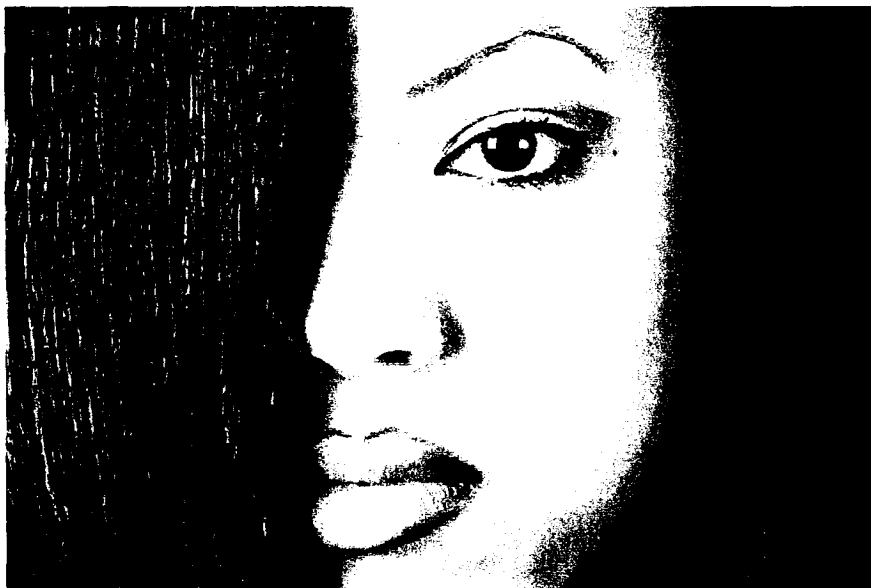




COSMETOLOGY PROGRAM REVIEW

2006



Flora Chavez-Finch, Cosmetology Program Coordinator/Instructor
Brenda F. Manthei, Dean of Science and Mathematics
Jeanne Swarthout, Vice President for Learning

COSMETOLOGY PROGRAM REVIEW
2000-2005
May 25, 2006

HISTORY

Cosmetology at Northland Pioneer College started in 1982 with classes taught in a 14x70 foot trailer. The mobile classroom had twenty stations, six shampoo bowls and ten dryers. There was room for twenty students and an instructor and not much space for anything extra.

For fifteen years, the program graduated a class of twenty then moved either to Winslow or Show Low to train twenty more. In 1997 the program was housed in permanent facilities at both locations but all the equipment and supplies were boxed and shipped between locations. Addressing community needs, a second Cosmetology Instructor was hired in Spring 2000 for the Little Colorado Campus and two groups of 20 students for each campus was admitted to the program.

Fall of 2000, Cosmetology program offered classes at both Little Colorado and White Mountain Campuses for the first time. Also that Fall, the College began exploring a partnership with Northern Arizona Vocation Institute of Technology –NAVIT that would trigger the expansion of the Cosmetology program. Fall 2001 NAVIT enrolled 44 Cosmetology and Nail Tech students at White Mountain Campus. And in Fall 2003, NAVIT-Cosmetology expanded to the Little Colorado Campus. Fall 2003 Chinle High School began offering Dual enrollment program.

Cosmetology Instructors volunteer with the American Cancer Society's "Look Good...Feel Better" Program. This is a program for women going through the effects of cancer treatments focusing on hair and skin care. The program is free to participants.

CURRENT STATUS

The program has grown from annually enrolling 20 students with one instructor to enrolling more than 100 students each semester, five full time instructors and a pool of qualified adjunct faculty. Our team strives to keep the quality and standards of the program high as we train many more students than ever. Our motto is one program at multiple sites.

PREVIOUS RECOMMENDATIONS:

1. Employ a licensed Cosmetology Instructor for 19 hours per week for 36 weeks per academic year.
2. Use General Education as pre-requisites for admission to Cosmetology program
3. Explore other career areas to add to program, i.e. Skin Care
4. Increase pool of instructors
5. Provide dedicated program facility.

Status Report:

1. Currently 5 full time Cosmetology Instructors work with students along with two Adjuncts -19 hours per week and 2 -19 hours per week lab aides.
2. Not implemented as obstructive.
3. Deferred due to dramatic program growth due to Dual Enrollment and NAVIT.
4. Currently there are three Cosmetology Instructor candidates.
5. Program growth brought about move to larger facilities at both campuses.

PROGRAM INFORMATION

The Cosmetology program offers 1600 hours of training necessary to qualify for the Arizona State Board of Cosmetology licensure examination for Cosmetology professionals. Also available is 600 hours of training for students desiring to qualify for the Arizona State Nail Technician licensure examination. Advance training for Cosmetology Instructor licensure is offered to professionals with at least one year of practice and a current Arizona State Cosmetology license.

Available Certificates and Degrees

Certificate of Proficiency	COP	Cosmetology	36	See the current catalog for program and course descriptions at the College website.
		Nail Technician	18	
		Cosmetology Instructor	16	
Certificate of Applied Science	CAS	Cosmetology	42	www.npc.edu
Associate of Applied Science	AAS	Cosmetology	64	

PROGRAM PRE-REQUISITES

Prospective students must apply for admission to the program, including the successful completion of pre-admission tests for aptitude and dexterity. To be eligible for admission, prospective students must present documentation at the start of the program either a high school diploma, or G.E.D. or an official High School Transcript showing completion of at least 10 credits, which must include, 2 English, 1 Math and 1 Science courses, or proof of 23 years of age. The minimum age for admission is 16 years old.

Students are asked to submit an application packet that includes an application form, a resume, a statement describing why the student wants to be a Cosmetologist and three letters of reference. Test dates are announced prior to the start of each semester. See Appendix A for copy of the Application packet.

PROGRAM EXPENSES for STUDENTS

Students are required to pay for a Cosmetology Kit consisting of supplies, equipment and manikin and textbooks and the College's current tuition and fees.

2005/06 Program Expenses*

Cosmetology Kit and textbooks	867.00	* There may be additional expenses to students if they purchase personal supplies to augment school supplies.
Tuition	1108.00	
Fees	650.00	
Total Expenses	\$2625.00	

INTEGRATION OF ACADEMIC AND CAREER TECHNICAL EDUCATION

Students can earn a Certificate of Applied Science by completing at least 6 credit hours of general education, ENL 101 –College Composition I and MAT 103 –Business Math. To earn an Associate of Applied Science degree in Cosmetology, students must complete 10 additional credits of general education discipline studies.

