



*To: Beginning Barbering Enrollee*

*FROM: Karen Robyn  
Program Administrator*

*RE: 2018-19 Barbering Enrollment*

Congratulations on your enrollment in Education for Employment's (EFE) Barbering program! EFE Barbering prepares students with the knowledge required to take the State Board of Barbering examination and fulfill the licensing process. Within the Barbering curriculum, students will gain marketable skills, business career awareness, and the key characteristics necessary to be successful in the ever-changing barbering industry.

Enrollment means you have made a commitment to attend an 1800 hour, State of Michigan, regulated occupational program. Students enrolling as a junior can complete most of this curriculum with **excellent attendance** throughout their junior/senior year, and full time during the summer between. Students beginning enrollment as a senior have an opportunity to achieve a good portion of these hours as well.

EFE will cover the student tuition costs, associated with enrollment, through the date of the student's high school graduation. The barbering curriculum is 300 more hours than cosmetology. There are not enough hours available for a student to complete the program. If students have excellent attendance during the school year and attend class during breaks and local school days off, he or she should plan to pay for 100 or less hours. If the student follows EFE's hour expectations, he or she will need to pay for approximately 300 hours. All hours not completed by graduation, are the student's responsibility.

During EFE enrollment, students will have access to community equipment (tools). Conversely, students will need to purchase his/her own supply kit before sitting for their licensure exam. For this reason, students **are encouraged** to talk with the beauty school about how to purchase their own kit upon acceptance into the program. Owning one's own kit will enable the student to work much more independently during and outside the school day.

To ensure students and their parent/guardian are aware of next year's expectations, **EFE is holding a mandatory orientation on May 22, 2018, 6:30 pm at West Michigan College of Barbering and Beauty, 3200 S. Westnedge, Kalamazoo MI 49008.** The orientation will consist of a brief introduction to the program followed by a tour of the beauty school.

EFE looks forward to meeting you during the upcoming orientation. If you have any questions, please contact the EFE office at 250-9300.

## *EFE Barbering Enrollment Fundamentals...*

To receive a passing grade in barbering, the student must successfully fulfill academic & skill expectations and 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</b>	<b>MINIMUM cumulative student performance hours (attendance) required each semester</b>
<b>JR Year 1<sup>st</sup> semester</b>	<b>315 performance hours</b>
<b>2<sup>nd</sup> semester</b>	<b>630</b>
<b>SUMMER between JR and SR year Attending 240 hours</b>	<b>870</b>
<b>Senior Year 1<sup>st</sup> semester</b>	<b>1185</b>
<b>2<sup>nd</sup> semester</b>	<b>1500/1800</b>

<b>Trimester</b>	<b>MINIMUM cumulative student performance hours (attendance) required each trimester</b>
<b>JR Year 1<sup>st</sup> trimester</b>	<b>210 performance hours</b>
<b>2<sup>nd</sup> trimester</b>	<b>420</b>
<b>3<sup>rd</sup> trimester</b>	<b>630</b>
<b>SUMMER between JR and SR year</b>	<b>870</b>
<b>Senior Year 1<sup>st</sup> trimester</b>	<b>1080</b>
<b>2<sup>nd</sup> trimester</b>	<b>1290</b>
<b>3<sup>rd</sup> trimester</b>	<b>1500/1800</b>

**Student is responsible for ALL costs beyond high school graduation**

*Barbering class is held 12:30 – 4:30 Monday – Friday during the school year; if you miss one day, makeup will require attending class on a day when your high school isn't in session.... Ask yourself, "How many days did I miss school this past year?" "If I have the same number of absences, while enrolled in barbering, how will I make up the missed class time?"*

***Careers in barbering are not for just anybody....***

***Be sure, you are ready to make this commitment!***

**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, Mindy Miller and Dr. Jennifer Sell. Contact information: (269) 250-9200, 1819 E. Milham Ave. Portage, MI 49002



★ **Bring this form with you to the beauty school orientation May 22, 2018.**

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

1. A junior student will be committing to two-full years of coursework including, minimally, 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, at his/her own expense, after high school graduation.
3. EFE will pay all tuition costs incurred by the student through his/her high school graduation.
4. **Barbering is from 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 the areas, the student’s progress will be reviewed by the beauty school and EFE to see whether the student is eligible to continue with the program.
6. Credits for this experience are defined by the individual school district.
7. Students will be expected to dress according to the beauty school’s rules.
8. The beauty school will provide students with information on how to purchase a supply kit. **Community equipment will be available for student use while enrolled in the program; however, these tools are limited and are not allowed to leave the beauty school.**
9. Barbering attendance policies are the same as the local high schools, except during summer hours.
10. Students are required to call if they will be late or absent from class. A note from the student’s parent/guardian and/or school must be provided upon his/her return to class.
11. EFE students must follow beauty school and home district rules of conduct.
12. Personal services are allowed. There is no charge if the service is part of an assignment. If the service is elective, the student may bring in his/her own professional product for approval and usage at no charge or pay the beauty school for any chemicals used.
13. Questions about transportation to this program need to be directed to the student’s home district. All students are responsible for transportation home.

**Education for Employment enters into a contract with the beauty school upon the student’s enrollment. It is very important students understand the obligation they are making. Please sign below indicating both parent/guardian and student have read the above guidelines and agree to the program arrangements.**

My son/daughter \_\_\_\_\_, who attends \_\_\_\_\_  
(Print Student’s Name) (High School)

**has visited West Michigan College of Barbering and Beauty, read the program guidelines and understands Education for Employment’s barbering commitment.**

Parent/Guardian (Please PRINT)		Signature of Parent/Guardian	Date	Phone #
Student’s Signature		Date		
Address		City	Zip	
Student’s Signature		Student’s Email		

*To keep your seat in the program, this form must be returned to the Kalamazoo RESA Education for Employment office by **May 31, 2018.***

**If you have questions, contact the EFE office at 250-9300.**