

# TENNESSEE SCHOOL OF BEAUTY



# REDKEN PREMIER SCHOOL

## OCCUPATIONS AVAILABLE FOR GRADUATES

Upon graduation from the **COSMETOLOGY PROGRAM** and receiving your State License, you may work in the field of Cosmetology in many areas. These include, but are not limited to the following: (1) Stylist at a salon; (2) Platform artist; (3) Manufacturer's representative; (4) Television/movie studio artist or stylist, or makeup artist; (5) Beauty school instructor trainee; (6) Owner of your own salon.

Upon graduation from the **MANICURING AND PEDICURING** and receiving your State License, you may work in the manicuring profession in many different areas. These include, but are not limited to the following: (1) Manicurist at a salon; (2) Platform artist; (3) manufacturer's representative; (4) Own your on salon.

Upon graduation from the **INSTRUCTOR TRAINING PROGRAM** and receiving your State License, you may use your Instructor's license to work in many different areas. These include, but are not limited to the following: (1) Cosmetology instructor at a private school; (2) Cosmetology instructor for the public school system; (3) Work as a stylist/manager at a beauty salon; (4) become a platform artist; (5) Work as a manufacturer's representative; (6) Teach and manage your own beauty school.

Upon graduation from the **ESTHETICS PROGRAM** and receiving your State License, you may use your license to work in various areas. These include, but are not limited to the following:

- (1) Esthetician in a salon or spa environment,
- (2) work in a dermatologist office,
- (3) Manufacturer's Representative,
- (4) Make-up artist for film or photography work
- (5) Beauty Editor.



**TO: ALL PROSPECTIVE TENNESSEE SCHOOL OF BEAUTY STUDENTS**

### **ADVANTAGES AND DISADVANTAGES OF THE PROFESSION**

#### **ADVANTAGES:**

We feel that the Cosmetology Profession offers a great deal of opportunity for you. There are numerous things you can do with a Cosmetology License such as:

1. Work behind a chair in a salon;
2. Teach at a beauty school;
3. Travel the country working as a Manufacturer's representative;
4. Open your own salon;
5. Work as a stylist on a cruise ship; or
6. Any number of possibilities are open from which to choose.

The profession is in extreme demand. This is one profession which will not be taken over by computers or robots. As long as people have hair that grows, and as long as people want to look their best, you will always be needed.

Another big advantage of the profession is the flexibility in scheduling. If you want to schedule your appointments around your children's school schedules and activities, you can do that easily. The flexibility appeals to many parents.

#### **DISADVANTAGES:**

The biggest disadvantage in becoming a professional Cosmetologist is that you earn money for yourself (unless you have others who work for you). If you become injured and are unable to practice your profession for a few days or weeks, you would not be making any money during this time.

Another disadvantage is that you are on your feet for a long time. If you have a bad back or have a hard time standing for a long periods of time, we would not advise you to get into this profession.

We have also found that it is a disadvantage that it takes most licensed Cosmetologists a year or two to build up their clientele and start making the type of money that they often expect. If you will give yourself two years after you graduate from beauty school before deciding to quit the profession, you will probably not quit for a very long time. Although often looked at as a disadvantage, we feel this is no different than if you went into law. It takes time to build up a clientele in any professions.

**HOW WELL YOU DO IN THIS PROFESSION IS UP TO YOU!**



TENNESSEE SCHOOL OF  
**BEAUTY**

## **TO: ALL PROSPECTIVE TENNESSEE SCHOOL OF BEAUTY STUDENTS**

**COMPENSATION:** Entrance level salon compensation is basically either a guaranteed wage (anywhere from minimum wage to \$8/hour), a commission (usually around 50%), or booth rental (anywhere from \$50 - \$125/wk) depending on the salon you choose. Although in 2008, the average income for all salon professionals was more than \$38,000, most entry level salon employees will make anywhere from \$15,000 - \$20,000 their first year in the business.

**PHYSICAL DEMANDS:** For the cosmetologist, the continual standing and bending may tire the back and legs. Although most cosmetologists build up strength in these areas, it is best to book a variety of services to give your muscles a chance to rest and recuperate. The manicurist may find constant sitting to be tiresome, and, therefore would be wise to leave a little bit of time in between clients to get up and stretch and move around. The physical demands on instructor trainees are usually fairly minimal as classes can be scheduled to eliminate too much standing or sitting.

**SAFETY REQUIREMENTS:** Precautions should be taken by all students to prevent excess exposure to chemicals. Gloves and/or masks may be worn to help keep products off of the skin and fumes from being inhaled. Closed toe and heel shoes should be worn, as well. During bacteriology and sanitation class, as well as during aids prevention class, you will learn the safety precautions to take in cases of open wounds.

**LICENSING REQUIREMENTS:** The state of Tennessee requires a minimum age of 16 years, proof of at least 10<sup>th</sup> grade education, completion of 1500 hours for cosmetology, 600 hours for manicuring/pedicuring, 750 hours for esthetics, and 300 hours for instructor training. After graduation, students are required to pass the Tennessee State Board Examination to receive their license.

TENNESSEE SCHOOL OF BEAUTY



TENNESSEE SCHOOL OF BEAUTY  
CAMPUS SECURITY INFORMATION

Revised 08/21

Should you witness a crime in process, the institution requests that you follow the following procedure:

During the hours of 8:30 a.m. to 4:30 p.m., Tuesday through Saturday, immediately contact the office of the President, Adam Brown, or Operations Director, Chad Walker. Mr. Brown and Mr. Walker may be reached at the school office. During all other hours, the institution requests that you immediately contact the local police at 865-521-1200. If during regular school hours, Mr. Brown or Mr. Walker will notify the local law enforcement agency/emergency medical system depending on the seriousness of the crime. In addition, emergency numbers are posted on the front door of the entrance to the building.

