



GENESIS CAREER COLLEGE: DAPHNE CAMPUS

School Catalog

Genesis Career College: Daphne Campus is a branch campus of Genesis Career College

Accredited by the Council on Occupational Education
Atlanta, GA.

Date of Publication: June 2016
Version 2016.2

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MISSION STATEMENT

At Genesis Career College, our mission is to attract qualified students, instruct them with quality education and training, and prepare them for career occupations in their respective fields.

We place “respect for the rights of the individual” at the forefront of our philosophy. We strive to provide a work environment which allows for the enhancement of our service to our employees, our students and our patrons.

INSTITUTIONAL OBJECTIVES

All campuses affiliated with Genesis Career College (GCC) are dedicated to educating quality students...graduates who are able to meet both the present and future demands of their respective industry. Each student admitted to GCC receives not only individualized instruction and exposure to technical skills and equipment, but also adequate opportunity for supervised work with the public. Each program offered by GCC is designed to provide a sound educational basis to maximize the employability of its graduates. Specifically, the objectives of all our instructional programs are as follows:

- To build a solid foundation of education and technical skills.
- To provide exposure to the role of the professionals, including opportunities for supervised practical “hands-on” work.
- To offer students an opportunity for exposure to modern equipment and techniques.
- To fulfill all State Board requirements, if applicable.

CAMPUS LOCATIONS

GENESIS CAREER COLLEGE – MAIN CAMPUS: The main campus of Genesis Career College (GCC) is located at 880-A East 10th Street in Cookeville, Tennessee. The training programs offered at the main campus are Cosmetology, Nail Technician, Esthetician, Instructor Trainee, Medical Assistant, Pharmacy Technician, and Dental Assistant. GCCC has two branch campuses. The location of the branch campuses and the programs offered at each are listed below:

GENESIS CAREER COLLEGE: DAPHNE CAMPUS is located at 7241 Dolphin Street, Daphne, Alabama. The Cosmetology, Nail Technology, and Cosmetology Instructor Trainee programs are offered at the Daphne campus.

GENESIS CAREER COLLEGE: NASHVILLE AIRPORT CAMPUS is located 30 Rachel Drive, Nashville, Tennessee. The Cosmetology, Nail Technician, Esthetician, Instructor Trainee, Master Barber, Medical Assistant, Pharmacy Technician, Medical Billing and Coding, and Health Information Administration programs are offered at the Nashville Airport campus.

FACILITIES AND EQUIPMENT

The campuses of Genesis Career College (GCC) are spacious facilities that consist of a reception area, administrative offices, classrooms for theory and student laboratory, a media/resource room, and break rooms.

GCCD has a clinical floor area for students to provide services on patrons to create realistic training scenarios in their professions. Classrooms are spacious and private. Student laboratories include a variety of equipment particular to the profession of training. Student laboratories in the Cosmetology and Nail Technology programs include manikins along with all of the equipment and supplies needed for skill development in each field of study.

GCCD also houses a media/resource room supplied with books, DVDs, VHS videos, CDs, DVD/VHS/CD players and a TV. Students also have access to computers with internet access and printers. The media/resource room is open the same operating hours of the facility, which provides students access to this room before, during, and after classes are in session. For the Allied Health Programs GCC has classrooms equipped with whiteboards and projection equipment to aid students in learning theory applications and student laboratories that include a variety of equipment particular to the profession of training. The student laboratory in Medical Assisting includes an examination table, phlebotomy training arm, microscopes, autoclave, adult and infant scales, a variety of surgical instruments and supplies, syringes, and training manikins, and other equipment and supplies appropriate for the program. Allied Health students each receive a Google Chromebook laptop during their first term to be used as a digital textbook and research tool.

In an effort to maintain a quality training program, GCCD is constantly improving and updating its facilities to maintain the most modern and up to date campus possible.

AUTHORIZATION STATEMENT AND LICENSES

Genesis Career College: Daphne Campus is licensed by the Alabama State Board of Cosmetology and authorized to offer training in Cosmetology, Cosmetology Instructor, and Nail Technology.

