

Barbering
Certificate
2017/2018



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Barbering

Certificate

49 hours

Program Goals

The primary purpose of this program is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions in barbering or a related career field.

2015/18 Curriculum Profile

Completion of this certificate can be applied toward the Associate of Applied Science Degree in Vocational/Technical Studies.

Institutional Proficiency Requirements

In addition to the courses listed below for this program of study, students must also complete institutional proficiencies of ENG098 and MATH075.

Program Map([click to follow link](#))

The program map marks courses that are scheduled by semester in order to complete this degree within two years (or one year if applicable). Refer to Appendix A for the program map.

Professional Development

Instructors completed professional development as follows:

Clarice Bonney-SpaGirl PowerDerm Kinetic Dermabrasion System, Shear Tool Educational Class, Hair Extensions Class, Pretty in a Minute Keratin Smoothing Treatment, Pretty in a Minute Master Styling Technique Course.

Germaine Sandoval-SpaGirl Professional Skin Care Consultation, SpaGirl Epidermal Anatomy & Physiology, SpaGirl Alpha-Hydroxy Acid & Chemical Peel, SpaGirl PowerDerm Kinetic Dermabrasion System, Hair Extensions Class, Shear Tool Educational Class.

Both instructors also renewed their NM Barbering and Cosmetology Licenses, and instructor licenses.



Courses Offered by Semester

Fall 2017

CSMT126 Hair Cutting	30	5.0	CSMT139 Cosmetology Theory II	30	4.0	CSMT152 Chemical Rearranging	30	5.0
CSMT209 Cosmetology Theory III	30	4.0	BARB252 Shaving and Beard Trimming	01	2.0			

Spring 2018

CSMT109 Cosmetology Theory I	30	4.0	CSMT118 Shampoo, Rinses & Scalp Trtmnts	30	4.0	CSMT217 Hair Coloring and Bleaching	30	4.0
CSMT222 Hairstyling	30	5.0	BARB260 Barber Clinic Practice	01	4.0			

Summer 2018

BARB260 Barber Clinic Practice	30	4.0			
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Retention Rates Fall to Spring

	Total Fall Enrollment #*	Spring Enrollment
2015-16	6	6
2016-17	7	8
2017-18	2	5

Program Student Enrollment (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
57	76	82

Fall By Course

Course	Credit	# Students Enrolled	Student Credit Hours
BARB252 01 2.0 Shaving and Beard Trimming	2	2	4
CSMT126 30 5.0 Hair Cutting	5	5	25
CSMT139 30 4.0 Cosmetology Theory II	4	4	16
CSMT152 30 5.0 Chemical Rearranging	5	5	25
CSMT209 30 4.0 Cosmetology Theory III	4	4	16

Spring By Course

Course	Credit	# Students Enrolled	Student Credit Hours
BARB260 01 4.0 Barber Clinic Practice	4	5	20
CSMT109 30 4.0 Cosmetology Theory I	4	7	28
CSMT118 30 4.0 Shampoo, Rinses & Scalp Trtmnts	4	7	28
CSMT217 30 4.0 Hair Coloring and Bleaching	4	11	44
CSMT222 30 5.0 Hairstyling	5	11	55



Summer By Course

Course	Credit	# Students Enrolled	Student Credit Hours
BARB260 30 4.0 Barber Clinic Practice	4	11	44
CSMT123 30 4.0	4	7	28

Student Graduation (Three-Year Annual Trend)

2015/2016	2016/2017	2017/18
4	8	3

Synopsis of Significant Findings

- 2017/18 graduation rates fell by 27% from the previous year.

Program Improvement Plans Implemented or In-Progress

- Collaborate with local salons to provide more services to the communities (e.g. nursing homes, homeless shelters).
- Currently the Cosmetology/Barbering programs provide services to the members of the Las Vegas Senior Citizens Center.

Advisory Committee Work

- An advisory board needs to be created by barbering faculty

Student Advisement by Semester

- Faculty maintains an adequate job of advising students. They need to sure they continue to implement notes on the Advisement Portal.



