

2025-2026

COSMETOLOGY NEW STUDENTS

PLEASE READ EVERYTHING!!!!

IMPORTANT INFORMATION ENCLOSED AND REQUESTED

**STUDENTS AND PARENTS/GUARDIANS WILL BE HELD RESPONSIBLE FOR THE
ENCLOSED INFORMATION AND PROGRAM REQUIREMENTS.**

FINANCIAL OBLIGATIONS HAVE DUE DATES!!!



Dear Student:

Congratulations! You have been selected from the many applicants, to be one of the new students in the Cosmetology program (program details visit, www.citvt.com).

In keeping with the high standards that the State Board of Cosmetology and the Career Institute of Technology maintain for the Cosmetology program, students are required to observe the following:

1. All students are required to conform to department uniform requirements, see page 5.
2. Students will be required to meet entry date requirements before hours will be given. Entry date is the first day a student enters the program prepared for training:
 - a. Dressed in **full** uniform, meeting all uniform requirements.
 - b. Completed Application for Enrollment, see page 6.
 - c. **Kit ordered by July 24th or before and paid in full.** Your kit will be at CIT for the first student day. **You will be charged an additional \$30.00 for shipping if ordered after this date.**

Students are compelled by the Pennsylvania State Board of Cosmetology to be registered as a student of Cosmetology and to have supplies necessary to practice Cosmetology. This is a financial obligation of **\$363.49 plus tax** to each student for their kit. (Required Items Checklist, page 4). The financial obligation for their Cosmetology uniform will be approximately **\$20.50 plus tax**. *Students entering the program as late entries will be expected to order the kit and purchase the uniform before credit of hours will be given.*

To order a cosmetology kit, all students are required to purchase the kit **ONLINE** through Burmax (ordering sheet attached, see page 7). **DO NOT DELAY IN ORDERING!!!** When logging into www.Beautyschoolstore.com you will need to register to set up your account with the registration code on the instruction sheet. The register tab is in the upper right hand corner of the page. **(Please keep login information, students will need this to register their kit)** You will be able to pick if you want a right handed or left handed kit (primarily for your haircutting shears).

*******Students who are entering the Cosmetology Program after July 24,2025 will need to contact CIT Student Services regarding ordering the cosmetology kit: 610-258-2857 and must satisfy all requirements before their enrollment date.**

Your adherence to all these requirements is appreciated. If you have any questions concerning enrollment, contact Student Services (610) 258-2857 x3623.

Sincerely,

Carrie J. Miller

Carrie J. Miller

Cosmetology Teacher

CIP: 12.0401

610-258-2857 x3645 or millerjc@citvt.com.

CM:ja 05/28/2025

COSMETOLOGY COURSE

The Cosmetology course is governed by Cosmetology Law, Rules, and Regulations Administered by the Commonwealth of Pennsylvania State Board of Cosmetology. As stated in Section 4, the requirement for Cosmetologist Examination is:

"In order to be eligible for a State Examination, a student must complete not less than 1,250 hours as a student in registered School of Cosmetology."

BREAKDOWN OF HOURS FOR COSMETOLOGY

Theory	200
Facials	50
Fingerwaving and Hairstyling	170
Hair Cutting	150
Hair Coloring	150
Manicuring	200
Permanent Waving	200
Scalp Treatments	50
Shampoo and Rinses	40
Sterilization and Hygiene	40
 TOTAL HOURS	 <u>1,250</u>

To meet these requirements, a rigid attendance policy is necessary. The Career Institute of Technology has designed the Cosmetology course as a three year program. Therefore, it is possible for a student to complete between 380 – 450 hours each school year (with one period of Physical Education taken each year). This may allow the student to qualify for the State Board Examinations. Absenteeism or sending school activities may prevent the student from earning the required 1,250 hours by the State Board of Cosmetology.

Credit hours will not be met if one or more of the following occurs:

- The student enters the program late.**
- The student is not enrolled for three complete years.**
- The student is absent and/or tardy to school.**
- The student does not pass any marking period.**

In the event any one of these situations occur, at the request of the student, CIT will transfer the student's accumulated hours to a Private School of Cosmetology with a written statement releasing their hours to a new school. Examples: Empire BeautySchool of Cosmetology, Metro Beauty Academy, Allentown.

GENERAL INFORMATION

The State Board of Cosmetology considers any grade lower than a 75% to be a failing grade. Students earning unsatisfactory grades will be approached and asked to reconsider their career choice.

Periodically, tests will be scheduled. If a student is absent, the test will be scheduled the first day the student returns to class. It is the student's responsibility to ask an instructor about tests and assignments missed due to an absence.

In the event of a lengthy illness, assignment arrangements are to be made by the student contacting an instructor.

COSMETOLOGY STATE BOARD EXAM

At the completion of the three year program/1250 hours, students will be eligible to take their State Board Exam. This written test at an alternate location will cost approximately \$125.00 (**Location and price subject to change**). Students will receive their State Board of Cosmetology License after passing the theory exam.