ACCREDITATION

Genesis Career College: Daphne Campus is accredited, through its main campus Genesis Career College, by the Commission of the Council on Occupational Education (COE). The U.S. Department of Education lists COE as a nationally recognized accrediting agency under the provisions of Chapter 33, Title 38, U.S. Code and Subsequent Legislation.

ADMISSIONS REQUIREMENTS

- Students enrolling at GCCC must be at least 17 years of age
- Proof of High School Education Completion: High School or GED transcript required.
- Students enrolling at GCC must be legally entitled to live and work in the United States.
- Identification Picture
- Current State License (instructor's courses only)

Upon compliance of the above, each applicant is required to visit the school and meet with the local campus Admissions Officer for a personal interview and a scheduled campus tour. Qualified applicants will meet the basic admission requirements and also demonstrate an aptitude and willingness that is necessary for successful completion in the career of their choice. Qualified applicants accepted to GCC will be placed in their programs based on a first come, first serve basis. High School transcript, GED, and proof of home school completion at a secondary level according to State regulations are acceptable forms of completion. Official transcripts must be received by the GCC Admissions Office within forty-five (45) days of the start of classes. Only official transcripts will be accepted as proof of High School Education Completion.

STUDENT SCHEDULE

GCCD students scheduled to attend 30 hours per week are considered full time students. Students scheduled to attend 20 hours per week are considered part time students.

ENROLLMENT DATES AND HOLIDAYS

Students are accepted for enrollment monthly on dates to be determined by the campus director depending on program enrollment. GCC recognizes New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day as holidays.

The school is open as scheduled unless weather conditions make driving hazardous or impossible. If the school is closed due to inclement weather conditions, local radio and TV stations will be advised and the announcement will be posted on the school's website. Students are advised to refer to these resources for updates on school closings.

PROGRAM OFFERINGS

COSMETOLOGY: The Cosmetology Course is a 1500 hour program covering a period of 50 weeks for full time students or 75 weeks for part time students.

NAIL TECHNOLOGY: The Nail Technology Course is a 750-hour program covering a period of 25 weeks.

COSMETOLOGY INSTRUCTOR TRAINEE: The Cosmetology Instructor Trainee Course is a 650 hour course covering a period of 22 weeks.

COSMETOLOGY: 1500 CLOCK HOURS

The Cosmetology course is a well-rounded program covering all phases of cosmetology, preparing the student for a career as a Licensed Cosmetologist or in a related field.

COSMETOLOGY COURSE OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Standard Cosmetology textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: The program is divided into three phases. Preceding phases are considered prerequisites for the next phase. Students must achieve a passing score of 70 or higher on each requirement included in a phase to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each phase. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

COSMETOLOGY CURRICULUM

HOURS:	SUBJECT:
300	General— Sterilization, sanitation and bacteriology, anatomy and physiology, shop ethics, personality and salesmanship, state law
600	Chemical—Permanent waves, hair re-laxer, hair coloring, bleaching and toning, sculptured nails, hair structure and chemistry
600	Physical—Shampooing and rinses, hair and scalp care, hair shaping, hairdressing and styling, facials, arching, lash and brow tinting, manicures and pedicures

TOTAL PROGRAM HOURS—1500

NAIL TECHNOLOGY: 750 CLOCK HOURS

DESCRIPTION: The Nail Technology Course is a well-rounded program covering all phases of manicuring, pedicuring and artificial nails, preparing the student for a career as a Licensed Manicurist or a career in a related field.

NAIL TECHNOLOGY COURSE OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of manicuring, pedicuring and artificial nails.
6. Identify the composition of nails, disorders, diseases, and practical application of artificial nails, manicuring and
7. Pedicuring.
8. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, labs, student salon activities, and student participation. Instruction will also be complemented with lectures from guest artists, product representatives and salon owners or managers. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady Standard Nail Technology textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: The program is divided into three phases. Preceding phases are considered prerequisites for the next phase. Students must achieve a passing score of 70 or higher on each requirement included in a phase to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each phase. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

NAIL TECHNOLOGY CURRICULUM

HOURS:	SUBJECT:
200	General—Sterilization, sanitation, bacteriology, anatomy and physiology, state law, salon management, ethics and professionalism
150	Chemical—Product knowledge, ingredients and usage of materials, manicuring and pedicuring, EPA and OSHA requirements
400	Physical—Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails and nail safety

TOTAL PROGRAM HOURS—750

COSMETOLOGY INSTRUCTOR TRAINEE: 650 CLOCK HOURS

DESCRIPTION: The Cosmetology Instructor Trainee course is a well-rounded program covering the most important phases of skilled instruction techniques for cosmetology and nail technology, preparing the trainee for a career as a Licensed Cosmetology Instructor or a related field.

