



# ADULT EDUCATION PROGRAM PLAN

## Knox Technical Center 1500 Hour Cosmetology Program

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Knox Technical Center  
Adult Education

Coordinator(s): Kim Williams

740.393.2933 x 1115

kwilliams@knoxcc.org

Coordinator Office Hours: 7 am – 3 pm

Preferred Method of Contact: Email

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Mount Vernon, OH 43050

School Phone: 740.393.2933

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Web Site: [www.knoxtechnicalcenter.com](http://www.knoxtechnicalcenter.com)

School Office Hours: Mon-Thurs 7:30am – 7:00pm

Fri 7:30am – 4:00pm

### I. GENERAL INFORMATION

A. Mission Statement: Our mission is to provide cutting-edge programs that prepare adults with career and life-long learning skills.

B. Adult Education Director:

Jane Marlow

740.393.2933, ext. 1106

[jmarlow@knoxcc.org](mailto:jmarlow@knoxcc.org)

Instructor:

Sarah Johnson

740.393.2933

Instructor:

Sherry Curry

740.393.2933

C. Disability Accommodations. Any learner needing special accommodation on the basis of any disability must advise the instructor at the beginning of class. All necessary accommodations will be made upon presentation of relevant certification, presented in a timely manner. Learners are also responsible for making contact with the Program Coordinator prior to the start of class. For detailed KCCC Bylaws & Policies pertaining to Reasonable Accommodation, see Section 2260.01-Section 504 – ADA “Prohibition against Discrimination Based on Disability” located on the website at [www.knoxcc.org](http://www.knoxcc.org).

D. Equal Opportunity. It is the policy of the Knox County Career Center School District that employment, educational programs, and activities are provided without regard to race, color, national origin, sex or disability. Any learner with a disability should contact the program coordinator. The Board designates the Director as the Title VI, Title IX and Section 504 Coordinator.

E. Title IV Eligibility. This program has been approved for Title IV funding. Adult learners requesting information about financial assistance should contact Financial Aid Coordinator Sheryl Mickley.



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## II. RATIONALE FOR PROGRAM

- The need for cosmetologists is a growing field in the Knox County area. There are over 62 local business directly related to the cosmetology industry, which provide students potential employment.
- According to the United States Department of Labor, the U.S. employment rates for personal appearance works such as hairdressers, hairstylists, cosmetologists, skin care specialists and shampooers are projected to grow.
- Job growth in cosmetology is expected to rise at a rate of 13% between 2012 and 2022 (BLS, 2015) which could lead to greater demand for hairdressers, stylists, barbers and cosmetologists over the next decade.

## III. PROGRAM DESCRIPTION

The purpose of the Cosmetology course is to train the student in the basic manipulative skills, safety judgements, proper work habit, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment in the field of cosmetology or related career fields.

This course matches requirements as established by the Ohio State Board of Cosmetology.

## IV. PROGRAM GOALS/OBJECTIVES

- Define, understand, and follow the cosmetology scope of practice.
- Attend the minimum number of required hours for clinical experience, as well as classroom hours.
- Identify steps in planning, implementing, and evolving in the field of cosmetology.
- Understand, demonstrate, and pass required theoretical and practical training of the course.
- Be able to successfully demonstrate all state board requirements
- Comprehend and properly use sanitation requirements of the course in the Ohio State Board of Cosmetology
- Demonstrate competency of all requirements of the course to qualify for the Ohio State Board licensure examination.

## V. PROGRAM OUTCOMES

At the completion of this course, learners will be able to:

- A. Define, understand, and follow the cosmetology scope of practice
- B. Attend the minimum number of required hours for clinical experience, as well as classroom hours.
- C. Comprehend and properly use sanitation requirements of the course and the Ohio State Board of Cosmetology.
- D. Demonstrate competency of all requirements of the course to qualify for the Ohio State Board licensure examination.



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- E. Project a positive attitude, a sense of personal integrity, and self-confidence.
- F. Practice effective communication skills, visual poise, and proper grooming.
- G. Respect the need to deliver worthy service for value received in an employer–employee relationship.
- H. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care.

## VI. CREDENTIALS

Certificate of successful completion of 1500-hour state board approved cosmetology program

## VII. TARGET POPULATION

- Any person 18 years of age and older with high school diploma or GED
- Any person interested in Cosmetology career and/or career enhancement

## VIII. PROGRAM MODEL

1500 Hour Ohio State Board of Cosmetology instruction:

<ul style="list-style-type: none"> <li>• Cosmetology Theory (25% of Core)</li> </ul>	375 hours	Monday – Thursday, and some Fridays; 12:00PM - 3:00PM
<ul style="list-style-type: none"> <li>• Cosmetology Academic/Flexible Hours</li> </ul>	375 hours	Monday – Thursday, and some Fridays; 12:00PM - 3:00PM
<ul style="list-style-type: none"> <li>• Cosmetology Practical/Clinic – includes work-based learning ( 50% of Core)</li> </ul>	750 hours	Monday – Thursday, and some Fridays 3:30PM – 7:00 PM

## IX. ASSESSMENT STRATEGIES

- A. Pre Assessment Skills Review
  - WorkKeys
  - Washington 13
- B. Throughout Program
  - Individual module testing
- C. Graduation
  - Successfully complete 1500-hour state board approved cosmetology program.



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## X. EVALUATION PLAN TO DETERMINE PROGRAM EFFECTIVENESS

- Survey of graduates to determine employment rate
- Learner evaluation of instructors halfway through program and at end of program
- Learner evaluation of course halfway through program and at end of program
- Meetings with Advisory Committee at least twice a year (fall and spring)
- Communication among the faculty on a daily basis, with faculty meetings monthly

## XI. TRAINING PATHWAYS

- A. Before: A career pathway system is a series of connected educational and training programs and support services that prepare and enable individuals, often while they are working, to secure a job and advance over time to successively higher levels of education and employment in a specific industry/field. Pathway goals are to increase access, awareness, affordability, resources, and alignment for high school students, adult learners, and the current workforce.

The Knox Technical Center Adult Cosmetology program is an entry-level program designed for learners with little to novice experience in the cosmetology field, those who already work in the field and wish to enhance their skills, or those who simply wish to enter a cosmetology career pathway.

Prior to admission potential learners must have the following:

- High school diploma or GED – Official Transcript
  - Completed registration form with a \$200 deposit
  - Skills Assessment (WorkKeys)
  - Interview with program coordinator
- B. After: University System of Ohio CT2, One Year Option, and articulation agreements with higher institutions.