



RICHPORT TECHNICAL COLLEGE



Main Campus

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Branch Campus

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www.richporttc.com

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MESSAGE

Dear Student:

Welcome and thank you for choosing **Richport Technical College** as your Post-Secondary Studies School Institution. For the past 16 years we have successfully provided the education and skill-training for our students to move on to new professions in the beauty industry. We not only desire to provide a new profession for our students, but the understanding of their roles in providing the best services for their future clients.

Our efforts are directed to guide your steps in a firm and safe manner during this new stage of your life. Our purpose is to contribute to your professional development, qualifying you through our courses with the necessary skills and knowledge to be able to face the demanding work world with confidence and professionalism.

The purpose of this catalogue is to serve as our guide to you throughout your instructional road to success, and that with your efforts and desire of improving yourself; you can achieve your maximum development and prevail. Our commitment is, **You!**

Welcome to the great family of

A handwritten signature in blue ink that reads "Rich M. Thompson".

Richard M. Thompson
President

INTRODUCTION

Richport Technical College is an Institution that has been created in order to distribute knowledge and skills from the beauty and technological world to young people and adults of both genders, to prepare them in beauty careers conducive to improve their quality of life and directing them towards the job market to become successful in the beauty business profession or industrial workers.

This Institution does not discriminate based on race, color, creed, gender, age, nationality, disability or political ideology. All students have the same rights and privileges to participate in programs and activities of the academic community.

Richport Technical College demonstrates its disposition to obey federal and state laws just as it has been certified as an institution with a non-discriminatory policy and reserves the right to officially seek and make changes of course offerings, requirements, institutional policy, procedures and quotas after the publication of this catalog when it considers it necessary and without previous warning.

The information contained in this catalog in relation to teachers, administrators, officials and other personnel is subject to change at any time.

GENERAL INFORMATION

HISTORICAL REVIEW

The Institute of Photography and Technology of Carolina (IFTC) was founded on November 20, 1981 in Carolina, Puerto Rico. It was founded to serve as a vanguard school for career, vocational and technical education in Puerto Rico.

From its beginning the school has distinguished itself by its innovating, variable and adjusted curriculum to the job market demands and to the technological changes of the industry. On April 26th, 2002 the Institute of Photography and Technology of Carolina experienced a change of ownership to Richard Thompson and a change of name to become the RTP Hispanic American College (HAC), with its President Richard M. Thompson serving as its first director and president.

On May 1, 2003, Hispanic America College transferred its facilities and all operations to the town of Juncos. During that year an educational agreement to provide a teach out was made between Hispanic American College and the Fontecha Institute from Caguas. In order to complete a process of growth as school and with the purpose of being able to offer our existing students and our teach out students safer and more comfortable physical facilities, we decided to provide all classes in the city of Caguas, where we began operations the 25th of May, 2004.

In January 2010, in order to expand educational course offerings and services, Hispanic American College inaugurated a Satellite School in Guayama, Puerto Rico.

As a result of the commitment of Hispanic American College and its desire to expand the academic offerings and improve facilities, on September 6, 2011, Mr. Richard Thompson decided to settle in the municipality of Gurabo. In order to extend study and employment opportunities and impact other populations in Puerto Rico and the United States, on May 15, 2016, Hispanic American College ceases operations at its Satellite Center in Guayama and

becomes Richport Technical College. This change is made in order to present our Institution to the Anglo-Saxon market by taking our academic programs.

In June 2018, Richport Technical College established a Branch in Baton Rouge, Louisiana that offers the programs of Cosmetology and Styling, Aesthetics and Nail Technician Specialist. The Institution wishes to provide, at the beginning in Louisiana, courses related to beauty for its students. Consideration will be given to other courses on the needs of the labor market in Louisiana and other regional states of the Gulf.

Richport Technical College is properly recognized and authorized as a Post-Secondary Educational Institute (non-university) by the Council of Superior Education of Puerto Rico, the Louisiana Board of Cosmetology, and is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC), and authorized by the Department of Education of the United States.

Richport Technical College desires to provide, in the beginning in Louisiana, beauty related courses for its students. Consideration for other courses will be provided upon job market needs in Louisiana and other gulf regional states.

MISSION, PHILOSOPHY AND OBJECTIVES

Mission

- To provide a learning environment through an educational system that offers multiple level programs that are in unison to the educational needs and purposes.
- To define an educational purpose according to the necessity to recognize the skill levels acquired by means of education and training and the necessity to interlace the achievements of all the academic programs regarding the work force.
- To elevate awareness that education is the initial step to be developed to obtain a self-realization in the work area, and when all the skills are perceived as intrinsic values, the productivity increases.

Philosophy

We foster an ethical and technical formation to help the students develop a commitment to community service. The philosophy of Richport Technical College is based on the following principles:

- Development of acceptable social interaction.
- Development of good character with respect towards human dignity.
- Development of the human being with the work ethic to provide a whole professional individual.
- Faith in the education as a way to improve the conditions of the individual and of the society.
- Mission to serve our state and nation.
- Commitment with the ideal dedicated to a form of democratic life.

Objectives

In agreement with these principles, **Richport Technical College** establishes the following general objectives:

- To provide the students with the specialized knowledge and vocational skills that enables them to be part of the labor force and to contribute to the development of the beauty industry and the economy in our state and nation.
- To create a family atmosphere that fosters the development of the highest ethical and cultural standards.
- To encourage the student to know the present and future technological development of our communities for which there is demand for qualified personnel.
- To develop students' attitudes that prepares them to fulfill their work as suitable skillful and qualified personnel.
- To assure a better understanding of the impact students can have as professionals as well as of their position within the society.
- To stimulate and qualify the student to understand the importance of staying outside the influence of controlled substances and to maintain their work environment free of alcohol and other drug use.

ACCREDITATION AND APPROVALS

Richport Technical College is accredited and/or recognized by the following organizations:

- Accrediting Commission of Career Schools and Colleges (ACCSC)
- CECU
- United States Department of Education
- Council of Superior Education of Puerto Rico
- Vocational Rehabilitation Administration
- Louisiana State Board of Cosmetology

LOCATION AND FACILITIES

The college in Louisiana is located at 1817G South Sherwood Forrest Avenue in Baton Rouge, Louisiana. The facility of the site of the college consist of seven classrooms, two laboratories, a set of bathrooms, a conference library room, a locker and lunch room, administrative offices, and reception area. The school also has a large parking lot and is in walking distance to four restaurants and within one mile of an additional six restaurants.

Richport Technical College Main Campus is located in Puerto Rico at Carr. #189, Km. 6.0, Rincón Industrial Park, Gurabo, Puerto Rico 00778.

In order to facilitate the education process, the main Institution maintains a maximum of 20 students in each of the classrooms. At a maximum of providing both day and evening classes RTC could accommodate 180 to 200 students. These are the following:

Course	Number of Classes	Number of Students	Annual Number
Cosmetology	2	40	40
Esthetics	2	40	40
Nail Technician	2	40	80
Instructor Course	1	25	25

For security purposes RTC is monitored by security cameras 24/7. RTC also assures that its physical facilities are handicap accessible.

