

# **Cosmetology Program Handbook**

**(Effective Fall 2023)**



**Olney Central College**  
**School of Cosmetology**  
**320 East North Ave.**  
**Noble, IL. 62868**  
**618-395-1169**

# **INTRODUCTION**

**Welcome to the Illinois Eastern Community Colleges - Olney Central College Cosmetology Program! We're happy you have selected this exciting career path and OCC as your school of choice. It's our desire to make your journey enjoyable and successful. One key to success, while not nearly as glamorous as other aspects of this program, is the importance of reading the college catalog, OCC student handbook, course syllabi, and this handbook, as you will be expected to adhere to the policies and guidelines found in these documents. IECC reserves the right to change, without notice, any of the material, information, requirements, or regulations published in these various resources.**

## **IECC Mission Statement**

The mission of Illinois Eastern Community Colleges District 529 is to deliver exceptional education and services to improve the lives of our students and to strengthen our communities.

## **IECC Vision Statement**

Illinois Eastern Community Colleges is an institution that engages, challenges, and supports faculty and students as they pursue excellence in teaching and learning. We place the needs of our students at the center of our decision-making and will continue to be an organization committed to excellence, innovation, and continuous improvement.

# PROGRAM OF LEARNING

## Overview

The Olney Central College Cosmetology Program is a three-semester program leading to a certificate. New students are admitted to the program in the fall and spring semesters. Prior to awarding the cosmetology certificate, all financial obligations to the college must be paid in full. **In addition, all courses required for the Cosmetology Certificate must be completed with a grade of 75% D or better.**

To successfully complete COS 1200 Cosmetology I, COS 1210 Cosmetology IIA, and COS 1220 Cosmetology IIB the student must meet the semester hour requirement for each course. If the semester hour requirement is not met, the student may withdraw in the manner described in the [Withdrawal Policy](#) and by the date specified on the [semester dates and deadline webpage](#) or a grade of “F” will be awarded. Students receiving an “F” in any course will lose credit for all clock hours associated with that course.

After completion of all certificate requirements, students will be certified to take the State of Illinois licensing examination. The Program Director of Cosmetology will furnish the student with a transcript of laboratory and theory hours. If an academic transcript is needed, indicating graduation with a Cosmetology Certificate, contact the Student Services Office at Olney Central College.

General education classes are required for the certificate, along with the cosmetology courses. The Cosmetology I, IIA & IIB courses meet from 9:00 am to 4:30 pm Monday through Friday, depending on the schedule for required general education courses. This schedule is tentative.

Our mission is to ensure the professional success of our graduates in the field of Cosmetology. Our program provides an environment which enhances the student’s own creativity and imagination. However, student dedication, attendance, and participation in the courses are required for graduation, and are also critical to your success.

## State Licensing Information

The State of Illinois requires individuals who provide cosmetology services to be licensed. As part of the licensure process, the individual must successfully complete a cosmetology program approved by the State of Illinois and pass an examination required by the State. Olney Central College School of Cosmetology is a State approved program. **Students must complete their 1500 hours and be awarded an Olney Central College Cosmetology Certificate in order to be certified for state licensing.**

Personal history may affect eligibility for licensure as a cosmetologist. A response of yes to any of the questions below will require that additional information be submitted with a State licensure application and may result in delay or denial of a license. In addition, applicants who are more than 30 days delinquent in complying with a child support order or have defaulted on an educational loan may experience delays.

