

Monroe Career & Technical Institute  
194 Laurel Lake Road  
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www.MonroeCTI.org  
Ms. Leatha Nonnemaker  
Cosmetology Supervisor



April 23, 2024

Dear Future Cosmetology Student and Parents/Guardians:

The MCTI Cosmetology Department has scheduled a **mandatory** orientation meeting for all new students at the Monroe Career & Technical Institute on **Wednesday, May 15, 2024 at 5:30 p.m.** This **mandatory** meeting will provide students and parents/guardians with information relative to the program requirements and expenses. **All students and at least one parent/guardian are required to be in attendance at this important meeting. Please verify your attendance to this mandatory orientation by calling me at the number below or emailing me to the email below. Failure to attend an orientation may jeopardize enrollment into the program.**

Items required by the State Board of Cosmetology and the Monroe Career & Technical Institute for participation in the program are listed below:

A. Kit Includes: Acrylic student nail kit, mannequins, Dermalogica kit and additional tools

Cost:	\$ 363.00
Sales Tax:	\$ 30.00
Textbook selected by MCTI:	\$ 137.00
<b>TOTAL:</b>	<b>\$530.00 PAYABLE IN FULL –</b>
	<b>JUNE 30, 2024</b>

Hours and kits will NOT be assigned until ***full payment*** has been made (by cash or money order payable to MCTI only) in the amount of \$530.00.

B. Students will purchase TWO MCTI Approved UNIFORMS. Uniforms may be purchased at a store of your choice.

C. Students will purchase sturdy all white shoes/sneakers.

**Please bring to the mandatory orientation:** your child's **Social Security Number and \$530.00, CASH or MONEY ORDER**, made payable to MCTI **(No personal checks can be accepted)**. Credit Card payments can also be accepted by using Pay Schools, on the Monroeecti.org website.

**IMPORTANT NOTE:**

**UPON RECEIPT OF THIS LETTER, PLEASE VERIFY YOUR ATTENDANCE BY**  
**E-MAIL or CALLING MS. NONNEMAKER**  
**at [lnonnemaker@monroecti.org](mailto:lnonnemaker@monroecti.org) or (570) 629-2001, ext. 2512.**  
**Any questions can be answered at that time or the night of orientation.**

Sincerely,

Ms. Leatha Nonnemaker  
Cosmetology Supervisor

# MONROE CAREER & TECHNICAL INSTITUTE

## **COSMETOLOGY ORIENTATION**

*(One copy is to be kept in student notebook and the other copy is for the parent/guardian)*

Ms. Leatha Nonnemaker, Instructor

***Congratulations! You have made your career choice in the exciting field of cosmetology.***

We have prepared an orientation packet in order to help you, the student, and your parents/guardians understand the cosmetology course requirements. We encourage you and your parents/guardians to take the time to read every section very carefully. Please feel free to contact me if you should have any questions in regard to this course.

In starting your learning experience as a future cosmetologist, certain requirements must be met. In accordance with the State Board of Cosmetology and Monroe Career & Technical Institute, a student must be present daily, properly dressed, and completely prepared for class.

### **REQUIREMENT #1 - DRESS CODE**

A. 2 White uniform tops - no other colors are to be worn under or over uniform tops - only white is allowed. Students must provide themselves with a white sweater or sweatshirt if you tend to be cold. No jackets or hats are allowed to be worn once inside the MCTI building.

B. Black uniform pants or skirt - no jeans or shorts.  
Skirt must be no shorter than 3 inches from the top of the knee.

C. Sturdy white nurse-type shoes - Shoes must be kept clean and polished. Only white sneakers are permitted for shop use. No open-toed shoes allowed in the cosmetology classroom.

Note: The student can purchase all items, at a place of his/her choice.

Note: All uniform items and equipment must be marked with the student's name. A locker with a lock is provided for each student. All personal items and equipment are expected to be in the locker at all times while in class.

**Note: Your uniform must be clean and worn in school every day to accumulate hours. Your kit and workbooks must be in class everyday in order to receive hours. The two and one-half hours will not be earned if the student does not meet the above requirements!**

## **REQUIREMENT #2 – EQUIPMENT**

A. **Kit** - (student property) – The kit must be in school every day. Every item must be kept in sanitary condition at all times. If any item is missing, it is the student's responsibility to replace it immediately, at the student's expense. All kits must be available for State Board inspections at any time in class. Students must buy **two small locks to fit on the kit**. A big lock will not fit through the opening on the kit. The kits are NOT allowed to leave the building. The State Board of Cosmetology issues a \$50.00 fine for every missing or unsanitary item in the kit when they come to inspect our school. The fine will be passed on to the student or legal guardian. Scissors are considered legal weapons if removed from the classroom and may result in disciplinary consequences and possibly expulsion.

**Note: No kits will be given out to students until full payment is made.**

B. **Mannequin** - As part of the kit each student will be issued two mannequins. They will be used for the three years that the student is enrolled in the program. If the student should damage or cut the mannequin shorter than four inches, it will be the student's responsibility to purchase a new one of the same style available through the MCTI. The approximate cost is \$48 for a new mannequin.

