

1. Type of Application

HYBRID BARBERING CURRICULUM

☐ **New -** Complete and apply for a NEW CURRICULUM on the BPSS System upload this application under **coursework**.

☐ **Reapproval -** 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 **coursework**.

2. School Name:

3. Amount paid:

\$

4. Street:

5. E-mail Address:

City:

State:

Zip:

6. Total Instructional Hours:

540 hours

7. Curriculum/ Course ID No.: **BPSS ONLY**

C

8. Title of Curriculum/ Course: – INCLUDE THE WORD “HYBRID or ONLINE” IN THE TITLE (whichever is applicable)

9. Entrance Requirements (Check all that apply):

A. ☐ High School Diploma/ GED

B. ☐ Ability to Benefit Exam

C. ☐ ESL Placement Test

D. ☐ Other (Identify here and in catalog)

10. Graduation Requirements:

Ability to Benefit/ESL Placement Exam Title and Score:

	Exam Name	Entrance Score	Exit Score
Ability to Benefit			
ESL			

11. Method of Instruction:

**HYBRID**

12. Language of Instruction:

13. Definition of One Instructional Hour:

\_\_\_\_\_ minutes

14. Briefly Describe Any Changes: (attach a letter on school letterhead if necessary)

15. Name of Curriculum Contact Person:

Title:

Telephone: ( )

16. Original Signature of Director:

Print/ Type Name:

Date:

### 17. Occupational/ Non-occupational Objectives

List entry-level job titles for which a student will qualify upon completion of the curriculum.

### 18. Breakdown of Theory and Skill for Barbering Hybrid Programs

Column one lists the Barbering curriculum units in the order in which instruction will take place and total hours is given in column two. In the third and fourth column list the hours of predominant focus for the course/unit, either for theory taught online or for skill demonstrated by the student in the classroom with the instructor. The online Theory hours cannot exceed 50% (270 hours) of the Total hours.

NOTE: Theory (Online) Hours + Skill (Classroom) Hours = 540 Total Hours

Course/ Unit Title	Total Hours	Online hours (theory)	Classroom hours (skills, theory, internship)	Bureau Use Only	
				Student - Teacher Ratios	Teacher Licensure Area
Course Overview/Content	5			:1	
Workplace Safety and Health	10			:1	
Bacteriology, Decontamination, and Infection Control	20			:1	
Anatomy and Physiology	20			:1	
Chemistry as Applied to Barbering	10			:1	
Properties and Disorders of the Skin, Scalp and Hair	20			:1	
Shampoos, Rinses, Conditioners and Treatments	20			:1	
Haircutting and Shaping	170			:1	
Shaving and Facial Massage	60			:1	
Hairstyling	45			:1	
Haircoloring	50			:1	
Artificial Hair Procedures	30			:1	
Business Practices	50			:1	
State Board Exam Review	30			:1	
<b>TOTAL</b>	<b>540</b>				

## 19. Textbooks and Instructional Aids

Complete for each Unit if applicable. If the text book, software or other instructional aids is used for all units place the words “- for all units” after Unit Title:.

<b>Unit Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	
<b>Unit Title:</b>	
<b>Textbook:</b>	
<b>Publisher:</b>	<b>Date:</b>
<b>Software:</b>	
<b>Other Instructional Aids:</b>	

## 20a. Equipment List

**Describe equipment used by students for this curriculum in the classroom. Do not include instructional aids or desks/chairs. Include manufacturer's name, model, and name of item. For computers, also indicate the speed in MHz, and the size of the hard drive, and the RAM. Use additional copies of this page if necessary.**

**Location(s):**[illegible]

## 20b. Student Kit Equipment List

**Describe equipment used by students for this curriculum in the kit they will be required to purchase. Include manufacturer's name, model, and name of item. Include the price for each item or set of items. Use additional copies of this page if necessary.**

[illegible]

## 21. NYS DOS Barbering Program Content Outline

The NYS DOS curriculum content outline is offered below.

