



WHERE YOU CAN MASTER YOUR FUTURE

2024-2025 Handbook

Barbers Trade School is where education leads to mastery. With excellence, we strive to create professionals who care, serve, and produce.

665 Orleans St.
Beaumont, TX 77701
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www.barbersinctx.com

Approvals

State Approval

The Texas Department of Licensing and Regulation, Austin, Texas, approves Barbers Trade School. Initial approval was given on October 10, 2013. Also, Barbers Trade School is approved by the Texas Department for Assistive and Rehabilitation Services.

National Accreditation

Barbers Trade School is nationally accredited by the Council on Occupational Accreditation. Initial accreditation was awarded in July 2020.

U.S. Department of Veterans Assistance

Barbers Trade School is approved by Veterans Affairs to assist veterans who wish to pursue a career in Barbering. The institution was awarded in December 2020.

The Department of Education

Barbers Trade School is approved by the Department of Education to financially assist students who wish to become licensed professionals in the field of Barbering. In June 2022, the institution was approved to award FAFSA Title IV funds.

The information contained in this handbook is true and correct.

Jerrolyn Williams

Executive Director

General Information

History

Barbers Trade School was established in October 2013 to provide vocational training in Barber Styling. The institution's objective is to assist the community in becoming self-supportive as they take on life's challenges. Barbers Trade School is supported and funded by the city of Beaumont, TX. TDLR officially approved the institution on October 10, 2013, and classes began on October 14, 2013. Since starting classes, the school has maintained full enrollment and produced competent and successful professionals.

Mission & Purpose

Barbers Trade School is where you can "Master Your Future." We firmly believe that every student enrolled should receive an education that thoroughly prepares every graduate for success in the barber workforce. The occupational education we offer ensures that students are thoroughly trained in the field of professional barber-styling. We believe that education is more than mere learning. Education, to us, is the illumination of information put into practice. Barbers Trade School prepares students to pass the state board examination and become competent and valued professionals. Barbers Trade School will provide students, regardless of race, color, religion, national origin, age, or sex, with the right and privilege to an education and the preparation for employment.

Objectives

To accomplish the mission and philosophy of Barbers Trade School, the institution has established the following general objectives:

- Offer training and instruction at a superior level by employing highly qualified staff members.
- Provide students with comprehensive and effective skills to enter the workplace, limited only by their desire or motivation.
- Provide education that will enrich and increase the overall circumstances of the person's life by preparing him/her for various employment/ entrepreneur opportunities.

Facilities & Equipment

Barbers Trade School occupies 665 Orleans St. in downtown Beaumont. The school is located on the municipal bus transportation route, which provides easy access to all areas of Beaumont, TX. Barbers Trade School is fully equipped with modern equipment and meets all State of Texas requirements. We provide an environment that suits students' needs and ample room to learn, gain experience, and promote growth. Barbers Trade School continually updates training materials and equipment to ensure the curriculum keeps pace with ever-expanding technology.

Number of students per Instructor/Class

The Texas Department of Licensing and Regulation requires that no more than 25 students are allotted per instructor. Please note that Barbers Trade School follows the intent and letter of the Texas laws, rules, and regulations. ****Maximum student / Instructor ratio is 25:1 for lecture and 25:1 for laboratory. ****

Staff and Facility

Barbers Trade School's president is an experienced educator who is dedicated to occupational education. All instructors are required to meet the State of Texas standards in their respective areas.

Statement of Ownership

Barbers Trade School is a private for-profit organization founded in 2013 and incorporated in Texas in 2014. Since its humble beginnings, Barbers Trade School has grown into a successful service organization relying on the continued development of the Southeast Texas Region. It supplies students with a wide variety of educational job training and human service programs.

Equal Employment Opportunity

Barbers Trade School's policy is to provide equal opportunities to its students and staff without discrimination based on race, color, sex, religion, age, or physical or mental handicap. This nondiscrimination policy covers admission, access, and participation in the school's programs and activities.

Individuals with Disabilities

Barbers Trade School is in compliance with the Rehabilitation Act of 1973 (Section 504) in that no handicapped person, by reason of the handicap, who meets the admission criteria will not be excluded from

enrolling in our training program. Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include a review of accommodation for the classroom, practical, shop/salon activities, job placement, and licensure after graduation.

