COSMOTEK
COLLEGE

Whether you are looking for a career change, preparing for certification, or self-personal improvement, we can turn that dream into a reality!

School Catalog

January 1, 2026-December 31, 2026
(Updated annually and as needed)

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MISSION STATEMENT

Whether you are looking for a career change, preparing for certification, or self-personal improvement, we can turn that dream into a reality. If you are joining us for the first time, you have taken the first step towards the most important investment you'll ever make!

Cosmotek College was established in 2001 and is among Northern California's oldest and most distinguished postsecondary institutions. Cosmotek College offers a unique package having a series of courses like **Cosmetology, Makeup Artistry, Esthetics, Massage Therapy, Nail Technology, Remedial Training, Teacher Training, and Real Estate and Loan Processing.**

With our elaborate course and advanced training, we ensure our students are ready for the glamour and wits of the industry. We also offer our students enrollment in exclusive courses, that are at no extra cost to them, while other institutions would charge an additional amount. We adhere to a simple belief, in which to facilitate an environment for growth, discovery, and learning for those that are looking for a change in their career and an intrinsic drive for self-improvement.

Our education system at Cosmotek College prioritizes the student's learning experience through practical tasks on a rotational method, expanding their expertise through hands-on experience. This approach allows for a unique and individualized learning experience for the student, where theory and practical experience will continue to overlap.

Our faculty and staff are passionately driven in providing students career-oriented information that will enable them to sustain and encourage their growth within today's aggressively advancing society with its competitive global economy. The variety in our syllabi are to equip our students with differing skills of trades, empowering them with proper work culture, and shaping them to be creative members of a competitive society. At the end of their education, we ensure that our students will be ready to answer the demands of the beauty industry.

With dedicated faculty, life-time career service, free parking, free salon business mentoring, scholarship programs, and exposure to first-hand experience when working with paying clients, our students are fully prepared in passing the state board exams. All amenities are included in a single package, which has been highly regarded as the best among all institutes of California. One of our proudest moments, was when we were recognized as the number one institution in hair styling, cosmetology, and nail art back in year 2008 and 2009. That made us the first school winning two consecutive 1st place awards in hair design, makeup, and nail art design in the history of Nina Faggiano Student Team Competition. Our reputation precedes us, we invite inquiring students to join us in our legacy.

Along with our core belief that education is a route for individual and collective success, we have dedicated ourselves to the mission of donating to Unicef. Our goal is to encourage safe environments with fundamental schooling provided for children that are underprivileged. Cosmotek is proud to share in contributions from our professional products.

HYBRID LEARNING

Currently, Cosmotek College offers a hybrid learning option for some programs where students get an opportunity to have a combination of both traditional school attendances with online instructions. You will be supported no matter where you are: in person, online, or both.

Our hybrid learning is an innovative learning environment that brings together discussions, assignments, and learning activities all in one location. Depending on the program, your classroom experience may vary. Our Classroom is designed around your course syllabus and has everything you will need to be a successful student, and ways to learn and connect with your instructor and classmate. It is important to stay organized, track progress through the course and check weekly progress. The following requirements shall apply:

1. The online program is instructor-led. Students can only earn theory hours online. All practical operations must be done on-campus.
2. Students are required to complete all course assignments. Students are required to take weekly test either online or on-campus.
3. Theory exams grades will be automatically calculated by Cosmotek online portal and online hours will be managed by Cosmotek time tracking system.
4. No overlapping of hours (On-Campus and online) is allowed. Overlapped hours will be removed.
5. All student Satisfactory Academic Progress evaluations will be completed while students are physically on campus.
6. Students are required to attend on-campus class at least eight (8) hours every week and be evaluated for their practical or theory proficiency.
7. The interaction with the instructor will be validated by regular measurable participation using Cosmotek time tracking system, actively working on Cosmotek online lessons, textbooks, assignments, and by communicating with the instructor in Cosmotek chat post, Zoom, Email, and Texting.
8. Orientation will be on the first day of the class.
9. Microsoft Windows or Apple Mac OS with Chrome, Firefox or Safari Browser, high speed internet connection, monitor and video card, speakers, headphone or speakers, web camera capable of video conferencing are required.

COLLEGE CAMPUS AND FACILITIES

Cosmotek College proudly features two campuses, each uniquely equipped to provide exceptional educational experiences. The San Jose campus is a key part of Silicon Valley, conveniently located near the Mineta San Jose International Airport. Spanning approximately 8,300 square feet, it's designed to accommodate up to 200 students and is equipped with state-of-the-art facilities.

Additionally, our flagship campus in Hayward is the largest facility for beauty courses in California, covering an expansive 20,000 square feet. Positioned in Hayward, known as the "Heart of the Bay," it is easily accessible, being closer to both San Francisco and Oakland airports.

Both the San Jose and Hayward campuses are outfitted with high-end salon equipment to create a realistic salon environment, essential for training future beauty professionals. This approach enables students to gain practical experience in a professional-like setting. Also, ample parking spaces are available at both locations, adding to the convenience for students and visitors.

These strategic locations and well-equipped facilities underscore Cosmotek College's commitment to offering a superior educational experience in the beauty field, making it a premier choice for aspiring professionals in California.

HANDICAPPED FACILITIES: Parking and restrooms conform to the handicap access guides. Cosmotek College is not equipped to serve severely handicapped students.

SAFE CLASSROOM ENVIRONMENT

- Safety measures are enforced at Cosmotek. Our staff always follow procedures to keep our equipment and environment clean and safe.
- We will continue to maintain and improve your workspace to exceed your expectation and help encourage your creativity.
- Staff and students are required to wash or sanitize their hands immediately upon entering the school premise. It is also essential to wash and sanitize frequently throughout the day. Sanitizer dispensers and disinfectants are located throughout the entire facility.
- Students must discard soiled supplies, hair, towels, drapes, food, papers, bottles, and cans, into designated trash immediately.
- Students must clean and put away supplies after a class activity.
- Students must disinfect their workstation before and after you use it.

CALENDAR/HOLIDAYS

On-Campus hours: Monday – Saturday 9AM-9PM and Sunday 9AM - 7PM.
Distance learning hours: Monday – Sunday 7AM – 10PM.
Holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.
If the holiday lands on a Saturday, Cosmotek College will observe it on Friday and if the holiday lands on a Sunday, Cosmotek College will observe on Monday.
Holy Days of all religious beliefs are respected and allowed.
The school reserves the right to change dates of holidays with prior notice.

COMPLIMENTARY GLAM SESSION

This one-day complimentary service to our students who pass and receive the state board license or those that graduate should the board license not be required.
Cosmotek Team congratulates and celebrates our student's professional accomplishment in their field of study, by treating them with a day of professional hair, makeup, and photography session.
The professional photos are a reward for the hard-work and consistency required to complete education within their field of study. These photos are a gift to students and can be used in their portfolios, social media, marketing materials, and in photo albums. Please share the contagious laughs and happiness with your family and other students. Pass the test, receive the license, and Cosmotek will pamper our newly graduated students.

FACULTY QUALIFICATIONS

Cynthia Trinh	President / Instructor	MCSE, B.S. Financial, Accounting, MIS, Oracle Database, MCSE, Real Estate & Mortgage Broker, Massage Therapist, Barber Cosmetologist, Esthetician, Nail Artist, Makeup / Permanent Makeup Artist, Computer CIS Network Engineer, 25+years experience
Devin Pham	Admin / Instructor / IT	B.S., active barber, cosmo, esti license, 5+ years experience.
Huong Pham	Admin	A. A. Degree, 6+ years experience.
Maria De Jesus Diaz	Mani / Makeup Instructor	Active Mani license, 3+ years experience
Bang Vu	Cosmo / Barber Instructor	Active Cosmo license, 3+years experience
Vannghi Nguyen	Nail / Cosmo / Barber Instructor	Active Cosmo/Barber and 17+ years experience
Vanessa Calderon	Esthetics / Massage Therapy / Cosmo	Active Massage Therapy, Esti, Cosmo license, 13+years experience
Kosal Sam	Esti Instructor	Active Esti license and 10+years experience.
Emma Tillman	Esti / Mani Instructor	Active Esti & Mani license, 3+years experience
Rocio Alexander	Esti Instructor	Active Esthetics license and 20+years experience
Fabiola Rocha Ayala	Cosmo/Esti Instructor	Active Cosmetology license, 5+years experience
Daisy Hernandez	Cosmo /Esti / Mani Instructor	Active Cosmetology license, 6+years experience
Damian Kuzbicki	Esti Instructor	Active Esti license, 5+years experience
Paulina Harris	Cosmo/Esti Instructor	Active Cosmo license, 5+years experience
Natalia Vereveiko	Esti Instructor	Active Esti license, 7+years experience
Thanh Nguyen	Admin Staff	IT & Admin, 5+years experience
Samantha Patino	Cosmo/Esti Instructor	Active Cosmo licens, +3 years experienc
Binh Tran	Cosmo/Barber/ Mani Instructor	Active Cosmo & Barber license, 5+years experience
Marcya Garibay	Cosmo/Esti/Mani Instructor	Active Cosmo license, 4+years experience
Quyen Vo	Cosmo/Esti/Mani Instructor	Active Cosmetology license, 7+years experience
Anayantzin Amezcua	Cosmo/Barber/Mani Instructor	Active Cosmetology & Barber license, 20+years experience
Simran Deep	Cosmo/Mani/Esti Instructor	Active Cosmo license, 5+ years experience
Xinia Mora	Cosmo/Esti/ Mani Instructor	Active Cosmo license, 10+years experience
Daija Hernandez	Mani/Esti Instructor	Active Cosmo license, 4+years experience

COSMOTEK COLLEGE POLICY FOR VIEWING CATALOG AND PERFORMANCE FACT SHEET

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at
Address: 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834
P.O. Box 980818, West Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1897

CHANGES IN CATALOG, CURRICULUM, AND POLICIES

Cosmotek College continually assesses of the school catalog and curriculum to ensure that it meets the standards of our organizing principal and the laws and regulations. Cosmotek College updates its catalog and curriculum immediately if there are changes in the content or at a minimum of at least one year. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog and curriculum should note that laws, rules and policies change and that these changes may alter the information contained in this publication. Changes to the catalog shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Cosmotek College reserves the right to suspend or terminate any students whose attendance, conduct or academic standing does not meet the school's standards and regulations. Cosmotek College also reserves the right to change the requirements for admission or graduation, modify the staff, and/or the content of the materials of courses, change tuition fees, class schedules and any regulations affecting the student body. Such changes shall take effect by written notification and within a reasonable time period. However, changes in tuition or course length will not affect students currently enrolled.

LICENSURES REQUIREMENTS

The State of California requires that any person desiring to conduct business as a barber (1000), cosmetologists (1000), hairstyling (600), esthetician (600), manicurists (400), or Real Estate Agent must first complete the state required clocked hours and curriculum at a certified school and second pass the state licensing exams.

The curriculum for students enrolled in Barber course shall consist of 1000 clock hours, Cosmetology 1000 clock hours, Esthetics 600 clock hours, Hairstyling 600 clock hours, and Manicuring 400 clock hours of technical instruction and practical operations covering all practices constituting the art of barbering and cosmetology, esthetics and manicuring. Technical instruction will be by demonstration, lecture, classroom participation and examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin, and the time it takes to perform a practical operation. To become a licensed, a person must pass an examination given by the California Board of Barbering and Cosmetology. To qualify for the examination, a candidate must pay the require fee, be at least 17 years of age, completed 10th grade in public school or its equivalent, committed no act or crimes constituting grounds for denial of licensure under Section 480 of the California Barbering and Cosmetology Act Business and Professions code, and completed the course clock hours requirements as listed above in an approved California Cosmetology school. A candidate passing the written and practical examination and Board receipt of a "Proof of Training" document issued by the school entitles the examinee to issuance of a state license.