### **COURSE OVERVIEW/CONTENT:**

#### **School Rules and Regulations**

- List school rules and regulations
- Follow procedures

#### **Professionalism**

- Demonstrate and proper use of equipment and implements
- Demonstrate professionalism

#### **Ethics**

- Identify characteristics of professional conduct and attitude
- Develop and demonstrate professional ethics, conduct and attitude through daily practice

#### **Career and Opportunities**

- Identify career opportunities in the field of barbering

#### **NYS and Federal Laws, Rules & Regulations**

- Identify the scope of licensure
- Discuss New York State Laws
- Discuss the Americans with Disabilities Act

### **WORKPLACE SAFETY AND HEALTH:**

#### **Local, State & Federal Safety codes**

- Identify laws, rules and regulations
- Identify local, state and federal safety codes
- Define the various classes of fire and the correct types of extinguishers
- Identify and demonstrate fire safety and evacuation procedures
- List safety regulations pertaining to barbering

#### **OSHA Regulations**

- Bloodborne pathogen infection control
  - Identify and explain the source and format of Safety Data Sheets in a salon setting
  - Define terms used on Safety Data Sheets
- Hazardous Material Communications (HAZMAT)
  - List employee rights under the Right To Know Laws
  - Identify, read and explain specific information concerning hazardous materials including the hazard warnings found on container labels

#### **First Aid**

- Identify location of first aid supplies
- Demonstrate proper methods of infection control including HIV
- List safety rules when applying first aid

#### **General Salon/Clinic Safety**

- Identify proper footwear used for health and safety in the physical environment of the barber salon
- List proper procedures for prevention and or cleanup of spills

### **BACTERIOLOGY, DECONTAMINATION AND INFECTION CONTROL:**

#### **Bacteriology**

- Types and Classification of Infectious organisms
  - Define the various types and classifications of bacteria
  - Identify and define the types of pathogenic and nonpathogenic bacteria

#### **Decontamination**

- Define and explain the differences between disinfection, sanitation and sterilization
- Demonstrate methods of decontamination
  - Identify Hospital Grade disinfectants used to destroy HIV and Hepatitis pathogens
  - Demonstrate methods of destroying HIV and Hepatitis pathogens in a barber salon
  - Follow safety and disinfection procedures pertaining to bloodborne pathogens

#### **Infection Control**

- Describe how infectious organisms enter the body and how the body fights infection
- Explain how infection can be controlled or prevented
- Explain why infection control practices are necessary
- List safety rules for infection control

### **ANATOMY AND PHYSIOLOGY:**

#### **Cells, Tissues, and Organs**

- Explore the functions of human cells
- Demonstrate an understanding of the structure and functions of the human body
- Define the different types of body tissues and organs and how they function

#### **Body Systems**

- List the body systems and describe their functions
- Explain how the systems interact with one another

#### **Basic Principles of Nutrition**

- Explore how proper diet and exercise maintain proper functioning of the body systems and organs

### **CHEMISTRY AS APPLIED TO BARBERING:**

#### **Forms and Properties of Matter**

- Define matter
- Identify various forms of matter
- Describe the properties of matter

#### **Elements, Compounds and Mixtures**

- Explore the properties of common elements, compounds and mixtures

#### **Chemical Reactions and Solutions**

- Explain how chemical reactions occur
- Describe importance of oxidation during chemical services

#### **pH Scale**

- Define acids and alkaline
- Identify the pH of various barber products

#### **FDA Laws Governing**

- Hair care products
  - Explore chemical properties of barber products
  - Discuss the Federal Drug Administration (FDA) laws of product labeling
- Product Safety
  - Discuss the Federal Agencies' responsibilities concerning product safety

### **PROPERTIES AND DISORDERS OF THE SKIN, SCALP: Hair/Histology of Hair and Skin**

- Explain the purpose of hair
- Identify the variety of color, shape, and size of hair
- List the two main divisions of the skin
- Explain the purpose of the skin

#### **The Study of Hair and Skin**

- Identify the composition and divisions of hair
- Describe the life cycle of the hair
- Explain the functions of the skin
  - Identify scalp and hair disorders and diseases
  - Determine when to refer a client to a physician
- Recognize and describe various skin disorders and diseases

#### **Analysis of Hair and Skin**

- Identify texture, porosity, elasticity, and density of hair
- Describe the appearance of healthy skin

### **SHAMPOO, RINSES, CONDITIONERS, TREATMENT**

#### **Client Consultation**

- Develop communication skills for proper dialogue during the consultation session

#### **Client Analysis and Preparation**

- Examine scalp and hair for abrasions, disorders, or diseases
- List the steps in the pre-service, service, and post-service for shampoo, rinses, conditioners, and treatments
- Shampoo types and procedures
  - Identify and apply proper shampoo
  - Perform shampoo service
  - Demonstrate safety and disinfection procedures
- Types of rinses and procedures
  - Select and apply proper rinse
  - Demonstrate safety and disinfection procedures
- Types of conditioners and procedures
  - Select and apply conditioner
  - Rinse hair thoroughly
  - Demonstrate safety and disinfection procedures

#### **Scalp Treatments and Manipulations**

- Apply scalp cream
- Perform scalp manipulations
- Rinse hair and analyze hair and scalp

