



**PROFESSIONAL
HAIR DESIGN
ACADEMY**

CATALOG



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GENERAL INFORMATION

MISSION STATEMENT

The intent, purpose and principal objective of the courses offered by the Professional Hair Design Academy (the "Academy") is to train and graduate professionals in Cosmetology, Nail Technology, Massage Therapy and Cosmetology Instruction with poise, appearance, and proficiency capable of licensure and professional practice in an entry level position in the relevant field of their choice.

HISTORY AND LOCATION

The Academy is owned by Rock-Stock LLC. The Academy is located at 3408 Mall Drive, Eau Claire, Wisconsin 54701. Eau Claire is located in the west-central part of Wisconsin. The population was 67,778 as of the 2015 U.S. Census estimate, making it the largest city in the northwest quarter of the state, and the 8th largest city in the state overall. The City of Eau Claire is the county seat of Eau Claire County.

AMENITIES AND EQUIPMENT

The Academy is a 9,200 square foot facility which has spacious hair care, massage therapy, nail care, and skin care educational areas. The Academy contains one cosmetology clinic floor with 36 styling stations, a makeup center, a manicure room with six stations, one large dispensary, one pedicure room with two pedi-spa units and four crossover rooms for massage therapy and skin care. The Academy has four large classrooms, one student break room with lockers, one instructor's lounge, two administrative offices, one instructor's center, and restroom facilities for men and women. The Academy is a non-smoking facility.

RESPONSIBILITY FOR CATALOG INFORMATION

Each student who enrolls is responsible for reading and becoming knowledgeable of the information contained in this catalog. The Academy reserves the right to change policies as well as to revise the curricula.

ESSENTIAL INFORMATION FOR ALL PROGRAMS

THE APPLICATION & ENROLLMENT PROCESS

The Enrollment Application must be submitted to The Academy admissions office via the internet, mail, or in person at least one (1) calendar week before classes begin. Prospective students should also send a copy of high school and post-high school transcripts and schedule an admissions interview meeting. During the meeting you will meet staff and students. Information concerning curriculum, books and supplies, apparel code and career investment payment plans will be shared. Prospective students may then be accepted to the Academy by signing an Enrollment Agreement and paying the required registration fee.

EDUCATIONAL REQUIREMENTS

All students must have a high school diploma or G.E.D. certificate or equivalent. Prospective student's educational background is considered prior to enrolling a student. The Academy does not admit ability-to-benefit students.

ADMISSIONS REQUIREMENTS

The following documentation is required for admission to all programs at Professional Hair Design Academy:

- Enrollment Application
- Proof of High School Graduation:
 - Student's official high school diploma or G.E.D (or equivalent); or
 - An official high school transcript with the student's graduation date to show proof of graduation
 - *Note: The Academy does not accept online diplomas*
- Personal Identification:
 - Copy of the student's photo identification, such as driver's license, passport, or other government-issued photo identification exhibiting that the student meets the state required compulsory school age.
- A completed and signed Enrollment Agreement

In addition to the documentation listed above, applicants for admission to the institution's Instructor Training III program must provide documentation showing that the applicant holds a current Wisconsin license as a Registered Cosmetologist/Barber.

The Enrollment Agreement shall be signed by the student and a parent or other legal guardian if the student is under the age of eighteen. The fully-executed Enrollment Agreement serves as notice of acceptance to the Academy.

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

Any student who has previously voluntarily or involuntarily withdrawn from a program at The Academy may be entitled to re-enter that program. Students may re-enter a program under the following terms:

- The student had satisfactory progress in both grades and attendance when the temporary withdrawal began.
- The student had extenuating circumstances that made attendance and academic progress extremely difficult which led to the withdrawal.
- The student or student's family member required medical attention that required the temporary withdrawal. Under any one or a combination of the above conditions, the student will be re-admitted without prejudice.

Any student who wishes to apply for re-entry should submit a new application for enrollment. The student may be asked to provide a written statement explaining why his or her request for re-entry should be approved. Upon re-entry, all tuition and fees owed to The Academy from the original enrollment must be paid in full.

TRANSFERS

Applicants for transfer into the cosmetology, massage therapy, and nail technician programs are considered on an individual basis. PHD Academy may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. PHD Academy may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter.

PHD Academy does not recruit students that are currently attending, or admitted to attend, another school offering a similar program of study.

Transfer students will be charged per hour according to the current rate of tuition for hours required, the cost of any additional equipment required, plus a registration fee of \$100.00 or 15% of the total cost, whichever is less. The total cost will not exceed that of a regular new student.

OBJECTIVE

The objective of The Academy is to educate and train students to become service providers with professional standards in cosmetology, nails, massage therapy and cosmetology instruction.

CURRICULUM

PHD Academy strives to maintain a curriculum in every program of study that meets the Academy's Mission Statement and educational objectives. The information taught in each program has been developed and modified over time. PHD Academy utilizes several areas of evaluation, including but not limited to:

- Feedback from the Academy's Advisory Committee members;
- Feedback from staff;
- Surveys of currently enrolled students;
- Surveys of graduating students;
- Employer surveys;
- Institutional Self Studies conducted for the Academy's accrediting agency; and
- Evaluations of graduation, licensure and placement rates of Academy students.

ORIENTATION

All programs have a student orientation, which is generally conducted one or two weeks prior to the start of classes.

CLASS SIZE

Early enrollment is encouraged. Class sizes are limited at Professional Hair Design Academy.

HOURS

The Academy is open Monday-Saturday. Pre-determined schedules which define the student's hours of attendance are given to the students at the time of enrollment.

CLASS START DATES

Cosmetology classes start approximately every eight to ten weeks. Class Start Dates are shown on the Catalog Insert #1. If The Academy cancels or alters a program start date, the applicant can request to move any money paid to an alternate start date and does not affect the student's right to a refund.

SCHOLARSHIPS

Please see Admissions office or website for available scholarship applications.

FINANCIAL ASSISTANCE

Payment plans may be offered by The Academy. Federal financial assistance is available to those students who qualify.

BOOKS AND SUPPLIES

Students are required to purchase books and supply items required for the educational program in which they are enrolled. Textbooks and supply items purchased from the Academy are non-refundable. Costs for the required Academy textbook and supply items for each program, including sales tax, shipping, and handling are listed in the program descriptions below. In order to keep learning materials relatively current with changes in the industry and regulatory changes, The Academy, from time to time, may change the selection of textbook and supply items and it reserves the right to do so at its discretion.

Students provide their own basic classroom school supplies. A list of required materials for school supplies is provided at the time of enrollment and again during orientation.

APPAREL CODE

A copy of the Academy's Apparel Code is included as an insert to this Catalog. Students are required to comply with the Dress and Apparel Code for the program in which they are enrolled.

HOLIDAYS

The Academy is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Academy is also closed between December 25th and January 1st each year.

GRADUATION

A diploma is awarded to graduates at the completion of their training, during the exit interview process. For all programs with the exception of the massage therapy program, students must graduate prior to taking the State Board Exam for licensure.

HOUSING

Contact the admissions office concerning questions related to housing needs.

MISCELLANEOUS

In the event of a sudden illness or injury while on the premises of the school, the Academy may refer the student to a physician for medical assistance.

The Academy has no responsibility and is in no way liable to any part for negligence, carelessness or lack of skill by anyone or more students practicing any part of the course upon another. The Academy is also not responsible for any personal belongings of the student. Students are responsible for their own property. Any supplies that are lost or broken must be replaced by the student at the student's sole cost and expense.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS

- Program required hours must be successfully completed
- All assignments, including tests and projects must be completed
- 80% attendance and 80% GPA
- All Tuition and Fees agreed upon per the enrollment agreement must be completed or arrangements made. All over contract fees must be paid in full.
- Each student shall complete the required number of clinic assignments during respective clinical training periods, even though successful completion of this requirement may in fact cause the student's training to exceed the contract hours for the respective program.

If at any time during the course, the Academy determines in its sole discretion that the student cannot meet the education standards of the Academy, the Academy reserves the right to terminate the student's training. All unused portions of the tuition will be refunded or settled in accordance with the refund and settlement policy.

GRADES

- The Academy utilizes a 100-point grading scale of which 100-94% is equivalent to an "A", 93-87% is equivalent to a "B", 86-80% is equivalent to a "C", and 79-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 80% or higher GPA to graduate. The Student Clinic Area Grading scale is based on a 10-step process:
 - 100%= 10 Completes in all 10 steps
 - 90% = 9 Completes
 - 80% = 8 Completes
 - 70% = 7 Completes
 - 60% = 6 Completes
 - 50% = 5 Completes
 - 40% = 4 Completes
 - 30% = 3 Completes
 - 20% = 2 Completes
 - 10% = 1 Complete

50% or less may warrant the student to be removed from the Student Salon Area and returned to theory. A zero will be given in each step for refusal of a guest or service.

Grades are reported to the Academy's Administration Office and are then recorded electronically. Formal progress reports are given to students during the Satisfactory Academic Progress ("SAP") evaluation periods as stated in the Academy's SAP Policy, which can be found on pages 22 and 23 of this Catalog. Students may request a copy of their current transcript at any time by notifying an Academy Administrator in writing.

INCOMPLETES

Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

MAKEUP WORK

Students are responsible to make up work missed due to absenteeism or tardiness. Makeup work will be completed under the supervision of Academy staff during regular scheduled course contract hours.

INADEQUATE GRADES

Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed.

SUSPENSION

Students may be suspended for tardiness, absences, or for inappropriate behavior with a peer, staff member, or salon area guest. If a student is suspended, the student will be advised by staff about the existing problem and what the student must do to correct the problem. It is The Academy's intention is to establish professional behavior for the likelihood of success in the industry. The Academy accepts the responsibility to inform the student about the deficiencies and how to correct the problem.

TERMINATION

The Student's enrollment may be terminated by The Academy for any of the following reasons: failure to meet any of the policies including insufficient progress; nonpayment of tuition; failure to comply with Academy rules or policies (including, but not limited to, refusal to follow directions of educators); violation of State Laws or Regulations; disruptive behavior and improper conduct; and any action which causes or could cause bodily harm to a client, a student or employee of The Academy; willful destruction of Academy property; and theft or any illegal act. Students may appeal any termination by filing a written appeal with the Board of Academic Advisors within one (1) week after termination. In the case of termination by The Academy, the Student will receive a refund, according to the Refund Policy described in this catalog. The Academy will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork; attended an exit interview; and made final payment of debts owed The Academy. The student may also be terminated for failure to fulfill tuition requirements as agreed upon per the enrollment agreement.

TERMS OF RE-ENTRY

See "ADMISSIONS REQUIREMENTS" above.

COMPLAINT PROCEDURE

If the student has a complaint that needs to be addressed, the student should discuss the situation or concern with an educator. If further action is desired, the student should submit a written complaint in accordance with the complaint procedure policy that is given to students during orientation. If the student has tried to resolve the issues through the Academy's complaint process and is unsuccessful, the student may contact:

Cosmetology Questions and Complaints
 Wisconsin Department of Safety and Professional Services – Barbering and Cosmetology Examining Board
 4822 Madison Yards Way
 P.O. Box 8935
 Madison, Wisconsin, 53705
 Phone: 608-266-2112 or 877-617-1565
 E-mail: dsps@wisconsin.gov
 Website: www.dsps.wi.gov

Massage Therapy Questions and Complaints:
 Department of Safety and Professional Services – Educational Approval Program
 P.O. Box 8366
 4822 Madison Yards Way
 Madison, WI 53705
 Phone: 608-266-1996
 E-mail: dspseap@wisconsin.gov
 Website: www.dsps.wi.gov

The student is required to try to resolve the problems through The Academy's complaint process, prior to filing a complaint with The Academy's accrediting agency. To download a Complaint Form from the Academy's accreditation website go to: www.naccas.org under "Applications & Forms", "All Applications & Forms", and select "Complaint Form – Complaints against Schools" or contact NACCAS at 3015 Colvin Street, Alexandria, VA 22314.

CAREER FORECASTING

PLACEMENT

The Academy maintains contact with salons and spas in order to assist students in job placement. Although The Academy cannot guarantee job placement, every effort is made to secure job opportunities for each graduate. Student referrals to prospective employers are not based on direct contact with the employer regarding current job openings.

As part of their training, students are prepared to seek employment. Job possibilities are posted on the student bulletin board. Follow up procedures are conducted with students and employers of our graduates to help The Academy to continually prepare for future employment opportunities for Academy graduates.

RECIPROCITY

Licensed cosmetologists, nail technicians, massage therapists, and instructors from Wisconsin may apply for licenses in their field of expertise in other states. Graduates must comply with each state's laws and rules to become licensed.

LICENSING REQUIREMENTS

Licensing for cosmetology in the state of Wisconsin includes students completing 1,550 hours of approved training and graduating from a state approved school and passing the state board licensing exams. Licensing for nail technician, in the state of Wisconsin includes students completing 300 hours of approved training and graduating from a state approved school and must pass the state board licensing exams. Licensing for massage therapy, in the state of Wisconsin includes students completing 600 hours of approved training, graduating from a state approved school, passing a national certification examination, passing an examination on state laws and administrative rules governing massage therapy or bodywork, and subsequently registering with the state. Licensing for barber and cosmetology instructors, in the state of Wisconsin includes students completing 150 hours of approved training and graduating from a state approved school and must pass the state board licensing exams.

CAREER OPPORTUNITIES

Licensed cosmetologists, massage therapists, and nail techs have many opportunities available to them in the industry. The Academy prepares all graduates for the state licensing exam and entry-level positions in salons, spa salons, hair studios, and destination spas. There are opportunities in manufacturer sales, education, distributor sales consultants, cosmetology school admissions and financial aid offices to name a few of the additional career possibilities after industry experience. In most states, one must acquire a state educator license to become an educator in a cosmetology school. Recent data from the United States Bureau of Labor Statistics describing the projected job outlook and expected compensation for Cosmetologists, Nail Technicians and Massage Therapists is provided as an Insert to this Catalog.

ACADEMY POLICIES

POLICIES

During the enrollment process, each student is informed of Academy policies and procedures and agrees to abide by those policies and procedures, including, but not limited to, the standards of attendance, conduct, appearance and courtesy to all. All students attending Professional Hair Design Academy must maintain Satisfactory Academic Progress (SAP) which is defined as reaching each checkpoint of training with an average theory and practical grade of 80% and 80% attendance.