The application for licensure in the State of Illinois asks the following questions:

1. Have you been convicted of any criminal offense in any state or in federal court (other than minor traffic violations)? *If yes, attach a certified copy of the court records regarding your conviction, the nature of the offense and date of discharge, if applicable, as well as a statement from the probation or parole office.*
2. Have you been convicted of a felony?
3. If yes, have you been issued a Certificate of Relief from Disabilities by the Prisoner Review Board? *If yes, attach a copy of the certificate.*
4. Have you had or do you now have any disease or condition that interferes with your ability to perform the essential functions of your profession, including any disease or condition generally regarded as chronic by the medical community, i.e., (1) mental or emotional disease or condition; (2) alcohol or other substance abuse; (3) physical disease or condition, that presently interferes with your ability to practice your profession? *If yes, attach a detailed statement, including an explanation whether you are currently under treatment.*
5. Have you been denied a professional license or permit, or privilege of taking an examination, or had a professional license or permit disciplined in any way by any licensing authority in Illinois or elsewhere? *If yes, attach a detailed explanation.*
6. Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? *If yes, attach a detailed explanation.*

### **Professional Licensure Disclosure**

This program prepares students to seek a licensure in the state of Illinois and may not meet minimum requirements for other states. See the Professional Licensure Disclosure at [www.iecc.edu/licensuredisclosure](http://www.iecc.edu/licensuredisclosure) for more information.

### **Program Outcomes**

COSMEC260-01: **Hair Cutting and Styling Techniques** Students will be able to perform Hair Cutting and Styling Techniques.

COSMEC260-02: **Chemical Services** Students will be able to perform Chemical Services.

COSMEC260-03: **Beautification Techniques** Students will be able to perform various Beautification Techniques.

COSMEC260-04: **Salon-Business & Employment Skills** Students will demonstrate various Salon-Business and Employment Skills.

COSMEC260-05: **Regulatory Compliance** Students will be able to comply with all Illinois State Regulations pertaining to cosmetology licensure.

## Course Sequence

The sequence of courses required to complete the Olney Central College Cosmetology Certificate is listed below. If general education courses are taken out of sequence, graduation may be delayed.

### Fall Start

First Semester	Second Semester	Third Semester
COS 1200 Cosmetology I (12 credit hours) BUS 1201 Financial Planning/ Management (2 credit hours) MTH 1201 Technical Mathematics (2 credit hours)	COS 1210 Cosmetology IIA (12 credit hours) ENG 1111 Composition I or ENG 1201 Communications (3 credit hours)	COS 1220 Cosmetology IIB (8 credit hours) PEG 1137 First Aid and Safety (3 credit hours)

### Spring Start

First Semester	Second Semester	Third Semester
COS 1200 Cosmetology I (12 credit hours) ENG 1111 Composition I or ENG 1201 Communications (3 credit hours) MTH 1201 Technical Mathematics (2 credit hours)	COS 1210 Cosmetology IIA (8 Credit Hours) PEG 1137 First Aid and Safety (3 credit hours)	COS 1210 Cosmetology IIA (4 credit hours) COS 1220 Cosmetology IIB (8 Credit Hours) BUS 1201 Financial Planning/ Management (2 Credit hours)

# PROGRAM GUIDELINES/REGULATIONS: ACADEMICS

## Academics

### Grading Procedures

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical performance is evaluated as assigned and counted toward program completion only when rated at 75% or better. If the performance does not meet the 75% requirement, the performance must be repeated. Students are given a practical at the end of each semester, in which their skills are evaluated and measured using detailed criteria during the program and rated on a 100% scale. Students must maintain a grade average of 75% or higher and pass both the written and practical final exams each semester. All exams, quizzes, homework, and projects are based off the grading scale set by the Illinois Department of Professional Regulations. Numerical grades are assigned according to the following scale:

100 – 94	A
93 – 88	B
87 – 80	C
79 – 70	D
69 – 0	F

### Academic Dishonesty

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating at of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Cheating and plagiarism are unacceptable in any environment. Plagiarism is defined as writing that has been copied from someone else and is then presented as your own work. The offense will result in a ZERO on the assignment in question or the student will receive an “F” for the cosmetology course. The Program Director of Cosmetology has the authority to remove students from the cosmetology class for non-compliance of “Expected Professional Behaviors” and/ or “Academic Dishonesty”. Students will still be responsible for completing other classes that they are enrolled in for the cosmetology program. Academic dishonesty is a violation of the Student Code of Conduct. To appeal an accusation, refer to the process described in the [Student Code of Conduct](#).

