

VI. CURRICULUM²

The school offers a program (or programs) of study of appropriate length in cosmetology arts and sciences, electrology, massage, and/or related fields and/or unrelated fields. Schools shall develop a written curriculum which is based on its stated mission. The curriculum for programs in the cosmetology field shall include instruction in the fundamental principles of the care of the health, condition, and appearance of the hair, skin and nails, and shall include instruction in the cognate areas which serve to supplement the practical, scientific and business skills of the cosmetology profession. The curriculum for programs in the massage field shall include instruction in the fundamental principles of massage and/or bodywork. Each program includes both theoretical knowledge and skill development.

CRITERIA

- A/O 1. Programs provide instruction in theory and are designed to develop practical skills required for licensure or certification and employment, or (in the absence of licensure or certification requirements) as required by industry standards for employment. Theory and practice are integrated throughout the program.
- D 2. Each program has written program or course outline(s), which are provided to each student at the beginning of each term. The program or course outline(s) must include each of the following elements:
- a. Name of the program or course;
 - b. Program/course description;
 - c. Program and course goals/objectives;
 - d. Contents of the units or courses of instruction and, as applicable, hours, credits and/or competencies devoted to each unit or course;
 - e. Instructional methods used to teach the program or course;
 - f. Grading procedures.
- (Please refer to the Program/Course Outline Guidelines.)
- D 3. Programs in the cosmetology arts and sciences, electrology, and massage fields include instruction in the following specific subject areas as applicable to the programs, unless prohibited by state law or regulation:

² When you submit an Institutional or Program Self-Study, you must include a copy of Standard VI for each program showing in the margin the cross references to where you show compliance with each requirement.

Standard VI- Continued

- a. Cosmetology Training Programs include instruction in:
 - 1. Health, sanitation and infection control
 - i. Products, tools and equipment - use and safety
 - 2. Sciences
 - i. Chemistry
 - ii. Anatomy
 - iii. Bacteriology/biology
 - 3. Product knowledge, use and safety
 - 4. Principles and techniques of hair styling and hair cutting
 - 5. Principles and techniques of:
 - i. Hair coloring
 - ii. Permanent waving
 - iii. Chemical relaxing
 - iv. Skin chemical procedures
 - 6. Principles and techniques of scalp and hair treatments
 - 7. Principles and techniques of skin care treatments and application of cosmetics
 - 8. Principles and techniques of nail services
 - 9. 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
- b. Massage training programs include instruction in:
 - 1. Health, Safety, Sanitation and Infection Control
 - i. Infection control

Standard VI- Continued

- ii. Universal precautions
 - iii. Use and safety of products, tools, equipment
 - iv. Body mechanics of the practitioner
 - v. CPR and First Aid if required by the jurisdiction³
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 Technique
- 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 service⁴
 - b. Theory and Application of Techniques: (as applicable to the discipline being taught):
Traditional⁵ Massage techniques:
 - i. Manipulation of the soft tissue utilizing, as applicable, hands, fingers, forearms, elbows, feet, fists

³ If CPR or First Aid is required by the jurisdiction, the school may meet this requirement with a prerequisite for admissions or the program. Any school has the option of offering these subjects.

⁴ Includes orientation to client, draping

⁵ Chair massage, deep tissue, Esalen, hotstone, hydrotherapy, lymphatic drainage, medical massage, myofascial massage, neuromuscular therapy, orthopedic massage, special populations (infancy, pregnancy, geriatric, sports), stretching and range of motion, structural integration, Swedish, trigger points, emerging modalities.

Standard VI- Continued

- 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): Energetic⁶ Bodywork techniques:
 - i. Anatomy of the energetic system
 - ii. Principles and practice of the energetic systems
 - iii. Effects of techniques being taught
- 4. Career Focus (all programs)
 - 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
- c. Electrology Training Programs include instruction in:
 - 1. History of Electrology
 - 2. Health, sanitation and infection control
 - i. Products, tools and equipment – use and safety
 - ii. Basic medical terminology
 - 3. Sciences
 - i. Anatomy and physiology

⁶ Energetic bodywork (Oriental): Examples - Acupressure, Amma, Ayurveda, Breema, Craniosacral, Emerging modalities, Jin Shin Do, Lomilomi, Polarity, Reiki, Reflexology, Shiatsu, Thai, Therapeutic touch, Tui Na, Watsu.

