

ESTHETICS STUDENT HANDBOOK



152 Laurel Hill Road
Northport, NY 11768
631/261-3600 x204
wsboces.org/fulltime



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Western Suffolk BOCES Mission Statement

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

Welcome

Welcome to the Esthetics

and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call 631/261-3600 x204 for a pre-admission interview.

Educational Objectives/Outcomes

The Esthetics Program provides an educational environment structured to develop a competent beauty professional who will:

Recognize the basic principles of Esthetics and those disciplines upon which the fields are based.

Function in entry-level Esthetics positions in private practice, salons, spas and other related institutions.

Recognize the need for continuing education as an important mechanism to adapt to the changes and challenges within the Esthetics industry.

Respect the privacy of the client in his/her relationships with the Esthetics practitioner and other members of the salon/ spa team.

Demonstrate a thorough understanding of the Esthetician's role in relation to the function of other allied beauty industry

ESTHETICS COURSES

Esthetics

600 Instructional Hours

Esthetics, the field of skin care and make-up, is a specialty requiring a NYS license. This 600-hour course will cover anatomy and physiology, bacteriology, sterilization, structure and function of the skin, facial procedures, use of various machines, waxing, basic make-up techniques, and business practices. Students will prepare for the New York State Department of State examinations.

Course Goals/Objectives:

Upon successful completion of this program, the student will have acquired the competencies necessary to perform the duties of an Esthetician, take and pass the New York State written and practical examinations for licensing and demonstrate competent professional entry-level skills.

Instructional Methods Used:

Discussion, question and answer, demonstration, cooperative learning, problem solving, lecture, individualized instruction, student presentation. Appropriate training aids and audiovisual materials are used to supplement the instructional process.

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Grading Procedures

Evaluation of the student's progress will be made through the use of quizzes, unit tests, practical examinations, class projects, assignment sheets and charts. The final grade will be based on $\frac{1}{3}$ written evaluation and $\frac{2}{3}$ practical evaluation

Satisfactory Academic Performance Policy, Esthetics Training Program

Students will have a formal evaluation of their academic progress at 300 scheduled hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who come under "Warning" status may come out from

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Students in the Esthetics Training Program must maintain a minimum grade of 75%

Esthetics

For the job title Skin Care Specialists (SOC code 39-5094), the Department of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations.

Program Cost (subject to change)

Tuition	Uniform & Supplies	Fees	TOTAL
\$10,080	\$450	\$80	\$10,610
includes books and \$100 non-refundable fee			

Gainful Employment Information

To help prospective students make informed choices, details about tuition, graduation rates and more are available as required by the Higher Education Opportunity Act of 2008 at www.wsbores.org/esthetics-gainemploy.

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develop an interdependent learning relationship. This interdependent learning relationship will facilitate your ability to acquire the knowledge and professionalism necessary to become an integral part of the team.

Esthetics Technical Advisory Committee

The Esthetics program at Western Suffolk BOCES is supported by a Technical Advisory Committee which meets on a bi-annual basis. The committee is comprised of faculty members and representatives from the professional community. The purpose of the committee is to allow program and institutional personnel the opportunity to collaborate on shared experiences, goals, and outcomes. It assists in formulating and periodically reviewing learning domains, program needs, resources, and expectations that help foster responsiveness

issue with the evening Supervisor; day students can meet with a counselor in an attempt to resolve the problem; students in the health programs can speak to the appropriate administrator.

LEVEL II: If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. Request a Student Grievance Form from the Adult Education or Health Careers Offices. Complete the Grievance Form and return to the the appropriate administrator. An official grievance should state:

- a. Name of aggrieved party
- b. Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance.
- c. Statement of redress sought by aggrieved party.
- d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Executive Director of Career and Technical Education.

LEVEL III: The Executive Director of Career and Technical Education shall within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the appropriate administrator, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance.

If the student is not satisfied with the disposition of the Grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Senior Executive Director.

LEVEL IV: The Senior Executive Director or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Senior Executive Director has four days from the date of the meeting to render a decision.

LEVEL V: If the student deems the grievance is not resolved at the Senior Executive Director level, the written grievance and all decisions shall be forwarded to the Chief

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3. All payments are due on the 15th of the month. A \$25.00 late fee will be charged to payments not received by the 1st of the following month. Missing two consecutive payments is grounds for withdrawal from the program.
4. If you are having difficulty making payments, please contact the Bursar's Office.
5. Changes made to addresses, phone numbers and other demographic information must be reported to the Bursar's offices.

Health Requirements

The student is required to provide the State with proof of a complete physical examination before sitting for the New York State Licensing Examinations.

Special Note Regarding Illness/Absences

Any rash, fever, open or sutured wounds, or undiagnosed illness will preclude attendance in the clinic area. A physician's statement will be required in order to return to the clinic area after an extended illness, a communicable condition or any injury. The physician's statement must include that you can return to "full clinic duties."

Instructors

Vanessa Horn

Ms. Horn's experience in her own esthetics business and as an image consultant for many show business clients helped her realize her passion for and commitment to esthetics education. As a highly respected and successful esthetics instructor at Western Suffolk BOCES since 2001, she has seen 99 percent of her students pass the New York State licensing exam. Her strong belief in continuing education has been documented with certifications in microdermabrasion, chemical peels, laser therapy, accupressure and microneedling and she shares her enthusiasm for the profession by teaching some of these advanced classes to others. Ms. Horn continues to practice her profession outside the classroom and stays current in the ever-changing skin care industry by learning about cutting edge technology and the latest ingredients and modalities.

Adult students have the right to inspect and review the student's education records

Veteran Affairs. Contact your local Veterans' representative or call 631/261-3600, x314 for more information

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3. After fifty percent (50%) of the period of financial obligation is completed, the institution retains the full tuition.

**PERCENTAGE TIME TO
TOTAL**

AMOUNT OF TOTAL TUITIO