Privacy Act 1974

The Family and Privacy Act of 1974 prohibited any institution from releasing school records or any other information about a student to any third party without the written consent of the student. Barbers Trade School follows this act in its procedures for student records.

Operating Hours

The school is open Monday through Friday from 9:00 a.m. until 5:00 p.m. for administration and classes. Special arrangements may be made for students with special circumstances, and attending school on a part-time basis may also be arranged. Training for all courses is offered Monday through Friday, except observed holidays.

School Calendar

Applicants may enroll at any time during the year for scheduled start dates. The institution practices an open enrollment schedule, with classes starting every Monday. The school reserves the right to change class schedules, instructors, and class sequences or to postpone class start dates up to a period not to exceed 30 days. Such changes will not unnecessarily inconvenience students.

Academic Calendar

Barbers Trade School operates on the clock-hour system, which is derived from real-time hour-per-hour attendance.

Holidays

The following Holidays are observed:

- New Year's Day
- Martin Luther King Jr.
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Day

Weather Emergencies

The Director will use discretion in closing the school during a weather emergency. Under these circumstances, a student will not be charged with an official absence. Course material will be made up on a later day to ensure completion of program requirements and responsibilities. As a rule of thumb, the school will close due to extreme weather conditions if the Beaumont Independent School District (BISD) closes.

Admission Policies and Procedures

Admission Requirements

Barbers Trade School considers many factors, such as your desire, motivation, and attitude, before you are accepted as a student. Applications are accepted or rejected at the discretion of the admissions department. Accepted applicants must have and submit proof of education (e.g., in the form of a High School Diploma or GED), proof of age, a social security number, and payment of all requisite registration and book fees before enrollment. All classes are taught in the English language only. Students who have withdrawn, dropped, or terminated may apply for re-entry. It is the discretion of the Director if the student will be re-admitted. This will depend on the students' steps to rectify previous problems. A registration fee will be required for re-entry.

Applicants for the Class A Barber and Crossover programs must be at least 17 years of age.

Barbers Trade School accepts students regardless of race, sex, religion, handicap, or ethnic background.

Admission Procedure & Requirements

A student can register for classes at any time up to the class start date but must complete the following:

- ✓ School Admission Application
- ✓ Enrollment agreement (signed by parent(s) or guardian if the student is a minor.
- ✓ Be interviewed by an admissions representative.
- ✓ Create a payment schedule
- ✓ If a student is sponsored by Texas DARS, a copy of the purchase order must be presented to the financial aid office.
- ✓ Must have submitted & completed Scholarship Agreement. Students must receive an approval letter before starting. Scholarships are provided for those who qualify.
- ✓ Have current ID, Social Security, High School Diploma / GED certificate, or successful completion of homeschooling at the secondary level as defined by Texas State Law.
- ✓ Provide accurate and current contact information for five references (3 relatives and 2 friends).

NOTE***

During the interview process, Barbers Trade School will verify all credentials that are suspected to be invalid or do not meet the requirements listed above. Barbers Trade School will not accept an invalid high school diploma, which includes, but is not limited to, transitional diplomas and those obtained from “diploma mills,” which are defined as the following:

A “diploma mill” is an entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a high school diploma that may be used to represent to the general public that he has completed a program of secondary education or training; and
2. Lacks accreditation by an agency or association that is recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

The Admissions, Student Services, and Education Departments are available upon reasonable notice to any prospective or enrolled student during normal administrative working hours to assist in obtaining information about Barbers Trade School, including its barber program, financial assistance, percentages for completion, licensure, and placement, security policies, and crime statistics. Before admitting a prospective student to Barbers Trade School, all prospective students may tour the campus. In addition, Admission Representatives have individual meetings with the prospect, during which the representatives conduct an interview and share information about the barber program and its costs. If needed, the admission representative will schedule a follow-up meeting with the required information when the prospect returns.

Licensing Requirements

Applicants for a Class A Barber license must complete 1000 hours of instruction in a licensed school, pass the Texas State Board examination satisfactorily, and pay the required Texas Department of Licensing and Regulation (TDLR) licensing fee.