### Cell Phone Usage

There is a zero-tolerance policy for texting or any other cell phone usage in the classroom during class time. Cell phones may be left on vibrate for emergency notification purposes. You are allowed to use your electronic device in the classroom only when class is not in session or when you have been instructed to do so. If any electronic device becomes a problem or prevents a student from completing their work, the device will be taken away by the instructor and placed in the office. It will remain in the office until the end of the day or after the student has clocked out.

### Incomplete Grades

Grades of Incomplete (I) will not be awarded for COS 1200 Cosmetology I or 1210 Cosmetology IIA. A grade of Incomplete (I) will only be assigned for COS 1220 Cosmetology

IIB if the student has less than 100 hours to complete. If more than 100 hours are required for completion of this course, the student may choose to withdraw by the date specified on the academic calendar or receive a grade of “F” for the course.

### **Graduation**

Students must successfully complete four (4) required general education courses, along with all cosmetology courses, to earn a Cosmetology Certificate from Olney Central College. Failure to complete these courses will result in the delay of receiving your cosmetology transcript.

Additional graduation requirements are available [here](#).

### **Transcripts**

Students must obtain an official transcript from Olney Central College School of Cosmetology prior to taking a state board exam. You can acquire your transcript from the Program Director of Cosmetology, however, a student’s transcript of laboratory, theory hours and grades, as certified by the Program Director of Cosmetology, will not be released until all academic requirements have been successfully completed and all financial obligations to the college have been met. Once the transcript can be released, you will be notified by the Program Director of Cosmetology to arrange a time to meet to pick up your transcript.

### **Withdrawing from the Program**

If a student determines it is necessary to discontinue enrollment in this program, it is essential to officially withdraw from classes in the student service office at Olney Central College. Failure to officially withdraw with staff in the Student Services Office will result in a grade of “F” being assigned for any course. If the student reenrolls later, all hours required for the course must be completed. All personal items and equipment must be removed from the cosmetology school within 5 working days, or they will be discarded.

### **Readmission to the Program**

Students who leave the program and wish to be readmitted to a later term may be admitted on a space available basis. Previous enrollment does not guarantee readmission.

### **Transfer Information**

Credit earned at post-secondary institutions outside IECC, prior to (or even after leaving), will be considered for academic credit via an evaluative process. A student requesting transfer to the Olney Central College School of Cosmetology is responsible for obtaining a transcript of hours and grades from the previous institution. After an evaluation of a transcript, the student will be notified of eligible transfer credit. Learn more at [www.iecc.edu/transferecredit](http://www.iecc.edu/transferecredit).

### **Continuing Education**

Cosmetologist licenses shall expire on September 30 of each odd numbered year. Every two years, licensed cosmetologists are required to complete a minimum of fourteen (14) hours of continuing education from a cosmetology sponsor registered with the Division, in accordance with Section 1175.1200 Administrative Code. A renewal applicant is not required to comply with continuing education for the first renewal after issuance of original license. The Division may require additional evidence demonstrating compliance with the continuing education requirements. It is the responsibility of each renewal applicant to retain or otherwise produce evidence of such compliance. Such evidence shall be required in the context of the Division’s random audit.

## Attendance

### School/Class Attendance

**Students are required to complete 100% of the 1500 hours to qualify for their state licensing examination.** Administrative code 1175.525 states when determining student's hours, a school may define its attendance requirements to include 100% attendance of the program length or may allow excused absences for not more than 10% of the program for satisfactory completion. Excused absences include medical illness of a student or a student's minor child which requires a physician's visit.

Students must be at the cosmetology school based upon the scheduling of required education courses. Students must complete 1500 to complete the cosmetology course. If a student does not complete the 1500 at the end of the Cosmetology IIB course, the student will receive an incomplete. If the student does not complete the remainder of the 1500 within four weeks of the following semester the student will receive an automatic F on their transcript.

Students are to attend all scheduled classes. If a student should be late or is not going to be in attendance, for the student to be excused, it is mandatory that the student notify the director before 8:00 a.m. the day of the absence or tardiness so arrangement can be made for theory/practical work and clinic floor clients.

