



# School of Cosmetology

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**Course Title:** Cosmetology Adult Program

**State CIP Code:** 12.0401

**Length of Course:** 15 Months, including Summer School

**Opportunity for certification/college credit:** Illinois State Cosmetology License

**Suggested prior knowledge/skills/courses:**

Math, Reading, Science, English, Psychology are helpful

All Theory exams must be passed with a minimum score of 75% and Practical exams must be passed with a minimum score of 85%.

## Phase 1

1. Student will complete the following subjects, including all assignments theory, practical labs, and exams
  - A. Professional Development
  - B. Salon Ecology
  - C. Chemistry
  - D. Trichology
  - E. Design Decisions
  - F. Hairstyling
  - G. Hair cutting
  - H. Chemical texturizing
  - I. Hair color

## Summer Session (Required for Licensure)

2. The following classes are only offered during Summer Session. Student will complete the following subjects, including all assignments theory, practical labs, and exams.
  - A. Anatomy and Physiology
  - B. Electricity and light therapy
  - C. Skin and Disorders of the skin
  - D. Nails and Disorders of the Nails
  - E. Manicure and Pedicure

- F. Artificial Nails
- G. Facials and Facial Massage
- H. Facial Make Up
- I. Hair Removal
- J. Long Hair Design

## **Phase II**

- 3.** Student will complete the following subjects, including all assignments theory, practical labs, and exams.
- A. Salon Success
  - B. Men's Haircutting
  - C. Hair Color
  - D. Chemical Texturizing
  - E. Salon Business (job interview training, portfolio, Receptionist training,
  - F. Wigs and hair Additions

It is possible for a student to attain a passing grade by the high school standards and not maintaining satisfactory progress towards the cosmetology license. Saturday attendance (required for licensure) and lab performance are not calculated in the high school grade.

Kankakee Area Career Center School of Cosmetology provides students with full-service salon experience in our clinic lab setting.

Student must maintain a professional appearance and attitude within the Cosmetology dress code guidelines.

## **Final Exam Requirements**

Final Theory exams must be passed with an 85%. State Board Final Practicals must be passed with an 85%.

## **Internship Opportunities**

KACC School of Cosmetology provides students with a simulated salon experience in our clinic lab setting and full-service salon, open to the public, which is substituted for an internship experience.

External internships may be arranged during the last 150 hours of the cosmetology program. In order to qualify and to receive hours of credit toward the program, students must:

- A. Complete a written *General Training Agreement* between the salon, student and KACC, noting the one (1) licensed advisor/mentor approved by KACC and Salon Owner.
- B. Attend KACC 3 days per week
- C. Attend Intern Site 2 full days per week
- D. Maintain timecards and assignment records; completed and acknowledged with signature of licensed advisor/mentor.
- E. Submit timecards to the KACC School of Cosmetology once per week.

## **KACC School of Cosmetology Graduation Requirements**

**Note!!! The school reserves the right to deny registration for State board exams to any student(s) who does not complete the requirements set down by the State of Illinois for satisfactory progress and completion of the Cosmetology program.**

The following requirements must be met before consideration for graduation from KACC School of Cosmetology:

To become eligible for the final practical exam:

1. Earned 1,300 hours of the required 1,500 hours of training.
2. The student must have attended all review classes.
3. The student must have required equipment packed and labeled.
4. Student must have a live model for certain services.
  - a. NOTE: The model is your choice, male or female, but must comply with these parameters:
    - i. Be at least 16 years of age
    - ii. Have enough hair length and condition to meet test requirements
    - iii. May not be a licensed cosmetologist
    - iv. May not be a former KACC School of Cosmetology student.

Choose your model well as an inadequate or uncooperative model could cause you to fail the exam.

5. Students who fail one or more procedures during testing periods will have the opportunity to retake those procedures on a scheduled make-up day. If passing scores cannot be obtained by the end of that school day, the student will be requested to retake the State Board Review classes with the next scheduled group.

