

Temporary Distance Education: Disclosure and Instructions

Course Title: COSMETOLOGY

COSMETICA COSMETOLOGY & BARBERING UNILATERAL APPRENTICESHIP COMMITTEE will be commencing the Temporary Distance Education.

The apprentice will receive an email with step by step instructions for access to their student account, in addition a separate email will be sent with instructions for their assigned Zoom class and how they can prepare ahead of time. The apprentice must visit cosmeticalatina.com and click on the button that reads “APPRENTICES Click Here for Covid-19 Emergency Distance Learning Plan” for an updated calendar, evaluations and how to obtain additional information such as:

The Health and Safety Training Course Textbook and the Student Exam Booklet, free of charge at: https://www.barbercosmo.ca.gov/schools/healthsafety_course.shtml For more information on the practical and written exams, go to: <https://www.barbercosmo.ca.gov> “Applicants”, at the bottom select, “Examination Information”

NIC Webcasts

Under “Practical Examinations”, Select “Candidate Information Bulletin Barber. To be accounted 5 hours per chapter, We ask that you have the most communication with us by email to get hours accredited, as state agencies request that everything be documented. When receiving any email from Cosmetica please reply “received” to know that everyone is receiving the information. In this email you can ask any questions regarding the study material.

Attendance:

The apprentice will be required to register their attendance by visiting cosmeticalatina.com and clicking on the button that reads “APPRENTICES Click Here for Covid-19 Emergency Distance Learning Plan”. This will direct the students to step 1, 2 & 3. Step #2 will require the student to register their attendance using our online system.

Verification of Studies:

To verify your studies, you will be given an exam that will be answered inside your student account (Step #3 in the student online guide) based on the chapter studied. Upon returning to school your instructor will give you a specific review of what you studied, and they will be giving an exam on the subjects studied during the distance learning period. Log-in Instructions: The apprentice will sign-in on Step #3 (Enter Online Class) of our online guide, they are required to complete Step #1 pay their administrative fee and Step #2 register attendance before proceeding to Step #3.

Materials:

The apprentice is required to have the following materials in order to complete assignments:

- Related and Supplemental Instruction (RSI)/240 Hour Online Course Calendar
- *Textbook: (Milady)*
- *Student Workbook: (Milady)*
- *Exam Review: (Milady)*
- *Health and Safety Training Course Textbook, and the Student Exam Booklet, both free of charge at https://www.barbercosmo.ca.gov/schools/healthsafety_course.shtml*
- *NIC: Examination Content and Important Administration Instructions*
- *State Board Kit*

Assignments:

The apprentice must review the 240 Hour Online Course Calendar to complete the materials indicated for that day.

Method of assignments include the following:

Theory:

- Read Milady *Textbook* with the chapter indicated on their calendar.
- Complete interactive exercises on their *Student Workbook* in order to reinforce learning and increase student comprehension.
- Complete a multiple choice question Exam Review inside the student account where the student will see their test score immediately after completing the exam.

Practical: Review the Core Domain Sections on the following:

Videos are provided inside the student account.

- *NIC: Examination Content and Important Administration Instructions*
- *Health and Safety Training Course Textbook*

Course Description:

This course prepares students for the California State Board of Barbering and Cosmetology Licensure Examination and a career in Cosmetology. The student will learn techniques based on demonstration and practical application, using safety and public health rules and regulations pertaining to cosmetology. Related and supplemental instruction will be given in the area of cosmetology, chemistry, anatomy and physiology related to cosmetology, hair care, coloring, light therapy; and cutting and styling, and salon/shop management. The course in Cosmetology is designed to be completed within two years or a 3,200 hours of On-The-Job Training(OJT), in conjunction with 240 hours of Related and Supplemental Instruction (RSI).

Goals:

Upon completion of the course, the students will:

- As a productive worker: Follow directions, use tools, gather and interpret as appropriate in servicing the barbering client;
- As an effective communicator: Interact with clients and staff communicating information and expressing ideas in an appropriate manner;
- As a life-long learner: Set goals, gather information, make decisions, establish a plan, learn new information and acquire new skills; and
- Be prepared to pass the state licensure examination and possess entry-level skills for employment as a cosmetologist.

