

A light blue line-art illustration of various cosmetology tools, including a hairbrush, a hair dryer, a comb, and scissors, arranged in a circular pattern around the text.

*ODESSA COLLEGE
COSMETOLOGY
STUDENT
HANDBOOK*

Revision January 9, 2023

TABLE OF CONTENTS

I. PREFACE

HOW TO CONTACT US	4-5
-------------------------	-----

COSMETOLOGY GUIDELINES

II. PROGRAM FOUNDATION

MISSION STATEMENT	5
PROGRAMMATIC CONCEPTS	5
PROGRAM OBJECTIVES/OUTCOMES	5
CURRICULUM PLAN	5-7
PROGRAM EXPENSES	7-8
PROFESSIONAL RESPONSIBILITIES	8

III. GENERAL ADMISSION INFORMATION

PROGRAM ADMISSION	8-9
SPECIALIZED ADMISSIONS CRITERIA.....	9-10

IV. STUDENT CONDUCT AND PERFORMANCE

STUDENT-INSTRUCTOR COMMUNICATION	10
AVAILABILITY OF PERSONAL CONTACT INFORMATION	11
ABSENCE AND TARDY POLICY	11-14
Blackboard Ultra info	14

V. EVALUATIONS AND GRADING

GRADING POLICY.....	14
• GRADE SCALE	14
• ATTENDANCE AND PROFESSIONALISM	14-15
• PROFESSIONAL ATTIRE	16
• THEORY ASSIGNMENTS	16
• LAB ASSIGNMENTS	16-17
• PRESENTATIONS AND PROJECTS.....	17
• SAFETY AND SANITATION	18
• SAFETY IN THE LAB SETTING	18-19
• STUDENT ILLNESS OR INJURY.....	19
• PREGNANCY.....	19
• STATE BOARD PRACTICE.....	19
• SEMESTER EXAMS.....	19
• STATE BOARD WRITTEN EXAM CRITERIA.....	19-21
• STATE BOARD PRACTICAL EXAM CRITERIA.....	11-25

ACADEMIC PROGRESS	25
GRADE POINT AVERAGE	25
READMISSION	25-26

INELIGIBILITY FOR RE-ADMISSION ----- 26
PROGRAM EVALUATION ----- 27
STUDENT INPUT INTO THE EDUCATIONAL PROCESS ----- 27

TEXAS DEPARTMENT OF LICENSING AND REGULATION GUIDELINES

VI. TEXAS DEPARTMENT OF LICENSING AND REGULATION

ACCREDITATION STATUS ----- 27
TDLR APPROVED CURRICULUM ----- 27
SCOPE OF PRACTICE ----- 28
CRIMINAL BACKGROUND CHECK ----- 28-29
GUIDELINES TO PREVENT TRANSMISSION OF INFECTIOUS DISEASE ----- 29-30

ODESSA COLLEGE GUIDELINES

VII. ODESSA COLLEGE CATALOG INFORMATION

COSMETOLOGY COURSE DESCRIPTIONS ----- 30-31
OPTIONS / TRACKS FOR THE COSMETOLOGY STUDENT ----- 32-33
OC STANDARDS of CONDUCT ----- 33

I. PREFACE

HOW TO CONTACT US

Welcome to the Odessa College Cosmetology Program!

This handbook is a supplement to the Odessa College Catalog and current OC Student Policies. The Odessa College Student Handbook can be accessed through Instructor syllabi

This handbook is a publication of the Odessa College Cosmetology Department and contains helpful resource information to facilitate your success in the Cosmetology Program. It is important that you refer to the most current term iteration of this handbook throughout your enrollment in the Cosmetology Program. The policies, rules, regulations and the general information provided in this handbook are reviewed at the Department Chair's discretion and are subject to change. The current revision may be found online in Blackboard under the start here tab

If you have questions or problems or need any assistance, please do not hesitate to contact any of the cosmetology faculty or the Director of the Cosmetology Program. Our primary goal is your success, both during school and ultimately as a member of our great industry.

Our offices are located in the Cosmetology Building across University Blvd from the main Odessa College Campus.

OC Mailing Address: 201 W. University Odessa, TX 79764

Cosmetology Front Desk Phone: 432-335-6452

Cosmetology Office Fax: 432-335-6489

Office Hours:

Fall and Spring Semesters: Monday -Thursday 8:00 a.m.-5:30 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.) and Fridays 8:00 a.m. - 1 p.m.

Summer Semesters: Monday -Thursday 7:30 a.m. – 5:30 p.m. (closed for lunch from 12:00 p.m. – 1:00 p.m.) Closed Fridays.

Director of Cosmetology:

Cheree Shepardson

Office: 105 / Phone: 432-335-6451

Email: cshepardson@odessa.edu

Cosmetology Professor:

Machelle Bright

Office: 106 / Phone: 432-335-6662

Email: mbright@odessa.edu

Cosmetology Professor:

Donna Kilgore

Office: 108 / Phone: 432-335-6888

Email: dkilgore@odessa.edu

Cosmetology Professor:

Jessica Galindo

Office: 103A / Phone: 432-335-6434

Email: jgalindo@odessa.edu

Dual Credit Cosmetology Professor:

LaNeishia Taylor

Office: 110 / Phone: 432-335-6450

Email: ltaylor@odessa.edu

Dual Credit

Angelica Franco

Office: 103/ Phone: 432-335-6524

Email: afranco@odessa.edu

Joann Rojero

Email: jrojero@odessa.edu

Student Support hours for faculty are posted on office doors and on-line.

Receptionist:

Rebecca Talamantes

Phone: 432-335-6452

Email: rtalamantes@odessa.edu

THE ODESSA COLLEGE COSMETOLOGY PROGRAM DOES NOT DISCRIMINATE IN REGARD TO RACE, COLOR, AGE, ETHNIC/NATIONAL ORIGIN, RELIGION/CREED, GENDER/SEX, MARITAL STATUS, VETERAN STATUS, OR DISABILITY.

COSMETOLOGY GUIDELINES

II. PROGRAM FOUNDATION

MISSION STATEMENT

Cosmetology courses at Odessa College seek to provide students with the skill and knowledge required to pass the Texas Department of Licensing and Regulation examination for licensing in Texas and for successful entry into the cosmetology profession. All aspects for the profession are presented, and training is available for the cosmetologist seeking an operator and nail technician license.

PROGRAMMATIC CONCEPTS

Concepts are taught from a simple to an advanced level throughout the curriculum.

PROGRAM OBJECTIVES/OUTCOMES

Upon completion of the program, the graduate will demonstrate competency in the following roles:

- Demonstrate professionalism and leadership skills reflective of the cosmetology industry.
- Utilize best practices judgment based on current evidence to provide safe and effective quality services.
- Demonstrate teamwork and inter-professional collaboration.
- Effectively utilize informatics and technology in a variety of settings.
- Appropriately incorporate knowledge of cultural diversity in the practice of client centered practices.

CURRICULUM PLAN

COURSE OF STUDY FOR ASSOCIATE IN APPLIED SCIENCE DEGREE – COSMETOLOGY OPERATOR

<i>CORE REQUIREMENTS</i>	<i>SEMESTER</i>	<i>HOURS</i>
PSYC 1300 Learning Frameworks	3	
ENGL 1301 Composition I	3	
MATH 1332 Contemporary Mathematics	3	
Social/Behavioral Sciences (from OC Core)	3	
KINE 1164 Introduction to Physical Fitness & Sport	1	
Language, Philosophy, & Culture, or Creative Arts (from OC Core)	3	
 <i>MAJOR REQUIREMENTS Level I Certificate</i>		
CSME 1405 Fundamentals of Cosmetology	4	
CSME 1443 Manicuring & Related Theory	4	
CSME 1447 Principles of Skin Care/Facial & Related Theory	4	
CSME 1451 Artistry of Hair, Theory, and Practice	4	
CSME 1453 Chemical Reformation and Related Theory	4	
CSME 2439 Advanced Hair Design		
CSME 2401 Principles of Hair Coloring & Related Theory	4	
CSME 2441 Preparation for the State Licensing Examination	4	
 <i>Level II Certificate</i>		
CSME 2237 Advanced Cosmetology Techniques	2	
CSME 1335 Artistry of Hair Design II	3	
CSME 2410 Advanced Haircutting and Related Theory	4	
 <i>RELATED REQUIRED COURSES</i>		
HRPO 1311 Human Relations or	3	
MRKG 1311 Principles of Marketing	3	

Total Semester Hours - 60

NOTE: Student not desiring the Associate in Applied Science Degree may receive a Certificate of Completion – Operator Option.