COSMETOLOGY AND STYLING



Total Clock Hours: 1500

Program Length: 12 months

COSMETOLOGY AND STYLING

Entry Level

LEVEL I		HOURS	
DESCRIPTION	CODE	THEORY	LAB
Basic Cosmetology and Styling	CS - 1	20	180
LEVEL II		HOURS	
DESCRIPTION	CODE	THEORY	LAB
Infection Control Theory and Laboratory	CS - 2	12	50
Human Physiology Theory	CS - 3	30	0
Draping Technique	CS - 4	12	50
Shampoo Technique	CS - 5	12	60
Scalp and it's Disorders	CS - 6	16	38
Hair and Scalp	CS - 7	16	32
Rinses and Conditioners	CS - 8	18	50
Hair Cutting Technique	CS - 9	24	82
Hair Shaping Technique	CS - 10	24	82
Chemical Principles	CS - 11	25	0
LEVEL III		HOURS	
DESCRIPTION	CODE	THEORY	LAB
Hair Relaxing Technique	CS - 12	16	79
Hair Waving Technique	CS - 13	16	74
Hair Coloring Technique	CS - 14	20	75
Hair Lightening Technique	CS - 15	20	75
Facials	CS - 16	15	25
Make Up	CS - 17	24	42
Nails	CS - 18	24	0
Basic Manicuring	CS - 19	12	28
Basic Pedicure	CS - 20	12	28
OSHA Requirements	CS - 21	10	0
Business Practices	CS - 22	10	20
Job Skills	CS - 23	10	0
Exam Review	CS - 24	16	0
Louisiana Cosmetology Act. Rules and Regulations	CS - 25	10	0
1,500 Hours =		424	1,076

Program Description

The purpose of the Cosmetology program is to prepare the students at an entry level, with the required techniques and preparation to be developed, within the beauty industry. After the program completion, they will be able to integrate into the employment market in a variety of positions such as hairstylist, sales representatives, salon assistant, salon owners and many more.

General Objectives

The objective is to prepare young men and women to be part of the work force needed, so they can have a better quality of life for themselves and their family. This career provides the opportunity for students to grow within the beauty industry.

CS 1	Basic Cosmetology	200 hours
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During this unit, the students will learn the origin of the Cosmetology field up to the contemporary era, the different job opportunities related to the field and also the correct use and care of the tools and equipment. This unit will provide the basic knowledge of the practical work, which would help them to develop confidence, not only for them, but also with the customers. They will become familiar with professional ethics, professional image and professional behavior, that will help them to achieve success. Several practical work activities will be provided to train them to:

1. Apply different chemical services without using any chemical products.
2. Practice work in basic haircuts, pin curls, finger waving, permanent waving, sectioning of the hair, shampoo and draping.

These practices will help the students to develop finger dexterity and confidence, before they are moved to the second level.

CS 2	Infection Control	62 hours
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This unit will help the students to be familiar with bacteria and the different ways of infections, preventing, proceeding, controlling, restraining, spreading and their developing immunities. It also provides knowledge and practice in sanitation and hygiene, as well as how to protect the health of themselves and their customers.

CS 3	Human Physiology	30 hours
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The students will be familiar with the mechanical, physical and biochemical function of humans, integrating knowledge that can relates to healthy ways to improve the quality of life and the many services administered to the customers. They will be knowledgeable about the co-relation between the areas discussed, worked and developed.

CS 4	Draping Technique	62 hours
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The purpose of this unit is to train the students to be able to protect or safeguard the customers properly at all time, for every service they receive. The care and protection of the client's skin and clothing plays a very important part. Practical work and evaluations will be provided under supervision to ensure proper instruction and execution.

CS 5	Shampoo Technique	72 hours
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Throughout this unit the students will be able to acquire and perform the application of shampoo. This unit will provide skills to the students about how to use several techniques when applying the shampoo. It also includes a variety of massages for different purposes, the protection of the customer while performing the services, as well as the safety procedures.

CS 6	Scalp and Physical Disorders	54 hours
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The knowledge of the scalp diseases, disorders and irregularities plays a very important part, before the students do any service to the clients. Throughout this unit they will be able to identify them, in order to know when to treat or not treat some of them, and when to provide or not the services. Being familiar with this unit will help the students to provide for their clients a quality service.

CS 7	Hair and Scalp	48 hours
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Important information about hair and scalp will be provided to the students which will help them to comprehend and to differentiate the problems as well as the many products and treatments available to help improve their client's hair and scalp conditions. Excellent customer care will be the primary objective of the students when performing any services. Introduction to a range of products available in the market for this purpose will be addressed.

CS 8	Rinses and Conditioners	68 hours
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The students will develop extensive knowledge, not only about the different rinses and conditioners for the care of the hair, but also they will be able to identify what types of product would fit the best for every type of client's hair. Throughout this unit they will carry out the necessary practice for the best quality service results.

CS 9	Hair Cutting Technique	106 hours
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This unit will train the students with the basic knowledge of the different hair cuts to be adapted to the client's likes and profiles. This training includes a variety of techniques, tools to be used for it, such as shears, thinning shears, razors among others, and the correct use and handling of them. Professional terminology and vocabulary would be implemented during this unit. Throughout practices and evaluations they will be able to create, cut and refine the hair in sync with the technology and always following the safety precaution and procedures.

CS 10	Hair Shaping Technique	106 hours
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Styling the hair and adapting it to different client's profiles, is an artistic challenge that distinguishes every hair stylist. The purpose of this unit is to prepare the students, not only to know how to style their clients hair, but also to be creative and adapt the shape and style to any occasion such as black tie, casual elegant and fantasy. Practices and evaluations will be provided to the students to improve and master these skills.

CS 11	Chemical Principles	25 hours
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The purpose of this unit is to provide the students a basic knowledge on chemical principles, which will help them to have a much better understanding about the use, mixing and application of any chemical services to the clients. This also will include the importance and relevance of reading the labels of the products to be used before any application. Training in handling the products in a safety manner will also be provided as well.

CS 12	Hair Relaxing Technique	95 hours
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Relaxing the hair is one of the most challenging chemical services performed in beauty salons. Learning these techniques will help the students to be familiar, not only with the chemical components of it, but also the different types of hair and when and how they should be used. Throughout this unit the students will be able to identify and apply the care and handling of all

types of chemical products for relaxing the hair. They will also learn to employ the safety precautions and procedures with practices and evaluations.

CS 13	Hair Waving Technique	90 hours
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A basic understanding about the different ways to wave the hair, will be provided to the students, using a variety of perm rods and products available in the market for all types of hair. Throughout this unit they will be practicing different techniques and application of products on mannequins and real hair and scalps. Safety precautions and procedures will be followed during all practical experiences.

CS 14	Hair Coloring Technique	95 hours
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The students will be familiar with the hair color techniques, applications of color products, care of the customer's skin, hair and scalp during the application process. This unit will also provide knowledge about the theory of color and color corrections. The students will be applying the acquired knowledge during the laboratory provided, not only on mannequins but on real hair as well. Safety precaution procedures will be followed.

CS 15	Hair Lighting Technique	95 hours
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Throughout this unit the students will be able to know the variety of products available in the market for lighting the hair, as well as the correct use and application to different types of hair. They will be trained about the chemical composition of the products and the importance of reading the labels and follow the manufacturer instructions. They will be practicing precautions and safety procedures at all times. The use of mannequins and real hair and scalp will be used as well during the laboratories.

CS 16	Facials Technique	40 hours
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This unit will provide to the students the necessary skills related to skin disorders, different types of skin treatment and massages, to improve the vitality of the skin. Different products available in the market for all types of skin will be examined and applied. This unit includes waxing techniques to remove unwanted hair. Practices and evaluations will be provided to ensure the quality and learning skills of the students.

CS 17	Make Up	72 hours
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Throughout this unit the students will obtain basic knowledge about the different facial expressions, color scale and basic application of makeup, as well as eyebrow shaping. During the laboratories they will apply the acquired knowledge of color and blending. The students will practice correction and application of make up on different profiles and skin colors.

CS 18	Nails	24 hours
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The study of the nails and its disorders is very important to the students because of the correlation it has with the services they will provide for their clients. They will be familiar throughout this unit with nail disease, disorders and irregularities, and when to treat and care the nails and when not to. They will be able to identify some of the nail disorders and diseases.

CS 19	Basic Manicure	40 hours
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The unit will facilitate basic knowledge to the students about the different nail shapes, as well as the care, cleanliness and polishing of the hands and nails. Massage technique of the hands and fingers will be also included. Throughout this training they will be able to apply the knowledge and skills acquired, to the customers.

CS 20	Basic Pedicure	40 hours
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The study of basic pedicuring will help the students not only to identify the toe nails disorders but also the treatment and care of the feet, including the knowledge and application of skin massages. They will also be trained to perform the service in the time frame assigned and following safety precautions procedures.

CS 21	OSHA Requirement	10 hours
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Throughout this unit the students will be able to provide a safe and healthful workplace for themselves and their clients by enforcing the standards established by OSHA.

