

# Cosmetology Check List 18/19

- ✓ 1. Application to Vernon College.
- ✓ 2. Residency Documentation (see application).
- ✓ 4. Submit transcripts. (High school and/or college) to admissions.
- ✓ 5. File an application for financial aid (if needed).
- ✓ 6. Fill out application to the New Beginnings Program if applicable.
- ✓ 7. Provide proof of Bacterial Meningitis Vaccination. (Under 22 years old).
- ✓ 8. Application to Cosmetology Department (complete, submit to Cosmetology).
- ✓ 9. Attend “New Student Group Advising” (all new students **must** attend).
- ✓ 10. Schedule an appointment for an interview with the Director of Cosmetology or the Instructor.
- ✓ 11. **Acceptance letters will be mailed.** Register and Pay tuition and fees by the deadline. (Posted in Registration & Advising Calendar.)

## **Vernon Campus/Century City Center**

### **Spring 16 wk. SEMESTER 2019**

**Registration for Spring 16 wk. Semester Opens  
November 28, 2018 – January 8, 2019**

### **Final Spring 16 wk. Registration**

**January 15<sup>th</sup> VC**

**January 16-17<sup>th</sup> CCC Wichita Falls**

**Hours for new students will be**

**M-Thurs. 8:00-4:30    Fri. 8:00-1:00**

**Fourth Fri. ea. mo. 8-4:30**

**Orientation VC Tuesday January 15<sup>th</sup>- 1:00 PM**

**CCC Wed. January 16<sup>th</sup>- 1:00 PM**

### **CLASSES BEGIN**

**8:00 AM Monday, January 22, 2019**

# Cosmetology Department

## Operator General Information

The first course, CSME1405, Fundamentals of Cosmetology, must be successfully completed to continue in the program. Vernon College is a credit-hour program; therefore, hours submitted to the Texas Department of Rules and Regulation are contingent upon completing a course with a grade of 70 or above. Students transferring hours must consult with Director prior to enrollment!

### **LENGTH OF PROGRAM**

3 semesters, approximately 1 year

### **CLASS SCHEDULE: (Summer semester will not meet on Friday)**

Consult with instructor for days and times

### **UNIFORM: (no exceptions)**

Black uniform pants (from the bookstore)

Black uniform t-shirt (from the bookstore)

Uniform lab coat (from the bookstore)

Solid black shoes **enclosed toe**

(Uniforms will be ordered on the day of orientation and must be paid for on that day.)

**GOOD GROOMING!!!!** Hair styled and makeup applied before class begins

### **NEW STUDENT SCHEDULE:**

New students will begin learning skills and techniques in the area of hair, nails and skin care, working on mannequins. All students are required to pass the CSME 1405 competency exam before being assigned clients.

### **GRADE REQUIREMENTS:**

70 to pass

80 to maintain financial aid for the following semester

### **ACTIVITIES:**

The college provides all cosmetic supplies:

Various hands-on projects

Hair shaping

Hair color & highlighting projects

Guest speakers and demonstrators

Up to date video library

### **ANTICIPATED EARNINGS:**

This can only be determined by each individual's motivation. Society is increasingly aware of the importance of appearance for success. As in all professions, the more you know the more you can earn.

Gainful employment statistics can be found on the Vernon College Cosmetology web page.

### **VERNON COLLEGE GOAL:**

Assure each student meets the qualifications to take the Texas State Cosmetology written and practical test.

The knowledge and ability to pass each test and receive their cosmetology license. Upon graduation students will have a foundation in cutting, coloring and styling hair. The students will understand time management, the salon industry and be able to conduct a client consultation.

# COSMETOLOGY COST SHEET

## Spring 2019

VC reserves the right to change, without notice, tuition, other charges,  
and related requirements as necessitated by VC or Legislative action.