Tennessee School of Beauty does not recognize any off campus students that would be covered under this act.

To insure accurate and prompt reporting of all crimes, authorized administrative personnel take a full written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by Local/State Law Enforcement authorities for the purpose of criminal apprehension and/or crime prevention.

Information concerning the steps students and staff may follow for their own personal security can be obtained by attending Safety and Crime prevention forums periodically sponsored by the Local Sheriff's Department.

Tennessee School of Beauty is in compliance with the Drug Free Schools and Communities Amendment of 1989 (Public Law 101-226). All students and employees should refer to the memorandum "Drug Free Schools and Campuses-Standards of Conduct," for information concerning the campus policies and individual responsibilities required under this act.

**CRIME STATISTICS**

In compliance with Public Law 102-26, the following information on campus crimes is reported for your review.

The following criminal offenses were reported to campus security authorities or local police agencies as having occurred on campus

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Murder</b>	0	0	0	0	0	0
<b>Rape</b>	0	0	0	0	0	0
<b>Robbery</b>	0	0	0	0	0	0
<b>Aggravated Assault</b>	0	0	0	0	0	0
<b>Burglary</b>	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>	0	0	0	0	0	0

In addition to the above crimes, the following number of arrests were made during 2020-21 for these specific violations.

**Liquor Law Violations: 0    Drug Abuse Violations: 0    Weapons possessions: 0**

This information is updated on an annual basis and is available to students, employees, and applicants upon request.



### **OWNERSHIP**

Tennessee School of Beauty of Knoxville, Inc. is a privately held corporation. The school's owners are Adam Brown and Bobbi Powell.

### **ACCREDITATION**

Tennessee School of Beauty of Knoxville, Inc. is accredited by the National Accrediting Commission of Career Arts and Sciences located at 3015 Colvin Street, Alexandria, VA 22314  
703-600-7600

### **STATE LICENSE**

Tennessee School of Beauty of Knoxville, Inc. is licensed by the Tennessee State Board of Cosmetology located at 500 James Robertson parkway, 1st Floor, Nashville, TN 37243. 615-741-2515

### **PROFESSIONAL AFFILIATIONS**

American Association of Cosmetology Schools; Tennessee Association of Beauty Schools; teacher's Educational Council of AACS; Cosmetology Educators of America, and Better Business Bureau.

### **ADMINISTRATIVE STAFF**

ADAM BROWN, President  
CHAD WALKER, Director of Operations  
PAT VALENTINE, Educational Director

### **HISTORY**

Tennessee School of Beauty was founded in 1930 by Mrs. Jean Brown at Knoxville, TN. In early 1931, she urged her son, C. B. Brown, to join her as Director of the school. Mr. Brown had a vision and believed that the Cosmetology field had immense growth possibilities that could develop into one of America's most affluent industries. He envisioned the creation of a State licensing board to protect the public from unscrupulous practitioners and to offer the Hairdressers protection and professional status. He initiated and served as Chairman of the Legislative Committee through whose efforts such a Board was created in 1939. To further upgrade and enhance the public acceptance and image of the profession, Mr. Brown organized and served as the first President of the Tennessee Association of Beauty Schools. Since that time, he served several terms as President of this Association. He also served as President of the National Association of Cosmetology Schools, and as an elected Commissioner on the National Accrediting Commission of Cosmetology Arts and Sciences. He, along with his son, Gordon, and grandson, Adam, have constantly strived to elevate the educational concepts in the field and to assist in upgrading the professional standards. In 1958, the second Tennessee School of Beauty was founded in Oak Ridge, TN. In 1962, Mr. Gordon Brown joined this school as Director and Dean. The third Tennessee School of Beauty was founded in Alcoa, TN in 1970 with Mr. Gordon Brown as Director. He served as a member of the Board of Directors on the Teacher's Educational Council and on the National association of Accredited Cosmetology Schools. In 1987, after completing with high honors, his Bachelor of Science Degree in Business Administration from the University of Tennessee, and turning down a scholarship to Law School, Mr. Adam Brown became the fourth generation to join Tennessee School of Beauty. Mr. Brown's fresh ideas have been an integral part of the changes which have prepared and enabled the school to continue to be a leader in Cosmetology Education in the 21<sup>st</sup> century. Mr. Brown has served on the Board of Directors of the American Association of Cosmetology Schools, thus enabling the school to maintain its national Placement contacts throughout the United States, and enabling Tennessee School of Beauty to become aware of changes in the industry as soon as they occur. Tennessee School of Beauty merged their Oak Ridge location with their Knoxville location in January of 1998. In 1998, to meet the demands of the spa industry, the owners of Tennessee School of Beauty opened a massage school, Tennessee School of Therapeutic Massage (which is no longer in operation) and in 2000 began offering an esthetics course to satisfy the need for a total Day Spa Training Center.

Tennessee School of Beauty of Knoxville, Inc. is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility.

## **MISSION STATEMENT**

TO ATTRACT TOP QUALITY INDIVIDUALS AND PROVIDE THEM WITH QUALITY EDUCATION, HELP THEM GRADUATE AND PASS THEIR STATE BOARD EXAM, AND BECOME GAINFULLY EMPLOYED IN A FIELD OF COSMETOLOGY.

