

# PBBI COURSE CATALOG

SCULPTING BEAUTY WITH YOUR FINGERTIPS



PHOENIX BEAUTY AND BODY INSTITUTE  
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## **Mission Statement**

Our mission statement is to maintain a commitment to excellence in our programs.

To provide quality instruction to all students.

To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field.

To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

## Esthetician Studies

This professional course satisfies the state course completion of **1500** hours training requirement. This will entitle you to take the **(XXXX State Board of Barber Examination for the State Barber License)**.

The **Esthetician** curriculum according to Texas Department License & Regulation (TDLR) is as follows:

**Fifteen hundred (1500)** hours of training are required of applicants for a certificate of registration as a **master barber** with at least on (1) hours of theory class per day. The hours shall be apportioned as follows:

| <u>(a) General Hours:</u>                                                                          | <u>Hours</u>     |     |     |
|----------------------------------------------------------------------------------------------------|------------------|-----|-----|
| History and Fundamental of barbering                                                               | 10               |     |     |
| Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene              |                  | 25  |     |
| Barber implements                                                                                  | 10               |     |     |
| Shaving                                                                                            | 10               |     |     |
| Skin, scalp and hair                                                                               | 20               |     |     |
| Haircutting, hairstyling and hair setting                                                          | 30               |     |     |
| Hairpieces- (sales and service)                                                                    | 5                |     |     |
| Chemical theory (permanent waving, hair coloring, bleaching and straightening)                     |                  | 30  |     |
| Manicure and nail care                                                                             | 10               |     |     |
| Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves | 40               |     |     |
| Makeup and skin care                                                                               | 5                |     |     |
| Theory of massage and facial treatment                                                             |                  | 10  |     |
| Disorders of the skin, scalp and hair                                                              | 15               |     |     |
| Barber law, rules and regulations                                                                  | 10               |     |     |
| Business management and salesmanship                                                               |                  | 5   |     |
| Preparation for seeking employment                                                                 | 5                |     |     |
| <u>Required Total:</u>                                                                             | <b>240 Hours</b> |     |     |
| <u>(b) Chemical Hours:</u>                                                                         |                  |     |     |
| Permanent waving                                                                                   | 100              |     |     |
| Hair relaxer                                                                                       | 100              |     |     |
| Hair coloring, bleaching and toning                                                                |                  | 100 |     |
| Manicures                                                                                          | 60               |     |     |
| <u>Required Total:</u>                                                                             | <b>360 Hours</b> |     |     |
| <u>(c) Physical Hours</u>                                                                          |                  |     |     |
| Shampooing and rinses                                                                              |                  | 150 |     |
| Hair care and scalp care                                                                           |                  |     | 150 |
| Haircutting (male and female)                                                                      |                  | 220 |     |
| Shaving (beards and mustaches)                                                                     |                  |     | 140 |
| Hairpiece-fitting                                                                                  | 40               |     |     |
| Hairstyling                                                                                        |                  |     | 100 |
| Facials and makeup                                                                                 | 50               |     |     |
| Manicures                                                                                          | 50               |     |     |

**Required Total: 900 Hours Curriculum Total: 1500 Hours**

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

| Letter Grade                | Range  |
|-----------------------------|--------|
| Excellent                   | 90-100 |
| Above Average               | 80-89  |
| Average                     | 70-79  |
| Below Satisfactory Progress | 0-69   |

## **Barber Styling Program Description**

### **General**

#### History and Fundamental of barbering

The student will learn the history and basic fundamentals of barbering. They will learn the origin of the barber pole.

#### Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene

Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

#### Barber implements

Student will learn the principle tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

#### Shaving

Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

#### Skin, scalp and hair

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

#### Haircutting, hairstyling and hair setting

Student will learn the art and science of men's haircutting and hairstyling. Student will learn the importance of the client consultation.

#### Hairpieces- (sales and service)

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

#### Chemical theory (permanent waving, hair coloring, bleaching and straightening)

Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

#### Manicure and nail care

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

#### Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves

Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to barbering services.

#### Makeup and skin care

Student will learn the appropriate facial and makeup products.

Theory of massage and facial treatment

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

Disorders of the skin, scalp and hair

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

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Barber law, rules and regulations

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

Business management and salesmanship

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

Preparation for seeking employment

Student will learn industry positions available for barbering. Student will learn how to write and resume and perform a job search.

Chemical

Permanent waving

Student will learn the different types of permanent waves.

Hair relaxer

Student will learn the two most common types of relaxers.

Hair coloring, bleaching and toning

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair

Manicures

Student will learn how to use each nail cosmetic and what ingredient it contains

Physical

Shampooing and rinses

Student will learn a shampoo service. Student will scalp massage techniques and treatments.

Hair care and scalp care

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

Haircutting (male and female)

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

Shaving (beards and mustaches)

Student will learn how to shave/ trim beards and mustaches.

Hairpiece-fitting

Student will learn how to fit and cut in a hair replacement system.

Hairstyling

Student will learn basic hairstyling techniques.

