



DAVIS TECHNICAL COLLEGE

COSM 0000 Cosmetology Orientation

Cosmetology Instructional

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Rooms:

Cosmetology Classroom 1025
Salon 1001
Cosmetology Esthetics 1006 or 1010
Cosmetology Nails 1003

Advisement Hours:

By appointment via email

Introduction

Welcome to the Cosmetology program at the Davis Technical College (Davis Tech)! The purpose of this program orientation is to acquaint you with information specific to the program and its unique policies and procedures. You are required to read this document thoroughly and discuss any unclear sections with your instructor or a Career and Academic Advisor. You may also review college policies on the Davis Tech website (www.davistech.edu) or in Student Services. Please note that program orientation and policy adjustments may occur; however, you will be notified of any updates.

Program Description

The Cosmetology program prepares students to enter the world of hair design, skincare, nail care and enhancements by teaching the required skills for success in a competitive industry. Students will develop communication skills, professional behavior, and the core skills of working in or building a salon business. Students will work with salon guests in a modern, well-equipped salon and will perform these skills with the newest techniques, products, and equipment in the industry. At the end of the program, students will be qualified to take the Utah State Cosmetology Licensing Exams (**A valid US Social Security Number and Government-issued ID is necessary for licensure.** *If a student has been convicted of any misdemeanor or felony in the past, it is their responsibility to contact <https://dopl.utah.gov/> to confirm that they can qualify to meet licensure standards.*)

Program Objectives

- Demonstrate effective communication skills with clients and co-workers.
- Demonstrate good study habits.
- Demonstrate how to be professional in hygiene, dress, and communication.
- Review the science behind cosmetology including:
 - disinfection of equipment
 - anatomy and physiology of the body
 - chemistry behind salon services and products
- Develop skills in haircutting and hairstyling, treatment of the hair, wig and hair extensions, hair coloring, and chemical texture (1200 hours)
- Develop skills in esthetics including facials, facial peels, make-up, face and body waxing and body treatments (200 hours)
- Develop skills in natural nail care (manicures/pedicures), artificial nail enhancements and artistry techniques (200 hours)
- Develop salon skills in customer service, building clientele, business and marketing

General Information

You can access this orientation on the Davis Tech program website, as well as current information on the following items:

- Admission Requirements
- Classroom Availability
- Training Location
- Graduation Requirements
- Course Descriptions
- Program Requirements
- Gainful Employment Disclosures
- Estimated Cost (*tuition, fees, program, and course materials*)
- Financial Aid
- Credentials
- Job Outlook
- Transfer Options
- Academic Agreements
- Industry Licensing and Certification

Advisement

Teacher advisement is important for your success at Davis Tech. You will be assigned an advisor at the beginning of your program to assist you through your program. Your instructor/advisor will:

- Review your performance and attendance
- Define and clarify training and career goals
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication
- Discuss challenges and Davis Tech support services that can help improve your success

Appointments are made through email.

Scheduling and Work-Based Activities

COSM 1130 Cosmetology Hair I, COSM 1140 Cosmetology Hair II, COSM 1205 Salon Preparation, COSM 1160 Cosmetology Nails, and COSM 1165 Cosmetology Esthetics courses have a defined start and end date. You



must be finished with all course requirements before the end date. If you fail to achieve the required grades and attendance of a course, you will be required to re-enroll and repay for that course.

Students may start clinicals after successful completion of COSM 1130 Cosmetology Hair I, COSM 1140 Cosmetology Hair II and COSM 1205 Salon Preparation. The Cosmetology Clinical Levels 01-06 and 08 courses have individualized schedules (offered in specific three-hour time blocks). Following course enrollment, you will receive a schedule that shows the date (4 months from date of purchase) by which time you must complete the course. If your clinical expires, you will need to repurchase it and complete required assignments.

Each clinical has minimum service & maximum hour requirements that must be completed by clinical end time and expiration date. If you fail to complete these minimum requirements, you will repurchase and retake the clinical. **You must fulfill both the minimum services as well as the required attended hours to complete the clinical/course.** You must attend a minimum of 15 hours per week and have the same schedule Monday-Friday when registered for clinical only. Davis Tech scheduling options for the clinic floor may be subject to change.