CLUBS AND STUDENT ORGANIZATIONS

Program students do not participate in any Cosmetology Professional clubs or organizations.

CAREER PREPARATION/TRANSFER PROGRAMS

Cosmetology is a licensed profession. Upon successful completion of the Arizona State Board of Cosmetology Examination, completers are eligible for employment. However, some students may choose to pursue advance training in private industry to specialize in products and techniques, such as ethnic cosmetology at Dudley Cosmetology University, or Esthetician training, and Therapeutic massage.

Students completing core requirements for Nail Technician may continue at NPC to complete the core requirements in Cosmetology. Also NPC offers course work to advance to Cosmetology Instructor.

LICENSURE STANDARDS

The industry is regulated by State Statutes. NPC's license to operate as a training and educational school is issued by the Arizona State Board of Cosmetology. The facilities are licensed separately and are subject to inspections and review by the Board. The school licenses must be renewed annually.

Arizona offers reciprocity with other states to qualified professionals. Applicants are issued licenses by either License for license or examination.

OCCUPATIONAL OUTLOOK

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2006-07 Edition*, Barbers, Cosmetologists, and Other Personal Appearance Workers at <http://www.bls.gov/oco/ocos169.htm>

The future of Cosmetology is good. Employment trends are expected to continue to be strong and will be best for those with previous experience and able to offer a broad range

of services. Earnings are dependant upon a number of factors, including the size and location of the salon, client tipping habits, and competition, also compensation may be by commission or salary or both.

The national median annual earnings in May 2004 for salaried employees including tips and commission were \$19,800. The middle 50 percent earned between \$15,480 and \$26,000.

Annual earnings and employment outlook

Data from <u>www.workforce.az.gov</u>	Hourly Wage Estimate		Employment Projections expected annual increase
	2004	2003	
Arizona	10.26	9.93	1.97%
Navajo County	9.41	9.59	
Navajo-Apache-Gila combined			1.3%

ARTICULATION AND COLLABORATION

Cosmetology participates in three partnerships with local high schools: Articulation of courses through Tech Prep Consortium, Dual Enrollment and NAVIT. At present, NAVIT high school juniors and seniors come to NPC campuses for 3 hour blocks, 5 days per week to participate in a 4 semester sequence of courses. Dual Enrollment students at Chinle High School enroll in two courses each school year. Tech Prep courses are articulated to receive NPC credit upon request after the high school graduate enrolls at NPC.

SCHEDULE OF PROGRAM COURSES

Core courses are offered in Multi-course Learning Labs with students ranging from NAVIT high school juniors and seniors and adult part-time and full-time students. The Multi-course Learning Labs are scheduled 8:00 am- 4:30 pm, Monday – Friday at LCC and WMC. Tables show sequence of classes by semester for the core requirements.

Cosmetology Full Time Students

Courses	1st Semester	Cr	Courses	2nd Semester	Cr
COS 101	Manicuring I	4	COS 102	Manicuring II	4
COS 105	Theory of Cosmetology I	3	COS 106	Theory of Cosmetology I	3
COS 110	Perm/Shampoo/Style I	5	COS 112	Perm/Shampoo/Style II	4
COS 111	Perm/Shampoo/Style II	4	COS 121	Hair/Scalp/Tint/Facial II	5
COS 118	Manicure & Massage	2	COS 122	Hair/Scalp/Tint/Facial III	5
COS 120	Hair/Scalp/Tint/Facial I	5	COS 199	Advance Perming	3
COS 198	Internship	4			
	Total Credits	27		Total Credits	24

Nail Technicians

Courses	Title	Cr
COS 101	Manicuring I	4
COS 102	Manicuring II	4
COS 103	Manicuring III	4
COS 104	Manicuring IV	4
COS 118	Manicure, Hand and Arm Massage	2
	Total Credits	18

Cosmetology Instructor

Courses	Title	Cr
COS 209	Science for Cosmetology Instructors	1
COS 210	Management for Cosmetology Instructors	3
COS 211	Instructing in Cosmetology I	3
COS 212	Instructing in Cosmetology II	3
COS 213	Instructing in Cosmetology III	3
COS 214	Instructing in Cosmetology IV	3
	Total Credits	16

Dual Enrollment

Courses	1 st Semester	Cr	Courses	2 nd Semester	Cr
COS 105	Theory of Cosmetology I	3	COS 106	Theory of Cosmetology I	3
COS 110	Perm/Shampoo/Style I	5	COS 111	Perm/Shampoo/Style II	4
	Total Credits	8		Total Credits	7

Cosmetology Part-Time and NAVIT Students

Courses	1 st Semester	Cr	Courses	2 nd Semester	Cr
COS 101	Manicuring I	4	COS 102	Manicuring II	4
COS 105	Theory of Cosmetology I	3	COS 111	Perm/Shampoo/Style II	4
COS 110	Perm/Shampoo/Style I	5	COS 120	Hair/Scalp/Tint/Facial I	5
	Total Credits	12		Total Credits	13
	3rd Semester			4th Semester	
COS 106	Theory of Cosmetology I	3	COS 118	Manicure & Massage	2
COS 112	Perm/Shampoo/Style II	4	COS 122	Hair/Scalp/Tint/Facial III	5
COS 121	Hair/Scalp/Tint/Facial II	5	COS 198	Internship	4
			COS 199	Advance Perming	3
	Total Credits	12		Total Credits	14

FACULTY CREDENTIALS

All but one of the full-time faculty have degrees and the one is working toward the Associate degree. All courses are listed under the Cosmetology Program Coordinator as the principal instructor at both sites.

Full-time Faculty

Name	License	Degree	Date Hired	Title
Flora Finch	Yes	Bachelor	1983	Program Coordinator
Lisa Kamarath	Yes	Associate	2001	Instructor
Chloe Martineau	Yes	Pending	2005	Instructor
Theresa Parker	Yes	Associate	2002	Instructor
Charlotte Robbins	Yes	Associate	2001	Instructor

Support Staff

Name	License	Degree	Title
Carol Lemons	Yes	Associate	Adjunct Faculty
Autom Christensen	Yes	Associate	Adjunct Faculty
Patsy Clink	Yes	Associate	Lab Aide
Fern Kessay	Yes	Bachelor	Lab Aide

The instructors rotate through the locations exposing students to their various teaching styles.