Students must obtain permission to leave the facility for any reason other than lunch breaks. If a student is to not return from lunch, they must notify the director immediately or they will be marked absent for the day.

If a student has prior engagements, the student must notify the director no later than 24 hours ahead of time for the student's absence to be excused from class.

If a student is absent on a practical exam day, it is an automatic ZERO for that practical, excused or not excused. Approved absences include funeral, court dates, preplanned vacations, educational classes, and religious observances. **ALL** homework, projects, and tests that are due on the date of approved excused absences must be completed and turned in to the instructor prior to absence.

All personal business and medical appointments must be made outside of scheduled class time. If this cannot be arranged, a note stating that the student is excused must be presented to the director, for state records, to be considered an excused absence.

All other absences are considered unexcused. Failure to comply with any of the attendance requirements will result in a zero percent on daily theory/practical work, lower overall grades, late graduation, or instructor withdrawal from the program.

Students must follow the guidelines provided in the [Student Religious Observances Policy](#) when an absence pertains to a religious belief or practice.

### Make-up Policy

Make-up homework and exams will only be given for excused absences. Students without an excused absence on homework due dates and exam days will not be offered a chance to make up the exam, which will allow a ZERO percent for the homework and/or exam. Students with an excused absence on written exam day will be required to make up the exam no later than the next scheduled class. Student with an excused absence on homework due date will be required to turn in the homework no later than the next scheduled class.



# PROGRAM GUIDELINES/REGULATIONS: GENERAL

## Expected Professional Appearance

Personal appearance is of major importance in this industry and training will emphasize this point. As future professionals, we must dress for the clientele and career success that we wish to attain. Clients will be coming to you for beauty advice, so you need to look the part! As a representative in the beauty industry, you must look polished and well put together. Remember, a smile is an extremely attractive feature that doesn't cost a dime.

### Dress Code

In order to ensure a professional appearance, these are expectations of students when they arrive at West Richland Center and prior to clocking in:

- Hair must be clean and styled.
- Nails must be manicured.
- Skin must be clean and well-groomed.
- Scrubs are to be worn at all times.
  - they must be all black.
  - they must be wrinkle-free/stain-free.
  - a long sleeve all black or all white t-shirt may be worn underneath. (no other colors)
  - scrub tops may be personalized IN WHITE with OCC Cosmetology and your name.(no other colors)
- Shoelaces must be kept clean, neat, and free of dirt and stains.
- Shoes must be black closed-toed. (open-toed shoes are against the Illinois Department of Financial and Professional Regulations)
- Obscene or vulgar tattoos must be covered.
- Hoops and bars are not permitted in facial piercings. (Small facial piercings are permissible.)

Students are advised to keep a hygiene pack on hand to refresh their personal hygiene and appearance throughout the day.

**Students are graded daily on dress code.** Failure to adhere to the dress code will result in the loss of a point a day and you can either sit in the classroom and study for the day or go home and lose hours for that day.

## Expected Professional Behaviors

Students are always expected to behave in a professional manner. Failure to do so will result in being sent home for the day and loss of hours or even dismissal from the program.

Expected behaviors include, but are not limited to:

- Being courteous to all with whom you encounter.
- Communicating effectively with classmates, visitors, instructors, and clients. Using appropriate English and grammar and not using profanity.
- Respecting yourself, clients, visitors, instructors, and fellow students.
- Exhibiting a positive attitude.

- Cooperating with the individuals you work with each day.
- Projecting personal desire and commitment to Cosmetology.
- Being honest and ethical.
- Handling issues and complaints in a mature and professional manner.

## **Clinical Rules and Regulations**

### **Cosmetology Kit**

Cosmetology kits are obtained from the instructor. The cost of the kit may fluctuate, but generally will be \$1500. The kit must be paid for in full prior to release to the student. This means you will not be given a kit until all financial obligations have been met with business office. If the student is receiving a Pell Grant through financial aid eligibility, the student may charge their kit against this grant. If the grant does not cover the entire cost, the student is responsible for the remaining balance. The kit remains the property of the school until all financial obligations are met.

