

# Preparing People Barber Styling College

3125 Martin Luther King, Jr. Blvd

Dallas, TX 75215

## Catalog

*Last updated 03/14/2019*



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## VISION

Educating with excellence and service to our students and community

## MISSION

Preparing People Barber Styling College is devoted to our students as people, to provide a quality education and prepare graduates for employment as a licensed Class A Barber or Instructor. We are here to help them become better persons as well as professional licensed Barber/Stylists, or instructors. We will uplift them and treat them as equal persons and not as failures so that they will always be able to say "I CAN" and know that there is no such thing as "CAN'T". PPBS College is dedicated to building poverty stricken communities into prosperous communities with EDUCATION, KNOWLEDGE, & KINDNESS. We are committed to educating the world even those that are so called outcasts.

## OWNERS

PrePeo, LLC

## LICENSING AGENCY

Texas Department of Licensing and Regulation  
920 Colorado  
Austin, Texas 78701  
512-463-6599  
Toll free 800-803-9202  
Fax 512-475-2871

## ACCREDITING AGENCY

### NACCAS

4401 Ford Avenue, Suite 1300,  
Alexandria, VA 22302-1432 USA  
**Phone:** 703-600-7600  
**Fax:** 703-379-2200

## FACILITIES AND EQUIPMENT

We are currently located at 3125 Martin Luther King, Jr. Blvd, Dallas, TX 75215. PPBS College offers an approximately 3200 square feet facility with the capabilities to conduct the necessary training programs as a class A Barber, a Barber Instructor, and/or a Cosmetology Cross-Over to Class A Barber. The facility provides a reception area for clients and is comprised of a classroom, with an administrative office, and 2 clinic floor (junior & senior).

## FACULTY AND STAFF

**CEO:** Kea Lawson Garrett **Manager of Managers (MOM):** Kea Lawson Garrett  
**Director of Education:** LaKetsha Hill (Student Services Coordinator)  
**Barber Instructors:** Kea Lawson Garrett, LaKetsha Hill, Collin Hibbert, Lakeith Lawson Sherry Wright, (*Substitute*)

**Chief Financial Officer:** Bridgette Cooper  
**Financial Aid Director:** Bridgette Cooper **Financial Aid Assistant:** Danyea Lawson  
**Office Manager/Admissions Director:** Terra Jackson  
**Cashiers:** Shermaine Lawson  
**Administrative Assistant:** Danyelle Lawson

## NON-DISCRIMINATION STATEMENT

PPBS College does not discriminate in its employment, admission, instruction, policies or graduation on the basis of sex, age, race, color, religion, or ethnic origin, or veteran status. If student would like to request academic adjustment or auxiliary aids, please contact the School Director. Student may request academic adjustments or auxiliary aids at any time. Director is responsible for compliance with Section 504 of the Rehabilitation act of 1973 and the Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. PPBS COLLEGE will work with the applicant or student to determine whether reasonable accommodations can be effective and are/or available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

Notify School Director in writing of the type of accommodation needed, date, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The re-request should be made at least three (3) weeks in advance of the date device is needed.

## PROGRAMS OFFERED

PPBS COLLEGE is currently offering programs in \*Class A Barber, \*Barber Instructor (750 hours without any experience 500 hours with at least 1 year experience) the prerequisites for the instructor programs are all applicants must hold a current Class A Barber License, \*Cosmetology Cross-Over to Class A Barber all applicants applying for this program must have a current cosmetologist license.

## OCCUPATIONS

PPBS COLLEGE provides training that upon graduation prepares students for such occupations as:

Platform Artist  
Barber Stylist  
Barbershop Owner  
Barber Instructor  
State Barber Board Member  
Small Business Owner

## SALARY RANGES

The salaries are competitive as a Barber Stylist. The industry provides the opportunity to be one's own boss with unlimited earning potential. Earnings can vary widely based on individual goals, training and initiative.

The following data has been published by the Occupational & Employment Statistics for Texas Industry Profiles (June 2017 data)

Barbers working in Texas Statewide can expect to earn median cash salary of \$23,773 or \$11.43 per hour. The median wage is the 50th percentile wage estimate--50 percent of workers earn less than the median and 50 percent of workers earn more. Half of the people in this job earn between \$17,779 (\$8.55 per hour) and \$35,429 (\$17.03 per hour) (i.e., between the 25th and 75th percentiles). An entry-level worker can expect to earn \$16,830 (\$8.09 per hour) while an experienced worker can expect to earn \$33,837 (\$16.27 per hour). These estimates have a relative standard error of 5.12%.

## EMPLOYMENT ASSISTANCE/JOB PLACEMENT

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## ACADEMIC CALENDAR

PPBS COLLEGE operates on a continuous basis. New classes begin on the first Tuesday & 3<sup>rd</sup> Tuesday of each month. PPBS COLLEGE observes most Federal holidays. PPBS COLLEGE reserves the right to be closed additional days as deemed necessary. Students will not be penalized for such closings and their enrollment contract will be extended accordingly (e.g. closing for bad weather). Business hours are Tuesday thru Friday 10am until 9pm and Saturdays 9am until 4pm.

Holiday closures include: Christmas Eve, Christmas Day, Thanksgiving Day, Friday After Thanksgiving, July 4<sup>th</sup>, New Year's Eve, New Year's Day.

