MILLENNIUM

ACADEMY OF HAIR

School Catalog

Rev. 1/5/15-1/4/16

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INTRODUCTION/OBJECTIVE

Message From The School President:

Welcome to Millennium Academy of Hair, LLC. Congratulations on making a decision that will change your life for the better. As you embark upon your training that will allow you to be a part of the exciting beauty industry, I am sure that you have some expectations and the school has expectations of you as a student. This handbook is intended to familiarize you with Millennium's expectations, as well as, requirements for participation & completion of either the Hairdressing/Cosmetology Program or the Barbering Program.

Millennium Academy of Hair is dedicated to preparing women and men for successful careers in the beauty industry and to developing within them a sense of responsibility and loyalty to their coworkers, employers or employees. We are dedicated to your lifelong learning process and your staying current in the rapidly changing environment of hairdressing, cosmetology and barbering

Some of the pages of information contained in this handbook must be completed by you and returned to the school office, while others are simply for your information only. Please be sure to return any required forms by the end of the 1st day of classes. The school administration is available to discuss any materials contained in this handbook, should you require any clarification or additional information.

In addition, the School Catalogue that you received prior to enrollment, may also clarify some questions you may have.

Millennium Academy of Hair, LLC is committed to providing professional career training in Hairdressing/Cosmetology or Barbering.

Welcome & Good Luck.

Cordially,

Josue Cifuentes

Josue Cifuentes
President

STATE OF CONNECTICUT

LAWS & REGULATIONS

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
Statutes and Regulations Page 1 of 5
CONNECTICUT GENERAL STATUTES
CHAPTER 387
HAIRDRESSERS AND COSMETICIANS
Section 20-250. Definitions. The following terms when used in this chapter shall have the following meanings unless the context otherwise indicates:
(1) "Board" means the board of examiners established under section 20-235a;
(2) "Commissioner" means the commissioner of public health;
(3) "Department" means the department of public health;
(4) "Hairdressing and cosmetology" means the art of dressing, arranging, curling, waving, weaving, cutting, singeing, bleaching and coloring the hair and treating the scalp of any person, and massaging, cleansing, stimulating, manipulating, exercising or beautifying with the use of the hands, appliances, cosmetic preparations, antiseptics, tonics, lotions, creams, powders, oils or clays and doing similar work on the face, neck and arms, and manicuring the fingernails of any person for compensation, provided nothing in this definition shall prohibit an unlicensed person from performing facials, eyebrow arching, shampooing or manicuring of the fingernails or, for cosmetic purposes only, trimming, filing and painting the healthy toenails, excluding cutting nail beds, corns and calluses or other medical treatment involving the foot or ankle, or braiding hair;
(5) "Registered hairdresser and cosmetician" means any person (A) who has successfully completed the eighth grade or (B) who has passed an equivalency examination, evidencing such education, prepared by the commissioner of education and conducted by the department of public health and who holds a license to practice as a registered hairdresser and cosmetician;
(6) "Student" means any person who is engaged in learning or acquiring a knowledge of hairdressing and cosmetology at a school approved in accordance with the provisions of this chapter who has successfully completed eighth grade or its equivalent. The provisions of this section shall not apply to schools conducted by the State Board of Education.
Section 20-252. Licenses. Examinations. No person shall engage in the occupation of registered hairdresser and cosmetician without having obtained a license from the department. Persons desiring such licenses shall apply in writing on forms furnished by the department. No license shall be issued, except a renewal certificate, to a registered hairdresser

and cosmetician unless the applicant has shown to the satisfaction of the department that the applicant has complied with the laws and the regulations of the department. No applicant shall be licensed as a registered hairdresser and cosmetician, except by renewal of a license, until he has made written application to the department, setting forth by affidavit that he has successfully completed the eighth grade or he has passed an equivalency examination, evidencing such education, prepared by the Commissioner of Education that the applicant has completed a program of not less than fifteen hundred hours of study in a school approved in accordance with the provisions of this chapter, in a school teaching hairdressing and cosmetology under the supervision of the State Board of Education, or, if trained outside of Connecticut, in a school teaching hairdressing and cosmetology whose requirements are equivalent to those of a Connecticut School and until the applicant has passed a written examination satisfactory to the department. Examinations required for licensure under this chapter shall be prescribed by the department with the advice and assistance of the board. The department shall establish a passing score for examinations with the advice and assistance of the board that shall be the same as the passing score established in
section 20-236, as amended by Public Act 04-221.

Section 20-252a. Credit for out-of state training. Any applicant for a license required under the provisions of section 20-252 who has trained or studied in another state or country having licensure requirements which are substantially similar to, or higher than, those of this state shall, upon filing with the commissioner of public health an affidavit from the agency of such state or country charged with such licensing of the total number of study and training hours and licensed experience completed therein, be credited with such total number of hours toward the requirements for licensing under said section 20-252. No credit shall be granted under this section to any applicant who is the subject of a pending disciplinary proceeding or unresolved complaint.

Section 20-253. License and examination fees. Display of license. Renewal. License or examination
fees shall be paid to the department at the time of application as follows: (1) For examination as a registered hairdresser and cosmetician, the sum of fifty dollars; and (2) for renewal of any hairdresser and cosmetician license, the sum of fifty dollars. Each person engaged in the occupation of registered hairdresser and cosmetician shall, at all times, conspicuously display such person's license within the place where such occupation is being conducted. All hairdresser and cosmetician licenses, except as otherwise provided in this chapter, shall be renewed once every two years and shall expire in accordance with the provisions of section 19a-88, as amended by this act. No person shall carry on the occupation of hairdressing and cosmetology after the expiration of such person's license until such person has made application to the department for the renewal of such license. Such application shall be in writing, addressed to the department and signed by the person applying for such renewal. The department may renew any hairdresser and cosmetician license if application for such renewal is received by the department within ninety days after the expiration of such license.

Section 20-254. License without examination. Any person who holds a license at the time of application as a registered hairdresser and cosmetician, or as a person entitled to perform similar services under different designations in any other state, in the District of Columbia, or in a commonwealth or territory of the United States, and who (1) has completed not less than fifteen hundred hours of formal education and training in hairdressing and cosmetology, and (2) was issued such license on the basis of successful completion of an examination shall be eligible for licensing in this state and entitled to a license without examination upon payment of a fee of fifty dollars. Applicants who trained in another state, district, commonwealth or territory which required less than fifteen hundred hours of formal experience in such other state, district, commonwealth or territory toward meeting the training requirement. If the examination was taken in a language other than English, the applicant shall demonstrate successful completion of an English proficiency examination as prescribed by the department. No license shall be issued under this section to any applicant against whom professional disciplinary action is pending or who is the subject of an unresolved complaint.
The department shall inform the board annually of the number of applications it receives for licensure without examination under this section.

Section 20-255a. Guest permit to operate at educational show. Any person who is licensed to perform hairdressing or cosmetology services under similar or different designations in any other state or territory or in the District of Columbia or any foreign country may be granted a temporary guest permit by the department of public health to operate at a hairdressing or cosmetology educational show or demonstration limited to hairdressers and cosmetologists licensed by the state of Connecticut. Such permit shall be for the duration of such educational show or demonstration and shall not exceed a period of one week. Each such person shall pay a permit fee of twenty-five dollars therefore and an admission fee to such show or demonstration may be charged.

Section 20-256. Renewal of licenses of persons in armed forces. Any person who held a license to practice hairdressing and cosmetology in this state in October, 1940, or who has obtained a license since that time, and who has not renewed his license to practice hairdressing and cosmetology because of service in the armed forces, shall notify the department of public health in writing of his intention to resume practice, shall set forth by affidavit such information as the department requires and shall be issued the same type of license he last held in this state and may resume practice. In such cases the renewal fee of five dollars shall be waived for the first license issued following discharge from the armed forces.

Section 20-257. License not to be loaned. Aiding unlicensed practitioner. Each operator or registered hairdresser and cosmetician licensed under the provisions of this chapter, who rents, loans or allows the use of his license to any person or who aids or abets the practice of hairdressing and cosmetology by an unlicensed person, shall be fined not more than one hundred dollars and shall forfeit his license.

Section 20-258. Inspection of shops. Requirement for operation of shop. All hairdressing shops shall be inspected regarding their sanitary condition by the department of public health whenever the department deems it necessary, and any authorized representative of the department shall have full power to enter and inspect any such shop during usual business hours. If any shop, upon such inspection, is found to be in an unsanitary condition, the commissioner or his designee shall make written order that such shop be placed in a sanitary condition. No person, other than a person operating a hairdressing shop on May 17, 1982, may operate any hairdressing shop unless such person has been licensed as a registered hairdresser and cosmetician for not less than two years.

Section 20-259. Management of establishments. Each such registered shop, store or place shall be under the management of a registered hairdresser and cosmetician.
Section 20-260. Practice by unlicensed person. No person who is not licensed under the provisions of this chapter shall engage in the cutting, styling or arranging of hair in any shop, store or place registered under the provisions of section 20-258.
Section 20-262. Schools for instruction. Approval. Change of location or ownership. (a) Schools for instruction in hairdressing and cosmetology may be established in this state. All applicants for a license as a registered hairdresser shall have graduated from a school of hairdressing approved by the board with the consent of the commissioner of public health. All hairdressing schools may be inspected regarding their sanitary conditions by the department of public health whenever the department deems it necessary and any authorized representative of the department shall have full power to enter and inspect the school during usual business hours. If any school, upon inspection, is found to be in an unsanitary condition, the commissioner or his designee shall make written order that such school be placed in a sanitary condition.
(b) Schools for instruction in hairdressing and cosmetology shall obtain approval pursuant to this section prior to commencing operation. In the event that an approved school undergoes a change of ownership or location, such approval shall become void and the school shall apply for a new approval pursuant to this section. Applications for such approval shall be on forms prescribed by the commissioner. In the event that a school fails to comply with the provisions of this subsection, no credit toward the fifteen hundred hours of study required pursuant to section 20-252 shall be granted to any student for instruction received prior to the effective date of school approval.
Section 20-263. Disciplinary action; grounds. The commissioner of public health or his representative designated by him may investigate any alleged violation of the provisions of this chapter and, if there appears to be reasonable cause therefore, on reasonable notice to any person accused of any such violation, may refer the matter to the board for hearing; may make complaint to the prosecuting authority having jurisdiction of any such complaint or may examine into all acts of alleged abuse, fraud, or incompetence. The board may suspend the license of any operator, registered hairdresser and cosmetician or any shop registration or school license, and may revoke the license or shop registration of any person convicted of violating any provision of this chapter or any regulation adopted there under or take any of the actions set forth in section 19a-17 for any of the following reasons: The employment of fraud or deception in obtaining a license; abuse or excessive use of drugs, including alcohol, narcotics or chemicals; engaging in fraud or material deception in the program of professional services or activities; physical or mental illness, emotional disorder or loss of motor skill, including but not limited to, deterioration through the aging process, or illegal, incompetent or negligent conduct in the program of professional activities. The commissioner of public health may order a license holder to submit to a reasonable physical or mental examination if his physical or mental capacity to practice safely is the subject of an investigation. Said commissioner may petition the superior court for the judicial district of Hartford to enforce such order or any action taken pursuant to section 19a-17. No license or shop registration shall be revoked or suspended under this section until the licensee or registrant has been given notice and opportunity for hearing as provided in the regulations adopted by the commissioner of public health.
Section 20-265. Penalty. Any person who violates any provision of sections 20-252 to 20-263, inclusive, for the violation of which no other penalty is provided, shall be fined not more than one hundred dollars and, upon a second conviction, shall be fined not more than one hundred dollars or imprisoned not more than sixty days or both.

REGULATIONS OF CONNECTICUT STATE AGENCIES CONCERNING
EVALUATION OF CANDIDATES WITH PREVIOUS LICENSURE
Section 19a-14-1 to 19a-14-5
19a-14-1 A person previously licensed in Connecticut whose license has become void pursuant to section 19a-88 of the Connecticut General Statutes, may apply for licensure under the terms of these regulations. In determining the qualifications of such a candidate, pursuant to section 19a-14 of the Connecticut General Statutes, the Department of Health Services shall refer the application to the appropriate Board or Commission for review, evaluation, and recommendations. If no Board or Commission exists for the profession in question, the Department of Health Services may make the review and evaluation.
19a-14-2 When reviewing and evaluating applications pursuant to section 19a-14-1 of these regulations, the Board, Commission or Department shall consider at least the following: (1) credentials presented for initial licensure; (2) length of practice as a licensed professional; (3) time elapsed since leaving active practice; (4) whether the candidate had been the subject of complaints, investigations or disciplinary actions as a licensed professional; and (5) any continuing education undertaken by the candidate. The Board, Commission or Department must determine whether or not these factors, taken together, meet current licensure requirements.
19a-14-3 After completion of the review prescribed in section 19a-14-2 of these regulations, the Board or Commission shall make recommendations to the Department regarding the acceptability for licensure of the candidate. At its discretion, the Department may, after considering all licensure requirements and the recommendations of the Board or Commission, grant licensure to the candidate.
19a-14-4 No license shall be issued if there is a complaint awaiting adjudication against the applicant in another state or with the Department of Health Services until such a time as it is resolved in favor of the candidate.
19a-14-5 An applicant whose license has been suspended or revoked pursuant to section 19a-17 of the Connecticut General Statutes cannot reapply for licensure under the terms of these regulations.

