



143 Steuben Street, Pittsburgh PA 15220
412.922.1234

Barber School of Pittsburgh, also known furthermore in this document as "BSP"

School Catalog

Updated 2/1/2016

The Barber School of Pittsburgh has adopted the following catalog, effective February 1, 2016, to aid prospective and current students in making an informed decision about their education. This Catalog is true and correct in content and policy.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.HEA section 485(a).

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The Barber School of Pittsburgh is licensed by the Bureau of Professional and Occupational Affairs, in conjunction with the Pennsylvania Barber Board. Most campuses are accredited by the National Accrediting Commission of Career Arts & Sciences (furthermore known in this document as NACCAS) which is recognized by the United States Department of Education (furthermore known in this document as DOE) as a national accrediting agency for barber schools. **Please note: as we grow, certain campuses may be in the process of accreditation and may not be eligible to receive federal financial aid until accreditation is attained.** Please contact us at 412-922-1234 for specific campus information.

Accredited by: NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
703-600-7600
www.naccas.org

Licensed by: PA State Board of Barber Examiners
P.O. Box 2649, Harrisburg, PA 17105-2649
Phone - (717) 783-3402
www.dos.state.pa.us/bpoa

This catalog is subject to change with or without notice.

If you are hurt or injured physically, emotionally, mentally or financially on school property or related to the school for any reason or in any way, you agree not to hold the property owner, the Barber School of Pittsburgh, K2 Developers, or any of its owners liable in any way, for any reason.

Our main method of communication is email. It is the prospective students' and enrolled students' responsibility to develop, maintain and regularly check a valid email address for correspondence with the school. Failure to do so may result in missed communication. The school will not accept responsibility for emails not received by a student or prospective student.

MISSION STATEMENT

The Barber School of Pittsburgh's mission is to provide quality education in the field of barbering and prepare the graduate to have a successful career as a barber.

Our goals at the Barber School of Pittsburgh are to train all students in theory and hands on practical work, so that each student may successfully pass the state licensure exam, and to give to each student the necessary skills to become a professional Barber. We will assist all graduates with job placement so that they may begin their career in Barbering, we cannot guarantee placement.

Our objectives here at the Barber School of Pittsburgh are to prepare each student who enrolls with all the necessary skills so that they are fully prepared to pass the state board exam. We are dedicated to instilling in each student the necessary communication skills and confidence so they may build a clientele when they go out into the workforce.

GENERAL BARBER INDUSTRY INFORMATION

There are endless opportunities in a barber career path for motivated individuals who have a passion for the art and are willing to put in the time and effort it takes to be successful. We are honored to be part of your journey and committed to help you achieve your goals on this exciting career choice.

A quality barber is always in demand. The men's grooming business is growing fast and the opportunity for success is endless with some hard work and dedication. The Barber School of Pittsburgh is designed to provide you with a solid education in traditional cutting and styling techniques, as well as, the latest and greatest techniques in male grooming trends. If you are motivated individual with a passion for working with people and helping them look their best, then barbering is the field for you!

A licensed barber can choose from a number of jobs within the field, including but not limited to Professional Barber, Barber Shop Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State Board Member/Examiner, Classroom Instructor and/or School Administrator or Owner (some of these jobs do require additional education and/or experience after a state barber license is obtained). Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The 2007 Job Demand Survey results indicate that salons in Pennsylvania plan to hire 8,727 new employees in the next twelve months. The average annual salary for a salon professional in Pennsylvania is \$33,915. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. Most importantly, 75 percent of Pennsylvania salon owners who attempted to hire new employees in 2006 said they were unable to find properly-trained applicants. This means that jobs would be immediately available for salon professionals. As of January 2007, there were 84,680 professionals employed at Pennsylvania's 16,364 salons. 93 percent of salons in the state are employer-owned, and 2 percent are booth-rental salons. The other 5 percent are a combination of the two. 63 percent of Pennsylvania salons are classified by their owners as full-service salons; 18 percent are listed as haircutting salons.

Barbershops make up 8 percent of the total. Nationally, 58 percent of salons are listed as full-service, meaning that Pennsylvania has a slightly lower percentage of specialized establishments.

The US Department of Labor provides current job information at www.careerinfonet.org. As reported by the US Department of Labor, state and national median wages for a barber and barber related positions is:

PA Median Hourly/Yearly Wage	National Median Hourly/Yearly Wage	Job Position/SOC Code
\$10.81/\$22,500 (2012)	\$12.22/\$25,400 (2014)	Barber/39-5011

PRE-ENROLLMENT INFORMATION
PRE-REQUISITES FOR EMPLOYMENT

GENERAL BARBER CAREER CONSIDERATIONS (additional information can be found at www.onetonline.org):

Applicants interested in pursuing a career in barbering or related field should meet the following physical requirements:

- Arm-Hand Steadiness — the ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Oral Comprehension — the ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision — the ability to see details at close range (within a few feet of the observer).
- Manual Dexterity — the ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Selective Attention — the ability to concentrate on a task over a period of time without being distracted.
- Finger Dexterity — the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Speech Clarity — the ability to speak clearly so others can understand you.

And be aware that:

- The work of a licensed professional in the barber industry can be physically demanding due to long hours standing with hands at shoulder level.
- A personal investment may be required for advertising and promotions such as printing of business cards or advertising.
- There will be exposure to various chemicals and fumes which may cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry.

PA STATE LICENSURE REQUIREMENTS

(Additional information http://www.dos.state.pa.us/portal/server.pt/community/state_board_of_barber_examiners/12505)

- Complete a barber study and training period of at least 1250 hours in no less than nine months (or 695 hours for current licensed PA Cosmetologists)
- Take theory and practical state board exam and receive passing grade.

TYPICAL EMPLOYER REQUIREMENTS

- Valid barber license for appropriate state.
- (refer to General Barber Career Considerations above)

BARBER SCHOOL OF PITTSBURGH ANNUAL REPORT STATISTICS (2014)

- Completion Rate – 43.48%
- Licensure Rate – 85.00%
- Placement Rate – 85.71%

GRADUATION REQUIREMENTS

- Complete the required hours of training and any additional school requirements within the maximum time frame allowed.
- Maintain satisfactory progress requirements per the criteria of the Satisfactory Academic Progress Policy.
- Complete a minimum of 23 chapter theory tests, a minimum of 8 practical tests, a final exam and any other assignments set forth by school and maintain a combined grade point average above 75%. Failure to maintain a satisfactory grade will result in ineligibility to take the PA State Board of Barbering test for licensure.
- **Fulfill all financial obligations to the school and/or have a pre-approved finance plan in place prior to receiving graduation paperwork.**
- Completion of an exit interview and required exit paperwork.

Upon completion of **ALL** graduation requirements, a certificate of completion and notarized affidavit of hours will be provided. Lost or misplaced graduation paperwork can be replaced by the school for a fee of \$20 and will take three business days to process.

COURSE COMPLETION

Students completing 1250 hours (or 695 hours for actively licensed PA cosmetologists) with a grade point average of 75% and an attendance average of 75% will be awarded a Certificate of Completion. Upon course completion, payment in full (or pre-approved payment plan) and completion of all required exit paperwork, graduates will receive an official transcript stating their GPA and hours attended. The school may assist graduate in applying to take the PA Barber License Exam, if needed. Please note, students/graduates are responsible for all state exam fees.

WITHDRAWAL/CANCELATION AND SETTLEMENT POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancelation or withdrawal. Official cancelation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the non-refundable registration fee in the amount of \$95.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, less the registration fee in the amount of \$95, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$95.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancelations or withdrawals, the cancelation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw (officially or unofficially) prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. Unofficial withdrawals (those without written notification) are determined through monitoring clock hour attendance at least every thirty (30) days. All refunds are based on **scheduled** hours as of the last date of attendance:

Percentage length completed to Total length of training	Amount of total tuition owed to the school
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- Students who withdraw or are terminated prior to course completion are charged a cancelation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in the enrollment agreement.

