



Welcome New and Potential Student,

Thank you for taking an interest into our school. Upon enrolling or inquiring about enrollment into Expertise Cosmetology Institute below are the requirements necessary to enroll:

1. Must be at least 17 ½ years of age
2. Valid ID or Driver's License (cannot be expired)
3. Social Security Card
4. High School Diploma*, or its equivalency, a transcript showing high school completion.

*A foreign student's high school diploma must be translated into English. This evidence of verification must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

5. If a student has accumulated hours from a another institution, student must obtain a letter of credit from Nevada State Board of Cosmetology showing what hours are recognized by the Board and has been approved in a particular area of study for transfer to another school.

6. Student with a felony conviction must provide additional documents when submitting an application for enrollment or a license. The application and the felony conviction documentation must be submitted and reviewed by the Executive Director of Nevada State Board of Cosmetology and a decision will be communicated to the applicant within fourteen (14) business days after submitting the application. All applicants with a felony conviction must write a letter to the Executive Director explaining the incident and what they have learned from it. Any applicant that is disapproved by the Executive Director for a non-violent felony conviction may petition the Board and appear before the Board at the next Board meeting to discuss their situation. Applicants convicted of a felony that includes acts of violence will be denied immediately but they will be informed that they may petition the Board and appear before the Board at the next Board meeting to discuss their situation.

Print Name

Student Signature

Date

"Welcome to Expertise Cosmetology Institute"

Expertise Cosmetology Institutes Student Right to Know Form

The graduates of Expertise Cosmetology Institute Summary:

- ✓ Completion rate.....67.62%
- ✓ Pass/fail rate (licensure).....85.71%
- ✓ Placement rate of schools' graduates.....61.97%

Summary by Program

	Cosmetology	Nail Technology	Aesthetician
Completion rate	59.4%	87.5%	56.6%
Pass/Fail rate (licensure)	81.3%	90.5%	100%
Placement rate	63.2%	60.7%	60%

A graduate may expect..... \$11.94 per hour (based on the U.S. Bureau of Labor Statistics) national study may vary according to location. Compensation may vary per skill and employment opportunities.

One must meet the physical demands and requirements set forth by employers. Professional Safety and Extended hours, must be aware of the hazards of working with electrical equipment, should be able to understand and follow manufacturer's instruction for mixing chemicals, working with hot tools, chemical allergies. Prolonged standing/sitting.

Sanitation rules and regulations directed by the Nevada State Board of Cosmetology.

Any person in the field of Cosmetology, Nail technology, and Aesthetics must complete the required hours of training pertaining to their contractual agreement and successfully pass licensing requirements of the Nevada State Board of Cosmetology.

Courses Offered

Cosmetology 1600 hours

This course requires instruction combined theory and practical application. The course teaches hair beautification, hair cutting, chemical application, hair removal, manicuring, massage, facials, and skin care.

Nail Technology

600 hours

This course requires instruction in combined theory and practical application. The course teaches the care of fingernails and toenails, beautification of nails, nail extension, technique of massage of nails, hands, forearms, feet and lower legs.

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Esthetics

600 hours

This course requires instruction in combined theory and practical application. The course teaches facial treatment, histology of skin, facial make-up, eyebrow arching, lash and brow tint, semi-permanent and individual eyelashes, and skin disorders, removal of unwanted hair and safety precautions.

Hair Design

1000 hours

This course requires instruction in combined theory and practical application. The course teaches specifically all phases of hair information. Cleansing, stimulating or massaging the scalp, beautifying the hair with cosmetic preparations, antiseptics, tonics and lotions or creams. Cutting, trimming or shaping the hair. The proper use of chemical applications to change the shape or style of the hair.

Teacher Training

1000 hours

This course requires that a person complete the 12th grade or its equivalent, has practiced as a full-time licensed cosmetologist, aesthetician or manicurist for three years and submits written verification of experience. The course educates the licensed professional in all areas of teaching within the beauty industry.

I hope you enjoyed the time spent in our office exploring your opportunities as a Cosmetology professional.

I have received a copy of the pre-enrollment Student Right to Know information prior to enrolling in Expertise Cosmetology Institute.

Signature

Date

Admissions

Date



PROPERTY DAMAGE ACKNOWLEDGMENT

Any student damaging or destroying any property will be charged the cost of repairs and or replacement and that act could result in a suspension or termination.

Thank you,
Management

STUDENT NAME (PRINT)

STUDENT (SIGNATURE)

DATE



Clery Act Policies

Expertise Cosmetology Institute Students by dating and signing the Clery Act Disclosure on:

Crime Awareness

Drug and Alcohol Abuse Policy

Sexual Harassment Policy

Gainful Employment

Student acknowledge that the information above has been discuss in Orientation and student understands the Clery Act Policies which is also available on Expertise Cosmetology Institute website.

Print Name

Signature

Date



Expertise Cosmetology Institute
Sanitation Policy

It is a requirement per State Board that Sanitation must be done daily.
Refer to Pg.644-49 (NAC 644.340)

Every student in school must thoroughly wash his/her hands with liquid soap before and after servicing each client and after using the restroom and/or coming in from outdoors. Hand Sanitizer must be available at all time for the client and student. Refer to (NAC 644-350) (Note: Hand sanitizer does not substitute as handwashing).