COURSE OF STUDY FOR CERTIFICATES OF COMPLETION

LEVEL I CERTIFICATES ARE TEXAS SUCCESS INITIATIVE (TSI) WAIVED.

LEVEL I - OPERATOR

<i>MAJOR REQUIREMENTS</i>	<i>Semester Hours</i>
CSME 1405 Fundamentals of Cosmetology	4
CSME 1443 Manicuring & Related Theory	4

CSME 1447 Principles of Skin Care/Facial & Related Theory	4
CSME 1451 Artistry of Hair, Theory, and Practice	4
CSME 1453 Chemical Reformation and Related Theory	4
CSME 2401 Principles of Hair Coloring & Related Theory	4
CSME 2439 Advanced Hair Design	4
CSME 2441 Preparation for the State Licensing Examination	4
Total Semester Hours -32	

Level II- Operator

CSME 1355 Artistry of Hair Design II	3
CSME 2237 Advanced Cosmetology Techniques	2
CSME 2410 Advanced Haircutting and Related Theory	4
Total Semester Hours -9	

LEVEL I - MANICURIST

MAJOR REQUIREMENTS

CSME 1330 Orientation to Nail Technology	3
CSME 1431 Principles of Nail Technology	4
CSME 1441 Principles of Nail Technology II	4
CSME 2430 Nail Enhancement	4
Total Semester Hours -15	

PROGRAM EXPENSES

All costs are the responsibility of the student. The approximate cost of the Cosmetology program is \$7,000 to \$10,000 for in district students and \$10,000 to \$17,000 for out of district students. This includes items such as tuition and fees for the Cosmetology courses and required expenses. Professional liability insurance is required each semester and is managed by the college. The cost of the insurance is included in the tuition and fees of each course.

Books and supply kits are REQUIRED. Books and kits are purchased for the first semester and are utilized during the entire program for the most part. There are some instances where students will be required to purchase specific items for classes.

CSME 1405: Fundamentals of Cosmetology

- Purchases
 - Kit = \$1,300.00 + tax approximately
 - Books = \$300 + tax
 - Scrub Uniforms -Student Purchase
 - Shear set = \$120.00
 - Student permit = \$25.00 credit card
 - Basic Cleaning Supplies, including but not limited to: = estimated cost of \$300.00
 - Paper towels
 - Windex
 - Trash bags
 - Disposable containers

- Ziploc baggies (quart, gallon and 2-3 gallon sizes)
- Salon Towels

CSME 1443: Manicuring and Related Theory

- Purchases
 - Acrylic Nail Kit
 - Replace items as necessary

CSME 1447: Principles of Skin Care / Facial and Related Theory

- Purchases
 - Replace items as necessary

CSME 1451: Artistry of Hair, Theory and Practice

- Purchases
 - Replace items as necessary

CSME 1453: Chemical Reformation and Related Theory

- Purchases
 - Replace items as necessary

CSME 2401: Principles of Hair Coloring and Related Theory

- Purchases
 - Replace items as necessary

CSME 2439: Advanced Hair Design

- Purchases
 - Replace items as necessary

CSME 2441: Preparation for the State Licensing Examination

- Purchases
 - Replace items as necessary

PROFESSIONAL RESPONSIBILITIES

Students are required to have current immunizations, which include but may not be limited to:

- Bacterial meningitis vaccine

Transportation related expenses are the responsibility of the student. Multiple sites in the Permian Basin are utilized. Odessa College may not be held responsible for any accident, vehicular or otherwise, that occurs associated with student assignments.

II. GENERAL ADMISSION INFORMATION

PROGRAM ADMISSION

The number of students admitted each semester depends upon TDLR regulations, faculty availability and lab resources. Because of limited enrollment, students are urged to apply as early as possible before the student's chosen date of proposed admission. A student may not always be able to enroll in the same semester in which they fill out an application. The application window is from April 1st to May 1st for Fall admission and September 1st to October 1st for Spring admission.

Applicants must satisfy all of the following Admissions criteria per TDLR Regulation Sec. 1603.2001

- minimum age

- education level
- <https://www.tdlr.texas.gov/crimHistoryEval.htm> Background clearance (Every individual who applies for a license with the Texas Department of Licensing and Regulation (“TDLR”) is subject to a criminal background check to determine his or her suitability for the license. In 2009, the Texas Legislature enacted new provisions to allow a person to find out *before* applying whether he or she would likely be denied a license due to his or her criminal history. This was due to the time and expense involved in applying for a license, which in some cases includes completing required education and taking an examination. See [Section 51.4012](#) and [Chapter 53, Subchapter D, of the Occupations Code](#), which allow a person to request a criminal history evaluation letter from the Department, prior to actually applying for a license.)

Applicants must satisfy all of the following Admissions criteria per Odessa College Requirements

- Applied for General Odessa College Admission Requirements
- Immunization clearance
- Official high school or college transcript
- Complete the requirements for the college’s Success Initiative Plan, which usually includes passing scores on the TSI exam unless an exemption has been earned.

Applicants must satisfy all of the following Admissions criteria per Cosmetology Requirements

- Have turned in a completed application:
 1. Please call our receptionist, Rebecca Talamantes at 432-335-6452, to ask about the application process
 2. Complete an application during April 1st-May 1st & September 1st- October 1st which includes:
 - a. Applying to Odessa College
 - b. Turning in college and high school official transcripts to the records office
 - c. Filling out Cosmetology application
 - d. Turning in unofficial transcript with cosmetology application
 - e. Copy of driver’s license
 - f. Transfer hours (if you have previous Cosmetology hours)
 - g. License ineligibility form filled out
 - h. Cosmetology questionnaire
 - i. TSI score (reading only) add bonus points

• Formal Interview Process

1. The department chair will begin scheduling interviews approximately 1 to 2 months prior to the start of the next semester. The receptionist will call students according to completed applications
2. Arrive at the interview in a professional manner.
3. Upon completion of all interviews, the department chair will tally all prospective students ranking system points and will fill the allotted number of spots in the program with those students who meet the highest ranking system points first (see following criteria), working down the list until all vacancies are full.

SPECIALIZED ADMISSIONS CRITERIA

RANKING SYSTEM

As part of the admission criteria, the point values for all cosmetology applicants will be totaled. A rank ordered list of applicants by point total will be developed. The applicants with the highest number of points will be

admitted into the program each semester. Students must have an overall cumulative GPA of 2.0. Points will be calculated based on the following criteria.

1. Grade Point Average (GPA) will be based on general education courses completed prior to entering the cosmetology program. Points awarded based on GPA will be determined in the following manner:

GPA	Points Awarded
3.7 – 4.0	20
3.5 – 3.69	19
3.3 – 3.49	18
3.1 – 3.29	17
2.9 – 3.09	16
2.7 – 2.89	8
2.0 – 2.69	4
<2.0	0

Students who have not taken any college courses would not be awarded any points based on GPA.