Campus Technology

Each time that you attend class, you will log into and out of the NorthStar classroom login station using your 10-digit student ID number. Student ID numbers are used to access the Student Portal and Canvas.

Guest Vision is a computer salon management system used for appointments only.

Official hours for professional licensure are calculated through NorthStar. These hours must be honest and accurate for program completion and licensure.

You can access Canvas from any internet-connected computer at the following URL: <https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please email online.support@davistech.edu. If you encounter technical problems while in Canvas, use the help button in Canvas and the "Report a Problem" link.

Learning Resources

Student Resource Center

The classroom includes a Student Resource Center where you will find industry publications, periodicals, manuals, books about business, anatomy, hair color, updos, haircutting, marketing. There are media materials including DVDs from Milady that contain a variety of topics related to the beauty industry. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access, pH readers, pressing combs, vintage marcel irons, extension tools, and software applications that are currently being used in industry.

Electronic Student Resources

Your Canvas orientation course contains electronic learning resources that can be used throughout your time in the program which will be updated regularly.

First Aid Supplies

The classroom also includes a first aid kit and other supplies needed in case of an emergency. Evacuation maps can be found in strategic locations throughout the college.

Students with Disabilities

If you have a disability and have questions about the process of obtaining accommodations or need further explanation, please meet with the Davis Tech ADA Specialist in Student Services to discuss your concerns.

Performance Standards

Competency-Based Training

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards.

Skill Demonstration

All skills must be demonstrated at the required competency before the end of each course. You will not have your modules signed off until the required competency level is reached. If you miss class, it is your responsibility to schedule time with the instructor to learn and perform the skill and make up the time that you missed. This needs to be completed outside of your scheduled class time utilizing additional purchased hours. Hours for purchase are available in increments of 9, 27, or 60 hours only.

Attendance

The Cosmetology program requires that you maintain attendance of at least 85 percent. Attendance requirements may be higher depending on sponsorship or financial aid stipulations.

Per Division of Occupational and Professional Licensing (DOPL) guidelines, students are required to be present for a minimum of 1600 hours.

You are expected to notify the instructor on a daily basis via email if you are going to be absent.

If you have a catastrophic incident, please contact your class instructor or program advisor. Be prepared to provide documentation for this catastrophic request.

The following attendance guidelines apply:

- You are responsible to clock in and clock out each time you attend class/clinical. Clock out when you take a break or go to lunch.
- If you clock in between 5 -15 minutes late, you will be marked tardy.
- If you are more than 15 minutes late, you will be marked absent.
- If you leave early, you will be marked absent.
- Classroom breaks are determined by the instructor.
- We cannot excuse absences for lock-step courses. If your attendance drops below 85 percent, you will have to repurchase and retake the course.
- If you are non-productive (not performing a service or working on an assignment) during your scheduled time, you will be marked absent and disciplinary action will occur.
- If you do not clock out, you will not receive credit for the hours you attended.
- All the absent hours that you acquire in your core courses must be made up before graduation.

Class Attendance

The number of allowed absences per course are shown below. Class absences are measured per three-hour block.

Class Hours	Maximum Absences Allowed (Measured in 3 Hour Blocks)
30	1
90	4

120	6
135	6
150	7

Clinical Attendance

Clinicals are meant to practice skills and professionalism. You must email your program advisor and the Davis Tech Salon & Spa at salon.spa@davistech.edu ahead of absent days. These clinical absence days will delay your program completion date and future goals. *Clinicals have an expiration date. If you have chosen to be absent so much that your clinical hours expire before you complete the services, you will purchase a new clinical and complete all required services again.

The result of **not** emailing your advisor and the Davis Tech Salon & Spa of your **clinical** absence ahead of time will be considered a “no show” which is unprofessional behavior. Below are the results of a “no show” ...

