Paul Mitchell The School Springfield

MANICURING COURSE INFORMATION

MANICURING COURSE DESCRIPTION

Standard Occupational Classification (SOC 39-5092.00)
Classification of Instructional Programs (CIP 12.0410)

The curriculum involves 400 hours to satisfy Missouri State Cosmetology and Barber Board requirements. All courses are taught in English. The course of study includes extensive instruction and practical experience in manicures, pedicures, massage, customer service, personal appearance & hygiene, personal motivation & development, retail skills, client record keeping, business ethics, as well as sanitation, Idaho state laws & regulations, salon-type administration, and job interviewing. The manicuring all program is offered as a brick & mortar program and/or hybrid distance education program:

****Graduates are prepared to become an entry level manicurist.***

This program is taught in English. Textbooks and Course Materials are only offered in the English Language.

MANICURING COURSE OVERVIEW

Course Hours: 400 clock hours

The course is divided into pre-clinical classroom instruction and clinical service learning experiences.

- **Pre-clinical Classroom Instruction**: The first 100 hours are devoted to classroom workshops, demonstration, and practical experience. You will learn nail principles, technical information, and professional practices.
- **Clinic Classroom Learning Experience**: The remaining 300 hours are spent in the clinic area, gaining practical experience.

MANICURING COURSE OUTLINE

Your time at Paul Mitchell The School Springfield for the Manicuring program will be divided into two (2) designations:

- **Core Curriculum**: This 100-hour time period is dedicated to exploring foundational knowledge and basic nails procedures. You will receive individual attention in practical workshops, and you will complete monthly worksheets and periodic tests throughout the course. This is an intense and exciting portion of your experience.
- **Mentor Learning Experience**: Your remaining 300 hours will be spent in a clinic environment. You will dress, act, and work like a true professional. You will use your own technical and therapeutic abilities, coupled with the assistance of Learning Leaders, to provide service to guests. You will make discoveries and learn relationship-building skills that will ensure your success in this exciting, diverse field.

MANICURING COURSE SUBJECTS

The instructional program of Paul Mitchell the School Springfield meets or exceeds the state requirements. The following subjects are taught within the brick & mortar and/or hybrid distance education program:

Subject	Minimum Theory Hour Requirements	Minimum Practical Hour Requirements
Manicuring, hand and arm massage and treatment of nails	100	120
Salesman ship and shop management	20	
Sanitation and Sterilization	20	
Anatomy	10	
State law	10	
Study of the use and application of certain chemicals	40	
Additional Training	30	50
TOTAL	**230**	**170**

The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume' development, job interview preparation and job search skills.

All final theory exams and final practical exams must be completed in the school facility, they cannot be completed through distance education.

MANICURING COURSE MISSOURI STATE LAW REQUIREMENTS

The Missouri State Law requires that Manicuring students have 400 clock hours of training and be graduated from a licensed cosmetology school to qualify for an initial Manicuring license. Following graduation, students are required to take a State Board Practical and Written Examination before receiving their Missouri Manicuring License. This license is a protected license, but it must be renewed every two years. The State Board examinations are held every week. The State Board handles scheduling of examinations. The school is obligated to report the completion of the course, total hours accumulated, breakdown of hours, and forward the application for the examination to the board. The State Board then issues the student a permit to work until examination date. Passing percentages for the examination are: 75% Theory and 75% Practical.

MANICURING COURSE PROGRAM TESTING AND GRADING PROCEDURE

The following tests and grading procedures are used to assess student learning and mastery of course content in the 400-hour course:

1. **Academic theory exams**: Student must receive a grade of 75% or higher on each assigned theory exam. The theory exams will evaluate the student's academic performance for each subject of the distance education curriculum.
2. **Midterm written and practical**: Students must receive a grade of 75% or higher on all final exams. The midterm written and practical exams will evaluate the student's academic performance for each subject of the distance education curriculum.
3. **Final written and practical**: The written exam covers an overview of all theory instruction, state law, and other items covered on the state Manicuring exam. Students must receive a grade of 75% or higher on all final exams. The final written and practical exams will evaluate the student's academic performance for each subject of the distance education curriculum.
4. **Clinic Practical Skill Assessments**: Future Professionals progress in practical skill assessments and theory hours will be digitally monitored on a weekly basis by the Future Professional Advisor using the Course Key app. All assigned practical skill assessments must be completed in order to complete the program.

5. **Distance Education Assessments**: Students must complete a distance education written assessment and practical skill assessment. These are based on performance and must be completed on-campus each month. The distance education assessment will focus on the distance education subjects covered during that time period. Students must receive a grade of 75% or higher on each distance education written assessment and each practical assessment. Only students enrolled in the distance education program are required to complete these assessments.
6. **Distance Education Assignments:** The institution will respond to student's submission of lessons, projects, and or evaluations the next business day.

MANICURING COURSE INSTRUCTIONAL TECHNIQUES AND METHODS

The 400 hour manicuring program is provided through a sequential set of learning steps 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 well-developed lesson plans that reflect the latest educational methods. Subjects are presented by means of lectures, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the course.

In order to enroll in the hybrid program of study, the Future Professional must have the following hardware, software, and network requirements:

- Apple iPad, computer, or other mobile device
- An internet connection – broadband wired or wireless (3G or 4G/LTE). Minimum bandwidth is 600kbps (up/down) and recommended is 1.5 Mbps (up/down). Check your Internet bandwidth using Speed test.
- Milady CIMA
- Google Chrome
- Zoom
- CourseKey