

Program Planning Tool

Program Title: CIP 12.0401 COSMETOLOGY

Student Name: _____

This document has been designed as a tool to facilitate student placement decisions and provides important information about the program. The chart on the reverse side is designed to assist in the identification of necessary skills, present educational levels, and supports, if any, that are needed to foster program success.

Program Completion Requirements

A successful student will...

- Secondary Academic Course Requirements: The PA Dept. of Education's focus is to ensure every student is college and career ready, therefore all students are recommended to follow a college prep sequence of academic classes. Courses such as applied math or general science are not appropriate for this program. PDE's goal is to have all students perform at the competent or advanced level on the Keystone Exams and Program of Study end-of-program assessment (NOCTI).
- Complete an Occupational Competency Assessment (i.e. NOCTI end-of -program exam) and score at the "competent" or "advanced" level. This end-of -program exam will cover the full scope of the program of study curriculum and includes (1) a multiple choice test and (2) a performance test consisting of occupational related tasks scored and evaluated by industry judges.
- Earn a minimum of one industry recognized certification. Students will be encouraged and expected to earn all recognized industry certifications that make up the scope of the curriculum. Accommodations are not permitted for industry certifications. These include: Pennsylvania State Manicuring License, Pennsylvania State Operator License, Pennsylvania State Teacher's License, Esthetician, and Hair Braiding Certification.
- Complete the approved program curriculum and earn a minimum of one RMCTC Job Title aligned with the student's career objective. Job titles are identified on the program task list, aligned with local workforce needs and high priority employment occupations, and annually reviewed and approved by the program's occupational advisory committee.
- Successful completion of Keystone Exams as determined by sending school district.
- Maintain a 95% attendance rate or better and attendance of RMCTC extended school year week(s) in order to meet 1250 hour requirements for State Board of Cosmetology.
- Transition on to a post-secondary institution, military or related fulltime employment aligned to their CTC program of study.

Instructional Process/Specifications

A successful student will...

- Perform a wide variety of tasks in a laboratory environment with equipment consistent with industry standards. Up to 25 students are assigned to work "independently" and in "small teams". Student progress by using learning guides in a self-directed manner. In the laboratory students will be required to use clippers, scissors, trimmers, and razors. Students will also be required to work with such products and chemicals as nail polish, polish removers, bleach, dyes, tints, chemical relaxers, sanitizers, hair sprays shampoos and conditioners. Students will be exposed to the fumes from the various salon products. Students will be working with outside customers to perform cosmetology services. Working in the laboratory requires standing for long periods of time, self-discipline and strict adherence to rules to ensure safety of self and others.
- Participate in classroom theory and laboratory applications for generally 2 ½ hours each day; students will spend 25% of their time in classroom theory and 75% of their time doing laboratory applications and live work.
- Complete written and performance tests. Students will be evaluated weekly on occupational skill performance using rubrics. In addition, students will be evaluated daily on work ethics. Progress is measured by test performance, task completion and work ethic.
- Read and study textbooks and technical manuals. Most textbooks are written at a 12th to 13th grade reading level and most technical manuals are written at a higher level and are accessed on line.
- Participate in Career & Technical Student Organizations including SkillsUSA and/or National Technical Honor Society.
- Complete homework on time. Homework typically involves chapter or workbook assignments, on line research assignments and writing assignments.
- Purchase appropriate work and safety attire, tools, and equipment. Following is an estimated breakdown of costs:
 - TOOLS: 1st year kit & manikin \$400, 2nd year kit, manikins & misc \$180, 3rd year manikin \$46
 - CERTIFICATION TESTS: State Board Exam & License \$110 (additionally – fees for pictures & mailings)

Program Planning Tool

CTE Requirements	Present Educational Ability/Level	Support Needs
Program Completion – Strong self-determination skills and understanding of personal strengths and weaknesses. Ability to meet industry established standards of performance, complete the program of study without curriculum modifications, and earn industry certifications without testing accommodations.		
Reading & Language Arts Level - Text and manuals written on a 12 th -13 th grade reading level. Proficient on end-of-course exam (Keystone). Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar. Understanding written sentences and paragraphs in work related documents. NOCTI Assessment & Industry Certification Exams require a proficiency in English language skills.		
Math Level - At grade level and proficient on end-of-course exam (Keystone). Knowledge of arithmetic, algebra, geometry and their applications. Ability to count currency and make change.		
Aptitude – Artistic, creative, active listening, social perceptiveness, critical thinking, attention to detail, oral comprehension and expression, deductive and inductive reasoning. Problem solving and troubleshooting skills.		
Safety & Physical – Arm-hand steadiness, manual dexterity, finger dexterity, trunk strength (use abdominal and lower back muscles to support part of the body repeatedly or continuously over time), multi-limb coordination and color discrimination. Ability to stand for extended periods of time. Hand-eye coordination. Safe handling and disposal of various chemicals. Stamina for long periods of standing.		
Interpersonal/ Social – Cooperative, honest and ethical, maintaining composure even in difficult situations, dependability, sensitivity to other's needs and feelings and being able to personally connect with others on the job. Ability to work independently and in a team.		
Other Occupational/Program Considerations – Long periods of standing, working with products and chemicals with strong fumes, working closely with clients. This program is 1250 hours in length to meet State Board of Cosmetology License requirements, therefore students must enroll by 10 th grade, attend for three years, attend the RMCTC extended program summer weeks.		