- 1st “no show” = written warning
- 2nd “no show” = student plan of improvement during a meeting with your advisor or program representative
- 3rd “no show” = evaluation of your educational plan up to a Davis Tech College disciplinary board review

During clinicals, students should take breaks. Clock out for breaks. Suggested break times are listed below:

Hours Worked	Suggested Clock-out Break
3	15 minutes
6	30 minutes
9 or more	1 hour

Grading

You must maintain an 80 percent or better cumulative average on tests and assignments. You must receive a comprehensive score of 80 percent on skill demonstrations before you will receive credit for module completion. Tests are closed book. If you do not pass skill demonstrations or tests with the required proficiency level, you will be required to retake the course. Failing a course and retaking it will affect your progress.

Your grade for this course will be calculated by weighting your work according to the following scale:

50% = Skills Demonstration
50%= Tests

The grading scale used throughout this program will be:

A	94 – 100%	A-	90 – 93%		
B+	87 – 89%	B	85 – 86%	B-	80 – 84%

High School Students

If a high school student does not achieve an 80 percent in a course, they may still receive a letter grade for high school credit. However, they will not be allowed to move forward in their program without retaking the failed course.

Citizenship grades are determined by adherence to policy and code of conduct. Citizenship grades will be submitted by request of the high school.

**Please note that some high schools do not use a letter grade from our program and will only accept a pass or fail. See your CTE Coordinator at your high school for questions.*

Testing

Bookwork must be turned in before testing on the scheduled test day. If you do not turn in your bookwork, you will not be allowed to test and you will receive a test score of zero.

You will be required to take a test after each chapter. Make sure you are aware of test dates posted by the instructor. If your average test score is below 80 percent, you may retake three tests to raise your test average. Before you retake the test, your instructor will assign a required written assignment. (Example: You will write the test questions that you missed, then add the correct answer and how this information is utilized in the beauty industry.) If your average test score is still below 80 percent, you will retake the course.

If you are absent on a test day, coordinate with your instructor. You may make up the test within one week.

Finals will be given at the end of each course. An 80 percent score or higher is required to pass the final. You will be given up to three attempts to accomplish this.

The final and the chapter test scores must be 80% average or greater to pass each course. If the 80% final and test score is not met, you will be required to re-register, repurchase, and retake the course.

Skill Demonstration

Instructors will demonstrate each skill to you. As you observe, practice, and then master a skill, you will demonstrate it to the instructor. **Skills must be demonstrated at required competency.** You will not have your modules signed off until competency level is reached. If you fall behind the class schedule, it will be your responsibility to find time to make up the skill missed. Each skill prepares you for the next one and is necessary for your progress. You may be required to purchase another human hair mannequin to catch up. These mannequins can be purchased from the Davis Tech Salon receptionist, local beauty supply store, online or elsewhere. All skills must be completed and signed off at Davis Tech before you can work on a live model at Davis Tech.

Once you are on the salon floor, there will be skill demonstration/mock State board exam classes available to prepare you for licensure during your clinical courses. You will be responsible for providing all the supplies needed to complete these classes and the official Utah State board exam. We highly encourage you to attend the mock State board prep classes. You should schedule the skill demonstration/mock State board exam classes by the time you reach your fifth clinical course. You are required to pass the State board prep class at 80% minimally **or** the below option before graduation.

If you choose to take the State practical exam without attending the Davis Tech mock state board exam, you must provide proof of a passing score to receive the Davis Tech certificate of completion.

A Certificate of Program Completion is awarded for those who complete the entire Cosmetology program (1600 hours minimum). A Verification of Graduation will also be given, which is necessary to obtain your license with DOPL (Division of Occupational and Professional Licensing). When you are near completion, please see your advisor to prepare for graduation and DOPL requirements.

Academic Performance & Discipline

Your success in this program is important to us. We will work with you to help you succeed. If you do not meet the minimum standards as described in this orientation, we will make an effort to take appropriate actions to help you improve; it will also be up to you to seek help to make sure you are earning an 80 percent or better.

If you do not meet Davis Tech performance standards, you will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress

standards, and repeating a course.