COLLECTION POLICY

All collection procedures shall reflect ethical business practices. Collection correspondence regarding cancelation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution will clearly acknowledge the existence of the Withdrawal and Settlement policy above. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancelation and settlement policy of the institution.

ATTENDANCE POLICY (This is separate from BSP SAP Policy)

****There are NO "excused" absences, early departures and/or late arrivals. ****

Probationary Period

All (new, transfer and re-enroll) students will be considered on a probationary period for their first 25 calendar days of enrollment. Any (new, transfer and re-enroll) student having excessive (more than 2) absences, late arrivals or early departures may be terminated from the training program at the end of the probationary period. In addition, students who exhibit consistent unprofessional conduct (i.e. poor attitude, inappropriate conversations, instructor or peer disrespect, foul language, cell phone abuse, lack of interest, other policy violations, etc.) during the probationary period will be terminated from the program. Lastly, any student who has not fulfilled all enrollment requirements including but not limited to, completed financial aid paperwork (if applicable), payments (if applicable) and enrollment paperwork will be terminated from the program.

Attendance/Late Arrivals/Early Departures

After the probationary period, attendance (including late arrivals and early departures) will be reviewed by Administration on a monthly basis. Any student having excessive (more than 3) absences, late arrivals or early departures within a 30-day period will receive documented disciplinary action and be placed in the following disciplinary action process:

- 3 documented warning(s)
- 1 documented, no credit suspension
- Expulsion

NOTE: 3 suspensions of any kind will result in immediate expulsion.

Other attendance guidelines include:

- Students must report to class on time, with books, tools and all required materials to receive credit.
- Students clocking in more than 10 minutes after their scheduled start time are considered late.
- Students clocking out 10 minutes before their scheduled end time are considered leaving early.
- You are not permitted to clock in more than 10 minutes before class start or 10 minutes after class end time unless finishing up work on a paying, clinic customer or if you have received written approval from Administration.
- Students are required to clock in and out using the finger scanner upon arrival and departure. Contact Administration immediately if you forget to or cannot clock in or out. Failure to do so may result in clock hours not credited and disciplinary action.
- Students who clock in and leave school without prior approval from their instructor will be subject to disciplinary action up to and including immediate expulsion.
- Absences, late arrivals and early departures, above and beyond the grace hours calculated into the dates on the enrollment agreement, will result in delayed graduation date and extra instructional charges (\$20 per hour over contract). **PLEASE NOTE: Contract extensions are not guaranteed.**

Students in need of an extended absence (more than 3 school days) due to vacation plans, medical reasons, etc. should notify Administration at least 48 hours prior to the absence to possibly avoid disciplinary action. Students on final written/suspension status for attendance are NOT able to avoid disciplinary action.

FINANCIAL AID DISCLAIMER

Note: Financial aid awards are subject to change based on attendance and/or crossover award years.

CRIMINAL HISTORY RECORDS INFORMATION ACT (CHRIA)

The Criminal History Records Information Act (CHRIA) provides the authority for a licensing board to deny a license based on a felony conviction. The CHRIA also provides for the authority to deny a license based on a misdemeanor conviction that relates to the profession. If the Board determines that provisional denial is warranted, the applicant will receive a letter in the mail that details the reason for provisional denial and provides for the procedure to appeal the decision. Upon appealing the decision the applicant will be provided a full hearing at which they may testify, have witnesses testify or provide any other relevant evidence. The entire record of the hearing is then reviewed by the Board for a final determination as to whether or not the provisional denial should become final.

SATISFACTORY ACADEMIC PROGRESS POLICY (a.k.a. SAP Policy)

The Title IV Satisfactory Academic Progress Policy is consistently applied to **all** students enrolled in a NACCAS approved training program (this includes the Barber Training Program). It is printed in this catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by NACCAS and the federal regulations established by the United States Department of Education.

Satisfactory Progress in attendance and academic work is a requirement to maintain eligibility for funding and continued education. To determine Satisfactory Progress, all students are evaluated in academics and attendance on a regular basis (see evaluation periods). Students are advised of their academic and attendance status via a SAP report. The progress report will be reviewed and signed by administration and the student.

Evaluation Periods (SAP)

Students' attendance and academics are evaluated at 450 **actual** hours, 900 **actual** hours, 1075 **actual** hours and 1250 **actual** hours for Satisfactory Academic Progress (Licensed PA Cosmetologist students are evaluated at 348 **actual** hours and 695 **actual** hours. All other transfer students' evaluation times will be determined based on hours needed). Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress to continue with the training program and Title IV funding (if applicable). Evaluations may also determine if extra instructional charges (see Extra Instructional Charges) may be applied to the student's account at their final evaluation. Students will be provided with a copy of their SAP report and progress report to keep for their records. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

Academic Year

The barber training program consists of two academic years. The first academic year is typically 1-900 **actual** hours and the second academic year is typically 901-1250 **actual** hours. However, students who have an overlapping academic year from federal aid received at an institution prior may have a different academic year calculation (based on Department of Education guidelines) for their Direct Loan disbursements.

Attendance Progress Evaluations (this is separate from BSP Attendance Policy)

Students are expected to attend classes as per their enrollment agreement. Students are responsible to clock in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system. All absences and late arrivals are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent.

Students are required to attend a minimum of 75% of the cumulative scheduled hours to maintain satisfactory attendance progress and complete the course in the maximum time frame (see maximum time frame below). Progress meetings are conducted at each evaluation period to determine if the student has met the minimum requirements. Evaluations are based on the cumulative attendance percentage and attendance record as of the day the student hits the evaluation point. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least eight comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: 93-100 Excellent, 85-92 Very Good, 75-84 Satisfactory, 0-74 Below Standards – Unsatisfactory.

Maximum Time Frame

The maximum time frame (which is 133% of the published course length) allowed for students to complete each course at satisfactory progress is explained: Barber (Full time) - 1250 scheduled hours * 133% = 1662.5 scheduled hours.

Students who do not complete the course in the maximum time frame of 1662.5 hours will be expelled from school without a certificate of completion. Any student missing more than 412.5 scheduled hours is considered unable to graduate within the max time frame and will be terminated from the training program. **The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 133% of the required scheduled hours.

Leaves of Absence (in regards to SAP)

All approved leaves of absence extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence. Days taken in an approved leave of absence do not adversely affect SAP attendance progress evaluations. In addition, the school will provide instruction and opportunity for the student returning from an approved leave of absence to maintain their academic progress. See Leave of absence below Policy for complete details.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation.

SAP Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. Students on Warning Status may continue to receive Title IV funding, if applicable for one evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be terminated from the training program.

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period.

Withdrawals/Terminations/Repetitions - Re-Enrollment - SAP

Students who withdraw or are terminated prior to completion of the course and re-enroll will return at the same satisfactory academic progress percentages as at the time of withdrawal/termination. Students who complete the training program and choose to repeat the training program do so electively and their SAP progress will be evaluated as if they were a first-time student.

Non-Credit and Remedial Courses

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

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on contracted **actual** hours at the institution.

Special Accommodations for Students with Disabilities

The school will do their best to reasonably accommodate students with formally diagnosed disabilities provided the student notifies the school Administration Office upon enrollment and submits verifiable supporting documentation from a medical professional.