Statement of Purpose: To allow persons previously licensed in Connecticut to have their work experience as a licensed person be considered when applying for a new license in Connecticut in the same profession.

CONNECTICUT GENERAL STATUTES CHAPTER 386 RS

Sec. 20-234. Practice of barbering defined. The following-described practices, when done upon the head, face and neck for cosmetic purposes and done for the public, with or without compensation therefore, shall be construed as practicing the occupation of barber or master barber within the meaning of this chapter: Shaving or trimming the beard; cutting hair; styling or cutting hairpieces and wigs; giving facial and scalp massage or application of oils, creams, lotions or other preparations, either by hand or mechanical appliances; singeing, shampooing or dyeing the hair or applying hair tonic, and applying cosmetic preparations, antiseptics, powders, oils, clays or lotions to scalp, face or neck; provided nothing in this chapter shall permit any of the services or acts herein described to be used for the treatment or cure of any physical or mental disease or ailment.

Sec. 20-235a. Barbers, hairdressers and cosmeticians; examining board. There shall be within the Department of Public Health a Connecticut Examining Board for Barbers, Hairdressers and Cosmeticians. Said board shall consist of nine members appointed, subject to the provisions of section 4-9a, by the Governor as follows: Three master barbers, three persons who are registered hairdressers and cosmeticians, and three public members. The Governor shall appoint a chairperson from among such members. Members shall be residents of this state. No member shall be an elected official of a professional association of barbers, hairdressers or cosmeticians or have been such an official for one year immediately preceding his appointment. Said board shall meet at least once during each calendar quarter and at such other times as the chairperson deems necessary. Special meetings shall be held at the request of a majority of the board after notice in accordance with provisions of section 1-225. A majority of the members of the board shall constitute a quorum. Members shall not be compensated for their services. Any member who fails to attend three consecutive meetings or who fails to attend fifty percent of all meetings held during any calendar year shall be deemed to have resigned from office. Minutes of all meetings shall be recorded by the board. No member shall participate in the affairs of the board during the pendency of any disciplinary proceedings by the board against such member. Said board shall
(1) hear and decide matters concerning suspension or revocation of licensure, (2) adjudicate complaints filed against practitioners and (3) impose sanctions where appropriate**.**

Sec. 20-236. Master barber: Licensure; examination. Barber schools; approval. Change of location or ownership.
(a)(1) Any person desiring to obtain a license as a barber shall apply in writing on forms furnished by the Department of Public Health and shall pay to the department a fee of fifty dollars. The department shall not issue a license until the applicant has made written application to the department, setting forth by affidavit that the applicant has (A) successfully completed the eight grade or has passed an equivalency examination evidencing such education, prepared by the Commissioner of Education, (B) completed a program of not less than fifteen hundred hours of study in a school approved in accordance with the provisions of this chapter, or, if trained outside of Connecticut, in a barber school or college whose requirements are equivalent to those of a Connecticut barber school or college, and (C) passed a written examination satisfactorily to the department.
Examinations required for licensure under this chapter shall be prescribed by the department with the advice and assistance of the board. The department shall establish a passing score for examinations required under this chapter with the advice and assistance of the board.

(2)Any person who (A) holds a license at the time of application to practice the occupation of barbering in any other state, the District of Columbia or in a commonwealth or territory of the United States, (B) has completed not less than fifteen hundred hours of formal education and training in barbering, and (C) was issued such license on the basis of successful completion of an examination, shall be eligible for licensing in t his state and entitled to a license without examination upon payment of a fee of fifty dollars. Application who trained in another state, district, commonwealth or territory which required less than fifteen hundred hours of formal education and training, may substitute no more than five hundred hours of licensed work experience in such other state, district, commonwealth or territory toward meeting the training requirement. If the examination was taken in a language other than English, the applicant shall demonstrate successful completion of an English proficiency examination as prescribed by the department.

.(3) Any person who holds a license to practice the occupation of barbering in any other state, the District of Columbia, or in a commonwealth or territory of the United State, and has held such license for a period of not less than forty years, shall be eligible for licensure without examination. No license shall be issued under this section to any applicant against who professional disciplinary action is pending or who is the subject of an unresolved complaint.
.(b) Barber schools shall obtain approval pursuant to this section prior to commencing operation. In the event that an approved school undergoes a change of ownership or location, such approval shall become void and the school shall apply for a new approval pursuant to this section. Applications for such approval shall be on forms prescribed by the Commissioner of Public Health. In the event that the school fails to comply with the provisions of this subsection, no credit toward the fifteen hundred hours of study required pursuant to subsection (a) of this section shall be granted to any student for instruction received prior to the effective date of school approval.

Sec. 20-238. Disciplinary action; grounds. Requirement for operation of shop.
(a) No person shall practice the occupation of master barber in this state unless he has first obtained a license provided in section 20-236. Said department shall furnish to each person to whom a license is issued a card certifying that the holder thereof is entitled to practice the occupation of master barber in this state, and the holder of such card shall post the same in a conspicuous place in front of his working chair, where it may readily be seen by all persons whom he may serve. Said department shall keep a register in which shall be entered the names of all persons to whom such licenses are issued, and said register shall be at all times open to public inspection. The board may suspend or revoke any license or certificate granted by it or take any of the actions set forth in section 19a-17 if the holder of a license is incompetent, is habitually intoxicated or habitually addicted to the use of morphine, cocaine, or other habit-forming drugs, or is a violator of any provision of this chapter or of the regulations adopted pursuant thereto or is suffering from physical or mental illness or emotional disorder or loss of motor skill including, but not limited to, deterioration through the aging process. Before any license is suspended or revoked or action taken under section 19a-17, such holder shall be given notice and

afforded opportunity for hearing as provided in the regulations adopted by the Commissioner of Public Health. The Commissioner of Public Health may order a certificate or license holder to submit to a reasonable physical or mental examination if his physical or mental capacity to practice safely is the subject of an investigation. Said commissioner may petition the superior court for the judicial district of Hartford to

enforce such order or any action taken pursuant to section 19a-17.

.(b) No person, other than a person operating a barber shop on May 17, 1982, may operate any barber shop unless such person has been licensed as a registered barber for not less than two years.

Sec. 20-239. Expiration of license; renewal; fee. All licenses issued to master barbers by the Department of Public Health shall be renewed once every two years, and shall expire in accordance with the provisions of section 19a-88, as amended by this act. No person shall carry on the occupation of master barber after the expiration of his license until he has made application bearing the date of his insignia card to said department, accompanied by a fee of fifty dollars for the renewal of such license for two years. Such application shall be in writing, addressed to said department and signed by the person applying for such renewal.

Sec. 20-241. Inspection of barber shops and schools. All barber shops and schools shall be inspected regarding their sanitary condition by the Department of Public Health whenever the department deems it necessary, and any authorized representative of the department shall have full power to enter and inspect any such shop or school during usual business hours. If any shop or school, upon such inspection, is found to be in an unsanitary condition, the commissioner or his designee shall make written order that such shop or school be placed in a sanitary condition.

Sec. 20-242. Regulations. The Commissioner of Public Health, with advice and assistance from the board of examiners established under section 20-235a, may adopt regulations in accordance with chapter 54 to carryout the provisions of this chapter consistent with the preservation of the public health.

Sec. 20-243. Regulations concerning sterilizing of tools. Sanitation. The Commissioner of Public Health, with advice and assistance from the board established under section 20-235a, may adopt in accordance with chapter 54 such regulations as the commissioner deems necessary to procure adequate sterilizing of tools and implements used by barbers in the practice of their occupation in this state, and for any other purpose that the commissioner deems necessary to improve the sanitary condition of barber shops and their surroundings.

Sec. 20-244. Sanitary appliances and equipment. No barber shop and no barber shop in any school, college, private or public institution shall use or maintain any appliance or equipment that is unsanitary or unclean. No towel, other than a fresh, separate and clean towel, and no hot towel other than one made hot by the use of hot, fresh running water, shall be used upon any patron or customer of any barber shop, or any barber shop in any school, college, private or public institution. No powder puff, finger bowl, sponge, styptic pencil, hair duster, lump alum or cuspidor shall be allowed in any barber shop, or in any barber shop in any school, college or private or public institution.

Sec 20-247. Appeals. Any person aggrieved by a final decision of said board or the Department of Public Health may appeal there from, as provided in section 4-183, except such appeal shall be made returnable to the judicial district of New Britain.

Sec. 20-248. Exceptions. Nothing in this chapter shall prohibit any patient of the Veterans' Home and Hospital at Rocky Hill from practicing the occupation of master barber in said home, nor shall the provisions of this chapter be construed to prevent any person holding a registered hairdresser and cosmetician's license under the provisions of chapter 387 from cutting the hair of any person, nor to prevent any person licensed under the provisions of said chapter 387 from carrying on the occupation of hairdresser and cosmetician. Nothing in this chapter nor in chapter 387 shall be construed to prevent a licensed registered hairdresser and cosmetician from working in a barber shop nor a licensed master barber from working in a hairdressing and cosmetology shop.

Sec. 20-249. Penalty. Any licensed master barber who fails to comply with any regulation adopted under this chapter shall forfeit his right to be again licensed. Any person who practices the occupation of a master barber without having obtained a certificate of registration, or who willfully employs a master barber who does not have such a certificate, or falsely pretends to be qualified to practice such occupation, or practices the occupation of a master barber after the expiration of his license, or violates any other provision of this chapter, unless a penalty is otherwise specifically prescribed, shall be fined not more than one hundred dollars or imprisoned not more than thirty days or both.

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
AN APPLICATION WILL NOT BE REVIEWED BY PROFESSIONAL STAFF OF THE DEPARTMENT UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

• The fee for initial licensure covers the cost of eligibility determination and related administrative functions. At such time as an applicant is determined eligible for licensure, the process of licensure issuance will proceed immediately. The licensure renewal fee is separate and distinct from the application fee. Licenses are renewed biennially during the licensee's month of birth. Renewal will be required in the second birth month which immediately follows the issuance of licensure. The full renewal fee will be required regardless of the date of initial licensure.

• It is the responsibility of the applicant to arrange for submission of all required documentation for timely completion of the application. The Department does **NOT** notify applicants of incomplete documentation. It is recommended that applicants

who are interested in expediting licensure contact the Department periodically to monitor the status of their file with regard to the receipt of supporting documents.
• Educational credentials earned in a country other than the United States (or Canada in some instances) must be evaluated by a credential evaluation service approved by the Department. Documents in a language other than English **MUST** be translated by a certified translation service in accordance with instructions from this office. Applicants to whom these provisions apply should
request additional information from this office.
• No personal checks are accepted. Please remit the application fee, by **CERTIFIED CHECK** or **MONEY ORDER ONLY**, payable to "**TREASURER, STATE OF CONNECTICUT**", in United States dollars. All fees are non-refundable and nontransferable.
The fee which accompanies an application covers the cost of reviewing and processing that specific application, **IT CANNOT BE REFUNDED, EVEN IF THE APPLICANT IS FOUND INELIGIBLE FOR LICENSURE.**
• Any incomplete application which has remained inactive for one year will be destroyed in accordance with the agency's record retention plan. To reactivate the application process, a completely new application and fee will be required.
• Licensure requirements are subject to change as a result of new legislation, new Rules and Regulations, or from new policies and procedures adopted by the Department of Public Health working, where appropriate, in cooperation with various Boards of Examiners. Applicants must meet current licensure requirements.
• Licensing examination questions are **NOT** included in the Freedom of Information Act as documents available for review. Whenever possible, however, this division will provide whatever feedback possible with regard to examination performance.
• The Privacy Act of 1974 requires any federal, state or local government agency that requires individuals to disclose their social security numbers to inform those individuals whether the disclosure is mandatory or voluntary, by what statutory or other authority the number is requested and how it will be used. Pursuant to Connecticut General Statutes, Section 17b-137a(a)(1), disclosure of the social security number is mandatory. The social security number is used in the administration and collection of taxes and is also used for child support collection. Please note that the Department will **ONLY** disclose social security numbers to government entities. Your social security number will **NOT** be released to the general public.
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An Equal Opportunity Employer