Facials and makeup

Student will learn how to apply make up and skin care products. Student will learn facial and makeup treatment equipment.

Manicures

Student will learn basic manicure and hand massage procedures

## INSTRUCTOR COURSE

### COURSE OBJECTIVES:

The objective of this program and curriculum is to prepare the student to become a licensed barber instructor. Upon the completion of 1500 clock hours a student can enroll in the instructor program. A student must accumulate 1000 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 2 years or more only has to complete 600 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.

### COURSE OUTLINE:

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions and grading student's paper.
- Salesmanship
- Chemical
- School procedures
- Lectures and demonstration
- Floor Supervision
- School records, student enrollment, collections, and office work.

### **Grading**

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

| Letter Grade                | Range  |
|-----------------------------|--------|
| Excellent                   | 90-100 |
| Above Average               | 80-89  |
| Average                     | 70-79  |
| Below Satisfactory Progress | 0-69   |

### **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.



SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:00AM TO 4:00PM MONDAY THRU THURSDAY. PART TIME FROM 8:00AM TO 1:00PM MONDAY THRU THURSDAY.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT CLOCK IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE MISSISSIPPI STATE BOARD OF BARBERS AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.
6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. TENNESSEE STATE BOARD OF BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHELDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.
9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR CUSTOMERS AND STAFF PARKING ONLY.
10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES.

**STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.**

**11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. ( NO EXCEPTIONS)**

**12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.**

**13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.**

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**14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.**

**15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.**

**16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.**

**17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.**

**18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.**

**19. ANY STUDENT THAT ARRIVES AFTER 10:15AM WILL BE ABLE TO SIGN IN AFTER THE BREAK.**

**20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.**

**21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.**

## **ATTENDANCE POLICY**

**\*All full-time students must attend 120 hours per month.**

**\*All part-time students must attend 70 hours per month.**

**If you do not maintain the minimum 67% of completed hours you will be placed on attendance probation at the end of each module. If during this probationary period you do not clock the minimum hours of 67% of their scheduled hours, you will be terminated.**

**Missed test can be made up on Tuesday.**

**Missed hours can be made up during the following times:**

**Monday – Thursday 8am to 4pm.**

Tuition Cost

| Program                    | Clock Hours   | Full-Time | Part-Time | Enrollment Fee | Tuition     | Materials |
|----------------------------|---------------|-----------|-----------|----------------|-------------|-----------|
| Books/Uniform              | Total Tuition |           |           |                |             |           |
| Barber Styling             | 1500          | 50 wks    | 75 wks    | \$100.00       | \$10,200.00 | \$700.00  |
| \$200.00                   | \$11,200.00   |           |           |                |             |           |
| Barber Instructor          | 1000          | 33.3 wks  | 50 wks    | \$100.00       | \$7,000.00  | \$300.00  |
| \$200.00                   | \$7,600.00    |           |           |                |             |           |
| (Less Than 2 yrs Licensed) |               |           |           |                |             |           |
| Barber Instructor          | 600           | 50 wks    | 75 wks    | \$100.00       | \$4,200.00  | \$300.00  |
| \$200.00                   | \$4,800.00    |           |           |                |             |           |

Ways of paying tuition payments.

Monthly payments

**Completion, Licensure and Placement Rates**

The 20XX completion, licensure and placement rates for the school are as follows:

Completion %    Licensure %    Placement %



## VETERANS SECTION

(Specifically applies to those students using veteran education benefits) Transfer of Hours Policy Transfer of Credits – TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. (School Name) has the right to accept all, part, or none of the transfer hours accumulated at said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students Process: Official Transcripts Received by School Remove from consideration any courses from other school that are below 75% Administer theory chapter tests on remaining courses from other schools over 75% Any chapter test taken that scores over a 75% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block. If those hours are able to be grouped by an entire block, they will be awarded. If they are not able to be grouped, then they will not be awarded. ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL. Satisfactory Academic Progress (SAP) Policy Evaluation Period

(based on actual hours completed) Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, 900, 1200 AND 1500 hours for the Barbering and Barber Teacher Programs, 340 AND 680 for our Cross-Over Program. Maximum Time Frame Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period.

During this time, the student will still be considered to be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (see below – Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. 26 Appeals Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending (School Name) may need to apply for financial aid or assume personal responsibility for continuing to attend (School Name) Probation Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, can appeal their case based on mitigating circumstances. Probation is not a guarantee as it is at the discretion of the Administrators and information will be gathered to determine if the student is capable of making SAP by the next evaluation period. If the student doesn't meet all necessary requirements and is unable to make SAP, the appeal will be denied and student receiving Veteran Benefits will be terminated from the program. When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP while on the executed academic/performance plan probation period. If the student fails to execute the set academic/performance in order plan to meet SAP requirements during probationary period, the student will be terminated and dismissed from the program. The student will be advised in writing of the actions

required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

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Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress. Note: Any student receiving VA benefits cannot have two consecutive missed SAP's. No more than two terms (evaluations periods) on warning/probation will be permitted.