Contract Extensions & Extra-Instructional Charges

****CONTRACT EXTENSIONS ARE NOT GUARANTEED****

If a student has not completed the training program by their enrollment agreement end date, they can request a contract extension with extra instructional charges at a rate of \$20 per hour needed to complete the training program. End of contract extra instructional charges are calculated by subtracting actual completed hours as of contract end date from 1250 hours and multiplying by \$20. **A contract extension must be in place and payment of extra instructional charges must be made or arranged prior to clocking in after the enrollment agreement end date.**

Contract extensions will be granted at the discretion of the school director(s). Student attitude, motivation, attendance, compliance, participation, etc. will all be considered in making the decision to extend a student's contract.

ABOUT THE SCHOOL

The Barber School of Pittsburgh currently has two campuses: Pittsburgh Campus and Ambridge Campus.

The Pittsburgh Campus is currently located in the West End of Pittsburgh at 143 Steuben Street, Pittsburgh PA 15220. Free parking is available to students and clinic customers in a lot across the street from the school or on-street public parking aside from right in front of clinic doors (from the telephone pole in front of student entrance to the corner is reserved for BSP customers). The school occupies 3200 square feet of air conditioned and modernly equipped floor space, containing:

- 1 theory classroom equipped with dry erase board, table space, chairs and overhead projector where students learn the barbering skills necessary for advancement to the clinic floor.
- 1 clinic/theory room with 6 individual styling stations and theory classroom components.
- 1 clinic area with 13 individual styling stations all equipped with hydraulic barber chairs and electricity.
- 3 restrooms (two for employees/students and one for customers of the clinic) and a student lounge/locker area.

For security purposes, there are 16 video-recording cameras on site. They are positioned to record activity throughout school premises.

The Barber School of Pittsburgh Administrative Office is located next door to the Pittsburgh Campus at 139 Steuben Street, First Floor and can be contacted via phone, 412-922-1234 or via email, admin@bsp.edu. The Administrative Office conducts personal meetings during Open Office Hours or by appointment ONLY.

The Ambridge Campus is currently located at 413 Merchant Street, Ambridge PA 15003. Limited free parking is available to students on the side of the building. There is also metered parking on the street and in the lot next to the school. The school occupies approximately 3500 square feet of air conditioned and modernly equipped floor space, containing:

- 1 theory classroom equipped with dry erase board, table space, chairs and a SMART TV where students learn the barbering skills necessary for advancement to the clinic floor.
- 1 clinic/theory room equipped with practical and theory classroom components.
- 1 clinic area with 13 individual styling stations all equipped with hydraulic barber chairs and electricity.
- 3 restrooms (one for employees, one for students and one for customers of the clinic), a student lounge and a locker area.

For security purposes, there are video-recording cameras on site. They are positioned to record activity throughout school premises.

All client services are performed by students under the supervision of licensed instructors.

OWNER INFORMATION

The Barber School of Pittsburgh is a private for profit school owned by K-2 Developers Inc. In November 2009, K-2 Developers opened the Barber School of Pittsburgh and was licensed by the Bureau of Professional and Occupational Affairs. Barber schools, in the state of Pennsylvania, are exempt from being licensed as a private school as they are licensed under Professional and Occupational Affairs.

FACULTY AND STAFF (for all locations)

K-2 Developers, Inc.	Owner	Angela George	Instructor
Kelly Kolling	HR Business Partner	Earl George	Instructor
Dana Lilja	Director, Administration	Joshua Martin	Instructor
Zachary Luchette	Administrator	LaJacklon Mitchell	Instructor
Carla Conway	Instructor	Corry Sanders	Instructor

BARBER TRAINING START/END DATES

The Barber School of Pittsburgh will start a new Day Class and Evening/Saturday (Eve/Sat classes offered at Pittsburgh Campus Only) class every 13 weeks. The application deadlines are as follows:

<u>Application Deadline</u>	<u>Day Class Start</u>	<u>Day Class End</u>	<u>Eve/Sat Class Start</u>	<u>Eve/Sat Class End</u>
December 20, 2015	February 29, 2016	January 4, 2017	March 1, 2016	March 16, 2017
March 20, 2016	May 31, 2016	April 6, 2017	May 31, 2016	June 14, 2017
June 19, 2016	August 29, 2016	July 5, 2017	August 30, 2016	September 13, 2017
September 18, 2016	November 28, 2016	October 3, 2017	November 29, 2016	December 12, 2017

****Application deadlines and class start dates are subject to change, at any time, without notice.****

TRAININGS/SCHEDULES

The Barber School of Pittsburgh currently offers a Barber Training Course, which requires 1250 hours in no less than 9 months or 695 hours for those that have an active PA cosmetology license. If a student has completed a barber training and/or was issued a PA temporary barber's license, they are eligible to take the PA state board test and do not need any additional hours. If the student chooses to enroll, they are doing so electively.

There are two barber training schedules offered at the school:

Day Training	Monday thru Friday: Unit 1 - 13 Weeks - 8:30am - 3:00pm* Unit 2 - 13 Weeks - 9:00am - 3:30pm* Unit 3 - 12.5 Weeks - 10:15am - 4:45pm*	32.5 hours per week 38.5 Weeks
Evening/Weekend Barber Training	Tuesday, Wednesday, Thursday, 4:30pm – 10:30pm & Saturday 9:30am – 5:30pm	26 hours per week 48.5 Weeks

*Transfer students with a current PA Cosmetologist license will adhere to the following Day Training schedule: Unit 1 – 5 weeks, Unit 2 – 8 weeks and Unit 3 – 9 weeks, taking approximately 21.5 weeks to complete. Night training will take approximately 27 weeks to complete.

The school considers students scheduled 24 hours or more per week, full time students. This is consistent with the Department of Education guidelines.

All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone or cancel classes. Custom schedules must be approved by the Administration Office only and approvals for such schedules will be handled on a case-by-case basis.

SCHOOL CALENDAR

The Barber School of Pittsburgh observes the following school closures. Vacations should be planned around these dates. **The school calendar is subject to change without notice.**

January	New Year's Day
	First Monday – State Board Testing/Employee In-Service
April	First Monday – State Board Testing/Employee In-Service
May	Memorial Day Weekend
July	Fourth of July
	First Monday – State Board Testing/Employee In-Service
September	Labor Day Weekend
October	First Monday – State Board Testing/Employee In-Service
November	Thanksgiving Day
December	Winter Break (Christmas Eve through New Year's Day)

TUITION

Barber Training (1250 Hours)		Barber Training For Transfer/ReEntry Students	
Tuition	\$16,230.00	Tuition	\$12.984 per hour
Registration Fee (non-refundable, required for all new students)	\$95.00	Registration Fee (non-refundable, required for all new students)	\$95.00
Supplies/Kit (required for all new students)	\$600.00	Supplies/Kit (required for all transfer students)	\$600.00
	\$16,925.00		Based on hours needed

Additional charges and/or fees may be applied, as applicable (see Extra- Instructional Charges).

*****A \$95 non refundable registration fee is required, for all new students, to hold a spot in a class. This down payment will be applied to the student's account balance. *****

****All tuition rates are subject to change without notice. The changed rates will be applied to newly signed contracts and will not affect existing contracts. ****

The average median loan debt incurred by students who completed the Barber training is \$11,900-\$13,900.

PAYMENT OPTIONS

Please contact the main office at 412-922-1234 to see if a specific campus is eligible to receive Title IV funds (federal financial aid). Most Barber School of Pittsburgh campuses can receive Title IV funds (federal financial aid) for students who are eligible. If a student is not eligible for Title IV funding or is in need of additional funds to cover costs, students can pay with cash, certified check or money order, credit card (Visa, MasterCard, American Express or Discover), institutional financing and/or a payment plan through TFC Tuition. Students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness.

If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the payment plan contract and/or TFC's finance plan, including any late payment charges, if incurred. If a TFC account payment is more than 60 days late, the student attached to the account will be placed on a financial warning for 30 days or until the payments are current (whichever is less). If a student does not bring payments due current within 30 days, the student will be terminated. The student is responsible for payment of any portion of tuition not covered by financial aid.