- Demonstrate safety and disinfection procedures

#### **Chemistry**

- Identify the ingredients used in shampoo and conditioners
- Draw a diagram of the pH scale categorizing various products used
- Test the pH of various products using litmus paper

### **HAIRCUTTING AND SHAPING:**

#### **Fundamentals and Principles of Haircutting**

- Follow safety and disinfection for all haircutting procedures
- List the steps in the pre-service, service, and post-service for haircutting and shaping services
- Identify basic concepts of line, shape, mass, volume, and weight distribution
- Identify cranial facial shape and body structures
- Provide an overview of horizontal, vertical, and diagonal as it relates to the principles of haircutting

#### **Scissor Haircutting**

- Proper Care of Scissors
  - Identify parts of scissors
  - List sizes of scissors and advantages of each
  - Practice safety and maintenance procedures
- Techniques and Procedures
  - Demonstrate proper positioning and use
  - Identify basic concepts of line, shape, mass, volume, and weight
  - Prepare client
  - Identify and demonstrate precision haircutting
  - Practice precision haircutting
  - Identify texture of hair as it relates to design
  - Identify and demonstrate scissor over comb
  - Practice scissors over comb
  - Demonstrate safety and disinfection procedures

#### **Razor Haircutting**

- Proper care of razor
- Identify the parts of a razor
- Remove and replace a blade and a guard using proper safety techniques
- Demonstrate safety and disinfection procedures
- Techniques and procedures
- Demonstrate positioning and use
- Identify basic concepts of line, shape, mass, volume, and weight
- Prepare client
- Demonstrate and practice razor cutting
- Identify texture of hair as it relates to design
- Identify and demonstrate razor over comb
- Practice razor over comb
- Demonstrate safety and disinfection procedures

#### **Hair Texturizing**

- Proper care of tools
  - Identify various types of texturizing implements

- Explain the effects of various types of texturizing implements
- Demonstrate safety and disinfection procedures
- Techniques and procedures
  - Become proficient in selection and use of texturizing implements as it relates to hair texture and design
  - Demonstrate safety and disinfection procedures

### **Clipper Haircutting**

- Maintenance and care of clippers and accessories
  - Identify and explain various types of clippers and their use
  - Identify the parts of clippers
  - Identify and select blades, attachments, and combs
  - Demonstrate safety and disinfection procedures
- Techniques and Procedures
  - Demonstrate positioning and use
  - Demonstrate clipper haircut with and without attachments as it relates to hair texture
  - Use clipper techniques that create increased tapering
  - Demonstrate clipper over comb method
  - Demonstrate safety and disinfection procedures

### **Mustache and Beard Design**

- Mustache designs
  - Identify suitable mustache designs in accordance with facial features
  - List the steps in the pre-service, service, and post-service for mustache and beard design
  - Demonstrate mustache design considering important factors such as texture and density
  - Demonstrate procedure for trimming a mustache
  - Demonstrate safety and disinfection procedures
- Beard design
  - Identify suitable beard design
  - Demonstrate procedure for shaping and trimming a beard
  - Demonstrate safety and disinfection procedures

### **Trimming and Removal of Superfluous Hair**

- Identify implements used in neck and facial hair removal
- List the steps in the pre-service, service, and post-service for neck and facial hair removal services
- Demonstrate techniques using scissors, razor or clippers
- Demonstrate safety and disinfection procedures

### **Contemporary and Specialized Haircutting**

- Choose appropriate specialized styles for Female, male and children

- List the steps in the pre-service, service, and post-service for contemporary and specialized haircutting
- Identify clients' needs
- Identify texture and density of hair
- Select suitable hair
- Select proper tools and implements
- Demonstrate haircutting techniques
- Demonstrate safety and disinfection procedures

## **SHAVING AND FACIAL MASSAGE**

### **Fundamentals of Shaving**

- List the steps in the pre-service, service, and post-service for shaving and facial massage
- Identify the razor used for shaving
- Demonstrate coordination of both hands for safe shaving
- Name the standard positions and strokes of the razor on the face and neck
- Identify direction of shaving strokes in respect to the direction of hair growth
- Explain advantages of stretching skin tightly while shaving the face and neck
- Demonstrate use of razor on the face and neck
- Demonstrate safety and disinfection procedures

### **Preparation and Procedure**

- Drape client and prepare skin
- Apply shaving lotion and perform shaving techniques
- Demonstrate safety and disinfection procedures

### **Facial Massage**

- Demonstrate moderate steaming techniques
- Demonstrate application of massage cream on face and neck
- Demonstrate two or more massage techniques on face and neck
- Demonstrate application of cleansing cream
- Demonstrate closing pores and application of talc
- Demonstrate safety and disinfection procedures

