



1789 W. Coolidge Avenue ~ Coolidge, AZ 85128
Phone: (520) 423-1944 ~ FAX: (520) 423-1822
www.cavitschools.org

2022-2023 Cosmetology and Hairstyling Program Student Handbook

Date of Publication – June 20, 2022

First Day of Classes – July 21, 2022

MISSION STATEMENT

The Central Arizona Valley Institute of Technology provides Career and Technology Education opportunities for students to become members of a competitive workforce.

COSMETOLOGY PROGRAM – 1,600 Hours in Length
HAIRSTYLING PROGRAM – 1,000 Hours in Length

A MESSAGE FROM THE SUPERINTENDENT

Welcome to Central Arizona Valley Institute of Technology (CAVIT) and the exciting world of cosmetology! Since you are enrolled in this program, we assume that your goal is to become a licensed cosmetologist or hairstylist. This is a comprehensive course and a lot of hard work and studying will be required on your part. Your training is comprised of practical application (hands-on work in the clinic) and theoretical study. The state board exam will test both your practical skill and your theory knowledge before issuing you a license to practice cosmetology. A successful cosmetologist must be highly skilled, knowledgeable and devoted to life-long learning. This is a wonderful opportunity that can lead to a prosperous and fulfilling career. As with any program, strict rules apply and cosmetology is no exception. Again, welcome. We hope your training leads you to a long, enjoyable and profitable career.

Mike Glover, Superintendent

CAVIT Non-Discrimination Policy – CAVIT is committed to a policy of nondiscrimination in relation to race, color, religion, gender, age, national origin, disability, sexual orientation, gender identity or expression, or marital status. Unless expressly superseded by controlling federal or state statutes, regulations or court decisions, this policy will prevail in all matters concerning staff members, students, the public, educational programs and services and individuals with whom the CAVIT District does business. Prohibited Discrimination: in addition, Section 504 of the rehabilitation Act (29 U.S.C. 794, et seq.) requires, and it is the policy of the District, that otherwise qualified handicapped persons must not be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination solely on the basis of handicap, under any district program or activity, that receives federal financial assistance. The District expressly prohibits all such unlawful discrimination by its agents and employees. Direct questions to: Mike Glover, Superintendent, 1789 W. Coolidge Avenue, Coolidge, AZ 85128 – Phone (520) 423-2991.

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SCHOOL STAFF DIRECTORY

Attendance Office – 520.423.1944

Superintendent's Office – Mr. Mike Glover (520) 423-2991 mglover@cavitschools.org,
Program Director/Teacher - Ms. Amanda Diesing, (520) 423-2990, adiesing@cavitschools.org,

Program Teacher - Ms. Stephanie Figueroa, (520) 316-4378, sfigueroa@cavitschools.org

Program Teacher – Ms. Jessica Sepeda, (520) 423-2990, jsepeda@cavitschools.org,

Substitute Teacher – Ms. Pearl Foy, (520) 423-2990, pfoy@cavitschools.org

Cosmetology Clinic Appointments (520) 423-2990

GOVERNING BOARD

Mr. Marty Baca, Representing Coolidge

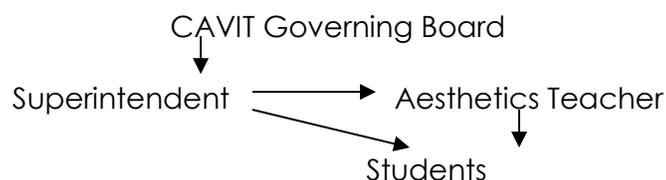
Ms. Mary Duarte, Representing Eloy

Ms. Alma Farrell, Representing Maricopa

Ms. Linda Good, Representing Casa Grande

The Governing Board of CAVIT convenes the first Wednesday of each month for its regular meetings. Meetings are held at 10:00a.m. in the multipurpose room.

CAVIT ORGANIZATIONAL CHART



INTRODUCTION

On November 7, 2000, voters in five school districts – Casa Grande Union High School, Coolidge Unified, Florence Unified, Maricopa Unified and Santa Cruz Valley Union High School – approved the taxation necessary to form a Joint Technological Education District (JTED). CAVIT expanded its instructional programming to serve students up to the age of 22.