HAIRDRESSER/BARBER
10/2004
ELIGIBILITY REQUIREMENTS FOR HAIRDRESSER/BABER LICENSURE EXAMINATION
1. GENERAL EDUCATION: Completion of at least an 8th grade education or its equivalent. Equivalency may be demonstrated by successful completion of the GED or one of the following Ability to Benefit Examinations:
• *Test of Adult Basic Education (TABE)* - Forms 5 and 6, Level A
• *Test of Adult Basic Education (TABE)* - Forms 7 and 8, Level A
• *Wonderlic Basic Skills Test (WBST)* - Verbal Forms VS-1 & VS-2, Quantitative Forms QS-1 & QS-2
2. PROFESSIONAL EDUCATION: Successful completion of a program of not less than 1,500 hours of study in a school approved by the Connecticut State Board for Barbers and Hairdressers or in a school teaching hairdressing, cosmetology or barbering under the supervision of the Connecticut State Board of Education.
3. EXAMINATION: Successful completion within the past two (2) years of the Experior Multistate Licensing Examination in English with a score of 70%. Applicants trained outside the United States must also successfully complete this examination.
Documentation Requirements:
1. Completed notarized application with photograph and fee of $50.00 in the form of a certified bank check or money order payable to, "Treasurer, State of Connecticut."
2. Applicants must indicate on their notarized application that they have completed the eighth grade or an equivalent level of education as outlined above.
3. Affidavit of Hours form submitted directly to this office from your hairdresser / cosmetology / barber school.
4. Successful completion of the Experior Multistate Licensing Examination in English. Scores must be submitted directly to this Department by Experior. You may contact Experior by calling (508) 624-0826. If you have not yet sat for the examination, please contact this office at (860) 509-7603 to obtain a Candidate Information Bulletin which provides information relative to registering for the examination. The candidate handbook may be obtained on the Internet at http://www.experioronline.com/ctcosmo.htm.
5. Verification of all licenses held, current or expired. The attached verification of licensure form must be forwarded to the appropriate authority in any U.S. state or territory in which the applicant is or has ever been licensed as a hairdresser / cosmetician / barber. Please have one form completed for each state in which you are, or ever have been licensed (photocopy as necessary). Most jurisdictions charge a fee for completion of the verification form. Be sure to contact the jurisdiction for fee information.
WAIVER OF EXAMINATION:
An applicant may qualify for waiver of examination provided such applicant:
1. Holds a license to practice as a barber or hairdresser in any other state, the District of Columbia, or in a commonwealth or territory of the United States;
2. Has completed not less than 1,500 hours of formal education and training in barbering or hairdressing (Please note that applicants who completed less than 1,500 hours of formal education may substitute no more than 500 hours of licensed work experience toward meeting the 1,500 hours); and

3. Was issued a license on the basis of successful completion of an examination.

IMPORTANT

Applicants licensed in another state who completed the examination in a language other than English must demonstrate English proficiency by successfully completing the Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service with a score of at least 550 on the paper-based test or 213 on the computer-based test. For information regarding the TOEFL examination, contact: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151; Telephone 609-771-7100; Fax 609-279-9146; website: http://www.toefl.org.

Documentation Requirements:

1. Completed notarized application with photograph and fee of $50.00 in the form of a certified bank check or money order payable to, "Treasurer, State of Connecticut."
2. Applicants must indicate on their notarized application that they have completed the eighth grade or its equivalent.
3. Verification of all licenses held, current or expired. The attached verification of licensure form of this must be forwarded to the appropriate authority in any U.S. State or territory in which the applicant is or has ever been licensed as a hairdresser/cosmetician / barber. The state or territory must indicate in what language the applicant completed the examination. Most jurisdictions charge a fee for completion of the verification form. Be sure to contact the jurisdiction for fee information.
4. If the examination was completed in a language other than English, verification of successful completion of the TOEFL examination. For information regarding the TOEFL examination, contact: TOEFL, P.O. Box 6151, Princeton, NJ 08541-6151; Telephone 609-771-7100; Fax 609-279-9146; website: http://www.toefl.org.
5. Affidavit of Hours form submitted directly to this office from your hairdresser / cosmetology / barber school.
6. Verification of licensed work experience directly from the shop or salon verifying dates of employment, duties, and total number of hours worked.

APPLICANTS LICENSED TO PRACTICE BARBERING FOR NOT LESS THAN FORTY (40) YEARS:

The Department may issue a barber license without an examination to any person who holds a license to practice the occupation of barbering in any other state or territory for a period of not less than forty (40) years. Any person wishing to apply via this route must ensure that, in addition to the documents listed below, this office receives verification of 40 years of licensure directly from the state of current licensure.

1. Completed, notarized application with photograph and fee of $50.00 in the form of a certified bank check or money order payable to, "Treasurer, State of Connecticut."
2. Verification of at least 40 years of licensure to practice barbering directly from the state of current licensure. The attached verification of licensure form must be forwarded to the appropriate authority in any U.S. State or territory in which the applicant is or has ever been licensed as a barber. Please have one form completed for each state in which the applicant is, or has ever been, licensed (photocopy as necessary). Most jurisdictions charge a fee for completion of the verification form. Be sure to contact the jurisdiction for fee information

REINSTATEMENT OF LAPSED LICENSES:

Each application for reinstatement is reviewed individually by the Department of Public Health. It is appropriate for applicants to submit any available evidence as to their continued competency to practice barbering or hairdressing/cosmetology. Such evidence could include affidavits of work experience, certificates of continuing education, or the like, and will be considered in evaluating whether a refresher program and/or reexamination is required.

All applicants for reinstatement of a previously held Connecticut hairdresser or barber license must submit:

1. Completed, notarized application with photograph and fee of $50.00 in the form of a certified bank check or money order payable to, "Treasurer, State of Connecticut."
2. Statement of Professional Activities. A brief description of your professional activities, including information regarding your work history, any continuing education undertaken, and, if applicable, length of time since leaving active practice. Please be sure to mention any hairdressing-related activities.
3. Verification of all licenses held, current or expired. The attached verification of licensure form must be forwarded to the appropriate authority in any U.S. State or territory in which the applicant is or has ever been licensed as a hairdresser / cosmetician / barber. Please have one form completed for each state in which the applicant is, or has ever been, licensed (photocopy as necessary). Most jurisdictions charge a fee for completion of the verification form. Be sure to contact the jurisdiction for fee information.

Applicants who have not held a valid license within Connecticut or any other state, within the two (2) to eight (8) year period immediately preceding the reinstatement application must submit, in addition to the requirements stated above:

4. Successful completion of either the NAI written licensing examination **or** a refresher curriculum of one-hundred thirty five (135) hours of instruction in an approved school (as stated below).

Curriculum for reinstatement candidates with licenses lapsed more than two (2) but less than eight (8) years:

CONTENT AREA HOURS	MINIMUM THEORY HOURS	MINIMUM OF CLINICAL
1. Sanitation & Hygiene	10	10
2. Chemical Procedures	15	40
3. Hair Care & Treatment	10	10
4. Hair Shaping & Styling	10	25
5. CT State Laws	5	0
Total Hours:	50	85

Applicants who have not held a valid license within Connecticut or any other state, within the eight (8) year period immediately preceding the reinstatement application must submit, in addition to requirements 1 through 3 as stated above:

4. Successful completion of a refresher curriculum of two-hundred forty-five (245) hours of instruction in an approved school (as stated below) and successful completion of the NAI written licensing examination. Curriculum for reinstatement candidates with licenses lapsed more than eight (8) years:

CONTENT AREA HOURS	MINIMUM THEORY HOURS	MINIMUM OF CLINICAL
1. Sanitation & Hygiene	10	10
2. Chemical Procedures	30	80
3. Hair Care & Treatment	20	20
4. Hair Shaping & Styling	20	50
5. CT State Laws	5	0
Total Hours:	85	160

All supporting documentation must be submitted directly from the prime source to:
Hairdresser/Barber Licensure
Department of Public Health
410 Capitol Avenue, MS# 12APP
P.O. Box 340308
Hartford, CT 06134-0308
NOTE: EXCEPT FOR THE APPLICATION AND FEE, DOCUMENTS RECEIVED DIRECTLY FROM THE APPLICANT WILL NOT BE ACCEPTED.
Should you have questions or wish to monitor the status of your application, call (860) 509-7603.

Procedure to Open a Salon

1. **Acquire a location**
2. **Contact Municipal Department/ Director of Health of city or town**
3. **Contact Zoning Department**
4. **Contact Fire Marshal**
5. **Contact Building Inspector**
6. **Contact Wholesale Dealer**

Equipment and Facilities

Every barber shop / salon shall comply with the following minimum requirements:

1) **Water supply**- adequate hot and cold running water provided for service of customers, cleanliness of employees and facility. Hot H2O not to exceed 110*F

2) **Waste disposal-** Waste water from plumbing fixtures shall be discharged into municipal sewers or approved septic system.

3) Plumbing Fixtures

a) Shall be impervious material and easily cleanable
b) Installation and fixtures shall conform to building and plumbing codes
c) Shampoo bowls shall be used for barbering , hairdressing work only and there shall be a minimum of one shampoo bowl for every three barbers/hairdressers
d) A Utility sink shall be provided for proper cleaning of surfaces and equipment
e) At least one hand wash facility shall be located in each private treatment room and work area in order to provide proper hand washing prior to each customer.
f) A mop sink shall be provided for cleaning of facility. Premise in operation prior to passage of this ordinance are exempt from this requirement.

4) Floors

a) Shall be non-porous and easily cleaned.
b) Where chemical services and shampooing are done, floors shall have a hard washable surface.
c) Floors shall be kept clean and in good repair.
d) Carpeting, or similar flooring is acceptable for patron wait areas only.

5) Lighting

Fixtures shall be of sufficient number and properly placed to provide adequate illumination

6) Ventilation

Shops/Salons shall be properly and adequately ventilated to remove excess heat and odors, and ventilation shall comply with all state and local building codes

7) Cabinets

Shall be provided for storage of clean linen, towels, blankets and gowns. Shall have tight fitting doors, kept closed to protect from dust and dirt.

8)Receptacle for used towels and gowns

Covered receptacle , which is readily emptied and cleansed, shall be provided and maintained in a sanitary manner. Chemically soiled towels and linens shall be stored in fire retardant containers

9) Refuse

Covered containers for hair droppings, paper and other waste material shall be provided and maintained in a sanitary manner.

10) Toilet Facilities

a)Adequate toilet facilities and hand wash sinks for employees and customers, kept in clean working order

b)Facilities and sinks shall be provided with hot and cold running water through a mixing valve or combination faucet, a sanitary soap dispenser, and single use towels

c) The use of common soap for more than one person is prohibited

d) Covered refuse receptacle shall be provided in ladies room

11) Work Stations

a) Chairs in work stations shall be at least 54" apart, center to center.

b) 2 foot wide work space shall be maintained behind each chair for operator

c) 3 foot wide aisles that are separate and discreet from work areas shall be maintained throughout shop.

d) No hair dryers shall be placed in any waiting room or encroach on 3 foot wide aisle space.

12) Barbershop/Salon in Residence

a) Shall be confined to a separate room, separated with ceiling high partitions and provided with a door to be closed at all times.

b) Shall be equipped with the facilities and instruments required in all such establishments

Maintenance and Operation

Minimum requirements:

1) Cleanliness

a) License holder of every shop or salon shall keep it clean and sanitary at all times

b) No hair droppings allowed to accumulate on floors, and shall be removed frequently, as soon as possible, as not to cause objectionable conditions.

2) **Walls, Ceilings and Fixtures**

a) Kept in good repair to prevent harboring or breeding of insects. All windows shall be screened to prevent entry of flying insects.

b) Cabinets, shelves, furniture, shampoo bowls and fixtures shall be kept clean and free of dust, dirt and hair droppings. Arms, seats and rests of chairs shall be wiped of hair droppings after serving each customer.

3) Sanitary Services

a) No person affected with any infectious disease shall be attended

b) A towel shall not be used for more than one person without being properly laundered before each use.

c) A properly laundered towel or paper shall cover the headrest of the chair for each customer before the customer is permitted to recline in such chair

d) Foot baths and spas shall be emptied and cleaned and sanitized after each use and between serving customers, including the removal of filter screens for cleaning.

e) Scraping calluses from feet with **credo knives and similar blades** is **prohibited**

f) Steel nail files are prohibited. Single use emery boards shall be used and disposed of after each customer.

g) Cutting cuticles using cuticle scissors or similar tool is prohibited

h) All manicure workstations shall be thoroughly cleaned after each customer.

i) Clean towels shall be delivered in closed containers and kept in clean closed cabinet or closet. A commercial linen service shall be used if not done on premises.

j) A sanitizing agent shall be used when washing towels and linens on premises.

