



**NACCAS Pre-Enrollment Disclosures  
Houston Barber School**

- **Most Recent Annual Report Outcomes**

**2015 (Greenspoint Location Only):**

Graduation	64.64%
Placement	85.17%
Licensure	100%

**2016 (Greenspoint Location Only):**

Graduation	68.75%
Placement	91.91%
Licensure	97.92%

**2017 (Greenspoint Location Only):**

Graduation	63.37%
Placement	82.81%
Licensure	100%

**2018 (Greenspoint Location Only):**

Graduation	70.33%
Placement	76.56%
Licensure	100%

**2019 (Greenspoint Location Only):**

Graduation	71.58%
Placement	55.88%
Licensure	100%



- **Houston Barber School Catalog**

Houston Barber School provides the Catalog to prospective students in electronic format via email. Additionally, it is shared in hard-copy during the enrollment appointment, prior to signing the enrollment agreement.

Please contact [hbsadmissions03@gmail.com](mailto:hbsadmissions03@gmail.com) for a copy of the Catalog.

- **TDLR Licensing Requirements and Criminal History Guidelines**

**82.20. License Requirements--Individuals.** (Rule effective December 8, 2005, 31 TexReg 8075; amended effective March 1, 2006, 31 TexReg 1297; amended effective August 1, 2006, 31 TexReg 5947; amended effective October 11, 2007, 32 TexReg 7048; amended effective February 1, 2012, 37 TexReg 319; amended effective January 1, 2014, 38 TexReg 9518; amended effective July 1, 2014, 39 TexReg 4646; amended effective January 1, 2016, 40 TexReg 8758; amended effective January 15, 2018, 43 TexReg 79; amended effective March 15, 2020, 45 TexReg 1688)

(a) To be eligible for a Class A Barber Certificate, Barber Instructor License, Barber Technician License, Manicurist License, Barber Technician/Manicurist License, Barber Technician/Hair Weaving License or Hair Weaving Specialty Certificate of Registration, an applicant must:

- (1) submit the completed application on a department-approved form;
- (2) pass the applicable examination;
- (3) pay the fee required under §82.80; and
- (4) meet other applicable requirements of the Act, this section, and the applicable curriculum standards set forth in §82.120.

(b) To be eligible for a Student Permit, an applicant must:

- (1) submit the completed application on a department-approved form;
- (2) pay the fee required under §82.80; and
- (3) meet other applicable requirements of the Act, this section and the applicable curriculum standards set forth in §82.120.

(c) Class A Barber Certificate--To be eligible for a Class A barber certificate, an applicant must meet the eligibility requirements set forth in Texas Occupations Code §1601.253.

(d) Barber Instructor License--To be eligible for a Barber Instructor License, an applicant must meet the eligibility requirements set forth in Texas Occupations Code §1601.254.

**82.21. License Requirements--Examinations.** (Rule effective December 8, 2005, 31 TexReg 8075; amended effective March 1, 2006, 31 TexReg 1297; amended effective August 1, 2006, 31 TexReg 5947; amended effective October 11, 2007, 32 TexReg 7048; amended effective February 1, 2012, 37 TexReg 319; amended effective July 1, 2014, 39 TexReg 4646; amended effective January 1, 2016, 40 TexReg 8758; amended effective March 15, 2020, 45 TexReg 1688)



- (a) To be eligible for a department examination, an applicant must:
  - (1) submit a completed license application on a department-approved form;
  - (2) pay the applicable license application fee under §82.80; and
  - (3) have completed the number of hours required by this chapter and the Act.
- (b) A student enrolled in a 1,000-hour program is eligible to take the written examination when the department receives proof of completion of 900 hours.
- (c) All department examinations consist of a written and practical part. A passing grade of 70 on each part is needed to satisfy the examination requirement.
- (d) Examinees must pass the written examination before being eligible to take the practical examination.
- (e) When appearing for an examination the examinee shall bring the instruments necessary to give a practical demonstration of the barbering services applicable to the license for which the examinee is applying.
- (f) The examinee may provide a model, of 16 years of age or older, on whom to demonstrate the practical work. The department may require parental approval for models under 18 years of age.
- (g) To be admitted to an examination, the examinee must present a current, valid government-issued photo identification, which includes the applicant's full name and date of birth.
- (h) Examinees are required to wear a smock or professional attire for the practical examination.
- (i) The department will notify an examinee if the examinee fails either the written or practical examination.
- (j) Any student or applicant having had a name change during his or her enrollment at any department licensed barber school must notify the department in writing prior to the date on which the student or applicant is scheduled to take any examination, written or practical.

- **Prerequisites for Employment**

**Sec. 1601.253. ELIGIBILITY FOR CLASS A BARBER CERTIFICATE.**

- (a) An applicant for a Class A barber certificate must:
  - (1) be at least 16 years of age; and
  - (2) pass a written and practical examination demonstrating to the department's satisfaction the applicant's fitness and competence to practice barbering.
- (b) The department shall issue a Class A barber certificate to an applicant who:
  - (1) complies with the application requirements of this chapter;
  - (2) passes the applicable examination;
  - (3) pays the required fee; and
  - (4) possesses the other qualifications required by this chapter.
- (c) The commission shall adopt rules for the issuance of a Class A barber certificate to a person who holds an operator license under Chapter 1602. The department shall issue the certificate to an applicant who:
  - (1) holds an active operator license under Chapter 1602;
  - (2) completes at least 300 hours of instruction in barbering that includes barber history and shaving through a commission-approved training program in a barber school;



- (3) passes the examination required under Subsection (a); and
- (4) submits to the department:
  - (A) an application on a form prescribed by the department; and
  - (B) the required fee.

Acts 1999, 76th Leg., ch. 388, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 798 (S.B. [411](#)), Sec. 2.08, eff. September 1, 2005.

Acts 2007, 80th Leg., R.S., Ch. 1049 (H.B. [2106](#)), Sec. 2, eff. June 15, 2007.

Acts 2011, 82nd Leg., R.S., Ch. 1241 (S.B. [1170](#)), Sec. 2, eff. September 1, 2011.

**Sec. 1601.254. ELIGIBILITY FOR BARBER INSTRUCTOR LICENSE.**

- (a) A person holding a barber instructor license may perform any act of barbering and may instruct a person in any act of barbering.
- (b) To be eligible for a barber instructor license, an applicant must:
  - (1) be at least 18 years of age;
  - (2) have a high school diploma or a high school equivalency certificate;
  - (3) hold a current Class A barber certificate;
  - (4) have completed:
    - (A) a course consisting of 750 hours of instruction in barber courses and methods of teaching in a barber school; or
    - (B) at least one year of work experience as a licensed Class A barber and:
      - (i) have completed 500 hours of instruction in barber courses and methods of teaching in a commission-approved training program;
      - (ii) have completed 15 semester hours in education courses from an accredited college or university within the 10 years preceding the date of the application; or
      - (iii) have obtained a degree in education from an accredited college or university; and
  - (5) pass the required examination.
- (c) The commission shall adopt rules for the licensing of specialty instructors to teach specialty courses in the practice of barbering as defined by Sections [1601.002\(1\)\(C\)-\(H\)](#).

