



DAVIS TECHNICAL COLLEGE

NAIL 0000 Nail Technician Orientation

Cosmetology Instructional

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Room:

Cosmetology Classroom 1025

Salon 1001

Cosmetology Esthetics 1002

Cosmetology Nails

Advisement Hours:

By appointment via email

Introduction

Welcome to the Nail Technician 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.

Program Description

Students in the Nail Technician program study and perform manicures, pedicures, and nail enhancements. This program trains students in the principles of proper infection control and sanitation, basic nail technology, and understanding chemicals used in artificial enhancements and gel nails. Upon completion of the program, students will be prepared to take the Utah State Nail Technician licensure exam. You will not be able to work in this profession in Utah unless you have a Social Security Number.

Approved: 07/01/2020

Program Objectives

Students in this program will be required to demonstrate competency in the following skills and behaviors:

- Perform client protection, safety and infection control procedures
- Recognize various nail diseases and disorders
- Perform professional manicures and pedicures
- Apply and fit nail tips correctly
- Demonstrate the application of acrylic and gel nail enhancements
- Evaluate various professional behaviors within the beauty industry

General Information

You can access this orientation on the Davis Tech program web site, 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

The Nail Technology courses has a defined start and end date. You must be finished with all course requirements before the end date. If you fail to complete the course, you will be required to re-enroll and repay for that course.



The Nail Technician Clinical I course has an open-start/defined-end schedule. You may only start this course after completing Nail Technician Skill Development. The clinical will have minimum service requirements that must be completed before the course end date.

Each clinical will have minimum service requirements that must be completed while you have attended the length of that clinical. If you fail to complete these minimum requirements, you will need to purchase a 5-day course extension or additional hours where applicable. **You must fulfill both the minimum required services as well as the attended hours to complete the course.** You must attend a minimum of 15 hours per week and have the same schedule Monday-Friday. 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 number. Student 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.

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 and media materials. In addition, you will be given opportunities to use equipment and materials, such as computers with Internet access 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 your Career Advisor at 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 also 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 20 hours only.

Attendance

The Nail Technician program requires that you maintain attendance of at least 85%. 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 300 hours.

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

The following attendance guidelines apply:

- You are responsible to clock in and clock out each time you attend class, and when you leave for 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. If your attendance drops below 85%, you will have to 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.

The number of allowed absences per course or clinical are shown below. Class absences are measured per three-hour block. Clinical absences are measured in days missed.

Class Hours	Maximum Absences Allowed (Measured in 3 Hour Blocks)
93	4
120	6
150	7



Clinical Hours	Maximum Absences Allowed (Measured in days)
100	3
120	4
150	5

During clinicals, students should take 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% or better cumulative average on tests and assignments. You must receive a comprehensive score of 80% 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% 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%, you may retake 3 tests in order to raise your test average. If your average test score is still below 80%, 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 end of each course. An 80% score or higher is required to pass the final and the course. You will be given up to 3 attempts to accomplish this.

A final exam is available on Canvas during clinicals to prepare for the state board theory exam.

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 mannequin to catch up. These mannequins can be purchased from the salon receptionist. All skills must be completed and signed off at Davis Tech before you can complete the live model.

During your course, there will be two skill demonstration/mock state board exam classes available to prepare for licensure. You will be responsible for providing all the supplies needed to complete the mock state board exams. You must receive a comprehensive score of 80% in order to move onto the next course.

A Certificate of Program Completion is awarded for those who complete the entire Nail Technician program (300 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% 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 30 days to improve, or a designated time as agreed between the instructor or student (with the exception of 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 and the instructor.

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. Termination will be a minimum of ten (10) weeks. After that period, you will be eligible to re-enter the Nail Technology 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, or the program manager. If this does not resolve your concerns, please contact Student Services.

Off Campus Learning

During the clinical course work, you will be required to complete one or more hands-on activities off campus in the following salon experiences:

- Davis Tech Salon operated at Davis Hospital: Advanced students can go to a Davis Tech Salon located at Davis Hospital and perform various services to gain a “salon” experience and provide care for our community. To participate in this experience, Davis Hospital & Medical Center requires that Davis Tech students present immunization records for chicken pox, whooping cough (DTaP), and influenza.
- Special Events: The Davis Tech Fashion Show or other community events.

The same Davis Tech performance/attendance rules apply to all of 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 NAIL 1405 Nail Technician I 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

Nail Technician 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.

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 solid black. This is an industry standard.
- You may wear professional pants, skirts, or dresses. **No exercise pants, leggings, or worn out articles.** If you are uncertain about a garment, check with your instructor *before* wearing it to class.
- **Skirts/dresses can be worn only if they are at calf length due to services provided.**
- Professional shirts must be worn. No tank tops, spaghetti straps, cropped top, hooded sweatshirts, or shirts with lettering are allowed. There should be enough coverage that your underarms and torso are not exposed.
- You can wear jeans on Friday in the Davis Tech Salon by donating one dollar to Skills USA. Denim jeans must be professional looking--no holes or frays.
- You may accessorize with any color. 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 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 and receive an absence
- Receiving a written warning

Multiple warnings of policy violation can result in 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 ticket. The student performing the service will get a service ticket from the front desk. In order 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 stay outside the service areas. Children must have adult supervision away from the service area.

