

1. Type of Application

HYBRID COSMOTOLOGY 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: 1000 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	Score	
Ability to Benefit			
ESL		Entrance:	Exit:

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 Cosmetology Hybrid Programs

Column one lists the cosmetology 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% (500 hours) of the Total hours.

NOTE: Theory (Online) Hours + Skill (Classroom) Hours = 1000 Total Hours

Course/ Unit Title	Total Hours	Online hours (theory)	Classroom hours (skills, theory)	Bureau Use Only	
				Student - Teacher Ratios	Teacher Licensure Area
Safety and Health	26			:1	
Anatomy and Physiology	15			:1	
Chemistry as Applied to Cosmetology	5			:1	
Hair and Scalp Disorders and Diseases	10			:1	
Hair Analysis	10			:1	
Shampoos, Rinses, Conditioners and Treatments	30			:1	
Chemical Restructuring	180			:1	
Hair Coloring and Lightening	180			:1	
Hair Cutting and Shaping	175			:1	
Hair Styling	245			:1	
Nail Care and Procedures	40			:1	
Skin Care and Procedures	60			:1	
Professional Requirements (inc. Domestic Violence Training)	24			:1	
				:1	
TOTAL ALL THREE COLUMNS	1000			:1	

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:

Unit Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	
Unit Title:	
Textbook:	
Publisher:	Date:
Software:	
Other Instructional Aids:	

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 Cosmetology Program Content Outline

The content outline below specifies a recommended sequence for instruction.

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

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: _____