

1. Type of Application

**HYBRID NAIL SPECIALTY 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: 250 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): 10. Graduation Requirements:  
A. ☐ High School Diploma/ GED  
B. ☐ Ability to Benefit Exam  
C. ☐ ESL Placement Test  
D. ☐ Other (Identify here and in catalog)

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:  
50 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 Nail Specialty Hybrid Programs

Column one lists the nail specialty 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 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% (125 hours) of the Total hours.

NOTE: Theory (Online) Hours + Skill (Classroom) Hours = 250 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	
Anatomy and Physiology of the Nail, Hand, Arm, Foot and Leg	10			:1	
Bacteria and Infectious Diseases; Nail, Foot, Skin Disorders and Diseases	10			:1	
Methods of Infection Control	10			:1	
Client Consultation	4			:1	
Manicuring and Hand/Arm Massage	20			:1	
Pedicuring	15			:1	
Tip Application and Design	12			:1	
Nail Wraps	25			:1	
Liquid and Powder Nail Extensions	50			:1	
Gel Nails	20			:1	
Nail Art	4			:1	
Retailing Techniques	6			:1	
Business Practices	8			:1	
Job Skills	6			:1	
Unassigned Hours	37			:1	
TOTAL ALL THREE COLUMNS	250			: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:

<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 requires purchasing. 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 Nail Specialty Program Content Outline

The NYS DOS curriculum content outline is offered below. **Attach to this outline the breakdown of units and subunits for 37 unassigned hours as required by the curriculum.**

### ORIENTATION

- School Rules and Regulations
- Qualities of the Professional Nail Specialist
- Code of Ethics
- Familiarization of School Facilities and Supplies
- View and discuss the mandatory Domestic Violence and Sexual Assault Awareness online course

### SAFETY AND HEALTH

- Local, State, Federal Safety Codes
- Salon/Clinic Rules and Regulations
- General Salon/Clinic Safety
- First Aid
- Hazardous Materials Communications (HAZMAT) 8+

### ANATOMY AND PHYSIOLOGY OF THE NAIL, HAND, ARM, FOOT AND LEG

- Cell Metabolism and Structure
- Tissues and Organs
- Systems of the Body and Their Relationship
- Histology of the Skin and Its Function
- Bones, Muscles, Nerves of the Hand, Arm, Leg and Foot
- Nail Structure

### BACTERIA AND INFECTIOUS DISEASES: NAIL, FOOT, SKIN DISORDERS AND DISEASES

- Bacterial Infections
- Immunity
- AIDS Awareness
- Hepatitis
- Viruses
- Mold and Fungus
- Disorders of the Nails and Skin
- Foot Disease Subject 4

### METHODS OF INFECTION CONTROL

- Chemical Methods of Sanitation
- Physical Methods of Sanitation
- Sanitary Rules and Regulations
- Bloodborne Pathogen Infection Control

### CLIENT CONSULTATION

- Client Lifestyle Profile
- Diagnosis of Skin Type and Nail Plate Type and Shape
- Nail Services
- Nail Service and Product Usage

### MANICURING AND HAND/ARM MASSAGE

- Basic Manicure
- Men's Manicure
- Conditioning Manicures
- Nail Shape and Color Analysis
- Types of Massage
- Massage of the Hand/Arm

### PEDICURING

- Pedicuring Procedures
- Procedure for Paraffin Treatment
- Massage and Manipulation
- Massage of the Foot/Leg

### TIP APPLICATION AND DESIGN

- Technology of Nail Tips
- Tip Adhesives
- Tip Fitting and Design
- Procedure for Tip Application
- Nail Tipping on Problem Nails
- Tip Removal

### NAIL WRAPS

- Silk, Fiberglass, and Linen Procedures
- Surface Wrapping Natural Nail and Mending
- Tip Overlay Wrapping
- Liquid Nail Wrap
- Maintenance

### LIQUID AND POWDER NAIL EXTENSIONS

- Application Procedures for: — Tip and Overlay
  - Natural Nail
  - Sculptured Nail
  - Mending and Repair
- Re-Balance and Repairs

- Problem Nails
- Chemical Reactions to Liquid and Powder

#### GEL NAILS

- Gel Procedure — Natural Nails
- Tip and Overlay
- Sculptured Gel Nails
- Repair and Maintenance

#### NAIL ART

- Nail Art Procedures

#### RETAILING TECHNIQUES

- Sales Ethics
- Advertising Campaign
- Design a Retail Center for Nail Care Products
- Selling Techniques

#### BUSINESS PRACTICES

- Business Operation
- Site Planning and Design
- Accounting and Inventory
- Payroll Regulations

#### JOB SKILLS

- Basic Job Skills

**Use the space below, or attach additional pages, with a 37-hour content outline of units and subunits for unassigned hours as required by the curriculum.**

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