To obtain a Cosmetology Crossover Barber License, applicants must have completed 300 hours of training in Barber -Styling through a licensed school, satisfactorily pass the Texas State Board examination, and pay the required Texas Department of Licensing and Regulation (TDLR) licensing fee.

Orientation

Students enrolled at Barbers Trade School are required to attend orientation, held on the first day of attendance. Orientation is designed to help students adjust to school life. The school representative will explain rules and regulations and answer any students' questions. The students will also get the chance to meet all instructors, staff, and faculty and ask questions from each department.

Student Assistance

Barbers Trade School provides counseling to all students experiencing depression or hardship of any kind. This service is provided free of charge to students having problems. Barbers Trade School also has referral information available regarding part-time jobs, family and individual counseling, drug and alcohol, local housing, and financial services. If any student would like information or counseling regarding any of these services, please make an appointment with the admissions office. On-campus housing is not available. Students are encouraged to discuss any problems or questions with their instructor or school director.

Placement Assistance

Barbers Trade School does not guarantee employment. However, placement assistance in the form of advice regarding interviews, current job marketing, employment trends, application forms, resumes, and cover letters is available upon request. The school informs potential employers of its curriculum and accepts job opportunities for posting in the school. Students are encouraged to consult with the placement office at any time regarding career opportunities available to them. The placement office will also help students understand and maintain the motivation required to attain high achievement standards, make choices according to their interests and abilities, and assume responsibility for their own behavior.

Drug Abuse Prevention

Barbers Trade School will comply with all State and Federal Drug abuse programs. In addition, the school director can refer students to the appropriate program.

It is the policy of **Barber Trade School** to implement measures to ensure a positive and alcohol /drug-free environment for its students, staff, and faculty. As our first concern is the student and the student's academic success, it is our desire that any student having substance abuse problems should contact the school director for assistance in obtaining information on where to receive qualified treatment. A referral by the school director to the appropriate program is available. Our policy is that all consultations will be held with the strictest confidence to protect the student.

Drug screening will be conducted without notice in all areas of the campus, including the parking lot.

It is also the policy of **Barbers Trade School** that anyone, including students, staff, and faculty found distributing or selling a controlled substance of any nature on campus, including in the parking lot, shall be subject to immediate termination and other such actions as deemed appropriate by the school director. Anyone on the campus who possesses any controlled substance shall be dealt with as deemed appropriate by the school director.

It is Barbers Trade School's policy to make every effort to guarantee the proper environment and atmosphere conducive to the achievement of goals for the students, staff, and faculty. The school believes that these goals can be achieved in a totally drug-free environment.

Tutoring

Barbers Trade School will tutor students at no extra cost. Instructors will arrange tutoring sessions for students requesting them. All tutoring sessions will be initiated by an instructor who feels that a student requires special assistance. The tutoring must be arranged for the student during regular operating hours.

Credit for Prior Training

Barbers Trade School recognizes each student's previous educational experience and work experience abilities. Therefore, if a student has had prior education in a field or has acquired knowledge in a field, Barbers Trade School will allow those individuals to advance immediately in the course according to their ability level. The student tuition cost will also be reduced according to the credit hours that are given to the students.

Barbers Trade School will take any student in a vocational education program. Students may transfer completed hours of instruction to Barbers Trade School vocational programs. A transcript showing the number and courses of completed hours certified by the school in which the instruction was given must be submitted to Barbers. On evaluation and approval, the school shall certify in writing to the student and to the school to which the student desires a transfer that the stated hours and courses have been successfully completed and that the student is not required to repeat the instruction.

Transcripts

Students may obtain a transcript from the school office upon request if they have fulfilled their financial obligation to the school. A complete set of the student's records, including a transcript of grades, is kept in a permanent file. One copy of the transcript is provided to each student free of charge. Other records are available on request; a fee of \$15 will be incurred. Any transcript or certificate of completion is withheld until all fees and charges have been met.