## ADMISSIONS.....

### ELIGIBILITY

OUR INSTITUTION DOES NOT DISCRIMINATE IN ITS EMPLOYMENT, ADMISSION, INSTRUCTION, OR GRADUATION POLICIES ON THE BASIS OF SEX, AGE, RACE, COLOR, RELIGION, OR ETHNIC ORIGIN, NOR DOES IT RECRUIT STUDENTS ALREADY ATTENDING OR ADMITTED TO ANOTHER SCHOOL OFFERING SIMILAR PROGRAMS OF STUDY AND EACH STUDENT ENROLLING IN THE PROGRAMS: Must complete an enrollment application along with the enrollment packet &

**Preparing People Barber-Styling College regularly admits as new students those persons who are:**

1. At least 16 years of age or above as mandated by the State of Texas and, who also have earned;

2. Proof of one of the following credentials:
  - a) their High School Diploma (must have an official sealed transcript before enrollment.)
  - b) their G.E.D.
  - c) All secondary education proof will be verified for validity by our admissions staff
  - d) If enrolled under a training agreement with a government agency, institution district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

**We accept a limited number of secondary students who are not enrolled under a training agreement as described above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution.**

**The following policy no longer is in effect as of March 14, 2019**

**\*\*\*\*( if home schooled, student must certify with a notarized letter stating the year in which student completed homeschool in the State of Texas. (for out of state students, certification will be needed depending on your state rules/laws for home schooled students., or)**

**\*Effective March 14, 2019 Preparing People Barber Styling College will no longer accept homeschooled students, due to the State of Texas having NO laws or regulations that govern students that are homeschooled in Texas, we are not able to prove the validity of homeschooled students. We reserve the right as a private institution to change our policies as necessary to make sure that all students attending has completed their secondary education and is eligible to attend. All students must have a high school diploma or GED. All high school graduates must present a transcript from the school district in which they graduated and will not be eligible if the transcript can not be provided. All GED's received in the state of Texas can be validated online. Preparing People Barber Styling College reserves the right to refuse enrollment at anytime but we will NOT and do Not ever discriminate against anyone for any reason. Thank You!**

We accept transfer students at our own discretion.

**Please ask for a criminal history questionnaire if you have been convicted of a felony.**

**INSTRUCTOR APPLICANTS MUST MEET ALL OF THE ABOVE REQUIREMENTS AND:**

- HOLD A CURRENT LICENSE AS A PRACTITIONER IN THE FIELD THEY WISH TO TEACH

**COSMETOLOGY CROSSOVER TO CLASS A BARBER APPLICANTS MUST MEET ALL OF THE ABOVE REQUIREMENTS AND:**

- HOLD A CURRENT LICENSE AS A COSMETOLOGY IN THE STATE OF TEXAS

**PPBS COLLEGE does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation in admitting students.**

PPBS COLLEGE does not recruit students already attending or admitted to another school offering a similar program of study.

## TRANSFER OF CREDIT

Transfer ability will be determined on a case-by-case basis by the Director. We will accept any number of hours for transfer students. Student will receive the current hours that has been reported to The Texas Department of Licensing and Regulations and may start the program from that point. If the previous school did not report hours, the student will not be credited for such time. The transfer student will come in the program based on the hours they have attained from the previous school. Any student who wishes to transfer from another Barber College must provide the school with the following:

- All Admission Requirements and Procedures as outlined in the admission policy of this Catalog.

## PROCESS

PPBS COLLEGE reviews applications on a weekly basis and admits students every Tuesday, except for closures as stated in the academic calendar. The following process must be followed by students seeking admission:

Obtain a PPBS COLLEGE enrollment application packet.

Return a completed application packet to PPBS COLLEGE. Application packets are accepted every day by 5pm, unless school is scheduled to be closed.

A completed application packet includes:

- Completed PPBS COLLEGE Enrollment Application
- Completed financial assistance forms (if applicable)
- Copy of Criminal Release from TDLR if you have been convicted of a crime.
- Copy of the high school diploma, GED or its equivalent or certified transcript
- Copy of a valid photo I.D. (driver's license or state issued identification, any government issued, or passport) and social security card.
- Signed Industry Hazard Receipt Form and all pre-enrollment documents.
- Receipt of pre-enrollment documents form (checklist)
- 2 passport size face photos
- And any additional documents requested by our admissions representative

*PPBS COLLEGE will contact applicants to schedule an orientation. Applicants must be appropriately dressed for the orientation.*

**Interview with PPBS COLLEGE:** During the orientation, applicants will sign their PPBS COLLEGE Enrollment contract, and any other enrollment documents, and effective November 2016, students will no longer be able to receive hours for orientation.

**Upon signing the contract, students must pay a minimum of \$75, for application fee, and permit fee. (if student is not able to pay, payment arrangements can be made)**

## RE-ADMISSION POLICY

To be eligible for re-admission after termination or voluntary withdrawal a student must wait a minimum of Thirty (30) days before requesting re-admission. All regular admission procedures will apply.

Once accepted for re-entry, the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed. The student will also be eligible for financial aid if applicable.

Re-enrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or not in professional working order.

Students returning for readmission will start where they left off with academics, SAP, hours.

## CRIMINAL CONVICTION GUIDELINES

These guidelines are issued by the Texas Department of Licensing and Regulation pursuant to the Texas Occupations Code, § 53.025(a). These guidelines describe the process by which the Texas Department of Licensing and Regulation (TDLR) determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. The questionable offenses are: assaults, homicides, \*sexual offenders, and kidnapping. **\*Preparing People Barber Styling College reserves the right to refuse enrollment to sexual offenders. A questionnaire will be provided by the school from Texas Department of Licensing and Regulations, which is to be mailed out prior to the start of class.**

## STUDENT SERVICES Offered

PPBS COLLEGE does provide housing, transportation & childcare resources information to students. PPBS COLLEGE provides academic advising to all students to aid with satisfactory academic progress throughout the program. Attention is given to those students that need additional assistance. PPBS COLLEGE also provides students with counseling services. Academic advising is available to each student to help improve or maintain satisfactory progress. Advising is also available to assist students in other school related areas, such as monitoring and supervising attendance. A student may schedule an advising session with the appropriate school official during regular business hours or as the staff's schedule permits. There will be a mentoring session held every week for all students to prepare them for future success and social skills, these sessions are held after hours for students that request the session.