CAVIT has built, in partnership with the City of Coolidge, the second comprehensive JTED in the state of Arizona and the first in Pinal County. CAVIT students take their academic subjects at their home schools and are then transported by their schools to CAVIT.

Currently, seventeen career training programs are offered to students including Cosmetology.

LICENSING

The Arizona State Board of Cosmetology licenses CAVIT's Academy of Cosmetology.

ACCREDITATION

CAVIT School carries accreditation approval status with COGNIA through 2027.

ENROLLMENT PERIOD/ADMISSIONS

The enrollment period for the 2022-2023 Cosmetology and Hairstyling programs runs from January-May, 2022. Students are required to complete an enrollment application and meet the following prerequisites for the cosmetology program:

- Reside within CAVIT's school boundary.
- Have completed 10 high school credits by July 20, 2022 with two of those in English.
- Submit a copy of your high school transcript and birth certificate.
- Attend a parent orientation night with your parents.
- For adults students enrolling in the 2022-2023 program, pay the \$2,800.00 tuition fee by July 20, 2022.

CLASS SCHEDULE

Cosmetology I and II - 7:00-9:00am

Cosmetology I, II, and III – 9:30-11:30am

Cosmetology I and II - 12:30-2:30pm

Select Saturdays and Summer Program – 7am – 4pm

EQUAL EDUCATIONAL OPPORTUNITIES

Any person who feels unlawfully discriminated against or who has been the victim of unlawful discrimination by an agent or employee of the District or who knows of such discrimination against another person should file a complaint with the Superintendent. (Complaint forms can be obtained from the Superintendent's office.) Maintaining confidentiality to the extent reasonably possible, the Superintendent shall investigate and make a determination and/or recommendation as soon as possible.

STUDENT RIGHTS

1. The right to be treated with respect and courtesy.
2. The right to be safe from bodily injury in the buildings, on the school grounds, and at school sponsored activities.
3. The right to use school books, materials, and equipment, which are in good condition.
4. The right to study and learn in an environment, which is neat, clean and quiet.
5. The right to obtain the best possible education.
6. The right to learn in a drug and weapon free environment.

SCHOOL DAYS OF OPERATION

Because students who attend CAVIT come from multiple school districts, CAVIT students are expected to follow the CAVIT calendar which may differ from their home school. CAVIT maintains high expectations for attendance. Students must attend school every CAVIT attendance day.

- September 5, 2022 – Labor Day
- September 16, 2022 – Teacher Inservice Day
- September 26-October 7, 2022 – Fall Break
- November 11, 2022 – Veteran's Day
- November 23-25, 2022 - Thanksgiving Break
- December 19, 2022 – January 2, 2023 - Winter Break
- January 3, 2023 – Teacher Inservice Day
- January 16, 2023 - Martin Luther King, Jr. Day
- February 20, 2023 - President's Day
- March 13 - 24, 2023 - Spring Break
- April 7, 2023 - Good Friday No School
- May 25, 2023 - Last Day of Classes
- May 30 – June 29 – Summer Program for New Starts

STUDENT CONCERNS, COMPLAINTS, AND GRIEVANCES

Procedures have been established whereby students may present a complaint or grievance regarding a violation of their constitutional rights, equal access to programs, discrimination, harassment, or personal safety provided that:

- The topic is not the subject of disciplinary or other proceedings under other policies and regulations of this District, and
- The procedure shall not apply to any matter for which the method of review is prescribed by law, or the Governing Board is without authority to act.

Complaints/grievances shall be made directly to the Superintendent within 30 days of the time the student knew or should have known that their grounds for the complaint/grievance.

PARENT INVOLVEMENT POLICY

CAVIT welcomes parental involvement in their student's education. Cooperation between parents and school staff in areas such as homework, attendance and discipline is extremely important to a child's academic success.

Parents are encouraged to learn about the career and technology education program for their student and review the learning materials. Should there be an objection to any activity or learning material on the basis that is harmful, procedures have been established for parents to seek alternative accommodation.

Objection to learning material or an activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality, or religion.