Yearly Return on Investment
Revenue

				Total Students	Student Credit Hours	Tier	Tier Funding total (SCH X \$199)	Tuition (\$38 X # of Students)	Total Revenue
Barbering-REVENUE									
			BARB252	2	4		\$796	\$76	\$872
			CSMT126	5	25		\$4,975	\$190	\$5,165
			CSMT139	4	16		\$3,184	\$152	\$3,336
			CSMT152	5	25		\$4,975	\$190	\$5,165
			CSMT209	4	16		\$3,184	\$152	\$3,336
			BARB260	5	20		\$3,980	\$190	\$4,170
			CSMT109	7	28		\$5,572	\$266	\$5,838
			CSMT118	7	28		\$5,572	\$266	\$5,838
			CSMT217	11	44		\$8,756	\$418	\$9,174
			CSMT222	11	55		\$10,945	\$418	\$11,363
			BARB260	11	44		\$8,756	418	\$9,174
			CSMT123	7	28		5572	266	5838
			Totals	79	333		\$66,267	\$2,318	\$69,269

<i>1718 Costs-Barbering</i>					
	FT Instructor	Instructor Salary	Fringe	Operational Costs 63&64	Total Costs
	Clarice Bonney	\$31,926.27	\$ 681.72	406.5	\$33,014.49
	Germaine Sandoval	\$38,078.87	\$2,386.80	406.5	\$40,872.17
	PT Instructor				
	Totals	\$70,005.14	\$3,068.52	\$ 813.00	\$73,887

<Include Class Cost Per Student (e.g., Revenue-Costs/students enrolled)>

\$-56.31

<Include Cost per Graduate (e.g., Revenue-Costs/students graduated this year)>

\$-1,560.33

Alumni Surveys

- Vocational Trades needs to create a format for the Alumni surveys.
- There is no survey taking place.

Program Learning Assessment Plan

Appendix B provides the program assessment of learning plan created by the faculty.

Student Alumni

- Vocational Trades needs to create a format for the student alumni to help the advisor and the institution stay in contact with alumni
- Examples. Where do they go? If they Transfer or go straight into a job; if a job, list job, if a transfer, list college.

Curriculum Committee Work

No work submitted to the Curriculum Committee.

Final Program Approvals (Board of trustees) approvals to move program forward

N/A

Accreditation

- State of NM Licensure maintained.

Evaluation of the Program

- Highly skilled and experienced instructors.
- Poor HVAC system in manicure area, possible OSHA concern.
- Lack of part time faculty.
- A need to hire a “floating adjunct” to assist when needed.
- An advisory board needs to be formed.
- Curriculum needs to be reviewed for accuracy and changes need to be submitted to the curriculum committee.

Appendix A:

Program Map for CERTIFICATE in Barbering

Term 1 / Fall Semester	Credits	Term 2 / Spring Semester	Credits
CSMT109-Cosmetology Theory I	4	CSMT139-Cosmetology Theory II	4
CSMT118-Shampoo, Rinses, & Scalp Treatments	4	CSMT143-Facials	4
CSMT123-Sterilization, Sanitation, & Bacteriology	4	CSMT152-Chemical Rearranging	5
CSMT126-Hair Cutting	5	BARB260-Barber Clinic Practice	4
Semester Total	17	Semester Total	13
Milestones		Milestones	
Complete Math 075		Complete all Term 2 courses with a letter "C" grade or better	
Meet with Advisor		Meet with Advisor	
Accumulate 15 or more credits		Accumulate 30 or more Credits	
Maintain a 2.0 GPA or higher		Maintain a 2.0 GPA or higher	
Complete ENG 078 and/or ENG 098		Enroll in Term 3	
Enroll in Term 2			
Term 3/Fall Semester	Credits		
CSMT209-Cosmetology Theory III	4		
CSMT222-Hairstyling	5		
BARB252-Shaving & Beard Trimming	2		
CSMT217-Hair Coloring & Bleaching	4		
CSMT243-Salon Business & Retail Sales	2		
Elective of their choice	3		
Semester Total	15		
Milestones			
Complete all Term 3 courses with a letter "C" grade or better			
Meet with Advisor, Apply for License			
Accumulate 45 or more credits			
Maintain a 2.0 GPA or Higher			
Graduate with a Certificate & Apply for Barbering License			

Appendix B: Program and Student Assessment of Learning



Summary

PLOA Plan for Barbering:

Year 1

This three year plan(2017/18, 2018/19, 2019/20) will evaluate the following three PLOs and three general education PLOs:

PLO 2 Demonstrate all practices in the related field on mannequins, and actual client and on peers according to State Board requirements.