PERFORMANCE MEASURES

Pass Rate:

Nationally Cosmetology professionals are expected to continue to be in demand for at least the next 10 years. Data from NPC program records and State test records were compared and used in this report.

Students graduating from this program are successfully completing courses and sitting for the Arizona State Board Exam. Students must complete a School Board Exam before they are approved to make application to the State Board. Not all students who pass the school board follow through with the licensure exam.

State data for three years, 2001-2003, was used to compute the average rate at which students successfully completed the state examination for licensure. The pass rate was 98.6% of all COS students who took the State Examination. Three of the four, 75%, COS Instructors students successfully passed the state exam. The pass rate for Nail Technicians was 85.2 %. Of the students that registered for and completed the state examination 2% (2/89) failed.

Of the 89 COS students that completed the program in years 2001-2003, 18 % or 16/89 did not pursue the state examination.

Cosmetology Program Graduates taking State Examination for Licensure

Year	Specialty	Total	State Exam			NPC	NAVIT	Comments
			P	F	None			
2000	Instructor	1						
	Cosmetology	18						
	Nail Tech	4						
2001	Instructor							
	Cosmetology	18	11	2	5	16	2	
	Nail Tech	13	11		2	9	4	
2002	Instructor	2	2					
	Cosmetology	36	35		1	23	16	
	Nail Tech	15	14	1		5	10	
2003	Instructor	2	1	1				
	Cosmetology	35	25		10	16	17	
	Nail Tech	6	4	1	1	4	2	
2004	Instructor							
	Cosmetology	41	10			15	26	
	Nail Tech	6					6	
2005	Instructor	1						
	Cosmetology	49				9	40	
	Nail Tech							
Totals 2000- 2005	Instructor	5						
	Cosmetology	197				79	101	
	Nail Tech	44				18	22	
Average 2001- 2003	Instructor	4	3	1				Data from State Board
	Cosmetology	89	72	2	16	55	35	
	Nail Tech	34	29	2	3	18	16	
	Total	127						

NAVIT students are shown to be equally successful in passing the state Board examinations at rates of 97% for Cosmetology Certificates of Proficiency and 87.5% Nail Technician.

Rates for NAVIT Students in 2001-2003

Total Enrolled	Certificate Completed	Passed	Failed	None	Rate Passed
35	Cosmetology -COS	34	1	0	97 %
16	Nail Technicians -NT	14	1	1	87.5%

Pass rates for Dual Enrollment students are not available since those students only complete part of the Cosmetology program curriculum and must transfer to another institution to receive the complete 1600 hours of training to qualify for the State

Examination. However, the retention and persistence rates of Dual Enrollment students are 100% each rate.

Student Success:

The Cosmetology program enrolls students vetted by an admission process, placement examinations and high school performance. Admitted students have shown to be successful completers. The students are persistent and will come back to the school to complete missing hours if there is an interruption to completing in one academic year. If space is available the returning students with deficient hours are admitted but can only take the School Board Examination when it is regularly scheduled.

Performance in two courses, COS 105 and 106, was reviewed for semester to semester enrollment rates and grades then compared with completer and State examination pass rates.

Enrollment and Persistence in two indicator courses

COS 105 Fall and COS 106 Spring

	Year	LOCATION								
		Chinle HS			LCC			WMC		
		FA	SP	% Persistence	FA	SP	% Persistence	FA	SP	% Persistence
NPC	2001				17	12	71	40	9	23
	2002				10	8	80	23	20	87
	2003				8	5	63	17	11	65
	2004				9	7	78	18	7	39
	2005				7	2	29	20	16	80
NAVIT	2001							1	2	
	2002							24	12	50
	2003				14	1	7	40	16	40
	2004				12	10	83	49	34	69
	2005				18	8	44	54	33	61
Dual Enrollment	2001									
	2002									
	2003	6	6	100						
	2004	3	3	100						
	2005	2	2	100						

Generally if students are successful in the theory courses and the NPC school board examination, they are equipped to successful pass the State examination.

Success (Grades) in one indicator course

COS 105 Theory of Cosmetology I

		A, B,C, or P		D or F		IP or W	
		Number	%	Number	%	Number	%
2001	NPC	51	89	3	5	3	5
	NAVIT	1	100			1	
2002	NPC	27	82				
	NAVIT	19	79				
	DE	6	100				
2003	NPC	20	80			5	20
	NAVIT	45	83			9	17
	DE	6	100				
2004	NPC	23	85			4	15
	NAVIT	54	85			7	11
	DE	3	100				
2005	NPC	23	85			4	15
	NAVIT	67	93			5	7
	DE	2	100				

Ethnicity and Gender Enrollees:

Students of all ethnicities enroll in the Cosmetology program and 24 Non-traditional enrollees. Although few, only 1-4 male students per year, the males contributed to create a different prospective to the learning environment.

Students by Gender and Ethnicity

		AM		HI		OT		WH		Totals	
		Female	Male	Female	Male	Female	Male	Female	Male	Female	Male
2000 /01	NPC	5	1	14				66	2	85	3
	NAVIT and DE			1		1		13		15	
2001 /02	NPC	4		12		2		47	3	105	3
	NAVIT and DE	6		2		2		46		56	
2002 /03	NPC	4		8		2		43		57	
	NAVIT and DE	9		8		5		63		85	
2003 /04	NPC	2		9		2		35		48	
	NAVIT and DE	8		12		10		83	2	113	2
2004 /05	NPC	4		7		2		36		49	
	NAVIT and DE	6	2	16		12		83	2	117	4

Am-Native American; HI-Hispanic; OT other WH=Caucasian

FTSE Generated and Cost per FTSE:

FTSE is the Full Time Student Equivalent, an indicator of the number of students taking a course load equal to full time, 15 credits per semester. This number is generated by number of students multiplied by the number of credits divided by 15 for each semester or 30 credits per year. Overall the appeal of Cosmetology is stable as evidenced by the FTSE generated. Partnering with NAVIT triggered program growth that has remained consistent through the years without adversely affecting program quality.

All course enrollments are attributed to the Program Coordinator to simplify program record keeping and tracking student progress. Maintaining data this way makes it difficult to be exact when calculating program costs per instructor and per FTSE. However an inexact average cost per FTSE is \$296.94 and the average FTSE per instructor is 30.30.