4) Sanitation of Equipment and Implements

a) Hairbrushes, combs and all other implements used on customers shall be kept clean and sanitary at all times, and shall undergo thorough cleansing and sanitizing after each customer.

b) Cleaned /sanitized implements shall be stored in sanitary-covered containers which contain a disinfectant or in a clean drawer

c) After handling a customer affected with an eruption or whose skin is broken out or is inflamed or contains pus, the instruments shall be effectively cleaned, washed with soap or detergent and water, then rinsed with water having a temperature of at least 170*F or allowed to remain for five minutes in alcohol (70-80%) or other approved disinfectant or sanitizing process

Recommended Sanitizers:

No method is considered effective without prior thorough cleaning with detergent (soap, tri-sodium phosphate, etc)

1. Quaternary ammonium compounds (1:1000 dilution for 30 seconds)- odorless, non-toxic, highly stable, non-corrosive

2. **Disinfect tools in EPA –registered disinfectants (barbicide)**
3. **Boiling water – 5 minutes. / or Boiling Oil**
   Add 1% solution of Sodium Bicarbonate (baking soda) to prevent rusting.
4. **Immersion in 70% ethyl / 99% isopropyl alcohol–3 minutes.**
5. **Immersion in Lysol (Cresol solution or phenol compound 5% for 3 min. / 2% for 10 minutes.- For use on colored gowns or towels**
6. **Commercial formalin – 10% solution for 1 min.- Irritating, deteriorates on standing**
   No formaldehyde tablets in salons in Connecticut.
7. **Lubricant sanitizer (combination) Recommended for electric**
   Clippers

a) Chemicals suitable for low temperature washing (less than or equal to 158*F) of towels and linens shall be used. Lysol or household bleach (sodium hypochlorite shall be used according to manufacturers' specs.

b) Color safe bleach may NOT be used.

c) Non-chemical methods of sanitizing must be approved in writing by Director of Health. Equipment specs shall accompany requests for approval.

<u>Electric Clipper Sanitizing Techniques:</u>

<u>Detachable Head Type (Sanitary Design)</u>: *Detach blades and clean thoroughly. Immerse in effective sanitizer for required time.*

<u>Non-Detachable Head-Type:</u>
Place covered shallow glass jar at work shelf. After use, brush out excess hair and grease. Wipe cutting blades clean. Immerse in combination lubricant sanitizer, run clipper while immersed for ten seconds. Remove clipper and allow blades to drain for ten minutes on clean towel or tissue (preferable in a cabinet reserved for tools already sanitized. Wipe blades clean with fresh disposable tissue.

d) Shaker-top containers shall be provided for dispensing lotions and powders
e) Single service towels, papers and other material shall be disposed of in the proper receptacle immediately after use and shall not be used again
f) All disposable materials that come into contact with blood and/or body fluids shall be disposed of in sealable plastic bags prior to placing in the waste receptacle
g) All articles that come into direct contact with the customers skin, nails or hair that cannot be effectively cleaned and sanitized shall be disposed of in a covered waste receptacle immediately after use.

5) Shaving brushes, Mugs, Fingerbowls, and Credo Blades
The use of Shaving brushes, Mugs, and credo blades is prohibited. Fingerbowls for manicure and/or pedicure purposes is allowed, but shall be properly cleaned and sanitized after each customer. Disposable, single use finger bowls may be used also.

6) Alum and other Astringents
Used to stop the flow of blood shall be applied in powdered or liquid form only.

7) Neck Dusters, Powder Puffs, Makeup Brushes and Sponges
Use is prohibited unless they are single-use disposable implements.

8) **Animals, Pets or Live Birds**
<u>No animals, pets or live birds</u> shall be kept in any barbershop or salon. This prohibition does not apply to trained guide dogs for disabled persons

<u>HYGEINE OF OPERATORS</u>

1) Cleanliness of Operators
Hands of operator shall be thoroughly washed with soap and warm water before serving each customer and immediately after using toilet or eating

2) Health of Operators
No person known to be affected with any communicable disease in an infectious stage shall engage in barbering or hairdressing/cosmetology, and no person so affected shall be employed as a barber, hairdresser/cosmetologist.

3) Operators shall not eat or drink while providing services to a customer.

<u>SMOKING PROHIBITED</u>
No operator shall smoke while providing services to a customer. All salons are to be smoke free by law.

PROPER ATTIRE

Operators shall wear, while attending any customer in a barbershop or salon, clean, washable garments having at least one-quarter length sleeves

DISPLAY OF REGISTRATION CERTIFICATE

All persons engaged in the actions normally associated with barbering, hairdresser/cosmetologist shall be properly licensed by the CT Dept of Health (except students under the supervision of a licensed individual) and the license shall be displayed in a conspicuous place adjacent to or near each work station so that the public may see it

Schools are not licensed by the state, but are approved.

Dean or Owner of School signs an affidavit.

Violation may also subject said person , firm or corporation to the provisions of Section 19a-206 of the CT General Statues.

Department of Human Rights and Opportunities are in charge of discrimination.

Penalty of discrimination is a $1000.00 fine or 1-year in prison or both.

Employees should be paid at least minimum wage.

Complaints about wages, contact the Connecticut State Labor Department.

Employers must pay over-time after 40 hours of work per week.

Sunset Laws: (1980) A review of State Laws to determine if any changes where needed. Many changes occurred, many licenses were done away with and all hold one license: *Registered Hairdressers & Cosmetologists*

Those eliminated were:

- Operators License
- Managers License
- Assistant Manager License
- Instructor License

Hairdressers may work in Barbershops & Master Barbers may work in Salons.

No **ear piercing** by operators, only a registered nurse :

Repealed May 1994 : now can be performed by other persons.

Estheticians: Currently there is no CT. State Licensing requirement

Nail technicians ***:***

1980 : Sunset Laws dropped Nail Tech License.

2000 : Implementation of New Law: 150 hours at an approved school, written exam to obtain a required license / or at least 1 year documented experience in a salon prior to Oct.1, 2000

June 2001: New Law Repealed due to lack of funding.

Pedicures:

(1984) Only Licensed Hairdressers/Cosmetologists may perform cosmetic pedicures.

(2004) Includes Unlicensed persons may perform cosmetic pedicures only.

CT Dept. of Health (DPH) www.dph.state.ct.us/ Phone: 860-509-7603

GUIDELINES FORPREVENTION OF HIV / AIDS AND HEPATITIS B INFECTION

GUIDELINES FOR BARBERS AND COSMETOLOGISTS

A virus, Human Immunodeficiency Virus (HIV), causes acquired Immunodeficiency Syndrome (AIDS). A virus also causes Hepatitis B. These two viruses are passed from person to person in similar ways. Infection can be passed through sexual intercourse with an infected person, by blood-to-blood contact with infected blood, by an infected woman to the baby in her womb, or in rare cases, by blood contact with mucous membranes, such as the moist surface of the eye or mouth.

There is no evidence of HIV or Hepatitis B transmission though casual contact such as shaking hands, sitting in the same chair, etc. The risk of passing the virus to persons in close contact to AIDS patients (such as direct care health workers) is extremely low.

Because HIV and Hepatitis B can be passed form person to person by blood-to-blood contact, it is important that barbers and cosmetologists exercise appropriate precautions with instruments that can be contaminated with blood. It is unlikely that HIV or HBV will be transmitted in your place of work, but these are serious infections and the following precautions can eliminate any risk.

THESE PRECAUTIONS ARE:

1. Wash hands with soap and water between customers.
2. Cover all open wounds or any broken skin. A band-aid is acceptable for small breaks in the skin.
3. Have at least two sets of tools so that equipment can be cleaned and disinfected correctly after every use.
4. Discard paper emery boards after each client.
5. Us disposable razors whenever possible and dispose of after each client. If disposable razors are not used, disinfect after each use.
6. Wash and disinfect reusable equipment (such as brushes, combs, nippers, scissors, razors, clippers, lifts, comedone extractors, and metal files) between clients
7. Immediately disinfect any tool that causes skin abrasions or a cut to the skin. If bleeding occurs, use facial tissues or a cotton pledget to absorb the blood. Wash hands immediately if they come into contact with blood. Sharp tools contaminated with blood (such as razors) that are being discarded should be sealed in a rigid container that cannot be punctured.
8. Keep bleach solution or alcohol on hand (such as on a manicurist table or cosmetician tray) for disinfection of tools that may come into contact with blood. Make a new batch every one or two days. If liquid becomes contaminated with blood, change it immediately.
9. Rinse equipment under running water before placing it in disinfectant.
10. Follow carefully all manufacturers' instructions for the use of disinfectant.
11. Should a cut with a blood contaminated tool or a mucous membrane exposure to blood occur, wash thoroughly with soap and water. Water alone should be used for mucous membrane exposure. Then contact your physician or local health department for advice.
12. Barbers and hairdressers should wear rubber gloves if there are visible open lesions on clients.

SEVERAL WAYS TO DISINFECT TOOLS:

1. Soak tools in household bleach (5.25% sodium hypochlorite) ¼ cup bleach in 1 gallon of tap water for 10 minutes. (Caution – bleach solution corrodes metal) or,
2. Soak tools for 20 to 30 minutes in a US EPA (US Environmental Protection Agency) registered hospital disinfectant, or,
3. Soak tools for 20 to 30 minutes in 70% isopropyl alcohol.

Questions can be addressed to the Connecticut State Department of Health Services at (203) 566-1802

This fact sheet was adopted from the Guidelines for the Control of HIV Infection, State of Maryland, 1989.

Your local health department, local Red Cross Chapter, local AIDS Project and the State Health Dept. AIDS Section can be called for further information. Telephone numbers are available though your local telephone directory.

The Millennium Academy of Hair library also has additional literature available to students on the subjects of HIV/AIDS/Hepatitis.

BLOODBORNE FACTS

Holding the Line on Contamination

U.S. Department of Labor

Occupational Safety and Health Administration

Keeping work areas in a clean and sanitary condition reduces employees' risk of exposure to blood borne pathogens. Each year about 8,700 health care workers are infected with hepatitis B virus, and 200 die from contracting hepatitis B through their work. The chance of contracting human immunodeficiency virus (HIV), the bloodborne pathogen which causes AIDS, from occupational exposure is small, yet a good housekeeping program can minimize this risk as well.

DECONTAMINATION

Every employer whose employees are exposed to blood or other potentially infectious materials must develop a written schedule for cleaning each area where exposures occur. The methods of decontaminating different surfaces must be specified, determined by the type of surface to be cleaned, the soil present and the tasks or procedures that occur in that area.

For example, different cleaning and decontamination measures would be used for a surgical operation and a patient room. Similarly, hard surfaced flooring and carpeting require separate cleaning methods. More extensive efforts will be necessary for gross contamination than for minor spattering. Likewise, such varied tasks as laboratory analyses and normal patient care would require different techniques for clean-up.

Employees must decontaminate working surfaces and equipment with an appropriate disinfectant after completing procedures involving exposure to blood. Many laboratory procedures are performed on a continual basis throughout a shift. Except as discussed below, it is not necessary to clean and decontaminate between procedures. However, if the employee leaves the area for a period of time, for a break or lunch, then contaminated work surfaces must be cleaned.

Employees also must clean (1) when surfaces become obviously contaminated; (2) after any spill of blood or other potentially infectious materials; and (3) at the end of the work shift if contamination might have occurred. Thus, employees need not decontaminate the work area after each patient care procedure, but only after those that actually result in contamination.

If surfaces or equipment are draped with protective coverings such as plastic wrap or aluminum foil, these coverings should be removed or replaced if they become obviously contaminated. Reusable receptacles such as bins, pails and cans that are likely to become contaminated must be inspected and decontaminated on a regular basis. If contamination is visible, workers must clean and decontaminate the item immediately, or as soon as feasible.

Should glassware that may be potentially contaminated break, workers need to use mechanical means such as a brush and dustpan or tongs or forceps to pick up the broken glass--never by hand, even when wearing gloves.

Before any equipment is serviced or shipped for repairing or cleaning, it must be decontaminated to the extent possible. The equipment must be labeled, indicating which portions are still contaminated. This enables employees and those who service the equipment to take Appropriate precautions to prevent exposure.

REGULATED WASTE

In addition to effective decontamination of work areas, proper handling of regulated waste is essential to prevent unnecessary exposure to blood am other potentially infectious materials. Regulated waste must be handled with great care i.e., liquid or semi liquid blood and other potentially infectious materials, items caked with these materials, items that would release blood or other potentially infected materials if compressed, pathological or microbiological wastes containing them and contaminate sharps.