Assessments:

The apprentice will be evaluated on the following:

- Completed Assignments
- Written Exams
- Written Evaluation after completion of each chapter.
- Mock Board Examination Covering written & practical exam procedures

Credit:

5 Hour Credit will be given per chapter assignment. Competency demonstrated on logging into the Cosmetica CBUAC server, completed assignments, written exams, and written evaluation with a grade of 75% or better.

Performance Objectives:

Upon completion of the course , the apprentice will demonstrate a working knowledge of and proficiency in performing the following areas:

- (Chap. 1): History & Career Opportunities
- (Chap. 2): Life Skills
- (Chap. 3): Your Professional Image
- (Chap. 4): Communicating For Success
- (Chap. 5): Infection Control: Principles & Practices
- (Chap. 6): General Anatomy & Physiology
- (Chap. 7): Skin Structure, Growth & Nutrition
- (Chap. 8): Skin Disorders & Diseases
- (Chap. 9): Nail Structure & Growth
- (Chap. 10): Nail Disorders & Diseases
- (Chap. 11): Properties Of The Hair & Scalp
- (Chap. 12): Basics Of Chemistry
- (Chap. 13): Basics of Electricity
- (Chap. 14): Principles Of Hair Design
- (Chap. 15): Scalp Care, Shampooing, & Conditioning
- (Chap. 16): Haircutting
- (Chap. 17): Hairstyling
- (Chap. 18): Braiding & Braid Extensions
- (Chap. 19): Wigs & Hair Additions
- (Chap. 20): Chemical Texture Services
- (Chap. 21): Hair Coloring
- (Chap. 22): Hair Removal
- (Chap. 23): Facials
- (Chap. 24): Facial Makeup
- (Chap. 25): Manicuring
- (Chap. 26): Pedicuring
- (Chap. 27): Nail Tips & Wraps
- (Chap. 28): Monomer Liquid & Polymer Powder Nail Enhancements
- (Chap. 29): Light Cured Gels
- (Chap. 30): Preparing For Licensure & Employment
- (Chap. 31): On The Job
- (Chap. 32): The Salon Business



Chapters of Instruction:

Chapter 1:

5 Hours

History & Career Opportunities

1. Describe appearance enhancement and how it relates to cosmetology.
2. Recognize how trends are influenced by the history of cosmetology.
3. List several career opportunities available to a licensed beauty practitioner.

Chapter 2:

5 Hours

Life Skills

1. List the principles that contribute to personal and professional success.
2. Create a mission statement.
3. Explain long-term and short-term goals.
4. Discuss the most effective ways to manage time.
5. Demonstrate good study habits.
6. Define ethics.
7. List the characteristics of a healthy, positive attitude.

Chapter 3:

5 Hours

Your Professional Image

1. Name four good personal hygiene habits.
2. Explain the concept of dressing for success.
3. Practice ergonomically correct movement, postures, and principles.

Chapter 4:

5 Hours

Communicating For Success

1. Take practical steps for effectively communicating in the workplace.
2. Conduct a successful client consultation.
3. Adequately manage tardy clients, schedule mix-ups, and unhappy clients.
4. Build open lines of communication with coworkers.

Chapter 5:

5 Hours

Infection Control: Principles & Practices

1. List the 16 categories of information required on Safety Data Sheets.
2. Understand state laws and rules and the differences between them.
3. List the types and classifications of bacteria.
4. Define blood-borne pathogens and explain how they are transmitted.
5. Explain the differences between cleaning, disinfecting, and sterilizing.
6. List the types of disinfectants and the steps to using them properly.
7. Define Standard Precautions.
8. List your responsibilities as a salon professional.

Chapter 6:

5 Hours

General Anatomy & Physiology

1. Define and explain the importance of anatomy and physiology to the cosmetology profession.
2. Describe cells, their structure, and their reproduction.
3. Define tissue and identify the four types of tissues found in the body.
4. Name the 11 main body systems and explain their basic functions.

Chapter 7:

5 Hours

Skin Structure, Growth & Nutrition

1. Describe the structure and composition of the skin.
2. List the six functions of the skin.

3. Name the classes of nutrients essential for good health.
4. Identify the food groups and dietary guidelines recommended by the U.S. Department of Agriculture (USDA).
5. List and describe the vitamins that can help the skin.

