

INSTRUCTOR TRAINING:

Louisiana State Board of Cosmetology requires a student to complete **600** hours of training. The course must be completed in **24 weeks** (full time/30 hours per week). Pell grants and Direct Loans are available for those who qualify.

TOTAL COST: \$5,630.00

ITEMIZED LIST OF COST:

Tuition	\$5,400.00
Non-refundable application fee	\$ 100.00
State Board fees	\$ 110.00
Locker rental	\$ 20.00
<u>TOTAL</u>	<u>\$5,630.00</u>

****Textbooks, Study Guide, Exam Review & State Law Books:** No charge upon start date; textbooks to be replaced at student's expense if lost. Students NOT completing program will be charged for ALL books, drop fees and any additional applicable fees.

Textbook Information: The following textbooks are used by this institution:

Program	Book Name	ISBN-10	ISBN-13
Cosmetology	Salon Fundamentals By Pivot Point	ISBN-10: 1934636754	ISBN-13: 978-1934636756
Manicuring	Milady Standard Nail Technology	ISBN-10: 1285080475	ISBN-13: 978-1285080475
Instructor Training	Master Educator By Milady	ISBN-10: 1133693695	ISBN-13: 978-1133693697

Course	Required Hours	Hours/Week	Weeks	Max. Weeks
Cosmetology	1500	30	50	75
		25	60	90
		24	62.5	94
Manicuring	600	30	20	30
		25	24	36
		24	25	38
Instructor Training	600	30	20	30
		25	24	36
		24	25	38

Instructor Training

Student instructors must follow the same requirements set forth by South Louisiana Beauty College for employed instructors:

- Be of good moral character and good temperate habit
- Possess an attractive teaching personality
- Possess an even disposition
- Possess a fair, firm and friendly manner
- Be able to follow all safety and sanitary rules and regulations
- Possess a wholesome attitude
- Have a well-balanced personality
- Possess technical knowledge
- Possess manipulative skills
- Possess teaching intelligence
- Possess teaching morale
- Possess the strive for self-improvement
- Possess the ability to lead
- Possess an adequate amount of motivation
- Possess experience and knowledge
- Possess teacher maturity (social, emotional, moral and professional)
- Be able to work well with students and fellow instructors

Note: Student instructors must follow the same dress code as employed instructors

- Black pants (no knit, jersey, or jean)
- Black blouse or top (no knit, jersey, jean or shear)
- Solid white or solid black enclosed leather shoes
- Black or white socks or stockings
- White lab coat

All instructors and student instructors must have:

- Attractive make-up
- Becoming hairstyle
- Manicured nails
- Hairstyles (perm/color) should be kept up
- Name tag;

**Student Instructor
Name**

Louisiana State Board of Cosmetology Instructor Training Exam Procedure

Requirements:

- Student has a minimum of 600 hours recorded with the board
- Application with fees attached mailed to the office of the board
- Contractual document mailed to the office of the board

The student's application is mailed to the Board for the first available test date. We cannot request a particular date; you will be scheduled for the first available date.

The Louisiana State Board of Cosmetology requires a "10 working day" clearance to be scheduled for the exam.

- Students may begin preparing for the practical exam; practicing is allowed daily from 1 p.m.—4 p.m. Students must be in proper uniform.

Requirements for testing:

- Clearance papers (obtained from school)
- Driver's license/ID
- Original Social Security Card
- Students must be in complete proper uniform; black pants/black top; black or white socks; solid black or solid white enclosed leather shoes
- White lab coat
- Student must bring all materials and supplies necessary for the practical exam.

Note

If you are scheduled for testing and do not show up, the Board will charge for rescheduling your exam. The fee is \$25.00.

Reminder

- After testing the Board asks that students DO NOT call their office for test scores.

Theory Exam:

- Write a lesson plan, with duplicate for the subject drawn on exam day.
- Subject are divided into categories with each category containing 4 to 5 subject each. Once you have completed your theory exam at state board, you will draw from a hat to see which subject you will teach.
- When the school receives your category number, we will inform you so that you have time to complete the lesson plans from the category issued.

Practical Exam

- Administrative (paperwork)
Application for Student Registration
Monthly Hour Report
Clearance Hour Report
Certificate of Registration after examination
- Manikin portion (fingerwaves, roller placement, chemical head)

Test results will be emailed to the school as soon as they are received.

- The Board does not issue an official score, only a pass/fail notification.
- You may request your test score from the Board in writing.
- In the event the student fails any portion of the practical exam, the school will be notified via email.
- The student is responsible for the \$25 retake fee assessed by the board.

The student will submit the retake fee to the school for processing. The school will mail the testing exam & application/fees.

- When the retake test date is scheduled, the student will be notified of the new test date.
- We strongly advise that you attend school to practice! Students must be in proper uniform.

Instructor Guidelines after theory class:

- Observe instructor performance & complete a review
- Issued theory class material for observation of theory methods by other instructors
- Miss Kim will assign your daily work schedule noting which instructor or work-based activity you will follow for the day/week.
- Preparations are made for teaching theory class with the supervision of an instructor
- State board paperwork will be issued and reviewed on how it is to be completed. (application, hourly report, etc...)

Work-based Plan

Our institution assists students in academic, career-technical, economic and social development. There is a responsibility to the school, to the community and to industry that must be considered when accepting students into this on-the-job learning opportunity.

Clinical Practicum, work-based experiences, such as clinical, and practicum are an integral part of most licensing programs. Students are required to participate in administering direct client contact under the guidance of an instructor as well as some observational experiences. Students are assessed in their knowledge, skills and work habits while participating in these work-based experiences.

Students must earn a minimum of 70% on all phases of training.

The testing process is not formulated to intimidate any student. Its only purpose is for evaluation and to assure a student's best performance at the state board examination and as a licensed instructor.

Testing Policy

Periodic Testing

Purpose: To evaluate the student's progress after a scheduled class

Example: The Career Instructor, Effective Presentations

Grading: All grades are recorded on our monthly report card. Students attend all classes at least twice in a 600-hour term. The student should show improvement upon the second scheduled class.

Absence: A student absent on a scheduled testing day has 3 working days to make up the test or their return to school.