Containers used to store regulated waste must be closable and suitable to contain the contents and prevent leakage of fluids. Containers designed for sharps also must be puncture resistant. They must be labeled or coded to ensure that employees are aware of the potential hazards. Such containers must be closed before removal to prevent the contents from spilling. If the outside of a container becomes contaminated, it must be placed within a second suitable container.

Regulated waste must be disposed of in accordance with applicable state and local laws.

LAUNDRY

Laundry workers must wear gloves and handle contaminated laundry as little as possible, with a minimum of agitation. Contaminated laundry should be bagged or placed in containers at the location where it is used, but not sorted or rinsed there.

Laundry must be transported within the establishment or to outside laundries in labeled or red color-coded bags. If the facility uses Universe Precautions for handling all soiled laundry, then alternate labeling or color coding that can be recognized by the employees may be used. If laundry is wet and it might soak through laundry bags, then workers must use bags that prevent leakage to transport it.

RESEARCH FACILITIES

More stringent decontamination requirements apply to research laboratories and production facilities that work with concentrated strains of HIV and HBV.

This is one of a series of fact sheets that discusses various requirements of the Occupational Safety and Health Administration's standard covering exposure to blood borne pathogens. Single copies off act sheets are available from OSHA Publications, Room N-3101, 200 Constitution Avenue, N.W., Washington, DC 20210

BLOODBORNE FACTS, continued

Protect Yourself When Handling Sharps

U.S. Department of Labor

Occupational Safety and Health Administration

A needle stick or a cut from a contaminated scalpel can lead to infection from hepatitis B virus (HBV) or human immunodeficiency virus (HIV) which causes AIDS. Although few cases of AIDS have been documented from occupational exposure, approximately 8,700 health care workers each year contract hepatitis B. About 200 will die as a result. The new OSHA standard covering blood borne pathogens specifies measures to reduce these risks of infection.

PROMPT DISPOSAL

The best way to prevent cuts and sticks is to minimize contact with sharps. That means disposing of them immediately after use. Puncture-resistant containers must be available nearby to hold contaminated sharps-either for disposal or, for reusable sharps, later decontamination for re-use. When reprocessing contaminated reusable sharps, employees must not reach by hand into the holding container. Contaminated sharps must never be sheared or broken.

Recapping, bending, or removing needles is permissible only if there is no feasible alternative or if required for a specific medical procedure such as blood gas analysis. If recapping, bending, or removal is necessary, workers must use either a mechanical device or a one-handed technique. If recapping is essential--for example, between multiple injections for the same patient-employees must avoid using both hands to recap. Employees might recap with a one-handed "scoop" technique, using the needle itself to pick up the cap, pushing cap and sharp together against a hard surface to ensure a tight fit. Or they might hold the cap with tongs or forceps to place it on the needle.

SHARPS CONTAINERS

Containers for used sharps must be puncture resistant. The sides and the bottom must be leak proof. They must be labeled or color coded red to ensure that everyone knows the contents are hazardous. Containers for disposable sharps must have a lid, and they must be maintained upright to keep liquids and the sharps inside

Employees must never reach by hand into containers of contaminated sharps. Containers for reusable sharps could be equipped with wire basket line for easy removal during reprocessing, or employees could use tongs or forceps to withdraw the contents. Reusable sharps disposal containers may not be opened, emptied, or cleaned manually.

Containers need to be located as near to as feasible the area of use. In some cases, they may be placed on carts to prevent access to mentally disturbed pediatric patients. Containers also should be available wherever sharps may be found, such as in laundries. The containers must be replaced routinely and not be overfilled, which can increase the risk of needle sticks or cuts.

HANDLING CONTAINERS

When employees are ready to discard container they should first close the lids. If there is a chance of leakage from the primary container, the employees should use a secondary container that is closable, labeled, or color coded and leak resistant.

Careful handling of sharps can prevent injury all reduce the risk of infection. By following these work practices, employees can decrease their chances of contracting blood borne illness.

A one of a series of fact sheets that discusses various requirements of the Occupational Safety and Health Administration's standard covering exposure to *blood borne pathogens. Single copies of fact sheets are available from OSHA Publications, Room N-3101, 200 Constitution Avenue, N.W., Washington DC 20210 and from OSHA regional offices.*

SANITATION PROCEDURE

PRDIRS

1. **P**rewash- First remove all hair from brushes & combs into a covered container and dispose of any left over color.
2. Wash implements thoroughly in soap & hot water.
3. **R**inse with water to remove all traces of soap.
4. **D**ry with clean towel.
5. **I**mmerse implements in wet sanitizer containing EPA approved disinfectant (Barbicide *) for recommended time.
6. **R**emove implements from wet sanitizer, rinse with water & dry with clean towel.
7. **S**tore sanitized tools in a cabinet sanitizer (clean, sanitary kit / drawer, or a UV Sanitizer) until ready to be used.

* *IMMERSION TIMES:*
Sodium Hypochlorite – *10 min.*
Quats (1:100 solution) – *10-20 min.*
Alcohol (70% Ethyl/ 99% Isopropyl) – *10 min.*
Phenol /Cresol – *10 min.*
Formalin (10-25%) – *10-20 min.*

Active fumigant = *Formaldehyde tab or/*
1 tbls. 40% Formalin & 1 tbls. Borax

Electrodes, scissors & similar implements – rub with cotton saturated with alcohol. Then place in dry cabinet sanitizer.

Floors, sinks, toilets – use a commercial strength disinfectant (ex. Lysol, Pine sol, etc.)
Deodorizers are also useful to offset offensive odors & impart refreshing fragrance.

ALWAYS FOLLOW MANUFACTURERS DIRECTIONS!

COSMETOLOGY KIT - 1	√ Rec'd	Initial		& BARBERING KIT	√ Rec'd	Initial
LEVEL 1A KIT :				**School Tee – optional** **Sm**		
1 - Large Tote				Med		
1- Tripod				Lg		
1- Female Mannikins				XL		
1- Female Mannikin- Textured hair				XXL		
1- Spray bottle				XXXL		
1- Pkg Butterfly clips				XXXXL		
1- Box Roller/Pincurl clips						
1- Box Duck Bill clips				**COSMETOLOGY NAIL KIT:**		
1- Nylon Cutting Cape				**LEVEL 1B KIT :**		
1- Plastic Shampoo Cape				1- Manicure Bowl		
1- Nylon Combout Cape				1- Pedicure Set		
1- Tipping cap with hook				1- Foot File		
1- Colorist Kit				1 Pkg - Emery boards		
1 Tint/Bleach bottle				1 pkg - Orange wood sticks		
1- Colorist apron				1- Pedicure Product kit		
1 Bx- Gloves (Vinyl)				1- Polish Remover- Acetone		
1 Pkg- Processing Caps				1- Manicure Sterilizer Jar		
Assorted Perm Rods- straight rods *2 doz. long / 1 doz. Short :*				1- Manicure Implement kit		
2L - Tan (Orange)				1-3/1 Buffer File		
2L - Orchid (Purple)				1 – Lg Nail Clipper		
2L - Green				1- French Polish		
1S - Green				1- Red Polish		
2L - White						
1S - White				**COSMETOLOGY ADVANCED KIT:**		
2L - Grey				**LEVEL II KIT:**		
1S - Grey						
2L - Pink				2- Glass Dappens		
1S - Pink				1- Practice Finger w/ tips		
2L - Blue				1-Asst Files		
1S - Blue				1- Acrylic brush		
2L - Yellow				1- Male Mannikin **		
1S - Yellow				1- Female Mannikin **		
1- Neutralizing Bib				1- Female Mannikin (Quad)		
1 Pkg - Long End Wraps				1- Human Hair Test Kit		
1- Hairdryer w/ attachments				1- Electric Flat iron		
1- 3/4" Marcel Curling Iron				1- Razor w/ Blades		
1- Vent brush						
1- 2 1/4" Round Metal Brush						
1 -1 1/4" Round Metal Brush						
4 - Nylon Bristle Brushes				**Text: Professional Barbering**		
1 - Pneumatic Comb out Brush						
1 - 10 piece Comb set				**Milady State Exam Review**		
1 Bx - Tail Combs						
1 Bx - All Purpose/ Styling Combs						
1 set - Rollers w/ rack						
1-Rolla zip bag				***NOTE: Kit items subject to change***		
Hairshaping Kit : Rt hand____ or / Lft hand____ (*Case / Scissors /Texturizers/Razor*)				**STUDENT:**_____		
1- Clipper Set w/ attachments						
				FACILITY:_____		
Milady Standard Cosmetology Text Bundle:						
Hard cover Text				**DATE:** _____		
Student Study Guide						
*** Mannikins distributed as needed*				**INSTRUCTOR:** _____		

MILLENNIUM ACADEMY OF HAIR, LLC

Student Rules & Regulations

1. A Positive attitude & professional ethical behavior at all times.

2. **Millennium Academy of Hair, LLC is Professional Dress in Black and White in any combination.**
   Student must be well groomed, in dress code on campus and off (during school sponsored functions). *No sleeveless or exposed midriff* **.**
   No open toe shoes or sandals are permissible without a signed waiver. ***Failure to comply will result in current day suspension***.

3. Students must maintain regular contracted school hours.

4. Tuition is to be paid as contracted in a timely manner, unless other arrangements have been made. Invoices are not mailed.

5. NO SMOKING allowed in building or with in 50 feet of the doors to the school (It's the Law)

6. NO eating, drinking or gum chewing in the student salon.

7. Students must have their equipment with them at all times.

8. The school is not responsible for *lost, stolen or broken* personal or kit items. Student must replace at own expense.

9. Equipment/product purchases cannot be made outside of this establishment for use on premise unless approved by Director.

10. Students are not permitted to bring children with them to class

.

11. Students must clock in/out and sign in/out for attendance purposes. Time cards are your personal responsibility & must never be entered/ by another student.

12. Students cannot leave class (theory/practical/or supervised clinic) without instructor's authorization.

13. Students are responsible for own workstations. Daily sanitation must be done by assignment. TEAMWORK IS ESSENTIAL.

14. All **student and immediate family services** received must be paid for at $10.00 or 50% off regular clinic cost which ever is less

15. No student shall be allowed to have their hair done except at a designated time with instructor authorization.

16. Students are required to study at home.

17. Students must maintain *Satisfactory Academic Progress* throughout the program to avoid probation or termination.

18. Students will be called to the telephone only in cases of emergency.
    The school is designated as a quiet zone, therefore Cell phone and I-Pod use is prohibited except during breaks.

19. Reasons for Permanent or Temporary dismissal:
    - Immoral Reasons
    - Sexual Harassment
    - Stealing
    - Alcohol and/or Drug Use
    - Fighting / Threatening
    - Continued Abuse of the Rules
    - Failure to meet required Satisfactory Academic Progress for two consecutive Evaluation Periods
    - Refusal to participate
    - Refusal to service a Guest.

20. Students must immediately notify administration of any change in address and/or phone number.

21. Any schedule changes must be authorized by the administration prior to implementation.

22. School Holidays include: Martin Luther King Day, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day
    School Holiday shutdown: Dec.25th(Christmas Day) through Jan 1st (New Years Day)

23. School closings/delay announcements: Watch Channel 3 TV (www.wfsb.com) or Channel 8 TV (www.wtnh.com)

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ADMISSIONS POLICY/BARRIER TO EMPLOYMENt

Admissions requirements: Students must have at least an eighth grade education or he has passed an equivalency examination. Student must be at least sixteen (16) ears of age. Students with a criminal background may find this may serve as a barrier to employment.

ABSENCE POLICY

Millennium Academy of Hair, LLC must be notified if a student is unable to attend school for any reason. Attendance is the student's responsibility. Students agree to attend class regularly, as scheduled. Students are required to arrive prior to class on time.

The student must meet 67% minimum attendance and a 75% academic grade point average by the end of each evaluation period.

Under new federal guidelines, a student who is absent (with or without communicating with officials at the school) 14 consecutive calendar days will be terminated from the school and remain obligated for Tuition pursuant to his/her Enrollment Agreement and any other financial agreements.

TARDINESS POLICY

Failure to be in designated class at starting times, unless otherwise excused, shall be considered tardy. This includes leaving early for or returning late from breaks.

Excused Tardiness is defined as a tardy due to a medical appointment, or any other serious extenuating circumstance. A note must be turned into the office stating reason for tardy otherwise the tardy will be unexcused

Unexcused Tardiness is failure to be in designated class at starting times unless otherwise excused. Seven unexcused tardy within a month shall result in suspension.

MAKEUP POLICY

Students are not permitted to work through lunch or breaks in order to "makeup" for tardiness or absence. Students may work past end of normally scheduled day, Mondays and/or on Saturdays to "makeup" hours with approval. Make-up time for tests and assignments will be allowed by appointment only.