Currently there are 5 full time instructors, and two part time adjunct instructors present, at least one per 20 students as per state regulation. Students are closely supervised as they provide program services to public clients per State Statutes. The public clients are a valuable resource who allows students to practice cosmetology craft and services on them. Cosmetology collects approximately 28,380 dollars per year or 84.4% of the average annual budget that is returned to the College's general fund

FTSE and Cost per FTSE for Five Fiscal Years

(all courses and two indicator courses)

		All Courses	COS 105	COS 106	Funds Budgeted	Cost per FTSE	FTSE per Instructor
2000/01	NPC	50.03	5.6	2	11182	161.36	34.65
	NAVIT	19.27		0.2			
	DE						
2001/02	NPC	57.8	3	2.7	42175	455.95	30.83
	NAVIT	34.7	2.4	1.2			
	DE	1.5	0.3	0.3			
2002/03	NPC	43.65	2.4	1.6	40075	390.48	25.66
	NAVIT	58.98	5.4	1.7			
	DE	1.2	0.6	0.6			
2003/04	NPC	55.98	3.45	2.2	40550	231.24	35.07
	NAVIT	119.38	6.85	49			
	DE	4.5	0.6	0.6			
2004/05	NPC	36.36	2.81	1.6	34125	270.08	25.27
	NAVIT	89.99	1.51	4.27			
	DE	1.47	0.4	.04			
Total and Average FTSE	NPC	243.83	17.32	10.1	33621.40	296.94	30.30
	NAVIT	322.32	22.22	12.27			
	DE	8.67*	1.9	1.9			
		566.15	41.43	24.27			

EQUIPMENT

Little Colorado Campus has equipment for 20 stations and 40 students attending in cohorts of 20 morning and afternoon. Appendix B Inventory list

Students are assigned lockers to store their kits and supplies. NAVIT and part-time students are required to double up using the stations. All full-time students are assigned individual stations. White Mountain Campus has equipment for 48 stations and Little Colorado Campus 20 stations. All stations are assigned a responsibility and duty to maintain the classroom neat and orderly. Students rotate stations weekly.

FACILITIES

Buildings were remodeled on both campuses to fit Cosmetology expansion needs when NAVIT partnered with the College. As previously, noted NAVIT students are enrolled for two three – hour blocks along with regular full – time students attending 8 hours per day, five days per week to earn 1600 hours of study and training. The facilities are adequate for the type program of study and number of students served at both campuses.

Nail Technician students need a dedicated area within the facility with an instructor dedicated to their instruction. This certificate has been sporadically offered due to limited instructional staffing. Spring 2006 a class was offered at WMC in the afternoons until 6:00 pm staffed by full –time faculty working overloads. Nail Technicians need 600 hours of classroom instruction and practice to qualify for the State Examination.

STUDENT AND SUPPORT SERVICES

Student Services Division provides testing services to potential Cosmetology students each April for Fall admission and in November for Spring admission when seats are available. The tests Cosmetology students are required to take are the ASSET – an ACT placement examination and a test of dexterity.

BUSINESS – INDUSTRY PARTNERSHIPS

The Cosmetology Advisory Board is active in reviewing the program. Members of the Advisory Board represent local business owners, employers and employees. Minutes of past advisory board meetings are available for review if needed.

Cosmetology faculty participates in the American Cancer Society

MARKETING PLAN

Flora Finch has served as the Program Coordinator since its inception and has built a notably excellent curriculum of study. The Cosmetology program has reputation for excellence within the State and regionally which draws students and has served as a model that is duplicated. It is that reputation for excellence and quality of service that continues to draw repeat clients from the public sector.

The program services and available hours are advertised in the local newspapers and posters and flyers and on the College's website.

RECOMMENDATIONS

- ❖ Increase attendance of NAVIT students to 4 or more hours per day.
- ❖ Provide continuing education opportunities.
- ❖ Develop advance courses.
- ❖ Develop and implement a plan for succession anticipating program leadership changes
- ❖ Designate the lead instructor at each site when the program coordinator is absent or unavailable at a site.

APPENDIX A

COSMETOLOGY
APPLICATION PACKET



Northland Pioneer College

To: Applicants for Cosmetology Program

Thank you for your interest in Northland Pioneer College's Cosmetology Program.

Mission Statement: for NPC Cosmetology Department

Our program objective is to provide comprehensive, affordable, and excellent education in the field of Cosmetology. This training will qualify students to sit for the Arizona State Board National Exam, and prepare candidates for employment.

I hope this packet answers all of your questions. If not, please call the closest NPC campus or center and ask to speak with an Academic Advisor. Your call can also be transferred to the Cosmetology Program Coordinator from any of the campus communities. We want to help you in every way possible.

You are welcome to come and visit the clinic located on the White Mountain Campus in Show Low or the Little Colorado Campus in Winslow. You can observe or partake in the services performed by students.

Again, thank you for your interest in our program. We hope to see you as a student of NPC, or as a client in our clinic.

Sincerely,

Stormi Finch, Instructor
Coordinator of Cosmetology
(928) 532-6161 or 532-6160
or 1-800-266-7845
ffinch@NPC.edu



Northland Pioneer College Cosmetology Program

General Information and Application Packet

**White Mountain Campus – Show Low and
Little Colorado Campus – Winslow**

- I. NPC Cosmetology Program Overview
- II. Call for Application Submission
- III. Cosmetology Class Calendar
- IV. Attendance and Cost Considerations
- V. Application Form / Recommendation Forms



Flo "Stormi" Finch,
Cosmetology Instructor
ffinch@NPC.edu



PUBLIC NOTICE OF NON-DISCRIMINATION: The College does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is Mr. A. Daniel Simper, Director of Personnel, 103 N. 1st Ave. at Hopi Dr., Holbrook, AZ 86025, (928) 524-7671. The Section 504 Compliance Officer is Ms. Laurie Winder, Coordinator of Disability Resources and Access, 1001 W. Deuce of Clubs, Show Low, AZ 85901, (928) 532-6178. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.



Northland Pioneer College

*To: Cosmetology Applicants
From: Flo "Stormi" Finch*

Please read the entire package, and fill out all required information. Don't forget to have three (3) evaluations completed.

Return all the application materials to:

*Division of Math and Sciences
Northland Pioneer College
P.O. Box 610
Holbrook, AZ 86025-0610*

The date for interviews and testing will be announced each semester. There will be a Financial Aid officer available at that time.