COSMETOLOGY INSTRUCTOR TRAINEE COURSE OBJECTIVES: Upon completion of the course requirements, the graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self confidence.
2. Project professionalism, visual poise and proper grooming.
3. Effectively communicate and interact with colleagues, supervisors and clients.
4. Understand the basic knowledge and technical skills in cosmetology, nail care and esthetics.
5. Understand the education skills necessary to become a professional educator.
6. Relate to the professional teaching skills, methods and techniques as well as the technical knowledge in cosmetology, nail care and esthetics.
7. Successfully accomplish a passing score on the state board examination required for licensure.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning phases which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student teaching activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the course.

TEXTBOOK, REFERENCES AND OTHER RESOURCES: Milady's Master Educator textbook, Student Workbook and Exam book. Dry Erase Board and Markers; Audio/visual equipment and PowerPoint slides

GRADING PROCEDURES: The program is divided into three phases. Preceding phases are considered prerequisites for the next phase. Students must achieve a passing score of 70 or higher on each requirement included in a phase to complete the phase and progress to the next phase. Students will be evaluated and advised of their performance at the end of each

phase. If the student did not satisfactorily complete the phase according to the grading system an action plan will be compiled for the student by the Program Director. The action plan is intended to provide guidance to the student on how to complete the phase. There are three instances when a student may be evaluated earlier than the end of each phase. They are as follows:

- Student attendance falls below the minimum requirements
- There has been no attendance or contact with GCC from the student in 14 days
- Student Grade Point Average falls below 70%

Grades will be recorded and retained by GCC regarding the student's progress in his/her course of study. Students are given examinations upon the completion of each chapter and after appropriate classroom review. Test dates are announced in class and students are expected to take the examination when scheduled. Theory examination scores are computed by the number of points possible according to the number of questions.

Students are assigned a minimum number of requirements for every patron service. Students are given practical grades based on practical experiences or mannequins and actual services performed on patrons from the clinic area.

Student salon (clinic) work is evaluated on a regular basis. The quality, speed, and professional approach to the work are taken into consideration. Students are graded on both their theory and clinic work and letter grades are attached to these scores based upon the following chart:

A	90-100
B	80-89
C	70-79
F	69-Below

COSMETOLOGY INSTRUCTOR TRAINEE CURRICULUM

HOURS:	SUBJECT:
300	General Education
200	Using Audio / Visual Aids
150	Practice Teaching
TOTAL PROGRAM HOURS—650	

ACADEMIC YEAR

The academic year for a quarter credit hour programs is defined as including a minimum of 900 contact hours, 36 weeks and 36 quarter credit hours. The academic year for a clock hour program is defined as including a minimum of 900 clock hours and 30 weeks.

EDUCATIONAL COSTS AND FINANCIAL AID

SCHOOL OF BEAUTY AND WELLNESS:

Program	Admin Fee	Textbooks	Clinic Supplies	Student Kit	Tuition	Total
Cosmetology	\$500	\$233	\$300	\$895	\$16,995	\$18,923
Nail Technology	\$500	\$230	\$200	\$495	\$10,570	\$11,995
Instructor Training	\$500	\$230	\$0	\$0	\$9,265	\$9,995

Financial aid programs offer a way to bridge the gap between what the student and family can provide and what it will cost to attend this school. In addition to costs for your tuition and fees, financial aid programs also estimate how much it costs to live under various circumstances (i.e., depending upon whether you live with your parents, or in a separate location). To estimate the total expenses at this school, we have prepared the following chart based upon the Bureau of Labor Statistics research on a modest, but adequate standard of living under various conditions. (i.e., depending upon whether

you live with your parents, or in a separate location). The cost of tuition and fees for the program in which you intend to enroll must be added to these figures. This estimate is based upon one half the cost of a two bedroom apartment for students not living with parents and one half that cost for students living at home with parent.