2. Students who take the Reading portion of the TSI test will earn points based on their TSI Scores as follows:

- Score of 945/5 or higher = 10 points
- Score ranging from 940-944/4 or 5 = 8 points
- Score ranging from 935-939/ 3 or 4 = 6 points
- Score ranging from 930-934/ 2 or 3 = 4 points
- Score of attempted to 929 = 2 points

3. A student who completes the Interview Process with the Department Chair = 20 points

4. A student who completes classes towards the Cosmetology Associate in Applied Science Degree plan will be awarded 2 points for each course completed with a 2.0 GPA. The courses to be considered are as follows:

- **ENGL 1301**
- **PSYC 1300 Learning Frameworks**
- **Human Relations / Marketing**
- **Language, Philosophy & Culture or Creative Arts**
- **MATH 1332**
- **Social and Behavioral Sciences**
- **KINE 1164 Introduction to Physical Fitness & Sport**

IV. STUDENT CONDUCT AND PERFORMANCE

STUDENT-INSTRUCTOR COMMUNICATION

Instructors have faculty mail boxes in the Cosmetology Office. All instructors have scheduled student support hours which are posted outside their office doors and on-line. Instructors may also be contacted via email, group me/remind apps and office phones and if provided by the instructor, a cell phone or text message. Students are encouraged to contact their instructors if they wish to discuss their progress, a problem, or need other help related to their role as a student. Contact the Director of Cosmetology if further assistance is needed. All official communications must take place through Odessa College email.

AVAILABILITY OF PERSONAL CONTACT INFORMATION

Students must keep their most current address and phone number(s) on file with Odessa College, Odessa College Cosmetology, and with the Texas Department of Licensing and Regulation. Chapter 83.70:

(h) Licensees shall notify the department in writing of any name change within 30 days of the change.

(i) Licensees must notify the department not later than thirty (30) days following any change of address. The department may send all notices on other information required by applicable laws and rules to any licensee's last known mailing address on file with the department.

A routine update of pertinent student information will be made at the beginning of each fall and spring semester. Inform the Cosmetology Instructors for any changes to your contact information.

ABSENCE AND TARDY POLICY

Students are expected to attend all scheduled theory and laboratory classes. Because of the large volume of material covered each day, and because laboratory experiences validate learning objectives, it is extremely important that absences and tardiness be kept to a minimum. Good attendance helps ensure success in the Odessa College Cosmetology Program.

Per TDLR requirements, the Odessa College Cosmetology Program is now a credit hour program.

What does this mean to you as a student?

- Each course in the Cosmetology Program has a specific number of clock hours attached to it. For example:

CSME 1405 Fundamentals of Cosmetology = 125 clock hours / 3.34 Credit Hours

CSME 2237 Advanced Cosmetology Techniques = 75 clock hours / 2 Credit Hours

CSME 1355 Artistry of Hair Design II = 112 clock hours / 3 Credit Hours

- For credit hours to be awarded for each course, a student must:
 - Complete the course material with a **minimum of a 70** and
 - The grading for every Cosmetology course is broken down as follows:
 - Theory 20%
 - State Board 10%
 - Skill Sheets 20%
 - Attendance/Professionalism 30%
 - Final Exams 20%
 - Complete the attendance requirements for each course per 8-week term, missing no more than 8 total hours (3 total hours for Secondary students). Missing time may be made up during scheduled make up time. You may only complete up to 25% of the

course's required number of hours through distance education as stated in the handbook, and as determined by TDLR.

- This means each student must attend class on a regular basis.
 - Attendance is recorded at **8am** and again at **1pm** each day. If a student is not at their assigned station at the time attendance is recorded, that student will be counted as absent for the day.
 - Credit hours are based on an 8 hour class day.
 - 3 hour class day for Secondary students.
 - 8am to 5:00 pm with a 1 hour lunch break from 12 to 1 pm.
 - If a student misses an entire day, that day is equal to 8 hours that must be made up during scheduled make up time.
 - If a student misses only a morning or afternoon class, that student has lost 4 hours and must make up those hours during scheduled make up time.
 - A student arriving late for any reason, will be sent home until the following class time, unless the student has a doctor's note for that day. For instance if a student arrives at 8:01 the student will be asked to leave and return at 1 pm for the afternoon classes.
 - Recording of time and maintenance of time is the STUDENT'S responsibility. Please plan accordingly.
- **If you do not make a minimum of a 70 for the course you will not receive any hours for the course according to TDLR rule 83.72 (1). If you do not maintain the attendance policy of owing less than 8 hours in an 8 week period you will also not receive any hours for that 8 week period. Which means you will have to retake the course to obtain the grade and the hours needed to complete the program.**

Attendance and punctuality are considered important professional responsibilities. In the event of illness or family crisis, the instructor(s) should be notified as soon as possible. Upon return to school, the student must see the instructor whose class was missed to discuss the missed material and make plans for make-up of time lost.

ABSENCE FROM CLASS: The instructor should be notified as soon as reasonably possible. If the instructor cannot be reached, a message may be left on the instructor's voice mail or in the Cosmetology Office. Follow the guidelines set by each instructor. (See contact information on page 4)

Attendance policy for Cosmetology students will follow the same guidelines as listed in the college catalog and as set forth by TDLR state law. This policy states that any student who misses as much as 8 hours (3 hours for secondary students) of scheduled class time in any 8 week period should review his or her standing in the class

with the instructor and determine whether to continue in class or withdraw. Cosmetology students are held to the standards for curriculum and contact hours as approved by the TDLR. Individual contact hours are listed in the course descriptions for each course in the handbook and Course Catalogue. The ability to meet course objectives are seriously jeopardized by any absence.

If a student decides to withdraw from a class, he or she must comply with the deadlines published in the college calendar. Withdrawal from the course will be the responsibility of the student. The student should talk to the Program Director regarding readmission policies for the Cosmetology Program.

FAILURE TO NOTIFY: Failure to notify the instructor of an absence will result in a grade of Unsatisfactory for the lab day and a loss of Professionalism points. Absences will be made up to meet course objectives and contact hours. Initial plans for make-up work must be made with the instructor within one week after the absence and is the responsibility of the student. Make up must be completed prior to final examinations or the student will receive a grade of incomplete (I) as long as 75% of coursework and time are completed and will not be allowed to progress to the next course until the incomplete is resolved.

Contact the Program Director for guidance. Make up assignments will not remove the absence from the student's attendance record. It is required that students meet the approved number of contact hours for the course per the curriculum plan that has been approved by the TDLR in order to complete the course.

TARDIES: Students are tardy if they are not in their assigned station at the time class begins. Classes begin at 8:00 am and 1:00 pm for post-secondary students and 8:00 am and TBA for Secondary students. Tardiness is not acceptable. Any student, who arrives late to class, will be asked to leave and return on time for the next class. Attendance will be marked accordingly.

Tardiness is disruptive to the learning of others and is not acceptable for professionals.

BREAKS:

Post-Secondary: Students will be allowed two 15 minute breaks during the day (**Do not leave clients unattended during these breaks**).

Secondary: Students will be allowed one 10 minute break.

(In compliance with The Texas Department of Licensing and Regulation: 16 Texas Administrative Code, Chapter 83.72)

- 83.72 i.1- Each student must sign in / out for him / herself
- 83.72 i. 3 – If a student is in / out of the facility for lunch, he / she must sign out.
 - Students eating anything considered a meal must sign out and leave the facility.
 - Items such as yogurt and oatmeal that are eaten with utensils are considered meals, not snack items.
 - Items such as French fries, chicken strips, and burritos are also considered meals.
 - During breaks students may eat snacks but not full meals.
 - Snacks are limited to the size of something that would come out of the vending machine or a small package of food or a single piece of fruit.
 - Snacks are individual bite sized items.
 - Snacks are limited to break times only.
 - No Food of any kind shall be permitted in the Laboratories.
- 83.72 i. 4 – Students leaving the facility for any reason, including smoke breaks, must sign out, except when an instructional area is approved by the department on a campus is located outside of the approved facility, that is approved by the department and students are under the supervision of a licensed instructor.