## **EDUCATIONAL OBJECTIVES**

Tennessee School of Beauty is proud of its outstanding faculty, all of whom are graduates of the school. A high level of perfection is sought in the educational process, with experienced awareness that only through quality in training can fulfill its obligation to those who seek success in the Cosmetology Career. The course of study and the dedication of the staff are directed to provide a firm foundation for its graduates.....to offer them the opportunity for growth in one of the many facets available in the beauty industry.

## **COURSES OFFERED<sup>1</sup>**

### **COSMETOLOGY COURSE**

This is the primary Cosmetology Course for those who are entering the career to qualify for and obtain initial license as a professional Cosmetologist. It includes training in all phases of the career during the required 1,500 clock hours. This course can be completed in 45 weeks. A schedule of fees listing all costs and budget plans will be found within this folder on a separate sheet.

### **ESTHETICS COURSE**

For the applicant who desires to qualify for an Esthetician license, we offer this course consisting of 750 clock hours. This course covers all facets of skin care and make up artistry including facials, hair removal, make up application, conditions of the skin, corrective procedures for problem skin, body scrubs and polishes and much more! This course can be completed in 20 weeks. A separate fees sheet listing all costs will be found within this folder.

### **INSTRUCTOR TRAINING COURSE**

For the licensed Cosmetologist who desires to qualify for Instructor, we offer this course consisting of 300 clock hours of training. This course includes all theoretical and practical instruction as prescribed by the Tennessee State Board of Cosmetology. This course can be completed in 8 weeks. A fee schedule for this short course will be mailed upon request.

### **CONTINUING EDUCATION OPPORTUNITIES**

Continuing education classes are offered only to alumni who are interested in keeping abreast with fashion changes, new methods and product developments, hairstyling and hair shaping trends, and the newest in operational techniques. There is no charge for this service. At times these special classes are offered on a one day schedule. Graduates interested in these courses should call in advance for schedules.

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<sup>1</sup> The Manicuring and Pedicuring course is currently not being offered

## **GENERAL INFORMATION**

### **ADMISSIONS REQUIREMENTS**

#### **School Term**

To qualify for license under Tennessee Cosmetology Law, a student is required to satisfactorily complete the contracted hours of training in an approved school. To meet these requirements in the shortest possible time we offer class hours from 8:30 a.m. to 4:30 p.m. Tuesday through Saturday. Although arrangements can be made for less than full-time attendance, students who attend a full schedule for Cosmetology, for example, can qualify for state examination and professional license in approximately ten (10) months. Esthetics students can complete in 20 weeks. We also offer evening classes on Tuesday, Wednesday, and Thursday nights from 5:30 p.m. to 9:30 p.m. and Saturday from 8:30 a.m. to 4:00 p.m. It will take evening Cosmetology students eighteen to nineteen (18-19) months to graduate and evening Esthetics students approximately ten (10) months.

#### **Class Starting Date**

New classes begin on the first Tuesday of each month unless this Tuesday falls on a national holiday, in which case the class will begin on the second Tuesday of that month. To ensure maximum individual Instructor assistance, and a low teacher-pupil ratio, it is school policy to limit the size of starting classes. It is therefore advisable that applicants register as far in advance as possible. Evening classes begin once a year (September).

#### **Holidays**

The school is closed on the following national holidays: New Year's Day, July 4th, Thanksgiving Day, and Christmas Day. The school also closes 2 weeks for summer break and 2 weeks for winter break.

#### **Absences/Tardiness**

Students are required to maintain a cumulative average of 70% of all available hours. Students who will be absent without advance notice are expected to call the school before 9:00 a.m.

We realize that unusual situations may result in late arrival. To accommodate such situations we will accept late arrival up through 3 times per month. After 3 tardies, the student will not be admitted to class if not present at roll call. Late arrival is from 8:31am – 10:01am for day students and 5:31pm – 6:00pm for evening students.

#### **TSB Make-up Policy Due to Absenteeism**

It will be up to the student to ask the teachers to explain to them what was covered on the day(s) the student was absent. This is to be done during non-class time (lunch, break, before or after school).

However, TSB sets up its curriculum so that subjects will be repeated during a student's enrollment. Students may also request that they be put back in class for a subject they missed due to absenteeism, but it will be the student's responsibility to make such a request.

#### **Progress Records**

Permanent records are kept on grades, progress, and attendance. Total monthly and accumulated hours are posted on or about the second day of each month. Students may review all records at any time. Students must give written permission for anyone, except Government Agencies and/or Accrediting Agencies, to receive any information on said student.

#### **Wearing Apparel**

Required clothing includes a freshly, laundered black Tennessee School of Beauty long sleeve or short sleeve t-shirt, black dress pants, and solid black closed-toe shoes. The school will give students two t-shirts and more can be purchased.

**Grading Progress** All students are formally graded on practical and theoretical subjects. Practical grades are recorded based on points that are then converted to actual grades according to the scale below. A written, multiple choice theory exam is given weekly on theoretical subjects with grades based upon the scale below:

### Grading System

95%-100%	A+ = Excellent		75%-79%	C+ = Acceptable
90% - 94%	A = Above Average		70%-74%	C = Satisfactory
85%-89%	B+ = Average		Below 70%	F = Failure
80% - 84%	B = Good			-----

You must retake and pass a text that is unsatisfactory. A cumulative 70% grade point average is required to meet the academic standards of this policy.