POLICY CHANGES

Millennium Academy of Hair, LLC reserves the right to make changes in accordance with the class schedule, program programsequence, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of programs of study. The school also reserves the right to make changes in administrative or teaching personnel or any other school activity or policy. Students will be notified, if possible, of any changes prior to the changes being made.

TERMINATION POLICY

Termination by School: include insufficient academic, Nonpayment of Tuition, and failure to comply with published school policies as set forth in the School Catalogue.

DRUG-FREE SCHOOLS AND CAMPUSES STATEMENT FOR ANNUAL DISTRIBUTION

In recognition of the problems associated with drug and alcohol abuse in society today, Millennium Academy of Hair, LLC is providing all students and employees with the following information:

1. The unlawful possession, use of, or distribution of illicit drugs and alcohol on school property or in connection with any school activity, is strictly forbidden. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:
   Legal Sanctions: Federal Law controls all drugs. (Most drug offenses are prosecuted under State Law, which may be more severe.)

- Unlawful possession of all drugs:
  ***FIRST OFFENSE*:** Up to 1-year imprisonment and / or fines up to $5000.
  SECOND OFFENSE: 2 times the imprisonment and fines of the first offense.

- Unlawful distribution or possession with intent to distribute:
  Narcotics (i.e. Cocaine and the opiates)
  FIRST OFFENSE: Up to 15 years imprisonment and/or fines up to $25,000, Plus 3-year mandatory special parole.
  SECOND OFFENSE: Up to twice that of the first offense.
  Amphetamines, Barbiturates, Hallucinogens (including Marijuana)
  FIRST OFFENSE: Up to 5 years imprisonment and/or fines up to $15,000,
  Plus 2 years mandatory special parole.
  SECOND OFFENSE: Up to twice that of the fist offense.

- Unlawful distribution of all controlled drugs – by someone over 18 years of age, to someone under 21 years of age.
  FIRST OFFENSE: Up to twice the fine and imprisonment otherwise authorized.
  SECOND OFFENSE: Up to 3 times the fine and imprisonment otherwise authorized.

Any questions concerning the legal sanctions under state law for unlawful use or distribution of the illegal drugs or alcohol should be directed to the Chief States Attorney John J. Kelly, 34o Quinnipiac Street, Wallingford, CT 06492 Phone (203) 265-2373

Dear Student,

The use and traffic of drugs and alcohol is forbidden in this school, because we want a safe and proactive learning environment, and consider drugs and alcohol to be dangerous to all.

Students, Instructors, Clients, Models, and all others who enter our premises are entitled to the best environment possible.

Although the school very firmly believes in the basic precepts of the First Amendment of our Country's Constitution, we firmly believe that a strong stand against the use of illicit drugs and alcohol must be taken because this ultimately benefits everyone.

This Institution also firmly believes that it has the right to say how employees and students behave while they are in it. They are not permitted to bring firearms to work and are not permitted to come to school without wearing clothing, therefore we must also insist that they cannot enter our school unless they are fit in other ways. This precludes the use or even the possession of illicit drugs or alcohol.

The penalties for possession or use of any drugs or alcohol while on the premises or outside the facilities (if a conviction occurs) will be immediate termination of the student without any recourse.

ANTI-DRUG ABUSE ACT CERTIFICATION

I certify that as a condition of my acceptance into Millennium Academy for Hair, and /or in accordance with my Title IV Funding, I will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period of my education and training.

Student Signature: _____

Printed Name_____ Date Signed: _____

MILLENNIUM ACADEMY OF HAIR, LLC PROGRAM OUTLINE

/Program Name: ***HAIRDRESSING /*****COSMETOLOGY**

Program Program Description:

The Primary purpose of the Cosmetology program is to train students in both theory and practical experience that will prepare them for immediate employment opportunities. The program is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Cosmetology profession.

Program Goals:

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Cosmetology.
2. To prepare students to successfully pass the State Board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed Cosmetologist.
4. To perform in cosmetology related occupations
5. To develop employer/employee relationships and effective communication skills.

Program Format (instruction techniques and methods):

1. Lecture - Theory constitutes 200 hours of instruction in which the student learns all theory relative to Hairdressing, Cosmetology, and State Laws.
2. Practical Demonstrations – The Practical Instruction constitutes 400 hours of instruction. Practical experience utilizes mannequins, salon (clinic) clients, as well as a each other, in order to learn the various techniques required in the beauty salon.
3. Audio-Visual Materials - An extensive library, videotapes, and illustrations relating to the cosmetology field are available to students and staff. Practical and Theory worksheets, and handout informational materials are provided the student.
4. Supervised Practical - The Supervised Practical / Clinic constitutes 900 hours of instruction. During Supervised Practical/Clinic, the student is place in a simulated salon environment under the direct supervision of a Hairdressing/Cosmetology Instructor.

References:
Students follow *Milady's Standard Text of Cosmetology*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

HAIRDRESSING /**COSMETOLOGY** ***Program Advancement (1500 Hours):***

Level I –Completion of all level I requirements (Theory and Practical), maintain satisfactory progress, pass Level I Final and Practical Exam. Student must have completed at least 200 hours for advancement and participation in student salon at this level.

Level II – Completion of all level II requirements (Theory, Practical and Supervised Clinic), maintain satisfactory progress, pass Level II Mid Term + Final Written and Practical Exam.

Level III – At least 1250 hours, Completion of all module/level requirements, supervised clinic, senior review and testing, portfolio + resume, CT. State Law exam , IRS Taxation Exam , pass Level IV Final Written & Practical Exam

HAIRDRESSING /**COSMETOLOGY** Students are required to have completed 1500 hours prior taking the CT. State Board Exam.

No student will be allowed advancement unless all Module / Level work is complete. All Level Final exams are administered on Mondays only. Retests are administered by appointment only!

PROFESSIONAL FOCUS

What is your Professional Focus?
Once you have completed your first 750 hours as a cosmetology program student you may choose a Professional Focus. You may choose to study general cosmetology or focus on barbering or color design. Choosing a focus allows you to continue your studies in all areas of cosmetology with a greater concentrate on the student salon in your chosen focus area.

The General Cosmetologist:

- Focuses on all aspects of the cosmetology field.
- Encases hair, skin and nails.
- When choosing this focus, it allows you unlimited skill in a variety of services offered in the salon/ spa today.

The Barber:

- Focuses on services offered in a barber shop setting
- Concentration on Haircutting principles and techniques
- Shaving + beard Design
- Manscaping
- Facial preparation
- Color for the male
- Retexturizing techniques for shorter hair

The Design Colorist:

- Focuses on all aspects of color, formulations, applications and finish
- Dimensional color
- Foil design techniques
- Corrective color

NUMBER OF STUDENT SALON SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

***HAIRDRESSING* /COSMETOLOGY**

PROGRAM

PROFESSIONAL FOCUS REQUIREMENTS

SERVICE TYPE	GENERAL COSMETOLOGIST	DESIGN COLORIST	BARBER /STYLIST
SHAMPOO SETS	50	35	15
BLOW DRY STYLES	50	75	15
HAIRCUTS	50	35	300
PERMS	15	5	5
PERMANENT COLOR	20	50	8
SEMI-COLOR	15	25	6
HILITES: *Foil / Cap*	5	40	1
BLEACH / DECOLORIZATION	3	10	1
WAX	8	3	3
UPDO STYLES	12	4	4
BRAIDS	3	1	1
MANICURES	10	3	3
PEDICURES	2	1	1
ARTIFICIAL NAILS	5	1	1
FACIALS	10	3	3
THERMAL IRON	15	50	5
CHEMICAL RELAXERS	5	5	5
PRESSING	5	2	2
CORRECTIVE COLOR	2	21	1
SHAVES	3	1	26
MISCELLANEOUS	20	25	15

Millennium Academy of Hair student salon requirements listed *are a minimum*.

A resume, and the following exams: IRS Taxation, CT. State Laws, HIV Aids Awareness, and HazCom (Hazardous Material Communications) must be completed by all students / all programs**.**

EVALUATION PROCEDURES

1. Students receive written evaluations on their theory, practical, and clinic performances.
2. Evaluation procedures –
    a. Testing in theory, practical /clinic areas
    b. Examinations after each unit of the course
    c. Monthly practical /clinic workshops

GRADE SCALE

WRITTEN:

4 = 100 Excellent
3 = 94 – 99 Very Good
2 = 84 - 93 Good
1 = 75 – 83 Satisfactory
0 = 74 + below Unsatisfactory / Failing

PRACTICAL:

4 = Excellent / Salon Quality
3 = Very Good /Advanced Quality
2 = Good / Satisfactory Quality
1 = Satisfactory / Beginner Quality
0 = Unsatisfactory / Failing

SUPERVISED PRACTICAL (Practical / Clinic):

Assigned grading system for practical /clinic work shall be graded identically.
All assigned student work will be graded on a 100-point scale. The areas of procedure, form, technique, overall knowledge of subject matter, finished product, shall make up 100 points. **A minimum passing score of 75% must be maintained in each subject area.**

GRADUATION REQUIREMENTS:

A student must complete (*HAIRDRESSING* /COSMETOLOGY) 1500 clock hours of instruction and BARBERING 1000 clock hours , with an accumulative overall GPA (grade point average) of 75% or better, and complete all financial arrangements to be considered a graduate. Upon completion the student will be awarded a certificate.

SATISFACTORY PROGRESS POLICY

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in Millennium Academy for Hair. Students receiving funds under any Federal title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

ATTENDANCE PROGRESS:

COSMETOLOGY/HAIRDRESSER

FULLTIME: **Maximum Time:** The maximum time a student has to complete this program is ***75 WEEKS***

Attendance: Full time students must attend ***at least 20 hours per week*** in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Note: The contracted length of the 1500-hour Cosmetology program for students attending 30 hours per week is 50 weeks plus a 45 day grace period for which a student will not be charged. However, any student not completing the program within this time period will be charge **$10.00 per hour** of additional instruction needed to complete the course.

3/4 -TIME: **Maximum Time:** The maximum time a student has to complete this program is ***102.5 WEEKS***

Attendance: Full time students must attend ***at least 15 hours per week*** in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Note: The contracted length of the 1500-hour Cosmetology program for students attending 22 hours per week is 68.25 weeks plus a 45 day grace period for which a student will not be charged. However, any student not completing the program within this time period will be charge **$10.00 per hour** of additional instruction needed to complete the course.

PART-TIME: **Maximum Time:** The maximum time a student has to complete this program is ***150 WEEKS***

Attendance: Full time students must attend ***at least 10 hours per week*** in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Note: The contracted length of the 1500-hour Cosmetology program for students attending 15 hours per week is 100 weeks plus a 45 day grace period for which a student will not be charged. However, any student not completing the program within this time period will be charge **$10.00 per hour** of additional instruction needed to complete the course.

BARBERING PROGRAM

FULLTIME: **Maximum Time:** The maximum time a student has to complete this program is 52 ***WEEKS***

Attendance: Full time students must attend ***at least 20 hours per week*** in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Note: The contracted length of the 1000-hour Barbering program for students attending 20 hours per week is 52 weeks plus a 45 day grace period for which a student will not be charged. However, any student not completing the program within this time period will be charge **$10.00 per hour** of additional instruction needed to complete the course. the course.

PART-TIME: **Maximum Time:** The maximum time a student has to complete this program is ***67 WEEKS***

Attendance: Full time students must attend ***at least 15 hours per week*** in order to be considered making satisfactory progress and to complete the program within the maximum time frame.

Note: The contracted length of the 1000-hour Barbering program for students attending 15 hours per week is 100 weeks plus a 45 day grace period for which a student will not be charged. However, any student not completing the program within this time period will be charge **$10.00 per hour** of additional instruction needed to complete the course.

ACADEMIC PROGRESS:

The following factors will be measured to determine academic progress: *Theory Work, Practical Work and Clinic Work*

THEORY WORK will be graded according to the following scale:

4	= 100	=	Excellent
3	= 94 – 99	=	Very Good
2	= 84 - 93	=	Good
1	= 75 – 83	=	Satisfactory
0	= 74 and below	=	Unsatisfactory / Failing

PRACTICAL AND CLINIC WORK will be graded as follows:

4	= 100	=	Excellent / Salon Quality
3	= 94 – 99	=	Very Good /Advanced Quality
2	= 84 - 93	=	Good / Satisfactory Quality
1	= 75 – 83	=	Satisfactory / Beginner Quality
0	= 74 and below	=	Unsatisfactory / Failing

Students must maintain a 75 GPA and (1) in Practical / Clinic work in order to be considered making satisfactory progress.