Transfer of Hours (out of state-students)

Any private licensed or certified barber college student may submit a request to the Texas Department of Licensing and Regulation (TDLR) to transfer the completed hours of instruction to a Texas school. A transcript must be submitted on the prescribed form and certified by the school where the instruction was given. A portion of the curriculum of the TDLR not taught in another state must be taken in an approved Texas school prior to taking the Texas State Board examination.

Transfer of Hours between courses

Barbers Trade School does not allow the transfer of hours between courses.

General provisions regarding transfer hours

A student desiring to transfer from one school to another must withdraw from the school prior to the transfer. A student transferring to a school who wishes to claim previously earned hours must inform the school transferred to his/her prior attendance and must furnish a record of hours claimed by that school. This record may be in the form of a transcript from the prior school or an extract from the State of Texas records.

The State, through the school, will evaluate the transcript generated upon withdrawal from the prior school and, upon approval, shall certify in writing to the student and to the school to which the student desires a transfer that the stated hours and courses have been completed, and that the student is not required to repeat the instructions.

Definition of terms

Clock Hour: A clock hour consists of 60 minutes of class time.

Student Conduct Policy

When a student's conduct, attendance, or progress is unsatisfactory, the instructor will recommend disciplinary action or dismissal to the director. The director, in consultation with the instructor, will decide the necessary action. A dismissed student may be re-admitted at a later date upon approval of the director. The school reserves the right to terminate any student who fails to maintain reasonable levels of proficiency and progress or has excessive absences, maliciously destroys or damages the school's property, engages in unlawful or improper conduct, or demonstrates behavior to normal classroom discipline.

Barbers Trade School promotes a conducive atmosphere for learning. Students are encouraged to be competitive and cooperative with fellow classmates and instructors. All students are expected to dress in a manner that would generally be acceptable to any employer and to abide by the rules and regulations of the school. All students must adhere to the following:

1. To conduct his/herself professionally at all times.
2. To keep his/herself and his/her attire neat and clean in accordance with the judgment of the school's administrator.
3. To never appear on the school grounds under the influence of alcohol, drugs, or narcotics of any kind.
4. To not carry weapons, fight, use profanity, or be insubordinate to school faculty or staff.
5. To not hold the school liable for personal injury, damage, or theft of personal property or possessions.
6. To attend school regularly and punctually.
7. Do not remove any equipment, textbooks, or supplies from the school without permission from the school administrator.

8. To refrain from assigning, selling, or by any other manner providing for another student to be substituted for or entitled to any rights or privileges under the terms of the enrollment agreement.
9. To pass several examinations during the length of the course. This is required to receive certificates of completion.

Rules

1. Students must wear clean school professional clothing.
2. Students must wear socks and closed-in shoes; no sandals are allowed.
3. Students must clock in and out only for themselves.
4. Students must not leave school campus without properly clocking and signing out.
5. Students are not allowed to leave school if they are on the clock.
6. Students must pay for supplies or chemicals for personal use.
7. Students are responsible for keeping the classroom and work areas clean and orderly.
8. Students must not be discourteous to an instructor or a customer.
9. Students must never refuse to serve a customer.
10. Students must not discuss personal problems with patrons.
11. Students are not permitted to have visitors in their classroom.
12. Students are not allowed to bring children unless they receive services.
13. Students must complete the required quota of work assignments.
14. Students must work with each other on the clinic floor only.
15. Students must not leave an assigned post until relieved by an instructor.
16. Students may receive personal services on Tuesdays only.
17. Students are not allowed to use the office phone except for emergencies only.
18. Weapons or harmful materials are prohibited on campus.
19. No smoking inside the school building.
20. No eating or drinking in the classroom or clinic floor.
21. No use of cellular phones while in class.
22. No profanity or loitering.
23. No drugs/alcohol allowed on school campus.
24. No sexual harassment.

Cause for Termination

1. Students who manipulate timecards by clocking for others or not present at school while on the clock will be suspended 5 days for first offense and terminated for second offense.
2. Unauthorized or unexcused absence for 3 consecutive days.
3. Drinking or possession of alcohol on school property.
4. Abuse, misuse or deliberate destruction of school property.
5. Possession or use of drugs on school-on-school premises.

6. Theft, misuse or unauthorized removal of school's or another student's property.
7. Repeated violation of school rules.