- Frequent breaks or prolonged breaks will lead to disciplinary actions.

Some things you should know about BlackBoard Ultra:

- Blackboard was designed to work in the Chrome web browser. Do not use the App. While some aspects of Blackboard may work in other internet browsers, we have learned that it is always best to use Chrome to complete tasks and assignments.
- Some tasks and assignments may be compatible with mobile devices such as cell phones and tablets, while others may not be. Please make sure to use an appropriate device for the assigned tasks.

VII. EVALUATIONS AND GRADING

GRADING POLICY

Students must maintain a 2.0 to stay in the Cosmetology Program.

GRADE SCALE

Attendance and Professionalism	30%
Theory	20%
Lab Skills	20%
State Board Practice	10%
Semester Exams	20%

ATTENDANCE AND PROFESSIONALISM 30%:

Attendance is of the utmost importance. In order for each student to be considered complete in the cosmetology program, they must complete 1000 clock / contact hours of time in the program. The following is a breakdown of how many hours are required in each cosmetology course in order to complete the program.

Post Secondary/ High School

CSME 1405 – Fundamentals of Cosmetology	125 clock hours
CSME 1443 – Manicuring and Related Theory	125 clock hours
CSME 1451 – Artistry of Hair and Related Theory	125 clock hours
CSME 1453 – Chemical Reformation and Related Theory	125 clock hours
CSME 2401 – Principles of Hair Coloring and Related Theory	125 clock hours
CSME 1447 – Principles of Skin Care	125 clock hours
CSME 2439 – Advanced Hair Design	125 clock hours
CSME 2441 – Preparation for State Licensing	125 clock hours

If a student misses over 8 clock hours (3 for Secondary), in an 8 week term, the student will fail the course, receive no credit hours and will have to retake the course, permitting the student's GPA is a 2.0 or higher. If the student's GPA falls below a 2.0, the student will be required to reapply for the program after bringing their GPA up to the 2.0 standard.

If a student misses more than 8 clock hours in an 8 week term, the student may:

- Be put on academic suspension
- Lose their position in the program.
- Be required to pass other Odessa College classes to regain standing in the cosmetology program.

If a high school student misses more than 3 clock hours in an 8 week term, the student will lose their position in the program.

Students will keep a weekly time sheet and upload a photo of time sheet to BlackBoard each week. This time sheet will be reported as an attendance grade. Not uploading a photo of this weekly time sheet will result in a loss of all points for that attendance grade. This assignment will be due by the Sunday of the following week, each week. Absolutely no Late submissions of this assignment will be accepted.

Only absences in which a doctor's note is provided, will be considered excused. However, the excused absence time must still be made up. The doctor's note provided will only excuse the exception of the daily attendance grade, not the time missed.

PROFESSIONALISM :

Professionalism grades, taken daily will include work ethic, language, cell phone usage, food or drinks, sanitation, and professional responsibility relating to calling in when going to be absent. Students need to make sure that they have the tools required for ALL services EVERY day. Assignments may change at a moment's notice and walk-in clients are always welcome. If a student does not have the tools required for the days' tasks, they will be asked to leave class. Emphasis will be placed on good work ethics as well as cosmetology skills.

Calling in to notify the instructor when a student is going to be absent is part of the student's professionalism grade. If a student calls in to notify the instructor of their absence, the student will receive partial credit for their daily professionalism grade, whereas a student who does not call in to report their absence will not receive any credit for that day's professionalism grade.

Calling in is not considered an excused absence. Only doctor's notices are considered an excused absence.

Professionalism Points: Students will begin each day with a total of 25 professionalism points. Students professionalism will be marked accordingly with tally marks throughout the day. Absent students will lose all professionalism points for the day. One to two tally marks per day will lose 1/3 of the days professionalism points. Three or more tally marks results in the complete loss of day's professionalism points and the student will be asked to leave for the remainder of the day. Students may be marked off for any of the following unprofessional violations.

Students will lose points in these categories for the following:

W: Work Ethic – for not working when they should be or working on yourself.

L: Language – for using profanity, vulgar language or discussing non-professional topics.

P: Phone – unauthorized use of cell phone

E: Food or Drink- for having any food or drink items in the labs or while not on break.

S: Sanitation – For leaving stations dirty and not performing assigned duties.

R: Professional Responsibility relating to absences. – Not informing instructors of absences prior to class time.

PROFESSIONAL ATTIRE

Projecting a professional image is a responsibility of all cosmetology students. Appearance reflects not only on the individual but also upon the Odessa College Cosmetology Program. The student dress code applies to all students enrolled in the program. Instructors enforce the dress code and will explain any exceptions to the dress code as deemed appropriate. Odessa College Cosmetology's dress code is established to teach grooming and hygiene, prevents disruptions, and minimizes safety hazards.

(In compliance with The Texas Department of Licensing and Regulation: 16 Texas Administrative Code, Chapter 83.102)

- (83.102(a)) All licensees shall clean their hands with soap and water or use a hand sanitizer prior to performing any services and as necessary during the service to ensure a client health and safety. **All cosmetology establishments and licensees shall utilize clean and disinfected equipment, tools, implements, and supplies in accordance with this chapter, and shall employ good hygiene habits while providing cosmetology services.**
- Our program requires all students to wear scrub uniforms. Each lab will be designated a particular color. Scrub uniforms must be completely visible at all times. Students may wear long sleeve shirts under their scrub uniforms in the cooler temperatures if desired.
- **Hoodies, and other attire that infringe upon the dress code are not permitted.** Students may wear jackets as long as they are button or zip closure fronts and are left open so that the complete uniform is visible at all times.
- All students must wear closed toe / closed heel leather or canvas running shoes at all times that the student is receiving contact hours. This includes both theory and lab times. Any student not wearing proper shoes will be asked to leave class. Specifically prohibited footwear is bathroom slippers, shoes equipped with roller blades/wheels, dance slippers, taps, metal plates, or cleats, UGG boots, Flip flops, and sandals are not acceptable.
- Students not in proper attire, will be asked to leave for the remainder of that class period.
- Sunshades may not be worn in the building or classroom; unless prescribed by a physician for indoor use. **(This means sunglasses cannot be worn on the head.)**

THEORY ASSIGNMENTS 20%: Theory work consists of reviews, vocabulary and other assignments as well as multiple choice tests, covering the text book material. All theory assignments will be typed and / or submitted into blackboard. You **MUST** have reliable internet access, and it is recommended that you have use of Microsoft Office or some similar program in which to complete many of these assignments with ease. All theory assignments are due on the due date each are assigned. If you are absent, it is your responsibility to ask the instructor for those assignments. Late work will be accepted only upon the Instructor's discretion. Work must be turned in on time. Notice of progress that is unsatisfactory will be reported. Unsatisfactory work ethic will result in the loss of daily professionalism points. **Work later than 5 days will not be accepted. PERIOD!**

LAB ASSIGNMENTS 20%: Students will practice on manikins, each other, and customers. Clients come first, meaning if a student refuses a client, the student will be asked to leave for the day and will lose the hours and lab grade for the day. Students must wait until all clients have been taken care of to ask to have themselves worked on and be **prepared to quit practice on a fellow student in order to take care of a client.** Clients are how students get their real world experience so they are valuable to the student's education process.

Students are never permitted to perform any work on themselves. This includes, but is not limited to; doing their own hair, makeup, manicure or pedicures. The students are not permitted to do their hair or make up or any other task on themselves while they are in class. The students are not permitted to use the restroom to do

their hair or makeup. Any service that a student requires should be done during the student's own time either before or after class. Working on self, or doing hair in the restroom will result in disciplinary action as defined by excessive break times. Students who make below a 70 on their skill sheet will not be allowed to have work performed on them until the following skill sheet, as long as it meets the 70 requirement.