To become eligible for the final written exam the student must have:

1. Earned 1,300 hours of the required 1,500 hours of training
2. Completed all clinic lab requirements
3. Taken and passed all theory exams
4. Taken and passed the practical exam
5. Submitted all class sheets to instructor for filing.
6. All financial commitments owed to KACC of Cosmetology must be met in full.

The student must pass the final practical exam with a minimum score of 85% and pass the final written Exit Exam with a minimum score of 85%. If a student fails to pass, they may not retake the Exit Exam on the *same day*. The re-test must be scheduled for a different day. Students will have up to three (3) chances to achieve a passing score on the written exam. If a passing score is not achieved by the third time the test is given, the instructor administering/coordinating the test will evaluate the student's progress and *may* schedule them for the next review class which will delay registration.

*KACC SCHOOL OF COSMETOLOGY – Enrollment Agreement*

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4083 N 1000 W Rd., P.O. Box 570  
Bourbonnais, IL 60914  
815/939-4971  
[www.kacc-il.org](http://www.kacc-il.org)

**PROGRAM DESCRIPTION:**

Kankakee Area Career Center's (KACC's) Cosmetology Program provides training opportunities for junior and senior students in the field of cosmetology during their regular school day. When students enter the program as a junior, they are able to continue uninterrupted through completion of State licensing requirements.

KACC's Cosmetology program is approved by and follows all the training and license requirements of the Illinois Department of Professional Regulation. Present regulations include:

- 1) Completion of 1,500 hours of instruction in not less than 9 months or more than seven years of attendance. KACC Standard contract runs fifteen (15) months, after which time, additional fees may be incurred.
- 2) Minimum score of 75% on the Illinois State Licensing Exam. Persons wishing to practice Cosmetology in the State of Illinois must hold an active license.

KACC offers students the opportunity to earn all 1,500 hours by following the schedule below: Attend KACC 5 days per week. Tuesday through Saturday. Students can earn up to 6 hours per day Tuesday through Friday, and up to 7.5 hours on Saturdays. Extended hours are available on most Tuesday and Thursday evenings during the school year as the salon is open 8:30 a.m. to 8:30 p.m.)

Students are registered for the Illinois State Board Licensing Exam through the KACC School of Cosmetology office after completion of hour requirements and graduation requirements which are set by school administration.

Students who do not complete the program within the 15 months who wish to extend their enrollment at KACC School of Cosmetology Adult Program will pay of fee based on \$ \_\_\_\_\_ per hour for the balance of hours needed to reach the required 1,500 hours.

A KACC School of Cosmetology diploma is presented to each student when the following requirements are met:

1. Satisfactorily completed the 1,500-hour course over the required period of time.
2. Successfully passed all school proficiency examinations.
3. Completed all written and practical assignments.
4. Attended assigned State board review classes.
5. Scored a minimum of 85% on the final written and practical exams.

6. Full payment of all tuition due (plus any fees incurred for additional hour overage). If using a personal check, funds must be deposited and cleared through KACC's account prior to diploma and transcripts being disseminated.

KACC School of Cosmetology reserves the right to deny registration for State Board Examinations for Students who do not meet minimum theory and practical scores and who have outstanding financial commitments to KACC.

### CONTRACT SIGNATURES:

Student (and Parent/Guardian if student is under 18 years of age) is to read and sign below, indicating their acceptance of the terms in this agreement.

I have read the information entitled "KACC School of Cosmetology Enrollment Agreement," which specifies the operating procedures of the KACC School of Cosmetology.

I understand the importance of my son/daughter following the requirements if he/she is to successfully complete the program.