Chapter 8:**5 Hours****Skin Disorders & Diseases**

1. Identify and describe common skin lesions, differentiating between primary and secondary lesions.
2. List and describe common disorders of the sebaceous glands.
3. List and describe common changes in skin pigmentation.
4. Identify the forms of skin cancer including symptoms and mortality rates.
5. Identify and describe the major causes of acne and current treatments.
6. List the factors that contribute to the aging of the skin.
7. Explain the effects of exposure to the sun on the skin.
8. Describe contact dermatitis and prevention measures for cosmetologists.

Chapter 9:**5 Hours****Nail Structure & Growth**

1. Describe the characteristics of normal, healthy nails.
2. Describe the nine basic parts of the nail unit.
3. Discuss how nails grow.

Chapter 10:**5 Hours****Nail Disorders & Diseases**

1. List and describe the various disorders and irregularities of nails.
2. Recognize diseases of the nails that should not be treated in the salon.
3. Perform a hand, nail, and skin analysis on a client.

Chapter 11:**5 Hours****Properties Of The Hair & Scalp**

1. Identify and distinguish the different structures of the hair root.
2. Point out and differentiate the differences among the three main layers of the hair shaft.
3. Identify and explain the three types of side bonds in the cortex.
4. Name and compare the differences among the three cycles of hair growth.
5. Give examples of the common types of hair loss and explain what can cause hair loss.
6. Identify and explain at least three options for hair loss treatment.
7. Learn to identify the most common hair and scalp disorders seen in the salon and school, and then name which ones a physician should treat.
8. Compare and describe the different factors that should be considered during a hair and scalp analysis.

Chapter 12:**5 Hours****Basics Of Chemistry**

1. List the difference between organic and inorganic chemistry.
2. Categorize and give examples of different substances for each of the different states of matter: solid, liquid, and gas.
3. Summarize, in your own words, oxidation–reduction (redox) reactions.
4. Define the differences between pure substances and physical mixtures.
5. Evaluate the difference among solutions, suspensions, and emulsions.
6. Explain what pH is and how the pH scale works.

Chapter 13:**5 Hours****Basics of Electricity**

1. Identify the nature of electricity and the two types of electric current.
2. List electrical measurements.

3. Understand the principles of electrical equipment safety.
4. Examine the main electric modalities used in cosmetology.
5. Outline other types of electrical equipment that cosmetologists use and describe how to use them.
6. Explain the electromagnetic spectrum, visible spectrum of light, and invisible light.
7. Compare the types of light therapy and their benefits.

Chapter 14:

5 Hours

Principles Of Hair Design

1. Describe sources of hair design inspiration.
2. List the five elements of hair design and how they relate to hairstyling.
3. Explain the five principles of hair design and recognize their specific contribution to a hairstyle.
4. Understand the influence of hair type and texture on design.
5. Identify the seven different facial shapes and design a beneficial hairstyle for each.
6. Explain two design considerations for men.

Chapter 15:

5 Hours

Scalp Care, Shampooing, & Conditioning

1. Identify the two most basic requirements for scalp care.
2. Demonstrate a scalp massage during a shampoo service.
3. Examine the differences and similarities of treating scalp and hair that are dry, oily, and/or affected by dandruff.
4. Describe how hair brushing contributes a healthy scalp.
5. Evaluate the uses and benefits of the various types of shampoo.
6. Evaluate the uses and benefits of the various types of conditioners.
7. Demonstrate the appropriate draping for a basic shampooing and conditioning, and draping for a chemical service.
8. Identify the three-part procedure of a hair care service and explain why it is useful

Chapter 16:

5 Hours

Haircutting

1. Identify the reference points on the head and understand their role in haircutting.
2. Define lines, sections, elevations, and guidelines.
3. List the factors involved in a successful client consultation.
4. Explain the uses of the various tools of haircutting.
5. Name three things you can do to ensure good posture and body position while cutting hair.
6. Perform the four basic haircuts.
7. List the multiple ways to section and cut the bang (fringe) area.
8. Discuss and explain three different texturizing techniques performed with shears.
9. Explain a clipper cut.
10. Identify the uses of a trimmer.

Chapter 17:

5 Hours

Hairstyling

1. Execute finger waving, pin curling, roller setting, and hair wrapping.
2. Perform various blow dry styling techniques and learn the proper use of blow drying tools.
3. Demonstrate the proper use of thermal irons.
4. Demonstrate the proper use of a flat iron and show an understanding of heat settings.
5. Demonstrate various thermal iron manipulations and explain how they are used.
6. Perform the four basic curl patterns and explain the end result.
7. Describe the three types of hair pressing.
8. Understand the importance of preparation, sectioning, pinning, and balance with regard to updos.
9. Create the two foundational updos for styling long hair.