TIME CLOCK

Time is recorded by a computerized time clock. It is the student's responsibility to use the time clock correctly. Failure to do so will result in a loss of time. No student, teacher or any other person shall clock the time of another student. If a student forgets to clock in or out, a loss of time will occur. Staff members, other students or other person(s) cannot verify a student's attendance.

In order for students to receive full clock hour credit, students must clock in and out at the beginning and end of each day. The maximum time a student may be in attendance on any day is 2 hours during the school year.

ACADEMIC INFORMATION

GRADES

	The grading scale consists of:	
A	Exceeds skill requirements	90%-100%
B	Meets & often exceeds skill requirements	80%-89%
C	Meets minimum skill requirements	70%-79%
F	Failure	69%-0%

Students must obtain an "A, B, or C" grade each semester in order to continue in the program the next semester. Students receiving a failing grade or "NC" (No Credit for excessive absences) for the Fall, 2022 semester will not be enrolled in the Spring, 2023 Semester class. Students receiving a failing grade or "NC" (No Credit for excessive absences) for the Spring, 2023 semester will not be enrolled in the Fall, 2024 Semester class.

PROGRESS REPORTS

Written reports concerning student achievement will be mailed to student homes every nine (9) weeks and additional written reports will be made when necessary concerning academic progress and discipline of students.

PROGRAM COMPLETION

Students maintaining continuous enrollment and a passing grade (minimum 2.0) may proceed as a Program Completer. In addition students:

- Must have their program fee paid in full. All debts within CAVIT must be cleared before a certificate can be awarded.
- Certificates are released only to the student completing according to Family Education Rights and Privacy Act (FERPA) guidelines.

Note: A student could proceed as a Program Completer but fail to meet the minimum program standards to achieve county, state or federal licensure or certification eligibility. Confer with your instructor for details.

LICENSURE DISCLAIMER

CAVIT programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a certificate from CAVIT to be denied the right to work in a particular profession after completing the certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

ACADEMIC PROGRESS

Per Arizona State Board of Cosmetology Rule R4-10-36, CAVIT may offer learning hours in an alternative format or location other than our school. CAVIT will not grant more than **304 hours** of the total 1,600 hours required for program completion as alternative learning hours. For the Hairstyling program, CAVIT will not grant more than **200 hours** of the total 1,000 hours required for program completion as alternative learning hours.

In addition, a student can conduct a research project relating to the cosmetology field for alternative learning hours.

Students must gain **preapproval** first from the Cosmetology teacher before completing alternative learning experiences. Successful completion of all paperwork, assignments, and tasks is necessary in order to receive alternative learning experience hours.

Alternative Learning Experience Contract for Cosmetology Hours

*Form must be submitted to your teacher in advance of completing project work.

*A separate form must be completed for each project.

Student

Name: _____ Session: _____ Date: _____

I plan to complete the following project: (*select one*)

- Typed Report Power Point Presentation Oral Report Salon Design Project
 Display Board Project Video Project Product Design Project Marketing Plan Project
 Other: _____

Describe your project plans: _____

List the research sites and/or resources you will use to complete your project: _____

List the aesthetics topics that related to your project? (Use your textbook to identify topics) _____

List three things that you plan to learn/research during this project.

1. _____
2. _____
3. _____

(This section to be completed by your teacher.)

_____ I approve your plans for your project. You are allowed to begin work. Recommendations to consider as you complete your project work: _____

_____ I do not approve this project. To receive approval, you will need to resubmit this project on a new form with this requested information: _____

Teacher Signature

Date

Hrs Awarded: _____
Date: _____

ACADEMIC PROGRESS FOR SECOND YEAR STUDENTS

Evaluation Period	Theory/Practical Minimum Passing Grade	Minimum hours that must be attended to maintain satisfactory progress
Fall Semester, 2021 180 Scheduled Hours	90%	162
Spring Semester, 2022 180 Scheduled Hours	90%	162
Summer, 2022 152 Hours	90%	136
Fall Semester, 2022 180 Scheduled Hours	90%	162
Spring Semester, 2023 180 Scheduled Hours	90%	162

NOTE: Second year students accepted into the July, 2021 program must complete the 1,000 Hairstyling program by May 25, 2023 as there are no extension provisions to complete remaining hours in a third-year program after the May 25, 2023 date.