Academic Probation and Termination

Probation, termination or retaking of a course is based on the following:

- **Academic:** Failure to maintain 80 percent or better on test scores and competency
- **Attendance:** Failure to achieve 85 percent

If you are put on probation for academic or attendance violations, you will have a specific timeline and next steps (except for cheating and stealing, in which case immediate action will take place). If you meet the required performance standards during that time, you will be taken off probation. If you are unable to comply with the required program performance standards, you will remain on probation and a Student Improvement Plan will be developed. The plan will include details of the unsatisfactory performance, outline a plan and timeframe for performance improvement and describe the process that will be used to monitor and evaluate future performance. This Plan will be submitted to Student Services to become part of your student record. The Plan will be signed by you, the instructor and may include other administrators.

The instructor and counselor may also evaluate what barriers might prevent your success in the program; this could include a request to test for basic math and English to evaluate if additional tutoring or coursework may help you complete your program. Students, their advisor, and the Cosmetology Instructional & Salon Manager will discuss next steps, options for additional tutoring, or whether or not other training options should be considered.

If you fail to meet the performance standards outlined in the Student Improvement Plan, you will be required to participate in a Committee Review in order to continue as a student at Davis Tech. The committee will be composed of you, the instructor, the program director, an impartial program director, and a college counselor. The committee will evaluate the corrective actions taken by the college, the Cosmetology program and you to determine a mutually beneficial course of action. Possible options may include but are not limited to: continued academic probation, additional assessment, recommended change to another educational program, suspension, or termination from the program.

If conditions do not improve, you may be terminated from the program. After a specific period, you may be eligible to re-enter the Cosmetology program subject to the availability of an opening in the class. Only one termination will be allowed.

If you fail to appear for the Committee Review, you may be considered for disciplinary termination. If you have received a Student Improvement Plan or have been placed on academic probation and subsequently leave the institution, you may be considered for disciplinary termination. If you are terminated for academic performance, you must meet with a Career and Academic Advisor to discuss a plan for correction before being permitted to re-enroll at Davis Tech.

Students who are on academic probation may lose federal financial aid, scholarship eligibility, or sponsorship and benefits, as determined in accordance with college Financial Aid requirements and Department of Education regulations.

Problem Resolution

If you are not satisfied for any reason with classroom management, grading or academic disciplinary actions taken, discuss your concerns with your instructor. If this does not resolve your concerns, please contact Student Services.

Off-Campus Learning / Special Events

The Davis Tech Salon and Spa may host a variety of special events designed to give you an opportunity to explore

different facets of the beauty industry. You will be given dates for these events by your instructor in advance. Some of these events may be off campus, such as going to elementary schools to provide free haircuts to children, providing services for charity groups/ community events, and a Davis Tech fashion show.

The same Davis Tech performance/attendance rules apply to all our off-campus learning opportunities. For your protection, we strongly recommend immunizations.

Placement Services

Placement services are available to you when you complete your program. These services include resume review, interview skills and job placement assistance.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:

<http://www.davistech.edu/student-policies>

Student Follow-up

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we don't receive a response from you, a Davis Tech employee will contact you to request your employment status.

Program Safety

You will learn about industrial safety in COSM 1130 and are expected to comply with the following safety standards while in the program:

- You must always maintain control of your implements, taking care to notice your surroundings and do everything possible to ensure you are not endangering yourself or those around you.
- If a client has chemicals on hair, skin, or nails when it is necessary to evacuate, a safe solution will be offered. As part of your program orientation, please review: <https://www.davistech.edu/safety>. *It is possible that one or more questions on your first test will come from the link listed above.*

Instructor Response Time

The goal of your instructors will be to respond to any question regarding the program, assignments, or assessments in 24 hours within the Davis Tech operational schedule. Please confirm your question by email if you believe follow-up is necessary.

Course Evaluations

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per Davis Tech student. Feedback is used for program improvement and professional development.

Student Conduct/Program Policy

Professionalism

Cosmetology is a social and creative environment that allows us to become more personal than most professions. This makes our industry unique, but it also makes it challenging for beauty specialists to maintain professionalism; yet it is an absolute must in the salon/spa workplace.

The policies in our program reflect employers' expectations. Show respect to clients, students, instructors, and ourselves. Relationships are not based on judging or ridiculing people when they are different or seem unfriendly. Instead, it is our responsibility to find a way to create a healthy relationship with all people we associate with.