Cost of Attendance Budgets

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, personal, loan fees and, if applicable, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2014-2015 award year.

Living at Home with Parents 0 Dependents:

Room & Board	Personal	Transportation	Other	Total
\$689.00	\$153.00	\$247.00	Case-by-Case	\$1089.00

All Others:

Room & Board	Personal	Transportation	Other	Total
\$1038.00	\$212.00	\$180.00	Case-by-Case	\$1430.00

FEDERAL ASSISTANCE PROGRAMS (available at most locations)

Note: Financial aid awards are subject to change based on attendance and/or crossover award years.

Most school campuses are approved (or in the approval process) as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. A variety of programs are available for campuses and students qualifying for assistance:

Federal Grants

Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans. The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

- Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.
- Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.
- Federal Direct Plus Loan: This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or step-parent in the event that person's income would have been taken into consideration when calculating the student's expected family contribution (EFC). Interest is charged during all periods.

Verification

Students selected by the U.S. Department of Education for the process of verification are frequently required to submit additional information and/or parents' financial & household information to the finance office. The verification procedures will be conducted as follows:

- When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the finance office within 10 days from the date the student is notified that the additional documentation is needed for this process.
- If the student does not provide all of the required documentation within the 10 day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
- The finance office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

The finance office will notify the student of any changes to their financial aid award resulting from corrections made due to the verification process. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

Conflicting Information

The Barber School of Pittsburgh understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

Other Funding Sources

Additional funding may be obtained for eligible candidates through many different programs including; Department of Veterans Affairs, Office of Vocational Rehabilitation, and Private Scholarship funds.

COMPLIANCE CODE OF CONDUCT

The Barber School of Pittsburgh is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditation rules, and school policies & procedures.

ADMISSION CONSIDERATIONS

Before enrolling in any program, prospective students should take into consideration the personal demands and obligations of attending The Barber School of Pittsburgh. Preparation, planning and having a thorough understanding of the school's attendance guidelines and satisfactory academic progress policy will allow students to be successful BSP students. Choosing the right time to start school is necessary for successful program completion. Students need positive motivation and a strong personal commitment to make the necessary preparations to attend all classes as scheduled and complete the training on-time. Prospective students must consider the class attendance schedule verses a work schedule, dependable child care, back-up day care, transportation costs, physical stamina and the overall demands of becoming a student. Additional planning involves knowing the expected amount of time to complete the program and developing a personal financial budget accordingly. Prospective students giving false or misrepresented information during the admissions process will be denied enrollment. Providing false information within the Financial Aid application and verification processes is a violation of federal law that could bring about criminal charges. In addition, a student currently enrolled providing false information, of any kind, will be terminated.

ADMISSION REQUIREMENTS/PROCESS

Applications can be submitted any time via the website. However, admission to the school is only open during designated admission periods (see website for dates), to career-minded people who will be able to obtain and utilize the skills taught to pass the licensing written and practical examination, and become gainfully employed in the industry. At this time, all applications received from the end of one admission period to the beginning of the next admission period will be reviewed. All applicants must meet the following minimum requirements specific to admissions:

- Obtain an email address if you do not already have one. The Barber School of Pittsburgh's Admissions/Administrative office will send all admissions/enrollment notifications by email.
- Complete an application for the training program and submit it via the website by the designated deadline for the start date requested.
- Possess a verifiable high school diploma or equivalent (GED), a post-secondary degree or transcript or a state issued credential for secondary institution completion (if home-schooled).
- Possess government issued identification such as a driver's license, state id with photo or passport.
- Be able to pay a \$95 registration fee upon enrolling into a program, if accepted.

Upon completing minimum admission requirements, some prospective students may be contacted for additional information (**this contact does NOT guarantee acceptance into the program**). The school does not accept responsibility for prospective students not being able to access their email or not receiving emails. If a prospective student misses any scheduled appointment without notifying Administration in advance, they will be rescheduled if any spots are still available. We do understand that extenuating circumstances may arise and these will be considered on a case-by-case basis.

Prospective students are evaluated throughout the admissions process by BSP staff, and program admission or denial takes into consideration an applicant's ability to communicate effectively, professionalism and expressed commitment to complete the program of study. In addition, prospective students must show a genuine interest in working effectively in the industry for which training is provided and meeting all admission requirements. Assessments include but are not limited to verbal communication, written communication, punctuality, appointment keeping, attitude, compliance and conduct. Applicant's previous educational experiences, credit history and employment record information shall be considered. The applicant may be required to sign a release of information or authorization to allow the institution to obtain necessary records and any additional information needed to qualify the applicant for enrollment. Criminal record and credit agency reports may be necessary to complete an enrollment process. All costs for required information are the responsibility of the prospective student.

The Barber School of Pittsburgh determines and maintains a right to approve or deny admission to any applicant based on the above-mentioned guidelines, general conduct and demeanor during the admissions process, information from references, ability to communicate effectively and general attitude. Applicants' families are encouraged to participate in the enrollment process so that they may have an opportunity to ask questions. If accepted, a student will be invited to enroll in the program. Enrollment requirements must be completed in the time specified. If you are unable to complete the enrollment requirements in the time specified, the invitation may be revoked and extended to another prospective student.

Enrollment requirements:

- Meet all admission requirements and receive written acceptance into the program from the school.
- Provide proof of a high school diploma or equivalent, a post-secondary degree or transcript or a state issued credential for secondary institution completion (if home-schooled).
- Provide government issued identification such as a driver's license, state id with photo or passport.
- Complete a FAFSA (and any other required financial aid paperwork) for appropriate award year(s) if interested in financial aid.
- Review School Catalog and certify they have done so.
- Complete Enrollment Agreement.
- Submit a \$95 non-refundable registration fee via cash, money order or cashier's check (payable to the Barber School of Pittsburgh). NO PERSONAL CHECKS.

*We reserve the right to verify if we suspect that the documentation provided is false or has been altered in any way. **Students may not be accepted for enrollment if they cannot prove credit worthiness.***

The Barber School of Pittsburgh does not accept Ability-To-Benefit (ATB) Students. However, the Barber School of Pittsburgh will evaluate veterans' prior military credit and grant credit as appropriate to the barber training program. Previous military courses, credits and experience will be evaluated and the school will determine if this information warrants barber training course credit (transfer hours).

TRANSFER STUDENTS

Enrollment is available for students wishing to transfer to the Barber School of Pittsburgh after they have withdrawn from other barber schools both in and out of state. **The school does not recruit students already attending or admitted to another school offering similar training program of study.** The student must submit notarized certification of attendance, hours attended and subjects pursued prior to signing the enrollment agreement. Credit for previous training and education in licensed barber training programs may be granted. Testing may be administered to determine knowledge base and skill set of the student. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular entrance and registration requirements. Students accepted for admission will be required to purchase the school's current kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent student loans to a current status.

RE-ENROLL

Re-enrollment may be available for students who previously attended the Barber School of Pittsburgh. Previous students can reapply one (1) year after separation (voluntary or involuntary) from the school. Admission is NOT guaranteed. All financial obligations must be resolved before a student can re-enroll into the program.

CONTRACT END DATE

All students' contract end dates are calculated based on the number of hours required to complete the program and scheduled hours per week while taking into consideration all scheduled days the school will close and grace hours noted on the enrollment agreement (to be used cautiously for scheduled and/or unscheduled absences). If a student has not completed the required hours for training program completion by their contract end date and request to extend their contract, they do so knowing there will be additional charges and their clinic chair may have to be relinquished to a student in their active, original contract. Transfer/re-enroll students may be granted grace hours based on their hours needed. **CONTRACT EXTENSIONS ARE NOT GUARANTEED.**

SCHEDULE CHANGES

Our curriculum does not allow for schedule changes, however in rare circumstances a schedule change may be approved. Requests for a class schedule change after enrollment will be considered on a case-by-case basis. Students requesting a schedule change must be meeting Satisfactory Academic Progress and have no recent (within 30 days) disciplinary action at the time of the request to be considered.