ACADEMIC PROGRESS FOR FIRST YEAR STUDENTS

Evaluation Period	Theory/Practical Minimum Passing Grade	Minimum hours that must be attended to maintain satisfactory progress
Summer, 2022 41 Hours	90%	36
Fall Semester, 2022 180 Scheduled Hours	90%	162
Spring Semester, 2023 180 Scheduled Hours	90%	162
Summer, 2023 41 Hours	90%	36
Fall Semester, 2023 180 Scheduled Hours	90%	162
Spring Semester, 2024 180 Scheduled Hours	90%	162

NOTE: First year students accepted into the June, 2022 program must complete the 1,000 Hairstyling program by May 25, 2024 as there are no extension provisions to complete remaining hours in a third-year program after May 25, 2024 date.

FOR ALL COSMETOLOGY STUDENTS:

- Each cosmetology program student must attain 90% of the cumulative hours and alternative hours offered up through December 15, 2022 in order to continue in the Spring, 2023 semester program.

- Each cosmetology student must attain 90% of the cumulative hours and alternative hours assigned offered up through May 25, 2023 in order to continue in the Fall, 2023 semester program.

Students are required to attend a minimum of 90% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each semester to determine if the student has met the minimum requirements.

Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to textbook procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to program graduation. Students must make up failed or missed tests and achieve an 80% grade before moving onto to the next unit of study.

PROCEDURE TO CHECK A STUDENT OUT OF SCHOOL OR AUTHORIZING ANOTHER TO TAKE STUDENT OUT OF CLASS/SCHOOL

No student will be removed from school grounds, from any school building, or from any school function during school hours except by a person authorized to do so by the student's parents or by a person who has legal custody of the student. Only those person/s whose names have been identified by the student's parents/guardians will be allowed to remove a student.

ATTENDANCE REQUIREMENTS

Reporting Absences Phone Number: (520) 423-1944

CAVIT's mission is to prepare students for competitive employment. Therefore, it is extremely important that CAVIT policy reflects the values and needs of our local employers, who overwhelmingly agree that attendance and punctuality are two of the most important qualities that we can teach our students. In an effort to meet this challenge, CAVIT uses the following policy:

According to Arizona law, students are expected to attend at least 90 percent of class time in order to receive credit. Loss of course credit can occur only if the student is absent more than nine (9) days in a semester. If a student is absent more than 9 days per semester, the student will lose credit for the course, be allowed to "audit" the class for the remainder of the semester and not allowed to continue in the course the following semester.

The parent or guardian must contact the Attendance Office by phone on or before the day of the absence in order to advise the school as to the reason for the absence. If this is not possible, the parent should call or send a note at the time of the student's return to school.

Absences due to chronic medical conditions, medical/dental appointments, court dates, funerals or court appointed visitations are not included in this total. Documentation from a professional (doctor, dentist, court or funeral paperwork) must be provided to CAVIT within 10 days of the absence. It is the student's responsibility to submit documentation to CAVIT.

Absences due to home school related activities (HSA) are not included in this total. An HSA form can be obtained from the front office. The HSA form must be completed and signed by a staff member or administrator at the home school at which the HSA occurred. It is the student's responsibility to submit documentation of HSA activities. CAVIT has the right to contact said staff member to verify the reason for the absence. Examples of HSA activities include field trips, AIMS testing, performing groups, assemblies, athletic events etc. An HSA must be verified by completing the HSA form, completed within 10 days of the absence.

Any absences not already reported by a parent or guardian will receive a phone call to the home number.

5th Absence-To prevent students from unknowingly losing credit, the Attendance Secretary will send a letter home at the fifth (5th) absence. It will state that if the student misses five (5) more days, the student will lose credit.

10th Absence-At the tenth (10th) absence, a letter will be sent home stating that the student has exceeded the absence guidelines and will receive no credit for the semester.

