

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

TYPE OF APPLICATION

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 .

INFORMATION**SCHOOL INFORMATION**

School Name:	E-mail address
Name of Curriculum Contact Person:	
Title:	Telephone:
School Address - Street:	
School Address - City:	State: Zip:

CURRICULUM INFORMATION

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

Total Instructional Hours: 600 hours	Definition of One Instructional Hour: 50 minutes	Language of Instruction:
Method of Instruction: (select one)	Classroom 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.

Course/Unit Title	Course/Unit Focus (T, S, I)	Total Hours	Classroom hours*	Online Hours*
Orientation		5		
Safety and Health		8		
Infection Control		18		
Anatomy and Physiology		30		
Structure and Functions of the Skin		18		
Nutrition for Healthy Skin and Body		5		
Skin Disorders and Diseases		12		
Skin Analysis		18		
Superfluous Hair		60		
Chemistry		3		
Chemistry as Applied to Esthetics		21		
Electricity and Equipment		18		
Facial and Body Procedures		240		
Make-Up Techniques		70		
Business Practices		30		
Career Skills		12		
Introduction to Advanced Esthetics		9		
Unassigned		23		
TOTAL HOURS FOR EACH COLUMN:		600		

**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
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
 - Form: <https://www.acces.nysed.gov/sites/acces/files/bpss/bpss-128-lote-form.pdf>

NYS DOS Esthetics Program Content Outline

Attach to this outline the breakdown of subunits for: NUTRITION FOR HEALTY SKIN AND BODY - 5 hours, SKIN DISORDERS AND DISEASES - 12 hours, SKIN ANALYSIS - 18 hours, CAREER SKILLS – 12 hours, 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

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

INTRODUCTION TO ADVANCED ESTHETICS

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

Attach to this outline the breakdown of subunits for:

- NUTRITION FOR HEALTHY SKIN AND BODY – 5 hours,
- SKIN DISORDERS AND DISEASES – 12 hours,
- SKIN ANALYSIS – 18 hours,
- CAREER SKILLS – 12 hours,
- UNASSIGNED – 23 hours