Attendance and Tardiness Policy

All students receive guidelines for attendance during orientation. Absences will be recorded for a full day when the student attends none of the classes scheduled for that day. Any hours lost due to lateness or early departure from class will count toward total absence. Excessive absence or tardiness will require the students to have attendance counseling. The students will have the opportunity to correct the problem. Failure to take corrective action will mean dismissal. Training will be interrupted after 3 consecutive unexcused absences. Sponsors/Agencies will be notified on the 2nd unexcused absence and also on the 3rd tardy.

Students are responsible for contacting their instructors regarding any makeup work required because of excused class absences. All make-up work must be completed no later than two weeks after the class absence.

****Attendance is documented by an automated time clock system and recorded electronically daily. ****

Leave of Absence Policy

Leave of absence, including military leave, shall be reasonable in duration and shall not exceed the lesser of 30 school or 60 calendar days and any academic year (900 hours) and shall be for specific and acceptable purposes. The school attendance records shall clearly show a leave of absence properly dated and signed by both the students and authorized school officials and must be placed in the students' file within one week of such leave. When a student is approved for a leave of absence, all school privileges are discontinued until he/she re-enters his/her course of study. If the student fails to return from leave, he/she shall be automatically terminated; refunds will be dispersed according to policies at termination.

Reinstatement Procedure

Regardless of the reason for the withdrawal or dismissal of a student, the student may be reinstated only if a committee made up of the School Director, Financial Aid Administration, Registrar, and (1) Instructor decides that the student has resolved whatever problem he or she may have had. The student will be required to pay a re-enrollment fee of \$100.00. A student whose enrollment was terminated for unsatisfactory progress may be re-enrolled after at least one grading period. No student can re-enter before the start of the next grading period. The grading period is 30 days or one month.

Appeal Procedure

If an academic, attendance or disciplinary problem arises and a student feels that the action taken is/was unfair or unwarranted, the student is encouraged to speak first with his or her instructor, explaining the problem or complaint. The majority of problems can be resolved at this level. However, if the problem is not resolved, the student may take his/her grievance to the school Director.

Change in Program Offered

The school reserves the right to discontinue any course(s) for which there is insufficient registration. The school also reserves the right to change personnel or faculty, rules, textbooks, fees, and facilities as may be required. Upon signing a contract, the school guarantees current tuition and fees for the class duration. All changes must be approved as regulatory rules, regulations, and accrediting agencies require.

The Academic Program Class Hours

Monday -Friday:

Theory: 10:00 a.m. – 12:00 p.m.

Practical: Practical: 1:00 p.m. – 5:00 p.m.

1st Lunch Periods: 12:00 p.m. – 12:30 p.m.

2nd Lunch 12:30 p.m. 1:00 p.m.

Cancellations / Withdrawal / and Refund Policy

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Refunds for Classes Canceled by the Institution

If tuition and fees are collected in advance of a program's start date and the institution cancels the class, it refunds 100% of the collected tuition and fees within 45 days of the planned start date.

Refunds for Students Who Withdraw on or Before the First Day of Class

If tuition and fees are collected before the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. Appropriate refunds for students who do not begin classes are made within 45 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.

A full refund will be made to any student who cancels the enrollment contract either in person or by certified letter within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) .

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

Refund Policy

Refund Policy for Programs Obligating Students for Periods of 12 Months or Less

Refunds, when due, are made without requiring a request from the student.

1. Refund compilations will be used on scheduled clock hours of class attendance through the last date of attendance. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance if the student is terminated by the school.
 - (b) The dates of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance and the student does not enter school after the 72-hour cancelation privilege expires, all monies paid toward tuition will be refunded, but the registration fee will be retained by the school.
4. If withdrawal, dismissal, or termination occurs after the program or training has begun and after the expiration of the 72-hour cancelation privilege, the school may retain 350.00 of the registration fees, and the minimum refund of the remaining tuition and fees will be:

(A) During the first week (or first 1/10 of the course, whichever is less)	90%
(B) During the 2 nd or 3 rd week (or after the first 1/10 of the course, whichever is less.....	80%
(C) After the first 3 weeks of the course (but within the first quarter of the course)	75%
(D) During the second quarter of the course.....	50%
(E) During the third quarter of the course.....	10%
(F) During the last quarter of the course.....	0%
5. Instructional supplies, books, and tools are required. Once these materials are purchased, no refund will be made.
6. A full refund of all tuition and fees are due and refundable in each of the following cases:

- (A) The school does not accept an enrollee.
- (B) If the school discontinues the course of instruction and this prevents the student from completing the course, or
- (C) If the student's enrollment was procured due to any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

7. All students will be consummated within 30 days after the effective termination date.

Tuition and Fees

Barbers Trade School registration fee is 350.00 for original enrollment in certificate courses or students enrolled in a single or individual course.

The education cost stated in the contract (Enrollment Agreement) signed by the student includes the registration fee, books & supplies, and the tuition for the number of hours for which the student is enrolling.

Any student who wishes to re-enroll after graduating, voluntarily withdraw from the school, or being dismissed for attendance, disciplinary, or academic reasons will be charged a non-refundable 100.00 reinstatement fee. This fee will not be included in or applied to the student contract price payment.

Tuition Schedules

Course Name	Hours	In Weeks	Tuition	Reg. Fee	Kit & Books	Total Cost
Class A Barber	1000	26	\$12,000.00	\$25.00	\$3475.00	\$15,500.00
Cosmetology Crossover	300	13	\$3000.00	\$500.00	\$1050.00	\$4550.00

****Students must make timely tuition payments on their payment plan, and any remaining balance must be paid within ten (10) working days from students graduating date, or a 50.00 late fee will be added to their account. In addition, a \$50.00 processing fee will be charged to student account for each returned check. ****

Grading System and Progress Policy

Because of the individual nature of instruction, it is possible for the instructor to frequently evaluate student progress. This permits students to obtain additional instruction or help before a problem becomes habitual. Progress will be evaluated against specific performance objectives, and students will receive one of the following grades.

Record Keeping Policies & Regulations

Records are maintained which show the academic progress and the attendance of a student. These records indicate the student's grades, presence, absence, or tardiness for each scheduled class period. These records are maintained in such a manner as to make the student's information readily available to students and anyone authorized to inspect such records.

Grade	Interpretation	Numerical Value	Grade Point Avg.
A	Excellent	90 -100	4.0
B	Good	80 - 89	3.0
C	Fair	70 - 90	2.0
D	<i>Poor</i>	60 - 69	1.0
F	Failure	Below 60	0
I	Incomplete		0
W	Withdrawal		0

If the grade of "0" or "F" is received, the student will be counseled regarding deficient performance and may be placed on probation. A grade of incomplete must be made up within two (2) weeks after the last day of class or it will become an "F". The above standard grading score will be used.

Satisfactory Progress

All students must maintain satisfactory academic progress and attendance. If a student does not maintain a "C" average (2.0 GPA) at the end of any grading period, the student must have a conference with the assistance director/ or director and be placed on probation by the registrar for the next grading period. If the student on probation attains satisfactory progress for the subsequent grading period but has not attained the required grade to achieve overall satisfactory progress for the program, the student may be continued on probation for one or more grading period.

If a student on probation fails to achieve satisfactory progress for the first probationary term, the student's enrollment will be terminated.

When a student is placed on probation, that student will be counseled prior to attending class; the date, action taken, and terms of the probations shall be clearly indicated in the appropriate permanent records.

A student whose enrollment was terminated for unsatisfactory progress may be re-entered at the discretion of the school director, after a minimum of one grading period.

Additionally, a transcript of grades for all completed work will be available to each student upon request.

Progress reports/records are posted to the permanent master files or transcripts after each quarter course completion.

For a student to maintain positive satisfactory academic report he/she must be on a time frame that will allow the student to complete clock hour course requirements in no less than one – half times the normal time frame of the course. In other words, if a course is twenty (20) weeks in length, the student must complete the course in not more than thirty (30) weeks.

Grading Requirements

For a student to receive a certificate or diploma, the students must complete the prescribed number of hours in the course in which they are enrolled and maintain a “C” average in their training.

