

## ADMISSION REQUIREMENTS

- Schedule/pass WorkKeys Assessments.** (Required scores are 4 or better on Applied Mathematics and on Locating Information.) There is no fee for initial testing (retests are \$10 each).
- Complete & return:**
  - Admission Form
  - Photo ID
  - Proof of high school diploma/GED
- Once ALL above requirements are met, submit \$100 non-refundable enrollment deposit to secure enrollment.**

## EXPECTATIONS

- **Program helps students prepare for Ohio State Board of Cosmetology Licensure.**
- **Students must maintain 90% attendance and a 75% Grade Average.** (3.0 GPA required for articulation credit to North Central State College.)
- **Students may not miss more than 30 hours per module.** Students who miss beyond the allowed hours or drop below a 75% grade average will be immediately dismissed.
- **Students will maintain professional behavior in the classroom, lab and with clients who visit our salon.** Students will also successfully perform in all clinical experiences, field trips and internships.
- **Students MUST complete 1,500 hours** to be eligible to sit for the licensure exam. **Every hour missed must be made up by the scheduled end date of the course.** Students extending training beyond their scheduled completion date will be charged additional fees.

## 1,500 HOUR COSMETOLOGY

**Mon. through Thurs. 3:30-9:30 pm**  
**Students may enter either class as follows:**

**1/9/12 – 6/6/13**

**7/23/12 – 12/12/13**

## 1,800 HOUR MANAGING COSMETOLOGY

Students first complete 1,500 hours, then enroll in the 300-hour Manager's course. Madison Adult Career Center schedules Manager's courses near the completion of our 1,500-hour program.

## PROGRAM INFORMATION

Students learn through classroom lecture, interactive demonstrations and operating our state-of-the-art salon. Students will complete 408 hours of classroom and 1,092 hours of clinical training during this 17-month extensive hands-on program which prepares students for the Ohio State Board of Cosmetology Exam/License.

- Hair Cutting/Trimming/Styling
- Care of Wigs/Postiches
- Permanent Waves/Chemical Relaxing
- Tinting/Bleaching/Foiling
- Basic Oil/Electric Nail Techniques
- Artificial Nail Applications
- Pedicures
- Anatomy
- Facials/Makeup/Eyebrow Arching
- Salon Operation/Management
- Cosmetology Laws/Rules
- Career Development/Professionalism

## FEES

<b>Tuition</b>	<b>\$ 9,750</b>
<b>Estimated Fees*</b>	<b>\$ 1,235</b>
<b>TOTAL</b>	<b>\$10,985</b>

*\*Estimated Fees include books, tool kit, lab fees, State Board Exam Kit/Application/Work Permit and personal/career counseling services. Fees may change before class begins.*

## 300 HOUR MANAGER'S COURSE

**Tentative Schedule: 8:30 am-4:30 pm Mon. through Thurs., (dates to be announced)** Students who have completed a cosmetology program equivalent of 1,500 hours with a minimum passing grade of 82% are eligible to take the Cosmetology Manager's Course. Students learn salon setup, operations and ownership through classroom lecture, lab and field exercises. Students will complete 210 Clinic hours and 90 Non-clinic hours which prepare students for the Ohio State Board of Cosmetology Manager's License.

- Cosmetology Laws and Rules
- Inspection & Enforcement Policies & Procedures
- Sanitation/Sterilization Practices
- Dispensary Operations & Procedures
- Salon Operations & Procedures
- Advanced Anatomy of Hair & Scalp
- Advanced Haircutting/Styling/Chemical Services
- Specialized Equipment Use & Control
- Product & Service Sales

**\*\*Students who miss more than 16 hours will be dismissed and will need to repeat course.**

## MANAGER'S COURSE FEES

<b>Tuition</b>	<b>\$ 1,950</b>
<b>Estimated Fees*</b>	<b>\$ 140</b>
<b>TOTAL</b>	<b>\$2,090</b>

*\*Estimated Fees include books & lab fees*

## GRADUATION

All students completing programs between 7/1/11 – 6/30/12 will be invited to participate in the Madison Adult Career Center Graduation Celebration Ceremony to be held **Friday evening, June 22, 2012.**

## FINANCIAL AID INFORMATION

### To complete the financial aid process:

1. Complete FAFSA financial aid application (Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Our school code is 030237)
2. If you need assistance with FAFSA, call the Adult Career Center office to schedule an appointment
3. Check on additional financial aid resources (WIA, BVR, GI Bill, etc.)

**\*\*Funding sources that require FAFSA application**

### **\*\*Workforce Investment Act Funding (WIA)**

Each county has Workforce Investment Act (WIA) training funds. Students should start the application process ASAP! WIA funding is a process that takes time. To begin the process, **visit** your county's Department of Job & Family Services:

Ashland County	(419) 282-5000
Crawford County	(419) 562-8066
Huron County	(800) 668-5175
Morrow County	(419) 946-8480
Richland County	(419) 774-5300

**\*\*Pell Grant** – A federal grant for approved Adult Career Center programs 600 hours in length or longer. This grant does not need to be repaid unless a student withdraws from a program. Note: Students who are currently in default on a federal student loan are not eligible for a Pell Grant until their loan is in good standing.

**\*\*TAA** – A state grant available for a company closing/downsizing, for employees who were approved for TRA. An application must be submitted for training approval about two months before training begins.

*continued*

## FINANCIAL AID (continued)

**\*\*Veterans' Training Benefits** – Veterans may use their VA benefits (*Montgomery GI Bill, etc.*) to attend Career Development programs.

**\*\*Bureau of Vocational Rehabilitation (BVR)**  
Persons with a documented disability may be eligible for assistance through the Mansfield BVR office. Call 419.747.3000 for more information.

**\*\*Stafford Student Loans** – Can be applied to approved programs 375 hours or greater. Students must complete a Master Promissory Note (MPN) and entrance/exit counseling. Student loans need to be repaid after a student leaves a program.

**Student Payment Plan** – For programs 375 hours or greater. Payment must be made in full by program completion. Students are required to sign a payment contract and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments.

**Delinquent Payment Policy** – Delinquent payments are charged a late fee of \$5.00. Once payment is over 30 days delinquent, a letter will be sent notifying student of the upcoming date the account will be sent to collections. If payment is not received by collection deadline, the account will be submitted to collections. The student will be dismissed and billed any additional charges that may occur due to financial aid that could not be collected because of dismissal date.

### **Madison Adult Career Center offers:**

Administrative Office Technology  
Automotive Technology  
Clinical Care Specialist  
Cosmetology  
Dental Assisting  
Nurse Aide Training (STNA)  
Precision Machining/CNC Programming  
Phlebotomy/EKG Training  
Welding Technology (AWS Certification)

# COSMETOLOGY

*(1,500 hours)*

&

# MANAGING

# COSMETOLOGY

*(1,800 hours)*

## Program Information 2011-12

### Instructors

**Melinda Williams, Coordinator**

**Trisha Norton**

**Angela Ramsay-Keener**

**Kim Stillwell**

***State Board Certified Instructors***

***Microsoft Office Specialist  
Test Center***

***A.APC Certification  
Test Site***

***ASE Certification  
Test Center***

***American Welding Society  
Certification Testing***

***ACT WorkKeys  
Test Site***

***NIIMS Test Site***

***STNA Test Site***