Pre-Arranged Absences: are absences arranged in advance. The student must obtain a form from the Attendance Office at least two days in advance of the absence. A note the parent stating the nature of the absence, the days (dates) the student will be absent and bearing the parent's signature shall be attached to the form. The form and the note will be carried to the teacher for his/her initials. The student must turn the form into the Attendance Office after the teacher has initialed it. The teacher will stipulate work to the student and the student is to complete and turn the work in before leaving on the pre-arranged absence. The teacher may allow tests to be taken or special projects to be complete after the student returns.

Tardies: Students accumulating three (3) tardies will be charged one (1) absence.

Out of School Absences: Students assigned out of school suspension by an administrator may receive up to 80% credit for missed assignments/tests/quizzes. Students assigned out of school suspension at their home school are not allowed to attend CAVIT during that time period.

Chronic Health Conditions: Should a student have a chronic health condition that affects his/her regular school attendance, which is identified by a licensed medical professional. CAVIT will provide appropriate educational opportunities for that student, according to school board policy. The form to exempt school attendance as a result of a chronic health condition may be obtained from the Attendance Office.

Loss of credit in a CAVIT class will place the student in jeopardy of fulfilling the requirements for program completion and industry licensure, if applicable.

PROGRAM FEES

- High School Students – No fee to enroll in program.
- Adult Students in 2022-2023 – Payment of yearly adult tuition at \$2,800 due by July 20, 2022.
- **NEW for 2022-2023 – Students will pay state licensing fees. CAVIT will reimburse students for testing fees if a completed W-9 and proof of pass results are submitted to the superintendent.**

EQUIPMENT/SUPPLIES

School Provides:

- Textbook, student workbook and practical workbook
- Materials for use in classroom and clinic floor
- Equipment for use in classroom and clinic floor
- Gloves
- Towels
- Facial Drapes

Equipment used in our classrooms includes laptops, smartboard, projector, television, VCR, DVD player and whiteboard. The student kit of equipment is complete with the tools and supplies needed while attending CAVIT and becomes part of the student's professional development.

STUDENT TRAVEL/FIELD TRIPS

Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation will be provided only by district or satellite school vehicles, driven by authorized personnel. Students will need to complete a grade check form and be passing all classes in order to participate in an activity outside of CAVIT class time.

DRESS CODE POLICY

CAVIT encourages students to take pride in their attire as it relates to the school setting. Students will be provided program uniforms to wear daily to CAVIT classes. Students will be required to wear business professional attire when attending student youth organization leadership events. Exceptions for special activities or health considerations may be pre-approved by the superintendent.

The following applies to all students within the District:

- No bandanas of any color, size or shape may be carried or displayed in any classroom or at any school activity.
- Hats may not be worn by students in buildings.
- For safety reasons, closed toe shoes must be worn at all

UNIFORM POLICY

Each student will be provided with a uniform which is required to be worn daily to CAVIT. Students are to change immediately into their program uniform upon entering CAVIT's campus. **NOTE: Students will not be able to clock in if they are not in CAVIT uniform.**

- CAVIT will provide two scrub sets, a jacket, and an apron. Students will need to provide black or white closed-toe laced shoes (no skater nor fabric material) with non-skid sole.
- Name Badge – CAVIT will provide a name badge which must be worn at all times. Students may not clock in nor gain hours without wearing a name badge.

DRESS CODE ENFORCEMENT CONSEQUENCES FOR VIOLATING UNIFORM POLICY

School Action			
1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Verbal warning by teacher.	Teacher makes a call to parent.	Parent conference scheduled with teacher.	Administrative review

DISTRICT DISCIPLINE POLICIES

Please refer to the 2022-2023 CAVIT Student Handbook for a complete listing of school rules and policies.

NOTE: Students refusing to provide a clinic service will need to clock out immediately for the duration of the class session.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and teachers will insist that student behavior, attitude and participation in the classroom reflect the importance of the serious business of learning. More specifically, teachers will insist that you:

1. Arrive to class on time.
2. Be prepared for class with all materials necessary for class that day.
3. Be dressed in your program uniform upon entering CAVIT's campus.
4. Be attentive to the task at hand until dismissed by the teacher.
5. Demonstrate care and consideration for school property and the property of others.

