



DAVISTECH

DAVIS TECHNICAL COLLEGE

ESTH 0000 Esthetician Orientation

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Rooms: Esthetics Classroom 1002 (note: may also meet in 1006 or 1010)
 Salon 1001
 Cosmetology Esthetics 1002
 Clinical Floor 1004

Advisement Hours: **By appointment via email**

Introduction

Welcome to the Esthetician 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).

Approved: 8/16/2022

Program Description

The Esthetician program prepares students to enter the world of skin care, natural and nail care 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 spa business. Students will work with spa guests in a modern, well-equipped spa 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 Esthetician Licensing Exam **(a valid US Social Security Number and Government issued ID is necessary for licensure)**

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 Esthetics including:
 - disinfection of equipment
 - anatomy and physiology of the body
 - chemistry behind spa services and products
- Develop skills in esthetics including facials, facial peels, make-up, face and body waxing and body treatments
- Develop skills in natural nail care (manicures/pedicures),
- Develop salon/spa skills in customer service, building clientele, business and marketing

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 and Scholarships
- 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 a faculty 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

ESTH 1150 Esthetician I and ESTH 1251 Esthetician II 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 complete a course, you will be required to re-enroll and repay for that course.

Students may start clinicals after successful completion of ESTH 1150 Esthetician I and ESTH 1251 Esthetician II. The Esthetician Clinical Levels 01-03 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 the 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 will have minimum service requirements that must be completed while you have attended the length of that clinical. **You must fulfill both the minimum required services as well as the attended hours to complete the course.** 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 attend a minimum of 15 hours per week, with a maximum of 6 hours per day. 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 first aid kit, and other supplies needed in case of emergency. Evacuation maps can be found in strategic locations throughout the college.

Student Policies and Procedures

You may find further information on institutional student policies and procedures here:
<http://www.davistech.edu/student-policies>.

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 9, 27 and 60 hours only.

Progress

Progress is calculated by the number of scheduled hours versus the amount of coursework completed. Program progress must be maintained at 67 percent or better to be eligible for financial aid. It is recommended that progress be maintained at 85 percent or better. This will ensure that you can complete the program in a timely manner. If you have difficulty meeting 85 percent progress, please meet with your instructor. If you do not complete a course by the end date, you will have to pay for the course again (adult students only), and a faculty member will help create a Student Success Plan to ensure your success on a second attempt.

Attendance

Attendance must be maintained at 67 percent or better to be eligible for financial aid. The Esthetician program prefers 85 percent minimum attendance to ensure students can stay on track for timely completion of each course. Attendance is calculated using the number of scheduled hours versus the number of hours you are present in the classroom. To meet this requirement, you must be in class on the days and times that you are scheduled. Your attendance requirement may be



higher depending on any sponsorship or financial aid stipulations that apply to you. You must log in and out of Northstar each time you attend class, so your attendance is documented.

Talk to your instructor when an absence is necessary. Excused absences will be given for job interviews, Davis Tech sponsored activities, major illness and/or life events, off-site training, or high school activities. If you require an extended absence from the program, consult with your instructor prior to the absence. If necessary, a counselor in Student Services may assist you in this process.

Students are expected to attend class for the hours they are scheduled. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Per the College Student Records Policy, student attendance information may be released to potential employers.

The following attendance guidelines apply:

- If you are more than 15 minutes late, you will be marked absent.
- Classroom breaks are determined by the instructor.
- If you are non-productive (not performing a service or working on an assignment) during your scheduled time, you will be clocked out and disciplinary actions will occur.
- All the absent hours that you acquire in your core courses, must be made up before the end of that given class.

Class Attendance

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

Class Hours	Maximum Absences Allowed (Measured in 3 Hour Blocks)
30	1
90	3
120	6
135	6
150	7

Clinical Attendance

The knowledge and skills you gain during clinical hours are essential to your success as a student and in the industry. When you work in the field, you will have appointments that must be kept. That applies here at our salon as well. We schedule clients according to your scheduled hours; therefore, you must be here when you say you will be here. The following attendance table displays the number of absences allowed during a clinical.

Clinical Hours	Maximum Absences Allowed
55	2
60	2
90	3
135	4



Students are required to email their faculty advisor **AND** salon.spa@davistech.edu ahead of absent days during a clinical. Please be aware that a No Call, No Show is unacceptable behavior and will not be tolerated. Failure to communicate with the salon AND the faculty advisor prior to an absence will be subject to a disciplinary process. Information regarding Davis Tech's Student Performance Policy and Procedure can be found at <http://www.davistech.edu/student-policies>.

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

You will be required to take a test after each chapter and a course final at the end of your course. Bookwork must be turned in before testing each chapter. If you do not turn in your bookwork, you will not be allowed to test, and you will receive a test score of zero. If your average test score is below 80 percent, you may retake three tests at the end of your course to raise your test average. If your average test score is still below 80 percent, you will retake the course. The final test will be calculated in the overall test score.

