



**ATLANTA BARBER COLLEGE**  
REVOLUTIONIZED EDUCATION & INNOVATION

**212 Edgewood Avenue, NE  
Atlanta GA, 30303  
(404) 923-0708**

**[www.atlantabarbercollege.com](http://www.atlantabarbercollege.com)  
[info@atlantabarbercollege.com](mailto:info@atlantabarbercollege.com)**

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**855 Oak Street SW, Suite 858  
Atlanta, GA 30310  
(404) 923-0708**

### **LICENSED**

Georgia State Board of Cosmetology and Barbers  
237 Coliseum Drive  
Macon, Georgia 31217  
Phone (404) 424-9966  
Fax (866) 888-1176  
[www.sos.ga.gov/plb/cosmetology](http://www.sos.ga.gov/plb/cosmetology)

### **COE**

The school is in candidate status  
(Council On Occupational Education)  
7840 Roswell Road  
Building 300, Suite 325  
Atlanta, GA 30350

### **NACCAS**

The school is in candidate status  
(National Accrediting Commission of Career Arts & Sciences)  
3015 Colvin Street  
Alexandria, VA 22314  
703-600-7600

### **ADMINISTRATIVE STAFF**

Gregory Rutledge, Jr.	Founder   President   Instructor
John H.F. Douglas, III.	Instructor
TBA	Instructor
TBA	Administrative Assistant
TBA	Financial Aid

Revised November 2020

# WELCOME

Dear Future Licensed Master Barber,

On behalf of the staff and administration at The Atlanta Barber College we welcome you to our college. We would like you to know that whatever your goal, you will find The College to be a great choice in this industry.

The College maintains a commitment to excellence in its program. So in choosing The College, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your degree.

Sincerely,

*Gregory Rutledge, Jr*

Gregory Rutledge, Jr.

Founder | President

 Barber Atlanta Barber College

## **Our Story The Founder**

Meet Gregory (Mr. Greg) Rutledge, Jr., Founder and brainchild behind the Atlanta Barber College. Besides being one of the top Licensed Master Educators in the barber/beauty industry, he has also facilitated educational instruction at both public & private institutions. His milestone achievement is to have written barber curriculums for Gwinnett Technical College and private institutions. He is well represented throughout the industry by all the licensed professionals he's educated. His celebrity clientele consist of licensed barbers & stylists who desire to be educators. Previously being part of a team that won Best Barbershop in the country, Mr. Greg's tonsorial skills have been performed worldwide.

Mr. Greg has designed a skilled virtual, online and in person, S.T.E.M. (Science, Technology, Engineering & Math) infused Atlanta Barber College where we Revolutionize Education Through Innovation. He is proud to bring this school to 212 Edgewood Avenue "The King Historic District" of Downtown Atlanta. This location is easy access to I-75/85 & I-20 and a short walk to Marta transit stations, Downtown Business District, Grady Hospital, Emory Healthcare, Children's Healthcare of Atlanta, Butler Street YMCA, Georgia State University, restaurants, shops and across the street from The Sweet Auburn Curb Market. As the economy increases a technical school the likes of Atlanta Barber College adds to the viability of the area both with employment options and opportunities for cultural awareness and growth. Trades and working with your hands is still, even in 2021 portrayed as a less than desirable decision. When high schools prepare their "school report cards" they include college acceptance statistics, but often skilled apprenticeships and trade programs are not included in those statistics. It's here The College provides a path for students who do not need or want a four-year degree and the incredulous debt that comes with that degree. I spearhead the educational necessities on behalf of the many young adults from the Atlanta area whose academic needs are not being met in the typical public school setting which includes the 32.4% people of color (POC).

## **Mission Statement**

Our mission statement is to maintain a commitment to excellence in our programs.

To provide quality instruction to all students.

To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field.

To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

## **Educational Goals**

### **Barbering**

The barbering course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full service (Salon, Barber Shop or Chain Barber Shop/Salon, as a Stylist, Barber, shop manager or shop owner).

### **Barber Instructor**

The barber instructor course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor teacher.

### **Barber Cross-Over**

The barber crossover course is designed to prepare master cosmetologist for the state licensing examination for employment as a licensed master barber.

### **Advanced Barbering**

The advanced barbering course is designed to prepare master barbers for support services in the entertainment, television and print ad industry. Course provided by top celebrity tonsorial artist.