DETERMINATION OF PROGRESS

The school registrar will compile evaluation of progress at the following evaluation periods:
Cosmetology: Scheduled 450, 900 and 1200 clock hour periods
Barbering:: Scheduled 300 and 650 clock hour periods

SATISFACTORY: Students with a minimum of 75 GPA for theory, 75 GPA for practical / clinic and at least the following clock hour attendance per week:
Cosmetology: (Full time) 20 hrs (3/4 time) 15 hours (Part time) 10 hours
Barbering: (Full time) 20 (Part time) 15 hours
NOTE: Attendance is evaluated on a cumulative basis. At each Evaluation point, the student will complete the program within the maximum time frame established in this policy

Students meeting minimum requirements at evaluation will be considered making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of program mid-point, the student must meet both attendance and academic minimum requirements on at least one evaluation by the mid-point of the program or academic year, which ever comes first.

Students failing to meet minimum progress requirements will be placed on probation, with the opportunity to meet the requirements by the next evaluation period. Grades of theory tests and practical work are used to evaluate the student's academic progress. During probation, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students.

At the end of the probationary period, the student's progress will be re-evaluated. If the student is meeting minimum requirements, they will be determined to be making satisfactory progress. If the student fails to meet minimum requirements at two consecutive satisfactory evaluations, they will be terminated from the school.

APPEAL PROCESS:

Students who are terminated after failing to achieve minimum requirements may appeal this determination. The student must submit a written appeal to the School Director, along with any supporting documentation, reasons why the decision to terminate should be reversed, and a request for re-evaluation of progress. The School Director, within 7 business days of termination, must receive this appeal. Should a student fail to appeal this decision, the decision to terminate will stand.
An appeal hearing will take place within 5 business days of receipt of the written appeal. The hearing will be attended by the student, parents/guardian (if student is a dependant minor), and the student's instructor. A decision on the student's appeal will be made within 5 business days by the Director and will be communicated to the student in writing. This decision is final.
Should a student prevail on their appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be re-instated to eligible students.

LEAVES OF ABSENCE:

A leave of absence may be granted to a student for medical reasons only up to 180 days. The student must request an official leave in writing and must provide supporting documentation in order for the leave to be approved. Students returning from a leave of absence or other official interruption of training must return to school in the same satisfactory progress status they had prior to their departure. A new scheduled end date will be adjusted on the student's enrollment agreement according to the leave of absence time period.

WITHDRAWALS/ PROGRAM INCOMPLETE:

Any student who withdraws from their contracted program or fails to complete the training will have a notice placed in their file as to the progress at the point of withdrawal.

MILLENNIUM
ACADEMY OF HAIR

4009 MAIN STREET·BRIDGEPORT, CT 06606 · (203)549-9911

OFFICIAL TERMINATION LETTER

Dear _____:

You are hereby notified that you have been terminated from the Cosmetology Program at Millennium Academy of Hair, LLC effective_____. The reason for your termination is _____.

If you have student loans, your loan payments will begin approximately six (6) months from your last day of attendance.

You will also be receiving some additional information regarding your financial obligations to Millennium Academy of Hair, LLC as well as your loan repayment obligations if applicable.

An unofficial transcript will be given to the student upon request. An official transcript will be released when a student has met all of their financial obligations.

Please feel free to contact us for any additional information.

Sincerely,

Josue Cifuentes
Member

Millennium Academy of Hair, LLC Internal Complaint Procedure

Any teacher, student or interested party may file a complaint against the school; however the complaint should be in writing to the school owner/director and should outline the allegation or nature of the complaint.

The School Director of Education will meet with the complainant within 10 days of receipt of the written complaint. If after careful evaluation, the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee. The school will document this meeting with the complainant. The complainant will receive a copy of this written record at the time of the meeting.

The Complaint committee will be composed of the Director of Education, the school owner and one faculty member. The committee will meet within 21 calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 calendar days stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact. The school will maintain written records of all complaints files through two complete accreditation cycles.

Students may contact the Executive Director of the Office of Higher Education if they are not satisfied with the school's resolution of the complaint. Office of Higher Education, 61 Woodland Street, Hartford, CT 06105, (860) 947-1816

Information Security Plan for Millennium Academy for Hair

Purpose:
In order to protect private information and data, and to comply with new federal laws effective May 23, 2003, the school has adopted this Information Security Plan for certain highly critical and private financial and related information This security program applies to customer financial information ("*covered data")* the school receives in the course of business as required by these new federal laws, as well as other confidential information the school has voluntarily chosen to include within its scope. This document is designed to provide an outline of the safeguards that apply to this information.

Definitions:
"Covered data," means all information required to be protected under the Gramm-Leach-Bliley Act (GLB Act). "Covered data" also refers to financial information that the school, as a matter of policy, has included within the scope of this Information Security Plan. "Covered data" includes information obtained from a student in the courseof offering a financial product or service, or such information provided to the school from another institution, or from a client using the school's services. "Offering a financial product or service" includes offering student loans, receiving income tax information from a current or prospecting student or parents as part of a financial aid application, offering payment plans, and other miscellaneous financial services as defined in 12 CFR 225.28. Examples of student financial information relating to such products or services are addresses, phone numbers, bank and credit card account numbers, income and credit histories and social security numbers. "Covered data" consists of both paper and electronic records that are handled by the school or its affiliates.

"Service Providers" refers to all third parties who, in the ordinary course of the school's business, are provided access to covered data. Service providers may include businesses retained to transport and dispose of covered data, collection agencies, and systems support providers, for example.

Security Program Components:
The GLB Act requires Millennium Academy of Hair to develop, implement, and maintain a comprehensive information security program containing the administrative, technical and physical safeguards that are appropriate based on the school's size, complexity, and the nature of its activities. This Information Security Program has five components (1) designating an employee or office responsible for coordinating the program: (2) conducting risk assessments to identify reasonable foreseeable security and privacy risks: (3) ensuring that safeguards are employed to control the risks identified and that effective safeguards are monitored: (4) overseeing service providers, and (5) maintaining and adjusting this Information Security Program based upon the monitoring as well as changes in operations or operating systems.

Security Program Coordinator:
The designed employee for the coordination and execution of the information security plan is the Security Coordinator, reporting to the President of the School.

Area of Risk:
The following have been identified as relevant areas to be considered when assessing the risks to customer information:

- Employee Management and Training
- Admissions
- Registrar's Office
- Financial Aid Office
- Accounts Receivable Office
- Information systems

The security coordinator will work with other offices to provide guidance in complying with all privacy regulations. Each relevant area is responsible to secure customer information in accordance with all privacy guidelines. Each relevant area will maintain a written security policy detailing the information security policies and processes. In addition, the information systems area will maintain and help protect against anticipated threats to security of electronic customer information and guard against unauthorized use of such information.

Employee Management and Training:
Safeguards for security will include the management and training of those individuals with authorized access to covered data.

Training will include ensuring that all staff receives an explanation of the purpose of the GLB Act, a copy of this plan. Those staff members working in the stated *areas of risk* will also need to sign a statement that he/she understands his/her responsibilities under this plan.
In addition, staff will also be reminded and required to sign a statement acknowledging their understanding regarding the FERPA act.

Service Providers:
Millennium Academy of Hair will select appropriate service providers that are given access to customer information in the normal course of business and will contract with them to provide adequate safeguards. In the process of choosing a service provider that will have access to customer information, the evaluation process shall include the ability of the service provider to safeguard customer information. Contracts with service providers shall include:

- An explicit acknowledgment that the contract allows the contract partner access to confidential information;
- A guarantee from the contract partner that it will protect the confidential information it accesses according to commercially acceptable standards and no less rigorously that I protects its own customers' confidential information.

System Monitoring:
This information security plan shall be evaluated and adjusted in light of relevant circumstances, including changes in the institute's business arrangements or operations, or as a result of testing and monitoring the safeguards.

Millennium Academy for Hair, LLC
Policy for Safeguarding Customer Information
2012

Millennium Academy of Hair is committed to implementing a comprehensive information security program, consonant with the size and complexity of this institution and the nature of its educational activities, to maintain and safeguard your nonpublic personal information against damage or loss. The policy covers all student records in whatever format.

The Security Coordinator shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every three years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alternation, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including

Employee training and management
Network and software design, information processing, storage, transmission and disposal
Ways to detect, prevent, and respond to attacks, intrusions or other systems failures

The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

All Student records shall be maintained for up to three years. Records for prospective students who are not accepted or who do not enroll in Millennium Academy of Hair shall be held for *six months* then destroyed in a secure manner (unless otherwise mandated by federal or state laws). Records of students shall be maintained in accordance with federal and state law and accreditation requirements.

Students shall receive an initial notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice at the mid-point of their program, except for program less than one year in length.

Millennium Academy of Hair shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' nonpublic personal information.

Definitions:
Customers are prospective students and students who apply to attend Millennium Academy of Hair and apply for private or government grants or loans to finance their education.

Nonpublic personal information is information, which is not publicly available on

- Your name, address, and social security number
- Name of your financial institution, account number
- Information provided on your application to enroll in Millennium Academy of Hair
- Information provided on your Free Application for Federal Student Aid (FAFSA) for grants or loans
- Information provided on a consumer report
- Information obtained from a website

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Notice on Disclosure of Nonpublic Personal Information

We collect nonpublic information about you when you apply to attend Millennium Academy of Hair and/or when you apply for federal or private educational grants or loans. This information includes:

- Your name
- Address
- Social Security number
- Assets and income
- Name of your bank and account number

We do not disclose this information to any person or institution except to the United States Department of Education, loan guarantee agencies, and/or loan servicing agencies. We may also disclose nonpublic personal information about you to non-affiliated third parties as permitted by law. For example, accrediting agencies have access to any records we maintain on you pursuant to the Federal Family Educational and Privacy Act (FERPA).

Your applications, containing the nonpublic personal information listed above are maintained and safeguarded against loss or damage. Access to them is restricted to designated employees.

You may "opt out" of disclosure of this information to parties other than those with a right to it by signing and returning the "FERPA" form.

I hereby understand that I have been given Millennium Academy for Hair's policy on disclosure of Nonpublic Personal Information.

Name _____

Signature & Date _____

Ref:acadsafeguard

FERPA

STUDENT CONSENT TO RELEASE RECORDS

Student Name:_____
(Please print)

Date of Birth: _____

I, the undersigned, hereby authorize Millennium Academy of Hair to release my education records and financial information to:

Name of person (s)	Relationship
_____	_____
_____	_____
_____	_____

I understand further that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the school Registrar, but that any such revocation shall not affect disclosures previously made by Millennium Academy of Hair prior to the receipt of any such written revocation.

Student's signature: _____

Date:_____

This information is release subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

STUDENT RECORDS POLICY

Student's Right to Access information contained in their person records.

Millennium Academy of Hair complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of education and establishes a student's, parents or guardian's of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and / or a member of the administration. In addition, such act provides that information pertaining to the student's cumulative records is to be released only upon written instruction and / or written permission from the student, and also provides guidelines for the correction of inaccurate or misleading data through informal or informal hearings. Information pertaining to the student will only be released after such student, parents or guardian's of a dependent minor gives written authorization.

The institution will be responsible for maintaining student's records for a period of at least three years. Students have the right to file complaints with the family Education Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. Questions regarding this policy should be referred to the School President.

SCHOOL ADVISORS

Each student will be assigned to a student advisor upon commencement of classes. Your school advisor is a member of the school staff and is available for advising on any matter that may inhibit a student's ability to complete their program. Or if they just want to talk!

Your advisor is available during your school hours and is there to answer any questions, comments or concerns you may be having. If an issue arises that needs additional assistance, you advisor will refer you to an appropriate official within (or outside the school) in order to create and plan of action, or solution, that will help your complete your training and career goals.

MILLENNIUM ACADEMY OF HAIR RESOURCE CENTER

RESOURCES AVAILABLE TO STUDENTS AND STAFF:

The Resource Center contains Video Tapes, Periodicals & Publications about all facets of Cosmetology. Students are encouraged to take advantage of this whenever possible.

PROCEDURES FOR "CHECKING OUT " MATERIALS:

Students are required to sign out Videos, Periodicals and Publications through the Education Office. When signing out and back in, the student must initial cards for each of the materials. Students will be responsible for the materials signed out (one day maximum) until returned.

There are also periodicals that do not require signing in or out. Please be courteous to your fellow students by retuning these materials so that others may also benefit.

Students who accidentally damage Videos should notify a staff person immediately rather than just returning them.

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OFF PREMISES SCHOOL ACTIVITY WAIVER/RELEASE

I _____ understand that I will hold Millennium Academy of Hair, LLC harmless arising from injuries incurred to or from any outside activities that the school does not provide transportation for.