PLO 5 Discuss infection Control and safety precautions associated with shaving.

PLO 8 Students will be able to demonstrate proper procedure to a blood spill exposure incident.

The Courses used to assess these PLO's are:

BARB 252 Shaving & Beard Trimming

Barb 260 Barber Clinic Practice

Currently, the Barbering instructors use the National-Interstate Council of State Boards of Cosmetology standards to help students prepare for their State Board examinations. The instructors refer to these examinations as "mini-boards". Please see the attached examination standards.

- E. Demonstrate an understanding of procedures for shampooing, conditioning, massage, and brushing as it relates to:
 - 1. Shampooing
 - a. Product selection
 - b. Procedure
 - 2. Conditioning
 - a. Product selection
 - b. Procedure
 - 3. Scalp massage
 - a. Types of manipulations
 - b. Procedure
 - 4. Scalp treatments
 - a. Product selection
 - b. Procedure
 - c. Equipment

- F. Demonstrate an understanding of procedures for haircutting as it relates to:
 - 1. Basic principles of haircutting
 - a. Areas of the head
 - b. Elevation or projection
 - c. Lines and angles
 - d. Crosschecking
 - e. Texturizing
 - 2. Tools, implements, and equipment
 - a. Types
 - b. Selection
 - c. Care and maintenance
 - 3. Safety
 - 4. Body positioning
 - 5. Basic haircuts
 - a. Blunt
 - b. Layered
 - c. Tapered
 - 6. Haircutting procedures
 - 7. Neck shaving procedures

- G. Demonstrate an understanding of procedures for head shaving as it relates to:
 - 1. Preparation
 - 2. Shaving procedure
 - 3. Safety

- H. Demonstrate an understanding of procedures for hairstyling as it relates to:
 - 1. Wet Styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 - 2. Thermal styling
 - a. Types of styles
 - b. Tools and implements
 - c. Procedures
 - d. Product selection
 - 3. Natural hairstyling (e.g., braids, locks, etc.)
 - 4. Safety

3. Federal Regulations
 - a. Occupational Health and Safety Administration (OSHA) guidelines
 - b. Universal precautions
 - c. Material Safety Data Sheets (MSDS)
 - d. Environmental Protection Agency (EPA)
 - e. Food and Drug Administration (FDA)
 4. First Aid
 - a. Minor bleeding and wounds
 - b. Minor burns
 - c. Minor eye irritation
- B. Demonstrate an understanding of basic human anatomy as it relates to:
1. Cells
 2. Tissues
 3. Organs
- C. Demonstrate an understanding of basic physiology (body systems) as it relates to:
1. Skeletal system
 - a. Head
 - b. Face
 - c. Neck
 2. Muscular system
 - a. Head
 - b. Face
 - c. Neck
 3. Nervous system
 - a. Head
 - b. Face
 - c. Neck
 4. Circulatory system
 5. Endocrine system
 6. Digestive system
 7. Respiratory system
 8. Integumentary system
 9. Excretory system
- D. Demonstrate an understanding of basic principles of chemistry as it relates to:
1. Matter
 2. The pH scale
 3. Effects of nutrition on hair, scalp, and skin
 4. Compounds
 5. Mixtures
 6. Product ingredients
 7. Product labeling
 8. Product safety
- E. Demonstrate an understanding of basic principles of electricity as it relates to:
1. Electric current
 2. Electric measurements
 3. Electricity in barber-styling
 - a. Electrotherapy
 - b. Light therapy

NIC NATIONAL BARBER STYLING PRACTICAL EXAMINATION – CANDIDATE INFORMATION BULLETIN

Candidates will be evaluated on the following tasks:

- 2.1 Sanitizes hands **PRIOR** to starting haircut
- 2.2 Uses clipper and comb **without** guard to perform a tapered haircut below the occipital bone (nape) with no blocked line
- 2.3 Uses clippers **with** guard to perform a tapered haircut from the front of the ear to the parietal ridge
- 2.4 Uses comb and shears to perform haircut above the parietal ridge and on the top of the head
- 2.5 Establishes outline around ears and sides of neck that follows natural hairline
- 2.6 Handles shears safely at all times
- 2.7 Handles clippers safely at all times

Examiner – Verbal Instructions: Read to each candidate individually after all candidates have stepped back to indicate that they have completed the haircut or the timing has elapsed:

“May I please use your comb to check your haircut?”