### **Continuing Education**

<https://sos.ga.gov/PLB/acrobat/Forms/28%20Reference%20-%20Approved%20Continuing%20Education%20Providers.pdf>

## **Facilities and Equipment**

Our state of the art educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice “hands on” customer service. The Atlanta Barber College occupies approximately 3420 square feet of space and it is divided into 1 Administrative Office, 1 Classroom, 1 Facial Room, 1 Storage Room, 2 Restrooms, 1 Break Area and Clinic Floor. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

## **New Class Starting Dates**

Class start dates are every Monday.

## **Holiday and School Closings**

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**MARTIN LUTHER KING DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
THANKSGIVING DAY  
CHRISTMAS EVE  
CHRISTMAS DAY  
NEW YEARS EVE  
NEW YEARS DAY**

## **Admissions Requirements**

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student’s file at all times. Foreign education credentials must be translated and certified as equivalent to a U.S. High School diploma by an outside credentialing agency.

\*High School Diploma or a GED

\* Photocopy of birth certificate or driver’s license;

\*All students are required to submit an application and must be at least 18 years of age

## **Policy for Admission/Entrance For Foreign Students**

Non US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following; has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

## **Instructor Admissions Requirements**

\*High School Diploma or GED Certificate and Licensed as a Master Barber. The College will accept hours at other institutions provided that such are accepted by the Georgia State Board of Cosmetology and Barbering. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn. Registering Hours with the Georgia State Board of Cosmetology and Barbering. In order for Barber/Stylist students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED.

## **Non-Discrimination Policy**

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin. The school does not recruit students already attending or admitted to another school offering a similar program of study.



## **Sexual Harassment Policy**

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

## **Right To Privacy and Information Release**

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

## **Policy for Reviewing Financial or Educational File**

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

## **Grading**

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

<b><u>Letter Grade</u></b>	<b><u>Range</u></b>
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

## **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

## **Employment Assistance**

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

## **Instructional Materials**

Students who are enrolled in the barber program are furnished clinic apparel, textbooks, workbooks, and kits.

## **Tuition Payments**

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

## **Advising Services**

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

## **Counseling Services**

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

## **Student Conduct**

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

## **Grievance Procedures**

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

## **Refund Policy**

### **Refund and Cancellation Policy**

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

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time.

## **Barbering**

### **Satisfactory Academic Progress Policy**

#### **Evaluation Periods**

Students are evaluated for Satisfactory Academic Progress as follows:

<b>Barbering</b>		<b>Barber Instructor</b>	
0-280	Hours	0-250	Hours
281-1255	Hours	251-500	Hours
1256-1500	Hours	501-750	Hours

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

#### **Attendance Progress Evaluation**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

## Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>Course</b>	<b>Maximum Time Allowed Weeks Schedule Hours</b>
Barber (Full time, 30 hrs/wk) - 1500 Hours	75 Weeks/2250
Barber (Part time, 20 hrs/wk) – 1500 Hours	112.5 Weeks/2250

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

## Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 - 89	VERY GOOD
70 - 79	SATISFACTORY
0-69	UNSATISFACTORY

## **Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds.

### **Probation**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing on any potential impact on their financial aid eligibility and of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

## **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

## **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **Noncredit, Remedial Courses, Repetitions**

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



## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

## **Leave of Absence Policy**

All request for leaves of absence must be submitted in advance in writing, including the reason for the student's request and the student's signature. A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so, they may call they school. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. We will extend the student's maximum time frame and the contract period by the same number of days taken in the LOA. The withdrawal date is always student's last day of attendance. The student will not be assessed any additional charges as a result of the LOA. The LOA together with any additional leaves of absences must not exceed 180 days in any 12 month period. A student granted a LOA that meets these criteria is not considered to withdrawn, and no refund calculation is required at that time.

## **Re-Entry Procedure**

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

## **Barbering**

### **Course Description**

#### **History and Fundamental of Barbering**

The student will learn the history and basic fundamentals of barbering. They will learn the origin of the barber pole.

#### **Elementary Chemistry Relating to Sterilization, Sanitation, Bacteriology, and Hygiene**

Student will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

#### **Barber Implements**

Student will learn the principle tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

#### **Shaving**

Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

#### **Skin, Scalp and Hair**

Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

#### **Haircutting, Hairstyling and Hair Setting**

Student will learn the art and science of men's haircutting and hairstyling. Student will learn the importance of the client consultation.