Chapter 18:**5 Hours****Braiding & Braid Extensions**

1. Know the general history of braiding.
2. Recognize braiding basics and the importance of a consultation.
3. Explain how to prepare the hair for braiding.
4. Describe the six types of braiding techniques: rope, fishtail, halo, invisible, single, and single braids with extensions.
5. Demonstrate the procedure for cornrowing.
6. Explain the techniques for textured sets and styles.
7. Demonstrate the procedures for starting locks and lock grooming.

Chapter 19:**5 Hours****Wigs & Hair Additions**

1. Understand why cosmetologist should study wigs and hair additions.
2. Explain the differences between human hair and synthetic hair.
3. Examine the two basic categories of wigs.
4. Distinguish several types of hairpieces and their uses.
5. Review several different methods of attaching hair extensions. How to explore the job market, research potential employers, and operate within the legal aspects of employment.

Chapter 20:**Hours****Chemical Texture Services**

1. Explain the four chemical reactions that take place during permanent waving.
2. Explain the difference between an alkaline wave and a true acid wave.
3. Explain the purpose of neutralization in permanent waving.
4. Demonstrate safe and effective perm techniques.
5. Describe how thio relaxers straighten the hair.
6. Describe how hydroxide relaxers straighten the hair.
7. Demonstrate safe and effective hydroxide relaxing techniques.
8. Describe curl re-forming and how it restructures the hair.

Chapter 21:**5 Hours****Hair Coloring**

1. List the reasons why people color their hair.
2. Explain how the hair's porosity affects hair color.
3. Understand the types of melanin found in hair.
4. Define and identify levels and their role in formulating hair color.
5. Identify primary, secondary, and tertiary colors.
6. Know what roles tone and intensity play in hair color.
7. List and describe the categories of hair color.
8. Explain the role of hydrogen peroxide in a hair color formula.
9. Explain the action of hair lighteners.
10. List the five key questions to ask when formulating a hair color.
11. Understand why a patch test is useful in haircoloring.
12. Define what a preliminary strand test is and why it is used.
13. List and describe the procedure for a virgin single process color service.
14. Understand the two processes involved in double process haircoloring.
15. Describe the various forms of hair lightener.
16. Understand the purpose and use of toners.
17. Name and describe the three most commonly used methods for highlighting.
18. Know how to properly cover gray hair.
19. Know the rules of color correction.
20. Know the safety precautions to follow during the hair color process.

Chapter 22:**5 Hours****Hair Removal**

1. Explain the significance of a client intake form used in hair removal services.
2. Name the conditions that contraindicate hair removal in the salon.
3. Identify and describe three methods of permanent hair removal.
4. List the eight methods used for temporary hair removal.

Chapter 23:**5 Hours****Facials**

1. Explain the pertinent information to gather during a client consultation and skin analysis before performing facial treatments.
2. Identify examples of contraindications that prohibit performing facial treatments.
3. Determine the difference between skin type and skin condition.
4. Name the different categories of skin care products used in facial treatments.
5. Explain the different categories of skin care products used in facial treatments, and provide examples of each.
6. Define why massage is used during a facial.
7. Name and briefly describe the five categories of massage manipulations.
8. Name and describe two types of electrical machines used in facial treatments.
9. Explain how the two types of electrical machines add value to a facial.
10. Know the difference between galvanic and high frequency treatments used in facial services.
11. Explain how light therapy is used to treat the skin.
12. Discuss how aromatherapy is used in the basic facial.

Chapter 24:**5 Hours****Facial Makeup**

1. Describe the various types of cosmetics and their uses for facial makeup.
2. Explain how to use color theory when choosing cosmetics for makeup application.
3. Identify different facial types and summarize basic makeup techniques to alter them.
4. Name and describe the two types of artificial eyelashes.
5. List tips for creating special-occasion makeup for eyes, cheeks, and lips.