### **Admission Requirements**

Applicant must provide:

1. A copy of the high school diploma, General Education Development (GED), or transcript showing graduation date.
2. Driver's license, birth certificate or other government issued ID showing at least 16 years of age.
3. A copy of your social security card.
4. Two (2) passport-type photos.
5. Instructor Training applicants: In addition to the items listed above, an applicant for the Instructor Training course must also have a current cosmetology, nail or esthetics license and have been licensed for a minimum of 3 years.
  - ATB: The school does not accept Ability-To Benefit students.
  - Home School: We do accept home-schooled students provided the Tennessee State Board of Cosmetology accepts the home-school diploma where you attended.
  - Foreign Diploma: In the event of a foreign diploma, the prospective student must provide evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

### **GED Equivalency Test**

This test is available to any applicant who is 18 years of age or older. It is available Monday through Wednesday at 8:00 a.m. at the University of Tennessee Student Counseling Service Center, Knoxville, TN. A grade of 45.0 or higher is the equivalent of a High School Diploma.

### **Transfers**

This is for the applicant who did not complete all hours required at a previously attended cosmetology school. You may take as many hours as you need except for the Instructor Training course (transfers not accepted). A fee schedule is established based on the number of hours you will be taking. Tennessee State Law requires a loss of ALL hours attained after seven (7) years of non-attendance. Tennessee School of Beauty will accept all transfer hours that are accepted by the Tennessee State Board of Cosmetology.

### **Re-Entry**

Students may discontinue the course either temporarily or permanently. If a student discontinues temporarily, and returns to school within six months, the student would be allowed to complete the course on the basis of their original enrollment agreement plus the payment of a \$100.00 Readmittance Fee. After a six-month period the student would be charged the prevailing tuition rate of the completion of the required hours plus a \$100.00 Readmittance Fee. Students will return in the same progress status at which he or she left.

### **Non-Discrimination**

Tennessee School of Beauty does not discriminate against individuals with disabilities or on the basis of sex, race, age, color, ethnic origin or religion. TSB will provide reasonable modifications and auxiliary aids/services, including sign language interpreters, whenever necessary to ensure that students with disabilities are able to fully participate in TSB's programs and services.

# Satisfactory Academic Progress (SAP) Policy

For All Tennessee School of Beauty Students (effective March 22, 2022)

This policy applies to every student enrolled in a NACCAS-approved program. It is provided to applicants prior to enrollment and is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full/time). Students are required to maintain satisfactory academic progress throughout their training to be in compliance with institutional policy and to remain eligible for Title IV, HEA federal student financial assistance. Satisfactory academic progress is measured in both quantitative terms (attendance), as well as qualitative terms (academics/grades). Students must meet the school's attendance standard and the academic standard on a cumulative basis (start date to evaluation date) to maintain eligibility for federal student financial assistance funds unless the student is on WARNING or PROBATION as defined in this policy. In the event that an evaluation results in the determination that a student is not meeting the institution's attendance and academic standards or that the student is not in compliance with the terms of an academic plan developed in accordance with this policy, the institution will notify the student of that determination.

## I. ATTENDANCE STANDARD (PACE OF COMPLETION)

Students must successfully complete at least 70% of the hours they are scheduled to attend based on the student's enrollment agreement. Compliance with this standard shall ensure that the student is progressing toward completion of the program within the maximum time frame. A student's pace of program completion is determined by the following formula using cumulative numbers of clock hours:

Number of clock hours successfully completed as of the date of evaluation period

Number of clock hours scheduled to be completed as of the date of the evaluation period

For example, a student who is enrolled 30 clock hours per week for 20 weeks would have a cumulative scheduled attendance of 600 clock hours. If the student successfully completed 450 of the 600 scheduled hours, his/her attendance pace would be 75.0% (450/600) and would be meeting the attendance requirement of this policy.

## II. ACADEMIC STANDARD

Theory and practical are based on the following grading scale:

### Grading System

95%-100%	A+ = Excellent		75%-79%	C+ = Acceptable
90% - 94%	A = Above Average		70%-74%	C = Satisfactory
85%-89%	B+ = Average		Below 70%	F = Failure
80% - 84%	B = Good			-----

You must retake and pass a text that is unsatisfactory. A cumulative 70% grade point average is required to meet the academic standards of this policy.

### III. COURSES AND ACADEMIC YEAR

Tennessee School of Beauty is approved to offer the following courses:

- Cosmetology – 1500 hours
- Esthetics – 750 hours
- Manicuring and Pedicuring – 600 hours (**course currently NOT being offered**)
- Instructor Training – 300 hours

The academic year established for ALL courses is 900 hours.

### IV. EVALUATION PERIODS

Students are evaluated for academic and attendance satisfactory progress at the following ACTUAL HOUR evaluation periods:

#### **COSMETOLOGY – 1500 hours**

1 <sup>st</sup> evaluation period ends:	450 clock hours and 15 weeks
2 <sup>nd</sup> evaluation period ends:	900 clock hours and 30 weeks
3 <sup>rd</sup> evaluation period ends:	1200 clock hours and 40 weeks

#### **ESTHETICS – 750 hours**

1 <sup>st</sup> evaluation period ends:	375 clock hours and 12.5 weeks
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#### **INSTRUCTOR TRAINING – 300 hours**

1 <sup>st</sup> evaluation period ends:	125 clock hours and 4.05 weeks
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#### **MANICURING AND PEDICURING - 600 hours**

1 <sup>st</sup> evaluation period ends:	300 clock hours and 8.5 weeks
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Completion of a payment period is considered to have occurred when the student has completed both the number of clock hours in the payment period, as well as the number of instructional weeks in the payment period. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. The school will notify students of all evaluation results. Students have access to the satisfactory academic progress evaluation results at the time the evaluations are presented to the student. All evaluations must be completed within seven (7) school business days following the established evaluation periods.