PPBS COLLEGE will arrange interviews and provide placement assistance, which will consist of identifying employment opportunities after graduation. The school will assist student with establishing employment until they are successful at finding a suitable location to begin their career.

PPBS College offers books, periodicals, audio-visual aids, reference and instructional material on barbering, hair styling and related subject is available for use by students and staff during class hours.

Student complaint/grievance procedures are posted on the main bulletin board located in student lounge area.

**Student Services** offers support in areas related to transportation, day-care and other related areas to assist students in completion of their course. Student Services is



available to meet with students to provide referrals for students at risk or in need of assistance. If deemed necessary, a student may be referred to appropriate professional. PPBS COLLEGE makes every effort to maintain close communication with all students. Students have the opportunity to speak with faculty and administrative staff for both career and academic advising. Academic advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor for an evaluation of progress.

**Professional Referral Policy and Procedure:**

Our institution refers students to the necessary professional assistance in the event of any life altering circumstances that a student may come in to contact with during their educational journey by posting some professional services numbers and by personal one on one referrals.

It is the policy of the school to assist students where possible. The Student Services Coordinator is willing to offer assistance and guidance in the areas listed:

**Personal Counseling Services**

All students may contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention.

Preparing People Barber Styling College does not offer on-campus counseling services.

Drug Prevention Resources, Inc.  
1200 Walnut hill Ln. #1500, Irving, TX. 75038, 972.518.1821

Greater Dallas Council on Alcohol/Drug Abuse  
4525 Lemmon Ave #300, Arlington, TX.76013, PH: 817.275.7576

The Parenting Center  
1111 W. Abram St  
Dallas, TX. 75219, 214.8284244

The National Domestic Violence Hotline 1.800.799.SAFE (7233) or 1.800.787.3224  
National Women's Health Info. Center  
U.S. Dept. of Health and Human Services Offices on Women's Health, 1.800.994.9662  
<http://womanshealth.gov/faz/sexualassault.htm>  
National Sexual Assault Hotline  
1.800.656.HOPE (4673)

## CURRICULUM/ OUTLINES FOR COURSES OFFERED AT PPBS COLLEGE

### **Class A Barber Course Outline**

#### **1500 Clock Hours—50 weeks**

**Description:** This course is designed to teach students all aspects of Barber/Styling. Barber/Styling refers to the performance of those techniques and arts, such as haircutting, styling, shaving, massage, facial treatments, and the trimming of facial hair. Which make up the major services performed by a Barber/Stylist. This program is measured in clock hours, where the student receives one clock hour for every hour in class.

Classroom theory is conducted daily to provide students with the fundamental knowledge they need to progress through the practical, hands on training received in the clinic. Instructional methods that maybe used include; transparencies, handouts, diagrams, videos and slides.

### **CLASS A BARBER CURRICULUM**

Curriculum for the class A barber certificate 1,500 hours – 50 Weeks -12 Months

(1) theory, consisting of	180 hours
(A) anatomy, physiology, and histology, consisting of the study of	50 hours
(i) Hair	
(ii) Skin	
(iii) Muscles	
(iv) Nerves	
(v) Cells	
(vi) circulatory system	
(vii) Digestion	
(viii) Bones	
(B) Texas barber law and rules	35
(C) bacteriology, sterilization, and sanitation	30
(D) disorders of the skin, scalp, and hair	10
(E) Salesmanship	5
(F) barbershop management	5
(G) chemistry	5
(H) Shaving	5
(I) scalp, hair treatments and skin	5
(J) Sanitary professional techniques	4

(K) professional ethics	4
(L) Scientific fundamentals of barbering	4
(M) cosmetic preparations	3
(N) shampooing and rinsing	2
(O) cutting and processing curly and over-curly hair	2
(P) haircutting, male and female	2
(Q) theory of massage of scalp, face and neck	2
(R) hygiene and good grooming	1
(S) barber implements	1
(T) honing and stropping	1
(U) mustaches and beards	1
(V) facial treatments	1
(W) electricity and light therapy	1
(X) history of barbering	1
(2) instruction in practical work, consisting of the study of:	1320 hours
(A) dressing the hair, consisting of:	800
(i) men's haircutting	
(ii) children's haircutting	
(iii) women's haircutting	
(iv) Cutting and processing curly and over-curly hair	
(v) razor cutting	
(B) Shaving	80
(C) Styling	55
(D) shampooing and rinsing	40
(E) bleaching and dyeing of the hair	30
(F) waving hair	28
(G) Straightening	25
(H) Cleansing	25
(I) professional ethics	22
(J) barbershop management	22
(K) hair weaving and hairpieces	17
(L) Processing	15
(M) Clipping	15
(N) beards and mustaches	15
(O) Shaping	15
(P) Dressing	15
(Q) Curling	15
(R) first aid and safety precautions	11
(S) scientific fundamentals of barbering	10
(T) barber implements	10
(U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics	10
(V) Massage and facial treatments	10
(W) Arranging	10
(X) Beautifying	10

(Y) Singeing	7
(Z) Manicuring	8

**Textbook:** Milady's Standard Textbook of Professional Barber-Styling, copyright 2010.

**Objectives:** Upon completion of this program the student will have all the skills and knowledge necessary to pass the exam required by Texas Department of Licensing & Regulations. With this knowledge, the student will be able to perform all of the clinical skills needed to function effectively in today's Barber Shop, salon, or as a platform artist.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

**WRITTEN AND PRACTICAL**

93–100 EXCELLENT

85–92 VERY GOOD

75–84 SATISFACTORY

74–0 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

## BARBER INSTRUCTOR-750 HOUR CURRICULUM

**26 Weeks 6 months**

**(Prerequisite: Class A Barber License)**

## **Barber Instructor Course Outline**

**750 Hours--- 26 Weeks**

**500 Hours---15 Weeks**

**DESCRIPTION:** The primary purpose of the instructor course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the state board examination and for competency in entry-level employment as an instructor or a related position.