You must attend the interview and test session to be considered for admission to the program.

The session starts at 9:00 A.M. and will last 4 to 6 hours. Please be prompt and dress appropriately for a job-type interview.

Spring 2006 Testing/Interview Dates – for August 2006 start

Winslow

Monday, April 10, 2006

9:00 A.M. Sharp

Little Colorado Campus

Multi-Purpose Room

Show Low

Tuesday, April 11, 2006

9:00 A.M. Sharp

Ponderosa Center

Symposium Room (101)

*Navajo County Community College District
Mailing Address: P.O. Box 610, Holbrook, AZ 86025-0610*

Northland Pioneer College

Our Mission

To improve lives by creating access to quality learning and cultural opportunities.

Our Visions

- NPC creates a learner-centered environment.
- NPC responds to community needs.
- NPC provides effective and responsive service to our constituencies.
- NPC fosters professional growth and collegial collaboration.

Our Values

We Value Learning

NPC is a community designed first and foremost to promote learning for our constituencies and for ourselves.

We Value Quality

NPC is strongly committed to improving learning opportunities by promoting high educational standards.

We Value Integrity

NPC is an organization that demands honesty and fairness in every relationship.

We Value Diversity

NPC respects and promotes multi-culturalism in its students, academic programs and employment.

We Value Service

NPC is a service organization dedicated to helping our students determine and achieve their goals.

We Value Accountability

NPC adopts efficient operational practices to assure that our constituencies receive the highest quality services for the lowest possible cost.

We Value Responsiveness

NPC addresses community and students needs quickly.

We Value Students and Colleagues

NPC respects and promotes the dignity, worth and capabilities of each individual.

We Value Access

NPC is committed to providing accessible and affordable learning opportunities.

We Value Effectiveness

NPC can best serve its communities through cooperation and partnerships.

Community Colleges are unique institutions of higher education, with goals that set them apart from others. Among the many dimensions of their mission, community colleges strive to:

- Provide access to higher education for all their citizens
- Be responsive to a wide variety of local needs
- Offer the first two years of coursework toward a baccalaureate degree
- Provide career programs as preparation for employment
- Promote economic development for their communities
- Bring social, cultural, and personal enrichment programming to their communities
- Offer developmental programming in preparation for college level work
- Customize training for area business and industry

NPC Cosmetology Program Overview

What is Cosmetology?

Cosmetology is the study or art of cosmetics and their use. Cosmetics in this sense refers to preparations, adornments, arrangements and treatments to the body for the purpose of beautifying the body. A cosmetologist is one who is skilled in the art of performing these services on other people. The NPC cosmetology program prepares students to take the required State Board of Cosmetology licensing examination and to be basically trained in the skills required of a professional cosmetologist.

Opportunities abound throughout the nation in rural, suburban and metropolitan areas for properly trained and skilled cosmetologists. Opportunities beyond basic haircutting and styling include the high fashion world of modeling and entertainment, education of others in cosmetology, cosmetology salon management, cosmetic supply sales, some aspects of research and development, and a host of other areas for those who pursue their careers with advanced work and training experiences in the field.

Cosmetology at NPC

The NPC program is specifically designed to cover the basics paralleled by approximately 28 other schools of cosmetology in the state. These basics include a minimum of 1600 hours of classroom theory, lab training/skill practice, and actual clinic floor work with patrons all within the regulations set by the State Board of Cosmetology. Training theory and experiences cover such topics as basic sciences and their relationship to cosmetology including applied basic anatomy and physiology, permanent waving, shampooing, hairstyling, manicuring, hand and arm massage, hair cutting, scalp treatments, tinting, facials, ethics, shop management, laws pertaining to cosmetology and many other topics. Specific course descriptions can be found in the NPC Catalog under the **COSMETOLOGY** department listings.

Why take Cosmetology training through NPC?

The NPC program in cosmetology is importantly different from most of the other cosmetology schools in the state. These differences are designed to benefit the Navajo County Community College District students, especially those who can not afford the high cost of moving to a large city or metropolitan area where most of the state's cosmetology schools are located. This has been done by designing a program with essentially the same facilities or better, than one would typically find in a school elsewhere.

Although there are limited openings or opportunities for qualified graduates within the district due to the rural nature of Northeastern Arizona, there is a whole world of places and opportunities elsewhere for graduates once the training has been received and licensure obtained. The program permits even greater ease and opportunity for district students to use their community college.

Another major difference benefitting the student of the NPC cosmetology program from other schools in the state is that it is a concentrated program in time, lasting only 10 ½ months for full-time students. That means that students can be out into the work force sooner than by going through many other types of cosmetology school programs. This is a definite financial benefit because earning for qualified program completers can start earlier.

Another benefit of the NPC program related to time concentration, plus teaching through a community college, is that costs to students are significantly less for tuition and fees (an average of ¼ the cost of 28 other schools in the state). This is excluding additional possible personal expenses of housing, etc., for Navajo County Community College District students that live too far away to reasonably commute to those other schools!

NPC Cosmetology Program Overview

Additional benefits exist at NPC in that those enrolled in the program are actually community college students and have access to the institution's resources, including Academic Advising, financial aid opportunities, and the college libraries. Each student completing the program actually earns 36 semester hours of college credit. Credit is transcribed, and is recognized at NPC as filling the major area requirement for a 1-Year Certificate of Applied Science (C.A.S.) or 2-Year Associate of Applied Science (A.A.S.) degree. [Students are expected to complete the C.A.S. (instead of just the State Board of Cosmetology requirements) by taking one approved math and one approved English class.] Those desiring to also complete the A.A.S. will need to complete some additional "foundation" and "general education" courses. Students completing the C.A.S. or A.A.S. requirements may participate in the institution's graduation ceremony and have the satisfaction of knowing they have a certificate or degree from a fully accredited college! Students not completing additional courses will participate in the graduation ceremony and be awarded a "Certificate of Proficiency" for completion of the cosmetology program.

As previously noted, there are many advantages to the NPC cosmetology program. However, a special "pioneering spirited" type of student is required to be successful. The hours are long and commitment is essential for the length of the concentrated program. Students are expected to have their transportation, financial and own personal lives in control or be able to get them in control and keep them that way to successfully complete the program! For some it may even seem like a major time or money sacrifice for 10 ½ months, but at the end of that period a person can have a lifetime of increased opportunity, and that's what a sacrifice is ... giving up a little to gain a lot!