C. **Textbook** - (included with kit) - Textbooks and workbooks must be brought to class every day.

D. **Nail Kit** – A student acrylic nail kit is included in the price of the kit. This kit will be given to students when our nail technician is scheduled to give a presentation to our class.

## **REQUIREMENT #3 - ATTENDANCE / HOURS ACCUMULATION / MINIMUM CURRICULUM REQUIRED BY STATE BOARD OF COSMETOLOGY FOR A COSMETOLOGIST LICENSE**

A . It is the student's responsibility to accumulate the hours necessary to complete the course. The Pennsylvania State Board of Cosmetology requires all students to complete 1250 classroom hours. Upon satisfactory completion of 900 hrs. the student is able to take the written State Board examination. A license is earned after successful completion of 1250 hrs. 75% or higher score on the written State Board examination, 75% or higher completion of Cosmetology Industry Task List, and a competent or advanced score on the National Occupational Competency Testing Institute (NOCTI) exam.

The Monroe Career & Technical Institute operates on a common school year calendar of 180 school days. Each student will receive 2 ½ hours per day when they are in attendance and meet all hourly requirements. These requirements include a clean uniform, complete kit, black ink pen, 3 Milady books and completed assigned homework in class with them at all times. The total hour accumulation per year is approximately 420 hours.

B . **Notes for Absences** - The student must bring in *two* notes from their parents or legal guardian when they are absent from MCTI, one note for the sending school, and one for MCTI. Notes must be brought in within three days or the absence is unexcused. Absent notes can be emailed to [attendance@monroecti.org](mailto:attendance@monroecti.org)

C . Any student who accumulates **10 or more days** without hours risks not completing the 1250-hour requirement. If this does occur, the students would have to finish hours at their own expense and time. Please note that independent Cosmetology Programs may not accept 100% of time hours accumulated at MCTI.

## **REQUIREMENT #4 - GRADING POLICY**

A. The Cosmetology Department's grading system has been developed to ensure the students are evaluated similarly to that of the State Board of Cosmetology examination.

The policy is as follows:

<b>Work Ethic</b>	<b>20</b>	20% for industrial character (criteria defined below)
<b>Knowledge</b>	<b>45</b>	45% for theory test scores
<b>Skill</b>	<b>35</b>	35% for practical

**Theory** - All test scores will be averaged by the number of tests given per quarter and that average is multiplied by 45%.

**Practical** - Each quarter a student will be given 25 skills to complete. Each skill will be worth 1.6 points for the first quarter of the first year. Skills earned in the first quarter will be combined with second quarter skills for a total of 50 skills. Each skill is now worth .8 toward the quarter grade. If a student does not complete the required skills per quarter, a snowball effect occurs, and the student puts himself/herself in jeopardy of failing. **The student may only be working in the 2 current quarters or hours cannot be earned.** For example, if we are in quarter 3 the student must be working on credits from quarter 2 and 3. The student who has remaining credits on quarter 1 will not be earning hours until quarter 1 is complete.

25 skills x 1.4 = 35% grade (first quarter)  
50 skills x .7 = 35% grade (after first quarter)

**To be successful and remain on track to complete 1250 hours in three years, a student must successfully complete 3 skills per week.**

**Industrial Character** - Every student will start with 10 points daily. As a student does not perform the Industrial Character Criteria listed below the student will lose 1 point per infraction every day. A student could also lose points when he/she does not perform his/her daily sanitation assignment. If the student performs his/her daily assignments and follows the Industrial Character Criteria, he/she will automatically receive the 10 points per day for 20% of his/her grade per quarter. When a student performs at a higher level it is also possible for the points to be raised or redeemed after lose points per day according to performance and effort. A student must be present in order to receive a daily grade. Therefore, daily attendance is crucial.

### ***Industrial Character Grade Criteria***

1. **Attendance:** Attends class, arrives/leaves on time; notifies instructor in advance of planned absences; and makes up assignments punctually.
2. **Character:** Displays loyalty, honesty, trustworthiness, reliability, dependability, initiative, self-discipline, responsibility.
3. **Teamwork:** Respects rights of others; is a team worker, is cooperative; is assertive; displays a customer service attitude; seeks opportunities for continuous learning; and displays mannerly behavior.
4. **Appearance:** Displays appropriate dress, grooming, hygiene, and etiquette.
5. **Attitude:** Demonstrates a positive attitude; appears self-confident; and has realistic expectations of self.
6. **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; and follows directions/procedures.
7. **Organizational Skills:** Manifests skill in personal management, time management, prioritizing, flexibility, stress management, and dealing with change.
8. **Communication:** Displays appropriate nonverbal and verbal skills.
9. **Cooperation:** Displays leadership skills; appropriately handles criticism and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; and follows chain of command.
10. **Respect:** Deals appropriately with cultural/racial diversity and does not engage in harassment of any kind. (Harassment and bullying of any kind will never be tolerated)

**Special Note to Parents/Guardians:** Any student receiving an unsatisfactory progress report indicates the student is not working up to course requirements. It is a signal for the parent/guardian to talk to the student and contact the instructor to help improve the weak area that the student is having. Please contact us early with any problem the student may be having so we can work as a team.