Students who complete all other requirements of training but do not meet all the requirements for graduation, including full payments for course cost will not be awarded a diploma or certificate. The graduate student who meets all requirements will be awarded a certificate which bears the graduate’s name, course of study, date, director’s name, and the seal of the school. Grades and absences will be assessed in determining whether attendance requirements have been met for graduation.

Grievance/Complaint Policy

Student concerns or complaints should first be brought to the attention of the instructor. Complaints that are not satisfactorily resolved at this level should be submitted in writing (ask for a "Student Complaint Form") to the school Director. Written responses will be given within five (5) working days. Students may also contact the Texas Department of Licensing & Regulation.

TEXAS DEPARTMENT OF LICENSING AND REGULATION ENFORCEMENT DIVISION
P.O. BOX 12157 AUSTIN, TEXAS 78711
Toll Free: (800) 803-9202 Direct: (512) 539-5600 FAX: 512-539-5698
enforcement@tdlr.texas.gov

COMMISSION OF THE COUNCIL OF OCCUPATIONAL EDUCATION

Persons wishing to make comments should either write to the Executive Director of the commission, Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, or submit comments on the Council's website (www.council.org). Persons making comments must provide the names and mailing addresses. As of October 2024, the Council on Occupation has placed Barbers Trade School on a temporary probation period due to the late submission of annual due dates requirements. The requirements to rectify this issue have been completed, and you, as a student, will in no way be affected by these changes.

Faculty

Jerrolyn Williams

College Director and Barber Instructor. Cosmetology Operator & Instructor.
Licensed by Texas Department of Licensing & Regulation.

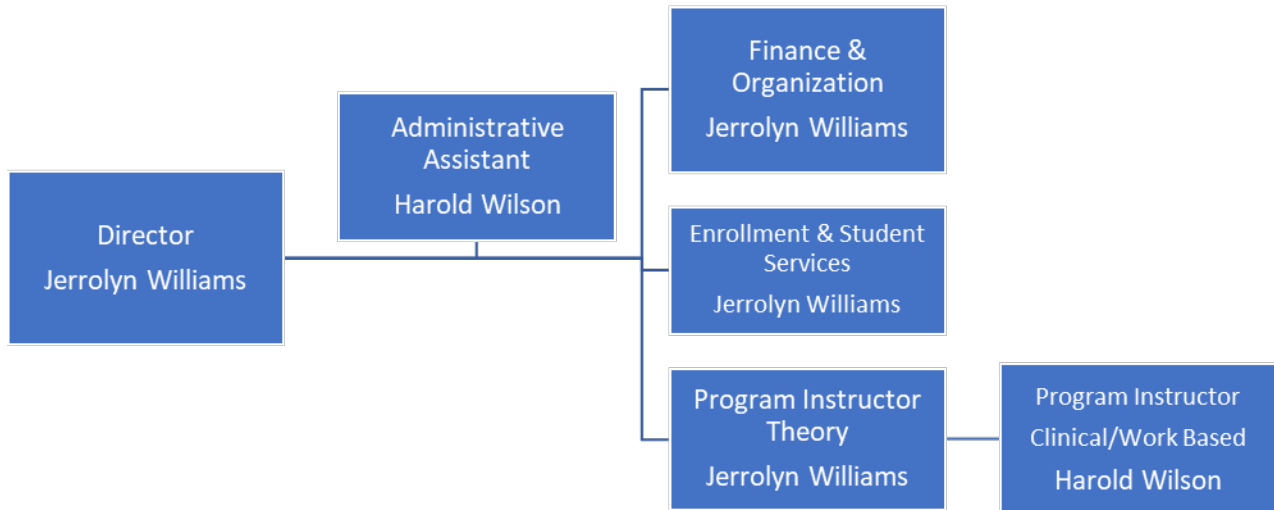
Harold Wilson

Administrative assistant. Licensed Class A Barber & Instructor.
Licensed by Texas Department of Licensing & Regulation.

Brittany Arline

Director of Student Services and Admissions.

