

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: 250 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		
Anatomy and Physiology of the Nail, Hand, Arm, Foot and Leg		10		
Bacteria and Infectious Diseases; Nail, Foot, Skin Disorders and Diseases		10		
Methods of Infection Control		10		
Client Consultation		4		
Manicuring and Hand/Arm Massage		20		
Pedicuring		15		
Tip Application and Design		12		
Nail Wraps		25		
Liquid and Powder Nail Extensions		50		
Gel Nails		20		
Nail Art		4		
Retailing Techniques		6		
Business Practices		8		
Job Skills		6		
Unassigned Hours		37		
TOTAL HOURS FOR EACH COLUMN:		250		

**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

ORIENTATION - 5 HOURS

- 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

Subject 1

SAFETY AND HEALTH - 8 HOURS

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

Subject 2

ANATOMY AND PHYSIOLOGY OF THE NAIL, HAND, ARM, FOOT AND LEG - 10 HOURS

- 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

Subject 3

BACTERIA AND INFECTIOUS DISEASES; NAIL, FOOT, SKIN DISORDERS AND DISEASES - 10 HOURS

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

Subject 4

METHODS OF INFECTION CONTROL - 10 HOURS

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

Subject 5

CLIENT CONSULTATION - HOURS

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

Subject 6

MANICURING AND HAND/ARM MASSAGE - 20 HOURS

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

Subject 7

PEDICURING—15 HOURS

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

Subject 8

TIP APPLICATION AND DESIGN - 12 HOURS

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

Subject 9

NAIL WRAPS - 25 HOURS

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

Subject 10

LIQUID AND POWDER NAIL EXTENSIONS - 50 HOURS

- 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

Subject 11

GEL NAILS - 20 HOURS

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

Subject 12

NAIL ART - 4 HOURS

- Nail Art Procedures

Subject 13

RETAILING TECHNIQUES - 6 HOURS

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

Subject 14

BUSINESS PRACTICES - 8 HOURS

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

Subject 15

JOB SKILLS - 6 HOURS

- Basic Job Skills