School logo

2027-2028
Class CA—Hairdressing and Manicuring Program
Application Packet
1220 Hours / 36 Weeks



Students washing hair

Warrensburg Area Career Center
205 South Ridgeview Drive
Warrensburg, MO 64093
(660) 747-2283 / Fax: (660) 747-3778

WACC Director: Andrew Wakeman
Instructor: Sarah Smarr
Financial Aid Coordinator: Kathleen Stockton

A Class CA — Hairdressing and Manicuring career offers you unlimited opportunities:

Stylist

Salon Owner

School Instructor

Manicurist

Product Development

Perm Specialist

Nail Tech

Color Specialist

Educator

Esthetician

Makeup Artist

DISCOVER many exciting career choices today at the Warrensburg Area Career Center!

WACC MISSION STATEMENT

Engaging students in relevant education through career-focused experiences.

PHILOSOPHY

The Class CA – Hairdressing and Manicuring program is dedicated to providing the highest quality education to students, providing the best products and services to clients, treating students, clients, and co-workers in a kind and friendly manner, and being a positive influence in the community. The program has high expectations for students to develop the following:

1. Customer service mastery
2. Entry-level skills
3. Desirable work habits
4. Effective team member techniques
5. Knowledge of a safe environment

SOME FACTS ABOUT THE SCHOOL

1. Operated by the Warrensburg R-VI School District.
2. It is a self-supporting adult program.
3. We will accept no more than 16 applicants.

STUDENT SERVICES

1. Counseling, academic advisement, placement, and referral services are available from the faculty and support personnel.
2. No dormitory facility is provided. Students are responsible for their transportation.
3. The school provides only first aid health services. Each student is responsible for any health service required.

APPROVAL

Fully approved by: the Missouri State Board of Cosmetology and the Missouri Department of Education.

The Council on Occupational Education accredits Warrensburg Area Career Center. The contact information is listed below:

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 or (800) 917-2081

ADMISSION REQUIREMENTS

Students will now upload their application and required documents to the account they will create in MOPRO.

1. At least 17 years old.
2. Completed school application.
   a. You will complete sections 1-11 under to be completed by applicant on page 1.
   b. The second page you will complete all sections but 19-22 and FOR OFFICE USE ONLY.
3. A copy of a birth certificate and current driver's license or State ID. If the original documents are brought to the Career Center, we will make a copy; if you mail the copy in, they must be a notarized copy.
4. An official copy of your high school transcripts. Your high school can e-mail or mail an official set directly to the school. Official transcripts can be sent to 205 S. Ridgeview Drive, Warrensburg, MO, 64093 or kstockton@warrensburgr6.org. Applicants with a GED must contact DiplomaSender and request documentation be sent directly to Warrensburg Area Career Center kstockton@warrensburgr6.org. The applicant can contact DiplomaSender at 855-313-5799 or diplomasender.com.

   If the official transcripts are from a foreign country, the student must have the diploma evaluated to determine if it is equivalent to a U.S. high school diploma before the file is complete. The following companies have been used: ECE, WES, and Spantran.
5. Two recent photographs that must be 2" x 2" passport photos. It has to be a color photo on photo paper, a head shot, taken within the last 6 months and in front of a plain white or off-white background, taken in a full-face view directly facing the camera. Please use a clear image of yourself, nothing else in the photo and with no hat or head covering that obscures the hair or hairline, unless worn daily for a religious purpose. **You will keep one of these to upload when you submit your application, the other will be kept in your file.**
6. Check or money order for $40.00 for a temporary license (made payable to the WACC). If the fee is a check or money order do not turn it in until after January 6, 2027. You can come into the office and pay the fee in cash if you prefer.
7. Take the ACCUPLACER test and meet or exceed the required scores: Reading 237, Writing 220, and Math 210. We can accept scores from tests taken within the last 5 years. If the class is not full, 25% of the students can be accepted if they are within three points of the required score in any of the subjects.
8. Notify WACC if left-handed or right-handed.
9. Complete the MO Highway Patrol MACHS **NAME SEARCH** Background Check and submit the notarized results to the Career Center.
10. No student will be accepted after July 30, 2027, exceptions can be made at the discretion of the Director and/or the instructor.