Students may be required to practice on each other during the course as assigned. There are some services such as manicures and pedicures that cannot be performed on manikins and therefore the students must be willing to let other students practice on them as well as they should be prepared to practice on other students. Students will never be assigned to practice any damaging chemical services on each other. If the students choose to elect another student to color their hair or provide any other damaging chemical service, that is done at the student's discretion and the student should be aware of any risk involved before making such decisions.

If a student elects a service to be performed from another student and it is not an assigned assignment, then the student wishing to receive the service needs to gain explicit permission from the lab instructor of what day and time is acceptable for that service to take place so that neither student misses important instructional material. Those students should also book that service through Rebecca (the receptionist) at 432-335-6452 at least one day in advance and the student receiving the service will have to pay for those services at the time of service.

Students are welcome to invite friends and family to come in to be worked on while being supervised however the appointments need to be booked through Rebecca (the receptionist) at 432-335-6452 at least one day in advance and will have to pay for services at the time of service. Students should not bring or allow their clients to bring in their own products. There will not be any discounted prices other than those already assigned for persons of qualification, for those who choose to bring their own products as per use of the school's facilities as well as the additional school products that are being used for those services.

Students will upload a photo of their weekly application log to Blackboard by the following Sunday of each week. This application log is an assigned lab grade each week. Not uploading this photo will result in a loss of all points for that lab grade.

Students will be required to complete the TDLR recommended number of applications as follows:

POST SECONDARY STUDENTS & SECONDARY (HIGH SCHOOL) STUDENTS

Haircutting / Styling Applications	500	Shampooing Applications	100
Haircoloring Applications	100	Chemical Hair Relaxing Applications	100
Cold (Permanent) Waving Applications	30	Facial Applications	30
Manicuring Applications	30	Hair and Scalp Treatment Applications	30

PRESENTATIONS AND PROJECTS: Students will have PowerPoint, manikin challenges or other types of oral assessment presentations covering theoretical and / or skilled material as assigned. All students must participate in the presentation and project work and will be graded according to the student's individual participation as well as the overall participation of the group.

SAFETY AND SANITATION:

Personal Tools and Equipment:

- Students will clean all of their own tools and equipment as well as any school equipment used, at the end of each day according to The Texas Department of Licensing and Regulation (TDLR) standards.
- Students need to limit the amount of personal tools and equipment to the confines of their assigned station. Excessively large toolboxes and drawer sets take up limited space and are not permitted.

Mirrors & Stations:

- Mirrors should be clean – free of water spots and product residue.
- Station tops, drawers and cabinets must be clean of any hair, trash or other debris.
- No beverages or snacks of any kind are allowed in the lab, especially not in your station.
- Everything should be labeled: Product bottles, all combs, brushes, clips, rollers, scissors and other implements need to have a labeled clean and dirty zip-lock bags designation.
- Personal items need to be separated from other items and labeled as such.

Chairs:

- Need to be clean from hair and other debris. Check between the arms and seat cushion as hair builds up there as well.
- Backs, seat cushions and bases need to be wiped down after each client.

Duties:

- Students will be responsible for the duties they are assigned. Please make sure your duties are done daily. Perm rods and rollers need to be free of hair, end papers and such. Dispensary needs to be clean and prepared for use at all times. Dryers, shampoo bowls and chairs should be disinfected before and after each use. The wax machine and area needs to be clean, well maintained and ready for use at all times. If you are not sure how to address your duties, ask, Instructors will be glad to assist you.

These stations are the property of Odessa College and when it comes time for inspections all stations will be inspected whether you are here or not.

At the end of each 8 weeks, stations will be cleaned out and vacuumed. After this time period, the items abandoned then become the property of Odessa College Cosmetology and may be utilized as the Department Chair deems fit.

There is always something to be done, whether it is working on a client, working on a skill sheet, finishing theory work, studying for the examinations, working on other instructionally assigned material or completing duties. If you are not working on these tasks you will be asked to leave. No sitting, chit chatting, or excessive break times- No Exceptions.

SAFETY IN THE LAB SETTING

Students are expected to provide appropriate service and care to all assigned clients during lab learning experiences. These assignments may include clients with medical diagnoses of tuberculosis, hepatitis, AIDS, and other communicable diseases, which may pose potential risks to students. The student is responsible for implementing standard precautions and adhering to all TDLR and Odessa College Cosmetology Program policies

when providing care. The student should consult with the instructor, TDLR policies ([TDLR Laws and Rules Book Section 1603.209, Infectious and Contagious Diseases](#)), and/or staff when questions of safety or infection control arise.

Students are expected to present themselves in a professional manner at all times. No horseplay or joking around in the lab at any time is permitted.

STUDENT ILLNESS OR INJURY

Illness denotes an unhealthy condition in which physical, emotional, or intellectual function is diminished or impaired. Injury results from either internal or environmental factors. Injury may be biological, chemical, physiological or psychological in nature.

When a student receives an injury or becomes acutely ill at the lab site, the instructor shall be notified.

The faculty will not assume responsibility for students in the lab area who are excessively fatigued, emotionally unstable or labile, physically ill, or who exhibit behaviors indicative of drugs or alcohol use.

The student will be dismissed from the lab if any of these problems occur, and in the professional judgment of the instructor, the student is potentially unsafe to render proper salon services.

Instructor Responsibility:

1. A determination shall be made if the student is incoherent, unconscious, or has a seizure. An ambulatory service will be called at the student's expense. A student, who becomes coherent after an ambulance has been called, has the right to deny the ambulatory service.

PREGNANCY

The health and well-being of the pregnant student and her unborn child are paramount. Women who are pregnant, or who plan to become pregnant, should discuss their cosmetology school status with their health care provider. The Cosmetology Program requires that the health care provider provide written notice for the student if the student should need to be excused from any portion of providing cosmetology services.

STATE BOARD PRACTICE 10%: Each 8 week period students will have time to gather and prepare the needed supplies and equipment needed to rehearse the State Board Practice Test.

SEMESTER EXAMS 20%: Students will be prepared to pass both a written exam over the terminology and theoretical information presented as well as a practical exam covering hands on skills introduced in each course. These semester exams are given in preparation for the State Licensing Exams.

The Criteria for the State Operator's Licensing Exams (other exam's criteria are available through the websites) are as follows:

State Board Written Exam as found on [Candidate Information Bulletin](#)

TEXAS OPERATOR EXAMINATION

100 Scored Items - 120 Minutes - 70% Correct to Pass

10 Non-Scored Items - 10 Minutes

1. Licensing and Regulation -20%; 20 questions

- Health and Safety
 - Responsibilities of the Licensee
 - 2. Infection Control - 28%; 28 questions
 - Cleaning and Disinfecting
 - Implements
 - Equipment
 - Work Environment
 - Safety Procedures
 - Exposure Incidents
 - Patch Test
 - Strand Test
 - Skin Analysis
 - Diseases
 - Disorders
 - Nail Analysis
 - Diseases
 - Disorders
 - Hair Analysis
 - Disorders
 - Scalp Analysis
 - Diseases
 - Disorders
 - 3. Hair and Scalp Care - 40%; 40 questions
 - Physiology
 - Products
 - Cleansing
 - Conditioning Treatments
 - Haircutting
 - Hairstyling
 - Braids, Extensions, and Wigs
 - Thermal
 - Chemical Texture Services
 - Chemical Theory
 - Relaxer
 - Permanent Wave
 - Soft Curl Reformation
 - Haircoloring
 - Color Theory
 - Types of Hair Color and Lightener
 - Application
 - 4. Nail Care - 6%; 6 questions
 - Manicuring
 - Pedicuring
 - Nail Enhancements
 - Acrylic and Gel
 - Tips and Wraps
 - 5. Skin Care - 6%; 6 questions
 - Facials
-

Treatments
Massage
Hair Removal
Contraindications
Methods of Hair Removal
Artificial Lashes

REFERENCE LIST

This examination is CLOSED BOOK.