Cellphone/ Portable Electronic Devices Use

It is vital that we learn to use electronic technology in an appropriate and professional manner. Cellphones 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 in the **classroom** 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.

Special Events

The Davis Tech Salon and Spa hosts a variety of special events designed to give you an opportunity to explore different facets of the beauty industry. In order to create success at these events, your participation is required. You will be given dates for these events by your instructor in advance.



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.

Statement of Responsibility

Must be reviewed and signed WITH instructor.

Nail Technician 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.

Customer Service Conduct

- I will accept all salon guests. Declining a service without an instructor's approval is inappropriate.
- I will not change or move any appointments without an instructor's approval.
- I will be in class at my scheduled date and 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 always try to exceed any salon guest's expectations by treating him/her 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 greet the salon guest in a friendly manner.
- 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 web site or at:

<https://www.davistech.edu/public/policy/Student%20Code%20of%20Conduct%20and%20Discipline%20Policy%20and%20Procedures.pdf>

Utah Rules and Regulations

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: <http://dopl.utah.gov/laws/58-11a.pdf>.



The full text of the Barber, Cosmetologist/Barber, Esthetician, Electrologist, and Nail Technician Licensing Act Rule R156-11a may be accessed at: <https://rules.utah.gov/publicat/code/r156/r156-11a.htm>.

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 an SSN. For more information, you may visit the following government websites:

- https://www.ssa.gov/ssnvisa/Handout_11_1.html (Social Security Numbers for U.S. Permanent Residents)
- <https://www.ssa.gov/pubs/EN-05-10096.pdf> (Social Security Numbers for Noncitizens)



Acknowledgement of Responsibility

After you have read the policies and rules of this program, the instructor will answer any questions or concerns you may have. You will then be asked to read this form **and initial each statement**, complete the required signatures, and return the form to your instructor.

1. ____ I understand that acceptance into the Nail Technician program will require that I attend classes and clinicals at a minimum of 15 hours per week.
2. ____ I have read and understand the attendance requirements.
3. ____ I have read and understand the progress and academic performance requirements.
4. ____ I have read and understand the testing/skills demonstration policy of this program.
5. ____ I have read and understand the grading policy of this program.
6. ____ I have read and understand the probation and termination policy of this program.
7. ____ I have read and understand that I will be professional and treat others with respect.
8. ____ I have read and understand appropriate dress code and agree to strict compliance.
9. ____ I have the responsibility to maintain personal hygiene. Poor hygiene could result in being asked to go home for the day.
10. ____ I have read and understand the food and drink policy of this program.
11. ____ I understand that I may not bring children/friends to the classroom/clinic floor.
12. ____ I understand that the use of cellphones and portable electronic devices is not permitted in the program. I agree to utilize technology to benefit my education and will remain professional while using these devices at all times. Instructors may use their phones since they are needed for work-related reasons.
13. ____ I understand that I will only park in designated parking areas and that I will not park in the "Cosmetology Patron Only" area.
14. ____ I understand that I will not use the restroom in the salon—it is for salon guests and instructors only.
15. ____ I agree to participate in the program's social media pages. I understand that my social media presence is an extension of my personal self and also agree to abide by the school policies in my online presence. I understand that online bullying will not be tolerated.
16. ____ I have read and understand the rules of conduct and policies for this program and understand that if a violation occurs, I am subject to the penalties that apply.
17. ____ I agree to maintain safety and sanitation standards. I will participate in environmental control and take pride in the salon as if it were my own.
18. ____ I have read and understand the student-to-student services policy. I agree to get approval from my instructor prior to giving or receiving any student-to-student service. I understand I may not be allowed to receive a service due to salon guest needs or failure to maintain minimum standards.



19. ____ I understand that in this program I will work with certain chemicals. If I am allergic to any of them, I will utilize appropriate precautions (i.e. using gloves) so I may still provide services or I will seek Career Advisement to look at other program options.
20. ____ I have read all the rules of the Code of Conduct and Customer Service Conduct and agree to comply with them.
21. ____ I fully understand that it is against Utah Rules and Regulations to perform any services without a license. I will not perform services outside of school.
22. ____ *For parents of minors under 18 only:* I understand that once my child has turned 18 or graduated from High School, due to privacy laws the school will be unable to communicate about the student's education unless the student has given approval through completion of the appropriate waiver. Students may get a copy of this form from Student Services or Carol Anderson.

If I fail to abide by any of the rules, code of conduct, or dress code, disciplinary action will be taken as follows:

- First offense: Written warning and meet with your advisor for any other disciplinary action/success planning. (For dress code violation you will be sent home to change and will be marked absent while going home.)
- Second offense: You must meet with a college counselor and your faculty advisor to create a Student Improvement Plan.
- Third offense: 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 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, suspension, or termination from the program.
- Further offenses may result in termination from the program.

Student Signature/Date

Parent Signature/Date (for minors under 18)

Student Name (Printed)

Parent Name (Printed)



Acknowledgement of Responsibility – Student Copy

After you have read the policies and rules of this program, the instructor will answer any questions or concerns you may have. You will then be asked to read this form **and initial each statement**, complete the required signatures, and return the form to your instructor.

