



# COSMETOLOGY

## Orientation Packet

### 2023-2024

#### 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 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.

#### Grading Scale

To best prepare students for the State Board licensing exam, the following grading scale is used:

A	95-100%
B	85-94%
C	75-84%
D	74%
F	0-73%

### **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.

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

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



## 2023-2024 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 call 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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Program Coordinator  
Kalamazoo Regional Educational Service Agency  
1819 E Milham Ave, Portage MI 49002-3035  
[Cindy.goss@kresa.org](mailto:Cindy.goss@kresa.org)  
269-250-9327

Kalamazoo Valley Community College  
Website: [kvcc.edu/haircare](http://kvcc.edu/haircare)  
Email: [haircare@kvcc.edu](mailto:haircare@kvcc.edu)

West Michigan College of  
Cosmetology and Beauty  
269-381-4424



**2023-2024  
COSMETOLOGY  
PROGRAM GUIDELINES  
ACCEPTANCE FORM**

KRESA Career and Technical Education enters into a contract with KVCC and West Michigan College of Barbering and Beauty 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, 2023. 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 gender/sex, sexual orientation, race, religion, height, weight, color, age, national origin, disability, genetic information or any other status covered by federal, state or local law be allowed during any program, activity, service or in employment. The following positions at Kalamazoo RESA have been designed to handle inquiries regarding the nondiscrimination policy: Assistant Superintendents, Tom Zahrt and Mindy Miller. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002.