#### **Hairpieces (Sales and Service)**

Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

#### **Chemical Theory (Permanent Waving, Hair Coloring, Bleaching and Straightening)**

Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

### **Manicure and Nail Care**

Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

### **Anatomy, Physiology & Systems Structure of the Head, Face and Neck, including Muscles and Nerves**

Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to barbering services.

### **Makeup and Skin Care**

Student will learn the appropriate facial and makeup products.

### **Theory of Massage and Facial Treatment**

Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

### **Disorders of The Skin, Scalp and Hair**

Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

### **Barber Law, Rules and Regulations**

Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

### **Business Management and Salesmanship**

Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

### **Preparation for Seeking Employment**

Student will learn industry positions available for barbering.  
Student will learn how to write and resume and perform a job search.

### **Chemical & Permanent Waves**

Student will learn the different types of permanent waves.

### **Hair Relaxer**

Student will learn the two most common types of relaxers.

### **Hair Coloring, Bleaching and Toning**

Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair

### **Manicures**

Student will learn how to use each nail cosmetic and what ingredient it contains

### **Physical Shampooing and Rinses**

Student will learn a shampoo service. Student will scalp massage techniques and treatments.

### **Hair Care and Scalp Care**

Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

### **Haircutting (Male and Female)**

Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper –over-comb, and razor cutting.

### **Shaving (Beards and Mustaches)**

Student will learn how to shave/ trim beards and mustaches.

### **Hairpiece-Fitting**

Student will learn how to fit and cut in a hair replacement system.

### **Hairstyling**

Student will learn basic hairstyling techniques.

### **Facials & Makeups**

Student will learn how to apply make up and skin care products. Student will learn facial and makeup treatment equipment.

### **Manicures**

Student will learn basic manicure and hand massage procedures

# **Instructor Course Description**

## **COURSE OBJECTIVES**

The objective of this program and curriculum is to prepare the student to become a licensed barber instructor. Upon the completion of 1500 clock hours a student can enroll in the instructor program. A student must accumulate 750 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 1 year or more must complete 750 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.

Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.

Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.

Persons receiving instructor training shall be furnished a teacher training manual.

## **Course Outline**

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions 7grading student's paper.
- Salesmanship
- Chemical
- School procedures
- Lectures and demonstration
- Floor Supervision
- School records, student enrollment, collections, and office work.

## Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

## Master Barber School Curriculum

The curriculum for students in a school of barbering for a complete course of at least nine (9) Months totaling fifteen hundred (1500) hours of training shall be as follows:

(a). Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

- (i) chemistry (the basics of physical and chemical changes);
- (ii) cleansing and disinfection;
- (iii) hygiene and good grooming;
- (iv) laws and rules.

2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) hair analysis;
- (ii) scalp condition;
- (iii) treatments;
- (iv) proper procedure of shampooing (towel application, draping);
- (v) knowledge of shampoo formulas;
- (vi) water temperatures.

3. Shaving - 25 hours:

- (i) shaving (proper handling technique of straight razor learning the fourteen (14) stroke process)

4. Coloring of Hair -25 hours: Shall include instruction by a licensed instructor in the following subjects:

- (i) bleaching;
- (ii) high and low lighting;

- (iii) permanent color;
- (iv) semi permanent color; and
- (v) temporary rinse.

5. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

- (i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and
- (ii) 35 hours of training on mannequins.

6. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

- (i) theory of facial massage;
- (ii) equipment; and
- (iii) facial treatments.

7. Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects: the chemistry of permanent wave solution; technique of placing wave rods on client heads; and

(b). When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:

1. Theory - 200 hours;
2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:
  - (i) proper handling of instruments;
  - (ii) improper handling of instruments;
  - (iii) training on mannequins and live models
3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:
  - (i) proper handling of instruments;
  - (ii) proper disposal of razor blades in sharps container in accordance with the provisions of O.C.G.A. § 12-8-20, et seq., and the Rules for Solid Waste Management, Chapter 391-3-4-.15(e) applicable to razor blade disposal in solid waste.

