

**Cosmetology Workforce Certificate Program
Information/Application Packet**

FSCJ North Campus
4501 Capper Road
Jacksonville, Florida 32218
cosmetology@fscj.edu

APPLICATION AND ADMISSION PROCESS

The Cosmetology program is a limited-access program. Two classes (day and evening) are admitted in January, May and August.

Criteria for Admission

1. Complete a Career Certificate Application to Florida State College at Jacksonville at <https://apply.fscj.edu/>. There is a one-time fee of \$25.00.
2. Submit **Residency Affidavit** and supporting documents.
3. **Apply for Financial aid 6-8 weeks** prior to the term you want to begin the program [if applicable]. The website to complete the financial aid application is <http://www.fafsa.gov>.
4. Applicant must be at least 16 years of age and must have earned a high school diploma or GED.
5. Applicant **Schedule** the **TABE** [Test for Adult Basic Education] D-Level Exam – online at <http://www.fscj.edu/assessment>. The test can be taken at any campus. The following scores are required: **math --577 language – 572 and reading – 576.**
 - a. **Students who qualify for exemption from the TABE must verify exemption with the College Assessment Center. Please contact the North Campus Assessment Center at (904) 713-6014 for exemption requirements.**
6. Complete **Cosmetology Program Application** and return to the Cosmetology department (Bldg. D-FSCJ North Campus) or Cosmetology@fscj.edu.

Incomplete applications will not be processed.

1ST Course Uniform cost may vary depending on size <i>All costs subject to change without notice</i> <i>Revised 06/2014</i>	COS 0001 Phase I - 450 hours	\$1,314.00	\$1,843.85*
	Kit Fee [cost subject to change without notice]	\$529.85	
	Textbook Bundle w/Workbooks	\$514.25*	\$601.00*
	3 piece Uniform [Top, pant, jacket]	\$55.00*	
	Name Tag [need to order two weeks in advance of start date]	\$19.00*	
2nd Course	COS 0007 Phase II - 450 hours	\$1,314.00	\$1,314.00
3rd Course	COS 0008 Phase III - 300 hours	\$876.00	\$876.00
	State Board Application, HIV Course, Cosmetology Examination	\$125.00	\$125.00
If your class is not paid by the payment due date, you will be dropped from the course. Your seating is NOT guaranteed!			\$4,759.85*

The mission of the Cosmetology Career Certificate program is to provide excellent and meaningful education to all cosmetology students. The cosmetology instructors believe in a team approach that is flexible and understanding of the individual needs which enables each student to reach his/her full potential and the achievement of success. A theoretical and practical hands-on approach is given to all aspects of cosmetology including, but not limited to, hair design, chemical relaxing, permanent waving, hair coloring, skin care and nail care. This will not only prepare the cosmetology students for the state licensure examination but will also prepare them for successful entry into the workforce.

PROFESSIONAL INFORMATION

Industry Information: Cosmetologists provide beauty and hair services to enhance clients' appearances. Their duties include but are not limited to: inspection of hair, face and scalp for recommended treatment, advise and discuss hair style options, wash, condition and color hair, clean and sanitize tools and work areas. Cosmetologists may also clean and style hairpieces and wigs. All cosmetologists must be licensed. Upon completion of a state-approved training program in cosmetology, applicants must take a state-administered licensing examination.

The Cosmetology program is regulated by the Board of Cosmetology - Florida Department of Business and Professional Regulation (DBPR).

DBPR Licensing Requirements

Cosmetology applicants for licensure by examination must:

- Be at least 16 years of age or have received a high school diploma
- Have completed 1,200 hours in a cosmetology program
- Must complete a written theory and a written clinical examination within a two-year period from the first attempt of either portion of the examination. If both portions of the examination are not passed within a two-year period, the applicant will be required to pass both portions of the examination again. If the applicant fails either portion of the examination on the first attempt, the applicant can submit a reexamination application without any additional signatures from the cosmetology school. Remedial hours may be required with verification by the school.

- Submit the initial four-hour HIV/AIDS course completion certificate from the school, and a completed Graduate Certificate Form #DBPR COSMO 1
- Pay the required application fee

Program Information: The Cosmetology program is a 12-month career certificate that provides students with an organized curriculum that includes three courses: Phase I, Phase II and Phase III. The primary role of the program is to prepare the students for licensure and entry into the world of beauty.