ESTIMATES OF WEEKLY LIVING EXPENSES-DAPHNE, AL*

Expenses	Students Living With Parents	Students Not Living With Parents
Room and Board	\$114.96	\$153.28
Transportation	\$19.69	\$19.69

*Professional judgment can be given for unusual circumstances, such as expenses for a disabled relative, dependent child care, etc. We can adjust your budget for these circumstances; however, this will require detailed documentation.

INSTITUTIONAL REFUND POLICY

All refunds, when due, will be made with or without the request of the student. Refunds will be calculated and returned in a timely manner. This refund policy applies to all terminations for any reason, by either party, including student decision, course cancellation, or school closure.

CLASSES CANCELED BY GCC/STUDENT NOT ACCEPTED BY GCC: If tuition and or fees are collected in advance of a start date and GCC cancels the class or does not accept the student, all tuition and fees shall be refunded within 30 days of signing the enrollment agreement. Applicants and students may cancel or terminate their training at any time before their training by notifying the school President in writing. The day the written cancellation/termination notice is delivered to the President, scheduled class start date or a postmark date will be considered the receipt date for purposes of returning funds if applicable. An applicant rejected by the school shall receive a full refund of all monies paid, including the administrative fee. Refunds will be made within 30 days from the date cancellation/termination notice delivered to the school, scheduled start date or date postmarked. The earliest date of notification received shall be used for refund calculation purposes.

CANCELATION OF ENROLLMENT AGREEMENT: Students who cancel this agreement before commencing classes shall receive a full refund of all monies paid, including the administrative fee. Any student who enrolls prior to visiting GCC will have the opportunity to withdraw without penalty within three days following either a regularly scheduled orientation or a tour of the facilities and inspection of the equipment. Students will receive a refund of all monies paid, including the administrative fee, if requested within three days after signing the enrollment agreement or making a payment.

Genesis Career College retains the right to cancel this agreement at any time based on the applicant meeting Genesis Career College admissions requirements which include but are not limited to the review and approval of both proof of graduation (high school diploma or diploma equivalent) and official high school/GED transcripts by the Director of Education. The agreement is valid for the start of classes only if the applicant meets the admission requirements and is accompanied by a proof of graduation. Official transcripts can be submitted for up to 45 days after the start of classes.

TERMINATION DATE FOR REFUND PURPOSES: Termination date for refund purposes shall be the earliest of the following: last day of actual attendance, written notice of cancellation or withdrawal delivered to the owner, date of postmark of a mailed written notice, expiration date of a leave of absence, or date of termination established by the school. This date will be considered the date the institution begins the official withdrawal process. Refunds will be made to those students who have paid for more than the obligatory amount listed below within thirty (30) days of the termination date. Unofficial withdrawals will be determined by internal monitoring of the attendance. Attendance is monitored weekly.

STUDENT OBLIGATION CALCULATION

(All periods of financial obligation are based upon scheduled hours)

Period of Obligation	Amount of Total Tuition Owed to School
0.01 % to 10%	10%
10.01% to 25%	50%
25.01% to 50%	75%
50.01% to 100%	100%

Any unused portion of the administrative fee will be refunded if a student withdraws before completing fifty (50) percent of the period of enrollment.

REFUNDS RESULTING FROM SCHOOL CLOSURE: Should Genesis close permanently and cease to offer instruction after students have enrolled and instruction has begun, a pro-rata refund of tuition will be made to all active students. Arrangements will be made in a timely manner to accommodate the needs of each student. Genesis will provide the applicable accreditation agency a list of all students enrolled at the time of closure and their pro-rated tuition refund amounts. Genesis does reserve the right to refund monies in excess of the above tuition adjustment guidelines if a refund is due as a result of a student's withdrawal due to mitigating circumstances.

