Text

Description automatically generated

(Please Print)

Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant assumes full responsibility for accuracy and confirmation of packet completion, prior to submission. (PTC staff will not check packets for completion).

X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ X\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Date Staff initial

**Cosmetology Program Admission Packet**

**(1200 hours, 15 months)**

**PTC-St. Petersburg Campus**

**Class hours**:

**Day** **Evening**

Monday - Friday (In- Person) Monday- Thursday (In-person),

7am- 12:15pm. **Friday (Online)** 4:00pm -9:15pm

**Admission Requirements**

**To be eligible for the Cosmetology Program students must submit completed packets, in person to the Admissions Counselor once application acceptance period has open (see class schedule). Seats are limited and are filled on a first come, first served basis with fully completed admission packet.**

**Required Items:**

* \_\_\_\_\_\_\_\_\_\_Completed Program Application
* \_\_\_\_\_\_\_\_\_ Copy of CASAS Reading and Math test scores (if applicable) or Official Transcript of an AAS/ AA/AS Degree or higher, from an approved, accredited U.S. Educational Institution. Documentation of other literacy test exemption.
* CASAS test taken prior to submitting application. Counselor Ms. Nancy Randolph will check and verify completion.
* \_\_\_\_\_\_\_\_\_ Official Transcript of standard High School Diploma or GED, Non-U.S. citizens should use an official Equivalency and Certified Degree to mee the High School Diploma requirement. No photocopies accepted.
* \_\_\_\_\_\_\_\_\_ FAFSA / SCHOLARSHIP/ PRIVIATE PAY [www.fafsa.gov](http://www.fafsa.gov)
* All financial aid that a student plans to use must be arranged and approved prior to submitting application.

**If you are private pay, you will be responsible for the purchase of your book, kit and CIMA code**

* \_\_\_\_\_\_\_\_\_ Cosmetology meet and greet session signed and dated by instructor.
  + Please bring this packet with you to Meet and Greet
* Must attend an in-person Cosmetology Meet and Greet session before submitting application.

Cosmetology Admission Contact: Nancy Randolph 727-893-2500 ext. 2060 [randolphn@pcsb.org](mailto:randolphn@pcsb.org)

Tenise Crum - 727-893-2500 ext. 2350 [crumt@pcsb.org](mailto:crumt@pcsb.org)

Complete this checklist and include it as a cover sheet to you application packet. **ENTIRE** application packet must be completed, and ALL fees paid, prior to the start of the program. Application packet is considered incomplete unless ALL required items are turned in. DO NOT attempt to email or fax any paperwork from this packet to Pinellas Technical College (none will be accepted).

**SUBMIT** completed application packet

In-Person to: Student Services during regular office hours.

Text

Description automatically generated

Cosmetology Student Information

**Anticipated Start Date: \_\_\_\_\_\_\_\_\_\_ Day or Evening: \_\_\_\_\_\_\_**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STATE: \_\_\_\_\_\_\_\_\_\_\_ ZIP: \_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANY CONCERNS THAT INSTRUCTOR NEEDS TO BEAWARE OF:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMERGENCY CONTACT INFORMATION

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP TO STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTENDANCE POLICY:**

**Attendance Policy:**

* Students are expected to have **regular and punctual attendance.**
* Class starts at 7:00 am M-Friday. Students are marked late at 7:15am. **Any students arriving after 7:30am will not permitted in class and will be marked absent for that day.**
* Students must maintain good standing **regardless** of absences
* Failure to remain in good standing may result in student being placed on probationary status, loss of financial support and/or withdrawal
* **The Cosmetology Program follows PTC attendance policies. The Financial Aid department has specific attendance guidelines. Please make sure you are aware of their policy.**

**20/40/60**

**ATTENDANCE POLICY**

**20 – Plan of Action**

There are **Five Terms** in the school year (including summer hours). If you have missed **20 hours**, to include: extended breaks, leaving early, coming in late & personal breaks, a conference with the instructor to design with you, a **“plan of action”** along with a **“coaching form”** signed by you and the instructor, will be sent to Financial Aid, Student Services, Administration and placed in your permanent file.

**40 – Conference with Counselor and Administrator**

You are now in jeopardy of failing this course and loosing your seat in the program. The **“plan of action”** was not followed. A meeting with the Program’s Counselor along with the Program’s Administrator or School Director will be scheduled before you are able to attend class. A contract will now be designed by administration for you to sign, date and abide by. This conference will be the final step to saving your seat in the program.

**60 – Withdrawn from the Program**

You will now be withdrawn from the program. You may have an opportunity to appeal this action depending on circumstances. The approval to return will be decided by the Appeal Committee and Instructor(s).

**The Florida Department of Professional Business Regulations states**

 A **“cosmetologist”** means a person who is **licensed** to engage in the practice of cosmetology which includes the mechanical or chemical treatment of the head, face, and scalp for aesthetic rather than medical purposes, including, but not limited to, hair shampooing, hair cutting, hair arranging, hair coloring, permanent waving, hair relaxing, hair removing, pedicuring, and manicuring, for compensatio

**COSMETOLOGY DRESS CODE**

**DRESS CODE:** Excerpt from policy 4.01 CODE OF STUDENT CONDUCT   
**(4) DRESS CODE**:

The dress and grooming of Pinellas County students shall be neat and clean, promoting a positive educational environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student. The administration will be the final judge about whether a student’s clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty, and staff members will enforce the dress code.

**Cosmetology uniforms (all black) are required at all times while on the clock, unless instruction is giver otherwise.**

* **Pants and top must be all black with no skin showing in between**
* **Shorts and skirts and dresses no higher than a one inch above the knee.**
* **Jeans and designer jeans BLACK OR BLUE ONLY, HOLES ONLY BELOW THE KNEES.(FRIDAY ONLY)**
* **Shoes must have closed toe AND 75% BLACK**
* **Clothes must fit and be the proper size**
* **No straps showing, shoulders must be covered**
* **No beads, metal or designs**
* **Apron or lab coat are optional but recommended in clinics**
* **Apron or lab coat is NOT worn to hide dress code infractions.**
* **Hats, scarves, bandanas and head coverings are prohibited**
* **Jackets and sweaters that are not black are allowed in classroom only**
* **Leggings and spandex must be covered by thigh length or longer shorts or skirt.**
* **SWEAT PANTS, GYM SHORTS, YOGA OR WORKOUT CLOTHES ARE PROHIBITED.**

# **Professional Dress Mondays.**

Every Monday Starting in September and February every students will dress in interview/business casual attire. Expectations and examples will be discussed in the Professional Image chapter of the course.

* Professional Dress is every Monday unless cancelled by instructor, from August- June.
* NO PROFESSIONAL DRESS DURING THE SUMMER TERM.
* Students will **NOT** be allowed in class if not in professional dress.

# **If you wear open toed shoes to and from school, keep a pair of closed toed shoes in your locker.**

Text

Description automatically generated

**Welcome to Cosmetology. Please complete the following questionnaire and return with your applications.**

1. How did you hear about the Cosmetology Program?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What is your favorite part of Cosmetology? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Do you know anyone in the Cosmetology industry?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Why did you select the Cosmetology program?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. How much time do you have to dedicate to school/classwork/ homework for the cosmetology program?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. What is your 5-year goal in the Cosmetology Industry?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. Tell us about you.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.