The reference materials listed below are used to prepare the questions for this examination.

Milady Standard Cosmetology, edition

Pivot Point Fundamentals: Cosmetology, (101-113); ©2016 Pivot Point International, Inc., 1st Edition, 1st Printing, November 2016. ISBN 978–1-940593-56-2 Pivot Point International, Inc. www.pivot-point.com Contact: info@pivot-point.com or call 800-886-4247

www.tdlr.texas.gov / Texas Administrative

Code: Chapter 83 / Texas Occupations Code, Title 9: Chapters 1603

WRITTEN SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

On screen

Your results will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results. If you pass, you will immediately receive a successful notification.

If you do not pass, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses.

On paper

An official score report will be printed at the examination site.

State Board Practical as found on Candidate Information Bulletin

https://candidate.psiexams.com/bulletin/display_bulletin.jsp?ro=yes&actionname=83&bulletinid=170&bulletinurl=.pdf

Pre-Examination Set Up and Disinfection-Time Allowed: 10 minutes

Safety Criteria (1 point each):

1. Disinfect work surfaces
2. Properly dispose of waste material
3. Kit remains sanitary
4. Avoid cross contamination

Monomer and Polymer Over Tip Service.

Monomer and Polymer Over Tip - Time Allowed: 32 minutes

Procedure Criteria (1 point each):

1. Set up manicure table
2. Sanitize/clean hands
3. Prepare nail for service
4. Select and adhere nail tip
5. Trim nail tip
6. Blend nail tip
7. Apply monomer and polymer to nail
8. Finish nail surface

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Blood Exposure Incident – Time Allowed: 12 minutes

Procedure Criteria (1 point each):

1. Wear gloves
2. Clean simulated cut
3. Bandage simulated cut
4. Properly dispose of used materials
5. Sanitize/clean hands

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Replace contaminated items
4. Ensure containers remain closed when not in use
5. Kit remains sanitary
6. Avoid cross contamination

Eyelash Strip Application -Time Allowed: 14 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare the mannequin for service
3. Prepare the strip lash
4. Apply the strip lash

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Facial - Time Allowed: 17 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Remove eye makeup and lipstick

3. Cleanse face
4. Remove cleansing cream
5. Apply massage cream
6. Demonstrate effleurage manipulations
7. Demonstrate petrissage manipulations
8. Demonstrate tapotement manipulations
9. Remove massage product
10. Apply astringent, freshener, or toner
11. Apply moisturizer

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Waxing with Soft Wax – Time Allowed: 14 minutes

Procedure Criteria (1 point each):

1. Wear gloves
2. Prepare area of one eyebrow for service
3. Demonstrate proper application of wax
4. Demonstrate proper application of fabric strip
5. Demonstrate proper removal of wax
6. Apply post-wax product

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure head draping is maintained throughout service
4. Replace contaminated items
5. Ensure containers remain closed when not in use
6. Kit remains sanitary
7. Avoid cross contamination

Haircut – Time Allowed: 42 minutes

Procedure Criteria (1 point each):

MUST BE PERFORMED IN ORDER

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Perform a scalp analysis

DOES NOT NEED TO BE PERFORMED IN ORDER

4. Use razor with a guard during the haircut
5. Follow a guideline throughout the haircut
6. Use shears during haircut
7. Haircut is blended
8. Cut a minimum of 1 inch throughout the entire head
9. Remove hair off workstation and sweep hair from floor

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service

4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Permanent Wave – Time Allowed: 22 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Subsection hair and wrap a minimum of six rods
4. Place bands in the proper position
5. Demonstrate saturation on all rods
6. Demonstrate a test curl

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Blow Drying and Thermal Curling – Time Allowed: 22 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Blow dry wet hair in one section
4. Establish a base using thermal iron
5. Place curl #1 on-base
6. Place curl #2 off base

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

Mannequin Preparation – Time Allowed: 10 minutes

Procedure Criteria (1 point each):

1. Sanitize/clean hands
2. Prepare mannequin for service
3. Divide hair into four uniform sections
4. Apply protective cream
5. Wear protective gloves (throughout chemical services; same pair is acceptable)

Foil Highlights – Time Allowed: Not timed

Procedure Criteria (1 point each):

1. Slice or weave hair strands
2. Apply high lift product

Hydroxide Virgin Relaxer – Time Allowed: 10 minutes

Procedure Criteria (1 point each):

1. Apply relaxer product for virgin application
2. Demonstrate smoothing hair on one subsection

Hydroxide Relaxer Retouch – Time Allowed: 10 minutes

Procedure Criteria (1 point each):

1. Apply relaxer product for retouch application

Safety Criteria (1 point each):

1. Properly dispose of waste material
2. Ensure workstation/area remains sanitary
3. Ensure draping is maintained throughout service
4. Replace contaminated items
5. Kit remains sanitary
6. Avoid cross contamination

End of Examination Disinfection – Time Allowed: 10 minutes

Safety Criteria (1 point each):

1. Dispose of used materials
2. Disinfect workstation and clean work area
3. Remove all supplies, materials, and/or personal belongings

ACADEMIC PROGRESS

Most Odessa College degree and certificate plans require that students have a GPA of 2.0 or higher for graduation therefore; students are considered to be in good standing as long as they maintain a GPA of 2.0 or higher on a semester or cumulative basis.

Students must maintain a 2.0 GPA and complete all required clock hours for each course during each 8 week term to remain in good standing with the cosmetology program. Any student who does not meet the 2.0 GPA or clock hour requirement for any course, will be required to repeat said course.

GRADE POINT AVERAGE

Your grade point average is calculated by dividing the number of grade points earned by the number of hours attempted. To be a student in good standing you must maintain a grade point average of 2.0 or higher.

Generally, a student must have a grade point average of 3.0 or higher to be eligible for scholarships or scholastic honors.

READMISSION

A student not maintaining continuous enrollment in the Cosmetology Program per assigned Plan of Study for one or more semesters is defined as Withdrawn from the Program and must apply for readmission consideration from the Director of Cosmetology.

TDLR Rule Chapter 83.72 (p) Except for a documented leave of absence, schools must electronically submit a student's withdrawal or termination to the department within 10 calendar days after the withdrawal or termination. Except for a documented leave of absence, a school must terminate a student who does not attend a cosmetology curriculum for 30 days.

A student who has withdrawn or been terminated from the Cosmetology Program and wishes to re-enter must write an essay stating what is different in their life that will make this time successful as opposed to the previous time. Students wishing to re-enter at the first semester must reapply during the application period for the Fall or Spring semester and be ranked with that semester's applicant pool.

Evidence of competency in previously completed cosmetology courses will be required prior to readmission. This will be accomplished through an acclimation period in the beginning lab to determine placement in the big lab.

Re-entering students must abide by the current admission, curriculum and program requirements of the department.

Students are readmitted only when space is available.

Following a second (2nd) withdrawal or termination from the program, a student will not be readmitted. Students may petition for readmission when a withdrawal occurs because of a catastrophic event. The student must have had a passing grade in the course previous to the time of withdrawal. Petition will be considered by a faculty review committee.

The department reserves the right to deny readmission to a student who discontinued the program due to academic dishonesty or exhibited unsafe and/or unprofessional behavior. The decision to deny or accept readmission will be made by a faculty review committee and the Director of Cosmetology.

INELIGIBILITY FOR RE-ADMISSION

Students are not eligible for readmission if they fail the same course twice, or have withdrawn or been terminated from the program twice. This means that upon the second failure, the student cannot continue in the series of courses in the curriculum. Students who have been observed demonstrating unsafe practices (see Safety in Lab Setting on page 19) or unprofessional conduct (see professionalism on page 16; see also Standards of Conduct on pages 45 - 50) on more than 2 occasions will also not be re-admitted into the Cosmetology Program.