CS 22	Business Practices	30 hours
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Opening a new business is the dream of many hair stylists, but to do so the students have to be

familiar with the state, federal and legal standards applicable among others. This unit will guide them to be familiar with the methods and procedures for advertising a business, keeping up with an inventory, client's retention and the importance to stay trained within the beauty industry, in order to be part of the modern world.

CS 23	Job Skills	10 hours
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This unit will teach the students how to prepare a resume using background experiences, summary, skills and examples. The purpose of this unit is to help the students to be prepared for submitting

CS 24	Exam Review	16 hours
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This unit provides the students the opportunity to review the theoretical concepts of the cosmetology field, facilitating the necessary practice that will help them to be better prepared to pass the state exam.

CS 25	Louisiana Cosmetology Act Rules and Regulations	10 hours
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The students will be provided with different evaluations to ensure a better quality and understanding of the principles of the cosmetology field and the chemical parts of its applications to jobs available within their knowledge and skills. This unit will provide important information about the Louisiana Act Rules and Regulations to be applied and practiced by the students while learning a new career in a Cosmetology school. It will also help them to comply with the same, assuring a long time successful business, while dealing with the public health. Some evaluations will be given in order to assure the under

ESTHETICS



Total Clock Hours: 750

Program Length: 6 Months

Esthetics

Entry Level

DESCRIPTION	CODE	THEORY	LAB	HOURS
Introduction to Esthetic	EM - 101	8	0	8
Sanitation and Sterilization	EM - 102	4	6	10
Human Physiology and Anatomy	EM - 103	6	10	16
Skin History	EM - 104	6	10	16
Skin Diseases and Disorders	EM - 105	6	12	18
Nutrition	EM - 106	4	8	12
General Chemistry	EM - 107	6	14	20
Skin Analysis	EM - 108	6	6	12
Draping	EM - 109	4	6	10
Product Selection	EM - 110	4	8	12
Cleansing and Facial Massage	EM - 111	12	108	120
Selecting and Employing Mask Therapy	EM - 112	12	108	120
Electricity	EM - 113	6	14	20
Hair Removal	EM - 114	6	12	18
Hazards to Skin	EM - 115	3	7	10
Aromatherapy	EM - 116	8	58	66
Spa	EM - 117	10	80	90
Make Up Techniques	EM - 118	10	80	90
Business Practices	EM - 119	8	32	40
Job Skills	EM - 120	6	24	30
Louisiana Acts Rules and Regulations (Esthetics)	EM - 121	3	9	12
Total Hours		138	612	750

Program Description

This program is distributed with theory classes and practical and clinic work to help develop the skills the students need. In order to be able to offer services in esthetic and make up that include skin analysis, cleanliness, treatments and corrections for skin conditions and irregularities, throughout the right use of cosmetics and modern methods to stimulate the blood circulation, they need to develop such skills. This course prepares the students to practice and perform in an entry level as estheticians, cosmetic representatives, and makeup artists among others.

General Objectives

To develop a professional within the field of esthetic and make up that can:

- Apply the basic skills required to offer the esthetic and make up services according to the actual demand and technologies.
- Be able to develop the professional practices on esthetic and make up as employee or self-employed within the industry.
- Improve the personal appearance that lead to success in the attention and attraction of the clientele, as well as maximum personal satisfaction in their achievement as an esthetic and makeup artist.
- Promote and better provide the esthetic profession utilizing the best methods and techniques with a qualified personal to offer these services.
- Improve the self-esteem of the people getting the esthetic services.

Specific Objectives

- Develop competences, concepts, theoretical and practical principles for the acquisition of the skills that qualify the students and can make jobs related to the field of esthetic and make up.
- Provide to the students competencies and professional tools necessary to be placed and employed in the professional field of esthetic and make up.
- Provide the educational experience that allows the students to be able to classify,

appreciate, and gain a value system that reflects their personal and collective tasks.

- To grow in the student the concepts of personality that allows them to be developed professionally in their new career of esthetic and make up.

E - 101	Introduction to Esthetics	8 hrs
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This unit covers orientation, school rules and regulations, familiarization with school facilities and supplies. Also the histology of esthetics, modus operandi, equipment and materials needed, are going to be discussed as well as professional ethics, behavior, hygiene and others.

E - 102	Sanitation and Sterilization	10 hrs
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Throughout this unit the students will be familiar with bacteria and ways of infections, preventions, immunities and body defenses, and methods of infection control. It will provide knowledge and practices in sanitation and hygiene that protect the public health.

E - 103	Human Physiology and Anatomy	16 hrs
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The students will be familiar with body systems, physical and biochemical functions of humans, integrating knowledge that can relate to healthy ways. Throughout this unit they will be knowledgeable about the correlation between the areas discussed, worked and developed.

E - 104	Skin History	16 hrs
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The composition of the skin, sebaceous glands and sweat glands are going to be examined during this unit as well as skin characteristics, flexibility, humidity, texture and elasticity. The reaction of the skin while using different products, the muscles and nerves that control the facial area are going to be discussed as well.

E - 105	Skin Diseases and Disorders	18 hrs
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There are many skin diseases and disorders that can affect the appearance of a healthy skin and which the esthetician can improve tremendously with some care and treatments. This unit is directed to help esthetic students to recognize the skin problems that can be treated by them such as pimples, acne, black heads, blemishes and others. Evaluation and practices will be given to the

students for a thorough understanding of such practices.

E – 106	Nutrition	12 hrs
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Nutrition for a healthy skin and longevity is vital. A healthy skin of an esthetician plays a very important role for the future of his/her career. This unit is designed for the students to help them to be familiar with a poor diet that can lead to malnutrition as well as a rich diet that can improve health. Several related subjects are going to be covered during this unit followed by evaluations and practices.

E - 107	General Chemistry	20 hrs
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A broad introduction to a variety of concepts in chemistry will be provided to students throughout this unit. Chemistry and matter as related to esthetics; chemical solutions, elements, compounds and mixtures, biochemistry, and the P.H. scale.

E - 108	Skin Analysis	12 hrs
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This unit will help the students to be able to identify the skin types of a customer and facial forms. Throughout this unit they will learn to analyze the skin, client consultation, skin conditions and client preparation for service. With guidance from a professional instructor students will be guided and evaluated to assure a maximum understanding of the safety precaution and procedures.

E -109	Draping	10 hrs
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One of the most important parts before providing a service to a customer is to protect the clothing, hair and skin. Throughout this unit students will learn to properly drape a customer for any service to be provided. Evaluations and practices will be given to students to assure the implementation of practices and safety procedures and precautions.

E - 110	Product Selection	12 hrs
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Throughout this unit students will develop the skill of selecting the right product for each customer need. A variety of skin care products, massage creams and oils, ampoules, scrubs, on

new techniques are available in the market for each purpose. Also the FDA laws governing cosmetics and cosmetics safety will be applied during this unit.

E - 111	Cleansing and Facial Massage	120 hrs
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Client preparation, skin analysis and consultation, skin types, facial cleansing procedures, facial treatments with or without machines will be taught to students during this unit. Also it will cover steaming application, pore cleansing (extirpate), pulverize the skin; UV rays application, high frequency, massages, peeling, among others.

E - 112	Selecting and Employing Mask Therapy	120 hrs
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Throughout this unit students will be able to select and employ the right mask therapy for their clients. They will be familiar with the procedures and applications of all types of masks. Safety procedures will be implemented as well as the right care of the same. Practices and evaluations will be given to the students to assure the learning quality of this type of service.

E - 113	Electricity	20 hrs
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The proper handling of electrical equipment like vapor machines, magnifying lamps, UV rays, use of brushing, spray and suction machines will be discussed throughout this unit. Electricity and its effects on the skin, galvanic current for chemical (desincrustation) and ionic iontophoresis, high frequency current, among others followed by all safety precautions and procedures.

E - 114	Hair Removal	18 hrs
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This will be a theoretical overview of permanent methods (electrolysis, thermolysis, and blend). Temporary methods of hair removal (manual tweezing, depilatory solutions, waxing, strip and non strip).