Student kits are to remain at the school until the completion of a student's 1500 hours. In the event of a withdrawal from the program, kits must be paid for in full in order to gain possession of the kit. If a student fails to meet this financial obligation, the kit will have to remain as the property of the school until the remaining balance has been paid for in full. Once the business office has notified the Director of a zero balance, the kit can then be released to the student for pick up. Students are responsible for the replacement of broken, lost, or stolen items from their kits. Items need to be replaced immediately. Once a student has signed off on their kit the school is no longer held responsible for the replacement of supplies.

### **Clinic Floor**

The following are expectations of students while on the clinic floor:

- Students are expected to conduct themselves in a professional manner.
- Students are required to wear the Cosmetology black apron, which is included in the Cosmetology Kit. Students are responsible for keeping their aprons clean and neat.
- Students are expected to always project a positive attitude.
- Students must remain always engaged with their client. No breaks will be permitted unless approved by the instructor.
- Students are not allowed to deny any client. If a student fails to comply with this rule they will be sent home immediately and will result in loss of hours will receive a zero percent on assigned homework for that day.
- Only products and supplies purchased by OCC Cosmetology should be used on clients.
- Cell phones are prohibited. There is a zero-tolerance policy for any electronic device used in or on the clinic floor. They are only permitted to take pictures or for clinic-related activities; otherwise, keep them in a secure location.
- All personal items are to be stored in lockers in the hallway or taken home.
- While providing services, students are expected to clean up spills/splashes immediately.
- Students will be allowed to receive services only by appointment. Student cannot receive a service if they:
  - are already scheduled for another appointment for that day.
  - have not completed their assigned work.
- Students receiving services from another student must be approved by an instructor, and Hair color, Perms, and any Highlight products must be purchased.

- Manicures, Pedicures, Scalp Treatments, and Facials are free of charge for students and can be stamped on their Practical Assignment Card.
- No profane language is allowed on the clinic floor. Students will be asked to leave the clinic floor if language or conversation is not appropriate.
- Students are to remain in the classroom if they are not working on a client, another student or mannequin on Practical Assignment Card.
- **NO** food or drinks are allowed on the clinic floor at any time.
- Instructor may request a physician's note in the event a contagious disease is present.
- All supplies in kits must be labeled. Kits are not taken from the school until graduation and all financial obligations have been met. For more information on your kits, refer to the kit section of the handbook or the course syllabus.

### **Client Confidentiality**

Confidentiality of client information is critical. Any breach of confidentiality will result in disciplinary action.

### **Safety and Sanitation**

All students share responsibility for sanitation of the facility and equipment. Students are graded daily on sanitation. Each student is responsible for the cleaning and sanitation of their assigned station and seat in the classroom. Students will also be assigned to a specific area of the school to clean daily. Students are responsible for keeping their stations clean, neat and free of any dirt and debris. Only a hand mirror, water bottle, disinfectant jar, hand sanitizer, and tools with cords unplugged and wrapped up properly can remain on stations. All tools and implements must be stored in a clean covered container.

Each student is responsible for the cleaning and disinfection process after any service performed. All tools and implements must be cleaned with soap and water before being placed into a disinfectant solution. All equipment and stations used must be disinfected. No items should be attached to the clinic floor stations.

Students are responsible for their own equipment and personal property. A locker(s) will be provided to the student however, the student must provide their own combination lock. A copy of the lock combination must be submitted to the Program Director of Cosmetology, and it will be kept in a secure location. Lockers must also keep orderly.

### **Product Inventory**

Product inventory control requirements will be demonstrated by the instructor. Should products be taken for personal use, the student will face disciplinary action.

## NOTEWORTHY POLICIES

The [website](#), [College Catalog](#), and [OCC Student Handbook](#) are great resources for IECC policies and procedures. The following are just a very few noteworthy ones.

