

1. Type of Application

HYBRID ESTHETICS 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: 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:

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 Esthetics Hybrid Programs

Column one lists the esthetics curriculum units in the order in which instruction will take place. Total hours is given in column two. In the third and fourth column list the hours of predominant focus for the 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% (300 hours) of the Total hours.

NOTE: Theory (Online) Hours + Skill (Classroom) Hours = 600 Total Hours

Course/ Unit Title	Total Hours	Online hours (theory)	Classroom hours (skills, theory)	Bureau Use Only	
				Student - Teacher Ratios	Teacher Licensure Area
Orientation	5			:1	
Safety and Health	8			:1	
Infection Control	18			:1	
Anatomy and Physiology	30			:1	
Structure and Functions of the Skin	18			:1	
Nutrition for Healthy Skin and Body	5			:1	
Skin Disorders and Diseases	12			:1	
Skin Analysis	18			:1	
Superfluous Hair	60			:1	
Chemistry	3			:1	
Chemistry as Applied to Esthetics	21			:1	
Electricity and Equipment	18			:1	
Facial and Body Procedures	240			:1	
Make-Up Techniques	70			:1	
Business Practices	30			:1	
Career Skills	12			:1	
Introduction to Advanced Esthetics	9			:1	
Unassigned	23				
<b>TOTAL ALL THREE COLUMNS</b>	<b>600</b>			<b>:1</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 Esthetics Program Content Outline

The NYS DOS curriculum content outline is offered below. **Attach to this outline the breakdown of units and subunits for a total of 70 hours as required by the curriculum. Use the Unit Titles: NUTRITION FOR HEALTY SKIN AND BODY - 5 hours, SKIN DISORDERS AND DISEASES - 12 hours, SKIN ANALYSIS - 18 hours, CAREER SKILLS - 12hours, UNASSIGNED - 23 hours**

### ORIENTATION

- School Rules and Regulations
- History of Esthetics
- The Role of the Esthetician
- Qualities of the Professional Esthetician
- Code of Ethics
- New York State and Federal Laws, Rules, and Regulations
- View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course

### SAFETY AND HEALTH

- Local, State, Federal Safety Codes
- Classroom/Student Salon Rules and Regulations
- Hazardous Materials Communications (HAZMAT)

### INFECTION CONTROL

- Types and Classification of Bacteria
- Viral, Bacterial and Fungal Infections
- Immunity and Body Defenses
- Methods of Infection Control
- Physical and Chemical Agents for Infection Control

### ANATOMY AND PHYSIOLOGY

- Cells, Tissues, and Organs
- Body Systems

### STRUCTURE AND FUNCTIONS OF THE SKIN

- Physiology and Histology of the Skin
- Structure and Functions of the Skin
- Appendages of the Skin

### NUTRITION FOR HEALTY SKIN AND BODY

### SKIN DISORDERS AND DISEASES

### SKIN ANALYSIS

### SUPERFLUOUS HAIR

- Theoretical Overview of Permanent Methods (Electrolysis, Thermolysis and Blend)
- Temporary Methods of Hair Removal: Manual Tweezing and Waxing (Strip and Non-strip)

### CHEMISTRY

- Chemistry as Related to Esthetics
- Acidity and Alkalinity

### CHEMISTRY AS APPLIED TO ESTHETICS

- Cosmetics and Skin Care Products
- Massage Creams and Oils
- New Product Technologies
- FDA Laws Governing Cosmetics and Skin Care
- Skin Sensitivity and Allergic Reactions

### ELECTRICITY AND EQUIPMENT

- Electricity as Related to Esthetics Equipment
- Electrical Equipment Safety
- Galvanic Current for Iontophoresis or Desincrustation
- High Frequency Current
- Esthetics Equipment
- Paraffin Unit
- Emerging Technologies

### FACIAL AND BODY PROCEDURES

- Client Consultation
- Skin Analysis, Product Selection and Treatment Recommendations
- Facial and Body Procedures
- Overview of Various Products to enhance the Appearance of the Skin
- Facial Procedures with Electrical Equipment
- Wet and Dry Exfoliations and Applications
- Overview of Advanced Techniques

### MAKE-UP TECHNIQUES

- Color Theory

- Morphology of the Face
- Eyebrow Contouring
- Make-up Application
- Artificial Eyelashes
- Advanced Make-up Techniques

#### BUSINESS PRACTICES

- Business Operation
- Accounting and Inventory
- Payroll Regulations
- Ethics and Professional Conduct
- Retailing Techniques
- Marketing (Advertising, Retailing, and Promotion)

- Customer Relations

#### CAREER SKILLS

#### INTRODUCTION TO ADVANCED ESTHETICS

- Define Paramedical Procedures
- Discuss Scope of Licensure
- Overview of Medical Procedures
- Pre and Post-Operative Care

#### UNASSIGNED

**Use the space below, or attach additional pages, for the required 70-hour content outline of units and subunits. Use the following Unit Titles only: NUTRITION FOR HEALTHY SKIN AND BODY - 5 hours, SKIN DISORDERS AND DISEASES - 12 hours, SKIN ANALYSIS - 18 hours, CAREER SKILLS - 12hours, UNASSIGNED - 23 hours**

## 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: \_\_\_\_\_