E - 115	Hazard to Skin	10 hrs
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This unit is intended to help the students to be able to recognize any chemical agent that can be hazard to skin, causing skin diseases and disorders, as well as physical agents such as radiation

(UV/solar, ultraviolet); also mechanical trauma that included friction, pressure, abrasions, lacerations and contusions (scrapes, cuts and bruises). Evaluation and practices will be provided to students throughout the guidance of a professional instructor.

E - 116	Aromatherapy	66 hrs
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Aromatherapy is the practice of using natural oils extracted from flowers to enhance psychological and physical well being. This unit will provide to the students the knowledge and skills needed so they can be able to apply efficiency different products for this purpose, based in the clients like and dislikes. A form of alternative medicine aromatherapy, is gaining momentum in our society. The students will be guided and evaluated during this unit.

E - 117	Spa	90 hrs
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The teaching and practices of the spa services it is on demand in our modern era. One of the best ways to enhance self esteem is to lay emphasis on the appearance. Throughout this unit students will learn and practice spa which is made to keep the face and the skin glowing, fresh and young.

E - 118	Make Up Techniques	90 hrs
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Throughout the unit students will acquire knowledge in color analysis, morphology of the face, product knowledge, chemistry and related composition, eyebrow contouring, make up application, correction and contouring, false eyelashes, eyelash and eyebrow tinting. Further training required for advanced techniques.

E - 119	Business Practices	40 hrs
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Students will be familiar throughout this unit with business operation, site planning and designs, accounting, inventory and sales tax, payroll regulations, communication skills, retailing techniques, marketing (advertising and promotion, customer retailing.

E - 120	Job Skills	30 hrs
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Throughout this unit students will be trained in resume preparation, interviews, letter witting, licensing regulations, job attitudes, professional organization, industry trade, shows, magazines

and career opportunities.

E - 121	Louisiana Act Rules and Regulations	12 hrs
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This unit will provide important information about the Louisiana Act Rules and Regulations to be applied and practice by the students while learning a new career. It will also help them to comply with the same, assuring a long time successful business while dealing with the public health. Some evaluations will be given to students in order to assure the practice and understanding of the rules and regulations discussed.

NAILS TECHNICIAN SPECIALIST



Total Clock Hours: 720

Program Length: 6 Months

Nails Technician Specialist

Entry Level

NAIL TECHNICIAN SPECIALIST				
DESCRIPTION	CODE	THEORY	LAB	HOURS
History of the Nail Profession Bacteriology, Sanitation, Sterilization Safety and Infection Control	NT - 101	20	40	60
Equipment, Supplies, and Instruments	NT - 102	8	22	30
Basic Electricity	NT - 103	8	22	30
Hygiene and Professional Ethics	NT - 104	8	22	30
Anatomy and Physiology	NT - 105	8	22	30
Nails Composition and Disorder	NT - 106	8	22	30
Basic Chemistry	NT - 107	8	22	30
Manicure	NT - 108	8	22	30
Pedicure	NT - 109	8	22	30
Types of Artificial Nails	NT - 110	8	22	30
Artificial Nail Technology	NT - 111	30	90	120
Natural and Artificial Nails Repair	NT - 112	16	44	60
Nails Retouching	NT - 113	8	22	30
Advanced Nail Design	NT - 114	16	44	60
Color and Design	NT - 115	16	44	60
Salon Administration	NT - 116	16	44	60
Total Hours		194	526	720

Nails Technician Specialist

Entry Level

720 Clock Hours

Program Description

This program has been divided into theories, practices and clinics and will help to prepare the students to develop skills that will help them to be able to offer services to the public, in a safe and healthy environment. The care of the hands and feet, artificial nails applications, the repair of natural and artificial nails, fiber glass, as well as nails coloring and designs are included within this course. Salon administration that includes business principles and job skills, are also part of this program which are highly beneficial to our students in preparing them to be part of the work force for a better quality of life. Basic electricity and the Louisiana Cosmetology Act Rules and Regulations are an important part of this Nail Technician course, as required by the state of Louisiana. Upon completion of this course and clear with the institution the students are going to be able to earn a diploma from the institution. Once they take the State test and pass it, they will be certified by the Louisiana State Board of Cosmetology as nails technicians. This will qualify them to work in any job opportunities related to the field. Sales representatives, Nail technicians in a nail salon, nail salon assistants are an example of some of the professions. Continuing education is always recommended to all nail technicians having completed this course.

GENERAL OBJETIVES:

- To develop professionals in the Nails field that are able to:
- Apply the basic skills required to offer diverse and varied services in nails that are current with fashion and technology.
- Function within the profession of Nails Specialist Technician as an employee of a business or self- employed.
- Develop their personal image to be successful in the attention and attraction of customers,

as well as achieving the highest level of personal satisfaction in performing as specialists in all the nails services offered.

- To develop competencies, concepts, theoretical principles and practices to acquire the necessary skills to qualify the students to achieve an excellent work performance level in the field of nails technology.
- To provide the graduated students with the necessary competencies and professional tools to position themselves and find employment in the professional field as Nails Specialist Technicians.

Specific Objectives

- To provide the educational experiences to allow the students to classify, appreciate and acquire a value system that can reflect their individual and collective performance.
- To cultivate those aspects of the students' personality that allows them to perform successfully in the profession.
- To develop in the student the importance of sterilization and apply healthy, preventive and safety practices for the nails professional and their clients.
- To provide the knowledge and proper practices for the students to make correct and informed decisions and properly use products, materials and nails equipment.
- To develop in the students the constant practice of professional ethics with their clients, co-workers and employer, as well as to deriving satisfaction in the accomplishment of their work.

NT-101	History of the Nail Profession, Bacteriology, Sanitation, Safety and Infection Control	60 hours
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This unit has been designed for the students to know and comprehend the origin of the nail profession, its development, and its source of wealth in our contemporary era. Knowledge is going to be provided to the students about different types of bacteria, sanitation, sterilization, and safety and infection control that it is necessary and important to prevent the spread of diseases. The students are going to be knowledgeable throughout this unit about the importance of protecting the public health. The environment in which a professional nail technician will work should be one safe throughout the principal of infection and prevention at all times.

NT-102	Equipment, Supplies and Instruments	30 hours
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Throughout this unit the students are going to be able to know, use and care for the equipment, supplies, and instruments used within the field of nail technician. The proper use, handling, and care of the equipment and instruments are important for its safe and healthy life, and for the safety required to prevent accidents. This unit also provides knowledge about the variety products and supplies available in the market for all types of nail services.

NT-103	Basic Electricity	30 hours
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The students are going to be familiar with the proper management of the equipment that uses electricity and all the safety precautions necessary to protect themselves and their customers. This unit will provide the students with all the safety procedures while handling any type of electric apparatus. They will learn to abide with the OSHA requirements as it is an important part of our institution.

NT-104	Hygiene and Professional Ethics	30 hours
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The practice of good hygiene plays an important role for a student to grow professionally and healthy as well as the practice of professional ethics. This unit will help the students to cultivate a clean and pleasant personality that will lead them to succeed. The value of the ethical conduct in relation with the clients and coworkers will be emphasized throughout this unit.

NT-105	Anatomy and Physiology	30 hours
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Throughout this unit the students are going to be familiar with the main function of the human body, and how they relate to the services they will be providing to customers. In doing so, they will be able to provide better care to their clients while performing such services.

NT-106	Nail Composition	30 hours
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To become a professional nail technician, it is very important that the students become familiar with the composition of the nails before practicing any nail services. This unit has been designed to help and provide knowledge about the composition of the nails, its disturbances or disorders, which will help the nails students to identify them and be able to offer the proper care and treatments that can be beneficial to customers within the field of nail services available for them to perform.

NT-107	Basic Chemistry	30 hours
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The purpose of this unit is to provide to the students a basic knowledge and practices in chemical principles, which will help them to have a much better understanding about the use, mixing and applications of any chemical services before they do any chemical services to customers. This unit it also includes the importance and relevance of reading the labels of any chemical products prior to be used. The students are going to be trained about how they should be handling the products in a safety manner as part of this unit.