STANDARDS

Students attending The Academy are a reflection of The Academy. Students must exemplify good grooming habits. All state cosmetology laws and rules are taught and practiced at The Academy. Lack of honesty and integrity will not be tolerated and will result in a termination. Expulsion does not relieve a student of financial responsibility, nor deprive a student of refunds to which a student may be entitled.

ATTENDANCE POLICY

Daily attendance is the responsibility of each and every student. Students are expected to attend their full contracted schedule and to complete all state-approved training. The Academy requires an 80% attendance rate to graduate.

If a student finds it necessary to be absent, it is the student's responsibility to notify a staff member at The Academy of the absence by completing an Absence Request Form prior to the absence or by phone the day of the absence at least 30 minutes prior to the student's scheduled start time. If calling in, students must speak to a staff member or leave a message on the Academy's voicemail, which is available when the Academy is closed.

Any absence that is not communicated to Academy staff in accordance with the previous paragraph will be considered "unexcused." Students may be suspended for continued, unexcused absences. Suspended students may appeal the suspension to the Board of Academic Advisors in writing. The written appeal must include documentation, such as a doctor's report, supporting both the student's absence and the failure to properly notify Academy staff. Continued unexcused absenteeism may result in additional disciplinary action beyond suspension up to and including termination from the student's program of study.

Students have a contracted ending date for the completion of their program. Excused and unexcused absences will not extend the contract end date. If a student does not complete the required hours of training by the contracted ending date, the student will be assessed a per hour charge according to the current rate of tuition for all hours to be completed after their contract end date (see "Over Contract Charges" below). Please see the program descriptions below for the current hourly rates for each program.

Federal regulations require that any student receiving Federal Financial Aid who is absent for fourteen (14) consecutive calendar days must be dropped from the program. This regulation shall apply to all students; any student who is absent for fourteen (14) consecutive calendar days shall be considered to have constructively withdrawn from the program, unless the student is on an approved leave of absence.

TARDY POLICY

Students are expected to arrive at the Academy and clock-in prior to their scheduled start time. The following is considered a Tardy: (1) clocking in after the scheduled start time; (2) clocking in late from meal breaks; (3) exceeding the allowed break time from class or salon area. In addition, unless prior authorization is granted, students may not leave the Academy campus except for meal breaks.

Continued unexcused tardiness may result in additional disciplinary action beyond suspension up to and including termination from the student's program of study.

OVER CONTRACT CHARGES

If the student does not complete training by the contractual graduation date, an additional fee per clock hour will be charged until the required clock hours/coursework are completed. The fee charged per hour for clock hour over contract fees is based on the contracted rate of tuition. Please see the program descriptions below for the current hourly rates for each program.

Taking days off can result in over contract fees. Excused and unexcused days may not exceed the maximum time frame allowed to complete the program in accordance to the Student Satisfactory Academic Progress Policy. If the student exceeds the maximum completion time frames permitted, the student will not be allowed to graduate from the program.

Over contract fees are calculated after the student's contract graduation date expires. Payment arrangements must be agreed upon by The Academy and the student at that time. Over contract fees does not negate any current payment plans for tuition.

Over contract hours must be completed by the maximum time frame to complete the program as listed in the Satisfactory Academic Progress Policy. If these over contract hours are not completed with an 80% grades and attendance within the maximum time frame, the student will not be eligible for graduation.

DISMISSAL AND THE APPEAL PROCESS

A student who was dismissed due to unsatisfactory progress may appeal the dismissal to the Board of Academic Advisors ("BAA") in writing. The BAA will make a determination. If the appeal is approved, the student will be re-admitted to Professional Hair Design Academy. However, the student will still be on academic monitoring upon re-entry. The student must achieve SAP by the next checkpoint in order to remain enrolled at the Academy.

LEAVE OF ABSENCE POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training for nonacademic reasons may return to the Academy with no loss of SAP if the student was making SAP when the student left. Students will not be assessed any additional charges as a result of a requested LOA.

Students must follow the Institution's Leave of Absence Policy in requesting a LOA. A student may be granted a LOA for any of the following reasons:

- 1) Medical Issues
- 2) Military Requirements
- 3) Jury Duty
- 4) Mitigating Circumstances beyond the Student's Control
- 5) Administrative

The LOA must be requested and approved in writing prior to the LOA occurring. The LOA must be dated and signed by the student. The student is required to list the reason for the LOA. Emergency LOA due to unforeseen circumstances may be granted without prior written consent provided the student completes the LOA form and returns it to the Academy via mail or in person within a reasonable resolution of the emergency. In the case of an Emergency LOA, the Institution shall document the reason for its decision, collect the signed written request from the student at a later date, and establish the start date of the approved LOA as the first date the student was unable to attend school.

No LOA shall be granted unless there is a reasonable expectation that the student will return from the LOA. Any student requesting a LOA should continue attending school until he/she receives official notification that the LOA has been approved.

The day the student returns from a LOA, the student is required to inform the admissions / financial assistance / education offices of their return. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence without penalty to the student. Changes to the student's contract period resulting from the LOA will be documented by either a change to the student's enrollment agreement that is initialed by all parties or an addendum to the enrollment agreement that is signed by all parties.

The maximum time frame for a LOA is 180 calendar days. Professional Hair Design Academy may permit more than one LOA provided the total number of days of all LOA's does not exceed 180 calendar days in a 12-month period.

If a request for LOA is granted, the student is not considered to have withdrawn from the program and no refund calculation will be made at that time. However, if the student is receiving consumer loans or federal funds, no aid, consumer or federal aid payments will be disbursed during the LOA. If the student does not return by the expiration of an approved LOA, or if a student takes an unapproved LOA, the student will be dropped from The Academy and the student's loans, if applicable, will enter repayment per the terms of the loan disclosure. The student's withdrawal date for determining any applicable refund shall be the date on which the student was last in attendance.

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PROGRAMS OF STUDY



COSMETOLOGY

Registration Fee:	\$100.00 due at the time of signing the Enrollment Agreement
Tuition:	\$11,900.00
Book and Supply Fee:	\$1,266
Program Length:	1,800 Hours
	Day Program: 35 hours per week for 54 weeks

All prices are effective as of the date of publication of this catalog and are subject to change without notice. Book and supply prices are subject to change based on price adjustments from our equipment suppliers. Over contract fees, if applicable, shall be charged at a rate of \$6.61 per hour.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Federal Financial Aid is available to those who qualify. Payment for the Book and Supply Fee is due on the first day of class. Tuition fees are paid in four (4) equal installments. The first installment is due thirty (30) days after class begins, the second installment is due at the time that students reach twenty-five-percent (25%) of their scheduled hours, the third installment is due when students reach fifty-percent (50%) of their scheduled hours, and the fourth installment is due when students reach seventy-five-percent (75%) of their scheduled hours,

OBJECTIVES

Professional Hair Design Academy's objective for the cosmetology program includes theory and practical teaching that prepares the student to perform hair, skin, and nail services on the general public. The Academy offers an 1,800 hour training program in the cosmetology arts and sciences that meets Wisconsin state standards.

The Academy provides education in all phases of cosmetology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Wisconsin state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a cosmetologist in a salon.

PROGRAM CONTENT

COSMETOLOGY COURSE

PRINCIPLES OF WOMEN'S AND MEN'S HAIR CARE & DESIGN

- **Shampooing.** This course teaches the product knowledge, fundamentals and manipulation procedures needed to perform this essential service.
- **Scalp Treatments & Conditioners.** Learn to recognize what's required for healthy hair and scalp. The course includes hair and scalp analysis and the products and procedures used to give a complete scalp treatment.
- **Hairstyling.** This course includes the principles of hair design: Theory, fingerwaving, shaping, pincurls, rollers, blowdrying and the use of the curling iron including press and curl. You are then taught to combine these skills with your own artistic ability to create the correct hair design for any client.
- **Hairshaping.** Learn the proper use of the scissors, tapering shears, razor, clipping and channeling shears. You will then be taught the basics of shaping hair, parts, sectioning, patterns, angles, elevations, beard and mustache trimming and the techniques of shaping and how to choose an adaptable shaping for your clients.

ESTHETICS AND NAILS

- **Dermatology.** This course is a study of the skin and disorders, skin analysis, cleansing, facial manipulations and the practical knowledge to give a professional facial and advise clients on skin care.
- **Makeup Artistry.** Learn about cosmetics and their uses, facial structure and analysis, facial design and the techniques used to apply basic and corrective makeup for day, evening and avant garde looks.
- **Manicuring.** This subject teaches about both natural and artificial nails and disorders. Learn proper nail care and the procedures for giving a professional manicure.

BUSINESS PRINCIPLES

- **State Laws.** A study of all state laws relating to this field. This course also covers the health and sanitation laws governing the industry for public health, safety and welfare.
- **Marketing.** How to market yourself, your services and products. Learn about resume writing and applying for a position.
- **Salon Management.** You will learn basic principles including advertising, inventory control and employee relations.

CHEMICAL CONTROL

- **Permanent Waving.** Scientific principles and artistic applications of chemical hair control including restructuring permanents. You are taught methods of winding, processing and neutralizing to achieve finished designs.
- **Chromatology.** The theory and law of color are taught as it pertains to hair, makeup and clothing coordination.
- **Hair Color.** This course includes the chemical structure of hair and effects on hair of professional products. It will give you the knowledge to choose and use these products safely to achieve beneficial results for your clients.

PHYSIOLOGY

- **Anatomy.** The study of the organs and the systems of the body.
- **Histology.** The study of the microscopic anatomy of the body as it pertains to the field of cosmetology.
- **Trichology.** Science encompassing hair and treatments of the hair.

STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a cosmetologist in the State of Wisconsin are set forth in Section 454.06 of the Wisconsin Statutes. Section 454.06 requires that all applicants for a cosmetology license satisfy the following conditions:

- Pay an initial credential fee;
- Present evidence that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology;
- Graduate from a course of instruction of at least 1,550 training hours in not less than 10 months in an approved school of cosmetology; and

- Pass a state board examination to determine fitness to practice cosmetology.

The Academy provides a course of instruction in cosmetology that totals 1,800 hours and exceeds the Wisconsin state minimum training hours. Based on feedback from students and employers, the Academy believes that by providing students with an additional 250 hours of training beyond the state minimum, students will obtain advanced technical experience and training on business skills. This additional training may result in additional employment opportunities and higher income potential for graduates. The 1,800 hour program length also satisfies the training hours required by most other states.

Wisconsin Cosmetology/Barbering Curriculum					
	Subject	Theory Hours	Practical Hours	Total Hours	Clinic Assignments
I.	Hygiene, Grooming & Personal Development	10	0	10	0
II.	Bacteriology, Sterilization & Sanitation	20	20	40	Included in all assignments
III.	Tools, Equipment and implements	3	9	12	0
IV.	Hair & Scalp Care	150	450	600	
	Haircutting (incl. clipper cuts and razor cuts)				100
	Hairstyling (incl. finger waving, curling, thermal waving, roller setting, pin curls, blow-drying, wigs/hairpieces)				150
	Shampooing (incl. hair analysis)				200
	Scalp Treatments (incl. conditioning, reconditioning)				50
V.	Chemical Services/Chemistry	190	400	590	
	Straightening/perm waving				20
	Thermal Press				
	Haircoloring				75
VI.	Shaving/Facials/Makeup/Unwanted Hair	35	60	95	20
VII.	Manicuring/Pedicuring/Artificial Nails	10	25	35	35
VIII	Disorders/Anatomy/ and Physiology of Hair Skin and Nails	50	0	50	0
IX.	Marketing and Sales	45	0	45	0
X.	State Laws and Rules, Barber/Cosmetology History	18	0	18	0
XI.	Individual Student Needs/Industry Trends and Electives	117	188	305	Per individual student needs
TOTAL HOURS		648	1152	1800	



MASSAGE THERAPY

Registration Fee:	\$100.00 due at the time of signing the Enrollment Agreement
Tuition:	\$7,000.00
Book and Supply Fee:	\$422.00
Program Length:	630 Hours
	Day Program: 14 hours per week for 45 weeks
	Night Program: 14 hours per week for 45 weeks

All prices are subject to change without notice. Book and supply prices are subject to change based on price adjustments from our suppliers. Over contract fees, if applicable, shall be charged at a rate of \$11.11 per hour.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment. Federal Financial Aid is available to those who qualify. Payment for the Book and Supply Fee is due on the first day of class. Tuition fees are paid in two (2) equal installments. The first installment is due thirty (30) days after class begins, and the second installment is due at the time that students reach fifty-percent (50%) of their scheduled hours.

OBJECTIVES

The Academy provides education in all phases of massage therapy. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Wisconsin state laws. The graduate will have the background and skills to pass a national certification examination and meet the state of Wisconsin's certification requirements to work as a massage therapist.

DESCRIPTION OF COURSE: All courses of study include theory, demonstration and practical application techniques necessary to perform professional massage therapy services with confidence. All courses cover the State Law governing the subjects and knowledge necessary to obtain certification with the state as a massage therapist or bodyworker.

PROGRAM CONTENT

Anatomy, Physiology, Pathology and Kinesiology	127 Hours
Hours Business, Law and Ethics	50 Hours
Massage Therapy/Bodywork Theory, Technique and Practice	302 Hours
Student Clinic	20 Hours
CPR and Standard First Aid	6 Hours
Additional Massage Therapy/Bodywork Course	95 Hours
Total Hours Required by Wisconsin	600 Hours
Additional Student Clinic Hours	30 Hours
Total Academy Curriculum Hours	630 Hours

HUMAN ANATOMY AND PHYSIOLOGY -70 HOURS

Students will extensively study the human body and all of its functions, which is the foundation for understanding and practicing therapeutic massage. Students will be able to comprehend dysfunction as it affects the human body. This comprehensive course will include the 11 body systems, pathology, cells and tissues.

KINESIOLOGY -57 HOURS

An in depth study of musculoskeletal anatomy. This course will train students to recognize origin, insertion, and actions of muscles through palpation. Memorization of muscles and bones is required in order to identify the functions of each.

MEDICAL TERMINOLOGY -21 HOURS

This class is designed to give students the ability to analyze, pronounce and spell medical terms. Students will gain knowledge of medical specialists and their specialties. Diagnostic tests and procedures will also be covered. Pathology will also be incorporated.