<b>TUITION – VERNON CAMPUS</b>		<b>Wilbarger County Texas Residents</b>	
SEMESTER	SEM.HRS	COSTS	COSTS
Fall 2018    1401, 1451, 1553 + Lab Fees	13	1438.00	
Spring 2019   2310, 1547, 1543 + Lab Fees	13	1438.00	
Summer 2019   2343, 2501        + Lab Fees	8	892.00	
Fundamentals for Beginning Students 1405+ Lab Fees	4	446.00	
State Board Prep I   2250 + Lab Fees	2	210.00	
State Board Prep II   2251 + Lab Fees	2	246.00	
Liability Insurance (Charged once a year)		20.00	
<b>TUITION TOTAL</b>	<b>42</b>		<b>4690.00</b>
<b><u>SUPPLIES/UNIFORM NEEDED FIRST DAY OF CLASS</u></b>			
Cosmetology Student Permit : Texas Department of Licensing & Regulation (first week) 1 <sup>st</sup> sem.		25.00	
2 Mannequins CSME 1405 1 <sup>st</sup> Sem. includes tax	Bookstore	71.00 ea.	
Uniform Shirt Short Sleeved 1 <sup>st</sup> sem. Includes tax	Bookstore	13.00 ea.	
Uniform Smock 1 <sup>st</sup> sem. Includes tax	Bookstore	30.50 ea.	
Uniform Pants 1 <sup>st</sup> sem. Includes tax	Bookstore	30.50 ea.	
Standard Text of Cosmetology (Text Book, two workbooks & C.D.) 1st sem.	Bookstore	323.50	
Supplies, products, towels for state practical exam	sub.to change	50.00	
Student Kit Right Handed includes tax (to be purchased the second semester)	Bookstore	<b>696.00</b>	
Student Kit Left Handed includes tax (to be purchased the second semester)	Bookstore	<b>727.50</b>	
PSI Written & Practical 52.00 & 74.00 (Pay last Sem.) (Texas) (Subject to change)	Last Sem.	126.00	
TDLR License Last Sem. Subject to change	After Grad	50.00	
<b>TOTAL ALL SUPPLIES/UNIFORM and BOOKS    <u>Right</u></b>			<b>***** 6105.50</b>
<b>TOTAL ALL SUPPLIES/UNIFORM and BOOKS    <u>Left</u></b>			<b>***** 6137.00</b>
Out-Of-State Tuition, see Catalog **OKLAHOMA PAYS NON-DISTRICT COSTS**	.		<b>Revised 07/2018</b>

## COSMETOLOGY COST SHEET

**Spring 2019**

VC reserves the right to change, without notice, tuition, other charges,  
and related requirements as necessitated by VC or Legislative action.

<b>TUITION – CCC Campus</b>		<b>Non-Wilbarger County Texas Residents</b>	
SEMESTER	SEM.HRS	COSTS	COSTS
Fall 2018 1401, 1451, 1553 + Lab Fees	13	2933.00	
Spring 2019 2310, 1547, 1543 + Lab Fees	13	2933.00	
Summer 2019 2343, 2501 + Lab Fees	8	1812.00	
Fundamentals for Beginning Students 1405+ Lab Fees	4	906.00	
State Board Prep I 2250 + Lab Fees	2	440.00	
State Board Prep II 2251 + Lab Fees	2	466.00	
Liability Insurance (Charged once a year)		20.00	
<b>TUITION TOTAL</b>	<b>42</b>		<b>9510.00</b>
<b><u>SUPPLIES/UNIFORM NEEDED FOR THE FIRST DAY OF CLASS</u></b>			
Cosmetology Student Permit : Texas Department of Licensing & Regulation (first week) 1 <sup>st</sup> sem.		\$25.00	
Uniform Shirt Short Sleeved 1 <sup>st</sup> sem.		13.00 ea.	
Uniform Pants 1st sem. With Tax		30.50 ea.	
Uniform Smock 1 <sup>st</sup> sem. With Tax		30.50 ea.	
Standard Text of Cosmetology (Text Book, two workbooks & C.D.) 1 <sup>nd</sup> sem. With Tax		323.50	
Student Kit Left Handed With Tax (to be purchased the second semester)		<b>727.50</b>	
Student Kit Right Handed With Tax (to be purchased the second semester)		<b>696.00</b>	
Supplies/cosmetics/towels state board practical exam 2 <sup>nd</sup> sem.	Sub.to change	\$50.00	
2 Mannequins CSME 1405 1 <sup>nd</sup> Semester With Tax	Bookstore	71.00 ea	
PSI Written & Practical \$74.00 – \$52.00 (Pay last semester) (Texas) (Subject to Change)	Last Sem.	\$126.00	
TDLR License \$50.00 Last Semester	After Grad	\$50.00	
<b>TOTAL ALL SUPPLIES/UNIFORM/BOOKS</b>		<b>Approximate left</b>	<b>Total \$10,957.00</b>
<b>TOTAL ALL SUPPLIES/UNIFORM/ BOOKS</b>		<b>Approximate right</b>	<b>Total \$10,925.00</b>
Out-of-State Tuition see catalog Oklahoma pays non-district cost			<b>Revised 7/2018</b>