The Cosmetology program requires: passion, commitment and sacrifice. Students attend class five days a week for one year. **ATTENDANCE IS MANDATORY**

Jobs: Graduates from the program may find employment in independent and chained salons, spas, and other industry-related facilities hotels and resorts in Florida and throughout the country. Some graduates become self-employed or independent contractors, setting their own schedules. Self-employed cosmetologists rent/lease booths in other people's salons. Work schedules usually include evenings and weekends. Other cosmetologists manage salons or open their own salons. For current salary information please, refer to the United States Department of Labor – Bureau of Labor Statistics, <http://www.bls.gov/>.

Upon completion of coursework, Florida State College at Jacksonville does not guarantee employment or salary in a given field of study. Any jobs mentioned are given as examples of potential employment.

The kit is **included** in the tuition cost. Kits are given to the students by the basic instructor. The textbook bundle is purchased from the **North Campus Bookstore**. The name tag must be **preordered** from the College Bookstore. The shoes and uniform may be purchased wherever is comfortable and affordable to the student.

Students must be prepared to pay the Board of Cosmetology Application (\$78), HIV course (\$20) and cosmetology examination (\$27) fees by the end of the program. The HIV course must be completed and results submitted with the Board of Cosmetology Application. After the Board of Cosmetology Application has been approved, the student may register for the cosmetology examination.

FINANCIAL AID

Florida State College at Jacksonville offers many types of financial assistance to students who would otherwise be unable to further their education without such support. Depending on the type of aid, eligibility is based on one or more of the following criteria: financial need of the individual (in the case of dependent students, family need is used), educational costs, academic achievement and availability of funds. Inquiries regarding financial aid should be directed to the enrollment services/financial aid office on the student's home campus. A student's home campus is his/her point of contact for academic advising, financial aid advising and disbursement of funds.

Remember, it is your responsibility to:

- apply early for financial aid assistance; do not wait for acceptance into the program before beginning this process; School code:001484
- complete a FAFSA (Free Application for Federal Student Aid) each year; (FAFSAs for the upcoming fall term are available after January 1);
- submit all required forms and documentation to Florida State College;

The entire process takes a minimum of six weeks to complete.

LABORATORY ACTIVITIES

Laboratory activities are an integral part of this program. These activities include instruction in the use of safety procedures, tools, equipment, materials, and processes related to these occupations. Equipment and supplies should be provided to enhance hands-on experiences for students.

Cosmetology students provide client services as part of the program curriculum. All services are completed by the students under the supervision of an instructor who is also a licensed cosmetologist. Appointments are scheduled.

SKILL STANDARDS

Individuals who choose the Cosmetology Arts profession should possess the following strengths and skills:

Technical Skills: technical skills such as haircutting, styling, chemicals, makeup application, manicuring/pedicure and skin are the basics for a successful cosmetologist

Creativity: a cosmetologist must envision and design a variety of hair styles and in some cases mimic particular styles – transforming a client through hair and makeup designs,

Customer Service: cosmetologists must be friendly and easy to talk to. They should have excellent listening and communication skills in order to meet and deliver the needs of their clients. Word of mouth and repeat business determines the success of the cosmetologist. Clients expect the cosmetologist to be stylish and educated.

Stamina: cosmetologists must be able to stand for long periods of time. They must also perform repetitive motions such as blow-drying, curling and/or pressing of hair.

Dexterity: cosmetologists must be able to manipulate and grasp small implements, therefore manual and finger dexterity skills are essential.

Marketing: cosmetologists need strong skills in sales and marketing to retain clients and to generate sales.

Behavior: a cosmetologist must be professional, courteous, responsive, and flexible to function in ever-changing and stressful environments and adapt appropriately to diverse client needs.

Frequently Asked Questions

What are the hours for day and evening classes? *Class hours subject to change*

Day classes (Phase I & Phase II) meet Monday through Thursday from 8:00 a.m.-4:00 p.m. during the Fall, Spring and Summer Terms – no classes on Saturday. *Phase III* meets Monday through Thursday from 8:00 a.m.-1:30 p.m. during the Fall, Spring and Summer Terms – no classes on Saturday.