For massage therapy related courses: Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. Seq.

Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

b) To falsely state or advertise or put out any sign or card or other device or to falsely represent to the public through any print or electronic media, that she or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

The California Massage Therapy Council issues voluntary certifications to massage professionals that meet the requirements in the California State Law. Certification is voluntary. CAMTC Certification is not required by State Law in order for a massage

professional to practice their profession in the State. However, some cities and counties locally require CAMTC Certification for massage professionals.

In order to obtain CAMTC Certification, an applicant must submit a fully completed application and meet all of the following requirements: must be at least 18 years of age, must pay the required fee, submit fingerprints and a pass a criminal background check, and complete a minimum of 500 hours in an approved CAMTC school.

At the present time, our institution is not approved with CAMTC.

For real estate related courses: to obtain a real estate salesperson license, you must first qualify for and pass a written examination. Those who pass the examination are provided a license application which must be submitted to and approved by the DRE. To qualify for the examination, a candidate must pay the required fee, be at least 18 years of age, must complete tree college-level courses at an approved school (Real Estate Principles, Real Estate Practices and one elective course). Applicants who submit evidence of having completed eight statutory college-level courses required for the broker examination and license are eligible to take the salesperson examination without submitting further evidence of experience or education. Each course approved by the Department of Real Estate is a minimum of 45 hours in length.

The California Board of Barbering and Cosmetology, California Massage Therapy Council (CAMTC), and California Department of Real Estate may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if certain past criminal convictions (if any) will prevent them from obtaining the required state license.* **This is expected to be done prior to enrollment.

APPROVAL DISCLOSURE STATEMENT & ACCREDITATION

Cosmotek College is a private and an unaccredited institution and is not recognized by an accrediting agency recognized by the United States Department of Education. Therefore, the student enrolled in an unaccredited institution is not eligible for federal financial aid.

California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Graduates of our programs will be eligible to sit for the applicable licensure exams in California.

Cosmotek College, a private institution with campuses located at **1375 Blossom Hill Road, Ste. 9, San Jose, CA 95118** and **31023 Huntwood Avenue, Hayward, CA 94544**, was granted institutional approval from the Bureau for Private Postsecondary Education. The Bureau's approval means that the institution's operation is in compliance with state standards as set forth in the CEC and Title 5, CCR.

Instructional classes are held at both campuses: **1375 Blossom Hill Road, Ste. 9, San Jose, CA 95118** and **31023 Huntwood Avenue, Hayward, CA 94544**.

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement." This catalog provides consumer information, policies, and procedures. Some of the required consumer information is also available on Cosmotek College's website www.cosmotekcollege.com such as the Catalog, School Performance Fact Sheet, Annual Report and general information about the school. Paper copies of all disclosures are also available upon request during regular business hours through the Admissions Department.

Prospective enrollees are required to visit the physical facility of the school and to discuss personal, educational, and occupational plans with school personnel prior to enrolling or signing an enrollment contract. Any prospective or enrolled student may obtain information through the provided electronic address: support@cosmotekcollege.com

Person seeking to resolve problems or complaints should first contact the instructors in charge, and to Cynthia Trinh, the President. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

For massage therapy related courses: A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

All information in the contents of this school catalog is current and correct and is so certified as true by Cynthia Trinh, President.

COURSE TUITION, REGISTRATION AND BOOKS FEE SCHEDULE

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change.

Course Description	Hours	Tuition	App. Fee *	STRF (**)	Books ***	Equipment / Supplies / Kits **	Total Charge for the Period of Attendance ****
Barbering	1000	$ 10000	$ 250	$0	$ 200	$3500	$13,950
Cosmetology	1000	$ 10000	$ 250	$0	$ 200	$4000	$14,450
Esthetics	600	$ 6000	$ 250	$0	$ 200	$2900	$ 9,350
Hairstyling	600	$ 6000	$ 250	$0	$ 200	$2600	$ 9,050
Massage Therapy	500	$ 6000	$ 250	$0	$ 180	$500	$ 6,930
Manicuring 400	400	$ 4000	$ 250	$0	$	$1600	$ 5,850
Manicuring 600	600	$ 6000	$ 250	$0	$	$1900	$ 8,150
Real Estate Agent & Loan Processing	300	$ 5000	$250	$0	$450	$ 300	$ 6,000
Real Estate Appraisal	45	$ 150	$150	$0		-0-	$ 300
Real Estate Economics	45	$ 150	$150	$0		-0-	$ 300
Real Estate Escrows	45	$ 150	$150	$0		-0-	$ 300
Real Estate Finance	45	$ 150	$150	$0		-0-	$ 300
Legal Aspect of Real Estates	45	$ 150	$150	$0		-0-	$ 300
Real Estate Practice	45	$ 150	$150	$0		-0-	$ 300
Real Estate Principles	45	$ 150	$150	$0		-0-	$ 300
Real Estate Property Management	45	$ 150	$150	$0		-0-	$ 300
Remedial Training for Cosmetology	40	$ 750	$250	$0		-0-	$ 1,000
Teacher Training	500	$ 5000	$250	$0	$150	$ 600	$ 6,000

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE
Above fees do not include State Board Fees.
*Application fee is nonrefundable.
** STRF fee is nonrefundable after attendance at the first class session or the seventh day after enrollment whichever is later. Effective April 1, 2022, the Student Tuition Recovery Fund (STRF) assessment rate changed from zero ($0.5) per one thousand dollars ($1000) of institutional charges to two dollars fifty cents ($2.50) per one thousand dollars ($1000) of institutional charges (5, CCR Section 76120)
***Once opened or used, books, supplies and tools are not refundable due to unsanitary considerations.
****Total charge for the period of attendance and Estimated schedule of total charges for the entire educational program are the same.

Unemployed or low-income student may be eligible for financial aid or scholarship, please bring proof of your current or last year income information when you consult with our counselor.

COLLECTION OF TUITION

All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly) are available. No interest is charged by this institution when the course is paid in full prior to completion of the course. All students are encouraged to visit the financial office to determine their eligibility.

Students enrolling in programs that are to be completed in four months or less, will require payment of all tuition and fees on the first day of instruction unless other payment arrangements are to be made in advance. For those programs designed to be four months or longer, students are required to pay four months of advance payment. When 50 percent of the program has been offered, the institution may require full payment unless other payment arrangements have been made. If the school allows installment payments, no interest will be included.

SCHOLARSHIP

Cosmotek College believes that the talents, hopes, and ambitions of all people are among our nation most valued possessions. With this thought, this school continues to promote scholarship, and grants for qualified, deserving students, who would normally be deprived of a college education because of inadequate funds, to attend college. In awarding funds to eligible students, the amount and the type of self-help will be related to the circumstances of the individual and the largest amount of grant assistance will be offered to students with the least ability to pay. Grants do not have to be repaid.

FINANCIAL ASSISTANCE

Students may be eligible for grants or state funds. The school accepts payments from these agencies. You may contact them for eligibility:

Workforce Innovation & Opportunity Act (WIOA), Trade Adjustment Assistance (TAA)
The Trade Adjustment Assistance (TAA) program provides assistance to workers who are laid off due to increased imports from any foreign country. This federally funded program offers a full range of employment services including training, job search allowances, and relocation allowances to help eligible individuals return to work.
https://www.dol.gov/agencies/eta/tradeact.
Submit petitions through **online petition portal. Petitions may also be submitted by email at taa.petition@dol.gov or by fax to 202-693-3584 or 202-693-3585**

California Work Opportunity and Responsibility to Kids (CalWORKS)
The Welfare-to-Work Program can assign you to, and pay for, an approved education or training program that prepares the participant to get a specific job. The Welfare-to-Work Program can pay for the cost of approved education or training program, books and supplies, transportation, and child care costs. Once the training is completed, additional support is made available to you to find a job in that field.
www.cdss.ca.gov

Workers' Compensation

The U.S. Department of Labor's Office of Workers' Compensation Programs (OWCP) administers four major disability compensation programs which provides to federal workers (or their dependents) and other specific groups who are injured at work or acquire an occupational disease – providing the injured:

- Wage replacement benefits
- Medical treatment
- Vocational rehabilitation
- Other benefits

https://www.dol.gov/general/topic/workcomp
100 Paseo de San Antonio #241, San Jose, CA 95113. 408-277-1246

VA Education and Training Benefits
VA education benefits help Veterans, service members, and their qualified family members with needs like paying college tuition, finding the right school or training program, and getting career counseling. Learn how to apply for and manage the education and training benefits you've earned. https://www.va.gov/education/

Department of Rehabilitation
Vocational Rehabilitation Services
Cosmotek College works with the California Department of Rehabilitation (DOR) to provide vocational training for eligible clients. Qualified students may receive DOR funding for approved tuition, fees, and other educational expenses based on their individual vocational rehabilitation plan.
For eligibility and funding information, contact your DOR counselor.
www.dor.ca.gov
4925 Commerce Dr. Ste 150, Bakersfield, CA 93309 (661) 395-2553

Cosmotek College Ambition Scholarship
Cosmotek College Ambition Scholarships are gifts and do not need to be repaid. Scholarship awards range from $1,000 to $10,000 to help students pursue their educational goals. Award amounts are based on financial need and disadvantaged backgrounds. To qualify, students must provide proof of income and complete a Director Scholarship application.

VISA SERVICES

Cosmotek College does not offer visa services to prospective students from other countries.

THE OFFICE OF STUDENT ASSISTANCE AND RELIEF

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling ((888) 370-7589, Option #5, or by visiting, https://www.osar.bppe.ca.gov/).

ADMISSION REQUIREMENTS

Prospective enrollees are required to visit the facilities of the school and to discuss personal, educational, and occupational goals with school administrative personnel before enrolling, attending class or signing enrollment agreements along with completing an admission interview. The school is accepting applicants for admissions into any of our programs under the following criteria:

- Potential student must be at least 17 years of age. If student is under age 18, have a parent(s) or legal guardian sign the student enrollment/contract.
- Provide a copy of his/her High School Diploma, GED or school transcripts.
- Applicants must provide valid, government-issued photo identification. Acceptable forms may include U.S. federal or state ID, state-issued identification, or a foreign passport.
- Students lacking the High School Diploma or its equivalent, must have completed the 10th grade level of education or its equivalent as required by the Board of Barbering and Cosmetology and pass an Ability to Benefit e exam administered by an
- independent proctor. Currently, our school is using the WONDERLIC BASIC SKILLS TEST. This test is approved by the Secretary of Education, Washington, DC. Two tests will be administered, and you must receive the minimum passing score of (200) for Verbal Form VS1 or VS2, (210) for Quantitative Form QS1 or QS2.

***Foreign Diploma or Transcripts**

Cosmotek College will accept a foreign diploma or transcript; however, the diploma or transcript must be equivalent to U.S. high school diploma and must be translated into English by a certified translator or a notary public.

Cosmotek College does not accept credit for experiential credit, challenge examinations and achievement tests. Cosmotek College does not award experiential credit.

EVALUATION PERIODS

Students will be evaluated for Satisfactory Academic Progress and will meet accordingly with each of the programs (hours)

Program (length)	SPA1	SPA2
Barbering (1000 hours)	500	1000
Cosmetology (1000 hours)	500	1000
Esthetics (600 hours)	300	600
Hairstyling (600 hours)	300	600
Massage Therapy (500)	250	500
Manicuring 400 (400 hours)	200	400
Manicuring 600 (600 hours)	300	600
Real Estate Agent & Loan Processing (300 hours)	150	300
Teacher Training (500 hours)	250	500

Each meeting is necessary as it ensures students have had at least one evaluation midpoint within each program's course. In cases where the student has not met Satisfactory Academic Performance, our faculty will determine the best solution and work with the student to bring them up to an appropriate level. This additional effort will help many achieve their goal.