NT-108	Manicure	30 hours
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The first step in cleaning, fixing and enhancing the client's hands and nails, it is the manicure. Throughout this unit, the students are going to gain knowledge and practice about the proper way of setting up a manicure table with the necessary tools and products to perform a manicuring service with its appropriate massages for each customer, always following the safety precautions, sanitation and sterilization procedures.

NT-109	Pedicure	30 hours
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This unit has been designed to help the students to acquire knowledge and practices about the care and grooming of the client's feet by cleaning, fixing and enhancing the client's toenails and feet throughout a pedicure service. At the completion of this unit the students should be able to set up a pedicure station with the necessary tools and products to provide pedicure services to customers in a clean and safe atmosphere. Different types of massages are going to be taught within this unit for the benefit and care of the feet.

NT-110	Types of Artificial Nails	30 hours
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Through conferences, illustrations, socialized discussions, and presentation, the theoretical foundation of knowledge for the different types of artificial nails that are available in the market is established. Information about materials and procedures are part of this unit for performing acrylic, silk fiberglass, organic, sculptural and gel nails, among others. The students will be able to identify different types of artificial nails throughout this unit.

NT-111	Artificial Nail Technology	120 hours
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This unit covers the theory and practices of artificial nails and all the techniques used for its applications. It also covers the products and materials needed for the different services. Intensive practices are going to be provided under a licensed instructor.

NT-112	Natural and Artificial Nail Repair	60 hours
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A special process is required for the nails to be repaired. This unit is designed to help the students to develop the skills necessary for the repair of natural and artificial nails as well, leaving a natural and professional appearance. This unit also requires intensive practice that is going to be assigned and supervised by a licensed instructor.

NT-113	Nail Retouching	30 hours
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This unit is designed to provide knowledge to the students, so they can develop the skills to provide services to the customers when they need a retouch of artificial nails. This step requires a special process, so the nails do not look superimposed, but natural looking like. After the completion of this unit, the students will be able to know how to do nail retouching, always following all safety and sanitary procedures.

NT-114	Advanced Nail Design	60 hours
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Throughout this unit the students will be familiar with different ways to be creative while designing the client's nails. They are going to know about the different nail products and designs used to help the clients taste and styles. Several practices and techniques are going to be used for the students to achieve the skills to design their client's nails with the instructor's guidance.

NT-115	Color and Design	60 hours
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This unit is designed to provide the students with the necessary practice to perfect the technique when applying enamel in the nails as part of the manicures finish and as a contemporary way when executing a creative and customized design. The students are going to be practicing with geometric lines, drawing, decoration applications like diamonds, flowers, sparkles, and more.

NT-116	Salon Administration	60 hours
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This unit will cover important information and practices for the students which are going to be needed to be successful as nail technicians. Business principals, job skills, resumes, letter of presentation and job interview are examples of this. This unit will reinforce the procedures required by the Louisiana Cosmetology Act Rules and Regulations.

Cosmetology Instructor Training *

Total Instructional Hours: 500

DESCRIPTION	CODE	THEORY	LAB	HOURS
Becoming a Cosmetology Instructor	CIT - 1	8	12	20
Theory of Learning	CIT - 2	8	12	20
Teaching Methods	CIT - 3	8	22	30
Behavior Management	CIT - 4	8	22	30
Motivation	CIT - 5	8	22	30
Constructing and Evaluating Classroom Test	CIT - 6	8	22	30
Instructional Planning	CIT - 7	16	64	80
Instructional Materials and Teaching Aids	CIT - 8	18	102	120
Effective Teaching Practices	CIT - 9	18	102	120
Preparing for the Future	CIT - 10	8	12	20
Total Hours		108	392	500

Program Length (Day section) - 13 weeks 1 day 5 hours (4 Months)

Program Length (Night section) - 18 weeks (4 months 5 hours)

*This program is not eligible for financial aid.

Program Description

Being a Cosmetology or beauty related instructor is an exciting career that offers many opportunities and benefits as well as many other careers. Throughout the career training the professional Cosmetologist can contribute to the learning experiences of the students and give the community access to trained, well-educated beauty professionals. The career training will help the future Cosmetology Instructor's participant to be able to work through difficulties and develop valuable career skills.

General Objectives

To help new teachers to develop the skill of teaching others, while applying knowledge learned that can reach all type of student needs. The Cosmetology Instructor Training course has been designed to prepare the participants with the educational knowledge and tools necessary to be able to train properly the future students in a successful and productive way.

CIT 1	Becoming a Cosmetology Instructor	20 Hrs.
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This unit has been designed to introduce the Cosmetology professionals to the field of teaching, and how they can share in a new exciting and innovative way, their experience and background with young men and women thru very motivated styles that are conducive to learning. Also, this unit will cover all the perspectives on effective methods of teaching.

CIT 2	Theory of Learning	20 Hrs.
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There are different ways of how knowledge is absorbed, processed and retained during the learning process. Throughout this unit the students will learn how the cognitive, emotional, and environmental influences, as well as prior experience, play a part in how understanding, is acquired or changed, and knowledge and skills retained. An introduction to the various styles of learning will be introduced.

CIT 3	Teaching Methods	30 Hrs.
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There are different ways of styles and methods to teach that will help the teacher to enable students learning. These strategies are determined partly on subject matter to be taught and partly by the nature and learning style of the learner. Throughout this unit the students will be guided on teaching methods that are commonly used that includes, but not limited to class participation, demonstration, recitation, memorization or a combination of these. An inquiry approach will be demonstrated to assure full student cooperation and involvement.

CIT 4	Behavior Management	30 Hrs.
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As part of the instructors' preparation to learn classroom management as part of the process of ensuring that classroom lessons run smoothly despite disruptive and unpredictable behavior by students. This unit is intended to help the cosmetology instructor to prevent disruptive and unpredictable behavior by identifying student's attitudes, behavior and discipline. Classroom management is crucial in the classrooms because it supports the proper execution of curriculum

development, developing best teaching practices, and putting them into action.

CIT 5	Motivation	30 Hrs.
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Motivation is the force either internal or external to a person that arouses enthusiasm and persistence to pursue a certain course of action. This unit will help the new instructor to help their students to be motivated while pursuing a new career. They will not only learn to apply external motivational practices but other forms of motivations as well.

CIT 6	Constructing and Evaluating Classroom Test	30 Hrs.
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This unit is intended to help the new instructor to be able to measure successful obtainment of facts or the effective application of critical thinking skills from the students. In order to do so they will learn what to measure and what to teach, how to prepare test, analyze the results of classroom tests as well as other approaches to performance evaluation that will measure learning of the students.

CIT 7	Instructional Planning	80 Hrs.
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This unit will cover the planning concepts in Cosmetology education, the outcomes of instructional goals and objectives, the curriculum, the course of study, the units of instruction as well as the lesson planning that are necessary for effective teaching. Ability to document lesson plans and successfully execute them.

CIT 8	Instructional Materials and Teaching Aids	120 Hrs.
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This unit will help the future Cosmetology Instructor to understand and be able to consider the selection of material aids, types of instructional material that can be used in the preparation for the classroom instruction. Such preparation will lead to an effective learning process that will be very beneficial for the students.

CIT 9	Effective Teaching Practices	120 Hrs.
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Throughout this unit the elements of instructional delivery are going to be discussed. This unit will prepare the instructor to work with students who have learning disabilities and, teach students of varying ability levels while managing instructional time and space. Applying effective teaching styles and practices will help the students to be successful.

CIT 10	Preparing for the Future	20 Hrs.
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As part of the preparation for the new Cosmetology instructor is the preparation for the state examination assessment, implementation of personal performance, and getting the job they want. All of the utilization of safety procedures will be provided.