**Learning OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer–employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures. To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communication skills, and teaching methodologies to improve teaching skills.

(1) instruction in theory, consisting of 175 hours

(A) lesson planning, 15 hours

- Volume 1 Chapter 6 in textbook , students will learn the value of a lesson plan and how to effectively write a detailed one.(classroom delivery)

(B) personality and professional conduct, 15 hours

- Volume 1 Chapter 1 in textbook, student will demonstrate professional conduct and notate their own personality and what they can do to improve it in order to have a productive career and classroom experiences. (classroom delivery)

(C) development of a barber course, 15 hours

- Volume 1 Chapter 6 in textbook learns how to develop outlines in order to develop a course of study. They will learn how to effectively research and prove what is necessary to make a barber course in order for the course delivery can be effective. (classroom delivery)

(D) student learning principles, 10 hours

- Volume 1 Chapter 3 in textbook, students will learn the why learning styles are important and the different types. Students will be able to demonstrate different techniques used in the classroom to be able to interact with various learning styles, student will learn their role as the instructor.(classroom delivery)

- (E) principles of teaching, 35 hours
  - Volume 1 Chapter 5 in textbook , students will learn the different teaching principals as outlined in the textbook as well as experiences by instructors in the school.(classroom delivery, with presentations and lectures from both instructors)
- (F) basic teaching methods, 35 hours
  - Volume 1 Chapter 5 in textbook, students will learn the basic methods of teaching as outlined in the textbook (classroom delivery)
- (G) teaching aids, 10 hours
  - Volume 1 Chapter 7 in textbook, students will learn their role as the educator and how to use aids effectively and what aids will be effective learning tools in the classroom. (classroom delivery)
- (H) Testing, 10 hours
  - Volume 2 Chapter 4 in textbook, students will learn to develop reading and learning skills, learn the effectiveness of study groups and being fit. (classroom delivery)
- (I) Self evaluation, 10 hours
  - Volume 2 Chapter 9 in textbook, students will learn how to effectively evaluate themselves as professionals. (classroom delivery)
- (J) teaching adults, 10 hours
  - Volume 2 Chapter 2, Chapter 7, volume 1 chapter 9, and chapter 10 in textbook, students will learn how to achieve results with different adult learners. (classroom delivery)
- (K) classroom problems, 5 hours
  - Volume 2 Chapter 2 pages 311-316 in text book, students will learn the different problems in the classroom, different instructor experiences, how to deal with the problem. (classroom delivery, textbook and presentation from instructors on their experiences and how they handled them)
- (L) classroom management, 5 hours
  - Volume 1 Chapter 4 in textbook, students will learn how effectively supervise and manage the classroom. (classroom delivery)
- (2) instruction in practical work, consisting of 575 hours
  - (A) assisting with students, 350 hours
    - Practical classroom delivery, student instructor will assist with student evaluations, assist students in practical work on clinical floor, assist students in other various activities in classroom and clinical floor.
  - (B) theory class (assisting teacher, observing, teaching), 150 hours

- 75 hours Student instructor will observe and assist instructor demonstrating the various ways to keep students attentive and to cater to each learning style. (theory class setting)
  - 75 hours Student will write lesson plans and course outlines and demonstrate effective classroom presentations, as well as deliver effective teaching methods while catering to each learning styling and keeping student's attention while being able motivating them to learn as well as retain the subject at hand.
- (C) learning office procedures and state laws, 50 hours
- 5 hours Student will learn state laws as stated in the Barber rules and laws booklet.
  - 45 hours Student will learn how to give a new student orientation, as well as learn the other office procedures needed to run a school effectively.
- (D) grading test papers (assisting teacher, observing, grading), 25 hours
- 5 hours student will observe instructor grading students exams
  - 20 hours student will assist and grade test and exam papers using the methods demonstrated by instructor.

*The curriculum for the barber instructor license with one-year experience consists of 500 hours to be completed in a course of not less than 15 weeks as follows:*

## **BARBER INSTRUCTOR - 500 HOUR WITH 1 YEAR EXPERIENCE**

### **CURRICULUM (Prerequisite: Class A Barber License)**

#### **15weeks 3months**

(1) instruction in theory, consisting of 125 hours

(A) lesson planning, 15 hours

- Volume 1 Chapter 6 in textbook , students will learn the value of a lesson plan and how to effectively write a detailed one.(classroom delivery)

(B) personality and professional conduct, 15 hours

- Volume 1 Chapter 1 in textbook, student will demonstrate professional conduct and notate their own personality and what they can do to improve it in order to have a productive career and classroom experiences. (classroom delivery)

(C) development of a barber course, 15 hours

- Volume 1 Chapter 6 in textbook learns how to develop outlines in order to develop a course of study. They will learn how to effectively research

and prove what is necessary to make a barber course in order for the course delivery can be effective. (classroom delivery)