Acts 1999, 76th Leg., ch. 388, Sec. 1, eff. Sept. 1, 1999.

Amended by:

Acts 2005, 79th Leg., Ch. 798 (S.B. [411](#)), Sec. 2.09, eff. September 1, 2005.

Acts 2011, 82nd Leg., R.S., Ch. 1241 (S.B. [1170](#)), Sec. 3, eff. September 1, 2011.

Acts 2015, 84th Leg., R.S., Ch. 413 (H.B. [2717](#)), Sec. 3, eff. June 10, 2015.

- **Program Information, Course Content, Objectives, & Course Outlines**

**Class A Barber**

Clock Hours/Program Length:

1,000 Clock Hours

30 Weeks Full-Time; 34 Hours per Week

50 Weeks Part-Time; 20 Hours per Week



Week	Topic	Material Covered	# of Hours (Theory)	# of Hours (Practical)
1	Introduction and Professional Image	Theory: Discuss the profession of Barber styling, the history of barber-styling (1 hour), and the qualities of professional ethical behavior (1 hour)	2	
	Rules and Regulations of the State Board	Theory: Discuss the ways to prepare for Texas State Board Exam, the primary objectives of licensing laws, the purpose of State Board Inspectors and State Board rules and regulations of Texas (25 hours).	25	
	Scientific fundamentals of Barbering	Theory: Discuss the scientific fundamentals of barbering (1 hours)  Practical: Application of the scientific fundamentals of barbering to assist in analysis and performance of professional services such as haircutting and styling, beard design, shaves, facials and scalp treatments (5 hours)	1	5
	Sanitary professional techniques	Theory: Discuss public sanitation measures to promote public health and prevent the spread of infectious diseases. Discuss the rules of sanitation (1 hours).	1	



2	<b>Bacteriology Sterilization and Sanitation</b>	<p><b>Theory: Discuss the types and classification of bacteria, how bacterium grows and reproduces and the relationship of bacteria to the spread of disease</b></p> <p><b>Theory: Discuss the importance of decontamination, the methods of decontamination in barber shops, effective use of disinfectants, sanitation in barber shops and OSHA and safe work practices (30 hours)</b></p>	30	
	<b>First Aid and Safety Precautions</b>	<p><b>Theory: Discuss first aid and safety precautions in the workplace</b></p> <p><b>Practical work: Application of first aid and safety precautions in the workplace environment (4 hours)</b></p>		4
3	<b>Implements, Tools and Equipment</b>	<p><b>Theory: Discuss the principal barbering styling tools and implements used, discuss repair and maintenance methods, discuss parts of the shears, clippers and razors and discuss honing and stropping techniques (1 hour)</b></p> <p><b>Practical: Demonstrate proper comb holding positions, demonstrate proper shear holding positions, demonstrate proper clipper holding positions, demonstrate repair and maintenance methods, demonstrate how to hold razors properly, and demonstrate honing and stropping techniques (5 hours)</b></p>	1	5



	<b>Barbershop Management</b>	<b>Theory: Discuss management functions of owners or managers (1 hour), recordkeeping, operating expenses, handling customer complaints and business laws.</b>	<b>1</b>	
	<b>Disorders of the Skin, Hair and Scalp.</b>	<b>Theory: Discuss structure, divisions and functions of the skins, layers of hair, chemical and physical bonds in hair, discuss hair growth, distribution and replacement and discuss contagious skin and scalp disorders (5 hours).</b>	<b>5</b>	
	<b>Salesmanship</b>	<b>Theory: Discuss salesmanship practices (1 hour)</b>	<b>1</b>	
	<b>First Aid and Safety Precautions</b>	<b>Practical work: Application of first aid and safety precautions in the workplace environment (1 hour)</b>		<b>1</b>
	<b>Professional Ethics</b>	<b>Practical work: Application of ethical behavior and conduct within the barber school expressed through personality, professional image and human relation skills (20 hours)</b>		<b>20</b>
<b>4-5</b>	<b>Haircutting</b>	<b>Theory: Discuss the art of haircutting (male and female) 1 hour</b>  <b>Practical: Demonstrate the process of cutting, tapering and trimming male and female hair (10 hours). Demonstrate the process of clipping male and female hair (5 hours)</b>	<b>1</b>	<b>15</b>



	<b>Scalp, Hair Treatments and Skin</b>	<b>Theory: Discuss proper draping for hair services, shampoo molecules, the PH factor, different types of shampoos, rinses and conditioners, scalp massages and treatment and treatments for alopecia (1 hour).</b>	<b>1</b>	
	<b>Anatomy and Physiology</b>	<b>Theory: Discuss the function of human cells, metabolism, and the organs and systems of the human body and their functions (50 hours)</b>	<b>50</b>	
	<b>Chemistry</b>	<b>Theory: Discuss organic and inorganic chemistry, matter and its states, the chemistry of water, properties of elements, compounds and mixtures and chemistry as applied to cosmetics (1 hour)</b>	<b>1</b>	
<b>6-7</b>	<b>Electricity and Light Therapy</b>	<b>Theory: Discuss common electrical terms, types of electricity, electrical measurements, safety devices, light therapy, and proper use of ultraviolet and infrared rays (1 hour)</b>	<b>1</b>	
	<b>Hygiene and Good Grooming</b>	<b>Theory: Discuss hygiene and good grooming techniques (1 hour)</b>	<b>1</b>	
	<b>Cosmetic Preparations</b>	<b>Theory: Discuss cosmetic labeling and cosmetic preparation techniques (1 hour)</b>	<b>1</b>	





	<b>Facial Massage and Treatment</b>	<p><b>Theory: Discuss the purpose of facial, neck and scalp massages, location and stimulation of muscles and nerves, locations of arteries and veins, benefits and when to give massage. (1 hour) describe facial treatment equipment and types of facial treatments (1 hour)</b></p> <p><b>Practical: Demonstrate how to perform massage and facial treatments (10 hours)</b></p>	<b>2</b>	<b>10</b>
	<b>Manicuring</b>	<p><b>Theory: Discuss proper manicuring techniques</b></p> <p><b>Practical: Demonstrate proper manicuring techniques (8 hours)</b></p>		<b>8</b>
	<b>Shaving</b>	<p><b>Theory: Discuss the objective and fundamentals of shaving, describe handling of razor in four standard cutting positions and strokes, describe the 14 shaving areas of face, discuss facial and neck shaving and sanitation procedures and precautions (1 hour)</b></p> <p><b>Practical: Demonstrate shaving techniques and handling of the razor (44 hours)</b></p>	<b>1</b>	<b>44</b>
<b>8-9</b>	<b>Shaving (continued)</b>	<p><b>Theory: Discuss the objective and fundamentals of shaving, describe handling of razor in four standard cutting positions and strokes, describe the 14 shaving areas of face, discuss facial and neck shaving and sanitation procedures and precautions</b></p>		<b>36</b>