DAY SPA TECHNIQUES -28 HOURS + 5 CLINIC

The main area of study will be hydrotherapy. Students will have use of a hydrotherapy tub, hand held hose and vichy shower. Aromatherapy and hot stone massage will also be covered under this subject. Students are required to do 5 hours of clinic in conjunction with this class.

SPECIALIZED MESSAGE TOPICS -40 HOURS + 10 CLINIC HOURS

Reflexology, Lymph Massage, acupressure, pathology, eastern philosophy and additional chair massage are some of the topics covered. Students will also learn pressure point techniques. 10 hours of chair massage is required in conjunction with this class.

ETHICS, BUSINESS AND LAW -50 HOURS

The code of ethics, educational and legal requirements for massage therapy as well as professional standards for practicing therapeutic massage will be discussed. Students will learn bookkeeping, advertising, marketing, office management, putting together a business plan and other aspects of running a business.

COMPLETE BODY MASSAGE -84 HOURS + 15 CLINIC

Students will learn Swedish massage and seated massage, demonstrate movements and techniques. Pathology will be discussed. Students will be taught how to conduct a client consultation and chart their findings using a S.O.A.P. format. Students will demonstrate and practice by working on each other throughout the class. One professional massage is required for this class. 15 hours of clinic will be scheduled in conjunction with this class.

SPECIAL NEEDS MASSAGE -35 HOURS

This class was designed to give the therapist a better understanding of the special needs clients may have. Instruction will be given on pre-natal, postpartum, geriatric, and disability massage. Infant massage will also be covered. Class content will include pathology.

ADVANCED MESSAGE TECHNIQUES -48 HOURS + 8 CLINIC

Advanced techniques are taught to give students a better idea of a "spot treatment" massage. The class is broken down into sections of the body for students to learn in depth techniques for giving a beneficial massage to a problem area. Charting and pathology are also reviewed. Eight hours of clinic will be scheduled in conjunction with this class.

SPORTS MASSAGE -49 HOURS + 5 CLINIC

The focus of this class will be learning specific techniques for treating the athlete. Students will learn pre-event and post-event massage along with common injuries athletes may have. Five hours of clinic will be scheduled in conjunction with this class.

DEEP TISSUE MASSAGE -92 HOURS + 7 CLINIC

Increased knowledge of anatomy, kinesiology, pathology and palpatory skills are learned. Students will have a basic knowledge of Trigger Point Therapy and be able to treat common areas of Trigger Point formation. Different types of myofasial tissue will be identified along with treatment techniques. Students will know what muscles to check for client complaints of an injury or pain in a described area. Students will learn an integrated approach to deep tissue. Seven hours of clinic will be scheduled in conjunction with this class.

CARDIOPULMONARY RESUSCITATION (CPR) AND FIRST AID -6 HOURS

Basic Life Support taught by a Certified Red Cross Instructor. First Aid techniques are learned with competency. Demonstration required. This class is offered for students to meet the state requirements. Students that currently hold certification in CPR and First Aid must show proof. Others can take the provided certification course.

REQUIRED CLINIC HOURS:

Day Spa Techniques	5 Hours
Complete Body Massage	15 Hours
Chair Massage	10 Hours
Sports Massage	5 Hours
Advanced Massage	8 Hours
Deep Tissue	7 Hours

TOTAL **50 Hours**

STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a massage therapist or bodywork therapist in the State of Wisconsin are set forth in Section 460.05 of the Wisconsin Statutes. Section 460.05 requires that all applicants for a massage therapist or bodywork therapist license satisfy the following conditions:

- Must be 18 years of age or older;
- Must have graduated from high school or attained high school graduation equivalency;
- Submit an application for licensure to the state credentialing board;
- Pay the then-current fee;
- Graduate from a school of massage therapy or bodywork therapy approved by the Wisconsin educational approval board;
- Complete at least 6 classroom hours in Wisconsin law and rules of the affiliated credentialing board relating to the practice of massage therapy or bodywork therapy;
- Pass a state-approved national certification examination;
- Submit evidence that sufficient malpractice liability insurance coverage is in effect;
- Submit evidence that the applicant has not been convicted of any of the offenses set forth in Wis. Stat. § 460.05(h); and
- Submit evidence that the applicant has current proficiency in the use of an automated external defibrillator achieved through an approved instructor.

The Academy provides a state-approved course of instruction in massage therapy that totals 630 hours and exceeds the Wisconsin state minimum of 600 training hours. Based on feedback from students and employers, the Academy believes that by providing students with an additional 30 hours of clinic training beyond the state minimum, students will obtain additional hands-on experience and business skills. This additional training may result in additional employment opportunities and higher income potential for graduates.



NAIL TECHNOLOGY

Registration Fee:	\$100.00 due at the time of signing the Enrollment Agreement
Tuition:	\$1,600.00
Book and Supply Fee :	\$422.00
Program Length:	300 Hours
	Day Program: 16 hours per week for 19 weeks

All prices are effective as of the date of publication of this catalog and are subject to change without notice. Book and supply prices are subject to change based on price adjustments from our equipment suppliers. Over contract fees, if applicable, shall be charged at a rate of \$5.33 per hour.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment.

OBJECTIVES

Nail Technology training at The Academy includes theory, practical instruction, and business building skills which prepare the student to perform nail care services on the general public. The Academy offers a 300 hour training program that meets Wisconsin state law standards.

The Academy provides education in all phases of nail technology. The graduate will have knowledge in the business skills of today's industry as well as the theory and practical skills required by Wisconsin state laws. The graduate will have the background and skills to pass the state board licensing exam and to work as a nail technician.

PROGRAM CONTENT

SUBJECTS	THEORY	PRACTICAL	HOURS
Business Management, History Law and Codes, Bookkeeping, and Ethics	36		36
Safety, Sanitation, Sterilization First Aid. and Bacteriology	10	25	35
Nails and Skin Disorders	24	10	34
Anatomy and Physiology	18	8	26
Manicuring and Pedicuring/Artificial Nails	24	112	136
Introduction to Advertising	12		12
Individual Student needs and Electives	7	14	21
Total	131	169	300

STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a nail technician or manicurist in the State of Wisconsin are set forth in Section 454.06 of the Wisconsin Statutes. Section 454.06 requires that all applicants for a manicurist license satisfy the following conditions:

- Pay an initial credential fee;
- Present evidence that the applicant has not been convicted of a felony committed while engaged in the practice of barbering or cosmetology;
- Complete a course of instruction in manicuring of at least 300 training hours in not less than 7 weeks and not more than 20 weeks in an approved school; and
- Pass an examination conducted by the state examining board to determine fitness to practice as a manicurist.



INSTRUCTOR TRAINING III

Registration Fee:	\$100.00 due at the time of signing the Enrollment Agreement
Tuition:	\$1,000.00
Book and Supply Fee :	\$158.25
Program Length:	150 Hours
	Day Program: 15 hours per week for 10 weeks

Students provide their own stationary school supplies. Students will be given an apparel code for their program and must adhere to the guidelines. Over contract fees, if applicable, shall be charged at a rate of \$6.67 per hour.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment.

OBJECTIVES

Instructor Training at The Academy includes how to teach / demonstrate in both the theory and practical classroom setting, how to prepare for class, properly lecture /demonstrate on all subjects of cosmetology, how to prepare and grade examinations and grading in the salon area. The Academy offers a 150 hour training program that meets Wisconsin state law standards.

The teacher training course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetology Instructor. Applicants for the instructor's course must meet the Admissions Requirements and hold a current Wisconsin License as a Registered Cosmetologist/Barber.

PROGRAM CONTENT

- Orientation 14 hours
- Teaching Skills 64 hours
- Managing Skills 32 hours
- Supervised Teaching 40 hours
- **COURSE LENGTH 150 hours**

STATE LICENSURE REQUIREMENTS

The specific requirements for licensure as a cosmetology instructor in the State of Wisconsin are set forth in Section 440.63 of the Wisconsin Statutes. Section 440.63 requires that all applicants for a cosmetology instructor's license satisfy the following conditions:

- Submit an application for certification;
- Complete 2,000 hours of practice as a licensed cosmetologist or hold a current cosmetology manager license;
- Complete 150 training hours of state-approved instructor training; and
- Pass an examination to determine fitness as a cosmetology instructor.

COSMETOLOGY APPRENTICESHIP PROGRAM

Registration Fee: \$100.00 due at the time of signing the Enrollment Agreement

Tuition: \$2,000.00

Book and Supply Fee: \$211.00

Program Length: 288 Hours

Day Program: 8 hours per week for 38 weeks

Students provide their own stationary school supplies. Students will be given an apparel code for their program and must adhere to the guidelines. Over contract fees, if applicable, shall be charged at a rate of \$6.94 per hour.

PAYMENT PLANS

Cash, check, or credit cards are acceptable for any payment.

OBJECTIVES

The apprenticeship program is designed to give students the knowledge and skills to perform cosmetology/barbering services under the supervision of a manager in a salon. Apprentices are assigned to The Academy by the state bureau.

PROGRAM CONTENT

SUBJECTS

THEORY HOURS

Hygiene, grooming & personal development	10
Bacteriology, sterilization & sanitation	20
Tools, equipment & implements	18
Hair & scalp care	56
Chemical services & chemistry	78
Shaving, facials, makeup & unwanted hair	30
Manicuring, pedicuring & Artificial nails	10
Anatomy & physiology of hair, skin & nails	50
State laws & rules, history of barber/cosmetology	<u>16</u>

COURSE LENGTH

288 TOTAL HOURS

REGULATORY INFORMATION

OWNERS

Professional Hair Design Academy, 3408 Mall Drive, Eau Claire, WI 54701 is owned by Rock-Stock LLC. William D. Rauckman and Jeanne A. Rauckman are active owners/ members of The Academy.

ORGANIZATIONS

The Academy is licensed by the Wisconsin Department of Safety and Professional Services, P.O. Box 8935, 4822 Madison Yards Way, Madison, Wisconsin, 53705. Phone: 608-266-2112 or online at <http://dsps.wi.gov/Home>. Massage Therapy is regulated by the Wisconsin Department of Safety and Professional Services – Educational Approval Program ("EAP"), P.O. Box 8366, 4822 Madison Yards Way, Madison, WI 53705. Phone: 608-266-1996 or online at www.dsps.wi.gov. The e-mail address for the EAP is dspseap@wisconsin.gov.

ACCREDITATION

The Professional Hair Design Academy is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), 3015 Colvin Street, Alexandria, VA 22314 (Phone: 703-600-7600 or online at www.naccas.org). The institution was initially accredited by NACCAS in 1997 and was most recently reaccredited in September of 2017. Its next renewal of accreditation is scheduled to take place in September of 2022.

BONDING

Professional Hair Design Academy is bonded against fraud and misrepresentation, violation of any State Administrative Rule, statute or policy relating to licensing or operation, against failure to perform contractual obligations, and refusal to refund tuition to which a student is entitled. Claims may be made to Cincinnati Insurance Company, P.O. Box 145496, Cincinnati, OH 45250-5496. Phone: 513-870-2000.

STUDENT RECORDS, RIGHTS AND PRIVACY

Records of currently enrolled students are securely stored in an Administrative Office. Alumni records are maintained in a secured area on or off site. Files include, but are not limited to, student applications, enrollment agreements, attendance records, progress reports, grades and transcripts. With the exception of student transcripts, student records are maintained for a minimum of six (6) years. Student transcripts are maintained indefinitely.

It is the policy of The Academy to abide by the Family Educational Rights and Privacy Act of 1974. This act guarantees students and parents / guardians of dependent minors the right of access to the student's personal file and information and the student's rights to the privacy of that file. Information from a student's file will only be released upon written permission from the student. Accrediting agencies and government officials may gain access to a student's files without the expressed permission of that student.

NON-DISCRIMINATION

The Academy does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study.

CAMPUS SECURITY ACT INFORMATION DISCLOSURE

Under the Crime Awareness Campus Security Act of 1990, The Academy is required to provide you with the following safety information about our campus. All criminal actions must be reported to an educator or owner immediately. That individual will assist the student or guest in reporting the crime to the local police or other appropriate security force. For a detailed list of any reporting's, please see The Academy Admissions Office.

The facilities are open Monday through Saturday according to assigned class/salon area schedules. The building may also be open for educational classes for licensed professionals in cosmetology or to groups securing the use of the facilities through the owner. Only authorized personnel have keys to the building. A staff member made aware of a crime will notify the rest of staff as soon as possible, perhaps even prior to notifying police, depending on the situation. It is critical that all staff be aware of any report of crime and that the local police be notified immediately. This information will be provided to all prospective students. At regular intervals during training, staff and students will be reminded about security and safety procedures including crime prevention, personal safety off-campus, fire and tornado procedures, etc.

WITHDRAWAL, SETTLEMENT AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

ENROLLEES RIGHT TO CANCEL: Professional Hair Design Academy ("The Academy") is required to inform you of your right to cancel this contract in your principal language, if that is not English, and to give you two (2) copies of the notice of your right to cancel this contract immediately after you sign it. If a student (or in the case of a student under age, his/her parent or guardian) cancels his/her enrollment before midnight of the third business day after signing of the enrollment agreement/contract, regardless of training received, all monies shall be refunded within ten (10) business days after receiving the notice of cancellation and any financial obligations to the Academy shall be terminated.

You may cancel this agreement by mailing or delivering a notice to Professional Hair Design Academy, 3408 Mall Drive, Eau Claire, WI 54701 before midnight of the third business day after you signed the agreement. "Business day" means any calendar day except Saturday or Sunday, and except the following business holidays: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving and Christmas. If you wish, you may use this page as that written notice by writing "I hereby cancel" and adding your name and address. A duplicate of this page is provided to you by the school for your records.

The cancellation date will be determined by the postmark on written notification from the enrollee or the date said notification is delivered by the enrollee to the Director of Admissions or School Supervisor at The Professional Hair Design Academy, 3408 Mall Drive, Eau Claire, WI 54701. With respect to any student on an approved leave of absence at the time of withdrawal, the cancellation date shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that he/she will not be returning.