Student Code of Conduct and Discipline Issues

Your success in this program is important to us. We will work with you to help you succeed. If there are issues related to your conduct in the classroom, the salon, or with school activities outside of the classroom, you will receive a verbal and/or written warning outlining the behavior or conduct as well as expected corrected behavior. If additional related issues arise or the conduct continues, the issue will be referred to the Director of Student Services in writing to be handled per the Davis Technical College Student Code of Conduct and Discipline Policy and Procedures. Please review the Davis Tech Student Code of Conduct and Discipline Policy and Procedures at <https://www.davistech.edu/media/1658/student-code-of-conduct-and-discipline-policy-and-procedures.pdf>

Dress Code

Why do we need a dress policy?

We are preparing you for employment:

- Identifies you to faculty, staff, and guests
- Professional dress increases professionalism
- Creates equality
- Ensures appropriate attire for services offered

What is our dress policy?

Our objective is to maintain a professional work environment and to promote clean and appropriate dress for employment and increase clientele by appealing to all categories of people.

What to wear

- Always attend class clean and professional, observe all the rules of good hygiene. This includes personal clothing and client items (capes and aprons).
- Aprons or scrubs must be worn at all times with visible nametag while on campus. Aprons, scrubs, and nametags may be purchased from the Davis Tech Bookstore.
- All clothing must be clean & solid black. This is an industry standard.
- You may wear professional pants. **Excessively worn or holey clothing is not acceptable.** If you are uncertain about a particular garment, check with your instructor *before* wearing it to class.
- Professional shirts must be worn. No tank tops, spaghetti straps, cropped tops, or shirts with non-logo lettering are allowed. There should be enough coverage that your underarms and torso are not exposed.
- You may wear jeans on Fridays. Denim jeans must be professional looking--no holes or excessively worn. Futuristically, a one-dollar donation will be given to a SKILLS USA scholarship fund for the Friday jean day privilege.
- Excessive jewelry and make-up are not appropriate. Your accessories should not affect your ability to perform services. Accessories include shoes, jewelry, headbands, belts, scarves, etc.
- No hats or bandannas are allowed without the permission of an instructor. (i.e., health or religious reasons)
- You must wear **closed-toe**, professional shoes. These can be any color and must be clean. Shoes that are too worn are not acceptable. Keep safety in mind as you choose your shoes and choose a quiet shoe while you are in the spa area.

- Body art and piercings must not be overly distracting or offensive. If your body art contains anti-political features, vulgarity, and/or nudity you will be asked to keep it covered. You may be asked to remove excessive piercings.

There may be days where you will be allowed to wear items not in the dress code as a fundraiser or special event. Your instructors will give details.

Failure to adhere to the dress code will result in being sent home, receiving an absence and written warning

Multiple warnings of policy violation can result in a student improvement plan and disciplinary action.

Food and Drink Policy

In keeping with federal guidelines, OSHA (Occupational Safety and Health Administration) standards and CLIA (Clinical Laboratory Improvement Amendments) regulations, **no food or drinks will be allowed in the salon area** except on those days when we have a special event. You are not allowed to leave food or drinks anywhere in the classroom. A water bottle with a tightly closed lid is acceptable. Arrangements may be made with an instructor in case of special circumstances.

Clean-up

At the end of each service, you will sanitize your work area and implements. When you are signed off at the end of the day, plan your time so you have ten minutes to do a standard clean-up before you leave.

Student-to-Student Services

When performing a student-to-student service, students must have a service ticket. The student performing the service will get a service ticket from the front desk. To accommodate the flow of our salon guests, there may be days that student-to-student services are limited or are not allowed, specifically Friday. Please check with your instructor prior to performing these services. Please note that if your progress is not maintained at the minimum standard, you will not be allowed to participate in student-to-student services. Student-to-student services may be performed thirty minutes after the scheduled beginning of your block to accommodate salon guests.

Children/Visitors in the Classroom and Salon

No guests are allowed in the classroom without instructor approval. All people that are not receiving a service must wait outside of the service areas. Children must have adult supervision away from the service area.