## **HAIRSTYLING**

### **Basic Principles of Hairstyling**

- Identify facial shape and profile
- Identify client's lifestyle
- Determine the correct hairstyle
- List the steps in the pre-service, service, and post-service for hairstyling

### **Quick Service in Hairstyling**

- Tool and implements
  - Describe various tools and implements
  - Choose proper implements for designated service
  - Demonstrate correct techniques using various implements
  - Demonstrate safety and disinfection procedures
- Blow-drying Techniques
  - Demonstrate various techniques
  - Identify implements used for blow-dry styling
  - Demonstrate various techniques



- Demonstrate safety and disinfection procedures
- Free-form styling
  - Identify air-dry styles, diffuse dry styles, and blow-dry styles
  - Demonstrate various techniques
  - Describe types of styling products
  - Demonstrate safety and sanitation procedures

### **HAIRCOLORING-Temporary and Semi-Permanent Color Theory**

- Laws of color
  - Identify primary, secondary, and complementary colors
  - Construct a color wheel
  - Explore methods of corrective color
- Classification of hair color
  - Describe temporary, semi-permanent, demi-permanent, and permanent colors
  - Explain lasting value of various classifications
- Strength of developer
  - Identify various strengths of developers
  - Describe the active ingredient in developers
  - Describe the purpose of developer strengths
  - Demonstrate safety and disinfection procedures
- Chemistry
- Define pH scale
- Describe chemistry of hair color products

### **Haircolor Procedures –Semi-Permanent or Temporary only**

- Predisposition test
  - Identify purpose of the predisposition test
  - Demonstrate a patch test
  - Demonstrate safety and disinfection procedures
- Client consultation
  - Analyze client's hair and scalp
  - Prepare client record card
  - Explain the limitations of hair color procedures of a barber
  - Explain various color services
  - List the steps in the pre-service, service, and post-service for haircoloring procedures
- Application of Semi-Permanent or Temporary Hair color
  - Prepare client
  - Demonstrate application of semi-permanent or temporary color service
  - Complete client record card
  - Demonstrate safety and disinfection procedures
- Hair lightening-off scalp only
  - Identify various forms of hair lightening
  - Prepare client
  - Demonstrate foiling, cap, and free form lightening techniques

- Complete client record card
- Demonstrate safety and disinfection procedures
- Special effects
  - Identify various special effects of coloring within the scope of a barber license
  - Practice high-lighting, low-lighting, and dimensional coloring
  - Demonstrate safety and disinfection procedures

### **ARTIFICIAL HAIR PROCEDURES**

#### **Hairpieces**

- Human and synthetic hair
  - Identify and describe various human and synthetic hair pieces
  - Demonstrate client analysis and consultation
  - Prepare client
  - Perform services using designated techniques
  - Promote sales and maintenance
  - Complete record card
  - Demonstrate safety and disinfection procedures
- Measuring for hairpiece
  - Demonstrate client analysis and consultation
  - Perform preliminary haircut
  - Take correct tape measurement of head
  - Demonstrate safety and disinfection procedures
- Care of Hairpieces
  - Follow manufacture's guidelines
  - Demonstrate safety and disinfection procedures
- Cutting and styling hairpieces
  - Identify proper cutting tools
  - Establish desired cutting procedure
  - Practice cutting and blending techniques
  - Perform styling techniques
  - Demonstrate safety and disinfection procedures

#### **Wigs**

- Construction and Fit
  - Describe various human and synthetic wigs
  - Demonstrate client consultation
  - Prepare client
  - Perform wig service
  - Complete client record card
  - Demonstrate safety and disinfection procedures
- Care of Wigs
  - Follow manufacture's guidelines
  - Demonstrate safety and disinfection procedures
- Cutting and styling procedures
  - Identify proper cutting tools
  - Establish desired cutting procedure
  - Practice cutting and blending techniques

- Perform styling techniques
- Demonstrate safety and disinfection procedures

### **Hair Replacement Techniques**

- Hair Transplants
  - Identify medical procedures
  - Explain purpose of hair replacement services
- Hair Weaving
  - Identify methods of hair weaving
  - Explain hair weaving procedures
  - Demonstrate client consultation
  - Demonstrate hair weaving service
  - Complete client record card
  - Demonstrate safety and disinfection procedures

## **BUSINESS PRACTICES**

### **N.Y. State License Requirements**

- Identify license requirements pertaining to the barber license
- Explain the opportunity to apply for a natural hairstyling license

