- Showing interest, initiative and pride in work
- Respecting the authority of school staff

- Respecting the rights of others and working cooperatively with others
- Taking pride in personal appearance and dressing appropriately for the program
- Maintaining good attendance

To derive at a quarterly grade, the instructors will assign the above weighting to each of the 3 categories. The final course grade will be derived by the following: Qtr. 1 (20%), Qtr. 2 (20%), Qtr. 3 (20%), Qtr. 4 (20%), Final Exam (20%)

Program of Study Task Tracking Syllabus

The student's level of achievement for each skill/task listed on the program's task grid is tracked continuously. Task evaluation is updated on a weekly basis as a student completes skills/tasks. Students and parents shall be provided an up-to-date skill evaluation upon request and upon completion of the program. Perspective employers are encouraged to review a student's task grid to supplement the student's transcript. These skill/task grades are also used to determine the awarding of articulated credits at postsecondary institutions. This task grid is retained as part of the student's permanent performance record. The following evaluation criteria will be used and recorded when assigning the level of skill achievement for the various Program of Study tasks:

Below Basic - Student requires close supervision to complete the skill/ task. Full retraining and practice of the task/skill is required

Basic - (Pre-Entry Level) Students require limited supervision to complete the skill/ task. Some additional training and practice is required.

Competent - (Entry Level) Student is minimally competent and able to perform skill/task independently, to industry standards, and without supervision.

Advanced - Student is proficient and has mastered skill/task. Student is considered highly-qualified for entry-level employment

Grading System:

Students' grades are reported to their respective high schools based on a numerical percentage. Students are expected to must maintain a minimum grade of 70% in their technical program to return the

following year. Students that fail may repeat their level, only if there is space in that particular classroom program level for the upcoming year. The WMCTC does not hold seats for students that failed the previous school year.

Incomplete Grades:

WMCTC Joint Committee Policy 213 individual teachers may assign an incomplete grade in any marking period except the fourth. An incomplete grade may be assigned to allow a student additional time to complete specific work or assignments. All make-up work must be completed prior to the end of the second week of the next marking period. For example, an incomplete grade assigned in the first marking period must be satisfied by the second week of the second marking period. An incomplete grade cannot be assigned as a fourth marking period grade, final exam grade and/or final grade. Students who do not complete assigned work as scheduled will receive an "F".

Task List: Cosmetology [CIP: 12.0401]

TASK	DESCRIPTION
1.00	Orientation/Safety
01.01	Introduction to Cosmetology policies and procedures
01.02	SP2 Certification
01.03	OSHA10 Cosmetology General Certification
2.00	Life Skills
02.01	Establish routine to maintain a healthy body
02.02	Demonstrate elements of effective communications
02.03	Identify and develop and maintain positive human relations
02.04	Identify behaviors that promote strong professional ethics and support resilience in the workplace
3.00	Salon Ecology
03.01	Recognize and define structure/function of bacteria and viruses, including types of bacteria and their life cycle
03.02	Define and differentiate infection control levels and procedures in school/salon
03.03	Identify, interpret, and follow safety regulations, including SDS and OSHA
03.04	Administer safety and first aid procedures
03.05	Assess chemical reaction as they relate to various services
4.00	Anatomy & Physiology
04.01	Identify essential building blocks of the human body to include cells, tissues, organs, and systems
04.02	Identify the structure, composition, and functions of basic body systems
04.03	Identify the structure, composition, and functions of the muscular system
04.04	Identify the structure, composition, and functions of the integumentary system
04.05	Identify the structure, composition, and functions of skeletal system
04.06	Identify the structure, composition, and functions of nervous system
04.07	Identify the structure, composition, and functions of circulatory system
5.00	Chemistry
05.01	Understand matter as it relates to the hair
05.02	List the five elements of the hair
05.03	Differentiate between physical and chemical changes involved in various hair services
05.04	Measure effects of pH pertaining to hair and skin and identify its importance in Cosmetology
05.05	Demonstrate knowledge of chemistry pertaining to products used for hair, skin, and nails