Student Signature: _____

Date: _____

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Bridgeport, Connecticut

Photo Release

I hereby irrevocably grant to Millennium Academy of Hair, LLC the absolute right and permission to copyright and/or publish or take or use my name, voice or photographic portraits or pictures, or in which I may be included in whole or in part, or in composite form in conjunction with my name and other identifying information, or reproductions thereof in color or otherwise, made through any media for art, print, web, advertising, film, telecast or any other lawful purpose whatsoever. I also grant Millennium Academy of Hair, LLC the same right and permission to use written or verbal statements or testimonials made by me.

Date _____

Printed Name _____

Signature _____

Address _____

City_____ State _____ Zip Code_____

Parent (if under 18 years old) or Guardian

_____

Witness _____

Guidelines for Goal Setting

For Student Personal Use Only:

LIST IN ORDER, THE THREE MOST IMPORTANT PEOPLE (LIVING, DECEASED OR ENTITIES) IN YOUR LIFE:

- _____
- _____
- _____

LIST YOUR CAREER GOALS FOR:
THE NEXT YEAR _____

_____

_____

THE NEXT FIVE YEARS _____

_____

_____

LIST YOUR PERSONAL GOALS FOR THE NEXT YEAR:_____

_____

_____

LIST YOUR HEALTH AND FITNESS GOALS FOR THE NEXT YEAR:

_____

_____

LIST EDUCATIONAL GOALS FOR FIVE YEARS: _____

_____

LIST SPIRITUAL GOALS FOR FIVE YEARS: _____

_____

***ON THE BACK*…. LIST 50 THINGS (NO MATTER HOW TRIVIAL THEY SEEM) THAT YOU WOULD LIKE TO SUCCESFULLY ACQUIRE.**

BE SURE TO **REVIEW YOUR GOALS EVERY YEAR**

SUCCESS

- **S = Seriously invest in your education**
  Supports credibility, motivates
- **U = Understand what you sell**
  Your self, service & retail
- **C = Consider the boss**
  Listen to your client
- **C = Concentrate on the positive**
  People that feel good about themselves produce good Results
- **E = Everyone is a professional**
  Be a leader, support your team
- **S = Swap old habits for new**
  Set a good example
- **S = Stay on Purpose**
  To make people look and feel good

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ACKNOWLEDGEMENT

I have read and understand the information contained in this Student Handbook. I also understand that Millennium Academy of Hair, LLC reserves the right to make changes in accordance with the class schedule, program sequence, academic calendar, or programs of study. Such changes will not affect the integrity or continuity of programs of study. The school also reserves the right to make changes in administrative or teaching personnel or any other school activity or policy. Students will be notified, if possible, of any changes prior to the changes being made.

Student signature:_____

Date Received: _____/_____/_____

School Administrator: _____

Date Received from Student: _____/_____/_____

- **Please sign and return this form to the school office.**

MILLENNIUM
ACADEMY OF HAIR

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Tuition, Fees & Costs

Student is required to pay both the tuition for the desired program and the Student Kit (non-refundable)from the School.

TUITION

HAIRDRESSER/COSMETOLOGY

Tuition	**$7,500.00**

BARBERING

Tuition	**$6,500.00**

FEES & COSTS

Non-Refundable Student Kit*	**$1,000.00**
Nonrefundable Application Fee	**$100.00**

PAYMENT SCHEDULE:

Application Fee	Due at time of Application
Balance of Tuition, Fees and Costs	Tuition due ten (10) days prior the start of school unless student is to receive financial aid and the school has made arrangements with the institution for payment or financial arrangements have been made with Millennium Academy of Hair, LLC in writing.

REFUND POLICY & NOTICE OF CANCELLATION

1. A student not accepted by Millennium Academy of Hair, LLC shall be entitled to a refund of all monies paid except for the Non-Refundable Application Fee.

2. If a student (or in case of a student under legal age, his/her parent or guardian) cancels his/her contract, and demands money back within three days after signing of the enrollment contract, all the monies collected by the school shall be refunded expect for the Non-Refundable Application Fee. **The cancellation date will be determined by student's notification or withdrawal to the school** administration in person, this policy applies regardless of whether or not the student has actually started training.

3. If the student cancels his/her contract after three business days of signing but prior to entering of class, he/she shall be entitled to a refund of all monies paid to the school less the Non-Refundable Application Fee.

4. Enrollment time ("enrollment time") is defined as the time elapsed between the actual starting date on the contract and the date of the student's last day of verifiable attendance. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation or within 30 days of official withdrawal date or date the school discovers that the student has unofficially withdrawn. The official withdrawal date is determined by the student's notification to the school administration, or after 14 consecutive calendar days of absence..

5. If the school is permanently closed and no longer offering instruction, students enrolled shall be entitled to a prorated refund.

6. If the program is cancelled the student will receive a full refund of all monies paid. All books and equipment are not included in the tuition payment, and shall be considered non-returnable items.

7. In case of illness or a disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the student shall not be refunded their tuition and it shall remain due and payable.

8. If a student has entered into classes, the following minimum **tuition** refund shall be made:

Notice of Cancellation Provided by Student* The cancellation date will be determined by the student's notification to the school administration**.**	**Amount of total Tuition School Shall Receive and Retain**
Within 3 days of Application and contract execution.	$0.00
Within 4 days of Application and contract execution, but prior to start date in contract.	$1,000.00
On or after start date/enrollment time.	100% of contract tuition shall be retained and is due and payable on demand

If tuition is not paid in full or the student does not comply with the payment arrangements made with the student, then student shall be dismissed from the school and not entitle to a refund, all tuition balances remain due and payable in accordance with the Financing agreement executed by the student and Millennium Academy of Hair, LLC

Fees and costs are not considered to be tuition and shall include the student kit, textbooks and workbooks and are NOT REFUNDED under any circumstances.

Any attorney fees, court costs, and other costs incurred in collection of delinquent student accounts or enforcement of this agreement shall be paid by the Student. The signature hereon certifies that you have read the contract and acknowledge receipt and review of the list of rules and regulations in the Student Handbook, and hold this contract to be legally binding.

Student Signature _____ Date _____
(If a minor, must obtain Parent/Guardian's Signature)

Student's Printed Name_____

School Official_____ Date _____

MILLENNIUM ACADEMY OF HAIR, LLC PROGRAM OUTLINE

Course/Program Name: ***BARBERING***

Program Description:

The Primary purpose of the Barbering program is to train students in both theory and practical experience that will prepare them for immediate employment opportunities. The program is particularly directed towards developing in the student, desirable habits and attitudes with respect to health, sanitation, safety, and encouragement towards self-reliance, readiness to assist others, and an ethical approach to the Barbering profession.

Program Goals:

1. Students will receive an education in both theory and practical experience and gain knowledge in all phases of Barbering.
2. To prepare students to successfully pass the State Board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed Barber.
4. To perform in barbering related occupations
5. To develop employer/employee relationships and effective communication skills.

Program Format (instruction techniques and methods):

1. Lecture - Theory constitutes 150 hours of instruction in which the student learns all theory relative to Barbering and State Laws.
2. Practical Demonstrations – The Practical Instruction constitutes 850 hours of instruction. Practical experience utilizes mannequins, salon (clinic) clients, as well as a each other, in order to learn the various techniques required in the beauty salon.
3. Audio-Visual Materials - An extensive library, videotapes, and illustrations relating to the cosmetology field are available to students and staff. Practical and Theory worksheets, and handout informational materials are provided the student.
4. Supervised Practical - The Supervised Practical / Clinic constitutes 850 hours of instruction. During Supervised Practical/Clinic, the student is place in a simulated salon environment under the direct supervision of a Hairdressing and Cosmetology Instructor.

References:

Students follow *Milady's Standard Professional Barbering*. A comprehensive library of references, periodicals, books, texts, and audio/video tapes are available to support the program of study and supplement the students' training. Students should avail themselves of the opportunity to use these extensive materials.

Barbering Program Advancement (1,000 Hours):

Level I –Completion of all level I requirements (Theory and Practical), maintain satisfactory progress, pass Level I Final and Practical Exam. Student must have completed at least 200 hours for advancement and participation in student salon at this level.

Level II – Completion of all level II requirements (Theory, Practical and Supervised Clinic), maintain satisfactory progress, pass Level II Mid Term + Final Written and Practical Exam.

Level III – At least 1000 hours, Completion of all module/level requirements, supervised clinic, senior review and testing, portfolio + resume, CT. State Law exam , IRS Taxation Exam , pass Level IV Final Written & Practical Exam

Barbering Students are required to have completed 1,000 hours prior taking the CT State Board Exam.

No student will be allowed advancement unless all Module / Level work is complete. All Level Final exams are administered on Mondays only. Retests are administered by appointment only!

PROFESSIONAL FOCUS

The Barber:

- Focuses on services offered in a barber shop setting
- Concentration on Haircutting principles and techniques
- Shaving + beard Design
- Manscaping
- Facial preparation
- Color for the male
- Retexturizing techniques for shorter hair

NUMBER OF STUDENT SALON SERVICES TO BE PERFORMED IN ORDER TO GRADUATE

BARBER PROGRAM

Content Area	Classroom Hours	Clinical Hours
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	100
Hair Care and Treatment	10	50
Skin Care/Facials and Manicuring	15	30
Hair Cutting (20), Styling (10) and Shaving (20)	50	640
Business and Professional Relations	10	10
State Laws for Barbers and EEOC Guidelines	5	0
Total	150	850

Millennium Academy of Hair student salon requirements listed *are a minimum*.

A resume, and the following exams: IRS Taxation, CT. State Laws, HIV Aids Awareness, and HazCom (Hazardous Material Communications) must be completed by all students / all programs**.**

EVALUATION PROCEDURES

1. Students receive written evaluations on their theory, practical, and clinic performances.
2. Evaluation procedures –
    d. Testing in theory, practical /clinic areas
    e. Examinations after each unit of the course
    f. Monthly practical /clinic workshops

BARBERING KIT	√ Rec'd	Initial			√ Rec'd	Initial
LEVEL 1A KIT :				**School Tee – optional** **Sm**		
1 - Large Tote				Med		
1- Tripod				Lg		
1- Male Mannikins				XL		
1- Male Mannikin- Textured hair				XXL		
1- Spray bottle				XXXL		
1- Pkg Butterfly clips				XXXXL		
1- Box Roller/Pincurl clips						
1- Box Duck Bill clips						
1- Nylon Cutting Cape						
1- Plastic Shampoo Cape						
1- Nylon Combout Cape						
1- Tipping cap with hook						
1- Colorist Kit						
1 Tint/Bleach bottle						
1- Colorist apron						
1 Bx- Gloves (Vinyl)						
1 Pkg- Processing Caps						
Assorted Perm Rods- straight rods *2 doz. long / 1 doz. Short :*						
2L - Tan (Orange)						
2L - Orchid (Purple)						
2L - Green						
1S - Green						
2L - White						
1S - White						
2L - Grey						
1S - Grey						
2L - Pink						
1S - Pink						
2L - Blue						
1S - Blue						
2L - Yellow						
1S - Yellow						
1- Neutralizing Bib						
1 Pkg - Long End Wraps						
1- Hairdryer w/ attachments						
1- 3/4" Marcel Curling Iron				1- Razor w/ Blades		
1- Vent brush						
1- 2 1/4" Round Metal Brush						
1 -1 1/4" Round Metal Brush						
4 - Nylon Bristle Brushes				**Text: Professional Barbering**		
1 - Pneumatic Comb out Brush						
1 - 10 piece Comb set				**Milady State Exam Review**		
1 Bx - Tail Combs						
1 Bx - All Purpose/ Styling Combs						
1 set - Rollers w/ rack						
1-Rolla zip bag				***NOTE: Kit items subject to change***		
Hairshaping Kit : Rt hand____ or / Lft hand____ (*Case / Scissors /Texturizers/Razor*)				**STUDENT:**_____		
1- Clipper Set w/ attachments						
				FACILITY:_____		
Milady Standard Professional Barbering **Bundle:**						
Hard cover Text				**DATE:** _____		
Student Study Guide				**INSTRUCTOR:** _____		

School Staff and Titles

Owner and Instructor	Josue Cifuentes
School Director and Instructor	Rafael Martinez
Instructor	Edwin Berrios
Instructor	Ezequiel Santiago
Instructor	Roger Martinez

Facility Description

1,600 Sq. Ft. location featuring 15 seat lecture room, break room and 7 seated stations and 4 mannequin station-counter. Walking distance to public transportation.

School Schedule

School is open the entire calendar year, Monday through Saturday, except for legal holidays.

Day 9:00 AM to 4:00 PM **Monday through Saturday**	**Evening: 5:00 PM to 9:00 PM** **Monday through Saturday**

Placement Services and Other Student Services

The School does not guarantee placement and does not offer and other student services.

Room and Board

School does not offer room and board accommodations.