ADMISSIONS PROCEDURES

The Admissions Department directs all its efforts to provide an honest and accurate orientation to each prospective student that considers RTC as his/her possible post-secondary study center. The Admissions Officers are focused to inform students of the admissions requirements, the procedures for acceptance and the different course offerings as well as all information related to the enrollment process. It is our mission to admit young adults of both genders that can complete and benefit with the programs we offer. The prospective student should:

- File an Admissions Application to the Institution and submit it in the established period of time.
- Complete an interview by an Admissions Officer who will provide general guidance on the Institution and the Academic offerings.
- The Admissions Officer will conduct a tour of the physical facilities of the school, including classrooms and laboratories.
- After satisfying the admission requirements the applicant will receive an Institutional Catalog and proceed to sign the learning agreement and will then pay an admission fee.

ADMISSIONS REQUIREMENTS

- Complete and submit the Application for Admission.
- High School Diploma or Equivalent Transcript of Credits (Official)
- Copy of Birth Certificate.
- All legal documents if a foreign student.
- Legal Photo ID.
- Social Security Card
- Admission fee of \$ 100.00.
- Students under 21 must need a parent or guardian signature on the admission application and the enrollment agreement.

STUDENTS COMING FROM OTHER ACCREDITED INSTITUTION

- Meet general requirements.
- Present Transcripts of Credits from the Institution of origin.
- Interview with the Director for recognition of credits.
- **Richport Technical College** will validate up to a maximum of 90 hours with grade of “C” or more for all programs.

RE-ADMISSION APPLICANTS

- Complete application for re-admission
- Pay \$50.00 re-admission fee with the application
- **Richport Technical College** reserves the right to refuse admission or re-admission (Students with debts will not be re-admitted).

Richport Technical College does not discriminate by race, color, gender, sexual preference, nationality, religion, age, social status, political beliefs or physical handicap.

GRADUATION REQUIREMENTS

The candidates to receive a diploma from **Richport Technical College** shall have to fulfill the following requirements:

- Must complete all the required courses in the selected study program, following the norms established by the Institution.
- Must complete the number of hours corresponding to the selected course.
- Must achieve a minimum Grade Point Average (GPA) of 2.00.
- Must fulfill his/her financial obligations and pay off all debts with the Institution.
- Must have attended at least 90% of the study program.
- Must complete the program in a maximum of 1.5 times (1½ times) of the expected completion time.

POLICY ON THE USE OF SOCIAL SECURITY NUMBER

The school, effective September 1st, 2006 established the prohibition of use of the social security number as routine identification.

Richport Technical College will use the last four (4) digits of the social security for effects of student records. In case of doubts about the social security number for the processing of scholarships awards and/or any other situation, the Institution will ask for evidence to the student. Previous to this, the student will fill a form authorizing this step.

ATTENDANCE POLICY

Class attendance is imperative. The student will attend classes according to his/hers study program, and the requirements of the standards established for attendance.

Cumulative Absences Without Justification

The teacher will refer in writing any student that has 3 unjustified consecutive absences to the Registrar's office to initiate the referrals process to the Academic Director. All students who are absent 14 calendar days without justification will be considered withdraw.

All students must present a justified excuse after an absence. The student will be responsible for the material covered in class during his/her absence. Students with three consecutive delays will be referred by the professor to the Academic Director; five consecutive delays are equivalent to one day of absence.

A student who is performing satisfactorily at the time of a temporary absence will be considered in satisfactory progress when returning to the Institution.

A student who at the time of a temporary absence has not reached the minimal requirements of satisfactory progress will be placed on probation when returning to the Institution. All students who need a prior absence will have to fill out and complete an absence permission note.

Consecutive Absences

A student who is absent for three consecutive days or more must submit a medical certificate or a valid reason in writing. The Institution justifies the following reasons for absences as extenuating circumstances:

- Prolonged disease
- Death, serious illness, family or student's accident
- Drastic changes in the economic situation
- Court appointments
- Disasters by natural causes
- Pregnancy and/or maternity complications

If a student feels that he/she has mitigating circumstances, he/she will have the right to ask for a due process appeal and consideration to the Registrar's Office.

Leave of Absence (LOA)

All students will have the right to file a leave of absence or authorization request to interrupt studies (Leave of Absence - LOA) for not more than 180 days per year. The leave of absence or authorization becomes effective the date of the request.

Withdrawals

The Registrar's Office processes two types of student's withdrawals: Administrative and Official.

Administrative Withdrawal

Any student who does not comply with academic progress or disciplinary rules, or has been absent for fourteen consecutive calendar days, will be given an Administrative Withdrawal. In case an Administrative Withdrawal is processed in absence of the student, a copy of the form will be mailed to him/her.

Official Withdrawal

This withdrawal is processed when the student asks for it personally or by a telephone call or when expresses their intention to any official of the school. The withdrawal does not exempt the student of his/hers financial responsibilities with the Institution. A copy of this withdrawal will be sent to the professor, Finance Office and to the Financial Aid Office.

One (1) year after the withdrawal has been processed the student will not be able to apply for readmission to the course and will have to repeat the course in its totality.

All withdrawals will have a cost of \$100.00 and for the student to be reinstated; the registration contract will need to be adjusted to the valid cost at that time.

Administrative Withdrawal Appeal Process

If a student alleges that situations outside his/her control prevented a normal performance in studies, the student can appeal the Administrative Withdrawal. The student can file the appeal in writing and direct it to the Registrar no later than fifteen working days after the Administrative Withdraw.

An Appeals Committee made up of the President and/or Director, Registrar, Teacher and a Financial Aid Officer will evaluate the appeal. The decision taken by the committee will be communicated in writing to the student no later than fifteen working days.

REPETITION POLICY

Make Up Work of Hours

Any student who fails in a subject will have to repeat it in order to fulfill the graduation requirements. The student will have to submit the work or the exams that could not be completed for justified reasons. He/she will have a maximum time of ten school days as of the date that work was not completed, or exam not taken to make-up work. The student will be responsible for all pertinent arrangements with the teacher. If he/she does not fulfill the process, the teacher will assign an “F” to the work or exam that was not completed. It is required that all students make up all hours until completing all graduation requirements.

Incompletes

If a student has not fulfilled an evaluation requirement for his/her study program, the student will receive an incomplete (I) in those units that have not been completed. The incomplete requirement will receive an “F” and the student will have a maximum of (10) ten school days starting at the beginning of the next semester for the removal of the grade. The grade point average will be calculated on the basis of the scores obtained by the student.

The student is responsible to make the corresponding arrangements with the teacher to remove the incomplete grade, and it is the teacher’s responsibility to notify the Registrar when the incomplete grade is removed.

TRANSFER POLICY

The student interested in requesting a transfer from a course to another or from a section to another will have to initiate and complete the Transfer’s Process at the Registrar’s Office. This must take place within the dates indicated in the corresponding academic calendar.

CREDITS VALIDATION POLICY

Richport Technical College accepts the credits validation to students from any accredited post-secondary institution and applies to the Institution.

A maximum of 90 hours with grade of “C” or more for Programs.

STUDENT SERVICES

Advising and Referrals

The school offers Advising and Counseling through teachers and the Academic Director. In cases that deserve Professional Counseling, the student is referred to the Student Services advisor and/or Vocational Advisor.

Richport Technical College does not provide services of lodging, transportation or children’s daycare to the students. However, it refers students to the pertinent agencies.

Counseling

The main purpose of the Counseling office is to provide individual counseling to students. Students requiring these services will be referred to the student services counselor through the referral sheet. It also serves to support the educational area for the student so that satisfactory progress in academic development and employment results are achieved.

Richport Technical College promotes honorable respect between employees and students. It is also committed to their physical and social wellness. Therefore, **RTC** promotes compliance with the policies established for cases of:

- Domestic violence
- Bullying
- Sexual harassment

The Institution offers seminars to indicate the protocol to be followed in such cases by the Counseling Office.

Registrar Office

This office coordinates and manages the matriculation process. It maintains custody and controls the student's academic files, issues Credits Transcriptions, Certifications of Studies, Academic Progress Reports, and Diplomas and certifies the candidates for graduation.

Financial Aid

The main function of this office is to provide guidance to the students about the available Financial Aid Programs at the school and to facilitate the application process including Title IV - Pell Grant.