Please be aware you will be asked to answer background questions prior to taking said exam. Example question; "Have you been convicted (found guilty, pled guilty or pled nolo contendere) received probation without verdict or accelerated rehabilitative disposition (ARD) as to any criminal charges, felony or misdemeanor, including any drug law violations?" \$22.00 of the exam cost will be for a criminal background check prior to testing.

REQUIRED ITEMS CHECKLIST

Kit purchase is required before students can receive credit hours.

To make sure that you have completed all requirements of this program and understand the monies involved, below is a checklist of items needed. Please remember that the cost of a private Beauty School would be much greater.

- ___ 1. Complete uniform purchase with all black leather rubber soled shoes.
- ___ 2. Completed Cosmetology Enrollment application- Must be submitted on 1st day of school, page 6.
- ___ 3. Kit ordered (**Kit purchase is required before students can receive credit hours**).
- ___ 4. Large 3 inch, 3 ring binder
- ___ 5. Divider sheets with tabs for binder, 30 sheets.

COSMETOLOGY UNIFORM REQUIREMENTS

A uniform is required by the State Board of Cosmetology and the Career Institute of Technology. Not being in **FULL** uniform will result in lowered work ethic points for the day and **NO** credit hours will be earned.

The uniform consists of a black t-shirt with CIT Cosmetology logo and black scrub pants. **Optional:** crewneck sweatshirts and long sleeve t-shirts can be purchased at a later date.

Online Uniform Store Link: You may access the link from the CIT website. www.citvt.com

<https://citvt.estore.shop/cosmetology>

*Scrub pants can be purchased anywhere as long as they are solid black.

Shoe Requirements:

The uniform is to be worn with all black leather, rubber soled professional shoes. Crocs may be worn as long as they are solid and do **NOT** have the holes on the top. Shoes should be kept in a clean condition and stored in the locker provided to each Cosmetology student. The black shoes are not to be used as ordinary street wear or for PE class and must be kept in your school locker.

- o **No soiled uniforms.**
- o **No color on uniform shoes.**
- o **No canvas sneakers.**
- o **No sweaters, jackets or other clothing articles on top of the uniform shirt/sweatshirt.**
- o **Anything worn under uniform must be solid black.**

APPLICATION FOR ENROLLMENT INSTRUCTION SHEET

The application below must be carefully completed and should be clearly printed. Hours cannot be granted without the completion of the enrollment application.

You are required to complete all items below:

1. Name - Last, First, M.I.
2. Social Security Number
3. Address - Street, Borough or Township, City, and Zip Code
4. Phone Number (include area code).
5. & 6. Ignore - Not applicable.
7. Completed ninth grade education
8. Please complete if transferring from another cosmetology program

APPLICATION FOR ENROLLMENT

1. Name: _____
2. Social Security #: _____
3. Address: _____
4. Phone Number: _____
5. Are you a Veteran? Circle: Yes or No
6. Are you 35 or Older? Circle: Yes or No
7. Have you completed ninth grade?: Circle: Yes or No
8. Have you earned hours from another school of cosmetology?: Circle: Yes or No



CAREER INST OF TECH KIT ORDERING INSTRUCTIONS

School Name: CAREER INSTITUTE OF TECHNOLOGY

School Number: 305649 Kit Name: COSMETOLOGY

Right Handed Kit Code: BSS-A305649-COS25 \$ 363.49 + tax

Left Handed Kit Code: BSS-A305649-LCOS25 \$ 363.49 + tax

Item #: _____ Description: _____ \$ _____ + tax

Item #: _____ Description: _____ \$ _____ + tax

YOU MUST ORDER YOUR KIT BY: 7/24/2025

A shipping fee of \$30 will be charged for any order received after the date above.

PLEASE NOTE: Kits take up to 21 business days for production and delivery

HOW TO ORDER

1. Go to **BeautySchoolStore.com**
2. **Buy a Kit.**
Under Student Kits, click on **Buy** Button.
3. Create an account. Add the above kit and items (if applicable) to the cart.
Choose a right-handed or a left-handed option if necessary.
4. Provide your credit card payment information and place your order.
You will receive an email confirmation of your order. You will receive an email with tracking information once your order ships.
5. When you receive your kit, look for the pink sticker with your **serial number**.
You will need this to register your kit.



ALL KITS WILL BE SHIPPED DIRECTLY TO YOUR SCHOOL.

YOU WILL NEED A COPY OF YOUR ORDER CONFIRMATION TO PICK UP YOUR KIT.

By submitting your order, you are acknowledging that you will not open your kit without the supervision of a school instructor. You must register your kit on beautyschoolstore.com within 10 days of receipt in order for us to be able to assist you with any issues with shipping or items in your student kit. Please also note that all kits are final sale and cannot be returned. Thank you for your order.

Questions about your order? We can be reached at: contactus@beautyschoolstore.com