CAVIT ACADEMY OF COSMETOLOGY

Physical Location: CAVIT, 1789 W. Coolidge Ave., Coolidge, AZ 85128

Equipment Inventory

Reception Area - Desk, product shelf, seating

Shampoo Area – 5 stations

Towel cabinet, cabinetry, sink

Styling Area – 30 stations with mirrors and cabinetry

Nails Area – 3 portable nail tables

Facial Area – 4 facial stations w/ curtains

Dispensing Area – Cabinetry

Dryer Area – 3 hair dryers

Classroom Area - Tables, chairs, countertops for student work, multimedia access and library

Laundry Area – Washer/dryer, sink, cabinetry

Break Room Area – Student lockers, table and chairs, microwave, sink

Office Area – Desk, computer, phone

Restroom Areas – Male/female restrooms that are handicap accessible and client restroom that is handicap accessible.

COSMETOLOGY PROGRAM

1,600 Hours in Length

CAVIT's 1,600-hour Cosmetology program offers the student the opportunity to become a licensed Cosmetologist. A clinic for practical, supervised work with the public is also an important part of the program.

This program can be completed in 2.5 school years at CAVIT. Completion of the subjects listed below will prepare the student to complete the program and take the state board examination to become a licensed Cosmetologist.

Cosmetology provides opportunities such as:

Licensed Cosmetologist

Hair Stylist	Make-Up Artist	Permanent Wave Technician
Facial Expert	Nail Technician	Salon Manager-Supervisor
Salon Owner	Hair Coloring Technician	

PROGRAM PURPOSE

1. For the student to acquire a broad knowledge of both the science and art of Cosmetology.
2. For the student to develop his/her physical ability and manipulative skills and develop loyalty and enthusiasm for the profession.
3. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance.
4. To prepare students for the Arizona State Board of Cosmetology examination.

PROGRAM DESCRIPTION

Cosmetology is a journey into a career ripe with opportunity that can take the student in many directions and holds the potential to make the student a confident and successful professional in the field. Through the program, the student will learn to be a person their clients can rely on to provide them with ongoing service, enabling the client to look and feel their best.

INSTRUCTIONAL METHODS

Methods of lecture, demonstration, practice, role play, discussion, assignments, audio/visual aids, student participation, question/answer and textbook/workbook will be used.

TEACHING STRATEGIES

- Using the white board, audio/visual aids, and live models whenever possible.
- Introducing new material in a manner to which the student may relate.
- Encouraging questions, explaining new words, terms, techniques, implements, and equipment.
- Requiring that students take notes and complete homework and reading assignments.
- Using demonstration that includes students.
- Listing new words on whiteboard.

COSMETOLOGY PROGRAM CURRICULUM OUTLINE

1,600 Hour Program

GOALS OF THE COSMETOLOGY PROGRAM:

- To fully educate a student in the cosmetology field.
- To successfully complete the CAVIT program and obtain a cosmetology license.
- To successfully secure and retain employment.

TOPIC HOURS

- Theory of cosmetology, Arizona cosmetology law and rules.
- Practical cosmetology/practical theory, involving all hair and skin types.
- Monitor duties, salesmanship, ethics and salon management.
- Chemical hair restructuring, including permanent waving and chemical relaxing, specifically thioglycolate and sodium hydroxide.
- Haircutting, including tinting and bleaching.
- Haircutting
- Hairstyling, pressing, thermal curling and waxing.
- Facials and make-up, including massage, physical and chemical depilatories.
- Massage
- Manicuring, pedicuring, sculpture nail extension, wraps, overlays and related services.
- Shampooing, conditioning, reconditioning rinse, application and chemical remover.
- Scalp treatment and brushing
- Electricity and light therapy as related to the practice of cosmetology.
- Creative preferences
- Disinfection procedures

PROGRAM CREDIT

Students will be awarded one (1) elective credit each semester of attendance.

END-OF-PROGRAM COMPLETION CERTIFICATE

Students successfully completing the 1,600 course will be awarded a program certificate of completion from CAVIT.

