

Student Catalog Appendix

Temporary Distance Education Policy/Disclosures

Temporary Distance Education approval has been given by the Department of LLR: Board of Cosmetology as well as the National Accrediting Commission of Career Arts and Sciences during the COVID-19 pandemic. By definition, these approvals are temporary.

Student Identity & Instructor Interaction:

We must verify that you are the individual who is obtaining clock hours during your education. You will be asked to turn on your video so that we can verify your identity while on Zoom. Your Instructor will also be interacting with you, during your synchronous learning, and it is expected that all students respond back through discussion, question and answering, etc. Failure to have your video on or interact with the Educator will result in being sent to the Zoom waiting room. Students sent to the Zoom waiting room will not receive hours as they are not participating in class.

Clock Hour Requirements:

As a student who may be attending classes through temporary distance education, you must interact with the Instructor and Class in order to receive credit for each clock hour. Failure and/or refusing to do so will result in not obtaining credit for those hours. Your interaction will be logged via your utilization of MindTap, your interaction on our private Facebook Group, as well as through app messages and emails.

Hardware & Software Required:

During temporary distance education, you will need the following:

- A computer/laptop or student issued iPad which contains a camera and microphone
- Free Zoom App – utilized for synchronous learning as well as monitoring attendance. The desktop client application is also available free of charge.
- MindTap – online access provided as part of your book/kit purchase
- Internet Access

Content of Instruction:

As provided in your student handbook, a portion of each subject in the curriculum will be taught via temporary distance education. For example, the Cosmetology Curriculum requires 45 hours of Sanitation and Sterilization. Of which, 11 hours will be taught during temporary distance education. The full breakdown is available upon request.

Practical Instruction:

Students will be practicing on their mannequin(s) while on temporary distance education, but they should not practice on a live model/client. This should only take place on-campus with supervision from a licensed Instructor. Practicing on clients is not required by the state of South Carolina in order to obtain licensure. However, it is the intent that students will be able to do so, on-campus, at the appropriate time as it relates to public safety.

Reciprocity/Endorsement:

Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states. Transcripts will indicate distance education hours obtained.

Instructional Methods Utilized:

Students will learn through interactive lectures and demonstrations while utilizing synchronous learning. A variety of methods may be used to include: Class Discussions, Question and Answer Sessions, Hands-on Practice, Student Presentations, Guest Speakers, and Role Playing

Distance Education Assessments:

Student performance will be assessed, at least monthly, on campus through a variety of methods such as Q&A sessions, interactive discussions, demonstrations, lecture, practical assignments, theory exams, practical exams, and student salon/spa activities. All students will complete a cumulative final theory examination as well as a mock board which encompasses all practical assignments necessary to pass the licensing examination. The final and mock board examination will be conducted on campus.

Units of Instruction for:	Cosmetology Program		
Name of Unit of Instruction	Temporary DE Clock Hours of Instruction	Clock Hours Devoted to On- Campus	
Sanitation and Sterilization	11	34	
Personal Hygiene & Good Grooming	7	23	
Professionalism - Professional Ethics	8	27	
Public Relations, Salesmanship & Psychology	12	38	
Anatomy	10	35	
Dermatology	7	18	
Trichology	7	18	
Nail Structure	4	11	
Chemistry	25	75	
Safety Precautions	8	22	
Shampoos and Rinses	12	33	
Scalp and Hair Care Treatments	8	22	
Hair Shaping	35	115	
Hair Styling: Thermal Pressing, Thermal Curling, Wiggery, Roller Placement, Molding, Pin Curling	82	243	
Nail Technology	7	18	
Chemical (Cold) Waving and Chemical Relaxing or Straightening	56	169	
Hair Tinting (Coloring) and Lightening (Bleaching)	50	175	
Facials, Skin Care and Make-up	7	23	
State Law: Rules, Regulations and Codes	8	7	
Threading	1	9	
Unassigned: Specific Needs	10	10	Grand Total:
TOTAL (Must Match Total Length of Program):	375	1125	1500

Units of Instruction for:	Esthetics Program		
Name of Unit of Instruction	Temporary DE Clock Hours of Instruction	Clock Hours Devoted to On- Campus	
Professional Practices: Bacteriology and Sanitation: Personal Hygiene, Public Health, Methods, Procedures Business Practices: Management Practices, Salon Development, Insurance, Client Records, Salesmanship	13	37	
Sciences: Histology of Skin: Cell, Tissue Dermatology: Structure and Function of the Skin & Glands, Conditions and Disorders of the Skin, Characteristics of the Skin (Elasticity, Color, Skin Types), Nutrition (Nourishment of Skin, Healthful Diet) Structure and Function of Human Systems: Skeletal, Muscular, Nervous, Circulatory, Cosmetic Chemistry	33	97	
Facial Treatments: Facial Massage: Benefits, Analysis, Preparation, Types of Massage, Manipulations, Safety Measures Electrical Current: Types of Current, Purpose & Effects, Procedures, Safety Measures, Equipment Other kinds of Facial Treatments: Purpose & Effects, Types & Treatments, Preparation, Procedures, Safety Measures	35	115	
Hair Removal: Depilatories, Tweezing, Waxing, Threading, Unassigned: Specific Needs	12	38	
Makeup: Purpose & Effects, Supplies & Implements, Preparation, Procedures, Safety Measures	12	38	
Body Wraps: Purpose & Effects, Types or Treatments, Supplies & Instruments, Preparation, Procedure, Safety Measures	15	40	
State Law, Rules, Regulations & Codes:	5	10	
Prosper U	25	75	Grand Total:
TOTAL (Must Match Total Length of Program):	150	450	600