- (iii) Improper handling of instruments;
  - (iv) training on mannequins and live models.
4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:
    - (i) proper procedure of shampooing;
    - (ii) knowledge of shampoo formulas;
    - (iii) water temperature.
  5. facial Hair Design and Waxing - 10 hours = 30 applications
  6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:
    - (i) hair analysis;
    - (ii) scalp conditions;
    - (iii) treatments.
  7. Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: Shall include instruction by a licensed instructor in the following subjects:
    - (i) the chemistry of cold wave solution relaxers and reaction;
    - (ii) techniques of placing cold wave rods on client's head;
    - (iii) chemistry of color, technique of color and chemical action of hair color.
  8. Additional instructions at the discretion of the instructor - 200 hours.

## **Barber II Curriculum**

The curriculum for students in a school of barbering for a complete course of at least seven (7) months totaling one thousand one hundred and forty (190 curriculum + 950 practical = 1140) hours of training shall be as follows

(a) Each school or licensed instructor shall require each student to obtain 190 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

1. Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:
  - (i) chemistry (the basics of physical and chemical changes)
  - (ii) cleansing and disinfection
  - (iii) hygiene and good grooming;
  - (ii) laws and rules.
2. Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects
  - (i) hair analysis;
  - (ii) scalp condition;
  - (iii) treatments;
  - (iv) proper procedure of shampooing (towel application, draping);



- (v) knowledge of shampoo formulas;
- (vi) water temperatures.

3. Shaving - 25 hours:

(i) shaving (proper handling technique of straight razor learning the fourteen (14) Stroke process).

(ii) proper disposal of razor blades in sharps containers

4. Hair Cutting and Styling - 70 hours: Shall include instruction by a licensed instructor in the following:

(i) proper handling of implements (razor, shears, clippers, trimmers, edgers); and

(ii) 35 hours of training on mannequins.

5. Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

(i) theory of facial massage;

(ii) equipment; and

(iii) facial treatments.

(b) When a student has completed 190 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Cosmetology and Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 190 hours of training, the curriculum shall be as follows:

1. Practical Theory - 200 hours;

2. Hairstyling techniques and cutting - 500 hours = 500 applications: Shall include instruction by a licensed instructor in the following subjects:

(i) proper handling of instruments;

(ii) improper handling of instruments;

(iii) training on mannequins and live models.

3. Shaving - 25 hours = 50 applications: Shall include instructions by a licensed instructor in the following:

(i) proper handling of instruments;

(ii) proper disposal of razor blades in sharps containers

(iii) improper handling of instruments;

(iv) training on mannequins and live models.

4. Shampooing - 5 hours = 40 applications: Shall include instructions by a licensed instructor in the following:

proper procedure of shampooing;

knowledge of shampoo formulas;

water temperature.

5. Facial Hair Design and Waxing - 10 hours = 30 applications:
6. Scalp Treatment Techniques - 10 hours: Shall include instructions by a licensed instructor in the following subjects:  
hair analysis;  
scalp conditions;  
treatments.
7. Additional instructions at the discretion of the instructor - 200 hours.

### **Barber Instructor Training Curriculum**

- (1) Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
- (2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
- (3) Persons receiving instructor training shall be furnished a teacher training manual.
- (4) The curriculum in a school of cosmetology or barbering for an instructor training course must include at least one (1) year and a total of 750 hours of training as follows:
  - (a) General Education = (250)-(250 credit/250 clock hours): All practice teaching must be supervised by a licensed instructor.
    1. Cosmetology and Barber Laws, rules and regulations - (25 credit/25 clock hours);
    2. Principles of teaching Barbering - (200 credit/200 clock hours);
  - (b) Teaching techniques and audio visual aids = (250)-(250 credit/250 clock hours):
    1. Curriculum development;
    2. Lesson plans and presentations;
    3. Classroom management and discipline;
    4. Demonstrations and lectures;
    5. Various methods of evaluation.
  - (c) Practice teaching = (250)-(250 credit/250 clock hours)

## **Cross-Over Licensing**

### **Cross-Over Licensing Requirements fo a Master Cosmetologist to Become a Master Barber**

In order to be licensed as a master barber, a person licensed as a master cosmetologist must pass the master barber examination. Before taking the examination, a master cosmetologist must submit proof of successfully complete a total of 300 credit hours of training in a board approved cosmetology school in the following subjects:

- (a) Theory - 60 hours;
- (b) Hairstyling techniques and clipper cutting - 115 hours = 230 applications;
- (c) having and trimming beards - 50 hours = 30 hours shaving=60 applications/20 trims = 60 applications;
- (d) Additional Instructions - 75 hours