Federal regulations require that any student receiving Federal Financial Aid who is absent for fourteen (14) consecutive calendar days must be dropped from the program. This regulation shall apply to all students; any student who is absent for fourteen (14) consecutive calendar days shall be considered to have constructively withdrawn from the program, unless the student is on an approved leave of absence.

DENIAL OF ADMISSION: An applicant denied admission by The Academy shall be entitled to a refund of all monies paid.

SETTLEMENT POLICY: The student and The Academy agree to the following refund and settlement policy which reflects the actual costs incurred by The Academy. All requests for cancellation and settlement must be made by the student in writing to The Academy.

1. Any student (or in a case of a student under legal age, his/her parent or guardian) who cancels enrollment by midnight of the third business day after signing of the enrollment agreement shall be entitled to a refund of all monies paid to The Academy.
2. Student (or in a case of a student under legal age, his/her parent or guardian) canceling enrollment after midnight of the third business day after signing of enrollment agreement, but prior to course starting date, shall be entitled to a refund of all monies paid to The Academy, less the \$100.00 Registration Fee, for each course of study.

3. For the student who begins classes (after the three business day cancellation privilege period), the registration fee shall not be refundable. Supplies or equipment purchased but not yet delivered to the student will be credited to the student. A student may, within 15 days of termination or withdrawal tender for reimbursement, equipment in original condition. A student who withdraws or is terminated will be charged a \$100.00 Administrative Fee.
4. If the campus is permanently closed and no longer offering instruction after a student has enrolled, the student shall be entitled to a pro rata refund of tuition.
5. If a course is canceled subsequent to student enrollment, The Academy will provide a refund of all monies paid.

REFUND POLICY: Equipment and textbooks purchased by the student from the school become the full property of the student upon payment. It is the students' responsibility to purchase and maintain all equipment and textbooks required for the course.

Higher Education Act (HEA) defines "a fair and equitable refund policy" as a policy that provides for a refund in the amount of at least the largest of the amounts provided under:

1. Applicable State Law, if any.
2. Institution nationally recognized accrediting agency, approved by the secretary of the Department of Education. For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized. The criteria on which a student refund will be calculated, as set forth in the table below, is based on the student's scheduled hours. In no case will a student receive a refund less than the refund required by law.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing enrollment agreement), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours.

<u>Percentage of Scheduled Time Enrolled to Total Course / Program</u>	<u>Total Tuition Institution Shall Receive / Retain</u>
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

3. Non-Title IV students are subject to the applicable State refund policy only, if any.
4. Veterans receiving Department of Veterans Affairs benefits are refunded according to the requirements of 38 CFR 21.4255.

Our institution will calculate the amount of Title IV aid earned based on payment periods. Refunds will be calculated by the enrollment period. Students are obligated for any tuition, fees, books or equipment not covered by Title IV funds.

In case of termination by The Academy, the termination date will be determined by the date of postmark on written notification by Professional Hair Design Academy to the student which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the documented date of return.

All refunds will be calculated based on the student's last date of attendance. Any monies due the applicant or the student shall be refunded within thirty (30) days of a determination that a student has withdrawn, whether officially or unofficially.

No change to or representation regarding this refund policy shall be recognized unless in writing and signed by all parties.

Any collection agency procedures reflect good taste and sound, ethical business practices. Collection correspondence regarding cancellation and settlement from The Academy itself, banks, collection agencies, lawyers, or any other third parties representing The Academy clearly will acknowledge The Academy Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party shall comply with the Withdrawal and Settlement Policy of The Academy.

SATISFACTORY ACADEMIC PROGRESS POLICY

This Satisfactory Academic Progress ("SAP") Policy is consistently applied to all students enrolled at The Professional Hair Design Academy (the "Academy"). It is printed in the Academy's catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences ("NACCAS") and the federal regulations established by the United States Department of Education.

SAP is defined as reaching each evaluation period with a cumulative 80% average theory and practical grade and 80% attendance. The student must have attended a minimum of 80% of the scheduled hours at each evaluation period and have 80% theory and practical grades to be considered making SAP until the next scheduled evaluation period.

The Academy utilizes a 100-point grading scale of which 100-94% is equivalent to an "A", 93-87% is equivalent to a "B", 86-80% is equivalent to a "C", and 79-0% is not passing. Grades are given for classroom theory and practical work, projects, and salon area performance. A student must be at an 80% or higher GPA to graduate. The Student Clinic Area Grading scale is based on a 10 step process:

100%= 10 Completes in all 10 steps, 90%= 9 Completes, 80%= 8 Complete, 70%= 7 Complete, 60%= 6 Complete, 50% = 5 Complete, 40%= 4 Complete, 30%= 3 Complete, 20%= 2 Complete 10%= 1 Complete. 50% and less may warrant the student to be removed from the Student Salon Area and returned to theory. A Zero will be given in each step for refusal of a guest or service.

Course incompletes, repetitions, non-credit remedial courses and transfer hours have no effect on The Academy's SAP Policy. Inadequate grades may indicate a lack of student inability or motivation. When a student is struggling in one or more areas of study or skill level, the educator will advise the student on how the deficiency can be successfully completed and determine a deadline for the work to be completed satisfactorily. The student will be notified immediately after a grading period of how the deficiency can be successfully completed. Students may receive an incomplete from an educator when the student is attempting to learn a skill or subject but needs additional time to complete the work successfully. Students will be given timelines to complete the work and a description of the work yet to be completed.

SAP is monitored at each evaluation period based upon scheduled hours. At each scheduled evaluation period the student must be at SAP (or placed on academic warning) to receive Title IV aid. All students will be presented with a hard-copy of their SAP Determination at the time of each evaluation, and a copy will be placed in the Student's file. Students will be notified at that time how the evaluation may impact the student's eligibility for financial aid, if applicable.

The Academy operates all programs according to the following academic year: 900 clock hours to be completed in 26 academic weeks.

Eligibility for each disbursement will be determined at the following scheduled SAP evaluation periods:

A.) Cosmetology (1,800 clock hours / 54 weeks): 450 hours (13 weeks), 900 hours (26 weeks), 1,350 hours (39 weeks), and 1,800 hours (52 weeks) respectfully.

The maximum time frame in which a cosmetology cash paying student or financial aid student can complete the program is no more than 2,250 scheduled hours, or 13.5 scheduled weeks beyond the contract end date.

B.) Massage Therapy (630 clock hours / 45 weeks): 315 hours (22.5 weeks) and 630 hours (45 weeks)

The maximum time frame in which a massage therapy cash paying student or financial aid student can complete the program is no more than 787.50 scheduled hours, or 11.75 scheduled weeks beyond the contract end date.

C.) Nail Technology (300 clock hours / 19 weeks): 150 hours (9.5 weeks) and 300 hours (19 weeks)

The maximum time frame in which a nail technician student can complete the program is no more than 316 scheduled hours (per Wisconsin state law), or 1 scheduled week (per Wisconsin state law) beyond the contract end date.

D.) Instructor Training III (150 clock hours / 10 weeks): 75 hours (5 weeks) and 150 hours (10 weeks)

The maximum time frame in which an Instructor student can complete the program is no more than 187.50 scheduled hours, or 2.5 scheduled weeks beyond the contract end date.

E.) Cosmetology Apprenticeship (288 clock hours / 38 weeks): 144 hours (19 weeks) and 288 hours (38 weeks)

The maximum time frame in which an apprentice student can complete the program is no more than 360 scheduled hours, or 9.5 scheduled weeks beyond the contract end date.

The Academy operates all programs according to a schedule of 900 hours, or 26 weeks, per academic year of instruction.

Any student who does not complete the requirements for graduation of his/her program within the maximum time frame stated above shall be terminated from the program of study and will not be eligible to graduate. The student may subsequently apply to re-enroll in the program on a cash-pay basis in a manner consistent with the reenrollment provisions of the Academy's admissions policy.

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

With respect to transfer students, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods for transfer students will take place at the earlier of: (1) the midpoint of the student's contracted hours or (2) the established SAP evaluation periods set forth above.

If at one of the above evaluation periods, the student is not making SAP, the student will be advised by the financial aid office/education office that she/he is being placed on academic warning with documentation placed in the student's file. During the advisory session, the student will be informed that she/he has until the next evaluation period to comply with SAP. Students may re-establish SAP by meeting minimum attendance and academic requirements by the end of the warning period. Financial aid students will still be eligible for Title IV aid during the warning period in which the student was placed on academic warning. Cosmetology students on the 900 hour academic year can be placed on academic warning a maximum of two times. Students enrolled in the Nail Technology, Massage Therapy, Instructor Training III, or Cosmetology Apprenticeship programs can be placed on academic warning once.

Any student who fails to meet minimum SAP requirements for attendance or academic progress after the warning period may be placed on probation. The Academy will evaluate the student's progress during the warning or previous evaluation period and determine whether the student made SAP. If it is determined that the student did not make SAP during the warning or previous evaluation period, the student may be placed on probation if: (1) the student prevails upon appeal of a negative progress determination prior to being placed on probation and (2) the institution determines that SAP standards can be met by the end of the next evaluation period. If a student is placed on probation, the Academy will develop a written academic plan for the student that, if followed, will ensure the student is able to meet the Academy's SAP requirements by a specific point within the student's applicable maximum time frame. If the student is progressing according to his/her academic plan, he/she will be considered to be making SAP during the probationary period. If at the end of the probationary period the student has still not met both the attendance and academic requirements for SAP and the academic plan, he/she will be determined as not making SAP and, if applicable, the student will be deemed ineligible to receive Title IV funds.

If it is determined that a student is not making SAP, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative SAP determination include: death of a relative, an injury or illness of the student, or other special or mitigating circumstances. Any student wishing to appeal a negative SAP

determination must submit a written appeal to the Academy's Financial Aid Office describing why he/she failed to meet SAP standards, along with supporting documentation of the reason(s) why the determination should be reversed. The written appeal should include a description of what has changed about the student's situation that will allow him/her to achieve SAP by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within thirty (30) calendar days after receipt of the student's written appeal. The student's written appeal, and the Academy's written determination, will be retained in the student's file. If a student prevails upon appeal, the SAP determination will be reversed and federal financial aid will be reinstated, if applicable.

Students may re-establish SAP and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of any warning or probationary period.

INSERTS

- **Catalog Insert #1 Class Start Dates**
- **Catalog Insert #2 Administrative and Instructional Staff**
- **Catalog Insert #3 Veterans Refund Policy**
- **Catalog Insert #4 Textbook Disclosure**
- **Catalog Insert #5 Apparel and Dress Code**
- **Catalog Insert #6 Job Outlook Data**

CLASS START DATES

CATALOG INSERT #1

COSMETOLOGY

September 6, 2022
November 14, 2022
January 30, 2023
April 17, 2023
June 26, 2023
September 5, 2023
November 13, 2023

MASSAGE THERAPY

September 12, 2022
March 7, 2023

NAIL TECHNOLOGY

Contact Academy Admissions for next available start dates

COSMETOLOGY INSTRUCTOR

Contact Academy Admissions for next available start dates

The Academy is closed between December 25 and January 1 each year. The Academy is also closed on the holidays listed below. These dates are subject to change.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

ADMINISTRATIVE AND INSTRUCTIONAL STAFF

CATALOG INSERT #2

PROFESSIONAL HAIR DESIGN ACADEMY PRESIDENT:

William Rauckman

SCHOOL ADMINISTRATOR AND LEAD EDUCATOR:

Jon Schabell

ADMISSIONS:

Shawn Rauckman

FINANCIAL AID ADMINISTRATOR:

Marjorie Weber

EDUCATORS:

Danielle Balow	Cosmetology
Michele Fullarton	Cosmetology
Jodi Gates	Cosmetology
Jennica Glenz	Cosmetology
Sarah Johnson	Massage Therapy
Jon Schabell	Cosmetology
Rochelle Strum	Massage Therapy

VETERANS REFUND POLICY

CATALOG INSERT #3

When a veteran who chooses to utilize their Department of Veterans Affairs benefits fails or ceases to attend classes, withdraws or is discontinued from class before completion, the school will refund a pro rata portion of all charges that the length of the completed portion of the course bears to the total length of the course. The non-refundable portion of registration fees will not exceed \$10.00. All other charges to the student, including tuition, books and supplies issued by the school, registration fees in excess of \$10.00, and other fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

TEXTBOOK INFORMATION

CATALOG INSERT #4

Listed below are the books that The Academy uses in each of its programs. The cost paid by The Academy may be less than, but shall not exceed, the manufacturer's list price set forth below.

Program abbreviations are:

- BC: Barbering and Cosmetology
- MT: Massage Therapy
- CE: Cosmetology Educator Training

Program	Program Books	ISBN	List Price
BC	Milady's Standard Cosmetology Package, 13 th Ed.*	*	\$279.80
MT	Theory and Practice of Therapeutic Massage textbook, 6 th Ed.	9781285187587	\$114.95
MT	Theory and Practice of Therapeutic Massage workbook, 6 th Ed.	9781285187617	\$56.95
MT	Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More (textbook)	9780982663400	\$72.95
MT	Trail Guide to the Body: A Hands-on Guide to Locating Muscles, Bones and More (workbook)	9780982663417	\$29.95
CE	Milady's Master Educator: Student Course Book, 3rd Ed.	9781133693697	\$176.95

* Milady's Standard Cosmetology Package includes: Milady's Standard Cosmetology Exam Review, 13th ed., by Milady (ISBN 9781285769554), Standard Cosmetology Practical Workbook, 13th ed., by Milady (ISBN 9781285769479), Milady's Standard Cosmetology Theory Workbook, 13th ed., by Milady (ISBN 9781285769455), and Milady's Standard Cosmetology, 13th ed., by Frangie, Catherine M. (ISBN 9781285769431).

APPAREL AND DRESS CODE

CATALOG INSERT #5

Students should maintain professional standards of personal hygiene, appearance and dress while attending school. Unless otherwise noted below, the following guidelines apply to all students regardless of whether the student is scheduled for classroom hours or on the student clinic floor. Any student that is not in compliance with this Apparel and Dress Code will be required to clock out until appropriate adjustments are made.

