



COSMETOLOGY

Orientation Packet

2024-2025

Overview

CTE Cosmetology prepares students with the knowledge required to take the State Board of Cosmetology examination and fulfill the licensing process. Students will gain marketable skills, business career awareness, and the key characteristics necessary to be successful in the ever-changing Cosmetology industry. The content of this program is regulated by the State of Michigan Cosmetologist training requirements.

Hours and Tuition

- 1,500-hour program regulated by the State of Michigan
- Required class Monday-Friday 12:30-4:30 during the junior and senior years of high school as well as a full-time commitment during the summer between junior and senior year
- Excellent attendance is mandatory.
- Additional hours may be available during winter and spring breaks and on other days high school may not be in session
- Tuition is covered by CTE until a student's high school graduation. **Any hours or training not completed by graduation will be at the expense of the student.** Students who miss classes or do not attend full-time during breaks can expect to pay for more hours after graduation. **Each hour of absence is an hour students will need to pay for to make up after graduation.**

Students are responsible for ALL costs after high school graduation.

Equipment

Students will be required to purchase a kit of cosmetology tools to use in class and keep for their own use after completing the program.

Performance Hours

To receive a passing grade in Cosmetology, the student must successfully fulfill academic and skill expectations and meet a minimum cumulative performance hour requirement. Student progress is evaluated each marking period. Students not meeting required academic, skill or performance hour expectations will be recommended to drop the program.

Semester Requirements	Minimum cumulative hours
<i>Junior Year</i>	
Semester 1	315
Semester 2	630
Summer	870
<i>Senior Year</i>	
Semester 1	1,185
Semester 2	1,500

Trimester Requirements	Minimum cumulative hours
<i>Junior Year</i>	
Trimester 1	210
Trimester 2	420
Trimester 3	630
Summer	870
<i>Senior Year</i>	
Trimester 1	1,080
Trimester 2	1,290
Trimester 3	1,500

Uniform

Students are required to wear the following clean uniform to class daily:

- Black shirt with a collar, no patterns or print
- Black pants
- Black shoes



2024-2025 CTE Cosmetology Program Guidelines

New enrollees in the Cosmetology program should be aware of the following program guidelines:

1. A junior student is committing to two-full years of coursework plus 240 hours during the summer between the student's junior and senior year.
2. A student beginning enrollment as a senior is committing to finishing the program, after high school graduation at their own expense.
3. CTE will pay all tuition costs incurred by the student through their high school graduation.
4. **Cosmetology class meets 12:30 – 4:30 PM, Monday – Friday, during the school year. Summer hours will vary.**
5. Student academic & skill performance along with performance hours are reported at the end of each trimester/semester. If the student is failing in any of these areas, the student's progress will be reviewed to determine if the student is eligible to continue with the program.
6. Students are expected to wear a uniform of black pants, black shoes, and a solid black shirt with a collar.
7. Students will need to purchase a supply kit.
8. Cosmetology attendance policies, except for summer hours, are the same as the local high schools.
9. Students are required to contact their instructor if they will be late or absent from class.
10. CTE students must follow CTE, KVCC, and home district rules of conduct when in attendance.
11. Questions about transportation to this program need to be directed to the student's home district. All students are responsible for transportation home.

For more information contact:

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**2024-2025
COSMETOLOGY
PROGRAM GUIDELINES
ACCEPTANCE FORM**

KRESA Career and Technical Education enters into a contract with Kalamazoo Valley Community College upon the student's enrollment into Cosmetology. Students must understand the important obligation they are making. Please sign below indicating both parent/guardian and student have read the guidelines and agree to the program arrangements.

****This form must be returned to the Kalamazoo RESA Career and Technical Education office by
September 1, 2024. Please keep the rest of the packet for reference.
See contact information on front page of packet.***

My student (printed name) _____, who attends
_____ High School has visited the CTE Cosmetology Program and
received a copy of and read the Cosmetology program guidelines. We agree to the guidelines and
understand the commitment to this program.

Student signature: _____

Parent/legal guardian name (printed): _____

Parental/legal guardian signature: _____

Date: _____

Mailing address:

Street Address

City

Zip Code

Student email: _____

Student cell number: _____

Parent/legal guardian email: _____

Parent/legal guardian phone number: _____

Notice of Non-discrimination: It is the policy of Kalamazoo Regional Educational Service Agency that no discriminating practices based on race, color, national origin, sex (including sexual orientation or sexual identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information (collectively, "Protected Classes") or any other legally protected category be allowed during any program, activity, service or in employment. The following individuals at Kalamazoo RESA have been designated to handle inquiries regarding the nondiscrimination policy: Tom Zahrt, Mindy Miller, & Isaac Carter. Contact information: 269-250-9200, 1819 E. Milham Ave, Portage, MI 49002.