- 2.8 Hair in front of ear (sideburns) is uniform in length
- 2.9 Haircut blended evenly **without** weight line
- 2.10 At least ½ inch of hair is cut throughout

Examiner – Verbal Instructions: Read to each candidate individually after checking their haircut:

“You may clean up only your hair at this time.”

- 2.11 Removes hair clippings from skin, drape, and work area
- 2.12 Removes hair from floor completely
- 2.13 Maintains neck strip or towel and drape for protection throughout service
- 2.14 Practices infection control procedures safely throughout service
- 2.15 Maintains work area in a safe manner throughout service
- 2.16 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

- B. Demonstrate an understanding of performing a client consultation as it relates to:
 - 1. Skin analysis
 - 2. Health history
- C. Demonstrate an understanding of procedures for draping for all skin care and facial services
- D. Demonstrate an understanding of procedures for facials as it relates to:
 - 1. Tools and implements
 - 2. Equipment
 - 3. Products and materials
 - 4. Types of facial massage manipulations
 - 5. Types of facial treatments
 - 6. Electrotherapy and light therapy
 - 7. Safety
- E. Demonstrate knowledge of types of temporary hair removal

BARBER STYLING SAMPLE QUESTIONS

The following sample questions are similar to those on the NIC Barber Styling Theory Examination. Each question is followed by four answer options. Only one option is correct. Correct answers (keys) are listed following the sample questions.

- 1. Anthrax and tetanus bacilli form which of the following types of spore?
 - a. Mitosis
 - b. Flagella
 - c. Spherical
 - d. Infectious
- 2. All French style shears
 - a. are cobalt metal.
 - b. have a finger brace.
 - c. are made in France.
 - d. have tight pivots.
- 3. Prior to a shaving service the headrest must be
 - a. washed and dried.
 - b. disinfected and covered.
 - c. washed and removed.
 - d. sanitized and sterilized.
- 4. To avoid damage to muscle tissue, the movements of a massage are directed
 - a. away from the origin of the muscle.
 - b. toward the origin of the muscle.
 - c. around the origin of the muscle.
 - d. above the origin of the muscle.
- 5. Which of the following can permanently relieve split ends?
 - a. Applying oil to the ends
 - b. Using a styling gel on the ends
 - c. Moistening the ends
 - d. Cutting the ends

NIC NATIONAL BARBER STYLING PRACTICAL EXAMINATION – CANDIDATE INFORMATION BULLETIN

- 3.12 Holds straight razor in correct freehand position with palm facing toward model/mannequin safely while shaving
- 3.13 Uses backhand stroke in area 2
- 3.14 Holds straight razor in correct backhand position with palm facing away from model/mannequin safely
- 3.15 Uses reverse freehand stroke in area 5
- 3.16 Holds straight razor in correct reverse freehand position with palm facing toward model/mannequin safely

Examiner – Verbal Instructions: Read to each candidate individually after shave is evaluated:

"Please complete your shave at this time."

- 3.17 Keeps stretching hand dry and lather-free to prevent slipping
- 3.18 Strokes straight razor at 20°- 40° angle
- 3.19 Performs shaving stroke(s) with leading point of straight razor safely
- 3.20 Completes the shave. Wrings wet steam towel thoroughly, tests temperature of wet steam towel on inside of wrist, and applies steam towel to remove all residue
- 3.21 Applies toner or astringent safely
- 3.22 Maintains drape for protection throughout service
- 3.23 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section
- 3.24 Practices infection control procedures safely throughout service
- 3.25 Maintains work area in a safe manner throughout service

Examiner – Verbal Instructions: Read to each candidate individually after they have completed the shave:

"Please step back and wait for further instruction."

Proctor – Verbal Instructions: – Read to entire group when all examiners have graded the shave:

"All examiners have indicated they have completed their assessment."

**4. BLOW DRY STYLING (15 minutes)
+ Additional Section+**

Proctor – Verbal Instructions for Set Up: Read to all candidates:

"You have 2 minutes to remove the supplies from your kit for the blow dry styling section of this examination."