Denial, or renewal of permit

TDLR 1603.401

1. Engages in gross malpractice;
2. Knowingly continues to practice while having an infectious or contagious disease;
3. Knowingly makes a false or deceptive statement in advertising;
4. Advertises, practices, or attempts to practice under another person's name or trade name;
5. Engages in fraud or deceit in obtaining a license or permit; or
6. Engages in an act that violates this chapter or Chapter 51 or a rule or order adopted or issued under this chapter or Chapter 51

PROGRAM EVALUATION

The Cosmetology Program welcomes student feedback. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, lab experience, or course. Faculty seriously considers student evaluations in making modifications in the course, specific classes, and lab assignments. Evaluations of theory class, and lab teaching effectiveness are used by individual faculty in identifying areas of strength and areas for needed improvement. The faculty values student evaluation of teaching effectiveness (SEI's) as a means of improving teaching skills.

Students are encouraged to evaluate classroom and lab instruction using the forms and methods provided. At the end of each course, students will have the ability to complete an end of course survey and students in fourth semester will complete an end of course survey and end of program survey. Students in the Cosmetology Program are expected to complete the end of course surveys as part of a professional expectation. These surveys are critical reporting requirements for our Advisory Board, and our accrediting agency. It is mandatory that each student fulfill this professional responsibility.

STUDENT INPUT INTO THE EDUCATIONAL PROCESS

You, the student, are the most important part of the Cosmetology Program. Your suggestions and ideas aid us in strengthening the program and student input is encouraged. Mechanisms for input may be through student government, ad hoc student at monthly Departmental Meetings called faculty committees, student representation on the Advisory Committee, course and program evaluations, or in person to faculty, the Director of Cosmetology, the Associate Dean, or the Director of Student Services.

TEXAS DEPARTMENT OF LICENSING AND REGULATION GUIDELINES

VI. TEXAS DEPARTMENT OF LICENSING AND REGULATIONS POLICIES

ACCREDITATION STATUS

The Odessa College Cosmetology Program is approved by the Texas Department of Licensing and Regulation (TDLR). TDLR may be reached at **TDLR Cosmetology Program P.O. Box 12157 Austin, Texas 78711**.

Telephone: (512) 463-6599

Toll-Free (in Texas): (800) 803-9202

Fax: (512) 463-9468

Relay Texas-TDD: (800) 735-2989

te: [Texas Dept. Of Licensing and Regulation](#)

TDLR APPROVED CURRICULUM

The cosmetology curriculum plan is approved by the Texas Higher Education Coordinating Board (THECB). THECB may be reached at 1200 E. Anderson Lane, Austin, TX 78752. Phone: 512-427-6101.

Texas Department of Licensing and Regulations Law states in Section 1603.2001 Eligibility for a practitioner License.

(b): for an individual practitioner may include requirements regarding an applicant's:

(1) minimum age

(2) education level

(3) have completed hours of instruction

(A) 1,000 hours of instruction in a licensed beauty culture school; or

(B) 1,000 hours of instruction in beauty culture courses and 500 hours of related high school courses prescribed by the commission in a vocational cosmetology program in a public school.

SCOPE OF PRACTICE

Section 1603.0011. Definition of Cosmetology.

- (a) In this chapter, "**cosmetology**" means the practice of performing or offering to perform for compensation any of the following services:
- (1) Treating a person's hair by:
 - (A) providing any method of treatment as a primary service, including arranging, beautifying, bleaching, cleansing, coloring, cutting, dressing, dyeing, processing, shampooing, shaping, singeing, straightening, styling, tinting, or waving;
 - (B) providing a necessary service that is preparatory or ancillary to a service under Paragraph (A), **including bobbing, clipping, cutting, or trimming a person's hair or shaving a person's neck with a safety razor; or**
 - (C) cutting the person's hair as a separate and independent service for which a charge is directly or indirectly made separately from charges for any other service;
 - (2) Treating a person's mustache or beard by arranging, beautifying, coloring, processing, styling, trimming, or shaving with a safety razor;
 - (3) Cleansing, stimulating, or massaging a person's scalp, face, neck, or arms:
 - (A) By hand or by using a device, apparatus, or appliance; and
 - (B) With or without the use of any cosmetic preparation, antiseptic, tonic, lotion, or cream;
 - (4) Beautifying a person's face, neck, shoulders or arms using a cosmetic preparation, antiseptic, tonic, lotion, powder, oil, clay, cream, or appliance;
 - (5) Administering facial treatments;
 - (6) Removing superfluous hair from a person's body using depilatories, preparations, or tweezers, or other devices or appliances of any kind or description
 - (7) Treating a person's nails by:
 - (A) Cutting, trimming, polishing, tinting, coloring, cleansing, or manicuring; or pedicuring
 - (B) Attaching false nails;
 - (8) Massaging, cleansing, treating, or beautifying a person's hands or feet;
 - (9) Weaving a person's hair by using any method to attach commercial hair to a person's hair or scalp
- (e-1) In this section, "safety razor" means a razor that is fitted with a guard close to the cutting edge of the razor that is intended to:**
- (1) Prevent the razor from cutting too deeply; and
 - (2) Reduce the risk and incidence of accidental cuts.

CRIMINAL BACKGROUND CHECK

<https://www.tdlr.texas.gov/crimconvict.htm>

"These guidelines are issued by the Texas Department of Licensing and Regulation (TDLR) pursuant to the [Texas Occupations Code, § 53.025\(a\)](#). These guidelines describe the process by which TDLR determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. These guidelines present the general factors that are considered in all cases, and also the reasons why particular crimes are considered to relate to each type of license issued by TDLR.

Individuals may request TDLR review their criminal background *before* actually applying for a license. TDLR uses the same process for this pre-application evaluation as the process described below. See the [Criminal History Evaluation Letter page](#) for more information.

In determining whether a criminal conviction should be grounds to deny a license the following factors are considered in all cases:

1. the nature and seriousness of the crime;
2. the relationship of the crime to the purposes for requiring a license to engage in the occupation;
3. the extent to which a license might offer an opportunity to engage in further criminal activity of the same type as that in which the applicant previously had been involved; and
4. The relationship of the crime to the ability, capacity, or fitness required to perform the duties and discharge the responsibilities of the licensed occupation.” (TDLR website)

GUIDELINES TO PREVENT TRANSMISSION OF INFECTIOUS DISEASE

Section 1603.209

A person holding a license or permit issued under Subchapter E-1 may not perform any practice of barbering or cosmetology if the person knows the person is suffering from an infectious or contagious disease for which the person is not entitled to protection under the federal Americans with Disabilities Act of 1990 (42 U.S.C. Section 12101 et seq.).

(b) A person holding an establishment or school license may not employ a person to perform any practice of barbering or cosmetology or to instruct in the practice of barbering or cosmetology if the license holder knows that the person is suffering from an infectious or contagious disease for which the person is not entitled to protection under the federal Americans with Disabilities Act of 1990 (42 U.S.C. Section 12101 et seq.).

OSHA Guidelines Following Percutaneous or Mucosal Exposure:

A significant occupational exposure is defined as:

A mucous membrane exposure to blood or body fluids (i.e. splash to eyes, nose, mouth).

A cutaneous exposure involving any amount of body fluid or prolonged contact with body fluid — especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.

The student will immediately notify the instructor of an injury or exposure (or potential exposure) to an infectious disease while in the lab setting.

Procedure following exposure:

1. Wound care/first aid
 - a. All wounds shall be vigorously cleansed with soap and water immediately.
 - b. Mucous membranes shall be flushed with water or normal saline. Use eye wash stations when needed.
 - c. Other wound care shall be rendered as indicated.
2. Notification of responsible parties
 - a. The student will report to the lab instructor any incident that constitutes an exposure.
 - b. The lab instructor will complete a report and submit to the Director.