COSMETOLOGY PROGRAM STUDENT RECORD

Name: _____

DATE	GRADE	CHAPTER	FINAL GRADE	WB
		Chapter 1: History and Career Opportunities		
		Chapter 2: Life Skills		
		Chapter 3: Your Professional Image		
		Chapter 4: Communicating for Success		
		Chapter 5: Infection Control: Principles and Practices		
		Chapter 6: General Anatomy and Physiology		
		Chapter 7: Basics of Chemistry		
		Chapter 8: Basics of Electricity		
		Chapter 9: Properties of the Hair and Scalp		
		Chapter 10: Basics of Chemistry		
		Chapter 11: Basics of Electricity		
		Chapter 12: Principles of Hair Design		
		Chapter 13: Shampooing, Rinsing and Conditioning		
		Chapter 14: Haircutting		
		Chapter 15: Hairstyling		
		Chapter 16: Braiding and Braid Extensions		
		Chapter 17: Wigs and Hair Enhancements		
		Chapter 18: Chemical Texture Services		
		Chapter 19: Hair Coloring		
		Chapter 20: Skin Diseases and Disorders		
		Chapter 21: Hair Removal		
		Chapter 22: Facials		
		Chapter 23: Facial Makeup		
		Chapter 24: Nail Diseases and Disorders		
		Chapter 25: Manicuring		
		Chapter 26: Pedicuring		
		Chapter 27: Nail Tips, Wraps, and No-Light Gels		
		Chapter 28: Acrylic (Methacrylate) Nail Enhancements		
		Chapter 29: UV Gels		
		Chapter 30: Business Skills		
		Chapter 31: On the Job		
		Chapter 32: The Salon Business		

400Hour Exam
Date _____
Practical _____
Written _____

800 Hour Exam
Date _____
Practical _____
Written _____

1200 Hour Exam
Date _____
Practical _____
Written _____

1600 Hour Exam
Date _____
Practical _____
Written _____

SENIOR REVIEW TEST

Date	Grade	Mandatory Graduation Checklist	
_____	_____	Completed 1,600 Hours	_____
_____	_____	Outlines for each chapter	_____
_____	_____	Workbook Complete	_____
_____	_____	Business Plan Complete	_____
_____	_____	All tests taken and passed	_____
_____	_____	Practical monthly block sheets	_____
_____	_____	Client practicals completed	_____

Student Signature _____

Date _____

Teacher Signature _____

Date _____

HAIRSTYLING PROGRAM

1,000 Hours in Length

CAVIT's 1,000-hour Hairstyling program offers the student the opportunity to become a licensed Hairstylist. A clinic for practical, supervised work with the public is also an important part of the program.

This program can be completed in 2.5 school years at CAVIT. Completion of the subjects listed below will prepare the student to complete the program and take the state board examination to become a licensed Hairstylist.

Hairstyling provides opportunities such as:

Licensed Hairstylist

Hair Stylist	Salon Manager-Supervisor
Salon Owner	Hair Coloring Technician

PROGRAM PURPOSE

1. For the student to acquire a broad knowledge of both the science and art of Hairstyling.
2. For the student to develop his/her physical ability and manipulative skills and develop loyalty and enthusiasm for the profession.
3. For the student to acquire ethical standards and work to achieve ability through diligent practice, continuous study, hard work and perseverance.
4. To prepare students for the Arizona State Board of Cosmetology Hairstyling examination.

PROGRAM DESCRIPTION

Hairstyling is a journey into a career ripe with opportunity that can take the student in many directions and holds the potential to make the student a confident and successful professional in the field. Through the program, the student will learn to be a person their clients can rely on to provide them with ongoing service, enabling the client to look and feel their best.

INSTRUCTIONAL METHODS

Methods of lecture, demonstration, practice, role play, discussion, assignments, audio/visual aids, student participation, question/answer and textbook/workbook will be used.

TEACHING STRATEGIES

- Using the white board, audio/visual aids, and live models whenever possible.
- Introducing new material in a manner to which the student may relate.
- Encouraging questions, explaining new words, terms, techniques, implements, and equipment.
- Requiring that students take notes and complete homework and reading assignments.
- Using demonstration that includes students.
- Listing new words on whiteboard.

HAIRSTYLING PROGRAM CURRICULUM OUTLINE

1,000 Hour Program

GOALS OF THE HAIRSTYLING PROGRAM:

- To fully educate a student in the hairstyling field.
- To successfully complete the CAVIT program and obtain a hairstyling license.
- To successfully secure and retain employment.