(D) student learning principles, 10 hours

- Volume 1 Chapter 3 in textbook, students will learn the why learning styles are important and the different types. Students will be able to demonstrate different techniques used in the classroom to be able to interact with various learning styles, student will learn their role as the instructor.(classroom delivery)

(E) principles of teaching, 10 hours

- Volume 1 Chapter 5 in textbook , students will learn the different teaching principals as outlined in the textbook as well as experiences by instructors in the school.(classroom delivery, with presentations and lectures from both instructors)

(F) basic teaching methods, 10 hours

- Volume 1 Chapter 5 in textbook, students will learn the basic methods of teaching as outlined in the textbook (classroom delivery)

(G) teaching aids, 10 hours

- Volume 1 Chapter 7 in textbook, students will learn their role as the educator and how to use aids effectively and what aids will be effective learning tools in the classroom. (classroom delivery)

(H) testing, 10 hours

- Volume 2 Chapter 4 in textbook, students will learn to develop reading and learning skills, learn the effectiveness of study groups and being fit. (classroom delivery)

(I) self evaluation, 10 hours

- Volume 2 Chapter 9 in textbook, students will learn how to effectively evaluate themselves as professionals. (classroom delivery)

(J) teaching adults, 10 hours

- Volume 2 Chapter 2, Chapter 7, volume 1 chapter 9, and chapter 10 in textbook, students will learn how to achieve results with different adult learners. (classroom delivery)

(K) classroom problems, 5 hours

- Volume 2 Chapter 2 pages 311-316 in text book, students will learn the different problems in the classroom, different instructor experiences, how to deal with the problem. (classroom delivery, textbook and presentation from instructors on their experiences and how they handled them)

(L) classroom management, 5 hours



- Volume 1 Chapter 4 in textbook, students will learn how effectively supervise and manage the classroom. (classroom delivery)

(2) instruction in practical work, consisting of 375 hours

(A) assisting with students, 250 hours

- Practical classroom delivery, student instructor will assist with student evaluations, assist students in practical work on clinical floor, assist students in other various activities in classroom and clinical floor.

(B) theory class (assisting teacher, observing, teaching), 50 hours

- 25 hours Student instructor will observe and assist instructor demonstrating the various ways to keep students attentive and to cater to each learning style. (theory class setting)
- 25 hours Student will write lesson plans and course outlines and demonstrate effective classroom presentations, as well as deliver effective teaching methods while catering to each learning styling and keeping student's attention while being able motivating them to learn as well as retain the subject at hand.

(C) learning office procedures and state laws, 50 hours

- 5 hours Student will learn state laws as stated in the Barber rules and laws booklet.
- 45 hours Student will learn how to give a new student orientation, as well as learn the other office procedures needed to run a school effectively.

(D) grading test papers (assisting teacher, observing, grading), 25 hours

- 5 hours student will observe instructor grading students exams
- 20 hours student will assist and grade test and exam papers using the methods demonstrated by instructor.

**GRADING PROCEDURES:** Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

**WRITTEN AND PRACTICAL**

93–100 EXCELLENT

85–92 VERY GOOD

75–84 SATISFACTORY

74–0 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**REFERENCES/ Textbook:** Milady's Master Educator Student Course Book Second Edition. A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**Expectations:** Student is expected to learn how to become an instructor, and pass a written and practical exam. We expect all students to be professional when entering the school because they already possess a professional license (Class A barber). We also expect our students to be readily trainable because of their previous barber school experience

## COSMETOLOGY CROSS-OVER TO CLASS A BARBER CURRICULUM

**13 weeks-2.5 months**

**300 Hours (13 Weeks)**

### **Description:**

This course is designed to teach cosmetologist the basics of barbering such as men hairstyling, facials, massage techniques, shaving and all other skills not related to the field of cosmetology but performed in barbering. This program is measured by clock hour where the student receives one clock hour for every hour in class.

Classroom theory is conducted four days out of a five day work week for 1 hour and 15 minutes per day, to provide students with the fundamental knowledge they need to progress through the practical hands-on training received on the clinical floor. Instructional methods that may be used include; transparencies, handouts, diagrams, videos and slides.

### **Cosmetologist cross-over to Class A Barber Course Outline**

(1) Instruction in theory, consisting of 25 Hours

- (A) History of Barbering, 1 hour
  - Chapter 2 in textbook (classroom delivery)
- (B) Barber Laws and Rules Review, 1 hour
  - Barber rules and laws book (class room delivery)
- (C) Implements, Honing, and Stropping, 5 hours
  - Chapter 6 in textbook (classroom delivery)
- (D) Shaving, 5 hours
  - Chapter 14 in textbook (classroom delivery)
- (E) Men's Haircutting and tapering, 5 hours
  - Chapter 15 in textbook (classroom delivery)
- (F) Beard and Mustache Trimming and Design, 1 hour
  - Chapter 14 in textbook (classroom delivery)
- (G) Hair color Review, 1 hour
  - Chapter 19 in textbook (classroom delivery)
- (H) Permanent Waving and Relaxing Review, 1 hour
  - Chapter 18 in textbook (classroom delivery)
- (I) Manicuring and Nail Care Review, 1 hour
  - Chapter 20 in textbook (classroom delivery)
- (J) Facial Treatments and Skin Care Review, 1 hour
  - Chapter 13 in textbook (classroom delivery)
- (K) Anatomy and Physiology Review, 1 hour
  - Chapter 7 in textbook (classroom delivery)
- (L) Blow-dry Styling Review, 1 hour
  - Chapter 15 page 471 in textbook (classroom delivery)
- (M) Shampooing and Conditioning Review, 1 hour
  - **Chapter 12 page 272 in textbook (classroom delivery)**
- (2) Instruction in practical work, consisting of 275 Hours
  - (A) Men's Haircutting and tapering, 165 hours
    - 2 hours watching haircutting DVD (classroom delivery)
    - During the 2 hour DVD will pause and explain the cut
    - 10 hours consisting of instructor demonstrations with explanation (clinical floor delivery)
    - 153 hours of clinical floor practical consisting of men's hair cutting, & tapering on school patrons and mannequins with instructor supervision (clinical floor delivery)
  - (B) Shaving, Mustache and Beard Trimming, 85 hours
    - 5 hours of instructor demonstrations in shaving (clinical floor delivery)
    - 2 hours of instructor demonstrations in mustache and beard trimming on school patrons and mannequins (clinical floor delivery)
    - 78 hours of clinical floor practical consisting of shaving and mustache and beard trimming on school patrons and mannequins with instructor supervision (clinical floor delivery)
  - (C) Hair coloring, 5 hours
    - Hands on with instructor giving 1 hour demonstration on mannequin and students following up with 4 hours of practical mannequin coloring, using different methods and colors, and being able to explain the level and color wheel/chart in which they used to pick the color. (classroom delivery)