### **Cross-Over Licensing Requirements fo a Master Barber to Become a Master Cosmetologist**

In order to be licensed as a master cosmetologist, a person licensed as a master barber must pass the master cosmetologist examination. Before taking the examination, a master barber must submit proof of successfully completing a total of at least 300 credit hours of training in a board approved cosmetology school in the following subjects:

- (a) Hairstyling = (25) - (25 credit hours):
  - 1. marcel iron and comb-out - (10 credit hours required -  $\frac{1}{2}$ ; credit hours for 20 applications);
  - 2. fingerwaves - (10 credit hours required -  $\frac{1}{2}$ ; credit hour for 20 applications);
  - 3. pincurls - (5 credit hours required -  $\frac{1}{2}$ ; credit hour for 10 application);
  - 4. hair designing (47.5 credit hours)
    - (i) braiding (15 credit hours required - 1 service application hour/15 applications)
    - (ii) extensions and weaving (20 credit hours required - 2 service application hours/10 applications
    - (iii) twist/locks (12.5 -  $\frac{1}{2}$ ; service application hour/25 applications
- (b) Nail care = (180) - (35 credit hours and applications are to apply to full sets only):
  - 1. manicures, pedicures, and nail sculpting = (90) - (90 service application

## **Cross-Over Licensing Requirements for a Master Barber to Become a Master Cosmetologist**

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  - 2. fingerwaves - (10 credit hours required -  $\frac{1}{2}$ ; credit hour for 20 applications);
  - 3. pincurls - (5 credit hours required -  $\frac{1}{2}$ ; credit hour for 10 application);
  - 4. hair designing (47.5 credit hours)
    - (i) braiding (15 credit hours required - 1 service application hour/15 applications)
    - (ii) extensions and weaving (20 credit hours required - 2 service application hours/10 applications)
    - (iii) twist/locks (12.5 -  $\frac{1}{2}$ ; service application hour/25 applications)
- (b) Nail care = (180) - (35 credit hours and applications are to apply to full sets only):
  - 1. manicures, pedicures, and nail sculpting = (90) - (90 service application hours);
  - 2. manicures with hand and forearm massage - (25 service credit hours/25 applications);
  - 3. pedicures with foot and leg massage - (20 service application hours/20 applications);

- 6. individual eye lash extensions (medical grade adhesive) - (11 service application hours/22 applications)
- 7. hair removal, waxing, threading and tweezing - (5 service application hour/10 applications);
- (d). Health, safety and sanitation (5) - (5 service application hours/5 applications);
  - 1. implements (brushes, combs, shears, clippers, flat irons, curling irons, nail and skin care implements) - (1 service application hour/2 applications);
  - 2. pedicure spa bowls, portable or fixed plumbing - (1 service application hour/2 applications);
  - 3. waxing and hair removal stations (1 service application/4 applications)
  - 4. manicure stations - (1 service application hour/2 applications)
  - 5. state laws and board rules - (1 service application hour/2 applications)

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

<u>Letter Grade</u>	<u>Range</u>
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

## **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

## **SCHOOL STANDARDS/RULES & REGULATIONS**

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:00AM TO 4:00PM MONDAY THRU THURSDAY. PART TIME FROM 8:00AM TO 1:00PM MONDAY THRU THURSDAY.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT CLOCK IN
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS AND THE SCHOOL REQUIRE THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.
6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. GEORGIA STATE BOARD OF COSMETOLOGY AND BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHELDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.

9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR CUSTOMERS AND STAFF PARKING ONLY.

10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.

11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. ( NO EXCEPTIONS)

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE AWAY FROM THE BUILDING.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES AFTER 10:15AM WILL BE ABLE TO SIGN IN AFTER THE BREAK.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

**ATTENDANCE POLICY**

\*All full-time students must attend 120 hours per month.

\*All part-time students must attend 70 hours per month.

If you do not maintain the minimum 67% of completed hours you will be placed on attendance probation at the end of each module. If during this probationary period you do not clock the minimum hours of 67% of their scheduled hours, you will be terminated.

Missed test can be made up on Tuesday.