Cell Phone/ Portable Electronic Devices Use

It is vital that we learn to use electronic technology in an appropriate and professional manner. Cell phones may be allowed on the salon floor only in times deemed appropriate by your instructor. This includes timing chemical processes, showing your guest your portfolio, looking at pictures during the consultation, taking before and after photos, etc. **Note: Texting, playing games, taking phone calls, or any other unprofessional behavior is never appropriate or allowed while on the salon floor or in the classroom.** Should you need to take a phone call or text message, you may step into the hallway. Failure to comply with this policy will result in a write-up and a meeting with your advisor for disciplinary action and/or success planning. Headphones or earbuds may be allowed if approved by your instructor.

Parking

Salon guest parking is in the west parking lot with “Cosmetology Patrons Only” signage. **You are not allowed to park in these parking stalls**—they are there for the convenience of our salon guests. If your car is found in one of these parking stalls or anywhere else on campus where parking is not allowed, your car may be towed.

Restroom

The restroom located in the Cosmetology Salon/spa is for instructor and salon guest use only. You must use other public restrooms.

Social Media

One of our favorite methods of communication is through our social media sites. Please be sure to follow us on Facebook, Instagram, and Pinterest. Invite your friends to follow us as well. This is a great way to promote yourself and keep up with what is happening in the program. Make opportunities to participate in videos on YouTube and blog posts.

Your online presence is an extension of you. It is important that you adhere to the school policies and procedures and remain professional in your social media interactions. *Please note that any form of online bullying will not be tolerated.* If you are having problems, please take appropriate actions with your advisor or Instructional & Salon Manager. If you are unprofessional in our social media interactions, you will meet with your advisor for disciplinary action/success planning.

Transferring Between Cosmetology Related Programs

If you transfer between Cosmetology related programs (Cosmetology, Hair Designer, Esthetician, Master Esthetician, or Nail Technician) your courses, transcripts and/or skill demonstrations will be evaluated individually, and plans will be developed individually for graduation. Courses in your program may not transfer to your new program. You may need additional clinical(s) to ensure your skill level and total training time matches the licensure of your new program.

Transferring into a different program may also impact your financial aid. Before transferring, meet with a financial aid advisor to determine the effects of your decision.

Graduation Requirements and Licensure

For information on licensure for the state of Utah, please visit <https://dopl.utah.gov/cosmo/> for Cosmetology and Hair Design.

To graduate and complete the program, students must do the following:

- Complete the required hours for their program. 1600 for cosmetology, 1200 for hair design
- Complete the required services for each clinical
- Complete a resume
- Pass a final written exam with a score of 80% or higher and/or pass the state written exam
- Attend 3 state board prep classes and pass the mock practical exam with 80% or higher and/or pass the state practical exam
- Visit 2 salons for interviews with an interview form from Davis Technical college and return the forms to your advisor.
- Complete an exit interview with your advisor and the Cosmetology Instructional Manager

Statement of Responsibility

Must be reviewed and signed WITH instructor.

Cosmetology Code of Conduct

- I understand that I need to show all instructors courtesy and respect. If I disagree with an instructor, I will talk directly to them in a respectful manner to solve my issue or talk to the Instructional & Salon Manager.
- I agree to be respectful and courteous of others by not using foul language, having inappropriate conversations, or spreading rumors.
- I agree to not use, possess, distribute, or be under the influence of alcohol or controlled substances.
- I understand the confidentiality I have toward my clients, and I will not repeat any information they share.
- I will not repeat personal information that I hear in the salon/classroom about other people. If I have any issues or hear something that is of concern, I will talk to my instructor or Instructional & Salon Manager.
- I am capable of standing long hours, walking long distances, lifting up to 20 pounds, handling sharp tools, using hot items (some tools and equipment can heat 400 + degrees, or require precision such as lasers), and handling and managing chemicals on self and clients safely.
- I understand that I will be receiving and giving services to other students in class & clinicals for learning and grading purposes.
- I understand that if I am 5 minutes late for an appointment, my salon/spa guest may be re-assigned to another student.
- I understand that if I am 16 or more minutes late to a clinical, I may be sent home.
- I understand that if I am disrespectful, out of dress code, unprepared with all needed tools, decline a service or other infraction of the student code of conduct, that I could be sent home for the day. These unprofessional actions can also result in a student improvement plan and further disciplinary actions.