### V. WARNING

Students who fail to meet either of the two progress standards as determined by a SAP evaluation will be placed on WARNING status, and the student will remain eligible for federal student aid funds for the subsequent payment period. At the end of the warning, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making satisfactory academic progress and remain eligible for further federal student financial aid.

## VI. PROBATION

The school may allow for the status of probation for students who are not considered meeting minimum standards of satisfactory academic progress if:

- a. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
- b. The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
- c. The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
- d. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

## VII. APPEALS

The school may allow a student to appeal a satisfactory academic progress determination prior to being placed on probation. The reasons for which a student may appeal includes such mitigating circumstances such as death of a relative, an injury or illness of the student or other special circumstances. The appeal must include documentation regarding why the student failed to meet the satisfactory academic progress standards and what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeal items are documented and maintained in the student's file.

## VIII. REINSTATEMENT OF FEDERAL FINANCIAL AID

A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation. Students who have lost eligibility for federal student aid may reestablish their eligibility for aid in accordance with the appeal provisions contained in this policy. Students must be in compliance with the minimum academic and attendance cumulative standards.

## IX. MAXIMUM TIME FRAME

The normal time frames and maximum time frames required for program completion are listed below. Students who maintain satisfactory academic progress in attendance will complete the program during the allowable maximum time. Students are required to maintain a 70% rate of attendance with a maximum time frame of 143%. A student who exceeds the maximum time frame shall be terminated from the program and would thereafter be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the institution's admissions policy.

	<b>Normal Time Frame</b>	<b>Maximum Time Frame</b>
Cosmetology (full time)	50 weeks – 1500 hours	71.5 weeks – 2145 hours
Cosmetology (part time)	79 weeks – 1500 hours	113 weeks – 2145 hours
Esthetics (full time)	25 weeks – 750 hours	36 weeks – 1072 hours
Esthetics (part time)	40 weeks – 750 hours	57 weeks – 1072 hours
Manicuring and Pedicuring	17 weeks – 600 hours	34 weeks – 858 hours
Instructor Training (full-time)	8.1 weeks—300 hours	12 weeks---426 hours
Instructor Training (part-time)	16 weeks – 300 hours	23 weeks- 426 hours

## **X. TEMPORARY INTERRUPTIONS/LEAVES OF ABSENCE**

Students who are returning to school after a temporary interruption are reinstated under the same SAP status as they had when their prior period of enrollment ended. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

## **XI. COURSE INCOMPLETES, REPETITIONS AND NON-CREDIT REMEDIAL COURSES**

Course incompletes, repetitions and non-credit remedial courses do not apply at the school and have no effect upon the satisfactory academic standards.

## **XII. TRANSFER HOURS**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.



**COURSE TITLE:** COSMETOLOGY

**HOURS REQUIRED:** 1,500

**TEXTS:** Milady's Standard Cosmetology Textbook  
Milady's Study Guide: The Essential Companion  
Milady's Standard Cosmetology Student CD ROM  
Milady's Standard Cosmetology Reference for Anatomy and Physiology  
Milady's Standard Cosmetology Haircutting Supplement  
Tennessee Cosmetology Law, Rules, and Regulations  
Tennessee School of Beauty Student Training Notes  
Tennessee School of Beauty Rule Book

**AUDIO/VISUAL AIDS:** Flip Charts on Variety of Subjects  
Milady's Standard Cosmetology Course Management Guide  
Milady's Soft Skills DVD Series  
Milady's Standard Video Series  
Manicuring Videos  
Chemical Relaxing and Chemical Curl Videos  
Career Development Videos  
Motivational Videos  
Wide Variety of Videos on all Subjects  
Product Knowledge Videos

**COURSE DESCRIPTION:** The Cosmetology Course interweaves practical art, cosmetic science, and academic subject matter. Properly conceived, it will assist the individual in obtaining his/her personal objectives and become proficient in the science of Cosmetology, thereby creating a progressive and socially aware Cosmetologist.

**COURSE OBJECTIVE:** Upon completion of the Cosmetology Course, the student shall demonstrate competencies required to pass the Tennessee State Board Exam and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define, explain, and demonstrate manual skills with mastery and simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for, and properly use commercial products that are related to the application.
5. To develop professional ethics worthy of public confidence, acceptance, and respect.

COURSE OUTLINE: COSMETOLOGY 1,500 HOURS

GENERAL (THEORY HOURS)	CLOCK HOURS
Sterilization, sanitation, and bacteriology.....	30
Shampooing and rinsing.....	10
Hair and scalp care.....	25
Manicuring and nail care.....	15
Hair shaping.....	10
Hairdressing and styling.....	25
Permanent waving/Chemical relaxing.....	25
Facials, arching, lash and brow tinting, and massage.....	25
Hair coloring, lighting, and toning.....	25
Anatomy and physiology.....	10
Shop ethics, personality, and salesmanship.....	15
Hair structure and chemistry.....	60
Tennessee Cosmetology Law and Regulations/Career (Employment Information).....	25
	300 Hours
<b>CHEMICAL (PRACTICAL HOURS)</b>	
Permanent Waving.....	200
Chemical Relaxing.....	100
Hair coloring, lighting, and toning.....	150
Hair structure and chemistry.....	75
Sculpture nails.....	75
	600 Hours
<b>PHYSICAL (PRACTICAL HOURS)</b>	
Shampooing and rinses.....	60
Hair and scalp care.....	60
Hair shaping.....	150
Hairdressing, styling, and comb outs.....	150
Facials, makeup, massage, arching, waxing, lash and brow dying and skin care.....	60
Manicuring and pedicuring.....	60
Hair extensions.....	60
	600 Hours