TOPIC HOURS

- Theory of hairstyling, Arizona hairstyling law and rules.
- Practical hairstyling/practical theory, involving all hair types.
- Monitor duties, salesmanship, ethics and salon management.
- Chemical hair restructuring, including permanent waving and chemical relaxing, specifically thioglycolate and sodium hydroxide.
- Haircutting, including tinting and bleaching.
- Haircutting
- Hairstyling, pressing and thermal curling.
- Shampooing, conditioning, reconditioning rinse, application and chemical remover.
- Scalp treatment and brushing
- Creative preferences
- Disinfection procedures

PROGRAM CREDIT

Students will be awarded one (1) elective credit each semester of attendance.

END-OF-PROGRAM COMPLETION CERTIFICATE

Students successfully completing the 1,000 course will be awarded a program certificate of completion from CAVIT.

HAIRSTYLING PROGRAM STUDENT RECORD Name: _____

DATE	GRADE	CHAPTER	FINAL GRADE	WB
		Chapter 1: History and Career Opportunities		
		Chapter 2: Life Skills		
		Chapter 3: Your Professional Image		
		Chapter 4: Communicating for Success		
		Chapter 5: Infection Control: Principles and Practices		
		Chapter 6: General Anatomy and Physiology		
		Chapter 7: Basics of Chemistry		
		Chapter 8: Basics of Electricity		
		Chapter 9: Properties of the Hair and Scalp		
		Chapter 10: Basics of Chemistry		
		Chapter 11: Basics of Electricity		
		Chapter 12: Principles of Hair Design		
		Chapter 13: Shampooing, Rinsing and Conditioning		
		Chapter 14: Haircutting		
		Chapter 15: Hairstyling		
		Chapter 16: Braiding and Braid Extensions		
		Chapter 17: Wigs and Hair Enhancements		
		Chapter 18: Chemical Texture Services		
		Chapter 19: Hair Coloring		
		Chapter 30: Business Skills		
		Chapter 31: On the Job		
		Chapter 32: The Salon Business		

300Hour Exam	500 Hour Exam	700 Hour Exam	1000 Hour Exam
Date_____	Date_____	Date_____	Date_____
Practical_____	Practical_____	Practical_____	Practical_____
Written_____	Written_____	Written_____	Written_____

SENIOR REVIEW TEST

Date	Grade	Mandatory Graduation Checklist	
_____	_____	Completed 1,000 Hours	_____
_____	_____	Outlines for each chapter	_____
_____	_____	Workbook Complete	_____
_____	_____	Business Plan Complete	_____
_____	_____	All tests taken and passed	_____
_____	_____	Practical monthly block sheets	_____
_____	_____	Client practicals completed	_____

Student Signature _____ Date _____

Teacher Signature _____ Date _____

ORIENTATION CHECKLIST

As a new cosmetology student at CAVIT, I acknowledge that I have orientation in the following areas:

I also agree to follow all of CAVIT's policies and procedures.

- Orientation Check List
- Organizational Chart
- Emergency Procedures/Floor Plan
- Career Opportunities
- Course Outline
- File Review Right
- Satisfactory Progress
- MSDS/OSHA
- Kit Content List
- Theory/Practical Records and Requirements
- Acknowledgement of CAVIT Rules and Regulations
- Price List for Students and Clients
- Basic Procedures
- Safety Procedures
- Evaluations/Progress Monitors
- Student Handbook
- Absence Policies
- Arizona State Board Information
- State Board/NIC Sanitation and WCCP
- Arizona State Law/Copy of Rules and Regulations

Student Signature_____

Date_____

Teacher Signature_____

Date_____

COSMETOLOGY CLINIC PRICE LIST

*All services are performed by students under a licensed instructor's supervision.

Open Fridays from 7:00am-2:30pm.

Shampoo (only)	\$1-2
Scalp/hair treatments (style not included)	\$4-7
Shampoo and hairstyle	\$5-50
Hair cuts	\$5-6
Skin care services	\$2-11
Texturizing and waving	\$20-40
Hair color application	\$2-50
Manicure	\$2-8

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Scalp/hair treatments (style not included)	\$4-7
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