**COSMETOLOGY  
APPLICATION**

CCC School #702285

Vernon School #702019

Applicant Information				
Last Name		First	MI.	
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Social Security No.				
Program Applied for				
Have you ever had a professional license or certification revoked?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, what license and year revoked.
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Are you 18 years of age or older?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Education				
High School			Address	
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
GED: Year:		Name:		
Previous Cosmetology Hours?		School:		
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

## References

*Please list two professional references.*

Full Name	Relationship	
Company	Phone	(     )
Address		

Full Name	Relationship	
Company	Phone	(     )
Address		
<b>*Vernon College reserves the right to contact former employees and references.</b>		

## LIST TWO PERSONS TO BE NOTIFIED IN AN EMERGENCY

(Name)	(Relationship) Number)	(Telephone
1.		
2.		

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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# **COSMETOLOGY OPERATOR CURRICULUM**

## **FALL START**

### **Fall 16 Week**

**CSME1405** Fundamentals of Cosmetology  
**CSME1401** Orientation to Cosmetology  
**CSME1451** Artistry of Hair  
**CSME1553** Chemical Reformation

### **Spring 16 Week**

**CSME 1547** Principles of Skin Care  
**CSME2310** Advanced Haircutting  
**CSME1543** Manicuring and related Theory  
**CSME2250** Preparation for state board written exam

### **Summer 10 Week**

**CSME2501** Principles of Hair Color & Theory  
**CSME2343** Salon Development  
**CSME2251** Preparation for state board practical exam

All courses must be completed with a final grade of 70 to receive credit for the course.

# **COSMETOLOGY OPERATOR CURRICULUM**

## **SPRING START**

### **SPRING 16 WEEKS**

**CSME 1547** Principles of Skin Care

**CSME2310** Advanced Haircutting

**CSME1543** Manicuring and related Theory

**CSME1405** Fundamentals of Cosmetology

### **Summer 10 Week**

**CSME2501** Principles of Hair Color & Theory

**CSME2343** Salon Development

**CSME2250** Preparation for state board practical exam

### **Fall 16 Week**

**CSME1401** Orientation to Cosmetology

**CSME1451** Artistry of Hair

**CSME1553** Chemical Reformation

**CSME2251** Preparation for state board practical exam

All courses must be completed with a final grade of 70 to receive credit for the course.



# **COSMETOLOGY OPERATOR CURRICULUM**

## **Summer start**

### **Summer 10 Week**

**CSME2501 Principles of Hair Color & Theory**

**CSME2343 Salon Development**

**CSME1405 Fundamentals of Cosmetology**

### **Fall 16 Week**

**CSME1401 Orientation to Cosmetology**

**CSME1451 Artistry of Hair**

**CSME1553 Chemical Reformation**

**CSME2250 Preparation for state board written exam**

### **SPRING 16 WEEKS**

**CSME 1547 Principles of Skin Care**

**CSME2310 Advanced Haircutting**

**CSME1543 Manicuring and related Theory**

**CSME2251 Preparation for state board practical exam**

All courses must be completed with a final grade of 70 to receive credit for the course.

**Criminal History Frequently Ask Questions.**  
**Texas Department of Licensing and Regulation**  
**Fall**

**1. How do I request an evaluation letter?**

You must submit your request using the Department-prescribed form, [which can be found above on this page](#). You must pay the required fee of \$25.00 and provide all required information listed on the form before the evaluation process will begin.

**2. Is there a fee? How much is it?**

Yes, there is a fee required by law. The fee is \$25.00.

**3. Do I have to be enrolled in a school or have some type of education before I may ask for the evaluation letter?**

No, you do not have to be in school or receiving any education to request the evaluation letter. Anyone considering applying for a license issued by the Department may request the Department review their background information and make an evaluation.

**4. What information will you need from me?**

The Department will need information for every crime which resulted in a conviction or deferred adjudication along with any other information that relates to your criminal background. Please fill out a separate [criminal history questionnaire](#) for each incident and submit it along with the evaluation letter request form.

**5. What if I can't remember all my crimes?**

If you cannot remember all your information, please report to the Department all information you do remember. However, if the Department issues an evaluation letter saying it would recommend granting you a license, and then later finds that you have more criminal history, the Department's conclusion may change based on getting full information.

**6. What if I can't remember all the information you need, such as when the crime happened, what court I was in, etc.?**

Again, try to give as much information as you can recall. If you can remember the county, you can call the county clerk or district clerk for that county and can obtain the information from the county. County information can be found

at: <http://www.county.org/about-texas-counties/county-websites/Pages/default.aspx>. The [Department of Public Safety](#) can also provide your information to you.