GRADING: Theory and practical are based on the following grading scale:

**Grading System**

95%-100%	A+ = Excellent		75%-79%	C+ = Acceptable
90% - 94%	A = Above Average		70%-74%	C = Satisfactory
85%-89%	B+ = Average		Below 70%	F = Failure
80% - 84%	B = Good			----

You must retake and pass a text that is unsatisfactory. A cumulative 70% grade point average is required to meet the academic standards of this policy.

Required Services:

Shampoo	100	Relaxers	5
Set and Comb out	75	Scalp Treatment	10
Thermal Style	50	Facials	10
Hair Cut (Shears)	75	Make up Application	10
Hair Cut (Razor)	15	Eyebrow Arch	5
Hair Cut (Clippers)	15	Waxing	10
Permanent Wave	40	Wig Styling	10
Permanent Wave Color	15	Manicure	10
Temporary Hair Color	15	Pedicure	5
Virgin Lightener	5	Acrylic Nails	5
Lightener Retouch	15	Hair Extensions	3
Frosting (Cap)	5	Conditioners	25
Frosting (Foil)	5	Nail Art	5
Press and Curl	3		

COURSE FORMAT: The course will be a combination of the following:

- Oral Discussions
- Written Examinations
- Hands-On Experience
- Oral Quizzes
- Student Participation
- Teacher Observation
- Teacher Lecture
- Teacher Demonstration
- Student Subject Survey

ATTENDANCE REQUIREMENTS:

It is crucial to this course that each student maintain a minimum cumulative attendance average of 70% of all available hours.

EXPERIENCES:

- The Professional Cosmetologist
- Milady Standard textbook of Cosmetology
- Milady State Board Review Book
- Milady Standard Text for Professional; Estheticians
- The Art and Science of Manicuring
- Clairol Encyclopedia
- Vast amount of Library Publications in the School Library

PERIODICALS:

- Modern SALON
- American Hair Dresser
- Beauty School Journal
- Clairol Professional
- Nail Publications
- Shop Talk
- Salon Trends
- TSB Training Notes
- Curriculum Index
- Vast supply of Periodicals in School Library



COURSE TITLE: ESTHETICS

HOURS REQUIRED: 750

TEXTS: Milady's Standard Textbook for Professional Estheticians  
Milady's Workbook for Professional Estheticians  
Milady's State Exam Review for Professional Estheticians  
Tennessee Cosmetology Law, Rules, and Regulations  
Tennessee School of Beauty Student Training Notes  
Tennessee School of Beauty Rule Book

AUDIO/VISUAL AIDS: Flip Charts on Variety of Subjects  
Esthetics Videos  
Technique Videos from Manufactures  
Career Development Videos  
Motivational Videos  
Wide Variety of Videos on all Subjects  
Dermalogica Product Knowledge Videos  
Milady's Soft Skills DVD Series

COURSE DESCRIPTION: The Esthetics Course involves manual dexterity, practical art, cosmetic science, and academic subject matter. Properly conceived, it will assist the individual in obtaining his/her personal objectives and become proficient in the science of Esthetics, hereby creating a progressive and socially aware Esthetician.

COURSE OBJECTIVE: Upon completion of the Esthetics course, the student shall demonstrate competencies required to pass the Tennessee State Board Exam and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define, explain, and demonstrate manual skills with mastery and simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for, and properly use commercial products that are related to the application.
5. To develop professional ethics worthy of public confidence, acceptance, and respect.

COURSE OUTLINE: ESTHETICS 750 HOURS

<b>GENERAL (THEORY HOURS)</b>		<b>CLOCK HOURS</b>
Sterilization, sanitation, and bacteriology.....		45
Professional Ethics, Personality, Salesmanship.....		30
Anatomy and physiology.....		55
Tennessee Cosmetology Law (Employment Information).....		25
		150 Hours
<b>CHEMICAL (PRACTICAL HOURS)</b>		
Skin Conditions and Disorders.....		50
Nutrition and Aging Factors.....		20
Product Ingredients and Usage.....		20
Waxing, Lash and Brow Tinting.....		35
OSHA and EPA Requirements.....		25
		150 Hours
<b>PHYSICAL (PRACTICAL HOURS)</b>		
Massage Movements and Manipulations.....		150
Masks and Packs.....		75
Facial Treatments with and without the use of machines.....		50
Skin Analysis and Consultation.....		40
Applications of all products and machines.....		60
Color Psychology, Make-up and Corrective Make-up Arching.....		75
		450 Hours
<b>Total Course Hours</b>		<b>750</b>

GRADING: Theory and practical are based on the following grading scale:

**Grading System**

95%-100%	A+ = Excellent		75%-79%	C+ = Acceptable
90% - 94%	A = Above Average		70%-74%	C = Satisfactory
85%-89%	B+ = Average		Below 70%	F = Failure
80% - 84%	B = Good			----

You must retake and pass a text that is unsatisfactory. A cumulative 70% grade point average is required to meet the academic standards of this policy.