Evening classes meet Monday through Thursday from 5:30 p.m.-11 p.m. and on Saturday from 8:30 a.m.-5 p.m. during the Fall, Spring and Summer terms.

How long will it take me to complete the program?

The Cosmetology program requires 1,200 contact hours and can be completed in 12 months [three terms]. Students have the *option* of attending the day or evening program.

*As a student, you are required to complete the clock hours and service requirements of the curriculum. These hours should be acquired continuously until completed. The standard completion hours for **Cosmetology** are **1,200 hours**.

How often is the program offered?

The Cosmetology program is offered Fall Term [August through December], Spring Term [January through May] and Summer Term [May through August].

What happens if I start and do not complete the program in one year? The TABE scores and grades earned are retained for two years from the date that you begin the program. If you do not complete the program by the end of the two-year term, you must start over, completing the TABE tests and a program application.

How will I know the status of my financial aid application?

Check the status of your financial aid application at my.fscj.edu by logging in with your College-issued username and password.

How can ESOL students be successful in this program?

To be successful in the Personal Care Programs, an ESOL student might require one or all of the items listed below:

1. Note taker
2. Tutor
3. Interpreter
4. Technology-enhanced device
5. Audio Vocabulary CD
6. Documented request for additional time: [i.e. testing, hands-on activities]

FLORIDA STATE COLLEGE AT JACKSONVILLE GENERAL

INFORMATION

Equal Access/Equal Opportunity

Florida State College at Jacksonville, hereby reaffirms the principle of equal opportunity for all persons regardless of race, disability, color, ethnicity, national origin, religion, gender, age, marital status or genetic information. Equal opportunity principle applies with regard to employment, delivery of educational programs and services, and all other appropriate areas in which the College is involved.

The College is committed to ensuring that all persons are not subject to discrimination. The complaint of any student, employee or applicant who believes they have experienced discrimination or harassment, including workplace or classroom harassment, discrimination in hiring or admission practices, ADA complaints and other acts of discrimination or harassment can file a complaint through the College's Equity Office.

Ms. Lisa Moore currently serves as the College's Equity Officer and Title IX Coordinator, who ensures compliance with federal, state and local laws prohibiting discrimination and sexual harassment.

Anyone who believes they have been subject to discrimination or harassment can complete and submit the [equity intake form](#) or contact:

[Lisa Moore](#)

Executive Director, Employee Relations and College Equity Officer
501 W. State Street, 4th Floor
Jacksonville, Florida 32202

equityofficer@fscj.edu (confidential)

(904) 632-3221 (confidential)

(904) 632-3326

In compliance with Florida State Statute 119.071(5), students should be aware that Florida State College at Jacksonville collects and uses social security numbers (SSNs) if specifically required by law to do so or if necessary for the performance of the College's duties and responsibilities. The College takes appropriate measures to secure SSNs from unauthorized access and does not release SSNs to other parties except as required to fulfill the College's duties and responsibilities. [View](#) full list of SSN collection purposes.

Florida State College at Jacksonville is accredited by the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida State College at Jacksonville. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

FSCJ Cosmetology Program Application

Term: Fall Spring Summer **Year:** _____

HOW DID YOU HEAR ABOUT OUR PROGRAM? _____

Have you completed an FSCJ Workforce Certificate Application?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Dual Enrollment student?		<input type="checkbox"/> Yes <input type="checkbox"/> No
TABE Scores	Reading _____ Math _____ Language _____	
Have you applied for Financial Aid?		<input type="checkbox"/> Yes <input type="checkbox"/> No Date applied for financial aid _____

Full Legal Name:	_____	_____	_____
	Last	First	Middle

Social Security Number: (Last Four Digits ONLY) _____	Date of Birth: ____/____/____	Email: _____
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Permanent Mailing Address:	Street _____
	City _____ ST ____ Zip _____
Phone Number	Home: _____ Cell _____

Emergency Contact	Name: _____ Phone: _____
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Kit Item	Are you: <input type="checkbox"/> left-handed <input type="checkbox"/> right-handed
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Check one: attending day or attending evening

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***If your class is not paid by the payment due date, you will be dropped from the course. Your seating is NOT guaranteed!**

***Completion of this application does not guarantee acceptance into this program.**

\$4,759.85*

Student signature: _____ Date: _____