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



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 your 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.

Once you are on the salon/spa floor, you will have the opportunity to attend a state board prep class. These classes prepare you to successfully pass the Utah State practical test. It is your responsibility to check the extra education class calendar for state board prep class dates and attend the class you sign-up for. The state board prep classes are only available to current Davis Tech students. We strongly suggest you take the prep class before you start your 3rd clinical.

A Certificate of Program Completion is awarded for those who complete the entire Esthetician program (600 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 see 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 30 days to improve (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 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

During the clinical courses, you may have opportunities to complete hands-on activities off-campus in the following salon experiences:

- Special Events: The Davis Tech Fashion Show or other community events.
- Skills USA

The same Davis Tech performance/attendance rules apply to all our "off-campus" learning opportunities.

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 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 ESTH 1150 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. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

Professionalism

Esthetics 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.

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.
- Scrubs must be worn at all times with visible nametag while on campus. Scrubs and nametags may be purchased from the Davis Tech Bookstore.
- All clothing must be solid black or match Esthetician program scrubs exactly. Scrubs are an industry standard.



- 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 the permission of an instructor. (i.e. health or religious reasons)
- You must wear closed-toe, professional shoes (athletic/running shoes are acceptable). 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 receiving 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 inform the spa/salon floor instructor. The student receiving the service will get a service ticket from the front desk if there is a cost attached to that service. To accommodate the flow of our salon guests, there may be days when student-to-student services are limited or are not allowed. Please check with your instructor prior to performing these services.



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. Please note that certain services have a minimum age requirement. Please contact the Salon front desk at 801-593-2401 with specific age requirement questions.

Cellphone/Portable Electronic Devices Use

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

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. Headphones or earbuds may **NOT** be worn while on the salon floor, as it does not reflect the level of professionalism required in this industry.

Parking

Salon guest parking is located 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 the Esthetician Program to Other Related Programs

If you transfer between Esthetician program and other related programs (Cosmetology, Hair Designer, 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.

Esthetics 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 Manger.

Customer Service Conduct

- I will accept all salon/spa 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 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 skin/nails. I will provide them with instructions and product recommendations for their home maintenance routine.
- I will always greet the salon/spa 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/spa 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

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 Esthetics means:

- arching eyebrows, or tinting eyebrows or eyelashes, perming eyelashes, applying eyelash extensions, or a combination of these procedures;
- cleansing, stimulating, manipulating, exercising, applying oils, antiseptics, clays, or masks manual extraction, including comedone extractor, depilatories, waxes, tweezing, the application of eyelash extensions, natural nail manicures or pedicures or callous removal by buffing or filing;
- other esthetic preparations or procedures with the use of the hands, a high-frequency or galvanic electrical apparatus, or heat lamp for cosmetic purposes and not for the treatment of medical physical or mental ailments
- 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;
- Perform various types of facials, superficial chemical peels, manicures and pedicures

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 a 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)



Acknowledgment of Responsibility

After you have read the syllabus, your 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 Advanced Esthetician program will require you to earn an 80% in each course or clinical to pass and that I must spend a minimum of 15 hours per week on the clinical floor. I have read and understand the attendance requirements
2. _____ I have read and understand the progress and academic performance requirements.
3. _____ I have read and understand the testing/skills demonstration policy of this program
4. _____ I have read and understand the grading policy of this program.
5. _____ I have read and understand the probation and termination policy of this program.
6. _____ I have read and understand that I will be professional and treat others with respect.
7. _____ I have read and understand the appropriate dress code and agree to strict
8. _____ compliance. I have read and understand the food and drink policy of this program
9. _____ I understand that I may not bring children/friends to the classroom/clinic floor.
10. _____ I have read and understand the cell phone/portable electronic device policy.
I understand that I will only park in appropriate parking areas and that I will not park in the "Cosmetology Patron Only" parking stalls.
11. _____ I understand that I will not use the restroom in the Salon—it is for salon guests and instructors only
12. _____ 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.
13. _____ I have read and understood the special events policy. I understand my participation is required in these events and they may occur outside of my
14. _____ scheduled time. I will make the arrangements necessary to participate in these events.
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 agree to participate in the Davis Tech Fashion Show and Halloween competition. These events are mandatory for all students.
17. _____ I understand it is my responsibility to come to school every day prepared with all my tools/implements. This is essential for my success in the program.
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 according to Utah Rules and Regulations it is unlawful to perform any services without a license. I will not perform any services outside of school.
22. _____ *For parents of minors under 18 only:* I understand that 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.

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: A written warning will be given and you must meet with your advisor for any other disciplinary action/success planning. For dress code violations, you will be sent home to change, must clock out, and will be marked absent while going home.
- Second offense: You must meet with a college counselor and your 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 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, suspension, or termination from the program.
- Further offenses may result in termination from the program.

Student Signature / Date

Student Name (Printed)