Hair and Makeup

- Hair and makeup must look professional
- Makeup must be applied prior to clocking in
- Hair must be styled prior to clocking in
- Hats and other head coverings are not permitted

Shoes

- Shoes must be all black
- Open toe shoes are not permitted

Tops

- Tops must be black, white, or gray except on pre-approved days
- Tops may be solid black, white or gray or contain a combination of black, white and gray as long as they are professional in nature
- Students assigned to the student clinic floor must wear a smock or apron at all times
- Name badges must be worn at all times
- Visible logos, graphics, and other wording are not permitted except for the PHD Academy logo. If items containing logos, graphics or other wording are worn, they must be covered by a smock or apron at all times.

Bottoms

- "Bottoms" includes pants, skirts, and dresses
- Bottoms must be predominately black. Gray or white pin stripes on bottoms that are predominately black are permitted so long as the bottoms are professional in nature
- Shorts are not permitted
- Jeans and other denim are not permitted except on pre-approved days
- Jogging pants and wind pants are not permitted
- Skirts and dresses must extend to no less than three inches above the knee
- Black leggings are permitted but must be worn with a top that extends to no less than six inches above the knee

Jewelry

- Jewelry is permitted so long as it is professional in nature
- Jewelry that interferes with the ability to perform services, or that could present a safety concern, is not permitted
- Students are advised not to wear valuable jewelry. PHD is not responsible for any lost or stolen items

Staff members shall at all times reserve discretion in determining whether an item is "professional" in nature as that term is referenced herein.

JOB OUTLOOK DATA

CATALOG INSERT #6

OCCUPATIONAL OUTLOOK HANDBOOK

[OOH HOME](#) | [OCCUPATION FINDER](#) | [OOH FAQ](#) | [OOH GLOSSARY](#) | [A-Z INDEX](#) | [OOH SITE MAP](#)

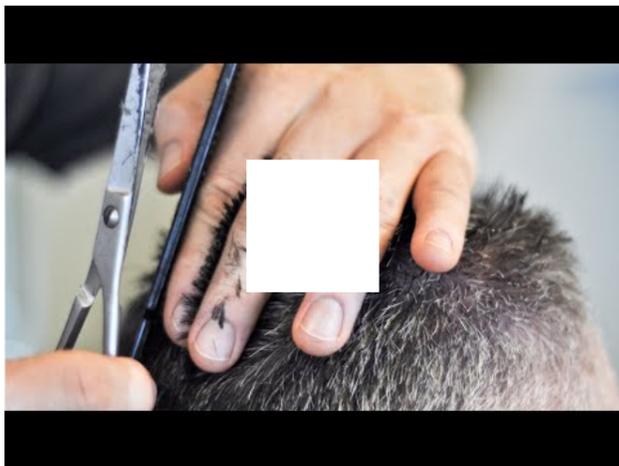
Barbers, Hairstylists, and Cosmetologists

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary

Summary



Quick Facts: Barbers, Hairstylists, and Cosmetologists

2021 Median Pay	\$29,680 per year \$14.27 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2020	622,700
Job Outlook, 2020-30	19% (Much faster than average)
Employment Change, 2020-30	119,800

What Barbers, Hairstylists, and Cosmetologists Do

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

Work Environment

Barbers, hairstylists, and cosmetologists work mostly in a barbershop or salon. Physical stamina is important, because they are on their feet for most of their shift. Many work full time, but part-time positions are also common.

How to Become a Barber, Hairstylist, or Cosmetologist

All states require barbers, hairstylists, and cosmetologists to be licensed. To qualify for a license, candidates are required to graduate from a state-approved barber or cosmetology program and then pass a state exam for licensure.

Pay

The median hourly wage for barbers was \$14.41 in May 2021.

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$14.26 in May 2021.

Job Outlook

Overall employment of barbers, hairstylists, and cosmetologists is projected to grow 19 percent from 2020 to 2030, much faster than the average for all occupations.

About 85,300 openings for barbers, hairstylists, and cosmetologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

State & Area Data

Explore resources for employment and wages by state and area for barbers, hairstylists, and cosmetologists.

Similar Occupations

Compare the job duties, education, job growth, and pay of barbers, hairstylists, and cosmetologists with similar occupations.

More Information, Including Links to O*NET

Learn more about barbers, hairstylists, and cosmetologists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

What They Do

What Barbers, Hairstylists, and Cosmetologists Do

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

Duties

Barbers, hairstylists, and cosmetologists typically do the following:

- Inspect and analyze hair, skin, and scalp to recommend treatment
- Discuss hairstyle options
- Wash, color, lighten, and condition hair
- Chemically change hair textures
- Cut, dry, and style hair
- Receive payments from clients
- Clean and disinfect all tools and work areas



Hairstylists provide hair styling and beauty services.

Barbers, hairstylists, and cosmetologists provide hair and beauty services to enhance clients' appearance. Those who operate their own barbershop or salon have managerial duties that may include hiring, supervising, and firing workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

Barbers cut, trim, shampoo, and style hair, mostly for male clients. They also may fit hairpieces, perform facials, and offer facial shaving. Depending on the state in which they work, some barbers are licensed to color, bleach, and highlight hair and to offer permanent-wave services. Common tools include combs, scissors, straight razors, and clippers.

Hairstylists offer a wide range of hair services, such as shampooing, cutting, coloring, and styling. They often advise clients, both male and female, on how to care for their hair at home. Hairstylists also keep records of products and services provided to clients, such as hair color, shampoo, conditioner, and hair treatment used. Tools include hairbrushes, scissors, blow dryers, and curling and flat irons.

Cosmetologists provide scalp and facial treatments and makeup analysis. Some also clean and style wigs and hairpieces. In addition, most cosmetologists actively recommend professional hair care products or salon hair care products.

[<- Summary](#)

[Work Environment ->](#)

Work Environment

Work Environment

Barbers held about 53,000 jobs in 2020. The largest employers of barbers were as follows:

Self-employed workers	69%
Personal care services	30

Hairdressers, hairstylists, and cosmetologists held about 569,600 jobs in 2020. The largest employers of hairdressers, hairstylists, and cosmetologists were as follows:

Personal care services	46%
Self-employed workers	43
Retail trade	10

Barbers, hairstylists, and cosmetologists work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space from a salon owner. Some manage salons or open their own shop after several years of experience.

Barbers, hairstylists, and cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.



Barbers usually work in barbershops and must stand for long periods.

Work Schedules

Many barbers, hairstylists, and cosmetologists work full time; however, part-time positions are also common. Those who run their own barbershop or salon may have long workdays. Work schedules often include evenings and weekends—the times when barbershops and beauty salons are busiest. Those who are self-employed usually determine their own schedules.

[<- What They Do](#)

[How to Become One ->](#)

How to Become One

How to Become a Barber, Hairstylist, or Cosmetologist

All states require barbers, hairstylists, and cosmetologists to be licensed. To qualify for a license, candidates are required to graduate from a state-approved cosmetology program.

Education

A high school diploma or equivalent is required for some positions. In addition, every state requires that barbers, hairstylists, and cosmetologists complete a program in a state-licensed barber or cosmetology school. These programs are mainly found in postsecondary vocational schools and typically lead to a

postsecondary nondegree award or certificate. Most of these workers take advanced courses in hairstyling or in other personal appearance services to keep up with the latest trends. Those who want to open their own business also may take courses in sales and marketing.

Licenses, Certifications, and Registrations

Barbers, hairstylists, and cosmetologists must obtain a license in order to work. Qualifications for a license vary by state, but generally, a person must fulfill the following criteria:

- Reached a minimum age of 16
- Received a high school diploma or equivalent
- Graduated from a state-licensed barber or cosmetology school

After graduating from a state-approved training program, students take a state licensing exam that includes a written test and, in some cases, a practical test of styling skills or an oral exam.

In many states, cosmetology training may be credited toward a barbering license and vice versa, and a few states combine the two licenses. A fee usually is required to apply for a license, and continuing education units (CEUs) may be required with periodic license renewals.

Some states have reciprocity agreements that allow licensed barbers and cosmetologists to get a license in another state without needing additional formal training or state board testing, but such agreements are not common. Consequently, people who want to work in a particular state should review the laws of that state before entering a training program.

Important Qualities

Creativity. Barbers, hairstylists, and cosmetologists must keep up with the latest trends and be ready to try new hairstyles for their clients.

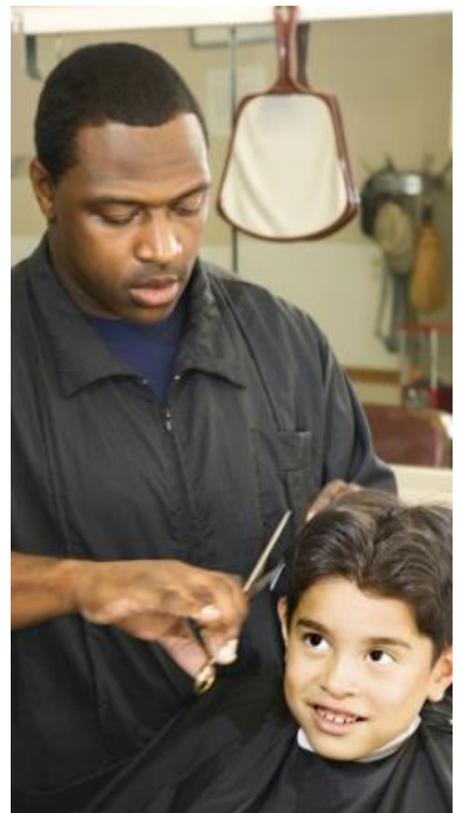
Customer-service skills. Workers must be pleasant, friendly, and able to interact with customers in order to retain clients.

Listening skills. Barbers, hairstylists, and cosmetologists should be good listeners. They must listen carefully to what the client wants in order to make sure that the client is happy with the result.

Physical stamina. Barbers, hairstylists, and cosmetologists must be able to stand on their feet for long periods.

Tidiness. Workers must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients and for making clients comfortable enough so that they will want to return.

Time-management skills. Barbers, hairstylists, and cosmetologists need to manage their time efficiently when scheduling appointments and providing services. For example, routine haircuts do not require the precise timing of some other services, such as applying neutralizer after a permanent wave. Clients who receive timely hair care are more likely to return.



Workers must obtain a license through a state-approved barber, hairstyling, or cosmetology program.

[<- Work Environment](#)

Pay

[Pay ->](#)

Pay

The median hourly wage for barbers was \$14.41 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$10.79, and the highest 10 percent earned more than \$25.60.

The median hourly wage for hairdressers, hairstylists, and cosmetologists was \$14.26 in May 2021. The lowest 10 percent earned less than \$10.03, and the highest 10 percent earned more than \$28.40.

In May 2021, the median hourly wages for barbers in the top industries in which they worked were as follows:

Personal care services	\$14.37
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In May 2021, the median hourly wages for hairdressers, hairstylists, and cosmetologists in the top industries in which they worked were as follows:

Personal care services	\$14.26
Retail trade	14.16

Barbers, hairstylists, and cosmetologists may receive tips from customers. High quality work and customer service usually contribute to greater tip totals.

Many barbers, hairstylists, and cosmetologists work full time; however, part-time positions are also common. Those who run their own barbershop or salon may have long workdays. Work schedules often include evenings and weekends—the times when beauty salons and barbershops are busiest. Those who are self-employed usually determine their own schedules.

[<- How to Become One](#)

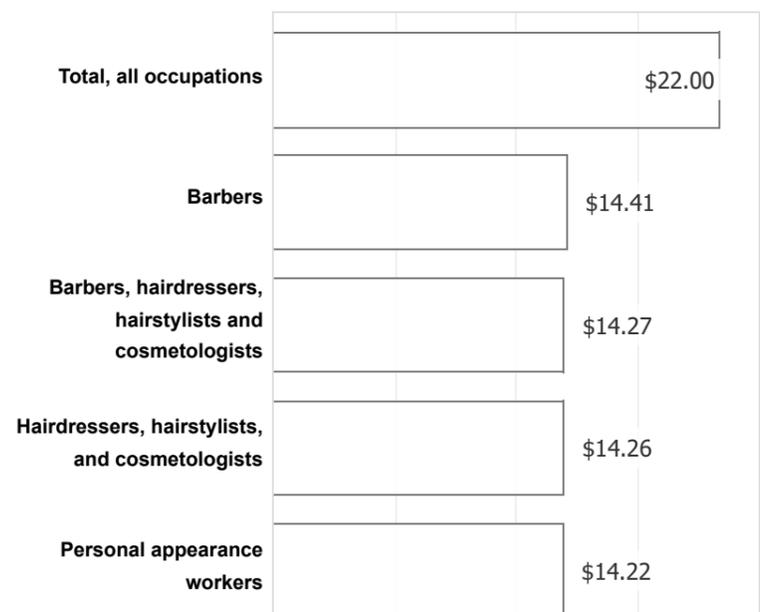
Job Outlook

[Job Outlook ->](#)

Job Outlook

Barbers, Hairstylists, and Cosmetologists

Median hourly wages, May 2021



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Overall employment of barbers, hairstylists, and cosmetologists is projected to grow 19 percent from 2020 to 2030, much faster than the average for all occupations.

About 85,300 openings for barbers, hairstylists, and cosmetologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

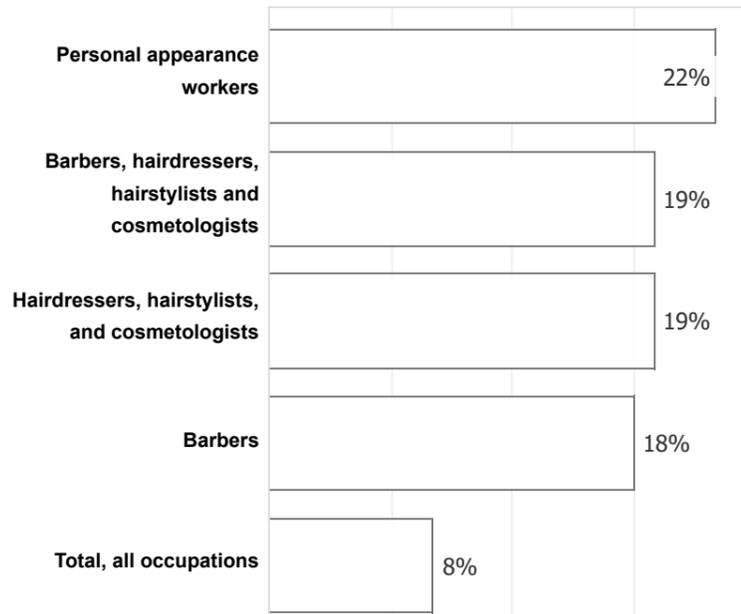
Much of the projected employment growth in these occupations is due to recovery from the COVID-19 recession that began in 2020 and is likely to occur early in the decade.