For transfer students, they will receive evaluations at their midpoint of their contracted hours or at the schedule evaluation period for the program they are enrolled in, whichever comes first.

Please contact the school at 408-999-0446 or support@cosmotekcollege.com to schedule a meeting with the school faculty when you are reaching the clocked actual hours.

BEGINNERS OR FRESHMAN LEVEL

The Freshman Level is fashioned to teach beginner students the basics education in the field of study including a solid foundation of theory as well as practical experience. Students practice newly learned skills on mannequins and classmates prior to moving to the clinic floor.

Barbering and Cosmetology: Students will be required a minimum of 100 hours learning the fundamentals of cosmetology and hair styling.
Esthetics: Students will be required a minimum of 60 hours learning the fundamentals of esthetics.
Manicuring: Students will be required a minimum of 40 hours learning the fundamentals of manicuring.
Massage Therapy: For freshman-level students, the curriculum includes essential foundational courses. Before progressing to advanced studies (courses MAS105 through MAS110), students must first complete MAS102, consisting of 80 hours in human anatomy and physiology, and MAS104, which covers 70 hours of the fundamentals of therapeutic massage. These courses lay the groundwork necessary for more specialized studies in the field of massage therapy.

GRADUATION REQUIREMENTS

A grade point average of 70% is required for graduation from any program at Cosmotek College. Both theory and practical work are considered important. Students are evaluated on a level system that prepares them for state license examination and industry performance levels. All work must be completed to graduate. The following are required for graduation from all programs:

1. Completion of all assignments and tests
2. Complete the course within one and one-half times the length of the course as defined in the enrollment agreement.
3. Satisfy all financial obligations owed to school or make satisfactory arrangements for payment
4. The school will not release an official transcript until all graduation requirements are met.
5. Once the student has met all these requirements, he/she will receive a Diploma of Graduation.

TRANSFER STUDENTS

Cosmotek College does not have any articulation with any schools. Student transferring into this school from another school in the State of California must present his/her record of withdrawal from the prior school if the student wishes to be validating credit for prior training hours. Students desiring credit for training from schools out of this state must submit proof of training to California State Board of Cosmetology for approval. The Board will provide the applicant with acknowledgement of approved credit. In some cases the applicant will be entitled to take the State Board examination; otherwise the applicant will be required to enroll in an approved institution in California for additional training. This institution will recognize approved records of prior training and will give appropriate credit. Students in good standing who withdraw temporarily will be able to reenter training without loss of credit.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at COSMOTEK COLLEGE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate/diploma you earn in _____ program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate/diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending COSMOTEK COLLEGE to determine if your credits, or certificate/diploma will transfer.

ENGLISH PROFICIENCY

Cosmotek admits students with a high school diploma or its equivalent, or must have completed 10th grade education level and pass the Ability to Benefit (ATB) proficiency exam that meet minimum score requirements, who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

LANGUAGE DISCLOSURE & INSTRUCTIONAL LANGUAGE

All courses are taught in English only. The institution does not offer instruction in English as a second language. If a student's primary language is not English; the student may bring an interpreter when signing the enrollment agreement contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student's primary language.

PROBATION PERIOD

Students who fail to meet SAP (Satisfactory Academic Progress) standards (due to either lack of attendance and/or low grades) at any time or during a given evaluation period will be placed on a warning status until the following evaluation period. Students will be considered to be making SAP progress and remain eligible to receive aid during the warning period. Students who fail to meet SAP by

the conclusion of the warning period will be deemed not to be making satisfactory progress and will lose any remaining eligibility for student financial aid. Students at this time may be terminated from the course of study.

NONCREDIT, REMEDIAL COURSE, AND REPETIONS

Course incompletes, repetitions, and noncredit remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSCRIPT REQUEST

One complimentary printed copy of each training completion record is available through the Admissions and Records Office. Each additional transcript will be provided at a fee of $30
0.00 from the Admissions and Records Office. Transcripts will only be released to the student upon receipt of a written and signed request. Any transcripts or documents requested that are 5 years and older, there will be a $100 processing fee to search and provide documentation requested. Submit proof of graduation from Cosmotek College with your written request.

ATTENDANCE STANDARDS & TIMECARD POLICY

- FULL TIME enrollment is defined as any student scheduled to attend 20-40 hours or more per week. PART-TIME enrollment is defined as 16-23 hours per week.
- Students who are absent for more than 21 days must fill out the "leave of absence" form. If a student is absent for more than 21 days without notifying the school, the school will reserve the right to terminate the student. The students then need to follow the procedure for reapplying.
- Maximum of 10 hours of attendance per day and 45 hours per week will be allowed.
- Massage Therapy program
    a. is allowed a maximum of 40 hours per week.
    b. is allowed a maximum of 10 hours per day.
    c. 1s allowed a maximum 15 hours online per week.
    d. is required a minimum of 10 hours on-campus per week and allowed a maximum of 25 hours on-campus per week.
- Applicants for CAMTC certification shall be required to have attended 500 supervised hours total with 100 of those hours satisfying CAMTC specified subjects.
- If you are late for more than 10 minutes for the class, please kindly sit at the end of the classroom and do not ask the instructor to repeat what you've missed.
- Timecards are the property of the school. Students must punch in and out only their own timecard. Timecard must be signed by student and instructor every day or latest end of the week. All signed timecards must be turned in immediately. If they are not in, you will lose your earned hours.

A. **TIME CLOCK POLICY:**

<u>ON-CAMPUS</u>

Student must adhere to their contracted hours each week.

A 30-minute lunch break will be subtracted from your daily total hours if you are in the school for longer than 7 hours.

<u>ONLINE</u>

Instructor-led online learning is Mon-Sun 9am-9pm. Work done outside of these hours will be removed. No overlapping of hours (on-campus and online) is allowed.

Students must use Cosmotek Time Tracker to Clock in/out and must notify the instructor online in Chat Post what work is being done. Online hours with no supporting work, will be removed. For online hours to count, student must be evaluated by chapter test or practical evaluation by an on-campus instructor once a week or they will lose their online hours for that week.

Tests can be taken as many times as needed. Passing score is 70%.

<u>LIVE LECTURE</u>

Students is required to attend scheduled live lecture. Student is required to clock in & out on Cosmotek Time Tracker for all LIVE lectures. Report in the Chat Box to the online instructor of your attendance before and after each LIVE lecture.

Log onto your class or meeting from a distraction-free, quiet environment.

Please keep your audio on mute until you want to speak. This will help limit background noise.

If you would like to speak or answer a question, use the "Raise Hand" feature, then unmute yourself after you are called on by your teacher.

When you are speaking, let others know that you are finished by saying something like, “I’m done,” or “Thank you,” so that everyone knows you have finished your comments.
Make sure your video is on so your teachers and peers can see you.
Please take care of your personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in your home, etc.) prior to entering a virtual classroom.
The students need to engage in an appropriate online behavior and communicate only with the teachers regarding their school assignments. Avoid posting or sharing negative and offensive comments, posts, messages, photos, and inappropriate material.
The teacher is responsible for maintaining a classroom that is positive and full of learning opportunities.

B. **MAKE-UP POLICY:**
School has multiple technical instruction and practical operations in the morning, evening, and weekend. Student who misses scheduled school hours are allowed to make-up missed hours by attending the other available sessions within the same week. Students are responsible to make-up any lost time due to absences. Students have until the next scheduled SAP or their scheduled end date to make-up lost time. All Massage 500 program students will be required to make-up missed hours as per the instruction in this catalog and the lesson plans made available to students at the time of enrollment. All Massage 500 program students will be required to ensure that a minimum of 500 hours is attended to qualify for CAMTC certification.

PROFESSIONAL IMAGE AND PROFESSIONAL CONDUCT

1. Students are expected to observe Cosmotek College academic and behavioral Standards of Student Policies and to act in a manner that is a credit to the college and to themselves.
2. Academic standards include academic honesty, satisfactory academic performance.
3. Behavioral standards include showing mutual respect to students and college staff and adherence to College and State/Federal laws.
4. All students are required to appear in a clean apron or smock purchased from the school. Closed toed shoes, and sleeves appropriately covering shoulders are required when in the building. The students must adhere to good hygiene practice, use deodorants as necessary, and maintain fresh breath, as you will be working closely with the public.
5. Hair must be clean and styled. Students who fail to comply with the professional dress code may be asked to leave and return with appropriate attire.
6. Friends and visitors are only permitted in the reception area and visits should be as brief as possible.
7. Cell phones are not permitted for use within the school building.
8. Food and drinks are allowed only in the lunchroom and break area. Leaving food in the wrong place may attract ants, mice, roaches, and pets that may harm your health. Only water bottles are allowed in classroom. Students can keep food in the refrigerators; however, all food and containers will be cleaned out every Friday.
9. Cosmotek College is a smoke-free campus.
10. Stealing or taking school property or another’s personal property is unacceptable and is grounds for termination.
11. Only products furnished by the college may be used unless otherwise approved by the supervisor. Students are not allowed to give services to materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
12. Students are responsible for their own kit and equipment while working on clients. All kit, equipment, tools and personal items must be kept or secured in assigned locker. Cosmotek College is not responsible for any lost or stolen articles.
13. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. No insubordination will be tolerated.
14. All students serving the public must be courteous and pleasant. If difficulties arise, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension. No student may leave a patron while doing a salon service, except in an emergency or student is excused by an instructor.
15. Students will pay in advance for personal services such as permanents, tints, bleaches, manicures, shampoo, etc. You will receive special student discount for supplies purchase and service works.
16. Students have the privilege to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord.
17. In order to keep our school clean, healthy, friendly, and professional; we respect our students, and we expect the students to respect our staff and our rules. We do not want to call anyone in for violating these rules unless it is necessary.

18. Massage courses also cover professional draping procedures and policies, body mechanics for the therapist, standards for quality hygiene, personal and environmental health both on campus, as well as in the profession, and assessment and customization of massage sessions. Cosmotek College follows the draping standards set by the American Massage Therapy Association, to assure the safety and comfort of our students, and Student Clinic clients.
19. Public displays of affection (PDA) are not permitted on school premises, including classrooms, clinic floor, reception area, common areas, exterior areas, and the parking lot. Students are expected to maintain professional boundaries at all times while on campus.

LOCKER POLICY

Cosmotek College establishes rules, guidelines, and procedures to ensure responsible use and to control the contents of its lockers. By utilizing Cosmotek College's lockers, student acknowledge and agree that locker use is a privilege and subject to immediate termination without notice and to such rules, guidelines and procedures established by Cosmotek College from time to time, at its discretion.