### **7. What crimes and information do I have to report to the Department?**

You must report anything for which you were convicted or received a deferred adjudication. If you received probation without a conviction, or you did not actually go to jail or prison, you still have to report that crime to the Department. All convictions and deferred adjudications are reported on the [criminal history questionnaires](#) that you will submit with the evaluation letter request.

### **8. I received a deferred adjudication for my crime and was technically not convicted. Do I need to report that to the Department?**

Yes. Although a deferred adjudication is not a conviction, Chapters 51 and 53 of the Occupations Code give the Department the authority to consider deferred adjudications when determining whether an applicant is suitable to hold a license. All deferred adjudications must be reported to the Department.

### **9. How many years do I have to go back? Do I have to report convictions that are more than ten years old?**

Yes. You must report **all** convictions and deferred adjudications to the Department, no matter how long ago they occurred. The more serious the crime, the greater the likelihood that it will be considered in the background evaluation, no matter when it happened. Also, it is necessary for the Department to see the entire criminal history to establish whether there has been a pattern of criminal behavior that would justify denying a license.

### **10. What crimes will prevent me from getting my license?**

There is no specific crime which will result in the automatic denial of a license. However, certain crimes are more likely to result in the Department recommending the denial of a license. There are two general categories of crimes that the Department must seriously evaluate and consider before a decision can be made.

1. Crimes which relate to the occupation and have a victim of some type. For example, someone was hurt in some manner or had something stolen from them. This is in keeping with one of the Department's main goals when issuing licenses: protecting the citizens of Texas.

2. The Department must seriously evaluate any crime which is a felony or state jail felony and could result, or has resulted, in you being incarcerated. This is because Chapter 53 of the Texas Occupations Code states that no one who is incarcerated in a felony penal institution may hold a license.

Although the majority of crimes which would result in a denial fall into these two main categories, the Department can deny for **any** conviction, deferred adjudication or other information that indicates a lack of honesty, trustworthiness, or integrity to hold a license.

### **11. What does “crimes which relate to the occupation” or “guideline-type crime” mean?**

The Department has compiled a list of all its license types and the crimes that are considered to relate directly to the duties and responsibilities of each licensed occupation. This list is called the [Criminal Conviction Guidelines](#).

The crimes listed are also known as guideline-type crimes. For example, convictions for crimes such as theft and fraud have relevance for license types that have access to money, such as auctioneers, talent agencies, and boxing promoters. When an applicant has been convicted of a crime which relates to the occupation, the Department must investigate further to try to determine if there is a possibility of the applicant repeating the same behavior while holding a state license. If it is determined that there may be a chance of repeat behavior, the Department will recommend denial of the license application. See the [Criminal Conviction Guidelines](#) for the list of license types and related crimes.

### **12. When will I get a response?**

The Department is required to issue the evaluation letter within 90 days after receiving a completed request form. A request form is not considered complete until all required information and fees have been submitted. This includes a separate [criminal history questionnaire](#) for each crime.

### **13. You said yes, the Department would recommend granting me a license. Does that mean I will get a license?**

Not necessarily. Any recommendation stated in an evaluation letter is not binding on the Department, should you proceed with applying for a license. The letter is intended only to provide guidance and information, to assist an individual in making an informed decision about whether to pursue a particular license. The Department’s view of your criminal background may be

different at the time of an actual license application, due to a change in circumstances, discovery of additional information not previously known to the Department, or a change in the Department's policies relating to applicants' criminal backgrounds.

**14. You said no, the Department would not recommend granting me a license. Does that mean I won't get a license?**

Not necessarily. Any recommendation stated in an evaluation letter is not binding on the Department, should you proceed with applying for a license. The letter is intended only to provide guidance and information, to assist an individual in making an informed decision about whether to pursue a particular license. The Department's view of your criminal background may be different at the time of an actual license application, due to a change in the requestor's circumstances, discovery of additional information not previously known to the Department, or a change in the Department's policies relating to applicants' criminal backgrounds.

**15. You said no, the Department would not recommend granting me a license. Can I apply anyway?**

Yes, you may apply for a license at any time.

**16. Do I have to report a DWI? Isn't that a traffic violation?**

Although you do not have to report minor traffic violations, a DWI (driving while intoxicated) is not a minor traffic violation. A first-time DWI is a class B misdemeanor which could result in up to 180 days in jail and a \$2,000 fine. It is a crime and must be reported.