The need for barbers and hairdressers will stem primarily from population growth, leading to greater demand for basic hair care services. In addition, an increased demand for hair coloring, hair straightening, and other advanced hair treatments is expected to continue over the projections decade.

Hairdressers, hairstylists, and cosmetologists continue to compete with providers of specialized services, such as nail and skin care. Consumers often choose manicurists and pedicurists and skincare specialists for these services, rather than to visit hairdressers, hairstylists, and cosmetologists for them. Still, employment is expected to grow to meet increased demand for personal appearance services.

Barbers, Hairstylists, and Cosmetologists

Percent change in employment, projected 2020-30



Note: All Occupations includes all occupations in the U.S. Economy.
Source: U.S. Bureau of Labor Statistics, Employment Projections program

Employment projections data for barbers, hairstylists, and cosmetologists, 2020-30

Barbers, hairdressers, hairstylists and cosmetologists

SOC Code:

39-5010

Employment, 2020:

622,700

Projected Employment, 2030:

742,400

Change, 2020-30 (Percent):

19

Change, 2020-30 (Numeric):

119,800

Employment By Industry:

[Get data](#)

Barbers

SOC Code:

39-5011

Employment, 2020:

53,000

Projected Employment, 2030:

62,300

Change, 2020-30 (Percent):

18

Change, 2020-30 (Numeric):

9,300

Employment By Industry:

[Get data](#)

Hairdressers, hairstylists, and cosmetologists

SOC Code:

39-5012

Employment, 2020:

569,600

Projected Employment, 2030:

680,100

Change, 2020-30 (Percent):

19

Change, 2020-30 (Numeric):

110,500

Employment By Industry:

[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[<- Pay](#)

State & Area Data

[State & Area Data ->](#)

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

- [Barbers](#)
- [Hairdressers, hairstylists, and cosmetologists](#)

Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.com. Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

[<- Job Outlook](#)

Similar Occupations

[Similar Occupations ->](#)

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of barbers, hairstylists, and cosmetologists.

[Manicurists and Pedicurists](#)

Job Duties:

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$29,210

[Skincare Specialists](#)

Job Duties:

Skincare specialists cleanse and beautify the face and body to enhance a person's appearance.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$37,300

[<- State & Area Data](#)

More Info

[More Info ->](#)

Contacts for More Information

For more information about barbers, hairstylists, and cosmetologists, including education and training, visit

[American Association of Cosmetology Schools](#)

[Beauty Schools Directory](#)

[National Association of Barber Boards of America](#)

For information about state licensing, practice exams, and other professional links, visit

[National-Interstate Council of State Boards of Cosmetology](#)

[Professional Beauty Association](#)

O*NET

[Barbers](#)

[Hairdressers, Hairstylists, and Cosmetologists](#)

[<- Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Barbers, Hairstylists, and Cosmetologists, at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> (visited July 17, 2022).

Last Modified Date: Monday, April 18, 2022

U.S. BUREAU OF LABOR STATISTICS Office of Occupational Statistics and Employment Projections PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5700_ www.bls.gov/ooh [Contact OOH](#)

OCCUPATIONAL OUTLOOK HANDBOOK

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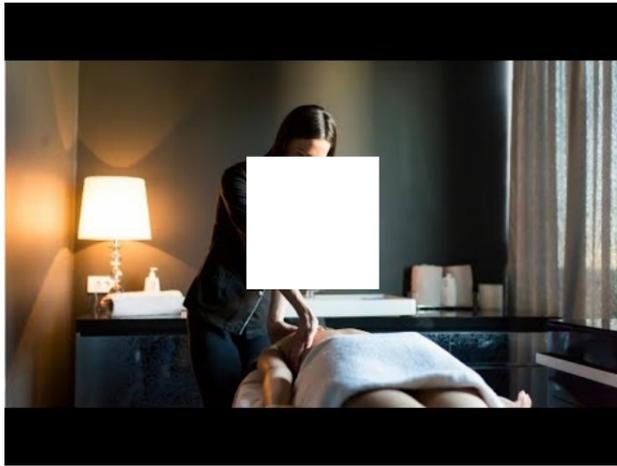
Massage Therapists

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary

Summary



Quick Facts: Massage Therapists

2021 Median Pay	\$46,910 per year \$22.55 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2020	144,600
Job Outlook, 2020-30	32% (Much faster than average)
Employment Change, 2020-30	46,500

What Massage Therapists Do

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body.

Work Environment

Massage therapists work in an array of settings, such as spas, franchised clinics, physicians' offices, hotels, and fitness centers. Some massage therapists also travel to clients' homes or offices to give a massage.

How to Become a Massage Therapist

Massage therapists typically complete a postsecondary education program of 500 or more hours of study and experience, although standards and requirements vary by state or other jurisdictions. Most states regulate massage therapy and require massage therapists to have a license or certification.

Pay

The median annual wage for massage therapists was \$46,910 in May 2021.

Job Outlook

Employment of massage therapists is projected to grow 32 percent from 2020 to 2030, much faster than the average for all occupations.

About 23,300 openings for massage therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

State & Area Data

Explore resources for employment and wages by state and area for massage therapists.

Similar Occupations

Compare the job duties, education, job growth, and pay of massage therapists with similar occupations.

More Information, Including Links to O*NET

Learn more about massage therapists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

What Massage Therapists Do

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body. With their touch, therapists relieve pain, help heal injuries, improve circulation, relieve stress, increase relaxation, and aid in the general wellness of clients.

Duties

Massage therapists typically do the following:

- Talk with clients about their symptoms, medical history, and desired results
- Evaluate clients to locate painful or tense areas of the body
- Manipulate muscles and other soft tissues of the body
- Provide clients with guidance on stretching, strengthening, overall relaxation, and how to improve their posture
- Document clients' conditions and progress

Massage therapists use touch to treat clients' injuries and to promote the clients' general wellness. They use their hands, fingers, forearms, elbows, and sometimes feet to knead muscles and soft tissues of the body.

Massage therapists may use lotions and oils, and massage tables or chairs, when treating a client. A massage can be as short as 5–10 minutes or could last more than an hour.

Massage therapists talk with clients about what they hope to achieve through massage. They may suggest personalized treatment plans for their clients, including information about additional relaxation techniques to practice between sessions.

Massage therapists can specialize in many different types of massage or modalities. Swedish massage, deep-tissue massage, and sports massage are just a few of the many modalities of massage therapy. Most massage therapists specialize in several modalities, which require different techniques.

The type of massage given typically depends on the client's needs and physical condition. For example, massage therapists may use a special technique for elderly clients that they would not use for athletes. Some forms of massage are given solely to one type of client; for example, prenatal massage is given only to pregnant women.

[<- Summary](#)

Work Environment

[Work Environment ->](#)

Work Environment

Massage therapists held about 144,600 jobs in 2020. The largest employers of massage therapists were as follows:

Self-employed workers	38%
Personal care services	31
Offices of all other health practitioners	11
Offices of chiropractors	8
Accommodation	5

Some massage therapists travel to clients' homes or offices to give a massage. Others work out of their own homes. Many massage therapists, especially those who are self-employed, provide their own table or chair, sheets, pillows, and body lotions or oils.

A massage therapist's working conditions depend heavily on the venue in which the massage is performed and on what the client wants. For example, when giving a massage to help clients relax, massage therapists generally work in dimly lit settings and use candles, incense, and calm, soothing music. In contrast, a massage meant to help rehabilitate a client with an injury may be conducted in a well-lit setting with several other people receiving treatment in the same room.

Injuries and Illnesses

Because giving a massage is physically demanding, massage therapists can injure themselves if they do not use the proper techniques. Repetitive-motion problems and fatigue from standing for extended periods are most common.

Therapists can limit these risks by using good body mechanics, spacing sessions properly, exercising, and, in many cases, receiving a massage themselves regularly.

Work Schedules

Many massage therapists work part time. Because therapists work by appointment in most cases, their schedules and the number of hours worked each week vary considerably. Moreover, because of the strength and endurance needed to give a massage, many therapists cannot perform massage services 8 hours per day, 5 days per week.

In addition to giving massages, therapists, especially those who are self-employed, may spend time recording clients' notes, marketing, booking clients, washing linens, and conducting other general business tasks.

[<- What They Do](#)

How to Become One

[How to Become One ->](#)



Massage therapists knead muscles and other soft tissues of the body to provide treatment for injuries and to promote general wellness.



Massage therapists create an environment intended to make clients feel relaxed.

Job Outlook

Employment of massage therapists is projected to grow 32 percent from 2020 to 2030, much faster than the average for all occupations.

About 23,300 openings for massage therapists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

Some of the projected employment growth in this occupation is due to recovery from the COVID-19 recession that began in 2020. Continued growth in the demand for massage services also will lead to new jobs for massage therapists.

As more people recognize massage therapy as a way to treat pain and to improve overall wellness, demand for massage therapists is expected to increase.

Similarly, demand will likely increase as more healthcare providers understand the benefits of massage and include these services in their treatment plans. However, in some healthcare settings demand will be tempered by limited insurance coverage for massage services.

In addition, many sports teams hire massage therapists to help their athletes recover from injuries and to relieve or manage pain, which should increase demand for these workers.

Employment projections data for massage therapists, 2020-30

Massage therapists

SOC Code:

31-9011

Employment, 2020:

144,600

Projected Employment, 2030:

191,100

Change, 2020-30 (Percent):

32

Change, 2020-30 (Numeric):

46,500

Employment By Industry:
[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[<- Pay](#)

State & Area Data

[State & Area Data ->](#)

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

- [Massage therapists](#)

Projections Central

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CareerOneStop

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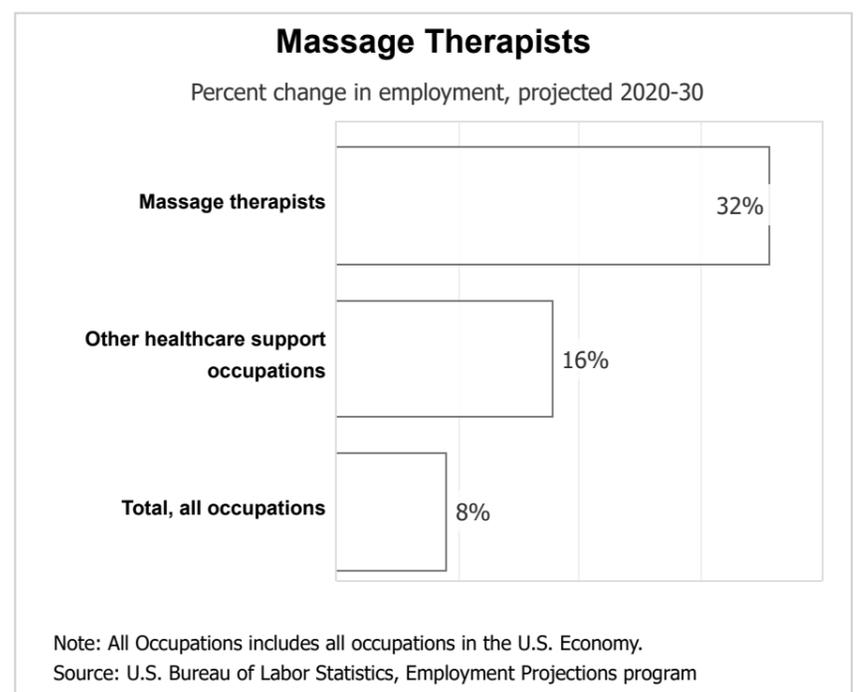
[<- Job Outlook](#)

Similar Occupations

[Similar Occupations ->](#)

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of massage therapists.



[Athletic Trainers](#)

Job Duties:

Athletic trainers specialize in preventing, diagnosing, and treating muscle and bone injuries and illnesses.

Entry-Level Education:

Bachelor's degree

2021 Median Pay:

\$48,420

[Exercise Physiologists](#)

Job Duties:

Exercise physiologists develop fitness and exercise programs that help injured or sick patients recover.

Entry-Level Education:

Bachelor's degree

2021 Median Pay:

\$47,940

[Physical Therapist Assistants and Aides](#)

Job Duties:

Physical therapist assistants and aides are supervised by physical therapists to help patients regain movement and manage pain after injuries and illnesses.

Entry-Level Education:

[See How to Become One](#)

2021 Median Pay:

\$49,180

[Physical Therapists](#)

Job Duties:

Physical therapists help injured or ill people improve movement and manage pain.

Entry-Level Education:

Doctoral or professional degree

2021 Median Pay:

\$95,620

[-< State & Area Data](#)

[More Info ->](#)

More Info

Contacts for More Information

For more information about careers in massage therapy, visit

[Associated Bodywork & Massage Professionals](#)

[American Massage Therapy Association](#)

[National Certification Board for Therapeutic Massage & Bodywork](#)

For more information about national testing and national certification, visit

[Federation of State Massage Therapy Boards](#)

For more information about accredited massage therapy programs, visit

[Commission on Massage Therapy Accreditation](#)

O*NET

[Massage Therapists](#)

[-< Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Massage Therapists, at <https://www.bls.gov/ooh/healthcare/massage-therapists.htm> (visited August 03, 2022).

Last Modified Date: Monday, April 18, 2022

U.S. BUREAU OF LABOR STATISTICS Office of Occupational Statistics and Employment Projections PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone:1-202-691-5700_ www.bls.gov/ooh [Contact OOH](#)

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Manicurists and Pedicurists

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary

Summary



Quick Facts: Manicurists and Pedicurists

2021 Median Pay	\$29,210 per year \$14.05 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2020	123,000
Job Outlook, 2020-30	33% (Much faster than average)
Employment Change, 2020-30	40,100

[What Manicurists and Pedicurists Do](#)

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

[Work Environment](#)

Manicurists and pedicurists usually work in a nail salon, spa, or hair salon. The job involves a lot of sitting. Those who own a mobile grooming company travel to their clients' locations.

[How to Become a Manicurist or Pedicurist](#)

Manicurists and pedicurists must complete a state-approved cosmetology or nail technician program and then pass a state exam for licensure, which all states except Connecticut require.

