Rudy & Kelly Academy, A Paul Mitchell Partner School

COSMETOLOGY COURSE INFORMATION

COSMETOLOGY COURSE DESCRIPTION

Cosmetology: ***Standard Occupational Classification (SOC) 39-5012.00***
Classification of Instructional Programs (CIP) Code 12.0401

The curriculum involves 1000 hours to satisfy Virginia state requirements. The course includes extensive instruction and practical experience in cutting, hair coloring, perming, skin, nails, lashes, customer service, personal appearance and hygiene, personal motivation and development, retail skills, client record keeping, business ethics, sanitation, state laws and regulations, salon-type administration, and job interviewing.

Graduate is prepared to become an entry-level cosmetologist.

This course is taught in English. Textbooks and course materials are only offered in the English Language.

The school does not have any written agreements with any other entity to offer in whole or part any of its educational programs.

The cosmetology course is an approved program through DPOR, NACCAS, SCHEV, and USDE.

COSMETOLOGY PROGRAM OBJECTIVES

The objective of this program is to prepare students to manage a successful cosmetology career and/or business, while preparing them to successfully pass the Virginia Board of Barbers and Cosmetology exam.

COSMETOLOGY COURSE OVERVIEW

Course Hours: 1000 clock hours

The course is divided into pre-clinical classroom instruction and clinic classroom learning experiences.

- **Pre-clinical Classroom Instruction**: The first hours of education are devoted to pre-clinical classroom instruction where Future Professionals develop foundational knowledge and practical skills through classroom workshops, demonstrations, theory instruction, and guided practice. Instruction emphasizes design principles, technical procedures, safety and sanitation, professional conduct, and readiness for supervised services.
- **Clinic Classroom Learning Experience**: Future Professionals apply classroom learning through supervised practical instruction and guest services. With coaching and guidance from Learning Leaders, they refine technical skills, consultation and communication, guest experience, product recommendations, and professional work habits. Learning continues through mini-classes, feedback, and structured practice.

COSMETOLOGY COURSE OUTLINE

- **Core Curriculum**: The Core Curriculum introduces the foundational principles and skills of the program through theory instruction, demonstrations, and hands-on practice. Future Professionals build essential technical knowledge, safety and sanitation practices, client care, and professional habits. Learning Leaders monitor progress, and learning is evaluated through written, oral, and practical methods, as applicable. Completing Core successfully prepares students for the next phase of their education, including supervised clinic classroom experiences.

- **Clinic Classroom Learning Experience:** In the clinic classroom, Future Professionals provide services to guests under Learning Leader supervision. They keep learning and reinforce classroom instruction through coaching, mini-classes, practical worksheets, and progress evaluations. They practice consultations, service planning, technical proficiency, guest communication, sanitation and safety, and professional service habits.
- **Classroom Learning Experience:** Classroom education throughout the program includes cutting, coloring, texture, skin, and nails. Instruction combines theory, demonstrations, and practical application. Additional learning opportunities may address retailing and product knowledge, communication, professional development, motivation, and career readiness, facilitated by appropriate school team members or guest artists.
- **Adaptive Phase:** During the Adaptive phase, Future Professionals expand their knowledge through specialty classroom instruction and progressively challenging practical work. They continue developing technical consistency, problem-solving, guest service, confidence, and professionalism, with feedback and assessments supporting their progress.
- **Creative Phase:** The Creative phase focuses on refining technical and professional abilities as Future Professionals prepare to enter the industry. They apply artistic judgment, strengthen independence and accountability, and practice the standards of guest experience, teamwork, and professional conduct expected in a salon environment, with continued Learning Leader guidance.

COSMETOLOGY COURSE REQUIREMENTS

The instructional program of Rudy & Kelly Academy, A Paul Mitchell Partner School meets or exceeds the state requirements:

Subject	Minimum Hours of Instruction	Minimum Performance Requirements
I. Orientation and Business Topics	45	
1. School Policies		
2. Management		
3. Sales, Inventory, and Retailing		
4. Taxes and Payroll; Insurance		
5. Client Records and Confidentiality		
6. Professional Ethics and Practices		
II. Laws and Regulations	10	
III. General Sciences	55	
1. Principles and Practices of Infection Control		
2. Safety Data Sheet (SDS)		
3. Chemical Usage and Safety		
IV. Applied Sciences	40	
1. Anatomy, Physiology, and Histology		
V. Shampooing, Rinsing, and Scalp Treatments for all Hair Types, including Textured Hair	25	20
1. Client Consultation and Analysis		
2. Procedures, manipulations, and Treatments		
VI. Hairstyling for all Hair Types, including Textured Hair	65	60
1. Fingerwaving, Molding, and Pin Curling		