GRADING SYSTEM

Theory

All tests are graded on a percentage basis. If a test has 50 answers, each answer is worth 2 points, if a test has 25 answers; each answer is worth 4 points and so on. Students are required to maintain a 75% overall grade point average in theory to remain in satisfactory academic progress (SAP). Students falling below this will be informed and additional assistance will be offered. The opportunity to re-take any exam scored below 75% will be offered. Exams that are re-taken will have 10 percentage points deducted from the final score. The maximum score possible on a retake of exam is 90%.

Practical Work

Practical work (hands on work) evaluations are broken down into segments. Each segment is graded on a percentage basis. Students are required to maintain a 75% overall grade point average in practical testing to remain in satisfactory academic progress (SAP). Students falling below this will be informed and additional assistance will be offered. The opportunity to re-take any failed exam will be offered. The maximum score possible on a retake of exam is 90%.

Any student may request and will receive additional help in any portion, part or segment of our course curriculum. Failure to progress and maintain satisfactory academic progress (SAP) can lead to academic probation and/or termination of education.

Grading Scale: 93 - 100 EXCELLENT, 85 - 92 VERY GOOD, 75 - 84 SATISFACTORY, 0 - 74 BELOW STANDARDS – UNSATISFACTORY. **Your overall grade is comprised of 60% from your theory testing and 40% from practical testing.**

SCHOOL DELAY OR CANCELLATION

In the event of a school delay or cancellation, the school will notify the local news stations (WPXI, WTAE & KDKA) and leave an outgoing message at the school's main number, 412-922-1234. Students are responsible for watching the news or calling the main number prior to their class start time. Please note: **Delays affect Day class students only.**

LEAVE OF ABSENCE (LOA)

The Barber School of Pittsburgh may grant a leave of absence, at the school's discretion, **ONLY** in the event of an extenuating, serious medical emergency. LOAs require a **minimum absence of five calendar days** and students are only permitted **one LOA per enrollment contract**. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. **All requests for leaves of absence must be submitted in advance, in writing, include the reason for the student's request, the anticipated return date and include the student's signature.** Leaves of absence requests not submitted in advance may be approved if unforeseen circumstances arise (i.e. car accident, unforeseen medical emergency, etc.). In this instance, the beginning date of the LOA would be the first date the student was unable to attend the institution because of the "unforeseen circumstance".

The school will respond to LOA requests within 10 calendar days and LOAs will be considered based on the following:

- Only LOAs for medical emergencies for yourself or immediate family (spouse, child) will be approved.
- There must be a reasonable expectation that the student will return from the LOA.
- Student must follow the Barber School of Pittsburgh's policy on requesting an LOA.
- The school will not assess the student any additional institutional charges as a result of the LOA.
- The LOA must not exceed a total of 90 days in any 12-month period. The school, at their discretion, may extend the LOA up to an additional 90 days for extenuating circumstances.
- Supporting documentation from a certified health care provider **WILL** be required and verified.
- LOAs are not available to those students on a contract extension for extra instructional hours.

- **Incarceration, anything involving punishment due to a crime and anything not medically emergent is not covered under our LOA policy.**

The student granted an LOA that meets the above criteria will receive a contract extension by the same number of days taken in the LOA. Changes will be reflected on the student's enrollment agreement. Students on an approved LOA are not considered to have withdrawn, and no refund calculation is required at that time. If a student does not return to school at the expiration of an approved LOA (or a student takes an unapproved LOA), the student will be considered withdrawn and the withdrawal date is the date the student's last day of attendance.

WITHDRAWAL/TERMINATION

The school may terminate a student prior to the completion of their training for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to meet SAP at next evaluation after Warning has been issued. 5) Insubordination. 6) If withdrawal is determined by Director after consecutive absences for a period of 14 calendar days or 7) violation of the probationary period policy. ****Note: Withdrawn or terminated students will not receive notarized verification of hours until account is paid in full and required exit paperwork is complete.****

RETURN OF TITLE IV FUNDS

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Academic Competitiveness Grants, National SMART Grants, TEACH Grants, Direct Student Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period. If the student did not receive all of the funds that he/she earned, the student may be due a Post-withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the school must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The school may automatically use all or a portion of the Post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs the student's permission to use the Post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission (some schools ask for this upon enrollment), the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce his/her debt at the school.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any direct loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the school or parent receives on their behalf) excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of the student's Title IV program funds. If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the school or the Department of Education to return the unearned grant funds. The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the school may have. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. The school may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

PERMANENT SCHOOL CLOSURE POLICY

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a training is canceled after students have enrolled and instruction has begun, the school will make the following arrangements:

- The school will notify affected students individually of the availability of schools in their area, and assist them in finding suitable training needs.
- The school will submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate the arrangements made for each student to complete their education.
- The school will forward all student records to the State of Pennsylvania Barber Board in accordance to Barber regulations.
- The Barber School of Pittsburgh does not have a teach out plan in effect, therefore all students will be entitled to a pro-rated refund of tuition that has been paid to date.

EMPLOYMENT ASSISTANCE

Employment assistance will be made available to all successful graduates of the Barber School of Pittsburgh. Job opportunities will be emailed to successful graduates wishing to receive the notifications. Letters of recommendation may be available upon request. **Please Note: The Barber School of Pittsburgh does not guarantee employment.**

NON-DISCRIMINATION POLICY

The Barber School of Pittsburgh will not discriminate on the basis of sex, race, age, color, ethnic origin or religion. Any prospective student or current student who feels they have been discriminated against should immediately bring this matter to the attention of the Director.

Students will be professional while on school property. Profanity is not allowed and will not be tolerated. Any picture, joke or gesture found offensive will be stopped/removed immediately.

ACCESS TO STUDENT FILES

Students (and parents or guardians of dependent minors) can request access to their file at any time by scheduling an appointment with administration/director. Explanation of file contents is available upon request. Files must remain in the administration office at all times. Copies of student files are available upon written/signed request from student and/or parent /guardian, if applicable. **All student files are kept strictly confidential.**

RELEASE OF STUDENT INFORMATION

Student information can only be given to an outside party with written permission from the student, and/or parent/guardian, if applicable, on a Release of Student Information form, available from the instructor, director or administration, upon request. Release of student information will be date specific, per occurrence. Each occurrence will require a new Release of Student Information form on file.

The ONLY exceptions to this policy are:

- Government agency placing students who need to verify attendance.
- School district placing students and need to verify information.
- Accrediting agency requiring the Barber School of Pittsburgh to verify non-identifying information.

SCHOOL COMPLAINT POLICY AND PROCEDURE

The Barber School of Pittsburgh takes complaints from students, customers and employees very seriously. Every attempt should be made to resolve all complaints within the school before proceeding to outside agencies. The school will keep all formal complaints on file for two accreditation cycles. Please use following procedure to handle all formal complaints:

- All formal complaints should be submitted in writing to the Director of the school. The complaint should be completed with as much detailed, factual information as possible.
- The Director will meet with, or respond to, the plaintiff within 10 business days. If not resolved after this meeting/response, the original complaint and any corresponding notes will be handed over to the owner of the school.
- The Owner will review the information and meet with the plaintiff, if necessary. The owner will propose a reasonable resolution or inform the plaintiff the complaint is unwarranted within 21 business days.
- If the plaintiff is dissatisfied with the owner's response and chooses to pursue the matter further, they can file a formal complaint against the school with NACCAS and/or the State Board of Private Licensed Schools, Department of Education. The contact information for these agencies can be found below:

<p>NACCAS National Accrediting Commission of Career Arts & Sciences 4401 Ford Avenue, Suite 1300 Alexandria, VA 22302 703-600-7600 www.naccas.org</p>	<p>Bureau of Professional and Occupational Affairs, PA Department of State P.O. Box 2649 Harrisburg, PA 17105 P: 717-787-8503 http://www.dos.state.pa.us</p>
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STUDENT SUPPORT SERVICES

Students have access to advising from members of the school staff regarding finances, health, family or any problem affecting their academic progress. This may include a referral to professional assistance, if necessary.