- (D) Permanent Waving and Relaxing, 5 hours
  - Hands on with instructor giving 1 hour mock demonstration on mannequin and students following with 2 hour practical on permanent waving on the mannequin and 2 hour practical of relaxing on mannequin.
- (E) Facial Treatments, 5 hours
  - 4 hours based on students giving each other facials using the different facial massages, techniques and methods as explained in chapter 13 of the book.
  - 1 hour based on state board preparation practical as outlined in PSI bulletin for chemical and relaxing services (clinical floor and classroom delivery)
- (F) Shampooing and Conditioning and Blow-dry Styling, 5 hours
  - 3 hours based on students shampooing, conditioning and blowing mannequins with instructor supervision. Must demonstrate scalp manipulations. Students must give consultation and create their own consultation card to determine which conditioner can be used. (clinical floor delivery)
  - 2 hour based on state board prep practical as outlined in PSI bulletin for shampooing and blow drying (both classroom and clinical floor delivery)
- (G) Manicuring, 5 hours
  - Based on students servicing each other on the clinical floor, while demonstrating correct procedures as outlined in chapter 20 of the textbook.

**Textbook:**

Milady's standard textbook of Professional Barber- Styling 5<sup>th</sup> edition, copyright 2010.  
State of Texas Barber Rules and Laws Book updated 2012

**Learning Objectives:**

Upon completion of this course the student will have the skills and knowledge necessary to pass the exam required by Texas Department of Licensing and Regulations. With this knowledge, the student will be able to perform all of the clinical skills needed to function effectively as a licensed barber.

**GRADING PROCEDURES:**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills performance evaluations using detailed criteria will be conducted during the program of study and rated on a 100% scale. Students must maintain a theory grade average of 75% and pass a final written and teacher performance evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are assigned according to the following scale:

**WRITTEN AND PRACTICAL**

93–100 EXCELLENT  
85–92 VERY GOOD  
75–84 SATISFACTORY  
74–0 NEEDS IMPROVEMENT; DOES NOT MEET STANDARDS

**INSTRUCTIONAL METHODS:** The clock-hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The program is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, projects, activities, and other related learning methods are used for program delivery.

**REFERENCES:** A comprehensive library of references, periodicals, books, texts, and audio/videotapes is available to support the program of study and supplement student training. Students should avail themselves of the opportunity to use these extensive materials.

**UNITS OF INSTRUCTION AND HOURS:** The contents of the units of instruction in each program along with the applicable hours devoted to each unit are listed in the following section of this Program Outline. Health, sanitation, infection control, chemistry, electricity, anatomy and physiology, the use and safety of products, and the use and safety of tools and equipment are included in both theory and practical study within the applicable units of study. In addition, students learn career and employment information including professional ethics, effective communications and human relations, compensation packages and payroll deductions, and the fundamentals of business management applicable to the program.

**Expectations:** Student is expected to learn the basics of men’s haircutting, and pass a written and practical exam. We expect all students to be professional when entering the school because they already possess a professional license (Cosmetology). We also expect our students to be readily trainable because of their previous beauty school experience.

**\*\*Please be advised that these outlines for the course chosen must be completed as well as passing the State’s written and practical exams as pre requisites to obtaining a license and eventually becoming employment in your field of study.**

TUITION & COSTS.....

## Financial Commitment

Attending barber school is an extensive responsibility, both personally and financially. Students must fulfill their written payment commitment with us in order to attend school.

## TUITIONS

The current tuition for PPBS COLLEGE is as follows: (includes hourly rates)

1. Class A Barber \$15,000 (\$10.00 per clock hour at 1500 clock hours)
2. Barber Instructor 750 hours with no experience \$7500 (\$10.00 per clock hour)
3. Barber Instructor 500 hours with at least 1 year experience \$5000 (\$10.00 per clock hour) **Prerequisite for Barber Instructor: A current Class A Barber License**
4. Cosmetology Cross-over to Class A Barber 300 hours \$3000 (\$10.00 per clock hour) **Prerequisite for cross-over course is a current Cosmetology license from the State of Texas**

*(tuition does not include kits, books or fees, please reference fees and expenses below, these fees are subject to change, but changes will not affect any binding contracts already signed)*

If student goes over the contract an additional hourly charge may be added to the students' ledger balance of \$10 per hour over the contract.