DEADLINES FOR APPLICATION MATERIALS

1. All application materials should be returned to the school as soon as possible. Files must be completed by **March 19, 2027,** or until the class is full to be considered for the first selection into the class.
2. Applications received after **March 19, 2027,** will be placed on a waiting list if the class is not full and considered at the discretion of the Director and Instructor.
3. All materials received are dated and may contribute to the applicant's selection. If two files have equal strength and no other qualifiers, the file with the earliest completion date may be selected over the other.

TRANSFER STUDENTS

Transfer students must be coming from another Career & Technical school and are considered on a space-available basis. You must complete the application process before admission. For additional information, please contact the school at (660) 747-2283 Ext. 2512.

RE-ENTRY OF A STUDENT

Consideration of re-entry of any student(s) is only allowed for the immediate school year following (tuition prorated) withdrawal or dismissal. An applicant desiring re-entry in August will follow the standard admission process. For additional information, please get in touch with the school.

INTERVIEW AND TESTING

1. Applicants may be called for an informal interview with the instructor.
2. Applicants must take the ACCUPLACER test. To sign up for a test date, please contact State Fair Community College at (660) 530-5818 or testing@sfccmo.edu.

MACHS BACKGROUND CHECK

The Warrensburg Area Career Center is required to ensure that all students enrolled in an adult program submit to a **NAME SEARCH** background check through the MO State Highway Patrol MACHS portal.

Through the MO State Highway Patrol MACHS website, the applicant is responsible for registering and paying for the background check. Refer to the MACHS Tutorial for step-by-step instructions.

A name-based query costs $15.00* plus an additional payment processing fee. The processing fee payment schedule is 2.00% of the purchase amount plus $0.25*. Generally, the background checks are completed within seven business days. Applicants must request that a notarized letter of the results be provided (see the MACHS Tutorial for instructions). **A copy of the notarized letter must be included with the application packet.** *Subject to change.

TUITION/FEES

COLLECTED BY WACC

A non-refundable enrollment fee of $100.00 is due by the deadline provided in the acceptance letter.

The fees are estimated and subject to change. Refunds for tuition are listed in the Refund Policy section.

SCHOOL YEAR: 2026-2027

TUITION: $6,900.00

TEXTBOOKS AND FEES: $3,575.28 (Uniforms, Skills USA dues, textbooks, kits, supplies)

Students do have the option of purchasing textbooks on their own. Students must meet with the instructor for textbook approval by April 30, 2027. The titles and ISBNs must match what the school is purchasing. Purchases must be made by the 1st day of class; no waivers in tuition and fees will be made.

The use of iPads is required for the program. Outside iPads are not allowed due to the district's restrictions on loading school apps on non-school-purchased iPads. Therefore, the purchase of iPads thru the school is mandatory. The student keeps the iPad after completing the program. If a student is dismissed or withdrawn, the student will keep the iPad if paid for in full. Any waivers are up to the discretion of the Director.

FINANCIAL AID

Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov; our school code is 014434. You must submit your FAFSA by **February 1** each year to meet the priority deadline. Eligible students who apply on or before February 1 are guaranteed an award. You must submit your FAFSA by April 1 to meet the final deadline to be considered for eligibility, especially for specific State grants. Eligible students who apply between February 1 and April 1 will be awarded based on funding availability.

If you are applying for Direct Loans, please complete a Master Promissory Note and Loan Entrance Counseling at studentaid.gov. All financial aid documents must be submitted and signed before **June 10, 2027**. For additional information or to schedule an appointment, please get in touch with the Financial Aid Coordinator by email at kstockton@warrensburgr6.org or contact our office:

Warrensburg Area Career Center
205 S. Ridgeview Drive, Warrensburg, MO 64093
(660) 747-2283

ANNUAL SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, federal statute 20 v.s.c.1092, requires that Warrensburg Area Career Center (WACC) provide students with information regarding the numbers and types of crimes that have taken place on our campus beginning August 1, 1991. The Financial Aid Administrator of WACC prepares this report in cooperation with the School Resource Officer and includes various other elements of the Warrensburg R-VI School District.