I agree to work with him/her in meeting the outlined responsibilities such as:

- 1) *Saturday and summer session attendance in order to meet the 1,500-hour State requirement*
- 2) *Provide funding for additional cost if the 1,500 hours are not completed within the time outlined in this agreement*
- 3) *Provide funding for additional cost for tutoring if minimum scores are not achieved by completion of the 1,500-hour program within the timelines outlined in this agreement.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature  
Only if student is under 18 years of age

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Start Date

\_\_\_\_\_  
Estimated Completion/Graduation Date:

# KACC SCHOOL OF COSMETOLOGY

## STUDENT DRESS CODE

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As a student who has chosen a career in the field of Cosmetology, your professional appearance is critical. From your very first day of training and all through professional career, your poise, professionalism, even your ability to perform technical applications will be judged by your appearance. You only get one chance to make a first impression.

It is proven that correct or proper dress has a psychological impact on the people with whom you meet. Since most Cosmetology students enter this profession because they enjoy making people feel good about the way they look, it is just as important to project yourself as the “professional” who has the ability to do just that. This is an impossible task when you, the professional, do not concern yourself with your own appearance.

The following is an outline of the dress code we expect our students to follow. This dress code will be enforced from 1 through 1500 hours. Since appearance plays such an important part in your profession, your appearance will be evaluated and included in your employability points. First and foremost, students are expected to be concerned with daily habits of good hygiene and good grooming.

**Dress code must be followed or the student makes the choice to forfeit hours and points.**

Students are required to wear KACC logo shirt or white, black, or gray blouse and black or dark gray dress pants. KACC Logo / white or black shirts must be clean and in excellent condition at all times. KACC staff has the right and responsibility to advise a student of any unacceptable dress code appearance. Violation of any dress code requirements will result in dismissal from class and/or forfeiting all hours until such time the student comes into compliance with all dress code requirements.

### **OTHER DRESS CODE REQUIRMENTS**

#### **A. Apron**

1. One will be included in your equipment kit.
2. Only KACC issued apron style will be acceptable.

#### **B. SHOES**

1. **Only** black dress shoes suitable for professional dress
2. No open toe shoes of any style
3. Shoes are to be rubber sole with low heels.
4. Must be kept clean at all times.
5. Black gym shoes and black or gray boots will be permitted only with a black or white rubber sole. **NO FUR OR ANY OTHER TYPE OF FABRIC BOOTS/SHOES WILL BE ALLOWED.**
6. Laces must be tied and zippers completely zipped at all times.

Note: If you are unsure as to your shoes' acceptability, please check with your instructor.

### C. PANTS/ CAPRIS

1. **Only** black or dark gray pants.
2. Must be clean and pressed at all times.
3. No shorts, sweatpants, yoga pants, or jogging pants of any style.
4. Leggings are not considered slacks and therefore are **only** allowed under skirts and dresses, long shirts and sweaters. **MUST NOT BE SHEER OR SEE THROUGH.**

### D. DRESS/SKIRTS

1. **ONLY ACCEPTABLE LENGTH IS KNEE LENGTH OR LONGER**
2. Skirts/Dresses may be of a black/dark gray and white pattern or solid black or solid dark gray,
3. **Low-cut dress or tops are not acceptable**
4. Must be cleaned and pressed
5. **Black leggings may be worn with skirts/dresses, otherwise, nylons must be worn when skirts and dresses are worn.**

### E. BLOUSES/SHIRTS:

1. A KACC Logo polo may be purchased any color  
If KACC polo is not purchased, black, white, or gray **blouse** is required.
2. **No low-cut blouses, and must cover the waistline**
3. **No hoodies, T-shirts, or sweatshirts**
4. **No sleeveless shirts/blouses, tube tops or spaghetti-strap style tops – under arms must be covered.**
5. Only black, white or gray tank tops are permitted if worn under shirts/blouses.  
**Tank tops may not be worn alone.** No logos or lettering.

### F. SWEATERS:

1. KACC logo jackets may be worn over the logo shirt for warmth.
2. Long sleeve cardigan sweaters can be worn under apron for additional warmth.  
Sweaters must be black, white or gray with no logos or lettering.