### **Business Management and Operation**

- Discuss a business plan beginning with financial considerations involved in operating a business
- Explain the importance of maintaining accurate business records
- Explain the importance of good business operation and personnel management
- Discuss various business ownership structures
- Discuss various types of business licenses (booth/area renter, etc.)
- Explain required insurance requirements (malpractice, premises, liability, and personal liability)
- Discuss local, state, and federal regulations
- Discuss site planning and design

### **Accounting and Inventory**

- Define a projected budget, balance sheet and income statement
- Identify various record-keeping systems
- Discuss inventory control systems
- Discuss NYS sales tax on products and services

### **Payroll Regulations**

- Discuss mandated and voluntary deductions from gross salary
- Discuss State and Federal payroll deductions
- Discuss W-2 forms, personal income tax forms, and tip report forms
- Discuss Social Security, Worker's Compensation, Disability Insurance and State and Federal Labor Laws
- Discuss minimum wage requirements

## **Ethics, Professional Conduct, and Client Relations**

- Discuss physical presentation, proper hygiene, punctuality, and professional conduct
- Understand the scope of practice of your barber license
- List the advantages of good customer relations
- Demonstrate effective communication skills
- Demonstrate appropriate problem-solving techniques with dealing with clients

## **Retailing and Marketing**

- Follow ethical sales techniques to promote and sell services
- Design and use sales promotions
- Demonstrate product knowledge
- Identify professional retail ethics
- Discuss the importance of displaying retail products
- Explore math concepts pertaining to product costs and profit margins
- Marketing utilizing advertising and promotional campaigns
  - Identify various advertising strategies
  - Describe the advantages of personal appearances to promote barber business

## **Career Skills**

- Identify career opportunities
- Discuss proper job keeping attitudes and habits
- Identify the reasons why people leave jobs
- Identify the reasons why people lose jobs
- Prepare a resume and cover letter
- Discuss interview preparation
  - Participate in an interview, either simulated or actual
  - Discuss continuing education opportunities pertinent to the barbering industry

## **Professional Organizations, Trade Shows, and Publications**

- Identify professional organizations and their purposes
- Discuss the importance of continuing education
- Explore several trade publications
- Discuss various article reviews of trade journals

## **STATE BOARD EXAM REVIEW**

### **Review all preceding skills in Preparation for the NYS Licensing Exam,**

using the Department of State Task List for Examination Procedures—Barber Practical

- Preparation of work area & client preparation (7 tasks)
- Haircutting techniques (13 tasks)
- Shampooing techniques (8 tasks)
- Shaving (12 tasks)
- Facial Massage (10 tasks)
- Clean work area (4 tasks)

## **Checklist/Attestation for Distance Learning**

## Addendum to the Hybrid Curriculum Application

Please INITIAL after having completed the following:

- \_\_\_\_\_ 1. Curriculum title is descriptive and clear, without advertising; includes the word **Hybrid**
- \_\_\_\_\_ 2. Prepared a working prototype/online classroom.
- \_\_\_\_\_ 3. Provided for the monitoring and archiving of student attendance according to guidelines
- \_\_\_\_\_ 4. Disclosed the institution's approval status, in the online classroom. Also stated the name, address, and telephone number of BPSS and provided a link to the BPSS website
- \_\_\_\_\_ 5. Provided for adequate safety and integrity of student information, testing, and evaluation. Established measures for authenticating student identity
- \_\_\_\_\_ 6. Planned for synchronous student-teacher interaction to measure in clock hours
- \_\_\_\_\_ 7. School's instructors are employees of the school and licensed with BPSS for the subject area
- \_\_\_\_\_ 8. Determined the number of instructional hours assigned to online and classroom instruction
- \_\_\_\_\_ 9. Prepared instructional materials designed specifically for distance education use
- \_\_\_\_\_ 10. Provided for outside resources, electronic databases, and other library access features.
- \_\_\_\_\_ 11. Created a narrative specifying URL with host site, mirror site, information on course archive, log-in information for field associate, and details on school liaison for technical assistance.
- \_\_\_\_\_ 12. Arranged for training students to access and use the course. Made plans for dealing with potential student technical online issues. Arranged for any necessary training of faculty/staff.
- \_\_\_\_\_ 13. Planned for routinely updating technology infrastructure
- \_\_\_\_\_ 14. Planned preventive measures to protect against malware

By signing in the space provided below the school official is attesting to having read the Distance Learning Guidelines and has **provided the curriculum unit of BPSS evidence (a narrative on school letterhead) of all of the items listed on this checklist.**

School Name (printed): \_\_\_\_\_

School Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Director Name Printed: \_\_\_\_\_