TERMINATION RESULTING FROM EXTENUATING CIRCUMSTANCES: Extenuating circumstances beyond the student's control may result in a termination of enrollment. If such a circumstance does occur the Genesis Board of Directors will determine a settlement which is reasonable and fair to both Genesis and the student, which may include a pro-rata refund of tuition. Extenuating circumstances include injury to the student, prolonged illness or death, or other circumstances which prohibit completion of the program.

Students enrolled in programs scheduled to last longer than 12 months are released from the obligation to pay tuition for course-work scheduled to occur beyond 12 months if the student withdraws or is terminated during the first 12 months. The calculation of the refund for the unused portion of the first 12 months is based on the calculation above. If the student withdraws or is terminated during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal is based on the calculation above. Unofficial withdrawals for student enrolled in clock hours programs are determined by Genesis through weekly monitoring of clock hour attendance.

If a student is taken from school enrollment for any reason and a refund is calculated to be due, all financial aid will be returned to the Federal Fund before a student may receive any cash refund. Refunds will be returned to the separate funds in this order Pell/Loans/ Scholarship. In compliance with and in accordance with the Higher Education Amendment Act of 1998 schools must calculate refunds according to "the Return of Title IV Federal Funds" for students failing to complete a course of study as scheduled. **This may result in the student owing the school a considerably large amount of tuition, without the assistance of Financial Aid.**

FINANCIAL RESPONSIBILITY: Each student is personally responsible for all outstanding balances owed to the school. It is the student's responsibility to understand his/her financial status with the school. If it becomes necessary for Genesis Career Group, Inc. to hire a third party service to collect delinquent funds, the student is responsible for all costs incurred. These costs include, but are not limited to: the cost of collection, attorney fees, and court costs.

TYPES OF FINANCIAL ASSISTANCE

Federal Pell Grant: Federal Pell Grants are awards to help undergraduate students pay for their education. These grants provide a "foundation" of financial aid, to which aid from other federal and non-federal sources may be added. Unlike loans, grants do not have to be paid back.

Federal Direct Student Loan Program (DL): Many students rely on federal government loans to finance their educations. These loans, administered by "Direct Lending Schools", are provided by the US government directly to students and their parents. They have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. **Students eligible for the DL program are not allowed to borrow any amount that will exceed the annual or aggregate loan limits, or their estimated cost of attendance.**

GRIEVANCE POLICY

If there is a grievance from a student, the following procedures must be followed:
Submit the detailed grievance in writing to the Director. Within 10 business days of receipt of the grievance, the Director and one member of GCC's board of directors will review the matter and come to a conclusion. The conclusion will be

provided to the student in written form. Decisions made by the director or board member are final. If the response fails to solve the situation and the student wishes to pursue it further, please contact, in writing, The State Board with your grievance at the following applicable address:

Alabama State Board of Cosmetology: PO Box 301750 Montgomery, AL 36130-1750

If the response from the State Board fails to solve the student’s situation and the student wishes to pursue it further, please contact, in writing, the following applicable accrediting agency:

The Council on Occupational Education: 7840 Roswell Road, Building 300, Suite325 Atlanta, GA 30350

ADVISORY COMMITTEE AND FACULTY

Occupational Advisory Committee Clock Hour Programs	
Karrie Kulick	Director
Larry Ryan	Cosmetologist / Employer
Brenda Massard	Cosmetologist / Employer
Stacey Terry	Cosmetologist / Employer
Sonya Lovelace	Cosmetologist / Employer
Vanessa Langford	Cosmetologist / Employer

Administration and Governing Body
Rick Bundy: President
Chrashone Dias: Program Director, LCI
Katryce Quinney: Financial Aid Officer
Shanna Frasier: Director of Financial Aid
Allison Smith: Admissions Officer

Faculty
Shirley Smith, Full Time; Licensed Cosmetology Instructor
LeAnna Petrey, Full Time; Licensed Cosmetology Instructor
Perri Upshaw, Full Time; Licensed Cosmetology Instructor
Cynthia Hill, Part Time; Licensed Cosmetology Instructor

LICENSE AND ACCREDITATION

Alabama State Board of Cosmetology
 PO Box 301750 Montgomery, AL 36130-1750

Council on Occupational Education
 7840 Roswell Road, Building 300, Suite325; Atlanta, GA 30350 Phone: (770) 396-3898