Missed hours can be made up during the following times:

Monday – Thursday 8am to 4pm

**Tuition Cost**

<u>Program</u>	<u>Clock Hours</u>	<u>Full-Time</u>	<u>Part-Time</u>	<u>Enrollment Fee</u>
<u>Tuition</u>	<u>Materials</u>	<u>Books/Uniform</u>	<u>Total Tuition</u>	
Master Barber	1500	50 wks	75 wks	\$150.00
\$5,500.00	\$700.00	\$300.00	\$6,500.00	
Barber II	1200	40 wks	68 wks	\$150.00
\$4,500.00	\$700.00.	\$300.00.	\$5,500.00	
Barber Instructor	750	25 wks	40 wks	\$150.00
\$3,900.00	\$300.00	\$300.00	\$4,500.00	
Barber Crossover	300	50 wks	75 wks	\$150.00
\$150.00	\$4,200.00	\$300.00	\$300.00	\$4,800.00

**Tuition**

Financial Assistance Is Available To Those That Qualify

**Completion, Licensure and Placement Rates**

The 2021 completion, licensure and placement rates for the school are as follows:

Completion %    Licensure %    Placement %  
**To Be Determined**



## **Veteran Section**

(Specifically applies to those students using veteran education benefits) Transfer of Hours Policy Transfer of Credits – TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. The Atlanta Barber College has the right to accept all, part, or none of the transfer hours accumulated at said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students Process: Official Transcripts Received by School Remove from consideration any courses from other school that are below 75% Administer theory chapter tests on remaining courses from other schools over 75% Any chapter test taken that scores over a 75% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block. If those hours are able to be grouped by an entire block, they will be awarded. If they are not able to be grouped, then they will not be awarded.

ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL. Satisfactory Academic Progress (SAP) Policy Evaluation Period (based on actual hours completed) Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, 900, 1200 AND 1500 hours for the Barbering and Barber Teacher Programs, 340 AND 680 for our Cross-Over Program. Maximum Time Frame Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be considered to be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (see below – Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP.

26 Appeals Rules cannot be written that will apply to every situation in every school. Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final. Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending The Atlanta Barber College may need to apply for financial aid or assume personal responsibility for continuing to attend The Atlanta Barber College. Probation Students who fail to meet minimum requirements for attendance or academic progress at the end of the Warning period, can appeal their case based on mitigating circumstances. Probation is not a guarantee as it is at the discretion of the Administrators and information will be gathered to determine if the student is capable of making SAP by the next evaluation period. If the student doesn't meet all necessary requirements and is unable to make SAP, the appeal will be denied and student receiving Veteran Benefits will be terminated from the program. When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP while on the executed academic/performance plan probation period. If the student fails to execute the set academic/performance in order plan to meet SAP requirements during probationary period, the student will be terminated and dismissed from the program. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP.

If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress. Note: Any student receiving VA benefits cannot have two consecutive missed SAP's. No more than two terms (evaluations periods) on warning/probation will be permitted.

# INSTRUCTOR COURSE

## COURSE OBJECTIVES

The objective of this program and curriculum is to prepare the student to become a licensed barber instructor. Upon the completion of 1500 clock hours a student can enroll in the instructor program. A student must accumulate 1000 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 2 years or more only has to complete 600 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.

## COURSE OUTLINE

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions 7grading student's paper.
- Salesmanship
- Chemical
- School procedures
- Lectures and demonstration
- Floor Supervision
- School records, student enrollment, collections, and office work.

### Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

### Graduation Requirements & Diploma

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:00AM TO 4:00PM MONDAY THRU THURSDAY. PART TIME FROM 8:00AM TO 1:00PM MONDAY THRU THURSDAY.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT CLOCK IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE MISSISSIPPI STATE BOARD OF BARBERS AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.
6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. TENNESSEE STATE BOARD OF BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHELDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.

8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.

9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR CUSTOMERS AND STAFF PARKING ONLY.

10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.

11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. ( NO EXCEPTIONS)

12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.

13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

15

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.

16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS

UNLESS A SERVICE IS BEING PERFORMED.

17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.

18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.

19. ANY STUDENT THAT ARRIVES AFTER 10:15AM WILL BE ABLE TO SIGN IN AFTER THE BREAK.

20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

#### ATTENDANCE POLICY

\*All full-time students must attend 120 hours per month.

\*All part-time students must attend 70 hours per month.

If you do not maintain the minimum 67% of completed hours you will be placed on attendance probation at the end of each module. If during this probationary period you do not clock the minimum hours of 67% of their scheduled hours, you will be terminated.