The report is updated annually and is available to students and employees by October 1st. The report can be viewed on the Warrensburg Area Career Center website (under Financial Aid), and paper copies of the report can be requested by contacting the Financial Aid Coordinator at (660) 747-2283 or kstockton@warrensburgr6.org.

WACC OFFERS THE FOLLOWING FINANCIAL AID TO STUDENTS

- Federal PELL Grant
- Federal Direct Loans
- VA Education Benefits (only to those eligible)
- Workforce Innovation and Opportunity Act (WIOA)
- Vocational Rehabilitation funds
- Access Missouri Financial Assistance Program
- Fast Track Workforce Incentive Grant
- A+ Scholarship Program
- MyCAA
- Missouri Nurse Loan Program
- Student Nurse Organization
- Private scholarships

VETERAN'S BENEFITS

Warrensburg Area Career Center will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover their financial obligations to the institution due to the delayed disbursement of payment by the U.S. Department of Veterans Affairs.

INSTITUTIONAL REFUND POLICY

Federal student assistance program regulations require institutions of higher education that participate in Title IV aid programs to have a fair and equitable refund policy for all students who withdraw, drop out, or are dismissed. This regulation can be found in the Department of Education Federal Student Assistance Program provisions.

A student receiving **Federal or State funds** and withdraws or is dismissed from any post-secondary program is eligible for a refund as defined below:

- The school will retain 25% of the tuition for students withdrawing in the first week of the payment period. Withdrawal may be voluntary or involuntary.
- The school will retain 50% of the tuition for students withdrawing in weeks 2, 3, and 4 of the payment period. Withdrawal may be voluntary or involuntary.
- The school will retain 100% of the tuition for students withdrawing during or after week 5 of the payment period. Withdrawal may be voluntary or involuntary.
- No textbooks or fees are refunded once a student has started the program. Any exception is at the discretion of the Director.
- Refunds will be returned to the student within 14 days after the determined date of the student's withdrawal or termination.
- The enrollment fee of $100.00 is nonrefundable when a student withdraws or is dismissed from either program.

A student who has their tuition and/or fees paid for with **personal funds** and withdraws or is dismissed from any post-secondary program at WACC is eligible for a refund as defined below:

- The school will retain 25% of the tuition for students withdrawing in the first week of the payment period. Withdrawal may be voluntary or involuntary.
- The school will retain 50% of the tuition for students withdrawing in weeks 2, 3, and 4 of the payment period. Withdrawal may be voluntary or involuntary.
- The school will retain 100% of the tuition for students withdrawing during or after week 5 of the payment period. Withdrawal may be voluntary or involuntary.
- No textbooks or fees are refunded once a student has started the program. Any exception is at the discretion of the Director.
- Refunds will be returned to the person who paid the tuition and/or fees within 20 days after the determined date of the student's withdrawal or termination.
- The enrollment fee of $100.00 is nonrefundable when a student withdraws or is dismissed from either program.

It will be at the discretion of the Instructor/Administrator and the Career Center Director to make any exceptions to this policy. For students leaving WACC with a balance due to the school, this balance must be paid in full or a monthly installment plan established to satisfy the debt.

Upon dismissal or withdrawal, students must complete an exit interview with the Financial Aid Coordinator.

THE PLANNED CURRICULA

The first 160 hours of training are conducted in the classroom with theory and practical work on mannequins and fellow students. Following the first 160 hours, the remaining weeks of the course are divided into five hours of theory and 32-1/2 hours of practical work in the clinic per week. Clinical work is done on clients and fellow students in a salon atmosphere under constant supervision and individual guidance from the instructor.

SUBJECTS INCLUDED IN THE CURRICULUM

- Personality Development
- Shampooing
- Hair Cutting
- Manicuring
- Hair Tinting
- Hair Lightening
- Permanent Waving
- Facials
- Eye-brow Arching
- Thermal Curling
- Hair Styling
- Finger Waving
- Pin Curl Techniques
- Scalp Treatment
- Salon Management
- Salesmanship
- Chemistry
- Make-up Artistry
- Chemical Hair Relaxing
- Anatomy
- State Law
- Skin Care

CLASS SCHEDULE

HOURS:

Monday, Wednesday, Thursday & Friday	8:00 a.m. – 4:00 p.m.
Tuesday	12:00 noon – 8:00 p.m.