	<p><b>Practical: Demonstrate shaving techniques and handling of the razor (36 hours)</b></p>		
<p><b>Cutting and Processing Curly and Over-Curly Hair</b></p>	<p><b>Theory: Discuss cutting and processing curly and over-curly hair (1 hour)</b></p>	<p><b>1</b></p>	
<p><b>Honing and Stropping</b></p>	<p><b>Theory: Discuss honing and stropping techniques (1 hour)</b></p>	<p><b>1</b></p>	
<p><b>Mustache and Beard Design</b></p>	<p><b>Theory: Describe various designs, how to perform beard trim with shears, comb and trimmers as well as how to perform a beard trim with clippers, comb and trimmers (1 hour)</b></p> <p><b>Practical: Demonstrate how to perform beard trim with shears, comb and trimmers as well as how to perform a beard trim with clippers, comb and trimmers (6 hours)</b></p>	<p><b>1</b></p>	<p><b>6</b></p>
<p><b>Haircutting (continued)</b></p>	<p><b>Theory: Discuss the art of haircutting (male and female)</b></p>		
<p><b>Hairstyling</b></p>	<p><b>Theory: Discuss the process on shaping and dressing the hair.</b></p> <p><b>Practical: Demonstrate shaping (5 hours) and dressing (18 hours) the hair</b></p>		<p><b>23</b></p>



10-11	Hairstyling (continued)	<p>Theory: Describe hair processing techniques, and beautifying techniques. In addition, describe hair dressing and hair curling techniques.</p> <p>Practical: Demonstrate hair processing techniques (5 hours), beautifying techniques (2 hours), dressing techniques (5 hours) and curling techniques (5 hours)</p>		17
	Shampooing and Rinsing	<p>Theory: Discuss shampooing and rinsing techniques (1 hour)</p> <p>Practical: Demonstrate shampooing, rinsing (30 hours) and cleansing techniques (20 hours)</p>	1	50
12-15	Hairstyling (continued)	<p>Theory: Discuss various hair styling techniques. Discuss hair bleaching and hair dying techniques, Discuss the process of waving and straightening hair. Discuss hair weaves and hair pieces. Discuss how to arrange and singe hair.</p> <p>Practical: Demonstrate hair styling techniques (50 hours), hair bleaching and dying techniques (20 hours), waving hair techniques (25 hours) and hair straightening techniques (25 hours). Demonstrate hair weaving and hair pieces techniques (5 hours). In addition, demonstrate how to arrange hair (10 hours) and how to singe the hair (1 hour)</p>		136



16-30	Haircutting (continued)	Theory: Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting.		
	Hairstyling (continued)	Theory: Describe free form blow drying techniques, how to style hair with blow dryer, comb and brush. Discuss the actions involved in permanent waving, the chemical actions on hair during permanent waving, describe the client consultation and hair analysis process, proper rodding and perming procedures, and safety precautions of permanent waving.  Practical: Demonstrate various hair dressing techniques (482 hours) and beautifying techniques (8 hours)		490
Total Required Number of Hours for Class "A" Barber Curriculum (1,000-hour course):			130	870

**Barber Instructor**

Clock Hours/Program Length:

750 Clock Hours,

20 Weeks Full-Time, 38 Hours per Week

38 Weeks Part-Time, 20 Hours per Week

Week	Topic	Material Covered	# of Hours (Theory)	# of Hours (Practical)
------	-------	------------------	---------------------	------------------------



1	<b>Job Skills Preparation/Professional Conduct</b>	<p><b>Theory: Discuss job preparation and professional conduct of an instructor. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Qualities and characteristics of an instructor</li> <li>-Roles of an instructor</li> <li>-Professionalism</li> <li>-Professional image</li> <li>-Employment assistance</li> <li>-Preparing for employment</li> <li>-Resume writing</li> <li>-Job search criteria (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class and demonstrate job interviewing skills (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	10	28.75
2	<b>Personality and Professional Conduct (continued)</b>	<p><b>Theory: Discuss the personality and professional conduct of an instructor. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Patience and self-control</li> <li>-Professional image</li> <li>-Personality and positive attitudes</li> <li>-General instructor responsibilities (5 hours)</li> </ul>	5	



	Principles of Teaching	<p><b>Theory: Discuss the principles of teaching. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Teaching plan</li> <li>-Teacher organization and preparation skills</li> <li>-General organization skills</li> <li>-Organizing student information (5 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	5	28.75
3	Principles of Teaching (continued)	<p><b>Theory: Discuss the principles of teaching. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Teaching plan</li> <li>-Teacher organization and preparation skills</li> <li>-General organization skills</li> <li>-Organizing student information (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	10	28.75



4	Principles of Teaching (continued)	<p><b>Theory: Discuss the principles of teaching. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Managing the atmosphere</li> <li>-Motivating the classroom</li> <li>-Administrative responsibilities</li> <li>-Attendance and grade records (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	10	28.75
5	Principles of Teaching (continued)	<p><b>Theory: Discuss the principles of teaching. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Managing the atmosphere</li> <li>-Motivating the classroom</li> <li>-Administrative responsibilities</li> <li>-Attendance and grade records (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	10	28.75



6	<b>Student Learning Principles</b>	<p><b>Theory: Discuss importance of learning styles, define learning styles, learning styles profiles and the four steps in learning. In addition, discuss the different types of intelligence, and the benefits and importance of identifying learning styles (10 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b>  <b>Observe and assist teacher in instructing theory class (7.5 hours)</b>  <b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b>  <b>Observe teacher grading test papers (1.25 hours)</b></p>	10	28.75
7	<b>Basic Teaching Methods</b>	<p><b>Theory: Discuss the basic methods of teaching and learning. Specifically, discuss the following:</b>  <b>-Teaching and learning methods</b>  <b>-Demonstration and practice</b>  <b>-Case studies</b>  <b>-Group discussion and discovery (10 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b>  <b>Observe and assist teacher in instructing theory class (7.5 hours)</b>  <b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b>  <b>Observe teacher grading test papers (1.25 hours)</b></p>	10	28.75





8	Basic Teaching Methods	<p><b>Theory:</b> Discuss the basic methods of teaching and learning. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-Teaching and learning methods</li> <li>-Demonstration and practice</li> <li>-Case studies</li> <li>-Group discussion and discovery (10 hours)</li> </ul> <p><b>Practical:</b> Demonstrate assisting students on the clinic/shop floor (17.5 hours)</p> <p>Observe and assist teacher in instructing theory class (7.5 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</p> <p>Observe teacher grading test papers (1.25 hours)</p>	10	28.75
9	Basic Teaching Methods (continued)	<p><b>Theory:</b> Discuss the basic methods of teaching and learning. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-Mind mapping</li> <li>-Peer coaching</li> <li>-Projects/Experiments</li> <li>-Concept connectors and visualization (10 hours)</li> </ul> <p><b>Practical:</b> Demonstrate assisting students on the clinic/shop floor (17.5 hours)</p> <p>Observe and assist teacher in instructing theory class (7.5 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</p> <p>Observe teacher grading test papers (1.25 hours)</p>	10	28.75