Disability Statement

Reasonable accommodations for qualified students with disabilities are available through the Disability Resources and Access Office (DRA). If you have questions or wish to receive accommodations, you will need to contact the Disability Resources and Access Coordinator, Laurie Winder, by calling 1-800-266-7845 and asking for extension 6178. In the Show Low area, call 532-6178, or in Winslow, call 289-6510, extension 6178.

Important Note for Those Possibly Needing Financial Aid

Those with serious interest in the program, but anticipating a need for financial aid, should not postpone completing this application for the cosmetology program until formal financial aid is awarded.

In addition to the application for program acceptance, you should also immediately contact your local NPC Academic Advisor or the NPC Financial Aid Office to begin the application process for financial aid.

Financial aid awards are an entirely separate process from program application and acceptance, and are not handled as part of the cosmetology application or screening process. Students accepted into the program are expected to have the ability to financially enter the program, regardless of their source of financial resources. In addition to the first semester's tuition and course fees, students should be prepared to purchase texts, kits, and other items the first day of class. (See Section II: Estimated Costs)

NPC Cosmetology Program Call for Application Submission

Program Location: NPC White Mountain Campus, Show Low, Arizona, or
NPC Little Colorado Campus, Winslow, Arizona

Program Length: 1600 hours minimum attendance from August 1, 2005 – June 2, 2006.

Attendance Requirements: Monday through Friday, 8:00 A.M. to 4:30 P.M., **OR** 8:00 A.M. to 11:00 A.M. **OR** 1:00 P.M. to 4:00 P.M. (See instructor if you need to make special arrangements.) **PLUS** 1 or 2 Saturdays per month (See Sections III and IV).

Minimum Age: 16 years or older.

Eligibility at Time of Program: High school diploma, G.E.D., Official High School Transcript showing completion of at least 10 credits, which **MUST** include 2 English, 1 Math, and 1 Science, or proof of 23 years of age
(Documentation is required for option met.)

Hand/eye coordination dexterity skills and/or other skills typically necessary to succeed at professional cosmetology training and cosmetology career application.

Testing Dates: **MANDATORY...** to be announced prior to each semester start.

Estimated Costs:	First Semester	Second Semester
	\$504.00 Full-Time Tuition	\$504.00 Full-Time Tuition
	350.00 Course Fees	300.00 Course Fee
	867.00 Kit & Textbooks	
	\$1,721.00	\$804.00

Total Estimated Cost ... \$2,525.00* [Based on 2005–06 Tuition rates]

**** State Exam and Licensing fees, plus travel expenses to Phoenix for testing are additional and are not included in total Estimated Costs.**

Students enrolled half- or part-time are charged tuition and course fees each semester.

* Non-Arizona and non-NPC district resident student estimate cost is higher. Please consult with an NPC Academic Advisor. Tuition subject to annual review by the Navajo County Community College District Governing Board. (Both estimates exclude personal living expenses, i.e. lunch, transportation, housing, if needed, etc.)

Estimated Selection

Date: No more than 1 month prior to semester start dates. All applicants will receive a letter of acceptance or a letter of alternate position standby status. (A list of alternates will be maintained for changes after that date.)

NPC Cosmetology Program Call for Application Submission

Application

1) **Read and study** carefully all materials attached to this call for applications.

Procedure:

2) Select **three (3) qualified persons** to complete a Confidential Evaluation/Recommendation Form for you. Then distribute to each person a form with a pre-addressed, postage-paid envelope for them to return the form **directly to NPC**. Additional instructions that you should become aware of are on the form. Four copies of the form are enclosed for your use. If necessary, you may photocopy more copies. Encourage all whom you select to be prompt in completing and mailing the form!

3) Complete the enclosed **application form**. Be sure to **sign** and **date** all forms and indicate whether you would like to attend in Show Low or Winslow.

4) Submit with application a maximum **one page statement** which answers the question "*Why Do I Want to Become a Cosmetologist?*"

5) Submit with application a maximum **one page statement** which gives "*My General Background Information,*" (i.e., a condensed resume)

6) Submit **one** of the following with your application or bring the copy to the orientation/testing session (See item 8.) *Do not delay application. You can bring the required documentation (See Section II – Minimum Eligibility) to the session, if that is more convenient.*

A copy of your high school diploma, G.E.D. certificate, or proof of age.

or

Official High School Transcript showing completion of at least 10 credits, which **MUST** include 2 English, 1 Math and 1 Science.

7) Return completed application materials to:

Secretary to Division of Math and Science
Northland Pioneer College, P.O. Box 610, Holbrook AZ 86025-0610.

Note: Please return application form as soon as possible. If there are more qualified serious applicants than there are available spaces in the program, selection criteria may involve assessed competency levels *and* dates of properly completed applications (including letters of recommendation). **Early application is strongly encouraged!**

NPC Cosmetology Program Call for Application Submission

- 8) Attend MANDATORY general aptitude/dexterity test session and program orientation and interview. Dates and locations to be announced each semester.

Remember, this is an interview, please dress appropriately.

A Financial Aid advisor will be available to meet with you on this testing date.

**Additional
Information:**

Contact Flo Finch
Cosmetology Program Instructor/Coordinator
Northland Pioneer College
P.O. Box 610
Holbrook, AZ 86025-0610
Phone: (928) 532-6161 (Cosmo Clinic, Show Low)
or
1-800-266-7845
ffinch@NPC.edu

ACCEPTED PROGRAM PARTICIPANTS WILL BE EXPECTED TO BE IN FULL UNIFORM AND BE PREPARED ON THE FIRST DAY OF CLASS

Uniform: Black and White, or all Black or all White

Shoes: Black or White. Closed toe, comfortable. No tennis shoes!
Hose or calf-high socks must be worn.

Other: Name Tag with First and Last Name and "Cosmetology Student."
Bring a pen or pencil, large 3-ring notebook, and paper
Two (2) Passport-size Color Photographs

Disability Statement

Reasonable accommodations for qualified students with disabilities are available through the Disability Resources and Access Office (DRA). If you have questions or wish to receive accommodations, you will need to contact the Disability Resources and Access Coordinator, Laurie Winder, by calling 1-800-266-7845 and asking for extension 6178. In the Show Low area, call 532-6178, or in Winslow, call 289-6510, extension 6178.