**Please notify us personally of any special needs a student may have so adjustments can be made to accommodate the individual student.** Please do not hesitate to stay after this evening or call us to discuss your concerns. Students in the program can have specialized accommodations to meet individual needs. This may alter the possibilities of taking and passing the state boards. Passing the state board is a requirement to be employed in the field of cosmetology.

B. The State Board of Cosmetology has established minimum requirements for students in Schools of Cosmetology to follow. Below is a breakdown of the requirements.

Theory	200 hrs.
Facials	50 hrs.
Finger waving & Hair Styling	170 hrs.
Haircutting	150 hrs.
Hair coloring	150 hrs.
Manicuring	200 hrs.
Permanent Waving & Relaxing	200 hrs.
Scalp Treatments	50 hrs.
Shampoos and Rinses	40 hrs.
Sterilization and Hygiene	40 hrs.
<b>Total hours</b>	<b>1250 hrs.</b>

## **REQUIREMENT #5 - CLINIC & EXTRA CURRICULAR ACTIVITIES**

A. **Clinic** - The school is open to the public on Wednesdays by appointment only. These services are performed in a salon setting by the students who are closely supervised by the instructor. A price list is issued to each student, posted in the classroom, and is on our website [www.monroecti.org](http://www.monroecti.org). Family participation in the program is encouraged, because without their support, the student may never develop the confidence to perform the various services. It is the student's responsibility to recruit and encourage clients to come in for clinic services that each student is required to perform.

B. **SkillsUSA** – SkillsUSA is a co-curricular, sponsored club, which enables the student to gain leadership skills and also compete on local, state, and national levels.

C. **Homework** - The students enrolled in the Cosmetology Department are preparing to take a written State Board exam. The State Board exam will cost approximately \$135.00. A student may take the test when he/she reaches 900 hours. In order for this to occur, the parents/guardians are asked to make sure the students complete the assigned homework. A cosmetology assignment sheet has been enclosed in this packet to show the requirements for the entire year, by quarter. With every incomplete assignment the student will not earn the credited Theory Hours needed toward the mandated State Board 1250 Hours.

D. **Embedded Credits** –Please be aware your district may embed math or science credits, which count toward graduation requirements, upon successful completion of the Cosmetology program. Failure to successfully complete the Cosmetology Program may have an effect on your graduation.

E. **Hour Accumulation** - All students must successfully complete 1250 hours at the end of three years. To earn a Cosmetology State Board License the student must pass the written State Board exam with a score of 75% or higher and pass the Teacher Administered Practical Exam with a Competent or Advanced score. No hours are received if a student is not physically in the Cosmetology Classroom.

Hours will NOT be earned when a student doesn't perform daily obligations, such as having completed homework assignments, a clean uniform, and complete kit in class. **Also if a student doesn't finish the previous quarter chart, hours stop until the student catches up with the work.** As stated earlier, **the student must only be working in the 2 current quarters or hours will not be earned.** The program has enough time for a student to complete the 1250 hour course within three years as long as the student does not exceed 10 days absent per year.

F. **Responsibility** - The goal is to make the students in the Department responsible for themselves. What does that mean? I would like to see my students meet deadlines. These deadlines consist of bringing in forms on or before the due date, having assignments **completed** on time, being prepared for class with a uniform, black ink pen, and books.

G. With the cooperation and involvement of you, the parents/guardians, our students will grow into young, successful professionals.

# Cosmetology Orientation

## Check List

My student and I have attended the cosmetology orientation on \_\_\_\_\_ .

### Please place X on each line below.

(place date above)

- \_\_\_\_\_ Cosmetology dress code and MCTI dress code
- \_\_\_\_\_ Equipment, kit (student property) must be in school and kept in sanitary condition
- \_\_\_\_\_ Mannequins (2) are student property
- \_\_\_\_\_ Textbook student purchased by student with kit
- \_\_\_\_\_ Workbooks are supplied by school. Any missing must be replaced by the student.
- \_\_\_\_\_ Nail Kit
- \_\_\_\_\_ Attendance notes for absence
- \_\_\_\_\_ Grading policy
- \_\_\_\_\_ Performance reports
- \_\_\_\_\_ Clinic
- \_\_\_\_\_ Skills USA
- \_\_\_\_\_ Homework (refer to chapter assignment sheet)
- \_\_\_\_\_ Embedded credit
- \_\_\_\_\_ Hour accumulation
- \_\_\_\_\_ 3 credits (skills) a week
- \_\_\_\_\_ Discipline procedure

The following items were discussed and I understand and agree with the items above.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name