Disinfecting and Sanitation is a requirement in all area in Cosmetology, not excluding skin and nails. You can refer to your Nevada Law book pgs. 644-47 through pgs. 644-52

Requirement

All students will be required to perform school duties included, but not limited to disinfecting work stations, sweeping, dispensary cleaning; and organization. Cleaning of classroom as applicable and lunch room. (All students must clean after themselves from breaks or lunches to maintain cleanliness of the lunchroom)

Print Name

Signature of student

Date: _____

Expertise Staff

Date: _____



Date _____

FERPA CONSENT TO RELEASE STUDENT INFORMATION

I (print) _____ student at Expertise Cosmetology Institute, give permission to release my information to:

- 1. (print) _____
- 2. (print) _____

I have established a password or passcode which is: _____. If password or passcode is not given, no information will be released.

Please do not release any information.

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. **A separate form must be filled out with each request of information.**

Please note oversight agencies such as the State of Nevada, NACCAS, and U.S. Department of Education may examine your student file at any time. We also maintain compliance with the newest privacy regulations recently adopted by the U.S Department of Education.

Student signature _____ Date _____

Witness: Expertise Staff (print) _____

Signature: _____ Date _____

*To be placed in student file

STUDENT PROFILE

EXPERTISE COSMETOLOGY INSTITUTE

(Please circle the correct category for each student)

Race	Asian	Black	Caucasian	Hispanic	Other
Age	Under 20	20-23	24-29	30-39	40 and over
Income	HOH:\$0-\$9999	HOH:\$10,000-\$19,999	HOH: \$20,000-\$29,999	HOH:\$30,000 and over	
Income	Independent: \$0-\$9999	Independent: \$10,000-\$19,999	Independent:\$20,000-and \$29,999	Independent:\$30,000 and over	
Income	Dependent:\$0-\$9999	Dependent:\$10,000-\$19,999	Dependent: \$20,000-\$29,999	Dependent:\$30,000-and over	
Divorce/Widowed	# of Dependents:0	#of Dependents:1	#of Dependents:2	#of Dependents:3	#of Dependents:4
Married	# of Dependents:0	# of Dependents:1	# of Dependents:2	# of Dependents:3	# of Dependents:4
Single	# of Dependents:0	# of Dependents:1	# of Dependents:2	# of Dependents:3	# of Dependents:4
Male					
Female					

Student Name

Registrar

Start Date

Course

End/Completion Date



EXPERTISE COSMETOLOGY INSTITUTE
ADMISSION FORM

NAME: _____
 LAST FIRST MI

SOCIAL SECURITY # _____ / _____ / _____ DOB _____

CURRENT ADDRESS: _____

City

State

Zip Code

PROGRAM OF INTEREST: _____ CAMPUS: STELLA LAKE: NLV:

HOW DID YOU HEAR OF EXPERTISE?

RADIO TELEVISION REFERRAL OTHER _____

HOME TELEPHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

FEMALE: MALE: MARITAL STATUS: _____ HOUSE HOLD SIZE: _____

APPLYING FOR FINANCIAL AID: YES NO IF NO WHAT IS YOUR PAYMENT METHOD:

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

ARE YOU SUBJECT TO COURT ORDER CHILD SUPPORT? YES NO

IF YES, ARE YOU CURRENT WITH YOUR COURT ORDER CHILD SUPPORT?
YES NO

High School GED High School Attended _____ GED Sigt _____

Address: _____ City: _____ State: _____ Zip: _____

We have full and part time classes available; please check the appropriate box for which you would like to attend:

Full time: 8:00 a.m. – 4:30 p.m. Three quarter time: 8:00 a.m. – 2:00 p.m. Part time: 8:00 a.m. – 12:00 p.m. Part time Nights (NLV Campus Only) 5:30 p.m. – 9:30 p.m.

Any previous hours relating to the field of cosmetology: Yes: No: If yes how many hours acquired: _____

School Attended: _____ City: _____ State: _____

Cosmetology: Hair Design: Manicuring: Aesthetics:

Student Signature

Date

**EXPERTISE COSMETOLOGY INSTITUTE
AUTHORIZATION TO OBTAIN INFORMATION**

TO AGENCY: _____

CLIENT NAME: _____

CLIENT SS#: _____ DOB: _____

My signature below confirms my authorization to release information to Expertise regarding my case with your agency and for Expertise to provide information regarding my attendance and progress to your firm.

I am seeking enrollment in Expertise Cosmetology Institute and this authorization includes my pre-enrollment and post-enrollment, if I am accepted

I am currently enrolled in Expertise Cosmetology Institute

Expertise personnel authorized to receive information from your Agency:

Gwen Braimoh, Executive Director
Inge Dietz, Admissions Coordinator
Jacqueline Mc Gill, Financial Aid Advisor
Jessica Parra, Registrar

Authorization:

Client: _____ Dated: _____

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Case Manager Name: _____
Office: _____
Tel # _____ Fax # _____