Finance and Treasury

This office is responsible for ensuring that active students' accounts are up-to-date and verifying

the collection process. It offers students guidance on program costs and payment plans. The payment plans will be stipulated according to the period equivalent to the duration of the course. This office also helps students with payment problems and searches for viable solutions, so it does not affect the student academic labor.

Placement Office

The Placement Officer coordinates with the industry and commerce sectors regarding the available employment opportunities published in different communications media, in addition to job offers. Additionally, the officer makes recommendations and guides graduated students on obtaining employment; however, the Placement Officer does not offer any employment guaranties once the student finishes his/her program. This office provides help and skill orientation regarding pre-employment and employment.

This office also provides further advice for filing the application of the Board of Cosmetology Examiners for programs that require it but does not guarantee obtaining licensing.

Learning Resources Center

It serves to support the student's educational experience and enriches the educational programs of the institution through books, encyclopedias, dictionaries, journals, videos, electronic resources, computers, and internet access.

Use of Electronic Resources Policy

The staff will alert the improper use of electronic resources in the Institution and will respond when informed of any violation of this policy. The staff will use their own opinion regarding the use of resources, knowing that the principle of electronic resources is to support learning of the Institution and its mission of education, research and service. Some of the applicable laws are follows:

- Federal Copyright Law:
<http://www.copyright.gov/title17>

- Federal Wire Fraud Law:
<http://www.hg.org/wire-fraud-law.html#1>
- Federal Computer Fraud and Abuse Law:
<http://www.fas.org/sgp/crs/misc/97-1025.pdf>

UNIT OF CLOCK HOURS

Our technical programs are structures in clock hours. RTC provides a copy of the Student's Regulation to every student. This regulation indicates the rights and responsibilities that our students must observe; in addition it stipulates the basic conduct rules that facilitate the daily coexistence between the students, education and administrative personnel.

STANDARDS OF CONDUCT

Students will be assigned a locker number by the Registrar. The student is responsible for purchasing a lock and keeping the locker neat, as it was when assigned. **Richport Technical College** reserves the right to access the lockers at any given time and in the presence of the student. Once the student is no longer in active status, he/she must empty the locker, which will be reassigned by the Institution.

RTC is an educational institution that ensures the good order and friendliness of students, faculty and administrative staff. Students must meet established standards of conduct policy of the institution. Failure to comply with this shall result in disciplinary action. Students are to:

- Attend classes and stay in the classroom during the scheduled time.
- Maintain an environment of respect towards the teacher and peers.
- No use of obscene words.
- Do not eat in the classroom and keep your work area in the classroom clean.
- The use of cell phones in the classroom during class time is prohibited.
- Student must carry a visible identification card.
- Student cannot alter the institutional order.
- The alteration, forgery of documents and delivery of false documents is prohibited.

- It is prohibited to photocopy pages of books
- Do not cause damage to property of the institution.
- To bring and use drugs and weapons in and around the institution is forbidden.
- The use of shorts, tank tops, sheer fabrics, and other inappropriate attire is prohibited.

Uniforms in compliance of the Louisiana Board of Cosmetology and RTC must be observed and practiced.
- The student must comply with the rules of attendance established by the institution.
- A pattern of unexcused absences shall be cause for disciplinary action.
- Students will practice classes that start on time and end on time.

ALCOHOL AND DRUG USE PREVENTION PROGRAM

(Drug Free Schools and Compose Act - 1989)

RTC is an “Institution or Company Free of Drugs” to tenor with the requirements of the federal government and the state of Louisiana for the programs and educational activities. The use of mind and behavioral altering substances such as illegal drugs and alcohol are strictly prohibited in the classrooms and on any other area of the Institution.

All students or employees who conspire to cover up any person who has a drug use or habit becomes his/her accomplice and could be suspended of study or employment privileges. Any individual that is involved in the manufacture, distribution or consumption of drugs, or that act under the effects of the same will be offered orientation about this policy and at the same time will be offered aid. It will be possible to be suspended and/or expelled from RTC.

SAFETY MEASURES POLICY IN THE INSTITUTION

(Student Right to Know and Campus Security Act)

Fulfilling the requirements established by the state and federal laws, RTC has established an institutional policy regarding crime prevention in our school. The Institution is responsible for guaranteeing the security of students and employees. RTC keeps and reports statistics and information concerning crimes that occurred in previous years and has established norms and

procedures for the prevention of these crimes and for the protection of life and property.

SECURITY ON CAMPUS DATA

RTC will maintain and report all campus criminal data and will openly report the data to the state and national authorities.

COMPLAINTS AND GRIEVANCE POLICY

Institutional Policy

RTC has established the following procedure for the handling of complaints and/or student grievances:

The students have the freedom to present to the school's administration a complaint and/or grievance about any situation that he/she feels is affecting their power to pursue their studies in **RTC**. The same can be presented in verbal or written form. **RTC** provides a form to help the students file their complaints and/or grievances. This form can be obtained at the School Director's Office.

Once a complaint and/or grievance have been filed, the administration will conduct an investigation as soon as it is possible and will inform the student the findings and the action recommended or taken. Student complaints relative to actions of schools' officials shall be addressed to the **Louisiana Board of Cosmetology, Baton Rouge, LA, Phone (225) 756-3404**, only after the student has successfully attempted to resolve the matter with the school after having first filed a written and signed complaint with the school's officials.

PRIVACY LAW (F.E.R.P.A. 1974)

(Family Educational Rights and Privacy Act)

In compliance with the 1974 "Family Educational Right and Privacy Act" Law, all students' records as well as all students' information will be confidential and disclosure of such information will require a written authorization by the student, except in situations where the Act

authorizes disclosure without prior knowledge. Exceptions indicated under the Act include: Institutional, Educative, and Federal officials, Auditors and when applying for Financial Aid. Information related to the directory that does not require student's authorization includes: student's name, address, telephone number, dates of attendance, honors and awards and the institutions the student attended.

COMPLAINTS AND CONFLICTS RESOLUTION PROCESS



Complaints Process Conflicts Resolution

Schools accredited by the ACCSC must have a published procedure and operational plan for handling students' complaints. If the student is concerned that the school, through its complaint process, has not adequately addressed the complaint or concern, the student can consider contacting the Accrediting Agency. All the complaints considered by the Commission must be in written form, with an authorization form signed by the complainant granting permission to the Commission to send a copy of the complaint to the school for a response. The complainant will be informed about the status of the complaint according to the final resolution of the Commission. Please direct complaints to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd. / Suite 302, Arlington, VA 22001
(703) 247-4212

Webpage: <http://www.accsc.org/>

A copy of the complaint form is available at the school and can be obtained contacting the Director.

TERMINATION, CANCELLATION & REINBURSEMENT POLICY

I. TERMINATION, CANCELLATION AND REIMBURSEMENT POLICY

- a. **Cancellation made by the institution:** Richport Technical College can cancel this agreement due to any violation of regulations made by the student, as established in the Student Catalog. To calculate reimbursement, the termination date will be the last day of class attendance. All reimbursements will be processed within a period no greater than 45 days from the determined drop date.

- b. **Cancellation made by the Student:** All cancellation originated by the student must be in writing and turned in to the Director of the Institution or sent by certified mail. The **Institution** will have to reimburse all monies used whether or not the **Student** has notified his/her cancellation.
- c. **Richport Technical College has established the following cancellation policy when the Student cannot begin his/her studies in the Institution.**
- **Denial of admission of any student whose enrollment application is rejected prior to the class start date:** All monies paid to-date will be reimbursed within a period of no more than 60 days.
 - **Cancellation within 3 days after having signed the enrollment agreement:** All the monies paid by the applicant will be refunded, if the applicant cancels the enrollment agreement within 3 working days after signing it.
 - **Cancellation after 3 days of having signed the agreement, but before beginning class:** Once the student cancels the enrollment agreement and claims the money within 3 business days after having signed such enrollment agreement, but prior to starting class, the student will receive all monies paid to the institution minus 15% of the cost of enrollment as stated in the enrollment agreement, but under no circumstances will it exceed \$150.00.
 - **Student who has not visited the Institution before enrolling:** These students will have the opportunity to withdraw without subsequent penalties 3 days from the scheduled orientation date and/or after having toured the facilities.
- d. **Other cancellations:** The **Institution** has established a reimbursement policy, described in this agreement, in the event that the **Student**, once enrolled, has begun class and has to withdraw.