Missed test can be made up on Tuesday.

Missed hours can be made up during the following times:

Monday – Thursday 8am to 4pm.







## VETERANS SECTION

(Specifically applies to those students using veteran education benefits) Transfer of Hours Policy  
Transfer of Credits – TRANSFER POLICY: A student must submit a transcript of hours from the previous institution. (School Name) has the right to accept all, part, or none of the transfer hours accumulated at said institution. Purpose: To ensure that our students are fully prepared for the state board Transfer hours in a way that allows the student to be scheduled with other students  
Process: Official Transcripts Received by School Remove from consideration any courses from other school that are below 75% Administer theory chapter tests on remaining courses from other schools over 75% Any chapter test taken that scores over a 75% is eligible for transfer. Eligible hours are then evaluated as to the ability to schedule those hours in a way that allows the student to be grouped with other students in a complete block. If those hours are able to be grouped by an entire block, they will be awarded. If they are not able to be grouped, then they will not be awarded. ALL TRANSFER ATTEMPTS MUST BE MADE PRIOR TO A STUDENT STARTING SCHOOL. Satisfactory Academic Progress (SAP) Policy Evaluation Period (based on actual hours completed) Students receiving veteran education benefits will be evaluated for Satisfactory Progress at 450, 900, 1200 AND 1500 hours for the Barbering and Barber Teacher Programs, 340 AND 680 for our Cross-Over Program. Maximum Time Frame Students receiving veteran education benefits of the approved clock hour program need to complete in less than 110% of the total length of the program. In no case are Veteran benefits used past 110% of the total length. The VA will not pay for additional hours, but the veteran student may complete the program using other funding. Warning The first time a veteran student fails to meet minimum requirements for SAP during an evaluation period, he/she will be placed on a warning period. During this time, the student will still be considered to be making satisfactory academic progress (SAP). The student will be advised in writing on the actions required to attain SAP by the next evaluation. If at the end of the warning period (next evaluation period) the student has still not met both attendance and academic requirements, they will be terminated from the program. The student may appeal the non-satisfactory academic progress decision (see below – Appeals). Those students meeting attendance and academic requirements at the end of the warning period will be considered to be making SAP. 26 Appeals Rules cannot be written that will apply to every situation in every school.

Therefore, any policy established by the school may be appealed due to mitigating circumstances. If a student wishes to appeal a non-satisfactory academic progress determination, it must be done in writing and contain reasons such as the death of a relative, an injury or illness of student, or other mitigating circumstances. Students must also provide documentation supporting this claim with a statement including changes in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. All appeals and results of the appeal are documented in the student's file. Anyone wishing to appeal a policy must do so using the appeals form and attach any applicable documentation. The appeal will be reviewed by appropriate personnel and a determination will be made. All decisions on appeal are final.

Appeals regarding a failure to meet the Satisfactory Academic Progress (SAP) must be made within 15 days of the negative determination. Should the student fail in his/her appeal, they will be terminated from the program. Note: The VA will be notified of veteran termination for lack of satisfactory academic progress and student benefits may be impacted. Any Student using VA benefits that wishes to continue attending (School Name) may need to apply for financial aid or assume personal responsibility for continuing to attend (School Name) Probation Students who fail to meet minimum requirements for attendance or academic progress at the end of the

Warning period, can appeal their case based on mitigating circumstances. Probation is not a guarantee as it is at the discretion of the Administrators and information will be gathered to determine if the student is capable of making SAP by the next evaluation period. If the student doesn't meet all necessary requirements and is unable to make SAP, the appeal will be denied and student receiving Veteran Benefits will be terminated from the program. When administrators decide in favor to grant mitigating circumstance status, the student will be placed on probation and considered to be making SAP while on the executed academic/performance plan probation period. If the student fails to execute the set academic/performance in order plan to meet SAP requirements during probationary period, the student will be terminated and dismissed from the program. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students placed on probation must have an academic plan and be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making SAP. If at the end of the probationary period, students that have met the SAP standards will be taken off probation.

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Those students that have still not met both attendance and academic requirements required for satisfactory academic progress or by the academic plan will be determined as NOT making satisfactory academic progress and terminated from the program. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress.

Note: Any student receiving VA benefits cannot have two consecutive missed SAP's. No more than two terms (evaluations periods) on warning/probation will be permitted.

