

CURRICULUM CHECKLIST

The intent of this document is to be used in conjunction with Standard VI, Criteria 2 and 3. Please make a copy of this document and submit it along with each program of study.

Program/Course Title _____

Criterion 2 Cross-reference for all programs

1. Name of the program.
2. Program/course description.
3. Program or course goals/objectives.
4. Contents of units of instruction. (Refer to Criterion 3)
5. Instructional methods used to teach the program.
6. Grading procedures for the program.
7. Language in which the program or course is taught.

Criterion 3 Cross-reference the applicable elements for all courses dealing with the hair, skin and nails.

1. Health, sanitation and infection control
 - a. Products, tools and equipment, use and safety
2. Sciences
 - a. Chemistry
 - b. Anatomy
 - c. Bacteriology/biology
3. Product knowledge use and safety
4. Principles and techniques of:
 - a. Hair styling

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- b. Hair cutting
- 5. Principles and techniques of:
 - a. Hair coloring
 - b. Permanent waving
 - c. Chemical relaxing
 - d. Skin chemical procedures
- 6. Principles and techniques of scalp and hair treatments
- 7. Principles and techniques of:
 - a. Skin care treatments
 - b. Application of cosmetics
- 8. Principles and techniques of nail services
- 9. Career and employment information:
 - a. Professional ethics
 - b. Effective communication and human relations
 - c. Compensation packages and payroll deductions
 - d. Licensing or certification requirements and regulations
 - e. Fundamentals of business management

Cross-reference for Instructor Training programs

- 1. Review of program for which the student is training as an instructor.
- 2. Principles of teaching/learning
- 3. Teaching methodology:
 - a. Lesson plan development

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- b. Development and use of teaching aids
 - c. Student motivation and learning
 - d. Presentation techniques
4. Assessment of:
- a. Student learning
 - b. Overall progress
 - c. Development and use of testing instruments
5. Academic advising
6. Program or course development and review
7. Administrative responsibilities:
- a. Records management
 - b. Applicable organizational and regulatory requirements
8. Career and employment information
- a. Professional ethics
 - b. Effective communication and human relations
 - c. Compensation packages and payroll deductions
 - d. Licensing or certification requirements and regulations
 - e. Fundamentals of business management

Cross-reference for Massage Training Programs

- 1. Health, Safety, Sanitation and Infection Control
 - a. Infection control
 - b. Universal precautions

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- c. Use and safety of products, tools, and equipment
 - d. Body mechanics of the practitioner
 - e. CPR and First Aid if required by the jurisdiction
2. Sciences
- a. Anatomy and physiology
 - i. The human body systems relative to the program
 - ii. Biomechanics – movement
 - iii. Basic medical terminology
 - b. Pathology
 - i. Diseases and conditions related to systems
 - ii. Client history: indications, contraindications, endangerment sites
3. Theory and Application of Techniques
- a. Required for all programs
 - i. Intake process
 - ii. Preparation of the service environment
 - iii. Preparation and self-care for the practitioner
 - iv. Client preparation for service
 - b. Theory and Application of Techniques: (as applicable to the discipline being taught): Traditional Massage techniques
 - i. Manipulation of the soft tissue utilizing, as applicable, hands, fingers, forearms, elbows, feet, fists
 - ii. Stroking, kneading, tapping, percussive, compressive, vibratory, and friction techniques, and joint mobilization
 - iii. Effects of technique being taught
 - c. Theory and Application of Techniques: (as applicable to the discipline being taught): Energetic Bodywork techniques
 - i. Anatomy of the energetic system
 - ii. Principles and practice of the energetic systems
 - iii. Effects of techniques being taught

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4. Career Focus
 - a. Career and employment information
 - b. Effective communication and human relations
 - c. Compensation packages and payroll deductions
 - d. Licensing, certification, and registration requirements and regulations
 - e. Fundamentals of business management
 - f. Professional ethics and boundaries

Cross-reference for Electrology Training Programs

1. Electrology Training Programs include instruction in:
 - a. History of Electrology
 - b. Health, sanitation and infection control
 - i. Products, tools and equipment – use and safety
 - ii. Basic medical terminology
 - c. Sciences
 - i. Anatomy and physiology
 - ii. Bacteriology
 - iii. Chemistry
 - iv. Electricity
 - v. Pathology
 - d. Product knowledge, use and safety
 - e. Principles and techniques of
 - i. The use of Electrolysis equipment; and
 - ii. Consultations

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- f. Career and employment information
 - i. Professional ethics
 - ii. Effective communication and human relations
 - iii. Compensation packages and payroll deductions
 - iv. Licensing or certification requirements and regulations
 - v. Fundamentals of business management