1. Barber and cosmetology student will be issued a locker. Locker assignments are valid from the beginning of enrollment until the day of graduation or withdrawal. At that time, all locker contents must be removed. After that time, any lockers that have not yet been vacated will be emptied, and the contents stored for 30 days, at which time they become the property of the school. All lockers must be labeled with student first and last name. Failure to label name will result in locker abandonment and will subject to be emptied.
2. Lockers are for individual use and are not to be shared. Locker content is the sole responsibility of the registered occupant of the locker. To reduce the risk of theft, students are encouraged to keep their lockers locked. Students should not store money, wallets jewelry, credit or debit cards, or any other personal item of high value.
3. Cosmotek College is not in any way responsible for a locker's content or liable for the loss of damage to items stored in lockers. Students are required to maintain their locker's interior and exterior in a clean, neat, and undamaged condition.
4. Cosmotek College may in its sole discretion carry out or authorize searches / inspections for any reason. The following is a partial listing of examples of when Cosmotek College will exercise its discretion without notice:
   a. Locker abandonment.
   b. Suspected contents that may be illegal, illicit or deemed by the school to be harmful, offensive or inappropriate.
   c. At the request of generally in cooperation with law enforcement authorities.
   d. Risk to the general good of the school, of the student or student population.
   e. Unregistered locker.
   f. Physical damage to or defacing of the locker.
   g. Odors (spoiled/rancid food, garbage or smelly contents).
   h. Locker maintenance.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during an ongoing program when a student is not in academic attendance. Leaves of Absence can be granted in cases of emergency or medical problems with doctor notification, which case attendance to be impossible or practical. Leaves of Absence will be granted in the case of pregnancy or new mothers. A LOA will be permitted with a letter from the student's doctor. If a student is called into active duty for the military, the school will grant a LOA. In order to be granted a leave of absence, the student must talk to the Admission or submit a written request for approval. The school may grant no more than two (2) LOA within a 12-month period. Each LOA may not exceed 30 days.

COMPUTER, NETWORK, AND SOCIAL NETWORKING POLICY

Cosmotek College owns and operates a variety of computer and communication systems, including voicemail, electronic mail (e-mail), telephone, and access to the Internet, which are provided for the use of faculty, administrators, staff, and students. Employees and students have no rights of ownership to these systems or to the information they contain by virtue of their use of all or any portion of the school network. For these reasons, the computers in the classrooms are not to be relied upon as confidential and privacy concerning their uses of the network or concerning information created or stored in such media. Nevertheless, the school does not routinely inspect, monitor or disclose such information without the user's consent.

Unauthorized uses include prohibited uses and any other use for a prohibited purpose, including illegal activities, messages which may constitute discrimination or harassment under state or federal law, or anything that interferes with the intended use.

Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with Cosmotek College culture Cosmotek College does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of a Cosmotek College future

professionals and misrepresent Cosmotek College culture. Cosmotek College reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate. Learning Resources, Facilities, and Equipment
Facilities, computers, and equipment are to be used to support its teaching. Using of these resources must be supervised by the instructor. Cosmotek College computer labs and library contain a number of resources for students including books, magazines, and dvds. The building has wireless access to the internet. Please contact the admission office for accessing these resources.

STUDENT HOUSING

The institution does not have dormitories or provide housing assistance to students. Rental housing near the campus is available in the range of $1700-$2250. Source: www.apartmentfinder.com

NON-DISCRIMINATION POLICY

Cosmotek College does not discriminate students based on race, color, religion, sex, age, handicap, financial status, and area of ethnic origin or residence in its admissions, instruction, or graduation policies.

HARASSMENT POLICY

Cosmotek College is committed to providing an educational environment that is free of fear, intimidation, or hostility. Cosmotek College maintains a strict policy prohibiting unlawful harassment, including sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, or any other basis protected by federal, medical condition, age, or any other bases protected by federal, state, or local law, ordinance, or regulation. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

STUDENT RECORDS AND PRIVACY RIGHTS

Cosmotek College has both a legal and moral obligation to protect student records from unauthorized access. Students files contain information, which is of a personal and sensitive nature, the staff has a special responsibility to ensure that this information is seen only by authorized individuals.

Students and parents / guardians of dependent minors can request to access their school records, with a staff member present, within 30 days from the date of the request. Copies of all records can be requested at $0.20 per page.
Student records are retained for five years from the date the student graduates, withdrawals or otherwise ceases to be enrolled. They include both academic and financial information. Transcripts will be maintained indefinitely.

Should you find, upon your review, that there are records that are inaccurate or misleading, you may request that the errors be corrected. In the event a difference of opinion exists regarding the existence of errors, you may ask that a meeting be held to resolve the matter.

Students further acknowledge and agree that Cosmotek College may, in its sole discretion, preserve or disclose your information if required to do so by law or in the good faith belief that such preservation or disclosure is reasonably necessary to: comply with legal process; enforce the school rules and regulations; protect the rights, property, or personal safety of Cosmotek College, its students and the general public.
Although Cosmotek College does not claim ownership of student/staff/employees' classroom works, inventions, projects, development, assignment, pictures, videos, etc... You agree to grant Cosmotek College an irrevocable, perpetual, non-exclusive, without compensation worldwide license to use, copy, perform, display, and distribute said works and to prepare derivative works of, or incorporate into other works... For example, posting a Halloween party on Cosmotek College's web site, advertising materials showing a classroom demonstration are some examples of our usage. Furthermore, by appearing in any public areas on behalf of Cosmotek College such as entering student competition, attending a social event, etc... You automatically grant Cosmotek College all rights including using your photographs, pictures, projects, inventions and/or voice transcription for promotion or advertising at any time without compensation. Cosmotek College will not use these contents for unlawful activities, or any other purposes besides promoting the school and share with its affiliates Amzinga, and 5 Star Capital.

MAINTENANCE OF RECORDS AND AMENDMENT TO STUDENT RECORDS

The school will permanently maintain transcripts. All other pertinent student records shall be maintained for a period of five years. This information is saved on the computer hard drives on site and off site.

Students have the right to seek an amendment to their school records. To seek an amendment, students must meet with the school director and bring any supporting documentation to show that the record is incorrect.

GRIEVANCE POLICIES

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student's immediate instructor, the student is to make his/her grievance known to the Institution's Director at the school administration office. It is strongly recommended that all grievances be presented in writing. We also accept oral grievances; the school will provide a corresponding oral or written response to all grievances within 10 business days.

ALCOHOL AND DRUG-FREE EDUCATIONAL FACILITY POLICY

Use of alcoholic beverages, marijuana, or non-prescription drugs by Cosmotek College staff or students while on Cosmotek College premises is specifically prohibited. Students found violating this policy will be counseled individually and appropriate action will be taken. Staff members or students who violate this policy are subject to dismissal. Any student not complying with the school's procedures and policies may be terminated.

GRADUATION, PLACEMENT, AND JOB OPPORTUNITIES

Cosmotek College job placement will make and maintain contacts with companies, and organizations throughout the United States. We take our best effort to assist students in finding the positions that meet their desires and skills. However, we do not guarantee placement. Cosmotek College' students may receive this service life-time. Students are required to provide written employer statement including employer name, address, phone, position, salary, start day, and full time/part time status to the career counselor immediately upon becoming gainfully employed to qualify as part of their graduation requirement.

EXTRA INSTRUCTION CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the enrollment agreement. If the student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required for the completion of course at $10 per hour. An addendum to the enrollment contract will reflect the hours to complete and per hour charge of $10.

BANKRUPTCY DISCLOSURE

Cosmotek College does not have a pending petition in bankruptcy, nor is operating as a debtor in possession, nor has filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

STUDENT TUITION RECOVERY FUND (STRF)

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
   To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
   A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number."

   Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

REFUND POLICY

A. STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. The institution shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars ($250). After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.

   Cancellation of this agreement can occur up to: _____
   Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: 1375 Blossom Hill Road Ste 9, San Jose, CA 95118
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a reasonable deposit or an application fee not to exceed $250.00 Refund to student will be within 30 days after the notice of cancellation is received.
6. Books and Equipment / Supplies / Kits shall be provided after the cancellation period, and once opened or used are not refundable due to unsanitary considerations.

B. WITHDRAWAL FROM COURSE

1. You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days/hours in the current payment period in your program through the last day of attendance. The refund will be less a reasonable deposit or an application fee not to exceed $250.00, and less any deduction for kits, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
2. The refund will be less an application fee not to exceed $250.00, and less any deduction for kits, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.
3. Used and/or opened items and tool kits are considered unreturnable due to unsanitary considerations.
4. For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.

- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three (3) consecutive weeks.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three (3) consecutive weeks. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

RE-ENTRY STUDENTS

Students who withdraw in good standing may re-enter, with a fee of $250, depending on the mitigating circumstances, into the course of study without the loss of credit for prior hours and operations earned during the prior enrollment. Current tuition will be applied. If the student transferred to other institutions before returning to Cosmotek College those hours and operations earned at that institution would also be credited to the student for the new re-enrollment, if applicable. Each re-entry is treated on an individual basis. Cosmotek College reserves the right to reject students that had withdrawn from Cosmotek College previously. Because tuition fees and costs are subject to change, re-entering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.

BARBER PROGRAM (1,000 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0402 Program SOC Code: 39-5011, 39-5012

Barbering is one of the fastest-growing professions in the U.S according to the Bureau of Labor Statistics. Modern-day barbershops are popping up all over the country (and world). Barbershops are helping to define, enhance and critique traditional notions of what it is to be a man. The men's grooming industry is expected to increase to more than $30B by 2025. Our program will teach the student hands-on training in every aspect of hair care from haircutting, color, texture, shaving, skincare, grooming, health, and safety to business skills to build a successful career.

The course consists of one thousand (1000) hours cover all practices of barbering.

EDUCATIONAL GOALS:

- Learn the proper use of implements and techniques relative to all barbering services.
- Acquire the knowledge of sanitation and sterilization as related to all phases of barbering services.
- Acquire knowledge of laws and rules regulating the established California's barbering practices.
- Acquire business management techniques common to barbering.
- Provide a learning environment, in which students strengthen inner emotional controls, increase self-confidence and self-discipline, and establish a sense of dignity and self-worth
- Present learning activities, which teach students to listen, observe, solve problems, and develop manipulative skills.
- Provide diverse instructional strategies, which meet students' needs and learning styles.
- Provide an opportunity to learn the basic skills of the trade together with the related scientific and technical knowledge of advancement necessary in the barbering and cosmetology field.
- Provide productive experiences as nearly as those "on-the-job" as possible.
- Provide safety consciousness in the work environment.
- Promote interpersonal relationships, which are directed toward developing the ability to work cooperatively.
- Provide an opportunity for students to develop leadership abilities.
- Create a learning environment in which students will develop an appreciation for quality craftsmanship.
- Provide students with salable skills in the barbering and cosmetology field.
- Develop a positive work ethic and the self-discipline required for work and advancement in the industry.
- Provide training in communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.
- Spa business
- Sales and marketing

CAREERS:

After graduation, you will be facing a diversity of job possibilities including barber, hairstylist, colorist, and educator. You may choose to work in an independent salon, a barber shop, a national franchise, an independent chain, or you may even choose to open your own salon at some point.

PREREQUISITE: None

INSTRUCTIONAL METHOD:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.
The program does not require internships or externships.

HYBRID LEARNING: Students may earn up to 500 hours (50%) of the program.

SESSIONS: Begin weekly on Mondays.

EQUIPMENT / SUPPLY LIST:

Textbook: Milady's Standard Barbering, latest edition. Publisher: Milady

Carrying duffel bag	Hair cutting tools	Haircoloring kit
Mannequin heads	Shaving tools	Clipper, trimmer, & shaver
Sanitation supplies	Styling / barber / cutting combs	Facial kit

CURRICULUM:

The curriculum for students enrolled in a barbering course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Subject Covers	Breakdown	Min. Req. Hrs
Health and Safety	Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Disinfection and Sanitation	Disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services	Includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers	200
Hair Styling Services	Includes arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	200
Shaving and Trimming of Beard	Includes preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	200
Advanced Techniques and Salon Business	The students will learn current trends, and advanced salon hair designs, high fashion coloring techniques, hair fades, hair extensions, hairdo, spa facials, and how to run a successful business	200
Total Hours		1000

COSMETOLOGY PROGRAM (1000 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0499 Program SOC Code: 39-5012, 39-5091, 39-5092, 39-5093, 39-5094, 39-1021.01

It is time to become upgraded with some phenomenal cosmetic skills, and our Cosmetology Program shows you how. With our intensive training programs comprising of hair design, hair extensions, runway fashion, wedding styles, coloring, styling, facials, waxing, eyelash extensions, studio makeup, lash lift, electrotherapy, nail arts, gel nails, dip powder nail technology, acrylic nail applications, and many more at no extra charge to our students is going to change people's lives. We understand as the saying goes, that "First impression is the last impression", it is absolutely necessary to for you to know a little more than the basic hair cut or the simple skin tone adjustment to stand out in the beauty industry.

