

**New York State Education Department  
Bureau of Proprietary School Supervision**  
89 Washington Avenue, Room 560 EBA, Albany, New York 12234

**TYPE OF APPLICATION**

|                     |   |
|---------------------|---|
| <b>New -</b>        | Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under <b>coursework</b> .  |
| <b>Reapproval -</b> | Be sure to update textbooks and/or instructional aids as well as contact information at renewal time. Apply for a CURRICULUM RENEWAL on the BPSS System and upload this application under <b>coursework</b> . |

**INFORMATION****SCHOOL INFORMATION**

|   |                           |
|---|---------------------------|
| <b>School Name:</b>                       | <b>E-mail address</b>     |
| <b>Name of Curriculum Contact Person:</b> |                           |
| <b>Title:</b>                             | <b>Telephone:</b>         |
| <b>School Address - Street:</b>           |                           |
| <b>School Address - City:</b>             | <b>State:</b> <b>Zip:</b> |

**CURRICULUM INFORMATION**

**Title of Curriculum/ Course:** – DISTANCE EDUCATION APPLICATIONS: INCLUDE THE WORD “HYBRID or ONLINE” IN THE TITLE (as applicable)

|   |  |                                 |
|---|--|---------------------------------|
| <b>Total Instructional Hours:</b><br>1000 hours | <b>Definition of One Instructional Hour:</b><br>50 minutes | <b>Language of Instruction:</b> |
| <b>Method of Instruction:</b><br>(select one)   | Classroom<br>Distance Education – Hybrid                   |                                 |

**ENTRANCE REQUIREMENTS**

**(Check all that apply):**

|                                      |                 |                               |
|--------------------------------------|-----------------|-------------------------------|
| High School Diploma/ GED             |                 |                               |
| Ability to Benefit Exam              | (ATB Test Name) | (ATB minimum score)           |
| ESL Placement Test                   | (ESL Test Name) | (ESL entrance and exit score) |
| Other (Identify here and in catalog) |                 |                               |

**SIGNATURE**

**Original Signature of Director:**

Print/ Type Name:

Date:

**OCCUPATIONAL OBJECTIVE****COURSEWORK: BREAKDOWN OF UNITS AND HOURS**

List the courses/ units in the order in which instruction will take place.

Place an asterisk (\*) next to any courses/ units which can be offered in any sequence within the curriculum.

In the second column note the predominant focus of the course/unit, either "T" for theory, "S" for skill, or "I" for internship/ externship. List only one letter for each course/ unit. List the number of hours offered for each course/ unit in the third column. For distance education applications only, enter the number of hours to be offered in the classroom in the fourth column and in the fifth column state the number of hours to be offered online. Please attach a complete content outline as requested at the end of this application.

Distance education applications require completion of the Distance Education Addendum.

*Use additional sheets if necessary.*

| <b>Course/Unit Title</b>                                    | <b>Course/Unit Focus (T, S, I)</b> | <b>Total Hours</b> | <b>Classroom hours*</b> | <b>Online Hours*</b> |
|---|------------------------------------|--------------------|-------------------------|----------------------|
| Safety and Health   |                                    | 26                 |                         |                      |
| Anatomy and Physiology                                      |                                    | 15                 |                         |                      |
| Chemistry as Applied to Cosmetology                         |                                    | 5                  |                         |                      |
| Hair and Scalp Disorders and Diseases                       |                                    | 10                 |                         |                      |
| Hair Analysis   |                                    | 10                 |                         |                      |
| Shampoos, Rinses, Conditioners and Treatments               |                                    | 30                 |                         |                      |
| Chemical Restructuring                                      |                                    | 180                |                         |                      |
| Hair Coloring and Lightening                                |                                    | 180                |                         |                      |
| Hair Cutting and Shaping                                    |                                    | 175                |                         |                      |
| Hair Styling  |                                    | 245                |                         |                      |
| Nail Care and Procedures                                    |                                    | 40                 |                         |                      |
| Skin Care and Procedures                                    |                                    | 60                 |                         |                      |
| Professional Requirements (inc. Domestic Violence Training) |                                    | 24                 |                         |                      |
|   |                                    |                    |                         |                      |
|   |                                    |                    |                         |                      |
|   |                                    |                    |                         |                      |
| <b>TOTAL HOURS FOR EACH COLUMN:</b>                         |                                    | 1000               |                         |                      |

*\*Fill out these columns only for distance education applications. No more than 50% can be online.*

## REQUIRED ATTACHMENTS FOR THIS APPLICATION:

Curriculum application information and documents are available on our website:

<https://www.acces.nysed.gov/bpss/curriculum-information>.