**REQUIRED SERVICES:**

Facials	100
Waxing, Arching	50
Masks	25
Packs	25

COURSE FORMAT: The course will be a combination of the following:

- Oral Discussions
- Written Examinations
- Hands-On Experience
- Oral Quizzes
- Student Participation
- Teacher Observation
- Teacher Lecture
- Teacher Demonstration
- Student Subject Survey

ATTENDANCE REQUIREMENTS: It is crucial to this course that each student maintains a minimum cumulative attendance average of 70% of all available hours

REFERENCES:

- Milady=s Standard Textbook for Professional Estheticians
- Milady=s Workbook for Professional Estheticians
- Milady=s State Exam Review for Professional Estheticians
- Milady=s Standard Textbook of Cosmetology
- Vast amount of Library Publications in the School Library

PERIODICALS:

- Modern SALON
- American Hair Dresser
- Beauty School Journal
- Various Esthetic Publications
- Shop Talk
- Salon Trends
- TSB Training Notes
- Skin Inc.
- Dermascope Magazine
- Vast supply of Periodicals in School Library



TENNESSEE SCHOOL OF  
**BEAUTY**

Course Title: Instructor Training

Hours Required: 300

Texts:

Milady Standard Textbook of Cosmetology  
Milady State Exam Review for Cosmetology  
Milady Cosmetology Hairstyling Teacher-Training Manual  
Milady Cosmetology Hairstyling Teacher-Training Manual Workbook  
Milady the Creative Teacher  
Milady Black Cosmetology  
Milady the Art 7 Science of Manicuring  
Milady the Art 7 Science of Manicuring Workbook  
Tennessee State Cosmetology Law, Rules & Regulations  
Tennessee School of Beauty Student Training Notes

Audio/Visual Aids:

Flip Charts on Various Subjects  
DVD Tapes on a Wide Variety of Subjects

Course Description:

The instructor training course interweaves practical art, cosmetology art, cosmetic science, academic subject matter, and time proven training methods. Properly conceived, this will assist the individual trainee in obtaining their personal objectives and become proficient in the art of teaching, thereby creating a progressive, proficient and socially aware instructor.

Course Objectives:

Upon completion of the instructor training course the trainee shall demonstrate competencies required to pass the Tennessee State Board instructors examination and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define & explain & demonstrate manual skills with mastery & simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for and properly use commercial products that relate to the application
5. To develop professional ethics worthy of public confidence, acceptance and respect.

Course Outline:

General/Theory Hours

Clock Hours:

Teaching methods, course outline & lesson planning.  
 Teaching aids & testing  
 Professional conduct & classroom management  
 Classroom problems

25  
 25  
 25  
 25

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100 Hours

Physical/Practical Hours

Class Viewing  
 Classroom Practice Teaching & Business Class  
 Clinic Teaching/Supervision

67  
 67  
 66

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200 Hours

Total Course Outline Hours

300 HOURS

GRADING: Theory and practical are based on the following grading scale:

**Grading System**

95%-100%	A+ = Excellent		75%-79%	C+ = Acceptable
90% - 94%	A = Above Average		70%-74%	C = Satisfactory
85%-89%	B+ = Average		Below 70%	F = Failure
80% - 84%	B = Good			----

You must retake and pass a text that is unsatisfactory. A cumulative 70% grade point average is required to meet the academic standards of this policy.

Course Format:

This course will be a combination of the following:

Oral Discussions  
 Written Examinations  
 Hands on Experience  
 Oral Quizzes  
 Student Participation  
 Teacher Observation  
 Student Subject Survey

Attendance Requirements: It is crucial to this course that each student maintains a cumulative attendance rate of 70%.



**COURSE TITLE:** MANICURING and PEDICURING

**HOURS REQUIRED:** 600

**TEXTS:** Milady Art and Science of Nail Technology Textbook  
Milady Art and Science of Nail Technology Workbook  
Milady Art and Science of Nail Technology State Law Review Book  
Tennessee Cosmetology Law, Rules, and Regulations  
Tennessee School of Beauty Student Training Notes  
Tennessee School of Beauty Rule Book

**AUDIO/VISUAL AIDS:** Flip Charts on Variety of Subjects  
Manicuring Videos  
Technique Videos from Manufacturers  
Career Development Videos  
Motivational Videos  
Wide Variety of Videos on all Subjects  
Product Knowledge Videos

**COURSE DESCRIPTION:** The Manicuring and Pedicuring Course involves manual dexterity, practical art, cosmetic science, and academic subject matter. Properly conceived, it will assist the individual in obtaining his/her personal objectives and become proficient in the science of Manicuring/Pedicuring, hereby creating a progressive and socially aware Nail Technologist.

**COURSE OBJECTIVE:** Upon completion of the Manicuring and Pedicuring Course, the student shall demonstrate competencies required to pass the Tennessee State Board Exam and the ability to:

1. Demonstrate and explain theoretical subject matter.
2. Define, explain, and demonstrate manual skills with mastery and simplicity.
3. Develop good workmanship and the orderly performance of various tasks.
4. To select wisely, care for, and properly use commercial products that are related to the application.
5. To develop professional ethics worthy of public confidence, acceptance, and respect.