Our course is open for all ages and gender (men, women, old, young) and we aim to shape them to pursue a career with many opportunities. The California State Department of Barbering and Cosmetology has scheduled 1000 hours of extensive training sessions within which all phases of learning have to be covered as per section 7316 of the Barbering and Cosmetology Act. This initiative is to impart the students with full knowledge of the Cosmetic industry and prepare them for putting their first steps in the world of glamour. It is followed by an evaluation conducted by the California State Department of Barbering and Cosmetology. All students are required to pass this examination to obtain the License of Cosmetology. This License is mandatory to start your practice as a cosmetologist in the state of California.

It is an art to make a person presentable before the judging eyes of the world. As a knowledgeable man once said, "The truth of beauty lies in the eyes of the beholder", the people around the globe have always taken pride to showcase themselves, in the best manner possible. It is this mania for being presentable that keeps the demand for the cosmetologists hot in today's pacing world. Celebrities to business tycoons to the fashion-conscious generation of the present day all flock to cosmetologists to keep themselves ready always for any event they are going to attend. To look good is a necessity and everybody is fashion conscious these days. Everybody requires hair, nail, and facial services as often as a monthly basis. The beautician is becoming the customer's close friend. This trust is built for benefits for both the sides and the business gains longevity.

We offer scholarships to those who needs financial help. We are the only one in the state to invest in maintaining a job portal and we let various employers post the jobs for free. Our students can access to this service lifetime. This enables our students to immediately look out for career opportunities after obtaining the license.

EDUCATIONAL GOALS:

- Learn the proper use of implements and techniques relative to all cosmetology services.
- Acquire knowledge of laws and rules regulating the established California's cosmetology practices.
- Acquire business management techniques common to cosmetology
- Provide a learning environment, in which students strengthen inner emotional controls, increase self-confidence and self-discipline, and establish a sense of dignity and self-worth
- Present learning activities, which teach students to listen, observe, solve problems, and develop manipulative skills.
- Provide diverse instructional strategies, which meet students' needs and learning styles.
- Provide an opportunity to learn the basic skills of the trade together with the related scientific and technical knowledge of advancement necessary in the cosmetology field.
- Provide productive experiences as nearly as those "on-the-job" as possible
- Provide safety consciousness in the work environment
- Promote interpersonal relationships, which are directed toward developing the ability to work cooperatively
- Provide an opportunity for students to develop leadership abilities
- Create a learning environment in which students will develop an appreciation for quality craftsmanship
- Provide students with salable skills in the cosmetology field
- Develop a positive work ethic and the self-discipline required for work and advancement in the industry.
- Equipped to make an impact in the career path of your choice.
- Learn from industry professionals with real world experience.
- Spa business, Sales & Marketing

CAREERS:

After graduation, you will be facing a diversity of job possibilities including hairstylist, colorist, nail technician, educator, platform artist, or makeup artist. You may choose to work in an independent salon, a day spa, a national franchise, an independent chain, or you may even choose to be open your own salon at some point.

INSTRUCTIONAL METHOD:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.
The program does not require internships or externships.

HYBRID LEARNING: Students can earn 500 hours (50%) of the program.

PREREQUISITE: None

EQUIPMENT / SUPPLY LIST:

TextBook
Milady's standard cosmetology, latest edition. Publisher: Thomson Delmar Learning.

Carrying duffel bag, apron	Clipper / Trimmer / Shaver	Mannequin heads
Hair cutting tools	Sanitation supplies	Sculptured nails kit
Shaving tools	Styling / barber / cutting combs	Natural manicure kit
Hair styling tools	Chemical wave kits	Wax kit
	Haircoloring kit	Facial kit

CURRICULUM:

The curriculum for students enrolled in a cosmetology course shall consist of one thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Subjects	Breakdown	Tot. Req. Hours
Health and Safety	Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Disinfection and Sanitation	Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Chemical Hair Services	Includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Hair Styling Services	Includes coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	200
Skincare Services	Includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the	150

	use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	
Hair Removal, Lash & Brow Beautification	Includes tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	50
Manicure and Pedicure	Includes water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps and repairs.	100
Advanced Salon Techniques and Business	Advanced hair care: women and men hair designs, updos, styling, permanent waves, hair extensions, scalp massage, ombre hair color, balayage hair color, color correction, high fashion hair color, hair treatment, and latest trends and techniques. Free Advanced Training: Hydra Glow Facial, Full Body Waxing, Lash Extension, Makeup Artistry, Lash & Brow Lift & Henna tint, Electrotherapy. Advanced nail care: Acrylic Application, Builder Gel & Gel-X, Poly Gel & Nail Design, Extend Gel Application, Spa, Manicure & Pedicure, Nail Drill Operation and more	100
Total Hours		1000

ESTHETICS (SKIN CARE) PROGRAM (600 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0409 Program SOC Code: 39.5094, 39-5091, 39-1021.01

Combining hands-on experience with didactic learning, our estheticians become masters of the diagnosis, treatment, and basic understanding of the skin.

The goal of our Esthetics program is to provide a learning environment that will foster the development of the professional, academic, clinical, and technical skills necessary to provide competent, compassionate care for clients.

The esthetician is trained to detect skin problems that require medical attention. Along with skin care training that will include skin analysis, treatment, and facial techniques; you will learn the skillful and artist application of cosmetics, healthful and healing body treatments, and business practice.

A few years ago, eyelash extensions might have been a luxury or special service for events and occasions only. Now just about everyone has them, does them, or wants them! The world of eyelash extensions is growing faster by the second, and now is the perfect time for you to get in. We train and certify you for free, as part of our advanced training curriculum.

Makeup artistry is a very marketable skill, and it is one that you can take with you anywhere you go. Makeup should be included into every service the spa has to offer. Makeup is another great way to increase revenue, whether through retail sales or as an add-on treatment to other spa menu items. You could be making additional income of a professional makeup artist and the job possibilities really are endless. The professional makeup training class is offered to our esthetics student at free of charge.

Becoming a licensed esthetician takes **six hundred (600) clock hours** consists of both theory and practical at an approved school. After completing your clocked hours, you will be prepared to pass the written and practical for state board. At Cosmotek College, we have resources to help students pass on their first try. In addition, we provide students with equipment to perform modern procedures. We understand that a license is only an introduction to this career and being exposed to advanced training on popular, high pay services. Therefore, we offer advanced esthetics topics free of charge.

Cosmotek College is a Dermalogica Partnership School. The professionals from International Dermal Institute will train our students on a regular basis on advanced topics with Dermalogica's product segments and treatment protocols. The students will experience hands-on practical application using professional-grade products, learn how to build client connections and revenue from retail sales, and receive access to advanced postgraduate training when transitioning from student to professional.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Acquire knowledge of laws and rules regulating California Esthetician establishment
- Receive advanced hands-on training in the facial arts including facials, waxing, microdermabrasion, chemical peels, makeup artistry, eyebrow beautification, eyelash extension, and electrotherapy skin care.
- Understand sterilization procedures
- Evaluate clients' skin condition and appearance
- Understand products and client consultation
- Acquire knowledge of general theory relative to Esthetician including anatomy and physiology, chemistry, and theory relative to practical procedures performed
- Discuss available treatments and determine which products will improve clients' skin quality
- Get trained by high quality educators
- Refer clients to another skincare specialist, such as a dermatologist, for serious skin problems
- Business and marketing skills to start and run a business.
- Life-time job placement support
- Free advanced training that might cost thousands of dollars at other institutions:

CAREERS:

As a licensed esthetician, you can choose from a wide range of career options: salon or day spa esthetician; medical esthetician working for cosmetic surgeon's office, dermatologist's office, a medi-spa, a hospital or clinic, a laser center; makeup artist; manufacturer's representative; salesperson or sales manager; cosmetics buyer; esthetics writer or editor; educator; state licensing inspector or examiner; state board member; researcher.

PREREQUISITES: None

EQUIPMENT / SUPPLY LIST:

Textbook: Milady's standard fundamentals for estheticians, latest edition. Publisher: Thomson Delmar Learning.

- Carrying duffel bag, apron
- Wax kit
- Brow shaping tools
- Facial kit
- Makeup kit
- Lash lift, brow lamination, & tint kit
- Extraction tools

PREREQUISITE: None

INSTRUCTIONAL MODE:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.
The program does not require internships or externships.

HYBRID LEARNING: Students can earn 300 hours (50%) of the program.

SESSIONS: Begin weekly on Mondays.

CURRICULUM:

The curriculum for students enrolled in an esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Subjects	Breakdown	Min. Req. Hours
Health and Safety Consideration	Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Disinfection and Sanitation	Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Skin Care	Includes chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions tonics, or creams that do not result in the ablation or destruction of the live tissue.	350
Hair Removal and Lash and Brow Beautification	Includes tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring,	50

	nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	
Total Hours		600

HAIRSTYLING PROGRAM (600 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0407 Program SOC Code: 39-5012

Enter the captivating world of hairstyling! Our hairstylist course is your passport to a realm where the art of hair transformation takes center stage. This comprehensive program covers a wide spectrum of skills and techniques, from arranging and blow-drying to cutting, curling, cleansing, and beyond. Throughout your journey, you'll harness the power of both electrical and nonelectrical devices to perform a range of hair services, including shampooing, dressing, extending, waving, braiding, and nonchemical straightening.

As a hairstylist, you'll have the opportunity to unleash your creativity and make clients feel confident and beautiful. Join us as we embark on this journey to unveil the secrets of hairstyling, enabling you to express your unique talent and turn hair into exquisite masterpieces. Whether you're an experienced professional or just starting out, this course will provide you with the knowledge and skills to thrive in the dynamic and rewarding field of hairstyling.

EDUCATIONAL GOALS:

Upon completion of this program, students will be comfortable dealing with and performing the following:

- Cosmetology Chemistry;
- Health and Safety / Hazardous Substances;
- Disinfection and Sanitation;
- Bacteriology, Anatomy, and Physiology;
- Hair Cutting & Hair Styling
- Understand and learn how to use various tools and equipment for hairstyling services.
- Develop a positive work ethic and the self-discipline required for work and advancement in the industry.
- Equipped to make an impact in the career path of your choice.
- Learn from industry professionals with real world experience.
- Salon business and Labor Law.

CAREERS:

Following your graduation, a wide range of career opportunities will unfold before you, encompassing roles such as a hairdresser, hairstylist, hair designer, haircutter, stylist, hair artist, hair technician, braider, or salon professional. Your career path may lead you to independent salons, day spas, national franchises, independent chains, or even the possibility of establishing your very own salon in the future.

PREREQUISITE: None

EQUIPMENT / SUPPLY LIST:

Textbook
Milady's standard cosmetology, latest edition. Publisher: Thomson Delmar Learning.

Carrying duffel bag, apron
Hair cutting tools
Hair styling tools
Clipper / Trimmer / Shaver
Sanitation supplies
Styling / barber / cutting combs
Mannequin heads

INSTRUCTIONAL METHOD:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.

