

**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: 300 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:

Use additional sheets if necessary.

**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

Subject 1

PROFESSIONAL REQUIREMENTS—10 HOURS

- 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

Subject 2

SAFETY AND HEALTH—20 HOURS

- New York State Laws, Rules and Regulations
- OSHA Regulations Concerning Hazardous Materials Communications
- Types and Classification of Infectious Organisms
 - Bacteria
 - Viruses
 - Mold and Fungus
- Growth and Reproduction of Infectious Organisms
- Infections and Their Prevention
- Immunity and Body Defenses
- Decontamination and Infection Control

- Physical and Chemical Agents

Subject 3

ANATOMY AND PHYSIOLOGY—5 HOURS

- Cells, Tissues, and Organs
- Body Systems
- Basic Principles of Nutrition

Subject 4

HAIR ANALYSIS—10 HOURS

- Structure
- Types of Hair and Curl Structure
- Growth Patterns
- Texture
- Porosity
- Elasticity

Subject 5

HAIR AND SCALP DISORDERS AND DISEASES—10 HOURS

- Dandruff
- Alopecia
- Fungal Infections
- Infestations
- Infections

Subject 6

CHEMISTRY AS APPLIED TO NATURAL HAIR
STYLING— 5 HOURS

- 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

Subject 7

SHAMPOOS, RINSES, CONDITIONERS AND
TREATMENTS— 20 HOURS

- 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

Subject 8

HAIR BRAIDING, LOCKING, WEAVING AND
STYLING—220 HOURS

- Tools
- Materials for Extensions
- Single Braids With and Without Extensions
- Cornrows With and Without Extensions
- Double Strand Twisting
- Thread Wrapping
- Lock Theory
 - Palm Roll
 - Comb Twisting
 - Two-Strand Twisting
- Traditional Weaving and Styling
- Roller Styling
- Finishing Techniques
- Hair Styling Services
 - Tools and Implements
 - Blowdrying
 - Thermal Curling
 - Hair Pressing
- Hair Pieces