II. **REIMBURSEMENT POLICY**

The Institution utilizes Title IV refund policy also as its Institutional Refund Policy.

1. **Federal Policy on Funds Reimbursement - Title IV Program**

- A. General Dispositions:** Will be applied to the students who participate in Student Financial Aid funds of Title IV programs of the Federal Department of Education. The policy requires, that if the receiver of funds of Title IV withdraws from his/her studies during the period for which the Student was enrolled, the Institution must calculate the percent and the amount of Financial Aid funds of Title IV to which the Student is not entitled to receive and to give back these funds to the respective programs of Title IV. The academic year consists of 24 credits or 900 clock hours and it is divided into two periods of payment. The Student signs an enrollment agreement for the entire study program.
- B. Last Day of Attendance:** The last day of attendance will be used to calculate the amount of money to be reimbursed. The **Administrative Withdrawal will be the last day** the Institution can document student attendance. The **Total Withdraw** is the **date the student** withdraws or processes or the Institution is aware of his intention to discontinue studies.
- C. Interruption of Studies:** Students, who need to interrupt their studies, will have to make a request to that effect to the Registrar's Office. The interruption of studies will be for a maximum of 180 calendar days. Interruption of Studies can also be approved because of jury duty or military reasons. During this time period, the **Student** will not be considered as total withdrawal; therefore, there is no need of reimbursement calculation. It is important that the **Student** formally requests this interruption of studies to the Registrar's Office.
- D. Calculation of the amount of earned Funds of Title IV:** This provides that the percentage of earned funds of Title IV is one of the following:
- *If the **Student's** termination date occurs on or before the date **the Student** completes 60% of the payment period for which the Student received funds of Title IV, the amount earned by the Student is calculated by determining the percentage of the completed period for which the Student was enrolled, multiplied by the total amount of the payment of funds of Title IV that was disbursed (or that could be disbursed) for the period starting on the student's enrollment day until the effective day of the total withdrawal*.

- If the **Student's** termination date occurs after the **Student** has completed 60% of the payment period, the Institution will have the right to 100% of the payment. The reimbursement will be realized in a period not greater than 45 days from the effective date of the withdrawal. It provides that the percentage and the amount NOT earned are the complement of the percentage of earned funds of Title IV multiplied by the total amount of funds of Title IV that was disbursed (and that could be disbursed) to the **Student** for the payment period and from the effective day of the total withdrawal*.
- **Note: Outstanding payment balances as a result of withdrawals and/or cancellations not covered by Scholarship or Sponsor Agencies, will be paid by the Student and/or father or guardian, in case the Student is a minor (21 years).**

ACADEMIC PROGRESS AND RETENTION POLICY

This policy requires that all students demonstrate Satisfactory Academic Progress at the end of each term. Satisfactory Academic Progress is considered a cumulative minimum average. All students will receive an evaluation at the end of each semester.

1,500 (12 Months) Hours Programs	30%	60%	80%	100%
Evaluation Period	450	900	1200	1500
Minimum of Contact Hours	270	720	1080	1350
Minimum of GPA Required	1.50	1.75	2.00	2.00
720 (6 Months) Hours Programs	50%	100%	*	
Evaluation Period	360	720	--	
Minimum of Contact Hours	216	576	720	
Minimum of GPA Required	1.75	2.00	2.00	
750 (6 Months) Hours Programs	50%	100%	*	
Evaluation Period	375	750	--	
Minimum of Contact Hours	225	600	750	
Minimum of GPA Required	1.75	2.00	2.00	

Probation Policy

The registrar will evaluate each student's file after the end of each term. It will be taken into consideration the cumulative GPA and the number of accumulated credits, according to the established satisfactory progress tables and will determine if either the full time or part-time students meets the requirements.

If the requirements are not met and the student is within the maximum time frame allowed for his or her program of study, the registrar will notify the student through a registered letter sent by mail, that he or she is in either of the following conditions;

- 1. In the first period that the student is not meeting satisfactory progress, he or she will be placed in an academic "Warning".**

During this period, the student will be allowed to continue to receive Title IV funds; however, the student should have improved his or her academic deficiencies by the end of the period so that he or she can be meeting the school's established academic progress. If the students continue to fail to meet the quantitative and/or qualitative components by the end of the warning period (one term), then he or she will be placed on probation. If the student believes that the reasons for not having obtained satisfactory academic progress are due to an unjustified reason, the student could utilize the appeal process described below. The duration for the academic warning will be one payment period.

- 2. If the student fails to meet satisfactory progress during the warning period, he or she will be placed on "Probation".**

A student that has been placed on probation loses his or her eligibility for financial aid; however, a student that appealed and it's approved, all his or her eligibility will be reinstated during that payment period. The duration of the probation status will last the payment period.

- 3. Financial aid "Suspension".**

For those students that do not meet the established minimum requirements during the probation period, after having been in probation with financial aid due to the appeal process, all financial aid payments will be suspended.

At the same time, the financial aid office will notify the student if he or she will receive

financial aid for that term.

4. Examples include the:

- First time not meeting satisfactory academic progress, the student will receive an academic warning and will continue to receive financial aid.
- Second time not meeting satisfactory academic progress, the student is not eligible for financial aid, except when the student makes an appeal and it is approved.

ACADEMIC INFORMATION

GRADING SYSTEM

The Institution recognizes the levels of achievement and execution based on the Grade Point Average (GPA) (as provided in the table above). In order to receive his/her diploma, the student must have fulfilled all the economic commitments with the Institution.

GRADE	HONOR POINTS	PERCENTAGE
A	4.00	4.00 – 3.50
B	3.00	3.49 – 2.50
C	2.00	2.49 – 1.60
D	1.00	1.59 - .80
F	0.00	.79 - .00
WF	----	ADMINISTRATIVE WITHDRAWAL
I	----	INCOMPLETE
CO	----	VALIDATION

EXCESS AUTHORIZATION PROCESS

The student will be able to authorize that any credit balance is retained by the Institution until the student finishes the training. In case the student does not want that the credit balance to be retained by the Institution, it will be given back in the next fourteen (14) calendar days after the credit is generated.

Study Fees:**➤ Special Fees:**

- Admission \$ 100.00
- Identification Card..... \$ 10.00

➤ Other Fees:

- Readmission Fee..... \$ 35.00

COST OF EDUCATION, FEES AND ADDITIONAL CHARGES

Program	Program Cost	Admission Fee	Readmission Fee	Graduation Fee	Materials Approximately	ID
COSMETOLOGY AND STYLING	\$ 14,750.00	\$ 100.00	\$35.00	0	\$ 500.00	\$ 10.00
NAIL TECHNICIAN SPECIALIST	\$ 7,080.00	\$ 100.00	\$35.00	0	\$ 500.00	\$ 10.00
ESTHETICS	\$ 7,600.00	\$ 100.00	\$35.00	0	\$ 500.00	\$ 10.00
INSTRUCTOR COURSE	\$ 2,500.00	\$ 100.00	\$35.00	0	\$ 100.00	\$ 10.00

ACADEMIC CALENDAR

For your convenience, **Richport Technical College** follows the East Baton Rouge School System Calendar in case of class cancelations due to weather related events.

JULY 2018						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

AUGUST 2018						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2019						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2019						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2019						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

THIS CALENDAR IS SUBJECT TO CHANGE



RICHPORT
TECHNICAL COLLEGE



For more information, please bring a friend and visit our school located on the corner of Old Hammond Highway and South Sherwood Forest Boulevard at:

1817 South Sherwood Forest Blvd Baton Rouge, LA 70816

To speak to a member of the Admissions Office, call:

(225) 955-9442

Or, text us at:
(225) 955-5151