Barbers Trade School Organizational Chart



Course Outline

<p>Class A Barber 1000 Hours No less than 8 months Weeks 1 - 4</p>	<p>1. Orientation to Barbering</p> <ul style="list-style-type: none"> • Study skills • The History of Barbering • Professional Image <p>Obj: By the completion of these chapters, students will have gained proper learning skills and professional key points such as time management and proper consultation.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>Week Lessons Weeks 4-15</p>	<p>2. The Science of Barbering</p> <ul style="list-style-type: none"> • Microbiology • Infection Control & Safe Work • Implements, tools, & Equipment • Anatomy & Physiology • Chemistry • Electricity & Light Therapy • Properties and disorders of the skin • Properties of the hair and Scalp <p>Obj: By the completion of these chapters students will learn the importance of proper safety and sanitation, infection control proper way to clean/store implements and equipment, define anatomy, physiology, and histology. Students will also be able to detect hair, scalp, and skin disorders and also know the difference between hazardous conditions.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>Weekly Lessons Weeks 15-22</p>	<p>3. Professional Barbering</p> <ul style="list-style-type: none"> • Treatment of the hair and scalp • Men's facial massage and treatment • Shaving and facial hair design • Men's haircutting and styling • Men's hair replacement <p>Obj: By the completion of these chapters, students will be able to perform various hair treatment, facial manipulations, shaving techniques and also hair cutting techniques with at least a 75% accuracy.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>weekly lessons Weeks 22-30</p>	<p>4. Advanced Barbering</p> <ul style="list-style-type: none"> • Women's haircutting & Styling • Chemical Texture Services • Haircoloring and Lightening • Nails and Manicuring <p>Obj: By the completion of these chapters students will have gained skill in women hair cutting, coloring, and basic manicuring techniques, and also important terminology.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>Weekly Lessons Weeks 30-36</p>	<p>5. The Business of Barbering</p> <ul style="list-style-type: none"> • State board Preparation • Job Search • * Barbershop Management <p>Obj: By the completion of this course students will be able to perform all practical skills necessary to gain successful employment in the growing field of</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>

	Barbering. Also, students will be able to pass the State exams with accuracy of 75% and higher.	
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Course Outline

<p>Cosmetology Crossover 300 Hours Week 1-2</p>	<p>Orientation to Barbering</p> <ul style="list-style-type: none"> • History of Barbering • Barber Laws Reviews <p>Obj: By the completion of these chapters the student will know the significance of the barber history and also the laws applied to the professional as a Licensed Barber.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>Week 2-4</p>	<p>Professional Barbering Ch 3</p> <ul style="list-style-type: none"> • Anatomy & Physiology • Blow- Dry Styling • Shampoo & Conditioning (review) <p>Obj. By the completion of these chapters, students will review the importance of the human anatomy and also the preparation of any service provided as a student Barber.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>Week 4- 12</p>	<p>Professional Barbering Ch 15</p> <ul style="list-style-type: none"> • Implements, Honing, and stropping • Facial treatments & Skin care • Shaving • Men's Haircutting and tapering (Practical 165 Hour) • Beard and Mustache Trimming and Design (practical 85 hours) <p>(Practical hours 250)</p> <p>Obj: By the completion of these chapters the student will have gained knowledge and experience in various cutting, shaving and preparation for male grooming.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>
<p>Week 12-14</p>	<p>Advanced Barbering Services Ch. 18-19</p> <ul style="list-style-type: none"> • Hair Color • Permanent Waving and Relaxing (Review) <p>(practical 10 hours)</p> <p>Obj. At the completion of these chapters, students will have reviewed and learned various techniques in hair color and chemical textures with a focal point on male customers.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory & Practical)</p>

Week 14-16	Advanced Barbering Services Ch. 20 <ul style="list-style-type: none">• Manicuring and Nail Care Obj: By the completion of this chapter students will have reviewed the nail care with a focal point on the male customer. By the completion of Course students will be able to pass the State Examination both practical and theory with a 75% accuracy.	Vocabulary and questions after each lesson. Student workbook due Thursday of each week. Testing Dates: Every Friday (Both Theory & Practical)
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An Accumulated "C" Average is Required to pass the Courses Offered.



WHERE YOU CAN MASTER YOUR FUTURE

Thank you so much for choosing Barbers Trade School for your professional education.