To complete your application, the following documents may be required. Upload required documents (.pdf only) to the “**coursework details**” section of the system application in the BPSS portal:

- ☐ **Checklist/Attestation for Distance Learning with Narrative** must be completed for all distance education (hybrid or online) applications  
*This attestation can be found here: [https://www.acces.nysed.gov/bpss/curriculum-information#DE\\_Apps](https://www.acces.nysed.gov/bpss/curriculum-information#DE_Apps)  
Only to be filled out for distance education applications.*
- ☐ **Coursework in Languages Other Than English (LOTE)** documents to be uploaded to “Coursework details” in the BPSS system application:
  - Requirements: [https://www.acces.nysed.gov/bpss/curriculum-information#Other\\_than\\_LOTE](https://www.acces.nysed.gov/bpss/curriculum-information#Other_than_LOTE)
  - Form: <https://www.acces.nysed.gov/sites/acces/files/bpss/bpss-128-lote-form.pdf>

## NYS DOS Cosmetology Program Content Outline

### UNITS TO BE TAUGHT IN SEQUENCE

#### 1. SAFETY AND HEALTH

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms
  - Bacteria
  - Viruses
  - Molds
  - Fungus
- Growth and Reproduction of Infectious Organisms
- Infections and Their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control
- Physical and Chemical Agents

#### 2. ANATOMY AND PHYSIOLOGY

- Cells, Tissues and Organs
- Body Systems
- Basic Principles of Nutrition
- Overview of Bones and Muscles of the Head, Arms, Hands, Legs and Feet

#### 3. CHEMISTRY AS APPLIED TO COSMETOLOGY

- Forms and Properties of Matter
- Elements, Compounds and Mixtures
- Chemical Reactions and Solutions

- The pH Scale
- FDA Laws Governing Hair Care Products and Product Safety

#### 4. HAIR AND SCALP DISORDERS AND DISEASES

- Dandruff
- Alopecia
- Fungal Infections
- Infestations
- Infections

#### 5. HAIR ANALYSIS

- Structure
- Growth Patterns
- Texture
- Porosity
- Elasticity

#### 6. SHAMPOOS, RINSES, CONDITIONERS AND TREATMENTS

- Client Preparation, Analysis and Consultation
- Hair Analysis Instruments and Equipment
- Shampooing Products, Composition and Procedures
- Rinsing Products, Composition and Procedures
- Conditioning Products, Composition and Procedures

- Procedures for Hair and Scalp Disorders
- Scalp
- Manipulations

## **7. CHEMICAL RESTRUCTURING**

- Chemistry
- Chemical Restructuring Products
- Client Consultation
- Preliminary Procedure of Chemical Restructuring
- Procedure of Chemical Restructuring
- Corrective Chemical Restructuring

## **8. HAIR COLORING AND LIGHTENING**

- Color Theory
- Chemistry
- Preliminary Procedures of Hair Coloring
- Client Consultation
- Hair Coloring Procedures
- Hair Lightening
- Special Effects
- Corrective Procedures

## **UNITS TO BE TAUGHT IN ANY ORDER AFTER THE SEQUENCE**

### **HAIR CUTTING AND SHAPING**

- Fundamentals, Principles and Concepts of Design
- Scissor Haircutting
  - Nomenclature and Care of Scissors
  - Techniques and Procedures
- Razor Haircutting
  - Nomenclature and Care of Razor
  - Techniques and Procedures
- Clipper Haircutting
  - Nomenclature and Care of Tools
  - Techniques and Procedures
- Removal/Trim of Superfluous Hair
- Contemporary and Specialized Haircutting
  - Female Styles
  - Male Styles
  - Children Styles
- Mustache and Beard Shaping
- Shaving
  - Dexterity of the Hands and Razor
  - Preparation and Procedures

### **HAIR STYLING**

- Finger waving
- Pin curling

- Skip waving
- Roller Styling
- Patterns in Hairstyling
  - Waves, Pin Curls, Rollers and Combinations
- Finishing Techniques
- Twisting, Wrapping, Weaving, Extending, Locking and Braiding
- Traditional Weaving and Styling
- Services in Hairstyling
  - Tools and Implements
  - Blow-drying
  - Thermal Curling
  - Hair Pressing
- Hair Pieces

### **NAIL CARE AND PROCEDURES**

- Nail Structure
- Nail Disorders and Diseases
- Nail Shape and Color Analysis
- Manipulations of the Hand, Arm, Leg and Foot
- Nail Tip Application
  - Adhesives
  - Fitting, Design and Application
- Nail Wrap Application
  - Silk, Fiberglass and Linen Procedures
  - Surface Wrapping Natural Nail and Mending
  - Tip Overlay Wrapping
  - Repair, Maintenance and Removal
- Liquid and Powder Nail Extensions
  - Application Procedures for Tips with Overlays, Natural Nails and Sculptured Nails
  - Repair, Maintenance and Removal
  - Chemical Reactions to Liquid and Powder

### **SKIN CARE AND PROCEDURES**

- Structure and Function of the Skin
- Skin Conditions and Disorders
- Facial and Body Procedures
  - Client Preparation
  - Skin Analysis and Consultation
- Wet and Dry Exfoliations and Applications
- Use of Various Products to Enhance the Appearance of the Skin
  - Seaweed, salt, paraffin, mud, ampules, creams, etc.
- Discussion for Further Training Required for Advanced Techniques Such as Aromatherapy and Water Therapies
- Temporary Methods of Hair Removal

- Manual Tweezing
- Depilatory Lotion
- Waxing
- Bleaching
- Make-Up Application
  - Color Analysis
  - Morphology of the Face
  - Product Knowledge, Chemistry and Related Composition
  - Eyebrow Contouring
  - Corrections and Contouring
  - False Eyelashes
  - Further Training Required for Advanced Techniques

#### PROFESSIONAL REQUIREMENTS

- New York State License Requirements
- State and Federal Payroll Requirements
- New York State Sales Tax Requirements
- Career Opportunities and Placement
- Professional Ethics, Conduct and Attitude
- Professional Organizations, Trade Shows and Publications
- View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course  
<https://dos.ny.gov/domestic-violence-and-sexual-assault-awareness-training>