The program does not require internships or externships.

HYBRID LEARNING: Students can earn 300 hours (50%) of the program.

SESSIONS: Begin weekly on Mondays.

CURRICULUM:

The curriculum for students enrolled in an Hairstylist course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Subjects	Breakdown	Min. Req. Hours
Health and Safety Consideration	Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100
Disinfection and Sanitation	Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Hair Styling Services	Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	300
Advanced Techniques and Salon Business	Build skills beyond the basics with advanced hair styling, salon business, and social media training, plus complimentary enrichment in scalp care, hair treatments, braiding, and hair extensions.	100
Total Hours		600

MANICURING 400 (400 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0410 Program SOC Code: 39-5092

A manicurist license is a requirement to operate as a manicurist / nail technician in the State of California. The student will need to complete a manicuring program consisting of at least 400 hours of coursework and training at an approved training institution and will need to pass both written and practical examinations governed by California State Barbering and Cosmetology Bureau. Cosmotek College is committed to help our students to pass the licensing exams the first time or as fast as possible.

Our hands-on curriculum provides students with the opportunity to obtain a comprehensive understanding of manicuring techniques that include manicure, nail art, artificial nail applications, products, equipment, and the laws of disinfection and sanitation. Our curriculum is updated constantly to respond to current trends in nail technology. We are the only few schools design our courses with input from industry connections, so our students learn the skills the salons are looking for.

As a manicuring student at Cosmotek College, you will be equipped with everything you need to pursue the nail technology career of your dreams.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Understand disinfection procedures, the laws, rules, and regulations.
- Understand consumer safety.
- Obtain communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service.
- Understand manicures, pedicures, nail extensions and acrylics.
- Understand about basic manicure art, which includes shaping fingernails and creating patterns and designs on the nail.
- Knowledge of performing spa manicure and pedicure services
- Acquire knowledge of general theory relative to manicuring including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
- Acquire knowledge of nail structure and growth, nail disorders and diseases, and skin structure, growth, and nutrition.
- Discuss nail treatments and services available.
- Knowledge and application of artificial nail enhancements.
- Knowledge and application of nail dipping system
- Know how to operate electric nail file.
- Methods of repairing nails.
- Create nail arts and customize pigments with lacquer, dipping powder, acrylic products, and gel products.
- Build a successful beauty salon.
- Digital marketing

CAREERS:

Our graduates and beauty employers find that our program solidly prepares competent nail artists. You may start your career as a nail artist in a salon. As you develop your knowledge and skills, you may want to move into other career areas in the nail industry, including teaching nail technology in cosmetology schools or demonstrating manufacturer's nail products at trade shows, conventions, or stores. You can become a salon owner or even the personal nail care artist for fashion models or actors on the state, in movies, or on TV. You can write, edit, or be a consultant for nail technology books and magazines.

EQUIPMENT / SUPPLY LIST:

Textbook
Milady's standard Nail Technology, latest edition. Publisher: Thomson Delmar Learning.
Online resources.

Professional Nail Kit

Carrying bag / apron	Nail files / buffers	Gel nail kit
Commercial e-file system	Gloves	Practice hands
Sanitation supplies	Sculptured nail kit	Nail lacquer / gel polish
Nail tips / adhesive / tip cutter	Nail art kit	Scissors / silk wraps
Natural manicure kit	Acrylic brush / design brush	Nail dipping system

INSTRUCTIONAL MODE:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.
The program does not require internships or externships.

HYBRID LEARNING: Students may earn up to 200 hours (50%) of the program.

PREREQUISITE: None

SESSIONS: Begin weekly on Mondays.

CURRICULUM:

The curriculum for students enrolled in a manicuring 400 course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Subject	Breakdown	Min. Req. Hours
Health and Safety Consideration	Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Disinfection and Sanitation	Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Manicures and Pedicures	Includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	150
Advanced Nail Topics	Advanced Nail Arts, Sales & Marketing, and Salon Business	50
Total Hours		400

MANICURING 600 (600 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0410 Program SOC Code: 35.50922

This is the most exciting time to enter the manicuring profession! Demand for manicurists continues to grow as the beauty industry is growing faster than ever before. Today the beauty industry valued at an estimated $532 billion and counting, according to a new report from retail analytics firm Edited. The spending on nail salon services in 2019 alone was approximately $8.5 billion.

Men and women from diverse backgrounds who enter the nail industry find the career fun, creative, and rewarding.

Cosmotek College provides the foundation for those who are committed to success and are prepared to embark on a rewarding career that provides professional growth, limitless opportunities, and the satisfaction of making a difference in people's lives. Our manicuring program features a combination of online theory, classroom instruction, and salon services in our campus.

The first part, 400 clocked hours will cover all phases of manicuring and pedicuring mandated by the California State of Barbering and Cosmetology. Passing the exam is a requisite to obtain a Manicurist License. The license is a requirement to operate as a nail tech in the State of California. The second part, 200 clocked hours will emphasize on gel nail application, nail art, current trends, acrylic nail enhancement procedure and products and how to operate a successful nail spa.

One of the many reasons Cosmotek College design this program is to help graduates who plan to move out of California to states that require more than 400 hours of training. Reciprocity is one way to work in a state without having to go through the educational requirements of the new state. Most states will accept reciprocity from other states with some basic requirements. Your training from your home state must be equal or greater than the training requirements of the new state. Below is a list of some states that require more than 400 hours of training for the manicuring program.

Alabama – 750 hours	Georgia - 525 hours	Oklahoma - 600 hours
Arizona – 600 hours	Indiana - 450 hours	Tennessee - 600 hours
Arkansas - 600 hours	Kentucky - 600 hours	Texas - 600 hours
Colorado - 600 hours	Nevada - 600 hours	Washington - 600 hours

Some states, including Colorado and Florida will license you through endorsement. To qualify, you must hold a current manicurist license in good standing and, as with reciprocity, the new state must agree that your home state has similar training requirements and board exams. Endorsement generally permits you to bypass the new state's board examinations.

As with most beauty trends, nail styles are rapidly shift and change. Having a current knowledge of the latest trends can help nail technicians to anticipate requests and make suggestions. Learning at Cosmotek College, you will gain thorough up-to-date knowledge of the nail technology as you prepare to become a part of it.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Understand disinfection procedures, the laws, rules, and regulations.
- Understand consumer safety.
- Obtain communication skills that include professional ethics, salesmanship, decorum, record keeping, and client service.
- Build a successful beauty salon.
- Understand manicures, pedicures, nail extensions and acrylics.
- Understand about basic manicure art, which includes shaping fingernails and creating patterns and designs on the nail.
- Apply soothing lotions and nail polish to people's fingernails.
- Acquire knowledge of general theory relative to manicuring including anatomy and physiology, chemistry, and theory relative to practical procedures performed.
- Acquire knowledge of nail structure and growth, nail disorders and diseases, and skin structure, growth, and nutrition.
- Discuss nail treatments and services available.
- Apply artificial nail enhancements.
- Apply gel nail applications, UV and LED types, product, and procedure.

- Apply dip powder nails.
- Operate electric filing system.
- Repaid nails.
- Create nail arts.
- Customize acrylic pigments.
- Build a successful beauty salon
- Sales & Marketing

CAREERS:

Our graduates and beauty employers find that our program solidly prepares competent nail artists. You may start your career as a nail artist in a salon. As you develop your knowledge and skills, you may want to move into other career areas in the nail industry, including teaching nail technology in cosmetology schools or demonstrating manufacturer's nail products at trade shows, conventions, or stores. You can become a salon owner or even the personal nail care artist for fashion models or actors on the state, in movies, or on TV. You can write, edit, or be a consultant for nail technology books and magazines.

EQUIPMENT / SUPPLY LIST:

Textbook
Milady's standard Nail Technology, latest edition. Publisher: Thomson Delmar Learning.

Professional Nail Kit

Carrying bag / apron
Commercial e-file system
Sanitation supplies
Nail tips / adhesive / tip cutter
Natural manicure kit
Nail files / buffers
Gloves
Sculptured nail kit
Nail art kit
Acrylic brush / design brush
Gel nail kit
Practice hands
Nail lacquer / gel polish
Scissors / silk wraps
Nail dipping system

INSTRUCTIONAL MODE:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.
The program does not require internships or externships.

HYBRID LEARNING: Students may earn up to 300 hours (50%) of the program.

PREREQUISITE: None

SESSIONS: Begin weekly on Mondays.

CURRICULUM:

The curriculum for students enrolled in a manicuring 600 course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

Subject	Breakdown	Min. Req. Hours

Health and Safety Consideration	Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100
Disinfection and Sanitation	Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	100
Manicures and Pedicures	Includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	150
Professional Practices	The subject of Professional Practices shall include, but is not limited to, the following techniques and procedures: professional behavior, ethics, salon procedures, hygiene, grooming, and public relations.	100
Advanced Nail Topics	Advanced Nail Arts, Salon Business, Sales & Marketing	150
Total Hours		600

MASSAGE THERAPY (500 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 51.3501 Program SOC Code: 31.9011

More and more people are realizing the therapeutic and rejuvenating qualities of massage. That means great job prospects for you as a well-trained massage therapist.

At Cosmotek College, our unique curriculum including the best of Eastern, Western and Ancient practices provides the strong foundation that a student requires for entering the massage field.

The course provides introductions into several areas within the profession, with lessons devoted to spa massage, lymph massage, clinical massage techniques, therapeutic procedures, athletic massage, and massage in medicine. The somatic modalities lesson has been augmented with expanded discussions on chair massage, reflexology, Asian bodywork, and chakra balancing.

Upon completion of our Massage Therapy program, you will gain in–depth educational skills that increase your knowledge and develop specialized techniques of massage; you will have all the tools you need to succeed as a Massage Therapist.

EDUCATIONAL GOALS:

As a student in this program, you will

- learn about general safety policies and precautions take when providing massage services.
- learn about educational requirements, scope of practice, state and local regulations, codes of ethics, and standards of practice.
- learn business skills that provide the basis for a successful massage practice.
- learn a basic knowledge of anatomy, physiology, kinesiology, and pathology.
- be able to adjust the massage treatment to the needs of the client and to maximize desired results.
- learn to recognize certain irregularities or conditions and make appropriate decisions either to work on a client or refer that client to a doctor.
- learn the physiologic effects, psychological effects, and benefits of massage.
- learn about contraindications that warrant a massage not being done, or not being done to a specific area.
- learn about endangerment sites, and why they should be avoided in a massage routine.
- learn one of the popular treatments that can be used in conjunction with massage use water in its various forms to warm or cool a part of or the whole body for therapeutic purposes
- learn complete body massage procedure.
- learn the spa industry and how to set up a spa
- learn the four basic steps therapeutic procedure which include assessment, planning, performance, and evaluation.
- learn to help athlete prevent injuries, to prepare the body for athletic activity and maintain it in optimal condition, and to help athletes recover from workouts and injuries.
- will explore the role of massage therapy as it relates to special populations
- gain basic skills in eastern modalities, such as hand & foot reflexology, traditional Chinese medicine, energy work, acupressure, Shiatsu, and Thai massage.

CAREERS:

After graduation, you will be facing a diversity of job possibilities including entry-level employment as a message therapist or to run your own practice.

You will learn to create and run an effective massage practice. You will feel confident in your ability to think about business situations in a new way and establish a thorough plan for the creation of your dream massage practice.

You may look for employment in a health club, at resort, hotel, or spa, on a cruise ship, in conjunction with a medical facility, chiropractor office, nursing homes or as a freelance professional.