### **Chronic Communicable Disease Policy**

Based on Illinois Department of Financial and Professional Regulation guidelines, no teacher or school administrator shall knowingly permit any person suffering from a serious communicable disease as defined in 77 Ill. Administrative Code 690 to work on the premises, or knowingly permit a student to serve a patron with a serious communicable disease. Any case of communicable disease reported to the administration will be investigated. Appropriate action will be taken to protect students, clients, and college personnel on the basis of qualified medical advice.

### **Non-discrimination Policy**

Illinois Eastern Community College District No. 529 does not discriminate on the basis of race, color, sex, pregnancy, gender identity, sexual orientation, age, marital status, parental status, religious affiliation, veteran status, national origin, ancestry, order of protection status, conviction record, physical or mental disability, genetic information, or any other protected category. See the complete policy at [www.iecc.edu/nondiscrimination](http://www.iecc.edu/nondiscrimination)

### **Americans With Disabilities Act Policy**

IECC is committed to maintaining an inclusive and accessible environment in compliance with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Support is available in the form of accessible facilities, individualized plans, and reasonable accommodations to students who meet the requirements of a person with a disability. Learn more at [www.iecc.edu/ada](http://www.iecc.edu/ada)

### **Preventing Sexual Misconduct Policy**

Illinois Eastern Community Colleges District #529 is committed to maintaining a safe and healthy educational and employment environment that is free from discrimination, harassment, and other misconduct on the basis of sex, which includes sexual orientation and gender-related identity. The College prohibits all forms of sex-based misconduct, including but not limited to sex discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. For more information, visit: [www.iecc.edu/titleix](http://www.iecc.edu/titleix)

### **Tobacco-free/Smoke-free Campus**

The Board of Trustees of Illinois Eastern Community Colleges recognizes the importance of providing a healthy environment for students, staff, and the general public in compliance with the Illinois Smoke Free Campus Act (Public Act 98-0985). In addition to smoking, the District further extends the prohibition to include tobacco products and the littering of tobacco product remains or any other related tobacco waste product on District property. See also [www.iecc.edu/smokefree](http://www.iecc.edu/smokefree).

### **Alcohol-free/Drug-free Campus Policy**

In accordance with the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988, the Board of Trustees of Illinois Eastern Community Colleges (IECC) is committed to providing a college environment free of substance abuse. Measures taken in

support of this commitment include: 1) Drug and alcohol abuse awareness, prevention, and treatment initiatives. 2) Prohibiting the unlawful manufacture, sale, distribution, possession, or use of alcohol and use/misuse of drugs while on IECC property or while performing/participating in an IECC-sponsored/related off-site event or function. For more, see [www.iecc.edu/drugfree](http://www.iecc.edu/drugfree).

### **Student Complaint Policy**

IECC is committed to providing students with an avenue to voice concerns or grievances. The purpose of this policy is to provide for the prompt and equitable resolution of student complaints. Students are encouraged to seek resolution, as soon as possible, through informal communication with the appropriate individual(s). When a resolution is not resolved informally, a formal written complaint may be filed in the manner described at: [www.iecc.edu/studentcomplaint](http://www.iecc.edu/studentcomplaint).

### **Family Educational Rights and Privacy Act (FERPA) Policy**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

The rights afforded students under FERPA include:

1. The right to inspect and review education records
2. The right to request amendment of education records
3. The right to consent to disclose personally identifiable information contained in education records
4. The right to restrict the release of directory information
5. The right to file a complaint

See more at: [www.iecc.edu/ferpa](http://www.iecc.edu/ferpa)

## MEMORANDUM OF UNDERSTANDING

Cosmetology students are expected to read, understand, and accept responsibility for the guidelines and policies in the Cosmetology Handbook and the Illinois Eastern Community Colleges catalog.

My signature below indicates I understand and agree to abide by the information found in the documents indicated above. Olney Central College reserves the right to revise information in this document as needed in order to meet the needs of the program. Students will be notified of changes to this document.

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Student Signature

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Printed Student Name

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Date

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Program Director of Cosmetology

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Date