LENGTH OF PROGRAM:

1220 hours/36 weeks

Students receive training in all phases of the beauty culture under a licensed instructor with training and experience in teaching, salon work, and management. The Warrensburg Area Career Center adheres to a policy of nondiscrimination on the basis of race, sex, national origin, or handicapping condition.

Revised 09/08/2026

STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
STUDENT ENROLLMENT APPLICATION

☐ SECONDARY
☑ POST SECONDARY
☐ N/A

BOARD OF COSMETOLOGY AND BARBER EXAMINERS
3605 MISSOURI BLVD., P.O. BOX 1062
JEFFERSON CITY, MO 65102

INSTRUCTIONS

THIS FORM MUST BE USED TO ENROLL ALL STUDENTS IN SCHOOL, INCLUDING NEW, TRANSFERS, AND THOSE SEEKING ADDITIONAL TRAINING.

PLEASE PROVIDE THE ADDITIONAL INFORMATION AS REQUIRED FOR YOUR STUDENT TYPE ALONG WITH THIS COMPLETED APPLICATION.

1. COPY OF BIRTH CERTIFICATE (PREFERRED) OR DRIVERS LICENSE FOR PROOF OF AGE.
2. PROOF OF EDUCATION (MUST HAVE SUCCESSFULLY COMPLETED 10TH GRADE OR EQUIVALENT WITH AT LEAST 10 HIGH SCHOOL CREDITS): PHOTOCOPY OF DIPLOMA(S), TRANSCRIPT(S), OR GED CERTIFICATION (SECONDARY AND NON-POST SECONDARY COSMETOLOGY STUDENTS ONLY). OR;
3. PROOF OF SUCCESSFUL COMPLETION OF A TWELFTH GRADE EDUCATION (DIPLOMA OR GENERAL EDUCATION DEVELOPMENT (GED) CERTIFICATE) (REQUIRED FOR POST SECONDARY STUDENTS)
4. TWO PHOTOGRAPHS MEASURING APPROXIMATELY 2" X 2".
5. MEDICAL EXAM (BARBER ONLY).
6. $25.00 ENROLLMENT FEE. (ALL FEES ARE NON-REFUNDABLE.)

TO BE COMPLETED BY APPLICANT

1. LEGAL NAME (FIRST, MIDDLE, LAST)	2. SOCIAL SECURITY NUMBER

3. PERMANENT ADDRESS (STREET, CITY, STATE, ZIP CODE)			
4. DATE OF BIRTH	5. TELEPHONE NUMBER	6. EDUCATION (CHECK LAST GRATE COMPLETED) ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ GED	7. YEAR LAST GRATE WAS COMPLETED
EMAIL ADDRESS		☐ (OPTIONAL) I AUTHORIZE THE BOARD TO RELEASE MY EMAIL ADDRESS UPON REQUEST.	
8. SCHOOL WHERE LAST GRADE WAS COMPLETED		9. SCHOOL ADDRESS (CITY AND STATE)	

10. CHARACTER REFERENCES - COSMETOLOGY ONLY

NAME	ADDRESS (STREET, CITY, STATE, ZIP)
A.	
B.	

11.

HAVE YOU

1. EVER BEEN ENROLLED IN A MISSOURI COSMETOLOGY/BARBER SCHOOL?	☐ YES	☐ NO
2. EVER BEEN AN APPRENTICE IN A MISSOURI COSMETOLOGY/BARBER SALON?	☐ YES	☐ NO
3. EVER BEEN LICENSED AS A COSMETOLOGIST, HAIRDRESSER, MANICURIST, ESTHETICIAN OR BARBER IN MISSOURI OR ELSEWHERE?	☐ YES	☐ NO

TO BE COMPLETED BY COSMETOLOGY SCHOOL

11. THE ABOVE NAMED APPLICANT HAS APPLIED FOR ENROLLMENT INTO OUR SCHOOL AND MAY BEGIN WITH OUR CLASS STARTING _____ OR UPON RECEIPT OF THE TRAINEE LICENSE, **WHICHEVER IS LATER**. WE HEREBY CERTIFY THAT THIS APPLICATION HAS BEEN COMPLETED TO THE BEST OF OUR KNOWLEDGE.