While the school cannot guarantee employment, it does offer job placement assistance to all students. Whenever job openings are received by the school, they are emailed to the graduate students.

Students should notify their instructor immediately if they require special assistance during any part of training.

Reference letters, career counseling and resume writing assistance are also available.

VOTER REGISTRATION

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Pennsylvania at <http://www.votespa.com>.

SCHOOL POLICIES AND RULES

Student Code of Conduct

While at school and all school-sponsored activities, students are expected to follow these rules:

- Be properly attired in school smock zipped up to top of logo and **school smocks must be worn at all times while on school property (including breaks, unless eating a meal)**.
- Be in assigned place with appropriate materials, ready to work at the designated time that class begins.
- Keep hands, feet, and objects to yourself.
- Use school appropriate language and behavior at all times.
- Be polite and respectful.
- Follow instruction, school policies and procedures.
- ***Students must perform all assignments in a timely manner.***

Administrative Office

- The Administrative Office is available for assistance during weekly Open Office Hours or by appointment only. The office is unable to accommodate students on a walk-in basis. Please try to resolve all issues with your instructor. If that is not possible, send an email to danalilja@bsp.edu to make an appointment with the Director.

Attendance/Late Arrivals

New, transfer and re-enrolled students shall refer to the Probation Period Policy during their first 25 days of enrollment. All other students should refer to the school attendance policy explained in detail in the "Pre-Enrollment Information" section of this catalog.

Parking

Parking is available to students in the lots across the street from the school and lot across from the Admissions Office. On street parking is available on side streets (Alexander Street and Sanctus Street). Students are not permitted to park in front of the school (from the student entrance to the corner of Alexander Street).

Make Up Work

All missed work must be turned in within 3 days of returning to school, in order for it to be counted for full credit.

Make up Hours

The Barber School of Pittsburgh does not offer regular make-up hours. Make Up Hours will only be offered by Administration if business deems them necessary. Communications regarding make up hours will be emailed to students.

Student Discipline

In the event a student violates school policy, disciplinary action will occur. Depending on the severity of the infraction, disciplinary action will be administered as follows:

- 3 documented warning(s)
- 1 documented, no credit suspension
- documented expulsion

Also:

- 3 suspensions of any kind will result in immediate expulsion.

Administration reserves the right to alter the progression of disciplinary action to fit the infraction (i.e. severe infractions may lead to immediate suspension and/or expulsion). Students are required to sign disciplinary action forms as instructed. Refusal to do so will result in immediate expulsion.

If a student is instructed to leave school immediately as part of the disciplinary action process, the student is expected to comply with the instructor, director or administrator of the school without resistance. Failure to do so will result in authorities being contacted, after the student has been verbally notified, to escort student off property and possible suspension and/or expulsion will follow.

Late Arrivals/Early Departures

Students are expected to adhere to the schedule on their enrollment agreement. Students having excessive late arrivals/early departures will be subject to disciplinary action, up to and including expulsion.

Breaks

A break is considered time when a student is on the clock and not participating in class. Students are allowed two 10 minute breaks and one 20-minute lunch break while in school. Breaks will be scheduled based on class time. For the purposes of breaks, "premises" is considered inside the school/administration office, and on the deck in back of the school. Please note, this does not include hanging out in a car, in the parking lot or below the back deck.

- Students are **REQUIRED** to let the instructor know if they are leaving the premises. Students leaving the premises without letting the instructor know will be disciplined accordingly and time of unknown whereabouts will be docked from their actual hours.
- Students must punch out if taking more than a 20-minute break
- Students are not permitted to leisurely sit in waiting room chairs or any barber/shampoo chairs. The waiting room and barber/shampoo chairs are for clients/education only.
- Smoking (this includes electric cigarettes or anything of the like) is permitted on the back deck only. Cigarette butts **ONLY** are to be disposed in the receptacle provided. The school reserves the right to eliminate all smoking privileges should this policy be violated.
- No smoking, loitering or talking on cell phones is permitted in front of the school or in front of the Administration Office.
- If you are not on the back deck or inside the school/administration office, you are considered off the premises (for the purpose of breaks).

School Violence

The Barber School of Pittsburgh strictly prohibits school violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a student, instructor, student instructor, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person.
- Threatening to injure another person.
- Engaging in behavior that subjects another person to emotional distress.
- Threatening to use or using a weapon while on school property, on school-related business, or during school related functions.
- Intentionally damaging property.

All threats and acts of violence should be reported immediately to the Director of the school and/or the Pittsburgh Police as soon as possible. Employees found to have engaged in school violence will be subject to immediate suspension and or expulsion.

No weapons are permitted on school property. Students bringing a weapon on school property will be expelled immediately.

Respect

It is the goal of The Barber School of Pittsburgh to create a mutual, respectful atmosphere between all individuals involved within our school including administrators, instructors, students, parents, customers & visitors. As such, all entities are expected to remain respectful to each other at all times. Students and instructors especially are expected to greet each other with kind words and student/instructor exchanges should be friendly, in an appropriate tone, and should remain respectable. The majority of student/instructor interaction should be positive.

Students are expected to treat students, faculty and staff of the school with civility and respect, respect school property, and uphold school policies and all applicable Pennsylvania laws.

Students will not sleep or sit and do nothing, at any time, during school hours. Students are not permitted to put their feet up on chairs, tables or other school property. These actions are disrespectful to your instructor, your fellow students, the school and, ultimately, yourself.

Bullying

The Barber School of Pittsburgh will not tolerate bullying or like behavior. The Barber School of Pittsburgh has determined that school should be a safe and protective setting where students are encouraged to learn and meet their academic goals. As such, bullying interferes with both a student's ability to learn and a school's ability to teach because of its disruptive nature. Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, employees, students and parents.

Bullying can be physical, verbal, emotional, & cyber (includes email, cell phone, social media [Facebook, Twitter etc], etc.). Any gesture that is expressed through written language, verbally, and/or physically that degrades a person is considered bullying. This includes making fun of a student's haircuts or services. This includes, but is not limited to a person's race, religion, color, gender, sexual orientation, disability, national origin, or any other unique characteristic. This behavior will be considered bullying whether it takes place on or off school property or at any school function.

Any student who chooses to participate in bullying will be met with a swift and severe consequence. However, each case will be examined on a case-by-case basis and could vary based on several factors including nature of the problem, past history, etc.

Fighting

Fighting is unacceptable for any reason at the Barber School of Pittsburgh and will not be tolerated. A fight is defined as a physical altercation occurring between 2 or more students. The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, scratching, and pinching. Any student who engages in such actions as defined above will be suspended indefinitely and may be expelled. Authorities may be contacted, if necessary.

It will be left up to the instructor's/administrator's discretion as to whether an individual's participation in a fight will be considered self-defense. If the instructor/administrator deems the actions as self-defense, then a lesser punishment will be issued to that participant.

Cell Phone/Electronics Policy

It is REQUIRED that all student cell phones and/or electronics are turned to "silent" before entering the school and/or the Administrative Office. "Silent" means no ringing, dinging, or vibrating. Earbuds for music are allowed during certain class times with Instructor permission only (music volume must allow you to hear announcements and cannot be a distraction to fellow students in any way). **Student cell phones for the use of calling, texting, email, taking pictures, internet usage and checking social media are to be placed out of sight and remain out of sight during class times.** Students may use their cell phones in the break room, bathroom or back deck DURING BREAK TIMES ONLY.