[Pay](#)

The median hourly wage for manicurists and pedicurists was \$14.05 in May 2021.

[Job Outlook](#)

Employment of manicurists and pedicurists is projected to grow 33 percent from 2020 to 2030, much faster than the average for all occupations.

About 18,800 openings for manicurists and pedicurists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

[State & Area Data](#)

Explore resources for employment and wages by state and area for manicurists and pedicurists.

[Similar Occupations](#)

Compare the job duties, education, job growth, and pay of manicurists and pedicurists with similar occupations.

[More Information, Including Links to O*NET](#)

Learn more about manicurists and pedicurists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

What Manicurists and Pedicurists Do

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

Duties

Manicurists and pedicurists typically do the following:

- Discuss nail treatments and services available
- Remove nail polish
- Clean, trim, and file nails
- Reduce calluses and rough skin
- Massage and moisturize hands (for a manicure) and feet (for a pedicure)
- Polish or buff nails
- Advise clients about nail and skin care for hands and feet
- Promote and sell nail and skin care products
- Clean and disinfect their work area and tools



Manicurists and pedicurists polish or buff nails.

Manicurists and pedicurists work exclusively on the hands and feet, providing treatments to groom fingernails and toenails. A typical treatment involves soaking the clients' hands or feet to soften the skin in order to remove dead skin cells. Manicurists and pedicurists apply lotion to the hands and feet to moisturize the skin. They also may shape and apply polish to artificial fingernails.

Manicurists and pedicurists use a variety of tools, including nail clippers, nail files, and specialized cuticle tools. They must be focused while they perform their duties, because most of the tools they use are sharp. Keeping their tools clean and sanitary is important.

Some manicurists and pedicurists operate their own nail salon, which requires performing business tasks such as keeping inventory records and ordering supplies. They also hire and supervise workers and sell nail care products, such as nail polish and hand or foot cream. A small but growing number of workers make house calls. Mobile manicure and pedicure services are popular because clients consider them convenient.

[<- Summary](#)

[Work Environment ->](#)

Work Environment

Work Environment

Manicurists and pedicurists held about 123,000 jobs in 2020. The largest employers of manicurists and pedicurists were as follows:

Personal care services	63%
Self-employed workers	35

Manicurists and pedicurists usually work in a nail salon, spa, or hair salon. The job involves a lot of sitting. Manicurists and pedicurists who provide mobile services may travel to their clients' locations.

Manicurists and pedicurists use chemicals when working on fingernails and toenails, so they often wear protective clothing, including protective gloves and masks.

Work Schedules

Although most manicurists and pedicurists work full time, many have variable schedules and work part time. Schedules may vary according to the type of establishment. For example, a full-service salon may require manicurists and pedicurists to work an 8-hour day. However, a boutique hair salon may require fewer work hours on a part-time basis. Longer work days are not unusual for self-employed workers. Weekends and evenings tend to be the busiest times for manicurists and pedicurists.

[<- What They Do](#)

[How to Become One ->](#)

How to Become One

How to Become a Manicurist or Pedicurist

Manicurists and pedicurists must complete a state-approved cosmetology or nail technician program and then pass a state exam for licensure, which all states except Connecticut require.

Education

Manicurists and pedicurists must complete a state-approved cosmetology or nail technician program. Currently, there are hundreds of programs nationwide.

Licenses, Certifications, and Registrations

State licensing requirements vary. However, applicants need to be at least 16 years old and have a high school diploma or the equivalent. After completing a state-approved cosmetology or nail technician program, manicurists and pedicurists must take a written exam and a practical exam to get a license through their state board. Mobile manicure and pedicure services require a separate license.

The [National-Interstate Council of State Boards of Cosmetology](#) provides information on state examinations for licensing, with sample questions. The [Professional Beauty Association](#) and the [American Association of Cosmetology Schools](#) also provide information on state examinations, as well as offering other professional links.



Manicurists and pedicurists work in spas or nail salons, and often sit for long periods.



Important Qualities

Business skills. Manicurists and pedicurists who run their own nail salon must understand general business principles. For example, they should be skilled at administrative tasks, such as accounting and personnel management, and be able to manage a salon efficiently and profitably.

Creativity. The ability to neatly finish small, intricate designs is important, as is the ability to suggest nail designs and match them to individual tastes.

Customer-service skills. Good listening and interpersonal skills are important in working with clients. Also, meeting the needs of clients, including interacting with them while doing a manicure or pedicure, encourages repeat business.

Dexterity. A steady hand is essential in achieving a creative and precise nail design. In addition, because manicurists and pedicurists often use sharp tools, they must have good finger dexterity.

[<- Work Environment](#)

Pay

[Pay ->](#)

Pay

The median hourly wage for manicurists and pedicurists was \$14.05 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$10.72, and the highest 10 percent earned more than \$18.67.

In May 2021, the median hourly wages for manicurists and pedicurists in the top industries in which they worked were as follows:

Personal care services	\$14.05
------------------------	---------

Although most manicurists and pedicurists work full time, some have variable schedules and work part time. Schedules may vary according to the type of establishment. For example, a full-service salon may require manicurists and pedicurists to work an 8-hour day. However, a boutique hair salon may require fewer work hours on a part-time basis. Longer work days are not unusual for self-employed workers. Weekends and evenings tend to be the busiest times for manicurists and pedicurists.

[<- How to Become One](#)

Job Outlook

Job Outlook

Employment of manicurists and pedicurists is projected to grow 33 percent from 2020 to 2030, much faster than the average for all occupations.

About 18,800 openings for manicurists and pedicurists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

Much of the projected employment growth in this occupation is due to recovery from the COVID-19 recession that began in 2020.

Additionally, the projected increase in employment reflects demand for nail services, such as mini-sessions (quick manicures at a low cost) and mobile manicures and pedicures (nail services offered outside of the salon).

The desire among many women and a growing number of men to lead a healthier lifestyle through better grooming and wellness also should result in higher employment for manicurists and pedicurists.

Considered a low-cost luxury service, manicures and pedicures will continue to be in demand by individuals at all income levels.

Employment projections data for manicurists and pedicurists, 2020-30

Manicurists and pedicurists

SOC Code:
39-5092

Employment, 2020:
123,000

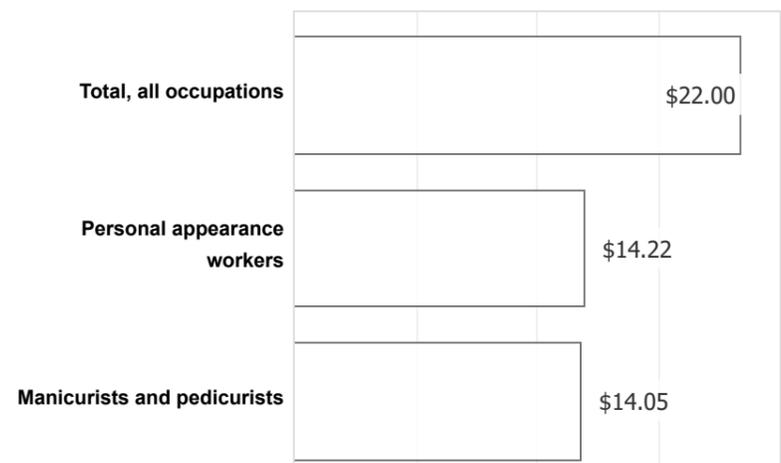
Projected Employment, 2030:
163,100

Change, 2020-30 (Percent):
33

Manicurists and pedicurists must pass a state-approved cosmetology program before licensure.

Manicurists and Pedicurists

Median hourly wages, May 2021



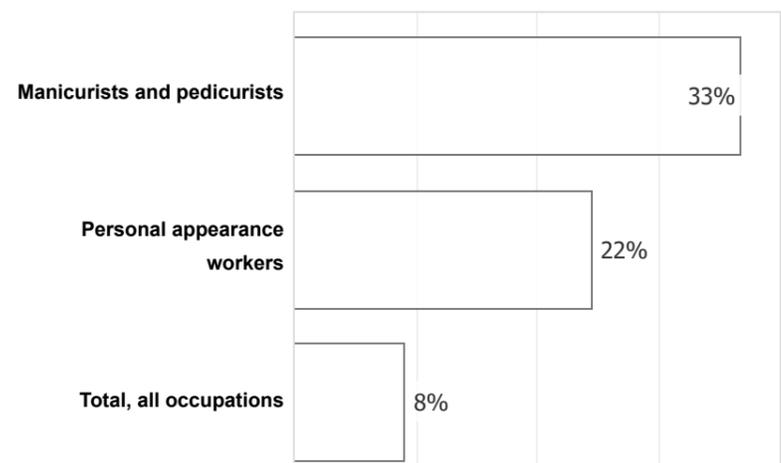
Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

[Job Outlook ->](#)

Manicurists and Pedicurists

Percent change in employment, projected 2020-30



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Change, 2020-30 (Numeric):

40,100

Employment By Industry:[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[<- Pay](#)

State & Area Data

[State & Area Data ->](#)

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

- [Manicurists and pedicurists](#)

Projections Central

Occupational employment projections are developed for all states by Labor Market Information (LMI) or individual state Employment Projections offices. All state projections data are available at www.projectionscentral.com. Information on this site allows projected employment growth for an occupation to be compared among states or to be compared within one state. In addition, states may produce projections for areas; there are links to each state's websites where these data may be retrieved.

CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

[<- Job Outlook](#)

Similar Occupations

[Similar Occupations ->](#)

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of manicurists and pedicurists.

[Barbers, Hairstylists, and Cosmetologists](#)

Job Duties:

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$29,680

[Skincare Specialists](#)

Job Duties:

Skincare specialists cleanse and beautify the face and body to enhance a person's appearance.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$37,300

[<- State & Area Data](#)

More Info

[More Info ->](#)

Contacts for More Information

For information about training and cosmetology schools, visit

[American Association of Cosmetology Schools](#)

[Beauty Schools Directory](#)

For information about state licensing, practice exams, and other professional links, visit

[National-Interstate Council of State Boards of Cosmetology](#)

[Professional Beauty Association](#)

O*NET

[Manicurists and Pedicurists](#)

[<- Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Manicurists and Pedicurists, at <https://www.bls.gov/ooh/personal-care-and-service/manicurists-and-pedicurists.htm> (visited August 13, 2022).

Last Modified Date: Monday, April 18, 2022

U.S. BUREAU OF LABOR STATISTICS Office of Occupational Statistics and Employment Projections PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

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Skincare Specialists

PRINTER-FRIENDLY 

Summary	What They Do	Work Environment	How to Become One	Pay	Job Outlook	State & Area Data	Similar Occupations	More Info
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Summary

Summary



Quick Facts: Skincare Specialists

2021 Median Pay	\$37,300 per year \$17.93 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs, 2020	68,700
Job Outlook, 2020-30	29% (Much faster than average)
Employment Change, 2020-30	19,800

[What Skincare Specialists Do](#)

Skincare specialists cleanse and beautify the face and body to enhance a person's appearance.

[Work Environment](#)

Skincare specialists usually work in salons and beauty and health spas, and some are self-employed. Although most work full time, many work evenings and weekends.

[How to Become a Skincare Specialist](#)

Skincare specialists must complete a state-approved cosmetology or esthetician program and then pass a state exam for licensure, which all states except Connecticut require.

[Pay](#)

The median hourly wage for skincare specialists was \$17.93 in May 2021.

[Job Outlook](#)

Employment of skincare specialists is projected to grow 29 percent from 2020 to 2030, much faster than the average for all occupations.

About 10,100 openings for skincare specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

[State & Area Data](#)

Explore resources for employment and wages by state and area for skincare specialists.

[Similar Occupations](#)

Compare the job duties, education, job growth, and pay of skincare specialists with similar occupations.

[More Information, Including Links to O*NET](#)

Learn more about skincare specialists by visiting additional resources, including O*NET, a source on key characteristics of workers and occupations.

[What They Do ->](#)

What Skincare Specialists Do

Skincare specialists cleanse and beautify the face and body to enhance a person's appearance.

Duties

Skincare specialists typically do the following:

- Evaluate clients' skin condition and appearance
- Discuss available treatments and determine which products will improve clients' skin quality
- Remove unwanted hair, using wax, lasers, or other approved treatments
- Clean the skin before applying makeup
- Recommend skin care products, such as cleansers, lotions, or creams
- Teach and advise clients on how to apply makeup, and how to take care of their skin
- Refer clients to another skincare specialist, such as a dermatologist, for serious skin problems
- Disinfect equipment and clean work areas

Skincare specialists give facials, full-body treatments, and head and neck massages to improve the health and appearance of the skin. Some may provide other skin care treatments, such as peels, masks, and scrubs, to remove dead or dry skin.

In addition, skincare specialists create daily skincare routines for clients based on skin analysis and help them understand which skincare products will work best for them. A growing number of specialists actively sell skincare products, such as cleansers, lotions, and creams.

Those who operate their own salons have managerial duties that include hiring, firing, and supervising workers, as well as keeping business and inventory records, ordering supplies, and arranging for advertising.

[<- Summary](#)

[Work Environment ->](#)

Work Environment

Work Environment

Skincare specialists held about 68,700 jobs in 2020. The largest employers of skincare specialists were as follows:

Personal care services	47%
Self-employed workers	28
Offices of physicians	9
Health and personal care stores	7
Traveler accommodation	3

Skincare specialists usually work in salons and beauty and health spas. Some work in medical offices. Skincare specialists may have to stand for extended periods of time.

Because skincare specialists must evaluate the condition of the skin, good lighting and clean surroundings are important. Protective clothing and good ventilation also may be necessary, because skincare specialists often use chemicals on the face and body.

Work Schedules

Skincare specialists typically work full time, and many work evenings and weekends. Working more than 40 hours a week is common.

[<- What They Do](#)

[How to Become One ->](#)

How to Become One

How to Become a Skincare Specialist

Skincare specialists must complete a state-approved cosmetology or esthetician program and then pass a state exam for licensure, which all states except Connecticut require.

Education

Skincare specialists typically complete a state-approved cosmetology or esthetician program. Although some high schools offer vocational training, most people receive their training from a postsecondary vocational school. The [Associated Skin Care Professionals](#) organization offers a [State Regulation Guide](#), which includes the number of prerequisite hours required to complete a cosmetology program.