I HEREBY MAKE APPLICATION TO ENROLL IN THE FOLLOWING COSMETOLOGY SCHOOL

12. COSMETOLOGY SCHOOL NAME	13. SCHOOL LICENSE NUMBER
Warrensburg Area Career Center	000224
14. SCHOOL ADDRESS	**15. PHONE NUMBER**
205 S. Ridgeview Drive, Warrensburg, MO 64093	(660) 747-2283

16. FOR THE FOLLOWING INSTRUCTOR TRAINEE COURSE:

- ☑ CLASS CA - HAIRDRESSING & MANICURING
- ☐ CLASS CH - HAIRDRESSING
- ☐ CLASS MO - MANICURIST
- ☐ CLASS E - ESTHETICIAN
- ☐ BARBER CROSSOVER
- ☐ BARBER
- ☐ COSMETOLOGY

17. PLEASE INDICATE THE NUMBER OF HOURS ATTENDING EACH DAY.

SUNDAY					
MONDAY	7.5	WEDNESDAY	7.5	FRIDAY	7.5
TUESDAY	7.5	THURSDAY	7.5	SATURDAY	

THE FOLLOWING QUESTIONS MUST BE ANSWERED IN ORDER TO ENROLL IN A SCHOOL. FAILURE TO DO SO WILL CAUSE THE APPLICATION TO BE REJECTED AND DELAY PROCESSING.

IN THE LAST TEN (10) YEARS HAVE YOU BEEN FINALLY ADJUDICATED AND FOUND GUILTY, OR ENTERED A PLEA OF GUILTY OR NOLO CONTENDERE, IN A CRIMINAL PROSECUTION IN THIS STATE, OR OF THE UNITED STATES, WHETHER OR NOT SENTENCE WAS IMPOSED?

☐ YES ☐ NO

NOTE: THIS INCLUDES SUSPENDED IMPOSITION OF SENTENCE, SUSPENDED EXECUTION OF SENTENCE, MISDEMEANOR AND FELONY CONVICTIONS, AND ALCOHOL RELATED OFFENSES, I.E. DWI AND BAC. CHECK YES IF NOT PREVIOUSLY DISCLOSED TO THIS BOARD AND PROVIDE THE DATE OF THE CONVICTION AND/OR PLEADING, NATURE OF THE OFFENSE, COURT LOCATION, AND CASE NUMBER ON A SEPARATE SHEET.

CITIZENSHIP QUESTIONS

(A) ARE YOU A UNITED STATES CITIZEN OR OTHERWISE LAWFULLY PRESENT IN THE UNITED STATES? ☐ YES ☐ NO
IF YOU ANSWERED "NO" TO QUESTIONS (A) ABOVE, PLEASE PROVIDE A DETAILED EXPLANATION.

Pursuant to Section 324.010 RSMo:

☐ **CHECK THIS BOX ONLY IF IN ALL OF THE LAST 3 YEARS: YOU WERE NOT A MISSOURI RESIDENT, YOU DID NOT HAVE ANY MISSOURI INCOME, AND YOU ARE NOT SUBJECT TO ANY TYPE OF MISSOURI INCOME TAX.**

False statements are subject to criminal penalties and/or license discipline.
If you have any questions regarding taxes contact the Department of Revenue at 573-751-7200 or e-mail income@dor.mo.gov.

19. I HEREBY SWEAR AND AFFRIM THAT THIS APPLICATION IS COMPLETE AND THE ANSWERS SET FORTH ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, I UNDERSTAND I MUST BE REGISTERED WITH THE MISSOURI STATE BOARD OF COSMETOLOGY AND **I WILL NOT BE ALLOWED CREDIT FOR SCHOOL ATTENDANCE UNTIL I HAVE BEEN ISSUED AND THE SCHOOL RECEIVES MY TRAINEE LICENSE.**

APPLICANT SIGNATURE ▶ _____

20. NAME OF SCHOOL		22.
21. SIGNATURE OF OWNER OR REGISTRAR	DATE	SCHOOL SEAL

OPTIONAL

I _____, consent to the release by the Board of all previous **Notice of Termination/Contractual**
(APPLICANT NAME)

Fees forms to the above named school upon my enrollment.