Laptops are allowed to be used for taking notes during class. Realize that they are ONLY for taking notes. Any student abusing this guideline will not be allowed to use one for the remainder of the course.

Students will be asked to clock out for the day if any electronic device disrupts a class in any way and will receive disciplinary action accordingly.

Social Media

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the Barber School of Pittsburgh, as well as any other form of electronic communication.

Students should carefully read all school rules and policies and ensure their postings are consistent with these rules and policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination. In addition, postings by students about the school or any of its services, employees, customers and/or students, in a derogatory manner will be met with disciplinary action up to and including expulsion.

Students should not speak to the media on the Barber School of Pittsburgh's behalf without contacting the Director.

Harassment

Students will be professional while on school property. Profanity is not allowed and will not be tolerated. Any picture, joke or gesture found offensive will be stopped/removed immediately.

Anti-Drug /Alcohol Policy

Our policy is to have students free from alcohol or the use of illegal drugs. The Barber School of Pittsburgh is committed to offering a high level of education, safety, and responsibility. We expect all students and staff to observe local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. Illegal drugs include any drug which is not legally obtained or which is being used in a manner or for a purpose other than as prescribed. Legal drugs include prescribed and over-the-counter drugs which have been legally obtained and used for the purpose for which they were intended.

No student should, at any time, be under the influence of drugs or alcohol on school property. Anyone having knowledge of an individual on school property abusing alcohol, in possession of or using illegal drugs is urged to inform administration immediately and/or encourage the individual to seek counseling and/or medical assistance. Anyone having knowledge of illegal drug or alcohol possession, distribution and/or sales is expected to inform the director of the school.

Any student exhibiting signs of being under the influence of drugs or alcohol will be sent home for the day without credit. Disciplinary action will occur upon their return. Any violation of anti-drug/alcohol policies may result in discipline up to and including expulsion.

The school reserves the right to administer random drug testing at their discretion.

Equipment

Students are responsible for securing their tools at all times. Students who lose, misplace or have any supplies/equipment stolen are responsible for replacement. Smock and cape replacements must be approved by the school. If a student experiences school-issued equipment malfunction within the first thirty days of use, please return the equipment and packing material to the administrative office for return to manufacturer. Any malfunctions after thirty days of use is the student's responsibility.

Students will not steal, or borrow another student's property without asking. Doing so will result in immediate disciplinary action up to and including expulsion. This includes intentionally or unintentionally not charging a customer for a service.

Dress Code/Hygiene

Students will report to school in good hygiene, dressed according to the business casual dress code. Students coming from work may change their clothes in the restroom prior to clocking in. All other students must come to school already dressed according to the dress code. ****Smocks must be worn at all times while on school property** (including breaks).** If a student's poor hygiene or use of too much perfume/cologne is an issue, the instructor will discuss the problem with the student in private and should point out the specific areas to be corrected. If the problem persists, disciplinary action will be executed, as appropriate.

Students and instructors are required to wear a clean, **school issued** smock; the smock must be zipped up to above the school logo. Lost or misplaced smocks must be immediately purchased through the school. Students must wear **solid color** business casual dress pants secured at the waist (no sagging). Students may wear knee length or longer solid color skirts. Students are not to wear low cut shirts or have their mid-section exposed. No open toe/open heel shoes, crocs, sandals, flip flops or high heels are permitted. Students and employees are prohibited from wearing blue jeans, camouflage pants, workout pants, shorts, hats (including hoodies), coats, headbands, caps, bandannas, sunglasses, blue tooth or like ear pieces (on the clinic floor), or gaudy jewelry.

Violations of the policy can range from inappropriate clothing items to offensive perfumes and body odor. If a student comes to school in inappropriate dress, he/she will be required to go home for the day with no credited hours. ***Required tools are considered part of dress code. Students must have tools with them to receive credit. Students without tools will be sent home with no credit for the day.*

Student Search and Seizure

Lockers are the property of the school and are assigned to the students for school use. Students hold neither expectation of privacy in their lockers nor any other school property. Students leave articles of value in lockers at their own risk. School officials have the authority to search all school property (including lockers) at any time without notice, and to seize any property prohibited by law or school policy. Student searches may be made based on reasonable suspicions of a violation of school policy and/or state or federal law.

Clinic Floor Behavior

- Students must be attired according to the dress code in school issued smock zipped up 3-4 inches below the top.
- All work on students and/or employees during scheduled class time must be documented and adhere to the student services policy posted on the clinic floor.
- Students are not to groom themselves on the clinic floor while customers are present.
- Students are responsible for their own tools and station which must be cleaned, sanitized, and swept after each customer.
- Students must not engage in conversation with each other while working on a customer.
- There will be no loud or boisterous talking, whistling, singing, cursing, foul language or talk of a suggestive nature on the clinic floor. Any actions unbecoming to a professional may result in immediate suspension.
- No disrespectful remarks regarding customers, students or the school are to be made while customers are in the school.
- No eating or drinking is permitted on the clinic floor.
- No fighting/rough-housing, playful or otherwise, is permitted in school.
- Music played in the clinic must be appropriate for all customers and kept at a professional volume.
- Students are to remain behind or near their own chair and should not congregate in groups on the clinic floor, except during educational demonstrations.
- Only clients being serviced are permitted in the barber chairs. All other clients should sit in the waiting area provided.
- Students will clean and sanitize their entire station (including back bar, chair, mirror, floors, etc.) each day, at the end of their shift.
- Students are not permitted to leave if there are customers waiting, unless previously approved.
- **All services will be checked by an instructor before removing a customer's drape.**

Refusing to Service

Any student, without permission from instructor, refusing to serve a client will receive an immediate 3-day suspension (without credited hours.)

Campus Security

The Barber School of Pittsburgh (BSP), in compliance with the Federal Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act (HEOA), has prepared an annual security report publication and made it readily available to all current students, prospective students and employees online at www.bsp.edu. The report is required by federal law and contains crime statistics for the Barber School of Pittsburgh. The report addresses BSP's policies and procedures concerning safety and security, including policies for responding to emergency situations and sexual offenses. Statistics are included for certain types of crimes that were reported to have occurred on campus, in or on any building or property owned or controlled by the school and on public property used by the school within or immediately surrounding the campus.

The report is made available in its entirety at our website, www.bsp.edu, and paper copies can be requested from the Administration Office by calling 412-922-1234 or emailing a request to admin@bsp.edu.

Sexual Harassment.

The Barber School of Pittsburgh adopted a policy in September 2011 that affirmed its opposition to sexual harassment and established specific guidelines to address sexual harassment among both employees and students of the Barber School of Pittsburgh. The policy initiated actions by the school system to help employees and students recognize, understand, prevent and take corrective action to address sexual harassment and other inappropriate behavior of a sexual nature in the workplace and in instructional settings.

Summary

Inappropriate sexual conduct will not be tolerated and may constitute sexual harassment. The Barber School of Pittsburgh does not condone or tolerate any form of sexual harassment involving employees or students. The school system is committed to the creation and maintenance of a learning and work environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

The Barber School of Pittsburgh will take appropriate action to prevent and correct behavior that violates this policy. If necessary, the school system will also take disciplinary action against employees and students. Employees who violate the policy will be subject to such actions as oral or written reprimand, professional counseling, suspension or termination. Disciplinary actions for students who violate the policy include a conference, suspension and/or expulsion depending on the circumstances and severity of the offense.