Customer Service Conduct

- I will accept all salon guests. Declining a service without an instructor's approval is inappropriate and not allowed.
- I will not change or move any appointments without an instructor's approval.
- I will be in the Davis Tech Salon & Spa at my scheduled date & time and arrive 15 minutes before my appointment.
- I will make arrangements to stay and finish my appointments if they take longer than expected.
- I will keep my station and chair clean and orderly for each salon guest.
- I will treat the students, guests, instructors, and staff professionally.
- I will always greet the salon guest in a friendly manner.
- I will always try to exceed any salon guest's expectations by treating them as a 5-star guest.
- I will always educate my guest about what products work for their hair/skin/nails. I will provide them with instructions and product recommendations for their home maintenance routine.
- I will always do a complete consultation with an instructor before I begin and end a service and make sure I have my ticket signed. If I fail to get signed off for a service, I will not receive credit for that service and may be referred to my advisor for disciplinary action/success planning.
- I will always sanitize my station after each salon guest and clean up after myself. If I fail to do so, I may not receive credit for that service.

- I am committed to always providing my personal best and working hard to meet and exceed my educational goals. I am part of a hard-working team and will support those around me in achieving their goals.

Failure to adhere to the “Statement of Responsibility” will result in disciplinary action. The Statement of Responsibility is program-specific, and you are also held to the Davis Tech Student Code of Conduct and Discipline Policy and Procedures as a registered student of Davis Tech. This code can be found through “Student Policies” on the school’s website or at: <https://www.davistech.edu/media/1658/student-code-of-conduct-and-discipline-policy-and-procedures.pdf>

Utah Rules and Regulations

Due to Section 58-11a-301 of the Cosmetology and Associated Professions Licensing Act, a license is required to engage in the practice of beauty services.

Practice of cosmetology/barbering means:

- styling, arranging, dressing, curling, waving, permanent waving, cleansing, singeing, bleaching, dyeing, tinting, coloring, or similarly treating the hair of the head of a person;
- cutting, clipping, or trimming the hair by the use of scissors, shears, clippers, or other appliances;
- arching eyebrows, or tinting eyebrows or eyelashes, perming eyelashes, applying eyelash extensions, or a combination of these procedures;
- removing hair from the face, neck, shoulders, arms, back, torso, feet, bikini line, or legs of a person by the use of depilatories, waxing, or shaving equipment;
- cutting, curling, styling, fitting, measuring, or forming caps for wigs or hairpieces or both on the human head; and
- hair weaving or hair fusing or servicing previously medically implanted hair.

Persons engaging in unlawful conduct, which includes practicing or engaging in or attempting to practice or engage in, activity for which a license is required (Section 58-11-502), are subject to the penalties outlined in Section 58-11-503 of the act. If a citation is issued, the failure of an applicant for licensure to comply with a citation after it becomes final is a ground for denial of license.

Pursuant to R156-11a-503, the following fine schedule shall apply to citations issued under Title 58, Chapter 11a.

The fine for practicing or engaging in, or attempting to practice or engage in activity for which a license is required is:

- First Offense: up to \$1,000
- Second Offense: up to \$2,000
- Any subsequent offense: up to \$2,000 for each day of continued offense

The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act may be accessed at: <https://le.utah.gov/xcode/Title58/Chapter1/58-1.html>

The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist, and Nail Technician Licensing Act Rule R156-11a may be accessed at: <https://dopl.utah.gov/cosmo/>

This program leads to a Utah state licensure that requires a valid Social Security Number (SSN) and Government Issued ID. You will not be able to work in this profession in Utah unless you have a SSN. For more information, you may visit the following government websites:

- https://www.ssa.gov/ssnvisa/Handout_11_1.html
- <https://www.ssa.gov/pubs/EN-05-10096.pdf>