Subject	Minimum Hours of Instruction	Minimum Performance Requirements
2. Roller Curling, Combing, and Brushing		
3. Heat Curling, Waving, and Pressing		
VII. Haircutting for all Hair Types, including Textured Hair	125	60
1. Fundamentals, Materials, and Equipment		
2. Procedures		
VIII. Permanent Waving and Chemical Relaxing for all Hair Types, including Textured Hair	135	60
1. Chemistry		
2. Supplies and Equipment		
3. Procedures and Practical Application		
IX. Hair Coloring and Bleaching for all Hair Types, including Textured Hair	190	65
1. Basic Color Theory		
2. Supplies and Equipment		
3. Procedures and Practical Application		
X. Wigs, Hairpieces, and Related Theory	15	10
1. Types		
2. Procedures		
XI. Manicuring and Pedicuring	75	15 procedures
1. Nail Theory, Nail Structure, and Composition		
2. Nail Procedures, including Manicuring and Pedicuring		
3. Nail Procedures, including Nail Extensions		30 individual sculptured nails or tips
4. Electric Filing		
XII. Skin Care	150	15
1.Client skin analysis and Consultation		
2. Effleurage, Related Movements, Manipulations of the Face		
3. Cleansing Procedures		
4. Masks		
5. Extraction Techniques		
6. Machines, avoid direct contact with the skin		
7. Equipment avoiding direct contact with the skin		
8. Electricity avoiding direct contact with the skin		
9. Manual Facials and Treatments		
10. General Procedures and Safety Measures		
XIII. Lashes and Brows	35	20
1. Setup, Supplies and Implements		

Subject	Minimum Hours of Instruction	Minimum Performance Requirements
2. Consultation		
3. Application False Lashes and Lash Extensions		
4. Lash and Brow Tinting; Lash Perming		
5. Lightening of the Hair on the Body except Scalp		
6. General Procedures and Safety Measures		
XIV. Hair Removal	35	10
1. Client Consultation and Analysis		
2. Waxing		
3. Mechanical Hair Removal		
4. Tweezing and Threading		
5. Chemical Hair Removal		
TOTAL HOURS & PERFORMANCES	**1000**	**365**

COSMETOLOGY PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 1000-hour course:

1. **Academic theory exams:** Students must receive a 75% or higher on each assigned theory exam.
2. **Core written and practical skills evaluation:** Students must receive a grade of 75% or higher on each written exam and each practical skill exam in order to complete the Core program. The exams are an overview of instruction taught during the Core schedule. All Core written and practical skill exams must be passed with a 75% in order to transition to the Adaptive curriculum. If students are unable to pass each exam after two attempts, the student may be asked to withdraw from the program.
3. **Mock State Board evaluation test:** This practical evaluation covers all technical areas of the Virginia Department of Professional & Occupational Regulation State Board Cosmetology exam. Students must receive a 75% or higher on this exam.
4. **Final written exam:** This written test covers an overview of all theory instruction, and other items covered on the Virginia Department of Professional & Occupational Regulation State Board Cosmetology exam. Students must receive a 75% or higher on this exam.
5. **Clinic Practical Skill Assessments:** Progress in practical skill assessments and instructional hours will be digitally monitored using the MyPortico app. All assigned practical skill assessments must be completed in order to complete the program.

Students are assigned theory study and an essential number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Students must maintain a theory grade average of 75% and pass a final written and practical exam prior to graduation. Students must make up missed tests and incomplete assignments.

A = 90 – 100% ***(Excellent)*** **B = 80 – 89%** ***(Average)*** **C = 75 – 79%** ***(Below Average)*** **Below 75%** ***(Failing)***

COSMETOLOGY INSTRUCTIONAL TECHNIQUES AND METHODS

The Cosmetology 1000 clock hour course is provided through a sequential set of learning steps which address specific tasks necessary for State Board preparation, graduation and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented

through well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.