The policy applies to all sexual harassment incidents involving The Barber School of Pittsburgh's employees and students and addresses acts committed by a person of either sex against a person of the opposite or same sex. The policy recognizes that it is unlawful for employees to commit acts of sexual harassment. Sexual harassment committed by students of either sex against students or staff of the opposite or same sex constitutes inappropriate behavior and is subject to disciplinary action under the Board of Education discipline policies. The policy also recognizes that employees and students have a right to be free from sexual harassment by others such as contractors, vendors, and volunteers.

It is the responsibility of every director, supervisor, instructor and student to recognize acts of sexual harassment and take necessary action to ensure that such instances are addressed swiftly, fairly, and effectively. The school system prohibits retaliation against an individual who reports an incident or cooperates with an investigation of a reported incident.

What Is Sexual Harassment?

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature that takes place under any of the following circumstances:

- When submission to such conduct is made, explicitly or implicitly, a term or condition of employment, instruction, or participation in other school activities;
- When submission to or rejection of such conduct by an individual is used by the offender as the basis for making personnel or academic decisions affecting the individual subjected to sexual harassment; and/or
- When such conduct has the effect of unreasonably interfering with the individual's work and/or academic performance; or creating an intimidating, hostile, or offensive work or learning environment.

It is against The Barber School of Pittsburgh policy and unlawful for The Barber School of Pittsburgh employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff is inappropriate and violates The Barber School of Pittsburgh's policies.

Prohibited Conduct

Prohibited conduct may include, but is not limited to, unwelcome behavior of a sexual nature. For example:

- Grabbing, touching, or patting
- Sexual propositions
- Sexually offensive pictures, magazines, notes, calendars, cartoons, or jokes
- Unwanted flirtations or advances
- Verbal abuse
- Repeated pressure or requests for sexual activities
- Rewards for granting sexual favors or the withholding of rewards for refusing to grant sexual favors
- Graphic comments about an individual's body or dress
- Sexually degrading names

Such conduct may also constitute sexual harassment. In determining whether prohibited conduct constitutes sexual harassment, consideration will be given to the totality of the circumstances, including the context in which the conduct occurred. Dating or sexual relationships between employees and students is prohibited.

Expectations

The Board of Education expects employees and students to be committed to creating and maintaining an environment in which all persons participating in school programs and activities can do so in an atmosphere free from all forms of sexual harassment.

- The Barber School of Pittsburgh's policy on sexual harassment will be communicated to all employees and students.
- Education programs, to include all employees and students, will be implemented.
- Employees and students will be informed of procedures to follow for filing complaints of sexual harassment.
- Confidentiality will be maintained in all phases of the complaint process, in accordance with policy and consistent with The Barber School of Pittsburgh's obligation to investigate and address complaints.
- Retaliation against anyone who files a complaint or cooperates with an investigation about sexual harassment is prohibited.

Actions for Employees

If you believe you are a target of sexual harassment, you should report such incidents. You may report this information verbally or in writing to your immediate supervisor or school director. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

Actions for Students

If you believe that you are the target of sexual harassment or the focus of inappropriate behavior, you should report such incidents to school authorities, preferably to a school director. You may report the information verbally or in writing to the school director, or another staff person.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s).
2. The number of occurrences, with dates and places.
3. The names of any witnesses.
4. Any documents or other exhibits, if appropriate.

If you perform a service outside of the clinic floor area, such as a shampoo or rinsing a color, ALWAYS take a fellow student or instructor with you as a witness that no type of sexual misconduct occurred.

Where To Go for Help

Students may receive guidance, advice, support and/or advocacy from school staff, including the Director for help.

****Failure to comply with any and all student guidelines and/or school policies will result in immediate disciplinary action up to and including expulsion. If an Instructor, Director, or School Employee interprets any act as unprofessional or disrespectful, you will be asked to leave school for the day (without credited hours). The student will be subject to disciplinary action up to suspension and/or expulsion.****

****The Barber School of Pittsburgh reserves the right to change policies and/or procedures at the school's discretion, without notice. ****

BARBER TRAINING COURSE OUTLINE

COURSE NAME: Barber Training
COURSE LENGTH: 1250 Hours (in no less than 9 months)

COURSE DESCRIPTION:

The primary purpose of the Barber Course is to train the student in basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in barbering or related career field. At the end of their training students will be well rounded in all aspects of barbering, shop sanitation and management.

COURSE OBJECTIVES:

- Students will be trained by using both theory and practical work to assist them in gaining all the skills necessary to become a successful barber.
- Students will be ready to take, and successfully pass, the PA State Barber Board Exams.
- Students will be prepared to work in a professional shop/salon as a licensed barber (after passing state exams).
- Students will be capable of performing in Barber related occupations.
- Students will develop employer and employee relationships and the means to communicate effectively.

COURSE FORMAT:

- All aspects of barbering will begin with a lecture on each topic.
- After each lecture there will be practical demonstrations.
- Audio visual materials will be used to enhance certain topics.
- Theory and practical worksheets will be used.
- Written and practical testing will be done to evaluate progress and identify any weakness.

EVALUATION PROCEDURES:

- Progress will be followed by testing in theory, practical and clinical areas.
- There will be a written exam after each unit of study.
- Practical exams will be evaluated as completed.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 EXCELLENT

85 - 92 VERY GOOD

75 - 84 SATISFACTORY

70 - 74 BELOW STANDARDS – UNSATISFACTORY

REQUIRED LEVEL OF ACHIEVEMENT:

All students will be required to maintain at least a 75% grade point average in theory, and at a minimum a 75% grade point average in practical and clinic subjects in order to maintain satisfactory academic progress, receive your certificate of completion and be ready to take the state barber examinations.

TEXTS:

1. Milady's Standard textbook of Professional Barber Styling
2. Milady's Standard workbook of Professional Barber Styling

REFERENCES:

1. Standard Textbook of Barbering
2. Medical Dictionary
3. Standard Dictionary
4. Pennsylvania State Barber Law's and Regulations
5. Pennsylvania Code-Professional & vocational Standards

TEACHING AND LEARNING METHODS

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

BARBER UNITS OF INSTRUCTION:

<u>Topic</u>	<u>Theory</u>	<u>Practical</u>
Sanitation and Sterilization: Skills in sanitizing and sterilizing tools and equipment and protecting clients.	10 hours	40 hours
Honing and Stropping: Knowledge of honing and stropping straight razors.	5 hours	20 hours
Straight Razor and uses of Straight Razor: Skills in proper use of straight razor.	40 hours	200 hours
Haircutting, Styling and Hairpiece: Skills in haircutting, styling and working with hairpieces.	100 hours	435 hours
Shampoo and Scalp Massage: Skills in shampooing, draping and scalp massage.	15 hours	10 hours
Hair Coloring: Skills, tools, types, methods and safe practices for hair coloring.	15 hours	10 hours
Facial Massage: Skills, tools, proper methods and practices for facial massage.	15 hours	10 hours
Perms and Straightening: Skills, tools, types, proper methods and practices for perms and straightening.	15 hours	10 hours
Scalp and Skin Diseases: Types, identification and safe practices regarding scalp and skin diseases.	50 hours	0 hours
PA State Barber Law, Rules and Regulations: PA State Barber Law, importance, understanding and resources.	50 hours	0 hours
Physiology: Study of physiology, importance to barbering, putting this information to use.	50 hours	0 hours
Hygiene: Importance of hygiene, how to practice good hygiene.	20 hours	5 hours
Bacteriology: Study of bacteriology, identification, relation to barbering and safe practices.	25 hours	0 hours
Electrical Equipment: Tools, proper use of equipment and safe practices.	15 hours	10 hours
Professional Ethics and Shop Demeanor: Study and importance of ethics and shop demeanor.	15 hours	10 hours
Manager Barber, Tools, Shop Management: Importance of Barber Manager, how to manage a shop, currency management.	25 hours	25 hours
	TOTAL	1250 hours