COURSE OUTLINE: MANICURING AND PEDICURING 600 HOURS

	GENERAL (THEORY HOURS)	CLOCK HOURS
	Sterilization, sanitation, and bacteriology.....	25
	Shop ethics, personality, and salesmanship.....	20
	Manicuring and nail care.....	40
	Anatomy and physiology.....	40
	Tennessee Cosmetology Law and Regulations/Career (Employment Information).....	25
		150
Hours	<b>CHEMICAL (PRACTICAL HOURS)</b>	
	Sculpture nails & nail tips.....	80
	Product Ingredients.....	10
	Manicuring and Pedicuring, EPA and OSHA requirements.....	10
		100 Hours
	<b>PHYSICAL (PRACTICAL HOURS)</b>	
	Manicuring, pedicuring & nail care.....	245
	Nail artistry.....	35
	Hand, arm, foot & leg massage.....	35
	Nail repair.....	35
		350 Hours
	<u>Total Course Hours</u>	<u>600</u>

GRADING: Theory and practical are based on the following grading scale:

**Grading System**

95%-100%	A+ = Excellent		75%-79%	C+ = Acceptable
90% - 94%	A = Above Average		70%-74%	C = Satisfactory
85%-89%	B+ = Average		Below 70%	F = Failure
80% - 84%	B = Good			----

You must retake and pass a text that is unsatisfactory. A cumulative 70% grade point average is required to meet the academic standards of this policy.

REQUIRED SERVICES:

Basic / Hot Oil Manicure	100
Hand and arm massage	50
Nail Art	30
Nail mending / repair	20
Pedicure	40
Foot and leg massage	30
Sculptured nails (complete set)	30

COURSE FORMAT: The course will be a combination of the following:

- Oral Discussions
- Written Examinations
- Hands-On Experience
- Oral Quizzes
- Student Participation
- Teacher Observation
- Teacher Lecture
- Teacher Demonstration
- Student Subject Survey

ATTENDANCE REQUIREMENTS: It is crucial to this course that each student maintains a minimum cumulative attendance average of 70% of all available hours

REFERENCES:

- Keystone Textbook
- Keystone Dictionary
- Milady Art and Science of Nail Technology Textbook
- Milady Art and Science of Nail Technology Workbook
- Milady Art and Science of Nail Technology State Exam Review
- Vast amount of Library Publications in the School Library

PERIODICALS:

- Modern SALON
- American Hair Dresser
- Beauty School Journal
- Various Nail Publications
- Shop Talk
- Salon Trends
- TSB Training Notes
- Vast supply of Periodicals in School Library



***Cosmetology (1,500 Hours)***

THEORY HOURS (General)	CLOCK HOURS
Sterilization, sanitation and bacteriology	30
Shampooing and rinses	10
Hair and scalp care	25
Manicuring and nail care	15
Hair shaping	10
Hairdressing and styling	25
Permanent waving/chemical relaxing	25
Facials, arching, lash and brow tinting, massage	25
Hair coloring, bleaching and toning	25
Anatomy and physiology	10
Shop ethics, personality, and salesmanship	15
Hair structure and chemistry	60
Tennessee Cosmetology Law	25
<b>TOTAL</b>	<b>300</b>
CHEMICAL HOURS (Practical)	CLOCK HOURS
Permanent waving	200
Chemical relaxing	100
Hair coloring, lightening and toning	150
Hair structure and chemistry	75
Sculpture nails	75
<b>TOTAL</b>	<b>600</b>
PHYSICAL HOURS (Practical)	CLOCK HOURS
Shampooing & rinses	60
Hair & scalp care	60
Hairshaping	150
Hairdressing, styling & comb-outs	150
Facials, makeup, massage, arching & waxing, lash & brow dying, skin care	60
Manicuring & pedicuring	60
Hair extensions	60
<b>TOTAL</b>	<b>600</b>
<b>TOTAL HOURS</b>	<b>1500</b>



**Esthetics Course (750 Hours)**

<b>THEORY HOURS (General)</b>	<b>CLOCK HOURS</b>
<i>Sterilization, sanitation and bacteriology</i>	45
<i>Professional Ethics, Personality, Salesmanship</i>	30
<i>Anatomy and Physiology</i>	55
<i>Tennessee State Law</i>	20
<b>TOTAL</b>	<b>150</b>
<b>CHEMICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
<i>Skin Conditions and Disorders</i>	50
<i>Nutrition and Aging Factors</i>	20
<i>Product Ingredients and Usage</i>	20
<i>Waxing, Lash and Brow Tinting</i>	35
<i>OSHA and EPA Requirements</i>	25
<b>TOTAL</b>	<b>150</b>
<b>PHYSICAL HOURS (Practical)</b>	<b>CLOCK HOURS</b>
<i>Massage Movements and Manipulations</i>	150
<i>Masks and Packs</i>	75
<i>Facial Treatments with and without the use of Machines</i>	50
<i>Skin Analysis and Consultation</i>	40
<i>Applications of all products and Machines</i>	60
<i>Color Psychology, Make-up and Corrective Make-up Arching</i>	75
<b>TOTAL</b>	<b>450</b>
<b>TOTAL HOURS</b>	<b>750</b>



### ***INSTRUCTOR TRAINING (300 HOURS)***

<b><i>THEORY HOURS (General)</i></b>	<b><i>CLOCK HOURS</i></b>
Teaching methods, course outline, lesson planning	25
Teaching aids & testing	25
Professional conduct, classroom management	25
Classroom problems	25
<b>TOTAL</b>	<b>100 HOURS</b>
<b><i>PHYSICAL HOURS (Practical)</i></b>	<b><i>CLOCK HOURS</i></b>
Class viewing	67
Classroom practice teaching	67
Clinic teaching/supervision	66
<b>TOTAL</b>	<b>200 HOURS</b>
<b><i>TOTAL HOURS</i></b>	<b><i>300</i></b>