2006-2007 Cosmetology Class Calendar

**Little Colorado Campus, Winslow, Arizona
and White Mountain Campus, Show Low, Arizona**

It is necessary to schedule one Saturday a month in order to complete the program in the time allowed. These Saturdays will also compensate for any unscheduled faculty meetings.

The following NPC holidays* are planned to be observed with class excused on these dates:

August 7, 2006	Class begins	Monday
August 18, 2006	All-College Convocation	Friday
September 4, 2006	Labor Day	Monday
November 10 & 11, 2006	Veterans Day	Friday & Saturday
November 23 – 25, 2006	Thanksgiving	Thursday, Friday & Saturday
December 17 – January 2	Semester Break	
January 3, 2007	Classes Resume	Wednesday
January 15, 2007	Martin Luther King Day	Monday
February 19, 2007	Presidents' Day	Monday
March 26 – 31, 2007	Spring Break	Monday–Saturday
May 28, 2007	Memorial Day	Monday
June 8, 2007	Last Day of Classes	

* 2006–07 Academic Calendar has not been formally adopted by Governing Board.

Note: This leaves the possibility of only five (5) days for the entire program outside of NPC holidays and weekends for student absences and still qualify for the state licensing exam at the end of the program (without possible additional expense to the student for additional training, if available, outside of the NPC program to complete the required 1600 hours). Students are expected to attend all classes and "bank" hours as contingency against future possible attendance interfering factors. Students are also expected to achieve satisfactory competency skill levels, and clock hour attendance in each semester for continued enrollment in the program. The institution reserves the right to withdraw students not fulfilling program obligations and requirements.

This is a very intense structured, but also very rewarding program.

As previously noted, there are many advantages to the NPC Cosmetology Program. However, a special "pioneering spirited" type of student is required to be successful. The hours are long and commitment is essential for the length of the concentrated program. Students are expected to have their transportation, financial and own personal lives in control or be able to get them in control and keep them that way to successfully complete the program! For some it may even seem like a major time or money sacrifice, but at the end, a person can have a lifetime of increased opportunity, and that's what a sacrifice is ... **giving up a little to gain a lot!**

NPC Cosmetology Program

Attendance and Cost Considerations

A minimum of 1600 hours of documented actual cosmetology class/ clinic time attendance is required for a student to be certified by NPC as being eligible to be a candidate for the Arizona State Board of Cosmetology Licensing Exam. These hours must be completed before the student takes the State Board Examination.

The average costs excluding any away from home living expenses, such as housing and meals, for students to obtain those same 1600 hours based on 28 private schools in the State of Arizona in 1999 was approximately \$5,000. The estimated cost for instruction to the resident or commuting student at NPC for the 2002-2003 year is approximately **\$3,000**, or less than $\frac{1}{3}$ that of the average private school in the state.

However, in order for NPC to keep the instructional costs down to this level for students, strict control of instructional time must be maintained and scheduling done such that the program is in a very concentrated time frame (See Section III). To achieve this, only a minimum number of hours are built into the schedule to allow for absences due to illness or other reasons.

Only serious students with good physical health and their personal lives, transportation, outside responsibilities, etc., in control enough to avoid missing many classes over a 10 $\frac{1}{2}$ consecutive month period should make application for program acceptance. If a student comes up short on hours near the end of each semester, and the program, they may not be able to simply re-enroll in a subsequent class to complete those missing hours.

NPC Student Conduct Code

All students are responsible for knowing and understanding the Student Conduct Code. The Code is in the 2005–06 *Student Guidebook*, available from any campus or center office, and is posted online from the Student Conduct & Academics link at www.npc.edu/catalog0506/default.htm. Any violation of the Conduct Code, academic or otherwise, will be reported to the appropriate Vice President for investigation and decision.

Mark Vest
Vice President for Student Services
(928) 532-6141
(800) 266-7845, ext. 6141
FAX (928) 532-6184
mvest@npc.edu

NPC Cosmetology Program

Application Form

Please Check Desired Class Location ☐ Little Colorado Campus, Winslow, Arizona

☐ White Mountain Campus, Show Low, Arizona

Please Print or Type

Date: _____

Name: _____ Social Security or NPC ID Number: _____

Mailing Address: Street or P.O. _____

City _____ State _____ ZIP _____

Home Phone: _____ Work Phone: _____

Please initial on the line by each of the following statements, indicating your acceptance:

_____ I understand it is the intent of the NPC cosmetology program to offer opportunity for training to be a successful cosmetologist and that my being licensed as a cosmetologist by the State of Arizona or other governing body is not guaranteed by NPC, but rather is a function of how well I meet licensing requirements. I also understand I am expected to complete the NPC Certificate of Applied Science degree requirements.

_____ I understand that only so many students graduating from the NPC cosmetology program can realistically locate, find jobs, and/or open shops in cosmetology-related endeavors in any given community in the NPC district, but that there are many additional employment opportunities outside the district.

_____ I understand it is the student's responsibility to develop and/or seek job opportunity after graduation, in or out of the NPC district, according to their future personal needs, wide geographical opportunities, and existing market conditions everywhere that qualified cosmetologists may be employed.

_____ I understand that it is against state law to practice cosmetology services at home or in an unlicensed establishment.

_____ I have or will have met by program start date, the minimum qualifications as described on the "Call for Application Submission" to the best of my knowledge. (Review Section II, emphasis Item 6 "Eligibility".) **I will need a High School Diploma or GED, or official High School transcripts showing completion of at least 10 credits which MUST include 2 English, 1 Math and 1 Science, or proof of 23 years of age, and 2 passport-quality color photographs.**

_____ I understand the general course calendar, costs, and related attendance requirements as described in this application packet, and to the best of my knowledge, can abide by them.

NPC Cosmetology Program

Application Form Continued

_____ I understand significantly higher fees may be charged if I am not an Arizona state resident or resident of the NPC Navajo/ Apache County service area. I have been an Arizona resident for _____ years.

_____ I understand that Black & White, Black *or* White is the official uniform color. Uniform, socks or hose must be worn at all times. No uniform, no hours.

_____ I am aware that I must attend an Orientation/ Testing Session and Interview to complete the application process. Dates to be announced.

_____ I am aware that successful program applicants must bring two passport quality color photos to the initial class meeting.

This application form must be accompanied by proof of Education or age (23 years or older), copies of Social Security card and valid picture I.D., 2 passport-quality color photographs, letter "*Why I Want to be a Cosmetologist?*" and a brief resume for possible acceptance into the Cosmetology Program.