6.00	Nails
06.01	Identify structure, composition, and functions of the nail
06.02	Identify, define, and recognize nail conditions, disorders, and diseases
06.03	Identify, prepare, and demonstrate all aspects of basic manicure applications
06.04	Identify, prepare, and demonstrate all aspects of basic pedicure applications
06.05	Identify, prepare, and demonstrate all aspects of specialty nail treatments including massage
06.06	Identify, prepare, and demonstrate all aspects of nail enhancements
7.00	Trichology
07.01	Identify and analyze structure, composition, and characteristics of the hair
07.02	Identify, define, and recognize hair and scalp conditions, disorders, and diseases
07.03	Demonstrate draping procedures for all hair services
07.04	Select and perform various shampoo and conditioning treatments based on clients needs
07.05	Perform a basic scalp treatment
07.06	Explain the use of electrical equipment during a scalp treatment
8.00	Hair Sculpture
08.01	Fundamentals of hair sculpting
08.02	Demonstrate correct and safe handling of hair sculpting tools
08.04	Identify and demonstrate solid form sculptures with shears and razor
08.05	Identify and demonstrate graduated form sculptures with shears and razor
08.06	Identify and demonstrate increase form sculptures with shears and razor
08.07	Identify and demonstrate uniform sculptures with shears and razor
08.08	Perform various texturizing techniques with multiple tools
08.09	Fundamentals of men's hair sculpture
08.10	Demonstrate correct and safe handling and maintenance of clippers
08.11	Identify and demonstrate men's sculpture with shears and clippers
08.12	Identify and demonstrate shear and clipper over-comb techniques
08.13	Identify and demonstrate complementary facial hair design techniques
08.14	Identify and demonstrate men's finishing/personalization techniques
9.00	Hairstyling
09.01	Design decisions considerations
09.02	Select a style to compliment a client's features
09.03	List and identify the four service essentials
09.04	Demonstrate knowledge of fundamental hairstyling concepts
09.05	Identify hairstyling implements and equipment
09.06	Perform wet styling applications
09.07	Perform thermal styling applications
09.08	Identify specialty styling equipment

09.09	Perform hair pressing and marcel curling applications
09.10	Perform long hair design applications
09.11	Select and apply styling products according to client's and style needs
10.00	Skin
10.01	Identify structure, composition, and functions of the skin
10.02	Identify, define, and recognize skin conditions, disorders, and diseases
10.03	Identify, prepare, and demonstrate all aspects of basic facial applications
10.04	Identify and demonstrate multiple methods of temporary hair removal
10.05	Identify, prepare, and demonstrate all aspects of specialty skin treatments
10.06	Define and describe advanced skin care essentials
10.07	Perform various advanced skin care applications
11.00	Make-Up
11.01	Identify, prepare, and demonstrate all aspects of basic makeup applications
11.02	Demonstrate knowledge of corrective makeup techniques
11.03	Demonstrate knowledge of eyelash enhancements
12.00	Chemical Texturizing
12.01	Define and describe all aspects of chemical texturizing related to permanent waving
12.02	Demonstrate various wrapping techniques
12.03	Theory and procedures of advanced perming techniques
12.04	Define and describe the fundamental theory of chemical relaxing/straightening
12.05	Demonstrate various chemical relaxing/straightening services
12.06	Define and describe the fundamentals of curl reforming
12.07	Demonstrate a curl reformation service
12.08	Select appropriate chemicals according to client's needs and hair characteristics
13.00	Hair Color
13.01	Demonstrate knowledge of color theory
13.02	Formulate color as it relates to the law of color for various applications
13.03	Perform and evaluate a predisposition test
13.04	Perform and evaluate a strand test
13.05	Perform various non-oxidative color services
13.06	Perform various oxidative color services
13.07	Perform various lightener services with toner applications
13.08	Select appropriate chemicals according to client's needs and hair characteristics
13.09	Define and describe advanced color techniques
13.10	Perform various trend color techniques
14.00	Clinical Salon Preparation
14.01	Requirements for a successful operation of a clinical salon
14.02	Prepare and maintain client documentation following a successful client consultation
14.03	Guest experience procedures and applications

14.04	Participation in clinical salon applications
15.00	Licensure Preparation
15.01	Theory of state board preparation
15.02	Demonstrate an understanding of the Cosmetology laws, rules, and regulations
16.00	Electricity
16.01	Define the principles of electricity
16.02	Review the safety measures related to electricity
16.03	Explain the types, uses, and benefits of light therapy
17.00	Specialty Services
17.01	Identify implements, equipment, and products used with synthetic and human hair
17.02	Compare and contrast synthetic and human hair services
17.03	Perform application and styling services on wigs, hair pieces, and hair additions
18.00	Salon Business and Management
18.01	Theory and processes of good business and management
18.02	Develop an effective management plan
18.03	Develop a personal financial plan
19.00	NOCTI Preparation
19.01	Theory and procedures for NOCTI preparation and application
99.00	Career Education and Work Standards
99.01	Evaluate school based opportunities for career awareness and preparation
99.02	Develop career objectives
99.03	Analyze and relate career options based on personal interests, abilities, aptitudes, career objectives, and goals
99.04	Identify and analyze changing roles in the workplace
99.05	Evaluate effective communication, time management, and conflict resolution skills as it relates to teamwork and individual roles
99.06	Develop a personal budget relevant to career choice
99.07	Develop career acquisition documents
99.08	Apply research skills in searching for a job
99.09	Develop and apply effective communication skills used in job interviews

Career and Technical Student Organizations (CTSO)

All students enrolled in Western Montgomery Career & Technology Center have the opportunity to participate in at least one Career & Technical Student Organization (CTSO) while enrolled at the CTC. Students who become members in these co-curricular organizations have the opportunity to participate in team building, leadership, community service and social events.