Chapter 25:**5 Hours****Manicuring**

1. Define scope of practice.
2. Describe the potential consequences if a nail technician works outside the state's scope of practice.
3. Identify the four types of nail technology tools required to perform a manicure.
4. Explain the difference between multiuse (reusable) and single-use (disposable) implements.
5. Name and describe the three-part procedure used in the performance of the basic manicure.
6. Explain why a consultation is important before a service in the salon.
7. List and describe the five basic nail shapes for women.
8. Describe the most popular nail shape for men.
9. List the massage movements for performing a relaxing hand and arm massage.
10. Explain the differences between spa manicures and basic manicures.
11. Describe how aromatherapy is best used in manicuring services.
12. Explain the benefits of paraffin wax in manicuring.

Chapter 26:**5 Hours****Pedicuring**

1. Describe the equipment used when performing pedicures.
2. Identify materials only used when performing pedicures.
3. Describe the function of callus softener in a pedicure procedure.
4. Explain the differences between a basic pedicure and a spa pedicure.
5. Define reflexology and its use during a pedicure procedure.

6. Summarize the importance of cleaning and disinfecting a pedicure bath.

Chapter 27:

5 Hours

Nail Tips & Wraps

1. In addition to your basic manicure table set up, identify any supplies that are needed for nail tip application and explain their use.
2. Name and describe the three types of nail tips available, and describe the importance of correctly fitting nail tips.
3. Demonstrate the stop, rock, and hold method of applying nail tips.
4. Explain a few methods of applying nail tips.
5. List the types of fabrics used in nail wraps and explain the benefits of using each.
6. Describe the main difference between performing the two-week fabric wrap maintenance and the four-week fabric wrap maintenance.
7. Demonstrate how to remove fabric wraps and what to avoid.

Chapter 28:

5 Hours

Monomer Liquid & Polymer Powder Nail Enhancements

1. Explain monomer liquid and polymer powder nail enhancement chemistry and how it works.
2. Name the specific tools, equipment, and supplies required to perform monomer liquid and polymer powder nail enhancements.
3. List the steps to apply nonacid and acid-free nail primers.
4. Explain how to properly store monomer liquid and polymer powder products.
5. Describe the apex, stress area, and sidewall, and tell where each is located on the nail enhancement.
6. Describe how to perform a one-color maintenance service on nail enhancements using monomer liquid and polymer powder.
7. Demonstrate how to perform crack repair procedures.
8. Implement the proper procedure for removing monomer liquid and polymer powder nail enhancements.
9. Describe the general process for using odorless products.
10. List two ways to create nail art from monomer liquid and polymer powder.

Chapter 29:

5 Hours

Light Cured Gels

1. Describe the chemistry and main ingredients of light cured gels.
2. Explain when you would use a one-color or twocolor method for applying UV or LED gels.
3. List the different types of light cured gels used in current systems.
4. Identify the supplies needed for light cured gel application.
5. Determine when to use light cured gels on your client.
6. List the four guidelines that will assist you in choosing the proper light cured gel technology for your client.
7. Discuss the differences between light cured lamps and bulbs.
8. Identify the advantages of using light cured gel polish.
9. Describe how to maintain light cured gel nail enhancements.
10. Explain how to correctly remove hard light cured gels.
11. Identify the correct way to remove soft light cured gels.

Chapter 30:

5 Hours

Preparing For Licensure & Employment

1. Describe the process of taking and passing your state licensing examination.
2. Determine your career focus by using the Inventory of Personal Characteristics and Technical Skills.
3. List the different salon business categories.
4. Develop a cover letter, resume, and employment portfolio.
5. Know how to explore the job market, research potential employers, and operate within the legal aspects of employment.



Chapter 31:**5 Hours****On The Job**

1. Describe what is expected of a new employee and what this means in terms of your everyday behavior.
2. List the habits of a good salon team player.
3. Describe three different ways in which salon professionals are compensated.
4. Determine the best way to record your tips and make additional income.
5. Explain the principles of selling products and services in the salon.
6. List the most effective ways to build a client base.

Chapter 32:**5 Hours****The Salon Business**

1. Identify two options for going into business for yourself.
 2. List the basic factors to be considered when opening a salon.
 3. Compare the types of salon ownership.
 4. Recognize the information that should be included in a business plan.
 5. Explain the importance of record keeping.
 6. Examine the responsibilities of a booth renter.
 7. Distinguish the elements of successful salon operations.
 8. Validate why selling services and products is a vital aspect of a salon's success.
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