1. ____ I understand that acceptance into the Nail Technician program will require that I attend classes and clinicals at a minimum of 15 hours per week.
2. ____ I have read and understand the attendance requirements.
3. ____ I have read and understand the progress and academic performance requirements.
4. ____ I have read and understand the testing/skills demonstration policy of this program.
5. ____ I have read and understand the grading policy of this program.
6. ____ I have read and understand the probation and termination policy of this program.
7. ____ I have read and understand that I will be professional and treat others with respect.
8. ____ I have read and understand appropriate dress code and agree to strict compliance.
9. ____ I have read and understand the food and drink policy of this program.
10. ____ I understand that I may not bring children/friends to the classroom/clinic floor.
11. ____ I understand that the use of cellphones and portable electronic devices is not permitted in the program. I agree to utilize technology to benefit my education and will remain professional while using these devices at all times. Instructors may use their phones since they are needed for work-related reasons.
12. ____ I understand that I will only park in designated parking areas and that I will not park in the “Cosmetology Patron Only” area.
13. ____ I understand that I will not use the restroom in the salon—it is for salon guests and instructors only.
14. ____ I agree to participate in the program’s social media pages. I understand that my social media presence is an extension of my personal self and also agree to abide by the school policies in my online presence. I understand that online bullying will not be tolerated.
15. ____ I have read and understand the rules of conduct and policies for this program and understand that if a violation occurs, I am subject to the penalties that apply.
16. ____ I agree to maintain safety and sanitation standards. I will participate in environmental control and take pride in the salon as if it were my own.
17. ____ I have read and understand the student-to-student services policy. I agree to get approval from my instructor prior to giving or receiving any student-to-student service. I understand I may not be allowed to receive a service due to salon guest needs or failure to maintain minimum standards.
18. ____ I understand that in this program I will work with certain chemicals. If I am allergic to any of them, I will utilize appropriate precautions (i.e. using gloves) so I may still provide services or I will seek Career Advisement to look at other program options.



19. ____ I have read all the rules of the Code of Conduct and Customer Service Conduct and agree to comply with them.
20. ____ I fully understand that it is against Utah Rules and Regulations to perform any services without a license. I will not perform services outside of school.
21. ____ *For parents of minors under 18 only:* I understand that once my child has turned 18 or graduated from High School, due to privacy laws the school will be unable to communicate about the student's education unless the student has given approval through completion of the appropriate waiver. Students may get a copy of this form from Student Services or Carol Anderson.

If I fail to abide by any of the rules, code of conduct, or dress code, disciplinary action will be taken as follows:

- First offense: Written warning and meet with your advisor for any other disciplinary action/success planning. (For dress code violation you will be sent home to change and will be marked absent while going home.)
- Second offense: You must meet with a college counselor and your faculty advisor to create a Student Improvement Plan.
- Third offense: 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 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, suspension, or termination from the program.
- Further offenses may result in termination from the program.





Davis Technical College

Student Locator Card

Student Name:		Student ID:	
Address:			
City:	State:	Zip:	
Cell Phone:			
Email:			
Father/Guardian:			
Home Phone:		Business Phone:	
Mother/Guardian			
Home Phone:		Business Phone:	
Please list any medications you are currently taking or specific allergies you have			
In case of emergency, do you give the College permission to call the paramedics?		Yes	No
List a relative/friend that can be contacted in case of emergency if your parents/guardian cannot be reached			
Name:			
Home Phone:		Cell:	



Service Liability Waiver

I fully understand that the Cosmetology Program at the Davis Technical College, which operates this salon, is a training program and that all services are performed by students in supervised training. Therefore, I agree and understand that I will in no way hold the school, its proprietors, officers, agents or any of its operators accountable for any injury that may occur to me as a result of work performed on me in the school.

Student Signature/Date

Parent Signature/Date (for minors under 18)

Student Name (Printed)

Parent Name (Printed)

Photography/Media Release

I hereby give Davis Tech permission to use my picture and I authorize the use and reproduction thereof. I grant Davis Tech, all licensees and assignees the unrestricted right to copyright, publish and use the photograph(s) of me described above and any other reproductions or adaptations thereof, in whole or in part, without restrictions as to changes or alterations, in any media for advertising, art and exhibition, editorial or any other purpose whatsoever and without further compensation to me. I understand that unless I agree that my name is published, used or referred to in connection with the photograph(s), the photograph(s) or words published with them will not be attributed to me personally. I hereby release and discharge Davis Tech, all licensees and assignees from any liability whatsoever, by reason of any alteration or use in composite or in any other form, whether intentional or otherwise, that may occur in any publication, sale, or use of the photographs. I hereby waive any right that I may have to inspect or approve the finished product(s) and the advertising copy or other matter that may be used in connection therewith or the use to which it may be applied. All negatives and positives, together with the prints shall constitute the sole property of Davis Tech.

Student Signature/Date

Parent Signature/Date (for minors under 18)

Student Name (Printed)

Parent Name (Printed)