10	Basic Teaching Methods (continued)	<p><b>Theory:</b> Discuss the basic methods of teaching and learning. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-Mind mapping</li> <li>-Peer coaching</li> <li>-Projects/Experiments</li> <li>-Concept connectors and visualization (5 hours)</li> </ul> <p><b>Practical:</b> Demonstrate assisting students on the clinic/shop floor (17.5 hours)</p> <p>Observe and assist teacher in instructing theory class (7.5 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</p> <p>Observe teacher grading test papers (1.25 hours)</p>	5	
10	Teaching Aids	<p><b>Theory:</b> Discuss the importance of teaching aids and technology, the advantages of using teaching aids and important concepts to consider when using teaching aids (5 hours)</p> <p><b>Practical:</b> Demonstrate assisting students on the clinic/shop floor (17.5 hours)</p> <p>Observe and assist teacher in instructing theory class (7.5 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</p> <p>Observe teacher grading test papers (1.25 hours)</p>	5	28.75



11	Teaching Aids (continued)	Theory: Discuss the different types of educational materials that can be used as teaching aids, types of audiovisual materials that can be used as aids, using social media as a teaching aid and guidelines for projected materials (5 hours)	5	
	Classroom Management	<p>Theory: Discuss effective classroom management and supervision techniques. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-Promoting a positive environment</li> <li>-Professionalism in the classroom</li> <li>-Conflict management (5 hours)</li> </ul> <p>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</p> <p>Observe and assist teacher in instructing theory class (7.5 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</p> <p>Observe teacher grading test papers (1.25 hours)</p>	5	28.75
12	Classroom Problems	Theory: Discuss how to manage chronic misconduct, constant attention seeking and interruptions, inattentiveness, and how to manage doubt and pessimism (5 hours)	5	



	Teaching Adults	<p><b>Theory: Discuss barriers to learning, learner recall techniques, teaching fast paced learners, and human relations (5 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	5	28.75
13	Teaching Adults (continued)	<p><b>Theory: Discuss the various adult learner characteristics (5 hours)</b></p>	5	
	Lesson Planning	<p><b>Theory: Discuss the process of developing a lesson plan, the advantages of lesson planning and the components of a lesson plan (5 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p> <p><b>Observe teacher grading test papers (1.25 hours)</b></p>	5	28.75



14	Lesson Planning (continued)	<p><b>Theory:</b> Discuss the process of developing a lesson plan, the advantages of lesson planning and the components of a lesson plan (10 hours)</p> <p><b>Practical:</b> Demonstrate assisting students on the clinic/shop floor (17.5 hours)          Observe and assist teacher in instructing theory class (7.5 hours)          Demonstrate proper office procedures and compliance with state laws (2.5 hours)          Observe teacher grading test papers (1.25 hours)</p>	10	28.75
15	Development of a Barber Course	<p><b>Theory:</b> Discuss the planning concepts and preliminary analysis process in developing a program, the curriculum development process, and the steps for developing a program of study (10 hours)</p> <p><b>Practical:</b> Demonstrate assisting students on the clinic/shop floor (17.5 hours)          Observe and assist teacher in instructing theory class (7.5 hours)          Demonstrate proper office procedures and compliance with state laws (2.5 hours)          Observe teacher grading test papers (1.25 hours)</p>	10	28.75



16	Development of a Barber Course (continued)	Theory: Discuss the planning concepts and preliminary analysis process in developing a program, the curriculum development process, and the steps for developing a program of study (5 hours)	5	
	Testing	<p>Theory: Discuss study and testing skills. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-Developing reading and study skills</li> <li>-Note taking skills</li> <li>-Effective study habits</li> <li>-Teaching testing skills</li> <li>-Test taking strategies (5 hours)</li> </ul> <p>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</p> <p>Observe and assist teacher in instructing theory class (7.5 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</p> <p>Observe teacher grading test papers (1.25 hours)</p>	5	28.75
17	Testing (Continued)	<p>Theory: Discuss study and testing skills. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-Developing reading and study skills</li> <li>-Note taking skills</li> <li>-Effective study habits</li> <li>-Teaching testing skills</li> <li>-Test taking strategies (5 hours)</li> </ul>	5	



	Self-Evaluation	<p><b>Theory: Discuss the process of assessing progress and advising students. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Sample grading procedures</li> <li>-Grading styles</li> <li>-Grading methods</li> <li>-Performance evaluations</li> <li>-Academic Advisement and Counseling (5 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p>	5	28.75
18	Self-Evaluation (continued)	<p><b>Theory: Discuss the process of assessing progress and advising students. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Sample grading procedures</li> <li>-Grading styles</li> <li>-Grading methods</li> <li>-Performance evaluations</li> <li>-Academic Advisement and Counseling (5 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (7.5 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2.5 hours)</b></p>	5	28.75



19	Communicating Effectively	<p>Theory: Discuss how to communicate confidently. In addition, discuss the following:</p> <ul style="list-style-type: none"> <li>-What is communication</li> <li>-Barriers to communication</li> <li>-Effective Listening</li> <li>-Communication Styles</li> </ul> <p>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)  Observe and assist teacher in instructing theory class (7.5 hours)  Demonstrate proper office procedures and compliance with state laws (2.5 hours)  Observe teacher grading test papers (1.25 hours)</p>		28.75
20	Effective Presentations	<p>Theory: Discuss how to provide effective presentations. Specifically, discuss the following:</p> <ul style="list-style-type: none"> <li>-What makes a powerful presentation,</li> <li>-Powerful motivation</li> <li>-Closings with impact</li> <li>-Connecting all the parts</li> <li>-Reinforcement</li> </ul> <p>Practical: Demonstrate assisting students on the clinic/shop floor (17.5 hours)  Observe and assist teacher in instructing theory class (7.5 hours)  Demonstrate proper office procedures and compliance with state laws (2.5 hours)  Observe teacher grading test papers (1.25 hours)</p>		28.75
Total Required Number of Hours for Barber Instructor 750 Hour Course:			175	575

Barber Instructor with One-Year Experience





Clock Hours/Program Length:  
 500 Clock Hours  
 13 Weeks Full-Time, 40 Hours per Week  
 25 Weeks Part-Time, 20 Hours per Week