**Example of charges for students that go over on contract for Class A Barber: (100 hours over the contract x \$10.00 per clock hour = \$1000.00) This is based off of student getting at least 35 hours per week.**

## FEES AND EXPENSES

### Kits:

Student Class A Barber Kit\* \$2789 (includes books & all lab fees)

Student Instructor Kit\* \$2218 (includes books & all lab fees)

Cosmetology Cross-Over Kit\* \$2789 (includes books & all lab fees)

### Other Fees:

Registration fee \$100 + \$50 Application fee (due upon signing enrollment agreement and acceptance into institution), totaling \$150

Termination fee \$100

\*Plus any other **miscellaneous fees** charged by the Texas Department of Licensing and Regulations which must be paid upon execution of enrollment agreement and acceptance into the institution unless payment arrangements are made.

\*These fees must be paid prior to the first day of class (unless arrangements to pay are made) and are **non-refundable** except fees that are refundable as stated in the refund policy on the following page.

*\*\*\*\*Student and Sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the current hourly rate, or any part thereof, payable in advance before graduation. The school may charge a \$15.00 transcript fee for transcript requests. The school will charge a registration fee for students enrolling or transferring to the school of \$100.00 and a \$50 application fee. The*

*school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, money order, sponsors or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.*

## **PAYMENT OPTIONS**

The following payment options are available

1. A student may pay for the full tuition amount at the time of registration via cash, certified check or money order.
2. A student may make a minimum payment of \$300 per month due on or before the last day of each month while attending PPBS COLLEGE. Once a student has completed 93% (1428 hours) of the Barbering program, students must pay any remaining financial obligations owed to the school. Student's contract may be terminated for nonpayment if the remaining balance is not paid in full by this time unless there is an agreed payment plan put in place prior to graduation.

***\*The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the current hourly rate, or any part thereof, payable in advance until graduation.***

## **REFUND/ WITHDRAWAL POLICY (BASED ON SCHEDULED HOURS)**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence. This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

(a) If a student who begins a course of training scheduled to last not more than 12 months withdraws from the course or is terminated from the course by the barber school, the school:

(1) may retain \$100 in tuition and fees paid by the student; and

(2) is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50 percent of the course.

(b) If the student withdraws or is terminated before the last 50 percent of the course begins, the school shall refund:

(1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;

(2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter;

(3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

(4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) If a student withdraws or is terminated after 50 percent of the course has been completed, the school shall allow the student to reenter the school at any time before the fourth anniversary of the date of withdrawal or termination.

A barber school shall pay a refund owed under this subchapter not later than the 30th day after the date the student becomes eligible for the refund.

(b) A school that fails to pay the refund within the period required by this section shall pay interest on the amount of the refund for the period beginning on the 31st day after the date the student becomes eligible for the refund and ending on the day proceeding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(c) If a school refunds tuition to a lending institution, the interest is paid to the institution and applied against the student's loan.

(d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the school's effort to locate the student at any time before the fourth anniversary of the date of withdrawal or termination.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. 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 the catalog and in this enrollment agreement.

If a Title IV financial aid recipient\* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant



Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

A barber school shall record a grade of incomplete for a student who withdraws from a course of training but who is not entitled to a refund under Section 1601.564 if:

(1) the student requests the grade at the time of withdrawal; and

(2) the withdrawal is for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may reenroll in the course of training before the fourth anniversary of the date the student withdraws and may complete the subjects without paying additional tuition.

#### **Section 1601.566. Payment of Refund.**

(a) A barber school shall pay a refund owed under this subchapter not later than the 30th day after the date the student becomes eligible for the refund.

(b) A school that fails to pay the refund within the period required by this section shall pay interest on the amount of the refund for the period beginning on the 31st day after the date the student becomes eligible for the refund and ending on the day proceeding the date the refund is made. The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(c) If a school refunds tuition to a lending institution, the interest is paid to the institution and applied against the student's loan.

(d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the school's effort to locate the student.

This refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

## **UN-OFFICIAL WITHDRAWALS**

An un-official withdrawal is defined as an institution initiated withdrawal. If a student is absent for 14 consecutive calendar days without an approved LOA, fails to meet SAP standards for two (2) consecutive evaluation periods, or terminated for violation of any of the rules or regulations will be considered an un-official withdrawal.

# **ACADEMIC POLICIES.....**

## **GRADUATION REQUIREMENTS**

Preparing People Barber Styling College:

Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all hours needed in program of study, phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school with a minimum GPA of 75%.

## **COMPLETION AWARD**

Upon successfully completing of all graduation requirements of The Programs the student will receive a diploma and may attend a scheduled graduation hosted by the school.

## **ATTENDANCE POLICY**

Students are encouraged to strive for an attendance rate of at least 67% out of 100%. Attendance is monitored once a month. (please see SAP in catalog)

A time clock is the official method of verification of time accumulated in The Barbering Program at PPBS COLLEGE. It is solely the student's responsibility to clock in/out correctly.

Arrivals/clock-ins that is after the scheduled time will be classified as a tardy unless documented on the Student Work Verification Form.

Departures/clock-outs prior to the scheduled time will be classified as an absence unless documented on the Student Work Verification Form.

Three (3) instances of tardiness may equal one (1) absence during the course of a month.

One (1) absence on a Saturday may equal three (3) absences during the course of a month.

PPBS COLLEGE reserves the right to request documentation to support any tardy, absence or early dismissal from the student before permitting the student to return to school.

## **VA STUDENT ATTENDANCE POLICY**

Students using veterans' benefits to attend Preparing People Barber Styling College will have attendance monitored until the time the student drops, graduates, or complete the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or sources. Therefore the attendance policy (20%of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

## **MAKE-UP POLICY**

Students will be required to make up all assignments, exams or other work missed as the result of any excused or unexcused absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam

must be made with the Instructor. All arrangements are subject to approval by the instructor.