INSTRUCTIONAL RESOURCES:

Textbook:

Theory and Practice of Therapeutic Massage, 6th edition (by Mark F. Beck. Publisher: Milady)
Theory and Practice of Therapeutic Massage, Exam Review 6th Edition by Beck Mark
Trail Guide to the Body, 6th edition by Adrew Biel

A complete list of massage equipment and supplies is detailed in our syllabus.

PREREQUISITE:

There are no prerequisites to start this course. The program starts with basic courses to give you a strong foundation. Before you can move on to the more advanced classes (MAS106 to MAS110), you need to take three basic courses first. These are MAS102, where you learn about the body's structure and how it works; MAS104, which teaches you the basics of massage; and MAS105, which is all about giving a full body massage. These starting courses help prepare you for learning more advanced massage therapy techniques.

INSTRUCTIONAL MODE:

Students may choose to learn the entire course on-campus or instructor-led (synchronous) Hybrid Learning.
The program does not require internships or externships.

HYBRID LEARNING: Students may earn up to 190 hours (38%) of the program.

SESSIONS: Class start dates will be announced monthly.

Course	Description	Clock Hours	Prerequisite
MAS101	Ethics and Massage Business	25	None
MAS102	Human Anatomy and Physiology	80	None
MAS103	Contraindications, Health, and Hygiene	44	None
MAS104	Fundamentals of Therapeutic Massage	43	MAS102
MAS105	Complete Body Massage	76	MAS102, MAS104
MAS106	Spa Therapy Master	52	MAS105
MAS107	Clinical Massage and Lymphatic Therapy	40	MAS105
MAS108	Therapeutic Procedures and Sports Massage	40	MAS105
MAS109	Massage in Medicine and for Special Populations	40	MAS105
MAS110	Chair Massage and Foot Reflexology	60	MAS105

Course	Description
MAS101	This course is designed to provide massage therapists with essential knowledge in ethics, business practices, and the rich history of massage therapy, necessary for cultivating a successful therapeutic practice. Through four focused modules, students will gain insights into the historical roots of massage, understand the legal and educational groundwork required for practice, delve into ethical considerations specific to massage therapy, and acquire practical business skills for managing a successful practice.
MAS102	This module provides an in-depth look at human anatomy and physiology, emphasizing its relevance to massage therapy. Students explore the impact of stress and pain on the body, the healing process, and how massage fits into the wellness model. The course also covers essential medical terminology and the basics of human anatomy and physiology necessary for effective massage practice.

MAS103	This module equips massage therapists with comprehensive knowledge on the effects and benefits of massage, focusing on physiological and psychological impacts, contraindications, equipment and product selection, infection control, safety practices, consultation, and documentation. It explores how massage affects various body systems, highlights the importance of understanding contraindications to ensure safe treatments, and emphasizes the significance of maintaining a hygienic and safe practice environment. Additionally, the course teaches effective client consultation and documentation techniques, essential for professional practice.
MAS104	This course focuses on foundational techniques and practices essential for therapeutic massage. It begins with the classification of massage movements, encompassing the study of the forces used in therapeutic tissue manipulation and the major categories of massage methods. Participants will learn about the impact of various factors such as intention, direction, speed, rhythm, and pressure on the effectiveness of massage. The course also emphasizes the mastery of basic massage movements and the demonstration of passive and active joint movements.
MAS105	The Complete Body Massage course offers comprehensive training for massage practitioners, focusing on essential massage techniques, client preparation, and practitioner self-care. It emphasizes the importance of ergonomic practices and body mechanics to ensure the safety and well-being of both the practitioner and the client. Through practical demonstrations and exercises, students will learn to prepare clients for massage sessions, master full-body massage techniques in both supine and prone positions, and develop strong, flexible hands critical for effective massage delivery. The course also covers self-care practices and the benefits of grounding and centering for the practitioner.
MAS106	The Spa Massage Therapy course provides comprehensive training in spa services, hydrotherapy, and industry insights. Students will explore the use of water in treatments, learning about the therapeutic effects of heat, cold, and contrast therapy. The curriculum includes a brief history of spas, customer demographics, and popular spa services, including hot stone massage and aromatherapy. Hands-on training in procedures like exfoliation, body wraps, as well as instruction on specialized equipment, prepares students for spa employment. Emphasis is placed on developing customer service skills and understanding effective spa massage techniques, with a focus on career opportunities in the spa sector.
MAS107	This course combines advanced clinical massage techniques with lymphatic therapy to enhance therapeutic skills for massage therapists. It provides a deep dive into neuromuscular therapy, covering trigger point identification and treatment, muscle energy techniques, and the principles of passive positioning and position release techniques. The course also explores the distinction between superficial and deep fascia with myofascial technique demonstrations. In addition, it introduces the craniosacral system, offering insights into this advanced bodywork modality. The lymphatic therapy section covers the historical background, lymph circulation, and the function and location of lymph nodes, along with contraindications and primary techniques for lymph massage. Designed for immediate application in practice, this course equips therapists with clinical skills for effective therapeutic outcomes.
MAS108	This combined module offers an in-depth exploration of therapeutic and sports massage, tailored for therapists looking to advance their skills in assessment, treatment strategies, and specialized techniques for athletes. In the therapeutic segment, participants will learn the comprehensive process involving client intake, posture and gait assessment, and the identification of soft tissue barriers. Techniques to palpate tissue layers and textures, and strategies for releasing hypertonic tissue constrictions, are highlighted. The sports massage portion delves into the definition, purposes, and applications of athletic massage, including pre- and post-event techniques, and the role of massage in training and injury rehabilitation. Essential for understanding muscle fatigue, benefits, and contraindications, this program equips therapists with the knowledge and skills for effective practice in both therapeutic and athletic settings.
MAS109	This comprehensive course is designed to equip massage therapists with the specialized knowledge and skills necessary to provide effective and safe massage therapy to diverse populations, including pregnant women, infants, children, the elderly, individuals with disabilities, and those undergoing cancer treatment or in hospice care. Furthermore, the course delves into the integration of massage therapy within the broader context of allopathic and complementary and alternative medicine (CAM), highlighting its role in integrative medicine, hospital settings, and interdisciplinary care teams. Through a blend of theoretical knowledge and practical application, participants will learn to tailor their massage techniques to meet the unique needs of each client, ensuring a holistic and therapeutic approach that supports overall well-being and complements medical treatment.

MAS110	This module offers an engaging exploration into specialized massage techniques, starting with chair massage and extending into foot reflexology, among other therapeutic practices. Participants will begin by mastering basic chair massage techniques, including a straightforward routine suitable for quick sessions. The course then shifts focus to reflexology, emphasizing the identification and stimulation of reflex points on the feet and hands to promote overall wellness. Additionally, students will gain insights into the safe application of stone massage, along with an introduction to the philosophies underpinning acupressure and acupuncture. The program rounds off with an overview of shiatsu and an explanation of the body's seven chakras, enriching therapists' skills with a variety of non-traditional massage methods.

REAL ESTATE AGENT & LOAN PROCESSING (300 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Training requirements for applicants to California Real Estate Salesperson License Examination.
This 300-hour Real Estate Agent and Loan Processing course is directed toward professional real estate agent, loan processor, and aspirants to the field.

Real Estate investing perhaps is the safest way to make a fortune. Some of the richest people in the world made their wealth in real estate.

Helping people buy and sell homes, office buildings, industrial property and corporation farmland, property management, land development, mortgage banking, urban planning, real estate counseling, appraisal and research are all aspects of a career in real estate.

Our real estate training program is designed to provide aspiring professionals, as well as anyone wanting to start a new rewarding career, with the opportunity to succeed and grow in the real estate and mortgage industry. We have combined our school integrity, experienced professionals, a successful track record, and corporate support from our business partners to help students achieve their goals. We invite anyone to take advantage of the real estate and mortgage training program to enhance their life to the fullest.

Moreover, the course prepares the students to satisfy the requirements to apply for California Real Estate Salesperson. Refer to this link to learn more. https://www.dre.ca.gov/examinees/RequirementsSales.html

The mortgage financing aspect of the course offers a review of the loan application process, the significance and analysis of a loan applicant's credit report, the consequence and importance of understanding legal obligations implied in the preparation and submittal of a good estimate. The object of this course is to reinforce existing skills of the practicing loan processor as well as augment skills required to quality and process a loan.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- advise on intrinsic worth of properties and terms of sale
- estimate the current market price and suggest a reserve or minimum selling price
- discuss the method of sale, presentation of the property, costs and inspection times with sellers
- assess buyers' needs and locate properties for their consideration
- list details of land or buildings for sale and arrange for the advertising of properties
- take prospective buyers to inspect properties
- draw up legal agreements between sellers and buyers
- review initial loan approval and work with borrower to gather appropriate documentation
- collect all required documentation for the loan package
- create a loan submission package for the underwriting department
- submit files to assigned underwriter
- satisfy all conditions when received from underwriter
- ensure that approval falls within the established lending guidelines
- communicate with other professionals, including attorneys, county clerks, escrow companies, title companies, and related third parties.

CAREERS:

A career as a real estate agent, real estate professional, real estate salesperson, or loan processor provides flexibility and freedom to set your own pace. Successful people in real estate are goal oriented, persevering, self-motivated, ambitious and people oriented. The rewards of a real estate and mortgage lending career are a potential for high earnings, status in the community, autonomy, time freedom, helping people, the intellectual challenge, and the satisfaction from those accomplishments.

INSTRUCTIONAL MODE:

Our Real Estate & Loan Processing program will be delivered fully online under supervision of a qualified instructor. Students are required to engage with the course's assigned reading materials and complete a final test at the end of each subject.
The program does not require internships or externships.

PREREQUISITE: None

SESSIONS: Program start day will be announced two weeks in advance.

INSTRUCTIONAL RESOURSES:

Textbook
California Real Estate Principles (latest edition) by Walt Huber. Publisher: Educational Textbook Company
Real Estate Finance (latest edition) by Walt Huber and Levin Messick, Publisher: Educational Textbook Company.
California Real Estate Practice (latest edition) by Walt Huber and Arlette Lyons. Publisher: Educational Textbook Company.

COURSE LENGTH: 300 hours.

CURRICULUM:

Course Name	Clock Hours
Real Estate Finance	45
Real estate financing from the viewpoint of borrower and lender, financing mathematics, legal aspects of lending, appropriate financial instruments, taxes and real estate, loan cost analysis, loan valuation, development and insurability. Mortgage markets/institutions considered together with alternative financing techniques for various types of properties. Actual case illustrations will demonstrate lending policies, and problems and rules involved in financing real property, including residential, multi-family, commercial, and special purpose properties.	
Real Estate Practice	45
The course furnishes students basic information pertinent to the various aspects as real estate practice - the prerequisites for becoming a broker, the rights, duties, and responsibilities of the broker, the attributes for success in the real estate field, and many available opportunities for the broker in real estate practice. Also included is an introduction to other phases of real estate in which the broker is called upon to function or is otherwise concerned, such as the availability of loan funds, the appraisal process, income tax considerations, escrow and title insurance aspects, and the impact of governmental controls.	
Real Estate Principles	45
This is a survey course which includes some fundamental technical skills such as an introduction to cash flow analysis, financing, geographic information systems and valuation concepts. This course analysis the principles of real estate in California, history of California real estate, property, contracts, agencies, listings, real estate financing. It focuses on the housing market, buying versus renting,	

government policies affecting housing, the office market, and touches upon retail and industrial market trends.