I submit that all of the above information is true and that any false information is considered just cause for disqualification.

Signature _____ Date _____

Return completed application and materials to:

Secretary to Dean of Math & Sciences

Northland Pioneer College

P.O. Box 610

Holbrook, AZ 86025-0610



**Confidential Evaluation/Recommendation
for
NORTHLAND PIONEER COLLEGE
Cosmetology Program Application**

This evaluation/recommendation is to be completed by someone, other than a relative, who has been associated with the candidate listed below. Suggested completers of this form are those who have had a chance to observe the candidate in an on-going work, activity, project, or other setting such as: recent teachers, supervisors, associates in specific community or other activities, cosmetologists or others.

The candidate should provide you with a postage-paid, pre-addressed envelope addressed to Northland Pioneer College. The individual completing this form should mail it directly to the Northland Pioneer College address listed at the bottom of this form.

Name of Candidate: _____

✓ Check Appropriate Column	Outstanding	Above Average	Average	Below Average	Weak	Unknown
Attitude						
Capacity for Future Development						
Cooperation						
Initiative						
Judgment						
Work Performance						
Honesty/Ethics						
Responsibility						
Uses Time to Best Advantage						
Follows Instructions						
Punctuality						
Communicates Effectively						
Attitude Toward Supervisors						

Program Description:

The Cosmetology Training Program at Northland Pioneer College is a 10 ½-month, 5-day-per-week, 40-hour-per-week, 1600-hour minimum, intensive program designed to provide the qualifying hours of training for a person eligible to take the State Board of Cosmetology Licensing Examination in cosmetology.

Written Statement:

Please write your opinion of the candidate's personal and career qualifications and your recommendation with respect to the candidate's possible acceptance into the NPC program. Comments are for the exclusive use of NPC in the selection process and are never shown to the candidate. (If more space is needed, use back of form or attach a separate sheet.)

I have known the candidate through my relationship as a _____
(TEACHER, CO-WORKER, SUPERVISOR, ETC.)
from _____ to _____
DATE DATE
Signature _____

Name of Reference _____ Date _____
PLEASE TYPE OR PRINT
Organization _____ Phone _____
Address _____ City _____ State _____ ZIP _____

Mail this Evaluation/Recommendation Form directly to:

**SECRETARY, DIVISION OF MATH & SCIENCES
NORTHLAND PIONEER COLLEGE
PO BOX 610 HOLBROOK AZ 86025-0610**

PUBLIC NOTICE OF NON-DISCRIMINATION: The College does not discriminate on the basis of race, color, national origin, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is Mr. A. Daniel Simper, Director of Personnel, 103 N. 1st Ave. at Hopi Dr., Holbrook, AZ 86025, (928) 524-7671. The Section 504 Compliance Officer is Ms. Laune Winder, Coordinator of Disability Resources and Access, 1001 W. Deuce of Clubs, Show Low, AZ 85901, (928) 532-6178. The lack of English language skills will not be a barrier to admission and participation in vocational education programs.



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DATE DATE

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from _____ to _____
DATE DATE Signature _____

Name of Reference _____ Date _____

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Cosmetology Packet: M&PR Revised February 2006

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APPENDIX B

COSMETOLOGY
INVENTORY

WINSLOW - Cosmetology

2006 spring

quantity	description
2	BOOK SHELF
	BLACK PEDICURE SEAT
1	BLOW DRYERS
	BLUE HYDRALIC CHAIRS
1	CASH REGISTER
6	CLIENT CHAIRS W/BACKREST
2	CLOCKS
4	COMPUTERS (GATEWAY)
1	COPIERS (HPLAZERJET)(HP960)
6	CURLING IRON
	FACIAL CHAIRS
3	FILE CABINETS
2	FLAT IRON
20	GRAY HYDRALIC CHAIRS
	GRAY ROLLABOUTS
2	HIGH FREQUENCY
6	HOOD HAIRDRYERS
1	INFRED LAMP
40	LOCKERS
23	MANICURE TABLES
1	MICROWAVE
1	NAIL DRILL
1	OFFICE CHAIRS
1	OFFICE DESKS
2	OFFICE PHONES
1	PAD CAM (WOLF VISION VZ8PLUS)
5	PAPER TOWEL DISPENSORY(3trifold)(2roll)
1	RECEPTION DESK
	RED ROLLABOUTS
3	ROLL TRAYS
6	SHAMPOO BOWLS
6	SHAMPOO CHAIRS
2	SINKS
1	SMALL REFRIGERATOR
29	STATION MIRRORS
	STOOLS
	STUDENT DESK-3'
2	TV - 21"
1	TV - THEATER WIDE HD
2	TRIPODS
1	VHS -
1	VHS/DVD
1	WASHER/DRYER MACHINE
	WATER FOUNTAIN
2	WHITE BOARD- 8'

Show Low - Cosmetology

2006 spring

quantity	description
1	BLACK PEDICURE SEAT
4	BLOW DRYERS
31	BLUE HYDRALIC CHAIRS
1	CASH REGISTER
11	CLOCKS
7	COMPUTERS (GATEWAY)
2	COPIERS (HPLAZERJET)(HP960)
32	CURLING IRON
1	FACIAL CHAIRS
7	FILE CABINETS
11	FLAT IRON
13	GRAY HYDRALIC CHAIRS
12	GRAY ROLLABOUTS
6	HIGH FREQUENCY
10	HOOD HAIRDRYERS
1	INFRED LAMP
136	LOCKERS
25	MANICURE TABLES
1	MICROWAVE
8	OFFICE CHAIRS
6	OFFICE DESKS
5	OFFICE PHONES
1	PAD CAM (WOLF VISION VZ8PLUS)
8	PAPER TOWEL DISPENSORY
1	RECEPTION DESK
48	RED ROLLABOUTS
1	ROLL TRAYS
7	SHAMPOO BOWLS
7	SHAMPOO CHAIRS
2	SINKS
1	SMALL REFRIGERATOR
48	STATION MIRRORS
28	STOOLS
35	STUDENT DESK-3'
1	TV - 27" PANASONIC
1	TV - THEATER WIDE HD
1	VHS - MAGNAVOX
1	WASHER/DRYER MACHINE
2	WATER FOUNTAIN
1	WHITE BOARD- 12'