## **STUDENT SERVICES.....**

### **STUDENT FILE ACCESS POLICY**

Students are allowed to view their records by making an appointment with a written notice. Office administrator has up to 72 hours to adhere to student's request; this timeframe does not include school closures or holidays. The school keeps progress reports, report cards, transcripts and all other grades that the student acquires while attending the institution electronically for up to 5 years and a hard copy for up to 10 years. The school may charge a \$15.00 transcript fee for transcript requests. Any copies will be made during this time; all copies are \$2.00 per page requested.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Preparing People Barber Styling College that acts of sexual harassment herein, toward guest or and visitors to the campus or any member of the College community including faculty, staff, students and candidates for positions at the College (regardless of the individual's gender) will not be tolerated. All members of the administration, faculty, staff and students will be subject to disciplinary/legal action for violation of this policy.

### **PRIVACY ACT/ STUDENT INFORMATION RELEASE POLICY**

Student records are only readily available to agencies covered under Family Education Rights and Policy Act (FERPA). Examples of these agencies are the Department of Education, TDLR and NACCAS, and said representatives of programs regulated by or represented by these offices. Student information to all other parties is not given without the written consent of students. PPBS COLLEGE does not publish a directory of or for its students. A signed release of information form obtained from the school by the student is required in order for any information to be released to any other outside agency besides those that are stated above. If student is a **dependent** minor, both, the student and parent or guardian of the dependent minor has to sign the release form.

### **COMPLAINT/ GRIEVANCE PROCEDURE**

In accordance with the institution's mission statement, the school will make every attempt to resolve any employee and/or student complaint that is not frivolous or without merit. Complaint procedures will be included in new employee orientation thereby assuring that all employees/students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The employee/student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the employee/student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the employee/student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other employees/students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the employee/student filing the complaint or another employee in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the employee/student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Employees/students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable

Students also have a right to submit written complaints/grievances regarding actions taken by PPBS COLLEGE policies which they feel are in violation of state and/or federal laws to:

Texas Department of Licensing and Regulation  
920 Colorado  
Austin, Texas 78701  
512-463-6599  
Toll free 800-803-9202  
Fax 512-475-2871

## **GENERAL POLICIES.....**

**\*The consequences for misconduct may lead to termination of student's contract.**

## CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional work environment. Violations of PPBS COLLEGE's student conduct policy include, but are not limited to, the following:

Destroying or damaging PPBS COLLEGE property.

Use any illegal drugs or alcohol while on PPBS COLLEGE property or attending PPBS COLLEGE while under the influence of illegal drugs or alcohol.

Cheating on a school examination.

Engaging in any unlawful or improper action as described in the Student Handbook.

Exhibiting violence, insubordination or inappropriate language toward any school staff or another student

Cell phone usage on the school premises.

Sitting or lounging in the barber chairs.

\*Student may be terminated if not in compliance with any of the rules or code of conduct in this catalog or rules and laws of TDLR.

## DRESSCODE

A clean uniform must be worn at all times. A student will not be permitted on the premises without a uniform. Students will be sent home who do not have on proper uniform, proper attire and/or proper shoes. All uniforms are the expense of the students. PPBS COLLEGE reserves the right to modify the rules and regulations.

### ***All students are required to wear:***

Black Smock or work jacket

Jeans, slacks, or Knee length skirt/ shorts

### ***Students may not wear the following:***

shorts above the knee.

skirts above the knee.

blouses that reveal the upper body.

pants that inappropriately reveal the lower body.

skirts that inappropriately reveal the lower body.

hats.

scarves.

visors.

do rags.

high-heeled shoes.

## CODE OF ETHICS

THIS SCHOOL has as its principal objective, the training of qualified Barbers to render the best possible service to patrons.

THIS SCHOOL observes all rules and regulations issued by the State Boards of Barbers and Health Departments.

THIS SCHOOL encourages its instructors to keep abreast of the latest teaching methods in barbering in the way of reading educational books and attending teachers refresher of advance courses, workshops, and trade shows.

THIS SCHOOL takes part in education conferences and regional meeting in order to advance the Barber industry.

THIS SCHOOL makes use of acceptable teaching techniques and training aids (such as textbooks, workbooks, films, film strips, and other audio-visual aids) in order to provide the best possible training for its students.

THIS SCHOOL maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.

THIS SCHOOL purchases only high grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.

THIS SCHOOL advertises truthfully, and makes honest representations to its students.

THIS SCHOOL refrains from any criticism which reflects unfavorably on other schools and the barber profession.

Upon the successful completion of course, student may register for any employment assistance and school will use its best efforts to successfully place student. However, student is advised that the law prohibits any school, college, etc. from guaranteeing placement as an inducement to enter said school.

Through our scientific approach at *PREPARING PEOPLE BARBER STYLING COLLEGE*; the newest tools and techniques of personalized teaching is utilized by our staff. Trained, qualified, and certified instructors are combined with audio-visual aids to give our students the best education available.

It is reputation that brings students from all over to enter our school. We are proud to say that an education from *PREPARING PEOPLE BARBER STYLING COLLEGE* offers one the most exciting and complete education in the field of barbering and hair design.

Worldwide information on cuts, styles, perms and fashions are always kept current at *PREPARING PEOPLE BARBER STYLING COLLEGE*.

We offer a short-term education for a lifetime career.

We at *PREPARING PEOPLE BARBER STYLING COLLEGE* are honored and very proud of these qualifications.

We shall always strive to give our students the very best.

Preparing People for the future.....