ODESSA COLLEGE GUIDELINES

Cosmetology Course Descriptions

CSME 1405 Fundamentals of Cosmetology

3.34 Credit Hours / 125 Contact Hours

Fundamentals of Cosmetology is a course providing students with the basic fundamental skills of cosmetology. Topics include safety and sanitation, service preparation, manicure, facial, chemical services, shampoo, haircut, wet styling, and comb out. Students will be able to identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); and demonstrate basic required skills by TDLR standards.

CSME 1443 Manicuring and Related Theory

3.34 Credit Hours / 125 Contact Hours

Manicuring and Related Theory presents the theory and practice of nail services. Topics include terminology, application, and workplace competencies related to nail services. Students will be able to define terminology related to nail services; demonstrate the basic procedures of nail services; and practice safety and sanitation, according to the laws and rules of the state licensing agency, and exhibit workplace competencies in nail services.

CSME 1447 Principles of Skin Care/Facials and Related Theory

3.34 Credit Hours / 125 Contact Hours

Principles of Skin Care/Facials and Related Theory provides in-depth coverage of the theory and practice of skin care, facials, and cosmetics. Students will be able to define the terminology related to the skin, products, and treatments; demonstrate the proper application related to skin care and cosmetics; practice safety and sanitation according to the laws and rules of the state licensing agency; and exhibit workplace competencies in skin care and cosmetics.

CSME 1451 Artistry of Hair, Theory and Practice

3.34 Credit Hours / 125 Contact Hours

Artistry of Hair, Theory and Practice includes the instruction of the artistry in hair design. Topics include theory, techniques, and application of hair design. Students will practice basic competencies related to the artistry of hair design; demonstrate use of tools; exhibit basic manipulative skills; and follow safety and sanitation laws and rules according to the state licensing agency.

CSME 1453 Chemical Reformation and Related Theory

3.34 Credit Hours / 125 Contact Hours

Chemical Reformation and Related Theory presents the theory and practice of chemical reformation including terminology, application and workplace competencies. Students will define terminology related to chemical

reformation; follow safety and sanitation laws and rules according to the state licensing agency; and exhibit workplace competencies related to chemical reformation.

CSME 2401 The Principles of Hair Coloring and Related Theory

3.34 Credit Hours / 125 Contact Hours

The Principles of Hair Coloring and Related Theory course presents the theory, practice, and chemistry of hair color. Topics include terminology, application, and workplace competencies related to hair color. The student will be able to define terminology; demonstrate hair color application; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice workplace competencies related to hair color.

CSME 2439 Advanced Hair Design

3.34 Credit Hours / 125 Contact Hours

Advanced Hair Design provides advanced concepts in the theory and practice of hair design. The student will utilize correct terminology related to hair design; demonstrate advanced techniques related to hair design; and exhibit workplace competencies.

CSME 2441 Preparation for the State Licensing Examination

3.34 Credit Hours / 125 Contact Hours

Preparation for the State Licensing Examination will prepare the student for the Texas Department of Licensing and Regulation Cosmetology Operator's written and practical examinations. Students will Review for written state licensing exam; prepare for the practical state licensing exam; and practice safety, and sanitation according to the laws and rules of the state licensing agency.

Level II Courses

CSME 2237 Advanced Cosmetology Techniques

2 Credit Hours / 75 Contact Hours

Advanced Cosmetology Techniques provides the students mastery of advanced cosmetology techniques including hair designs, professional cosmetology services, and workplace competencies. The students will utilize a variety of hair techniques; perform professional cosmetology services; and demonstrate workplace competencies.

CSME 1355 Artistry of Hair Design II

3 Credit Hours/ 112.50 Contact Hours

Artistry of Hair Design II is a continuation of hair design. Topics include the additional theory and applications of current trends in hair design. Students will demonstrate workplace competencies related to hair design; and follow safety and sanitation laws and rules according to the state licensing agency.

CSME 2410 Advanced Haircutting and Related Theory

3.34 Credit Hours/ 125 Contact Hours

Advanced Haircutting and Related theory provides advanced concepts and practice of haircutting. Topics include utilizing scissors, razor and/or clippers. The student will utilize correct terminology related to advanced haircutting techniques; and demonstrate work place competencies related to advanced haircutting techniques.

Manicurist Course Descriptions

CSME 1330 Orientation to Nail Technology

4 hours / 150 Contact Hours

Orientation to Nail Technology presents the students with an overview of the fundamental skills and knowledge necessary for the field of nail technology. Students will demonstrate nail technology skills; practice safety and sanitation according to the laws and rules of the state licensing agency; and practice professional ethics.

Prerequisite: None.

CSME 1431 Principles of Nail Technology I

4 hours / 150 Contact Hours

Principles of Nail Technology I is a course in the theory, practices and principles of nail technology. Topics include anatomy physiology, theory, and skills related to nail technology. Students will be able to explain the basic anatomy and physiology of the hands, arms, and feet. Students will also practice the related skills of manicuring, pedicuring, and nail enhancement.

CSME 1441 Principles of Nail Technology II

4 hours / 150 Contact Hours

Principles of Nail Technology II is a continuation of the concepts and principles of nail technology. Topics include professional ethics, salon management, client relations, and related skills of nail technology. Students will perform nail enhancements; practice professional ethics; and demonstrate safety and sanitation practices according to state licensing agency.

CSME 2430 Nail Enhancement

4 hours / 150 Contact Hours

Nail Enhancement provides instruction in the theory, application, and related technology of nail enhancement. Students will demonstrate product knowledge; apply nail enhancement; and practice competencies as related to the state licensing examination.

OPTIONS/TRACKS FOR THE COSMETOLOGY STUDENT

The curriculum of the Odessa College Cosmetology Program prepares graduates to assume beginning staff cosmetology positions as members of the Cosmetology profession. Upon successful completion of the licensing examinations, the graduate becomes a Licensed Cosmetologist.

Cosmetology Operator Level I Certificate Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm. Full time students can complete the required courses in two semesters.

Odessa College Cosmetology admits 30 to 35 students into the Traditional Option track each fall and spring semester as space allows.

Odessa College Cosmetology part time students are enrolled in classes Monday through Thursday from the hours of 5 pm to 9 pm. Part time students can complete the required courses in 4 semesters.

Cosmetology Operator Level II Certificate Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm. Students can complete the required courses in three semesters.

Cosmetology Operator Associate Degree Option

Cosmetology students are enrolled in classes Monday through Thursday from the hours of 8 am to 5 pm. Full time students can complete the required courses in five semesters.

Odessa College Cosmetology admits 30 to 35 students into the Traditional Option track each fall and spring semester as space allows.

Odessa College Cosmetology admits 12 students into the part time option each fall and spring semester as space allows.

Cosmetology Manicurist Level I Certificate Option

Cosmetology manicurist students are enrolled in classes Mondays and Tuesdays and from the hours of 8 am to 5 pm.

Students can complete the required courses in two semesters.

Odessa College Cosmetology admits 6 students into the part time option each fall semester.

Note: Student liability insurance is required for all students enrolled in cosmetology.

ODESSA COLLEGE STANDARDS OF CONDUCT (as found in the OC handbook)

<https://catalog.odessa.edu/index.php?catoid=10> (link to OC Handbook)

The Four Student Commitments

Odessa College students are committed to being successful in life and career. Part of the preparedness for a successful life after Odessa College involves self-commitments that ensure the path to graduation or other identified academic goal is possible. Therefore, students at Odessa College have endorsed the following four commitments:

1. Commit to completing what you start.
2. Commit to attending class and attempting each assignment.
3. Commit to asking questions and using support resources.
4. Commit to developing well organized and disciplined work habits.

Cheree Shepardson – OC Cosmetology Department Chair

Phone: (432) 335 - 6451

Email: cshepardson@odessa.edu

I have read, understand and will remain in compliance with the above Cosmetology information and requirements.

Students Signature

Date

Instructors Signature

Date