Week	Topic	Material Covered	# of Hours (Theory)	# of Hours (Practical)
1	Job Skill preparation/Professional Conduct	<p><b>Theory: Discuss job preparation and professional conduct of an instructor. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Qualities and characteristics of an instructor</li> <li>-Roles of an instructor</li> <li>-Professionalism</li> <li>-Professional image</li> <li>-Employment assistance</li> <li>-Preparing for employment</li> <li>-Resume writing</li> <li>-Job search criteria (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class and demonstrate job interviewing skills. (4 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b></p> <p><b>Observe teacher grading test papers (2 hours)</b></p>	10	30



2	<b>Personality and Professional Conduct (continued)</b>	<b>Theory: Discuss the personality and professional conduct of an instructor. Specifically, discuss the following:</b> -Patience and self-control -Professional image -Personality and positive attitudes -General instructor responsibilities (5 hours)	5	
	<b>Principles of Teaching</b>	<b>Theory: Discuss the principles of teaching. Specifically, discuss the following:</b> -Teaching plan -Teacher organization and preparation skills -General organization skills -Organizing student information (5 hours)  <b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b> Observe and assist teacher in instructing theory class (4 hours) Demonstrate proper office procedures and compliance with state laws (4 hours) Observe and assist teacher grading test papers (2 hours)	5	30
3	<b>Principles of Teaching (continued)</b>	<b>Theory: Discuss the principles of teaching. Specifically, discuss the following:</b> -Managing the atmosphere -Motivating the classroom -Administrative responsibilities -Attendance and grade records (5 hours)	5	



	<b>Student Learning Principles</b>	<p><b>Theory: Discuss importance of learning styles, define learning styles, learning styles profiles and the four steps in learning (5 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (4 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b></p> <p><b>Observe and assist teacher grading test papers (2 hours)</b></p>	<b>5</b>	<b>30</b>
<b>4</b>	<b>Student Learning Principles (continued)</b>	<b>Theory: Discuss the different types of intelligence, and the benefits and importance of identifying learning styles (5 hours)</b>	<b>5</b>	
	<b>Basic Teaching Methods</b>	<p><b>Theory: Discuss the basic methods of teaching and learning. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li><b>-Teaching and learning methods</b></li> <li><b>-Demonstration and practice</b></li> <li><b>-Case studies</b></li> <li><b>-Group discussion and discovery (5 hours)</b></li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (4 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b></p> <p><b>Assist teacher grading test papers (2 hours)</b></p>	<b>5</b>	<b>30</b>



5	Basic Teaching Methods (continued)	Theory: Discuss the basic methods of teaching and learning. Specifically, discuss the following: -Mind mapping -Peer coaching -Projects/Experiments -Concept connectors and visualization (5 hours)	5	
	Teaching Aids	Theory: Discuss the importance of teaching aids and technology, the advantages of using teaching aids and important concepts to consider when using teaching aids (5 hours)  Practical: Demonstrate assisting students on the clinic/shop floor (20 hours) Observe and assist teacher in instructing theory class (4 hours) Demonstrate proper office procedures and compliance with state laws (4 hours) Assist teacher grading test papers (2 hours)	5	30
6	Teaching Aids (continued)	Theory: Discuss the different types of educational materials that can be used as teaching aids, types of audiovisual materials that can be used as aids, using social media as a teaching aid and guidelines for projected materials (5 hours)	5	



	Classroom Management	<p><b>Theory: Discuss effective classroom management and supervision techniques. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Promoting a positive environment</li> <li>-Professionalism in the classroom</li> <li>-Conflict management (5 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (4 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b></p> <p><b>Assist teacher grading test papers (2 hours)</b></p>	5	30
7	Classroom Problems	<p><b>Theory: Discuss how to manage chronic misconduct, constant attention seeking and interruptions, inattentiveness, and how to manage doubt and pessimism (5 hours)</b></p>	5	
	Teaching Adults	<p><b>Theory: Discuss barriers to learning, learner recall techniques, teaching fast paced learners, and human relations (5 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b></p> <p><b>Observe and assist teacher in instructing theory class (4 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b></p> <p><b>Assist teacher grading test papers (2 hours)</b></p>	5	30



8	Teaching Adults (continued)	Theory: Discuss the various adult learner characteristics (5 hours)	5	
	Lesson Planning	<p>Theory: Discuss the process of developing a lesson plan, the advantages of lesson planning and the components of a lesson plan (5 hours)</p> <p>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</p> <p>Observe and assist teacher in instructing theory class (4 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (4 hours)</p> <p>Assist teacher grading test papers (2 hours)</p>	5	30
9	Lesson Planning	<p>Theory: Discuss the process of developing a lesson plan, the advantages of lesson planning and the components of a lesson plan (10 hours)</p> <p>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</p> <p>Observe and assist teacher in instructing theory class (4 hours)</p> <p>Demonstrate proper office procedures and compliance with state laws (4 hours)</p> <p>Assist teacher grading test papers (2 hours)</p>	10	30



10	Development of a Barber Course	<p><b>Theory: Discuss the planning concepts and preliminary analysis process in developing a program, the curriculum development process, and the steps for developing a program of study (10 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b>  <b>Teach theory class (4 hours)</b>  <b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b>  <b>Assist teacher grading test papers (2 hours)</b></p>	10	30
11	Development of a Barber Course (continued)	<p><b>Theory: Discuss the planning concepts and preliminary analysis process in developing a program, the curriculum development process, and the steps for developing a program of study (5 hours)</b></p> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b>  <b>Teach theory class (4 hours)</b>  <b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b>  <b>Assist teacher grading test papers (2 hours)</b></p>	5	30



12	Testing	<p><b>Theory: Discuss study and testing skills. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Developing reading and study skills</li> <li>-Note taking skills</li> <li>-Effective study habits</li> <li>-Teaching testing skills</li> <li>-Test taking strategies (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (20 hours)</b></p> <p><b>Teach theory class (4 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (4 hours)</b></p> <p><b>Assist teacher grading test papers (2 hours)</b></p>	10	30
13	Self-Evaluation	<p><b>Theory: Discuss the process of assessing progress and advising students. Specifically, discuss the following:</b></p> <ul style="list-style-type: none"> <li>-Sample grading procedures</li> <li>-Grading styles</li> <li>-Grading methods</li> <li>-Performance evaluations</li> <li>-Academic Advisement and Counseling (10 hours)</li> </ul> <p><b>Practical: Demonstrate assisting students on the clinic/shop floor (10 hours)</b></p> <p><b>Teach theory class (2 hours)</b></p> <p><b>Demonstrate proper office procedures and compliance with state laws (2 hours)</b></p> <p><b>Assist teacher grading test papers (1 hour)</b></p>	10	15
<b>Total Required Number of Hours for Barber Instructor 500 Hour Course:</b>			<b>125</b>	<b>375</b>





**Cosmetology to Barber Crossover**

Clock Hours/Program Length:

300 Clock Hours

8 Weeks Full-Time, 38 Hours per Week

15 Weeks Part-Time, 20 Hours per Week

Week	Topic	Material Covered	# of Hours (Theory)	# of Hours (Practical)
1	<b>History of Barbering</b>	<b>Theory: Discuss the profession of Barber styling and the history of barber-styling (1 hour)</b>	<b>1</b>	
	<b>Job Skills Preparation/Rules and Regulations of the State Board</b>	<b>Theory: Discuss employment assistance, resume preparation, developing a portfolio and ways to prepare for the Class A Barber Texas State Board Exam, the primary objectives of licensing laws. (1 hour)</b>	<b>1</b>	
	<b>Implements, Honing and Stropping</b>	<b>Theory: Discuss the principal barbering styling tools and implements used, discuss repair and maintenance methods, discuss parts of the shears, clippers and razors and discuss honing and stropping techniques (5 hours)</b>	<b>5</b>	
	<b>Men's Haircutting and Tapering</b>	<b>Practical: Demonstrate the following: -Proper comb holding positions -Proper shear holding positions - Proper clipper holding positions -Repair and maintenance methods -How to hold razors properly.</b>		<b>25</b>



		In addition, demonstrate process of cutting and tapering the hair (25 hours)		
2	Shaving	<p><b>Theory:</b> Discuss the objective and fundamentals of shaving, describe handling of razor in four standard cutting positions and strokes, describe the 14 shaving areas of face, discuss facial and neck shaving and sanitation procedures and precautions (5 hours)</p> <p><b>Practical:</b> Demonstrate shaving techniques and handling of the razor (30 hours)</p>	5	30
3	Shaving (Continued)	<p><b>Theory:</b> Discuss the objective and fundamentals of shaving, describe handling of razor in four standard cutting positions and strokes, describe the 14 shaving areas of face, discuss facial and neck shaving and sanitation procedures and precautions</p> <p><b>Practical:</b> Demonstrate shaving techniques and handling of the razor (30 hours)</p>		30



4	Men's Haircutting and Tapering	<p><b>Theory:</b> Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting (5 hours)</p> <p><b>Practical:</b> Demonstrate men's haircutting techniques, clipping techniques and process of tapering the hair (30 hours)</p>	5	30
5	Men's Haircutting and Tapering (continued)	<p><b>Theory:</b> Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting</p> <p><b>Practical:</b> Demonstrate men's haircutting techniques, clipping techniques and process of tapering the hair (10 hours)</p>		10
	Beard and Mustache Trimming and Design	<p><b>Theory:</b> Describe various designs, how to perform beard trim with shears, comb and trimmers as well as how to perform a beard trim with clippers, comb and trimmers (1 hour)</p> <p><b>Practical:</b> Demonstrate how to perform beard trim with shears, comb and trimmers as well as how to perform a beard trim with clippers, comb and trimmers (25 hours)</p>	1	25



6	<b>Anatomy and Physiology Review</b>	Theory: Discuss the function of human cells, metabolism, and the organs and systems of the human body and their functions (1 hour)	1	
	<b>Men's Haircutting and Tapering (Continued)</b>	Theory: Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting  Practical: Demonstrate men's haircutting techniques, clipping techniques and process of tapering the hair (35 hours)		35
7	<b>Hair Coloring Review</b>	Theory: Discuss the principles of color theory, the three classifications of hair color, preparation for coloring hair, describe techniques for applying tints and lighteners, products used to color beards and mustaches and safety precautions during hair coloring procedures (1 hour)  Practical: Demonstrate how to bleach and dye hair (5 hours)	1	5



	<p><b>Men's Haircutting and Tapering (Continued)</b></p>	<p><b>Theory:</b> Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting</p> <p><b>Practical:</b> Demonstrate men's haircutting techniques, clipping techniques and process of tapering the hair (30 hours)</p>		<p><b>30</b></p>
<p><b>8</b></p>	<p><b>Permanent Waving and Relaxing Review</b></p>	<p><b>Theory:</b> Discuss the actions involved in permanent waving and chemical relaxing, safety precautions of permanent waving and chemical relaxing. Also, discuss the products used for chemical hair relaxing, sets in chemical hair relaxing, chemical blow outs, discuss soft curl and permanent procedure process (1 hour)</p> <p><b>Practical:</b> Demonstrate the following:</p> <ul style="list-style-type: none"> <li>-Actions involved in permanent waving consisting of proper rodding and perming procedures</li> <li>-Chemical hair relaxing procedures and safety precautions and procedures.</li> <li>-Hair straightening techniques</li> <li>-Hair processing procedures (5 hours)</li> </ul>	<p><b>1</b></p>	<p><b>5</b></p>



	<p><b>Men's Haircutting and Tapering (Continued)</b></p>	<p><b>Theory:</b> Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting</p> <p><b>Practical:</b> Demonstrate men's haircutting techniques, clipping techniques and process of tapering the hair (30 hours)</p>		<p><b>30</b></p>
9	<p><b>Manicuring and Nail Care Review</b></p>	<p><b>Theory:</b> Discuss proper manicuring and nail care techniques (1 hour)</p> <p><b>Practical:</b> Demonstrate proper manicuring techniques (5 hours)</p>	<p><b>1</b></p>	<p><b>5</b></p>
	<p><b>Facial Treatment and Skin Care Review</b></p>	<p><b>Theory:</b> Discuss the purpose of facial, neck and scalp massages, location and stimulation of muscles and nerves, locations of arteries and veins. Describe facial treatment equipment and types of facial treatments (1 hour)</p> <p><b>Practical:</b> Demonstrate proper facial treatments and skin care techniques (5 hours)</p>	<p><b>1</b></p>	<p><b>5</b></p>



	<b>Men's Haircutting and Tapering (Continued)</b>	<p><b>Theory:</b> Discuss the client consultation process, the sections of the head as applied to haircutting, describe the principles of facial shapes and profiles, discuss the fundamental terms used in haircutting, discuss finger and shear cutting, shear over comb cutting, clipper cutting and razor cutting</p> <p><b>Practical:</b> Demonstrate men's haircutting techniques, clipping techniques and process of tapering the hair (5 hours)</p>		<b>5</b>
<b>9</b>	<b>Blow Drying Hairstyling Review</b>	<p><b>Theory:</b> Describe free form blow drying techniques, how to style hair with blow dryer, comb and brush (1 hour)</p> <p><b>Practical:</b> Demonstrate various hair styling techniques using a blow dryer, comb and brush (2.5 hours)</p>	<b>1</b>	<b>2.5</b>
	<b>Shampooing and Conditioning Review</b>	<p><b>Theory:</b> Discuss proper draping for hair services, the PH factor, different types of shampoos, rinses and conditioners, and shampooing and rinsing techniques (1 hour)</p> <p><b>Practical:</b> Demonstrate shampooing and conditioning techniques (2.5 hours)</p>	<b>1</b>	<b>2.5</b>
<b>Total Required Number of Hours for Cosmetology to Barber Crossover Course:</b>			<b>25</b>	<b>275</b>



- **Satisfactory Academic Progress Policy and Requirements**

Satisfactory Academic Progress Policy

In order to meet the requirements of satisfactory academic progress, all students in all programs, including both full-time and part-time students, must meet the following requirements, which are provided to potential students during the admissions process prior to enrollment:

- Achieve a minimum cumulative grade point average of 70%.
- Maintain a minimum cumulative attendance of 70%.
- Meet all state curriculum requirements.

Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic) performance elements that are evaluated on a cumulative basis based on actual hours completed at each evaluation period. At the end of each evaluation period, students must have attained a minimum cumulative grade point average of 70%, consisting of both written tests and skills assessment, and a minimum cumulative attendance of 70% to be making Satisfactory Academic Progress.

All students are provided with a written report of their Satisfactory Academic Progress results within three (3) days of the evaluation point being reached, based on actual hours, for their personal records. If the student fails to meet Satisfactory Academic Progress requirements at the point of evaluation, the student will be required to sign the report, undergo academic advising, and agree to an Academic Improvement Plan that outlines steps to improve their academic performance by the next evaluation point.

Evaluation Periods:

Students are evaluated for Satisfactory Academic Progress at the following evaluation point(s), based on actual hours:

- |  |                      |
|--|----------------------|
| ● Class A Barber                             | 450, 900 Clock Hours |
| ● Barber Instructor                          | 375 Clock Hours      |
| ● Barber Instructor with One Year Experience | 250 Clock Hours      |
| ● Cosmetology to Barber Crossover            | 150 Clock Hours      |

Students who meet the minimum requirements for attendance and academic performance at the required evaluation points are considered to be making satisfactory academic progress until the next scheduled evaluation.

Attendance Progress Evaluations:

Students are required to attend a minimum of 70% of the scheduled hours possible based on the applicable attendance schedule in order to be considered to maintain satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirement of 70% cumulative attendance to ensure that the





student will graduate within the maximum time frame allowed. The attendance policy applies to all students enrolled in all programs whether attending on a full-time or part-time basis.

Maximum Time Frame:

The maximum time, which does not exceed 143% of the program length, allowed for students to complete each program at satisfactory academic progress is stated below:

Programs	Normal Time Frame		Max Time Frame	
	Weeks Scheduled	Hours	Weeks Scheduled	Hours
Class A Barber (FT)	30	1000	42	1430
Class A Barber (PT)	50	1000	71.5	1430
Barber Instructor (FT)	20	750	28.6	1072.5
Barber Instructor (PT)	38	750	54.3	1072.5
Barber Instructor with One Year Experience (FT)	13	500	18.6	715
Barber Instructor with One Year Experience (PT)	25	500	35.75	715
Cosmetology to Barber Crossover (FT)	8	300	11.4	429
Cosmetology to Barber Crossover (PT)	15	300	21.4	429

Any time spent on an approved Leave of Absence will not be counted as weeks that a student has been enrolled in the program.

Students who do not complete the program within the maximum time frame are terminated from the school.



Academic Year:

Class A Barber Program: 900 clock hours/30 weeks

Barber Instructor Program: 750 clock hours/20 weeks

Barber Instructor Program with One Year Experience: 500 clock hours/13 weeks

Cosmetology to Barber Crossover Program: 300 clock hours/8 weeks

Academic Progress Evaluations:

Satisfactory progress in attendance, academic, and skill assessment is a requirement for all students and is based on actual hours for which the student contracted. For transfer students, evaluations occur at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

In order to make satisfactory academic progress, the student must achieve a minimum cumulative grade point average of 70% on assigned academic learning, written tests, and skill assessments. Final cumulative grades at each required evaluation point are weighted at 50% for written examinations and 50% for skill assessment evaluations.

Students may retake failed academic assignments or written tests one (1) time. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet minimum standards, it is not counted and must be repeated. Numerical grades are considered according to the following scale:

A	90-100
B	89-80
C	79-70
D	69-60
F	Below 59
W	Withdrawal
I	Incomplete
X	Unofficial withdrawal

Students meeting minimum requirements for academics and attendance at the evaluation points are considered to be making satisfactory academic progress until the next evaluation period. Should a student take an approved leave of absence, the contract period of enrollment will be extended based on the length of the leave of absence. A contract extension form must be signed at the time the student returns from the leave of absence.

Academic Warning:

Students who fail to meet minimum requirements for attendance or academic progress are placed on Warning. The student is notified in writing of the Warning status and advised of the actions required to attain satisfactory academic progress at the end of the next evaluation point through the development of an academic improvement plan, which is signed by both the student and the School Director. A copy is provided to the student with a copy retained in the student file.



If a student is receiving Title IV financial aid, the student remains eligible for financial aid during the Warning period.

If a student fails to meet the Satisfactory Academic Progress standards at the Warning period, he or she will be terminated from Houston Barber School, subject to an appeal. Students who appeal successfully will be issued a Probation Letter and placed on Probation status. The Probation Letter will be sent to students via mail or email.

#### Appeal Procedure

If the student has been determined as not making satisfactory academic progress, the student may appeal the determination within 10 calendar days in writing to the School Director.

The student must submit a written appeal describing the reasons why s/he failed to meet satisfactory academic progress including supporting documentation of the reasons why the determination should be reversed. The student should also provide information indicating what has changed that will permit the student to achieve satisfactory academic progress by the next evaluation period. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student or special mitigating circumstance.

Appeal documents will be reviewed, and a decision made by the School Director within five (5) days of receipt of the appeal request. All documentation, including the appeal request in writing, supporting documentation, and the Director's final decision in writing, will be included in the student's file. If the student prevails upon appeal, the satisfactory academic progress determination will be updated.

#### Academic Probation

If a student fails to meet the Satisfactory Academic Progress standards at the Warning period, he or she will be terminated from Houston Barber School, subject to an appeal. If a student successfully appeals the termination decision, s/he will be placed on Probation status.

The School will determine that satisfactory academic progress standards can be met by the end of the subsequent evaluation period prior to placing a student on Probation. Only students who have the ability to meet the satisfactory academic progress standards by the end of the subsequent evaluation period will be placed on Probation. The School will develop an academic improvement plan for the student that, if followed, will ensure that the student is able to meet satisfactory academic progress requirements by the point specified in the plan. The point specified will fall within the maximum time frame established for the student. The student will be advised in writing of the Probation Status and meet with the School Director to review the academic improvement plan. The plan will be signed by both the student and the School Director. A copy of the plan will be provided to the student, and a copy will be retained in the student file.

If at the end of the subsequent evaluation period, the student still has not achieved satisfactory academic progress requirements, he/she will be terminated from the School.



If a student is receiving Title IV financial aid, the student remains eligible for financial aid during the Probation period.

#### Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning 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 the 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 program and wish to re-enroll will return in the same satisfactory academic progress status at the time of withdrawal. SAP cannot be calculated using a grade of incomplete. Students who have received an incomplete must complete the required work as soon as possible per the makeup policy so that the SAP check can be conducted.

