



ADULT EDUCATION PROGRAM PLAN

Knox Technical Center Nail Technician

Knox Technical Center
Adult Education at KCCC
Coordinator: Kim Williams
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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
School Fax: 740.397.1659

Web Site: 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
- Instructor: Tammie Miller
740.393.2933
- Instructor: Liz Vidourek
740.393.2933
- C. Disability Accommodations. Any learner needing special accommodation based on 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.
- 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 is not 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 manicurists is a growing field in the Knox County area, according to our Cosmetology Advisory Board members and other sources. There is over 62 local businesses directly related to the cosmetology/beauty industry, which provides 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 and nail care specialists and shampooers is 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, cosmetologists, and other beauty specialties over the next decade. Nail Technician is one of the beauty specialties.

III. PROGRAM DESCRIPTION

The purpose of the Nail Technician/Manicurist course is to train the student in the basic skills, safety judgments, proper work habit, and desirable attitudes necessary to achieve competency in entry-level job skills, obtain licensure, and obtain gainful employment as a nail technician/manicurist 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 Ohio State Board of Cosmetology's rules and regulations as they relate to a manicurist and work within the 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 demonstrate all state board requirements successfully
- 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 manicurist's scope of practice
- B. Define, understand, and follow all OSBC rules and regulations as they relate to a manicurist
- C. Attend the minimum number of required hours for clinical experience, as well as classroom hours.



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- D. Comprehend and properly use sanitation requirements of the course and the Ohio State Board of Cosmetology.
- E. Demonstrate competency of all requirements of the course to qualify for the Ohio State Board licensure examination.
- F. Project a positive attitude, a sense of personal integrity, and self-confidence.
- G. Practice effective communication skills, visual poise, and proper grooming.
- H. Respect the need to deliver worthy service for value received in an employer–employee relationship.
- I. Perform the basic manipulative skills in the area of nail care.

VI. CREDENTIALS

Certificate of successful completion of 200-hour state board approved nail technician program

VII. TARGET POPULATION

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

VIII. PROGRAM MODEL

200-Hour Ohio State Board of Cosmetology instruction:

• Theory	50 hours	Monday – Thursday; 12:00 pm – 5:30 pm
• Clinic	100 hours	Monday – Thursday; 12:00 pm – 5:30 pm
• Flexible Learning	50 hours	Monday – Thursday, and some Fridays (make-up) 12:00 pm – 5:30 pm

IX. ASSESSMENT STRATEGIES

- A. Pre Assessment Skills Review
 - TABE
- B. Throughout Program
 - WorkKeys
 - Washington 13
 - Individual chapter/topic quizzing and testing
- C. Completion
 - Successfully complete 200-hour state board approved Nail Technician 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
- 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 County Technical Center Nail Technician program is an entry-level program, which prepares learners with little to novice experience in the field of nail care; 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 application form with a \$100 deposit
 - Skills Assessment (TABE)
 - 1 professional reference
 - 1 personal reference
 - Interview with program coordinator
- B. After: College credit may be granted for the successful completion of our career development programs through bilateral articulation agreements (Ohio College Tech Prep); Ohio Transfer to Degree Guarantee; and the One-Year Option. When enrolling in an institution of higher education be sure to request a review for articulated college credit with your training from KTC.