Licenses, Certifications, and Registrations

After completing an approved cosmetology or esthetician program, skincare specialists take a written and practical exam to get a state license. Licensing requirements vary by state, so those interested should contact their state board.

The [National-Interstate Council of State Boards of Cosmetology](#) provides contact information on state examinations for licensing, with sample exam questions. The [Professional Beauty Association](#) and the [American Association of Cosmetology Schools](#) also provide information on state examinations, and offer other professional links.

Many states offer continuing education seminars and programs designed to keep skincare specialists current on new techniques and products. Post-licensing training is also available through manufacturers, associations, and at trade shows.



Skincare specialists remove unwanted hair using wax or laser treatment.



Skincare specialists work in salons, beauty spas, and sometimes in medical offices.



Skincare specialists must pass a state-approved cosmetology program before getting licensed.

Important Qualities

Business skills. Skincare specialists who run their own salon must understand general business principles. For example, they should be skilled at administrative tasks, such as accounting and personnel management, and be able to manage a salon efficiently and profitably.

Customer-service skills. Skincare specialists should be friendly and courteous to their clients. Repeat business is important, particularly for self-employed workers.

Initiative. Self-employed skincare specialists generate their own business opportunities and must be proactive in finding new clients.

Physical stamina. Skincare specialists must be able to spend most of their day standing and massaging clients' faces and bodies.

Tidiness. Workers must keep a neat personal appearance and keep their work area clean and sanitary. This requirement is necessary for the health and safety of their clients and increases the likelihood that clients will return.

Time-management skills. Time-management skills are important in scheduling appointments and providing services.

[<- Work Environment](#)

Pay

[Pay ->](#)

Pay

The median hourly wage for skincare specialists was \$17.93 in May 2021. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$11.10, and the highest 10 percent earned more than \$31.58.

In May 2021, the median hourly wages for skincare specialists in the top industries in which they worked were as follows:

Offices of physicians	\$18.17
Personal care services	17.93
Health and personal care stores	15.21
Traveler accommodation	14.34

Skincare specialists typically work full time, and many work evenings and weekends. Working more than 40 hours a week is common.

[<- How to Become One](#)

Job Outlook

[Job Outlook ->](#)

Job Outlook

Employment of skincare specialists is projected to grow 29 percent from 2020 to 2030, much faster than the average for all occupations.

About 10,100 openings for skincare specialists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

Employment

The projected increase in employment reflects demand for services being offered, such as mini-sessions (quick facials at a lower cost) and mobile facials (making house calls) directly from skincare specialists rather than hairdressers, hairstylists, and cosmetologists. Employment growth also should result from the desire among many women and a growing number of men who seek out skincare services to reduce the effects of aging, to look good on social media platforms, and to lead a healthier lifestyle through better grooming.

Employment projections data for skincare specialists, 2020-30

Skincare specialists

SOC Code:
39-5094

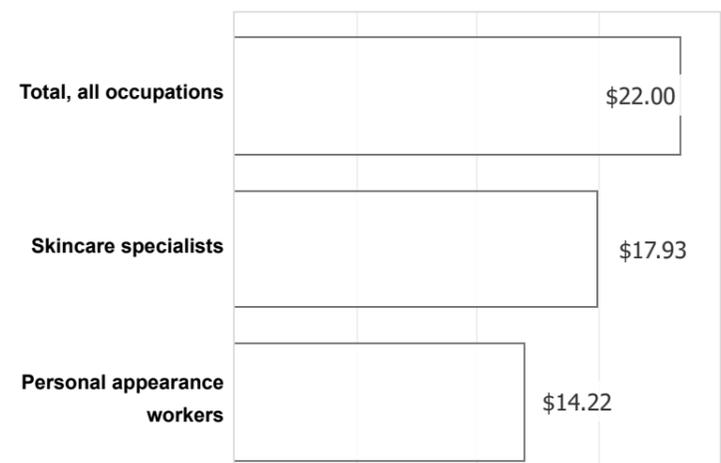
Employment, 2020:
68,700

Projected Employment, 2030:
88,400

Change, 2020-30 (Percent):
29

Skincare Specialists

Median hourly wages, May 2021

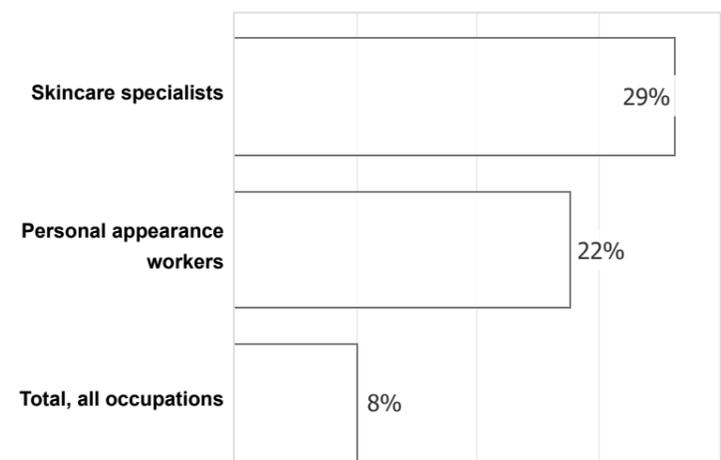


Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Occupational Employment and Wage Statistics

Skincare Specialists

Percent change in employment, projected 2020-30



Note: All Occupations includes all occupations in the U.S. Economy.

Source: U.S. Bureau of Labor Statistics, Employment Projections program

Change, 2020-30 (Numeric):

19,800

Employment By Industry:[Get data](#)

SOURCE: U.S. Bureau of Labor Statistics, Employment Projections program

[<- Pay](#)

State & Area Data

[State & Area Data ->](#)

State & Area Data

Occupational Employment and Wage Statistics (OEWS)

The [Occupational Employment and Wage Statistics](#) (OEWS) program produces employment and wage estimates annually for over 800 occupations. These estimates are available for the nation as a whole, for individual states, and for metropolitan and nonmetropolitan areas. The link(s) below go to OEWS data maps for employment and wages by state and area.

- [Skincare specialists](#)

Projections Central

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CareerOneStop

CareerOneStop includes hundreds of [occupational profiles](#) with data available by state and metro area. There are links in the left-hand side menu to compare occupational employment by state and occupational wages by local area or metro area. There is also a [salary info tool](#) to search for wages by zip code.

[<- Job Outlook](#)

Similar Occupations

[Similar Occupations ->](#)

Similar Occupations

This table shows a list of occupations with job duties that are similar to those of skincare specialists.

[Barbers, Hairstylists, and Cosmetologists](#)

Job Duties:

Barbers, hairstylists, and cosmetologists provide haircutting, hairstyling, and a range of other beauty services.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$29,680

[Manicurists and Pedicurists](#)

Job Duties:

Manicurists and pedicurists clean, shape, and beautify fingernails and toenails.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$29,210

[Massage Therapists](#)

Job Duties:

Massage therapists treat clients by using touch to manipulate the muscles and other soft tissues of the body.

Entry-Level Education:

Postsecondary nondegree award

2021 Median Pay:

\$46,910

[<- State & Area Data](#)

More Info

[More Info ->](#)

Contacts for More Information

For information about skincare specialists, visit

[Associated Skin Care Professionals](#)

For information about education and cosmetology schools, visit

[American Association of Cosmetology Schools](#)

[Beauty Schools Directory](#)

For information about the spa industry, visit

[International Spa Association](#)

For information about state licensing, practice exams, and other professional links, visit

[National-Interstate Council of State Boards of Cosmetology](#)

[Professional Beauty Association](#)

O*NET

[Skincare Specialists](#)

[← Similar Occupations](#)

SUGGESTED CITATION:

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Skincare Specialists, at <https://www.bls.gov/ooh/personal-care-and-service/skincare-specialists.htm> (visited July 16, 2022).

Last Modified Date: Monday, April 18, 2022

U.S. BUREAU OF LABOR STATISTICS Office of Occupational Statistics and Employment Projections PSB Suite 2135 2 Massachusetts Avenue NE Washington, DC 20212-0001

Telephone: 1-202-691-5700 www.bls.gov/ooh [Contact OOH](#)



Cosmetology: Licensing Requirements in Wisconsin

Students who complete a course of instruction in cosmetology of at least 1,550 hours in not less than 10 months from a school licensed by the Wisconsin Department of Safety and Professional Services are eligible to take the state board exam to receive a cosmetology license in Wisconsin. The state board exam covers cosmetology theory and Wisconsin law and rules related to cosmetology.

Cosmetology: Graduation, Licensure and Placement Rates

Statistics about those students who released information from their cosmetology state board exam to the Professional Hair Design Academy are listed below. By law, students may elect not to release this information to their school. Accordingly, the information provided below may not reflect the entire population of students who have completed this program. This information is based upon the reporting time frame of January 1, 2020 to December 31, 2020.

Graduation Rate: 81.8%, or 9 of the 11 students in the cosmetology program scheduled to graduate between January 1, 2020 and December 31, 2020, graduated. The Institution's cumulative graduation rate for all students scheduled to graduate during the 2020 calendar year was 87.0%

Licensure Rate: Of the 9 graduates, 7 reported exam results to the institution. 100%, or 7 of 7 reporting graduates, passed the state licensure exam. The Institution's cumulative licensure rate for all students scheduled to graduate during the 2020 calendar year was 100%.

Placement Rate: 88.9%, or 8 of the 9 eligible 2020 graduates, reported finding jobs in the cosmetology industry. The Institution's cumulative placement rate for all students scheduled to graduate during the 2020 calendar year was 84.2%.

Cosmetology: Physical Demands Placed on the Body

There are physical demands placed on the body in most careers. In cosmetology, care must be taken to protect your back, legs, feet, arms, and wrists. One way to do this is through strength training. Regular exercise will help to promote all-over body conditioning and will improve circulation in your arms, legs, and feet. We recommend consulting with your doctor before beginning any exercise program.

Because cosmetology practitioners are required to stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes and support hose. These are not a requirement but may help to increase your chances of longevity within the profession.

Cosmetology: Safety Requirements

It is recommended that cosmetology practitioners wear shoes that would not be slippery when walking on a damp floor. Damp hair lying on the floor, water spills, and other sources of water may create a risk of slipping. To minimize accidents, all hair should be swept up following every hair service. Any water spills should also be wiped up as quickly as possible. It is the responsibility of every cosmetology practitioner to promote a safe work environment. Gloves should be worn during all chemical services to reduce any negative reaction that an individual may have to certain chemicals. Any chemical or product that enters the eyes should be flushed immediately with water. If irritation continues, you should seek medical attention.

Cosmetology: Expected Compensation

According to data from the United States Department of Labor's Bureau of Labor Statistics published on September 8, 2021, the median pay for hairdressers, hairstylists, and cosmetologists in May 2020 was \$13.28 per hour or \$27,630 per year. The lowest 10 percent earned less than \$10.48 per hour, and the highest 10 percent earned more than \$25.68 per hour.

Barbers, hairdressers, and cosmetologists may receive tips from customers. High quality work and customer service usually contribute to higher tip totals. Moreover, a commission scale is commonly used to pay cosmetologists resulting in higher pay. Retail commissions are also common. Many salons now offer benefits resulting in higher earnings.

Acknowledgment:

I have read and understand the information provided above prior to my contract signing.



Massage Therapy: Licensing Requirements in Wisconsin

To obtain a certificate as a massage therapist or bodyworker in Wisconsin, individuals must graduate from a training program in massage therapy or bodywork approved by the educational approval board consisting of a minimum of 600 classroom hours of study. Individuals must also pass an approved national certification examination and an examination on Wisconsin state laws and administrative rules governing massage therapy or bodywork.

Massage Therapy: Graduation, Licensure and Placement Rates

Statistics about those students who released information from their massage therapy national certification examination to the Professional Hair Design Academy are listed below. By law, students may elect not to release this information to their school. Accordingly, the information provided below may not reflect the entire population of students who have completed this program. This information is based upon the reporting time frame of January 1, 2020 to December 31, 2020.

Graduation Rate: 91.7%, or 11 of the 12 students in the massage therapy program scheduled to graduate between January 1, 2020 and December 31, 2020, graduated. The Institution's cumulative graduation rate for all students scheduled to graduate during the 2020 calendar year was 87.0%.

Licensure Rate: Of the 10 graduates, 8 reported exam results to the institution. 100%, or 8 of the 8 reporting graduates, passed the national certification examination and subsequently filed for state licensure. The Institution's cumulative licensure rate for all students scheduled to graduate during the 2020 calendar year was 100%.

Placement Rate: 80.0%, or 8 of the 10 eligible 2020 graduates, reported finding jobs in the massage therapy industry. The Institution's cumulative placement rate for all students scheduled to graduate during the 2020 calendar year was 84.2%.

Massage Therapy: Physical Demands Placed on the Body

There are physical demands placed on the body in most careers. Because giving a massage is physically demanding, massage therapists can injure themselves if they do not use proper techniques. Repetitive-motion problems and fatigue from standing for extended periods are most common. Therapists can limit these risks by using good body mechanics, spacing sessions properly, exercising, and, in many cases, receive a massage regularly. Because therapists are required to stand for long periods of time, it is suggested that you wear proper fitting, supportive shoes and support hose. These are not a requirement but may help to increase your chances of longevity within the profession.

Massage Therapy: Safety Requirements

Massage therapists should exercise proper safety precautions. Massage tables and other equipment should be in good working order and checked daily. Potential hazards of slipping, tripping, or falling should be eliminated. Proper grounding techniques should always be practiced while performing massage. Therapists must learn to administer first aid, including CPR. Proper safety and sanitation methods should always be practiced.

Massage Therapy: Expected Compensation

According to data from the United States Department of Labor's Bureau of Labor Statistics published on September 8, 2021, the median pay for massage therapists in May 2020 was \$20.97 per hour or \$43,620 per year. The lowest 10 percent earned less than \$22,580 per year, and the highest 10 percent earned more than \$79,150 per year.

Most massage therapists earn a combination of wages and tips. High quality work and customer service usually contribute to higher tip totals. Moreover, a commission may be used to pay cosmetologists resulting in higher pay. Retail commissions are also common. Many salons and spas now offer benefits resulting in higher earnings.

Acknowledgment:

I have read and understand the information provided above prior to my contract signing.

Student Signature

Date