#### Non-credit, Remedial Courses, Repetitions

Non-credit, repetitions, and remedial courses do not apply to Houston Barber School. Therefore, these items have no effect upon satisfactory academic progress standards.

#### Transfer Hours

A student's transfer hours with regard to satisfactory academic progress will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

- **Attendance Policy and Requirements**

#### Attendance Policy

Records that show each student's attendance are maintained. Attendance records indicate the student's presence for each scheduled class period as recorded by the palm reader. These records are stored in the Genesis database, enabling Houston Barber School to make the student's attendance readily available to anyone authorized to inspect such records. The attendance policy applies to all students enrolled in all programs whether attending on a full-time or part-time basis.

As required by the TDLR, monthly records of hours attended by each student are submitted by Houston Barber School to the offices of the TDLR, Austin, Texas. Currently, the law requires, and Houston Barber School teaches programs as follows: 1,500 and 1,000 Clock Hours for Class "A" Barbers, 300 Clock Hours for Cosmetology to Barber Crossover, 750 Clock Hours for Barber Instructor, and 500 Clock Hours for Barber Instructor with One Year of Experience.

In order to meet graduation requirements, students are required to maintain a minimum of **70%** cumulative attendance to be considered maintaining satisfactory attendance progress at the



program evaluation points to ensure that the student will graduate within the maximum time frame allowed. Houston Barber School does not consider absences as excused or unexcused. In order to complete the program, students must complete all clock hours all contracted as indicated on the enrollment agreement.

Any student who is absent for 14 consecutive class days will be terminated from Houston Barber School. Students may re-enroll by meeting all admissions requirements at the time of re-enrollment and sign a new enrollment agreement. Students will receive credit for clock hours previously attended and coursework successfully completed. The length of the enrollment agreement will be adjusted to account for clock hours previously attended, and tuition will be reduced accordingly based on the cost per clock hour of the program.

Tardiness and Early Departure:

Regular hours Tuesday through Friday are 9:00 a.m. to 9:00 p.m., and Saturday hours are 8:30 a.m. to 5:00 p.m. Timely arrival and clock hour completion are requirements of a professional. Students must clock in upon arrival and clock out upon leaving the school.

Any scheduled hours missed due to absence, tardiness, or early departures will result in extended program time, increased tuition costs, or termination from the program.

Make-Up Work:

Any missed assignments may be completed during the next scheduled teaching cycle in which the missed work was originally assigned.

• **Program Costs (including potential additional costs), Financial Obligations, & Payment Options**

**Direct Program Costs**

Tuition for Class A Barber: \$14,000.00

Tuition for Cosmetology to Barber Crossover Program: \$1,500.00

Tuition for Barber Instructor: \$7,000.00

Tuition for Barber Instructor with One Year Experience: \$5,000.00

Barber Kit Fees: \$1,000.00

Book: \$300.00

State Permit Fee: \$25.00

Registration Fee: \$100.00

Re-Enrollment Fee: \$100.00

**Indirect Program Costs\***

*Dependent Student- Living with Parents*

Loan Fees: \$80.00

Room and Board: \$4,275.00

Personal: \$450.00

Transportation: \$6,021.00



#### *All Other Students*

Loan Fees: \$146.00

Room and Board: \$8,892.00

Personal: \$3,204.00

Transportation: \$3,339.99

**\*Note:** Houston Barber School requests surveys from students for transportation and living expenses every other year as required by the US Department of Education.

#### Charges for Program Extension

The contract term listed on the Enrollment Agreement includes a three-week grace period beyond the expected graduation date wherein students are not subject to additional charges. This grace period is meant to cover absences for illness or unexpected school closures. Students who extend beyond the contract term, inclusive of the grace period, and continue to study at Houston Barber School must sign a contract extension and will be charged at the following clock hour rates based on published rates to be paid in advance:

- Class A Barber - \$14.00 per clock hour
- Barber Instructor with One Year Experience - \$10.00 per clock hour
- Barber Instructor - \$9.33 per clock hour
- Cosmetology to Barber Crossover Program - \$5.00 per clock hour

#### Charges for Re-enrollment

The school will charge a re-enrollment fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

#### Transcript Fee

The school may charge a \$10.00 transcript fee for transcript requests.

#### Reduction of Tuition Charges

Houston Barber School offers promotional pricing from time to time for all students enrolling within the designated promotional period. In order to qualify, the student must meet all required admissions criteria and submit all required documentation within the allotted time.

#### Indirect Costs

Indirect costs associated with attendance at Houston Barber School may consist of the following: miscellaneous expenses (e.g. computers), transportation costs, personal costs, dependent care, room and board, disability expenses and loan fees (e.g. loan fee for a Direct Loan).

Houston Barber School does not offer campus housing.

#### Payment Options and Payment Plans



Payment options include:

- Full payment at time of signing the Enrollment Agreement;
- Payment of registration fee at time of signing the Enrollment Agreement with the balance paid prior to the start date of the program;
- An approved payment plan at the time of signing Enrollment Agreement;

#### Methods of Payment

Payments may be made by cash, check, money order, credit card, or Title IV funding (if qualified). Students are responsible for paying the total tuition and fees.

- **Additional Disclosures:**

- Houston Barber School's programs do not exceed the state-required length.
- Houston Barber School does not offer Distance Education.
- Houston Barber School does not have any charges associated with the verification of student identity.

- **Facilities Information:**

#### Greenspoint Campus (Main)

The Houston Barber School – Greenspoint location is a 3,000 square foot facility that includes 33 workstations with chairs, mirrors, extra lighting, and one sink in between every two stations that is shared by two students. Additionally, there are two shampoo stations and one seated hair dryer. The work area is designed to ensure students have a designated station to conduct practical applications of functions of a barber using appropriate supplies and equipment consistent with professional standards of safety and hygiene. A fully equipped classroom containing tables and chairs to accommodate students is used for lecture. The classroom also contains a whiteboard and 40" TV screen for instructors to show videos and share presentations with students.

#### Antoine Campus (Branch)

The 4,000 square foot facility includes 33 workstations with chairs, mirrors, extra lighting, and one sink utilized by two students. The work area is designed to ensure students have a designated station to conduct practical applications of functions of a barber using appropriate supplies and equipment consistent with professional standards of safety and hygiene. A fully equipped classroom containing tables and chairs to accommodate students is used for lecture. The classroom also contains a whiteboard and 40" TV screen for instructors to show videos and share presentations with students.

#### Southwest Campus (Branch)

The 3,500 square foot facility includes 30 workstations with chairs, mirrors, extra lighting, and four shampoo stations that are shared by two students. The work area is designed to ensure students have a designated station to conduct practical applications of functions of a barber using appropriate supplies and equipment consistent with professional standards of safety and hygiene. A fully equipped classroom containing tables and chairs to accommodate students is



used for lecture. It also contains a whiteboard and 40" screen for instructors to show videos and share presentations with students.

As a part of the admissions policy, all prospective students tour the campus selected for enrollment.