Standard VI- Continued

- ii. Bacteriology
 - iii. Chemistry
 - iv. Electricity
 - v. Pathology
- 4. Product knowledge, use and safety
- 5. Principles and techniques of
 - i. The use of Electrolysis equipment; and
 - ii. Consultations
- 6. 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
- d. Instructor training programs include instruction in:
 - 1. Review of the content of the program in cosmetology arts and sciences, electrology or massage field for which the student is training as an instructor.
 - 2. Principles of teaching/learning
 - 3. Teaching methodology
 - a. Lesson plan development
 - b. Development and use of teaching aids
 - c. Student motivation and learning
 - d. Presentation techniques
 - 4. Assessment of student learning
 - a. Evaluation of overall progress

Standard VI- Continued

- b. Development and use of testing/measurement instruments
 - 5. Academic advising: providing feedback and orientation to students about progress in the program or courses
 - 6. Program, 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
- D/O 4. Each program includes laboratory or field activities in which students are supervised while providing services.
 - a. Theory and practice must precede laboratory or field activities, and students must be evaluated for competence in both theory and practice before being allowed to participate in such activities.
 - b. Instruction in theory and practice must not be replaced by laboratory or field activities, and students must not be excused from scheduled classes to work in the laboratory.
- A/O 5. Effective teaching methods (e.g. discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentations) are used.

Standard VI- Continued

- A/O 6. Appropriate training aids and audiovisual materials are used to supplement the instructional process.
- D 7. Lesson plans, commercially prepared or institutionally developed, should meet program and course objectives and correlate with the program/course outline. Lesson plans should cover the entire content of the program/course outline.
- D 8. Educational programs offered by the institution must comply with the minimum requirements for program length established by the state for licensure or certification. In the absence of state or other applicable minimum requirements for program length, or if the school wants to exceed the required minimums by more than 50%, the institution, in developing a program, must include the three points in the following model to assess effective program length for quality education.
- a. Industry needs as determined and/or recommended by the institution's Advisory Committee;
 - b. Public safety and sanitation requirements established by the State Board of Cosmetology or other state and local regulatory agencies, if applicable state agencies exist; and
 - c. Special academic needs of the students served, and in accordance with the mission of the institution.
- D 9. If a school participates in an externship, the school's course complies with all applicable requirements established by the state regulatory agency.
- In the absence of regulations promulgated by the state regulatory agency, the school's externship will, at a minimum, meet the following requirements:
- a. The school has a written agreement with an appropriate service facility for each externship course offered to its students;
 - b. If state licensing is required, the service facility where the externship occurs must be licensed by the state;
 - c. If the state does not require licensing of the service facility, it must have a business license to operate;
 - d. Each individual supervising students in the service facility must

Standard VI- Continued

- i. Hold any required certification or state license(s), or
 - ii. If no state certification or license is required, have at least one year of experience in the field for which supervision is being provided;
- e. Students cannot accrue more than 10% of the contracted program (competencies, credits, or hours) in the externship program; unless the school provides a justification for a greater percentage;
- f. A school must select students for the externship based on written criteria and the school must ensure that the participating students met these criteria;
- g. Students must have taken and passed a comprehensive written and practical examination establishing the individual's qualification to participate in the course;
- h. A written training plan and goals for students that specify the particular applications and experiences that are to be secured during the externship;
- i. School official must make periodic visits to participating establishment to observe and verify these requirements are being met;
- j. Establishment must evaluate the students' performance for activities completed during the externship;
- k. Students are evaluated by the service facility with respect to their attainment of the training objectives for the externship;
- l. Establishment must complete a certificate of attendance and training (competencies, credits, or hours) as related to course requirements which are completed during the externship; and
- m. School must recognize training (competencies, credits, or hours) certified by the establishment toward a student's course completion.