Real Estate Practice & Loan Processing – Case Studies	210

This course is directed toward professional real estate and mortgage aspirants to the field. This course offers a review of the loan application process, the significance and analysis of a loan applicant's credit report, and the consequence and important of understanding legal obligations implied in the preparation and submittal of a good estimate. Real-life cases in real estate and loan processing will be discussed in depth. The object of this course is to rein force existing skills of the practicing loan officer and / or real estate agent as well as augment skills required to quality and process a loan or sell / buy real estate.

REAL ESTATE APPRAISAL (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length:

- The Real Estate Appraisal consists of spending a minimum of a **45-hours reading and studying the course textbook**, taking the non-graded chapter quizzes, and passing a final examination.
- The final examination can be taken a minimum of 18 days from the date the students have accessed to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook:

Real Estate Appraisal by Walt Huber, Levin P. Messick and William Pivar, newest edition.

The following topics will be covered:

1. Introduction (Mobile Technology Evolution)
2. Understanding Value
3. The Appraisal Process
4. Property Description and Appraisal Math
5. Data Collection and Analysis
6. Site Valuation
7. Residential Construction
8. Cost Approach to Value
9. Sales Comparison Approach to Value
10. Income Approach to Value
11. Reconciliation and Final Value Opinion
12. The Appraisal Report
13. Appraising Special Interests
14. The Appraisal Profession
15. Financial Institutions and Regulations

REAL ESTATE ECONOMICS (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length

- The Real Estate Economics consists of spending a minimum of a **45-hours reading and studying the course textbook**, taking the non-graded chapter quizzes, and passing a final examination.
- The final examination can be taken a minimum of 18 days from the date the students have accessed to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook:

Real Estate Economics by Walt Huber, Levin P. Messick and William Pivar, newest edition.

The following topics will be covered:

1. Economics Principles and Cycles
2. Economic Theories and Measurements
3. Money and Financing
4. Cities: Their Origins and Growth
5. Problems of the Cities
6. Overcoming Problems of the Cities
7. The Suburbs and Beyond
8. Government Regulations and Taxes
9. Housing
10. Nontraditional Housing
11. Farms and Land
12. Nonresidential Real Estate
13. Planning and Use Control
14. The Economics of Development
15. Economic Decision Making and Fair Housing

REAL ESTATE ESCROWS (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length:

- The Escrow course consists of spending a minimum of a **45-hours reading and studying the course textbook (INSTRUCTIONAL MODE)**, taking the non-graded chapter quizzes, and passing a final examination.

- The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook:

An Introduction to Escrow by Walt Huber, newest edition.

The following topics will be covered:

1. Pre-Escrow Transaction Coordinator
2. What is Escrow
3. Basic Escrow Processes & the Role of Transaction Coordinator
4. Sample One, Part One
5. Sample One, Part Two
6. Sample One, Part Three
7. Sample Two, Part One
8. Sample Two, Part Two
9. Sample Two, Part Three
10. Sample Three, Part One
11. Sample Three, Part Two
12. Exchange Escrow Sample
13. Processing the Exchange Escrow
14. Note and Trust Deed Escrow Sample
15. Processing the Note and Trust Deed Escrow

REAL ESTATE FINANCE (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length:

- The Real Estate Finance consists of spending a minimum of a **45-hours reading and studying the course textbook**, taking the non-graded chapter quizzes, and passing a final examination.
- The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student has to complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will

begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook:

Real Estate Finance by Walt Huber, Levin P. Messick, newest edition.

The following topics will be covered:

1. FinTech, the SAFE Act, and the Fed
2. The Real Estate Cycle and the Secondary Market
3. Loan Fund Sources for the Primary Market
4. The Secondary Mortgage Market and Federal Credit Agencies
5. Ethics, Fraud, Consumer Protection, and Fair Lending
6. Federal Regulation (TILA/RESPA/TRID)
7. Finance Instruments
8. Overview of the Loan Process
9. Conventional Financing
10. Alternative Financing
11. Government Programs: FHA and VA Loans
12. Seller Financing
13. Qualifying the Borrower
14. Qualifying the Property
15. State Licensing Requirements

LEGAL ASPECT OF REAL ESTATE (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license

Registration and Course Length

The Legal Aspects of Real Estate consists of spending a minimum of a **45-hours reading and studying the course textbook)**, taking the non-graded chapter quizzes, and passing a final examination.
The final examination can be taken a minimum of 18 days from the date the students have accessed to the course materials.
No two courses can be competed in less than five weeks.
It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook

California Real Estate Law by Walt Huber, and Kim Tyler, J.D, newest edition.

The following topics will be covered:

1. An Introduction to Law
2. Nature of Real Property
3. Interests in Real Property
4. Co-Ownership of Real Property
5. Introduction to Agency Law
6. Agency Duties and Disclosures
7. Contract Law
8. Real Estate Contracts
9. Alternative to Litigation
10. Title and Alienation
11. Escrow and Closing
12. Real Estate Financing
13. Land Use Controls
14. Civil Rights and Fair Housing Laws
15. Landlord/Tenant Law

REAL ESTATE PRACTICE (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length

- The Real Estate Practice consists of spending a minimum of a **45-hours reading and studying the course textbook**, taking the non-graded chapter quizzes, and passing a final examination.
- The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Subject:

Real Estate Practice by Walt Huber, and Arlette Lyons, newest edition.

The following topics will be covered:

1. The Salesperson: How to Get Started
2. Prospecting: How to Market, Advertise, and Promote
3. The Listing Agreement: How to Secure a Listing
4. Breakdown of the Listing Agreement: How to Fill it Out
5. Selling: Finding the Right Buyer
6. The Purchase Offer: Filling Out the New Residential Purchase Agreement
7. Additional Forms for the Purchase Contract: More Required Forms and Disclosures
8. Online Search, Alerts, and Beyond: Constantly Evolving Technology

9. Finance: Understanding the Finance Process
10. Escrow: How to Navigate the Journey
11. Taxation: Real Estate-Related Taxes
12. Investing and Other Broker-Related Fields
13. Property Management: Managing and Leasing Properties
14. Real Estate Assistants: Time is Money
15. Licensing, Ethics, and Associations: Acquiring and Maintaining Your License

REAL ESTATE PRINCIPLES (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length

- The Real Estate Principles consists of spending a minimum of a **45-hours reading and studying the course textbook**, taking the non-graded chapter quizzes, and passing a final examination.
- The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook

Real Estate Principles by Walt Huber, newest edition.

The following topics will be covered:

1. Introduction
2. Estates, Transfers, and Titles
3. Encumbrances
4. Agency and Its Responsibilities
5. Contracts
6. Landlord and Tenant (Lessor and Lessee)
7. Escrows and Title Insurance
8. Real Estate Finance
9. Financial Institutions
10. Appraisal Basics
11. Appraisal Methods
12. Subdivisions and Government Control
13. Taxation of Real Estate
14. Licensing, Education, and Associations
15. Real Estate Math

REAL ESTATE PROPERTY MANAGEMENT (45-HOURS)

Program CIP Code: 52.1501 Program SOC Code: 41-9022

Objective / Careers:

Pre-licensing requirement for real estate agent or real estate broker license.

Registration and Course Length

- The Real Estate Finance consists of spending a minimum of a **45-hours reading and studying the course textbook**, taking the non-graded chapter quizzes, and passing a final examination.
- The final examination can be taken a minimum of 18 days from the date the students have access to the course materials.
- No two courses can be competed in less than five weeks.
- It is especially important that the name used when submitting materials to the school is spelled the same as the name under which you will be applying for your real estate license examination.
- The student has a minimum of 2 ½ weeks studying the course. The maximum time a student must complete the course is 12 months from the date of registration. If the final exam is not completed within this time, the course is expired, and no credit will begin toward any part. If the student does not complete the course within the one-year period, the student needs to re-enroll as a new student and pay the full tuition fee.

Textbook

Property Management by Walt Huber and William Pivar, J.D., newest edition.

The following topics will be covered:

1. Introduction
2. Estates, Transfers, and Titles
3. Encumbrances
4. Agency and Its Responsibilities
5. Contracts
6. Landlord and Tenant (Lessor and Lessee)
7. Escrows and Title Insurance
8. Real Estate Finance
9. Financial Institutions
10. Appraisal Basics
11. Appraisal Methods
12. Subdivisions and Government Control
13. Taxation of Real Estate
14. Licensing, Education, and Associations
15. Real Estate Math

REMEDIAL TRAINING

Program CIP Code: 12.0499 Program SOC Code: 39-5012

Objective / Careers:

Being a salon professional is fun and rewarding, but it is also a great responsibility. One careless action could cause injury or infection and a licensee can lose his/her license to practice. This course will teach the students the health and safety laws and regulations of the board. The course will focus on the proper use of manicure and pedicure equipment to protect the public's health.

This remedial course is designed for a licensee that has been subject to immediate suspension and placed on probation pursuant to Business and Professions Code section 7403.2 and regulation section 973.

INSTRUCTIONAL MODE:

Our remedial training program will be delivered onsite with a qualified instructor present.

Prerequisite: A licensed cosmetologist, a licensed manicurist, a licensed barber, or a license esthetician.

Course Length: 8 hours to 40 hours

Course Content: The following subjects will be covered

- Federal agencies
- Minimum equipment and supplies
- Principles of prevention
- Personal cleanliness
- Disease and infestation
- Neck strips
- Neck dusters and brushes
- Towels
- Liquids, creams, powders, and cosmetics
- Prohibited hazardous substances/Use of products
- Headrests and treatment tables
- Invasive procedures
- Skin peeling
- Prohibited instruments
- Cleanliness and repair
- Building standards
- Blood spill disinfection

TEACHER TRAINING (500 HOURS)

PROGRAM DESCRIPTION:

Program CIP Code: 12.0413 Program SOC Code: 39-5012

This 500-hour certificate course of study is available to students who have earned their cosmetology, nail technology, barber, or esthetics license or have completed hours in their field of study and would like to further their education.
An educator plays a fundamental role in the beauty industry. Teaching allows you to share your knowledge and skills with others. You will train the next generation of hair stylists, makeup artists, nail technicians, estheticians, etc. You will be a role model to many young populations who will see their future in you.

EDUCATIONAL GOALS:

Upon completion of this program, students should be able to:

- Teach related information, manipulative operations, and techniques.
- Develop lesson plans, prepare exams, and prepare other students for State Boards
- Communicate confidently
- Create high impact teaching skills and presentation techniques
- Facilitate classroom interaction
- Develop course outlines
- Coordinate with our teachers to create your own coursework
- Teach essential business skills for success

INSTRUCTIONAL MODE:

Our Teacher Training program will be delivered in the school with an instructor present.
Students are required to finish all assigned homework and tests given by your instructor. Students must receive a grade of 70% or higher on the evaluation exams.
The program does not require internships or externships.

CAREERS:

Upon finishing the teacher training program, an educator is not limited to classroom. Teacher education training can give you freedom to not only teach, but to have more options in the beauty industry. Our mission is to prepare students for entry level teaching skills.

SESSIONS: Begin weekly on Mondays.

PREREQUISITES:

Teacher training applicants must have a valid license or completed hours in their field of study.

Laws & Regulations, and class orientation	20
The Barbering and Cosmetology Act and the Board's Rules and Regulations	

Preparatory Instruction	80

1. Instructional techniques: method of instruction, lecture; demonstration; performance; communication skills; instructional aids and the use of questions to promote learning.
2. Organizational skills: performance objectives, learning domains, teamwork,
3. Lesson planning: subject, title, outlines, development, visual aids, classroom material.
4. Techniques of evaluation: purpose of tests, types of tests, assignments, reward systems.

Classroom and technical instructions and demonstrations	400

Assist license instructor in supervising and training students

Shall be conducted under the supervision of a licensed instructor