



Cosmetology Program Handbook

PROGRAM OVERVIEW

The Cosmetology Program at TCAT Livingston is designed to provide students with the knowledge, technical training, and professional development necessary for success in the beauty industry. This program prepares students for licensure and future employment through hands-on instruction, theoretical education, and the development of essential workplace competencies. We want you to have the best experience possible and to truly learn and grow as a student and future professional in the beauty industry.

COURSE DESCRIPTION

Students enrolled in the cosmetology program will:

- Understand the general objectives of the course of study.
- Recognize and implement the necessary lifestyle changes required of a full-time student.
- Accurately clock in and out of class each day.
- Adhere to all rules and policies set forth by the institution.
- Gain awareness of completion rates, licensure requirements, and placement outcomes.

- Learn the significance of consumer safety and general safety procedures in the cosmetology field.

COURSE COMPETENCIES

A. Technical Skills

- Students will develop a foundational understanding of technical skills used in cosmetology.
- It is important to note that technical skills account for approximately 15% of overall success; professional behavior and soft skills are equally critical.

B. Communication & Interpersonal Skills

- Maintain a professional personal image and hygiene at all times.
- Develop a positive attitude and demonstrate a commitment to excellence.
- Show promptness, reliability, and the ability to follow directions.
- Communicate effectively with clients, instructors, and peers.
- Build confidence in client consultation and sales techniques.

C. Student Professionalism

- Exhibit a desire to succeed and remain goal-oriented.
- Accept and apply constructive criticism.
- Cooperate with instructors and fellow students in a respectful and productive manner.
- Demonstrate persistence through challenges and display resilience in the face of setbacks.

PROGRAM STRUCTURE AND LICENSURE

- The cosmetology program requires the completion of 1,500 clock hours, typically achieved within a 15-month period for full-time students.
- Students must pass both a theory and a practical examination with a score of 70% or higher.
- The licensing process must be initiated within six months of passing the exam to avoid retesting.
- Examination fees include:
 - \$60 original license application fee
 - \$68 theory exam fee
 - \$68 practical exam fee
- Examinations are scheduled and administered by PSI in accordance with Tennessee State Board standards.

ACADEMIC STANDARDS AND GRADING

- Students are expected to maintain a minimum grade of 60% in all coursework.
- A minimum term average of 70% must be achieved to maintain satisfactory progress.
- Failure to meet these standards will result in academic review and potential referral to Student Services.

STUDENT CONDUCT AND DISCIPLINARY POLICY

All students are required to comply with the conduct policies of TCAT Livingston:

- Dress Code: Black scrub top and bottoms, tennis shoes, name tag. Uniform must be clean and professional.
- Electronic Devices: Phones are not permitted in the classroom or lab areas.

Disciplinary actions are enforced each term as follows:

- Dress Code Violation: Student will be sent home for one day.
- Cell Phone Violation:
 - 1st Violation: Student will be signed out for a 15-minute early dismissal.
 - 2nd Violation: Student will be signed out for a 15-minute early dismissal.
 - 3rd Violation: Student will be sent home for one day.
- Insubordination or Refusal to Follow Rules:
 - 1st Violation: Student will receive a written warning.
 - 2nd Violation: Student will be sent home for one day.
 - 3rd Violation: Student will be referred to Student Services for further review and possible dismissal from the program.

All conduct policies are reset each term. However, patterns of repeated behavior may impact academic standing and future enrollment decisions.

Students are not permitted to bring their children to campus at any time. Additionally, guests under the age of 18 must be accompanied by a parent or legal guardian while on campus.

ATTENDANCE POLICY AND BREAK PROCEDURES

- Students must clock in and out daily using timesheets provided by the instructor.
- Students are required to attend 72 days per trimester, totaling 432 hours per trimester.
- Mid-Morning Break: 8:50 a.m. - 9:00 a.m.
- Lunch Break: 11:30 a.m. - 12:15 p.m.
- Any schedule changes must be approved and recorded by an instructor.
- Students are required to remain in the classroom or designated instructional areas during instructional time. All personal business, errands, or visits outside the classroom must be conducted during scheduled breaks or the lunch period.
- Students are expected to stay actively engaged in instructional tasks, cleaning, or job duties through 2:30 p.m. each day. Diligence and productivity are essential for program success.
- Tardiness and early departures are not subject to exception. Time is tracked on a quarter-hour system. Being even one minute late or leaving early will result in a .25-hour deduction.

HEALTH, SAFETY, AND FIRST AID

Product & Ingredient Awareness

- Students must understand product ingredients to avoid allergic reactions.
- Ingredient labels must be read and understood prior to use on clients.

- Any product brought in from outside the program must be approved by an instructor before it can be used. Unauthorized products are not permitted in the cosmetology department.

Safe Workplace Practices

- Maintain proper ventilation and safe handling of flammable materials.
- Follow all PPE procedures including gloves, masks, and draping.
- Store all chemicals in labeled, closed containers in well-ventilated areas.

Fire Safety

- Know the location and use of fire extinguishers.
- In case of fire, notify the fire department and evacuate promptly.
- Use PASS method to operate extinguishers: Pull, Aim, Squeeze, Sweep.

Weather Safety

- TCAT Livingston uses the Alertus Beacon System for weather alerts, including tornado warnings.
- In the event of a tornado warning, all students and guests should immediately take shelter in the front lobby restrooms.
- Snow days are not built into the schedule. Instruction will continue unless severe weather forces cancellation or alternative methods of instruction are implemented.

Basic First Aid

- Maintain a stocked first aid kit.
- Understand how to treat burns, fainting, electric shock, nosebleeds, and seizures.
- In serious situations, call 911 and notify emergency contacts immediately.

STUDENT SUPPORT AND MENTAL WELLNESS

TCAT Livingston is committed to the mental health and wellness of every student.

- Counseling services and support are available through Student Services.
- Students struggling with anxiety, depression, or life challenges should reach out to a staff member.
- Additional support can be found at the TN Suicide Prevention Network: www.tspn.org

All financial aid questions must be directed to Student Services via email. Students are encouraged to communicate professionally and include identifying details such as full name and program when inquiring about financial aid.

ENROLLMENT & TRANSFER REQUIREMENTS

All new and transferring students must submit the following documents on the first day of enrollment:

- Social Security Card
- High School Transcript with official signature or equivalent

- Valid Driver's License or State ID
- Documentation of withdrawal (for transferring students)

SIGNATURE PAGE

By signing below, I confirm that I have read, understand, and agree to the policies and procedures outlined in this handbook. I understand that compliance is a requirement for continued enrollment and progression within the TCAT Livingston Cosmetology Program.

I also understand that the instructor reserves the right to make changes to the contents of this handbook at any time, as deemed necessary.

Student Name (Print): _____

Student Signature: _____

Date: _____