"Do not begin any procedures until the verbal instructions have been read and you are instructed to begin."

"Step back to indicate you have finished."

"You may begin set up."

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

"All candidates have indicated that they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

Proctor – Verbal Instructions: Read to all candidates:

"You will now perform the blow dry styling section of this examination."

"Prepare by wetting the top and one side of the head."

"You will blow dry only the top and one side of the head." "You will be observed for client protection, safety and infection control procedures."

"You will have 15 minutes to complete this section."

"You will be informed when you have 8 minutes remaining."

"Step back to indicate you have finished."

(1) *"The instructions will be repeated."*

Candidates will be evaluated on the following tasks:

- 5.1 Sets up implements that are visibly clean and sanitary
- 5.2 Sets up work area with supplies labeled in English
- 5.3 Sanitizes hands **PRIOR** to subsectioning hair
- 5.4 Subsections hair straight and evenly
- 5.5 Subsections hair no longer than length of rod
- 5.6 Subsections hair same width as rod
- 5.7 Wraps hair evenly and smoothly around rod
- 5.8 Distributes hair evenly across end paper
- 5.9 Extends end papers beyond hair ends
- 5.10 Places bands correctly
- 5.11 Uses same rod base placement throughout section
- 5.12 Wraps hair around rod at least 1½ times

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Examiner – Verbal Instructions: Read to each candidate individually after all candidates have stepped back or timing has elapsed:

“Please demonstrate saturation.”

- 5.13 Applies cotton and/or protective cream at nape
- 5.14 Wears gloves during application of simulated product
- 5.15 Applies simulated product across length of all rods safely

Examiner – Verbal Instructions: Read to each candidate individually:

“Please demonstrate a test curl.”

- 5.16 Unwraps rod at least 1½ turns and hair is held to relax to demonstrate test procedure

Examiner – Verbal Instructions: Read to each candidate individually:

“Please step back and do not remove the perm rods until instructed to do so.”

- 5.17 Maintains neck strip or towel and drape for protection throughout service
- 5.18 Practices infection control procedures safely throughout service
- 5.19 Maintains work area in a safe manner throughout service
- 5.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read the following to the entire group of candidates after examiners have finished checking all candidates:

“Please remove all rods from the head and brush the hair straight back.”

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- 7.16 Practices infection control procedures safely throughout service
- 7.17 Maintains work area in a safe manner throughout service
- 7.18 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section.

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:
“Please stop working.”

CANDIDATE SUMMARY AND FINAL CLEAN UP

Proctor – Verbal Instructions: Read at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.”

“This concludes the National Barber Styling Practical Examination.”

“Make sure that all kit supplies and disposable materials are taken with you.”

“Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination.”

Proctor – Verbal Instructions: Read to entire group if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have stepped back to indicate that they have completed this section of the examination. We will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read to entire group if timer goes off:

“Please step back.”

Demonstration of Haircolor Retouch (10 minutes)

Proctor – Verbal Instructions:

“You have 10 minutes to complete the hair color retouch section.”

“You will be informed when you have 5 minutes remaining.”

“You may begin.”

- 6.12 Outlines hair color retouch quadrant with simulated product
- 6.13 Subsections hair 1/2 inch wide or less
- 6.14 Applies simulated product on the scalp out to 2 inches
- 6.15 Completely covers new growth with simulated product
- 6.16 Keeps perimeter skin free of product
- 6.17 Maintains neck strip or towel and drape for protection throughout service

- 6.18 Practices infection control procedures safely throughout service
- 6.19 Maintains work area in a safe manner throughout service
- 6.20 Items to be disinfected, soiled linens, and trash are disposed of in a correct manner throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed to the next section of the examination.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

7. CHEMICAL RELAXING, VIRGIN AND RETOUCH (20 minutes, Two 10-minute segments)

Proctor – Verbal Instructions for Set Up: Read to all candidates:

“You have 2 minutes to remove the supplies from your kit for the chemical relaxing section of this examination.”

“Do not begin any procedures until the verbal instructions have been read and you are instructed to begin.”

“Step back to indicate you have finished.”

“You may begin set up.”

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate that they have completed the section before the timing has elapsed:

“All candidates have indicated that they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions:

“You will now perform the virgin relaxer application section of this examination.”