FCCLA - Family, Career and Community Leaders of America

FCCLA builds strong leaders and addresses important personal, family, work, and societal issues through family and consumer sciences education. PA Family, Career and Community Leaders of America Opens In A New Window (state website) Family, Career and Community Leaders of America Opens In A New Window (national website)



HOSA - Health Occupations Students of America

HOSA's two-fold mission is to promote career opportunities in the healthcare industry and to enhance the delivery of compassionate, quality health care to help students meet the needs of the health care community. HOSA's goal is to encourage all health science technology instructors and students to affiliate and be actively involved in the HOSA-HSTE (Health Science Technology Education) Partnership and serve as a major pipeline of health care professionals in the future.



SkillsUSA is a national student organization that strives to make each student more employable through the development of participatory, and leadership skills to complement the occupational skills developed by students in technical education classrooms or work-based learning sites. SkillsUSA is an integral part of approved technical education occupation programs.



NTHS

The National Technical Honor Society is an educational non-profit that exists to honor, recognize, and empower students and teachers in Career & Technical Education. As the honor society for Career & Technical Education, NTHS serves over 100,000 active members annually in both secondary and postsecondary chapters across the country.

It is the policy of the Western Montgomery CTC not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by the Title IX, Section 504, and Title VI.

Western Montgomery Career and Technology Center

Cooperative Education Guidelines

Students are eligible for the Cooperative Education Program based on their technical teacher's recommendations, grades, NOCTI pre-test score, attendance and school discipline history. Students in the Co-Op Program are paid by their employer for the hours they work. Some students also participate in un-paid internships for one or more days throughout the school year. Both programs have the same requirements for students. Students become eligible to participate during the second semester of their junior year and at any time throughout their senior year. A student who has five (5) or more unexcused absences from school or more than ten (10) days excused absences from school may not be eligible for the Cooperative Education Program. A student who accumulates three (3) unexcused tardies may be required to conference with school administration to continue the work-based component of the School to Work Program. (Tardy days are counted both at school and at work.)

The only exception to this attendance requirement will be for students who have had an extended illness that has been documented by a physician. In the event of extenuating circumstances, the school administration will consider Cooperative Education placement for the students in this category.

Application Procedure:

1. Interested students should discuss the possibility of a paid Co-Op or unpaid Internship placement with his/her instructor to determine if the instructor feels the student is prepared for a work-based learning experience.
2. The student should then meet with the School to Work Coordinator to begin the application process.
3. Enrollment forms must be completed online via forms that are emailed to the student, parent/guardian, home school personnel and technical instructor.

Securing a Cooperative Education Position:

1. The School to Work Coordinator will attempt to secure placement for the student in his/her specific technical trade area. All Cooperative Education placements must directly relate to the student's course of study. The student may assist in the search for a job by filing applications for employment with industries related to their course of study.

2. WMCTC is not responsible for providing transportation to the work site therefore the student or family must have reliable transportation to the job site.

3. Students may be terminated or suspended from the Cooperative Education Program for inappropriate behavior at school or the work site, poor grades, poor attendance, or disciplinary actions.

For More Information Contact:

Ms. Barb Mueller

bmueller@westerncenter.org

610-489-7272 ext. 218

Program Articulation Agreements

The Western Montgomery Career and Technology Center Has agreements with the following:

Career & Technical Education Students SOAR

It is the policy of the Western Montgomery CTC not to discriminate on the basis of sex, handicap, race and national origin in its educational and vocational programs, activities, or employment as required by the Title IX, Section 504, and Title VI.



The Pennsylvania Department of Education (PDE) supports career and technical education students aligning their high school courses to a college program in order to complete a degree, diploma or certificate. If you are a career and technical education student, use the resources below to learn about the credentials needed to qualify for SOAR program credit.

What Is SOAR?

SOAR stands for *Students Occupationally and Academically Ready*. SOAR programs articulate skills and tasks gained at the secondary school (high school) level to course credit earned in a postsecondary (college) degree, diploma or certificate program.

SOAR programs can help students:

- Prepare for entering the job market with college and career ready skills
- Choose the best career pathway
- Save money on college tuition
- Save time by not duplicating coursework in college

How Do I Qualify for SOAR Credits?

Qualified SOAR program students are eligible to apply for credits up to 3 years after their high school graduation date. In order to qualify for SOAR program post secondary credits a student must:

- Earn a high school diploma, with a minimum 2.75 GPA on a 4.0 scale in the technical core courses
- Complete the secondary school component of the approved PDE Program of Study
- Achieve proficiency on all tasks of the approved PDE Program of Study Competency Task List
- Achieve competent or advanced level on the secondary school end-of-program assessment that is appropriate for the approved PDE Program of Study

WMCTC CERTIFICATE OF COMPETENCE SAMPLE