### G. UNDERCLOTHES:

1. Female students must wear bras (white or nude in color). This does not include T-shirts or camisoles as a substitute.
2. Underwear must be worn by both male and female students.
3. Socks must be worn with slacks. Knee-high hose may be worn if preferred.
4. Only black socks are permitted.

### H. HAIR:

1. **Hair is to be clean and neat at all times.**
2. **Hair care is to be done BEFORE entering class.**
3. Long hair should be secured when servicing clients on the clinic floor in order to avoid it from hanging on your clients.

### J. NAILS:

1. Nails should be well trimmed and manicured.
2. Artificial nails are acceptable if trimmed to a **“practical length.”**  
Any nail color, design, or art is acceptable if professional.



**K. JEWELRY AND ACCESSORIES.:**

1. Although jewelry can add a definite fashion statement to your dress, for reasons of safety and sanitation, a bare minimum of jewelry should be worn.
2. Very small nose piercings are the **only** piercings acceptable. Other facial piercings are expected to be removed or covered. No septum piercings.
3. Scarfs used as an accessory can be any color but not worn in such a manner which will interfere with client services.



**I have read the preceding information and agree to comply fully with the KACC dress code.**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent: \_\_\_\_\_ Date: \_\_\_\_\_



Kankakee Area Career Center  
School of Cosmetology  
Adult Program  
PO Box 570  
4083 N 1000 W Rd  
Bourbonnais, IL 60914  
[www.kacc-il.org](http://www.kacc-il.org)

## Fingerprinting for State and FBI Background Checks

New Student has two options to schedule a fingerprint session:

- a. Call MorphoTrust USA at 800-377-2080 in order to schedule an appointment.
- b. Visit L1 Enrollment and schedule an appointment online for the Kankakee Facility at [www.identogo.com](http://www.identogo.com).

**KACC's account number with MorphoTrust USA is IL 046V40S – Our account number is merely an employer identification number, and does not allow charges to an account.**

The actual fingerprinting is done through SDC Global – a subcontractor located at

1 Dearborn Square #521  
Kankakee, Illinois 60901  
815-304-4035

The cost of fingerprinting is included in your \$100 application fee for enrolling in the KACC School of Cosmetology.

The cost of fingerprinting if paid on site is \$52.50.

If you sign up online, you can prepay the fingerprint charge on your credit card. KACC will either issue you a check in advance, or reimburse you upon completion of your fingerprints, whichever works best for you.

If you need a check in advance, please check with the KACC administration office to be sure a check can be prepared and signed prior to your appointment.

Kankakee Area Career Center  
PO BOX 570  
Bourbonnais, IL 60914  
www.kacc-il.org  
815-939-4971



# KACC School of Cosmetology Time Clock Procedure

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Thank you for choosing to enroll in KACC School of Cosmetology.

This agreement will cover the recording of time while enrolled in the program. KACC School of Cosmetology uses a computerized system to legally record curriculum hours while a student is enrolled in the Cosmetology program.

Rules for recording time are governed by the Illinois Department of Professional and Financial Regulation. KACC's system utilizes the student's fingerprint to clock in and out so only the student earning hours is able to clock in upon arrival.

Student must remain aware when clocking in and out to be sure their hours are recorded. If the time clock is not working properly, student must report the issue to their instructor in order to receive hours.

A special form will be provided to log hours earned away from school, i.e.: attending a conference, community service events and competitions.

## ***ACCEPTED AND AGREED:***

I, \_\_\_\_\_ understand that I have sole responsibility for clocking in and out of my class period at the appropriate times.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date Signed

I, \_\_\_\_\_ agree that it is my child's responsibility to clock in and out of the class period at the appropriate times. The time clock system will be utilized to record all hours earned in the Cosmetology program. I further agree to encourage my child to comply with the procedures which are in place to govern the timekeeping system.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date Signed