

COSMETOLOGY/3 (600 Hours)

Course No.: 78-45-65

COMPETENCY CHECKLIST

Student Name _____

Teacher Name _____ School Site _____

Start Date _____ Completion Date _____ Certificate Date _____

Teacher Signature _____ Student Signature _____

(Signature verifies completion of course competencies)

A. HAIRSTYLING AND HAIRDRESSING (165 hrs)

- _____ 1. Perform listed tasks
- _____ 2. Perform listed services as required by CSBBC
- _____ 3. Perform wet hairstyling services as required

B. PERMANENT WAVING AND CHEMICAL STRAIGHTENING (95 hrs)

- _____ 1. Perform hair analysis
- _____ 2. Demo acid and alkaline permanent waving
- _____ 3. Demo listed types of chemical straightening
- _____ 4. Perform listed services as required by CSBBC
- _____ 5. Perform hair straightening as required

C. HAIR COLORING AND BLEACHING III (150 hrs)

- _____ 1. Perform listed tasks/services
- _____ 2. Perform hair color/bleaching services

D. HAIRCUTTING III (60 hrs)

- _____ 1. Use listed tools for wet and dry cutting
- _____ 2. Perform haircutting services as required

E. TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN ESTHETICS II (55 hrs)

- _____ 1. Demo kinds of manual facials
- _____ 2. Demo kinds of electrical facials
- _____ 3. Demo chemical facials
- _____ 4. Only non-living, uppermost layers removed
- _____ 5. Demo eyebrow arching and hair removal
- _____ 6. Demo listed tasks and techniques
- _____ 7. Perform listed facials as required by CSBBC
- _____ 8. Perform tasks/services required by CSBBC
- _____ 9. Perform listed applications as required

F. TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN MANICURING, PEDICURING AND ARTIFICIAL NAILS II (25 hrs)

- _____ 1. Demo water and oil manicure tasks
- _____ 2. Demo listed nail techniques
- _____ 3. Apply nails/tips/wraps as required by CSBBC
- _____ 4. Perform manicuring services as required
- _____ 5. Perform pedicuring services as required

G. HEALTH AND SAFETY TECHNICAL INSTRUCTION REVIEW II (30 hrs)

- _____ 1. Review cosmetology chemistry
- _____ 2. Review chemical makeup of products
- _____ 3. Review chemical/physical changes of matter
- _____ 4. Review MSDS as applied to cosmetology
- _____ 5. Review Cal/OSHA guidelines for profession
- _____ 6. Review EPA guidelines applied to profession
- _____ 7. Review chemicals found in spas and salons
- _____ 8. Health hazards that exist in establishments
- _____ 9. How to protect technician from chemicals
- _____ 10. Review how to prevent chemical injuries
- _____ 11. Sound ergonomic principles in workspace
- _____ 12. Electricity and operating electric equipment
- _____ 13. Review listed anatomy and physiology
- _____ 14. Relationship: bacteria & anatomy/physiology
- _____ 15. Prevention of communicable diseases
- _____ 16. Equipment: disinfection and sanitation
- _____ 17. Procedures to protect consumer/technician
- _____ 18. Review of CSBBC Rules & Regulations

H. PROFESSIONAL IMAGE (5 hrs)

- _____ 1. Basic habits of daily personal hygiene
- _____ 2. Demo proper standing and sitting posture
- _____ 3. Characteristics of healthy positive attitude
- _____ 4. Explain attributes of strong work ethic

- _____ 5. Define ethics
- _____ 6. Effective time management techniques

I. THE SALON/SPA BUSINESS AND PREPARATION
FOR EMPLOYMENT (15 hrs)

- _____ 1. Qualities for success in service profession
- _____ 2. Options for going into business for yourself
- _____ 3. Factors to consider when opening a salon
- _____ 4. Types of ownership for business operation
- _____ 5. Explain necessity to keep accurate records
- _____ 6. Demo best practices for telephone use
- _____ 7. Demo retail salesmanship techniques
- _____ 8. Front desk/receptionist and a salon's success
- _____ 9. Interpersonal skills in business environment
- _____ 10. Responsibilities and licensing requirements
- _____ 11. Identify wage scales for the trade
- _____ 12. Skill/knowledge/attitudes to obtain job
- _____ 13. Résumé with education/skills/experience
- _____ 14. Importance of lifelong learning
- _____ 15. Identify uses of computer technology
- _____ 16. Trade conferences, advisories & publications