SIGNATURE	DATE

1. Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? ☐ Yes ☐ No
2. If yes, would you like to receive information and assistance regarding veterans benefits and services? ☐ Yes ☐ No
3. If yes, may the agency share your contact information with the Missouri Veterans Commission to provide such information? ☐ Yes ☐ No

General information may also be found at the Missouri Veterans Commission's website.

FOR OFFICE USE ONLY

START DATE	LICENSE EXPIRATION	CLASSIFICATION	EDUCATION DATE
LICENSE NUMBER		REVIEWER'S INITIALS	STAFF'S INITIALS ☐ N/A

THREE THINGS YOU SHOULD KNOW ABOUT

Getting a Strong Start in College



Success begins with your placement test.

1 ACCUPLACER® TESTS

Your school uses ACCUPLACER tests to help find out which courses are best for you.

2 PLACEMENT COUNTS

Studying for your placement test can help you place into higher-level courses—saving you money and helping you earn your degree faster.

3 STUDYING HELPS

Studying is easy with the **free** ACCUPLACER study app, giving you access to practice anytime, anywhere.

The app includes sample questions and explanations for both correct and incorrect answers. Explore practice questions and get feedback on the skills you need to focus on the most.

Jump-start your college journey—start preparing for ACCUPLACER today!

Go to **accuplacerpractice.collegeboard.org** to access the app.

Ask your school administration which version of the ACCUPLACER app is right for you.

CollegeBoard ACCUPLACER®

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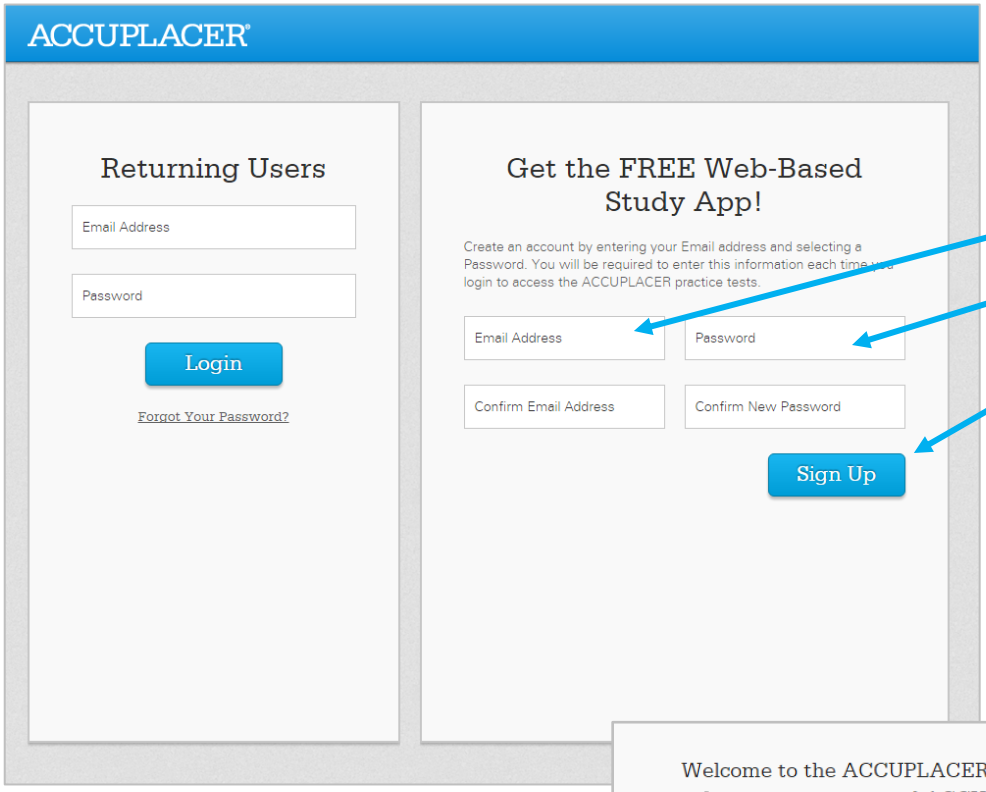
The Official ACCUPLACER Study App

FREE interactive sample questions!! ***Requires Valid Email address***

HOW TO GET STARTED

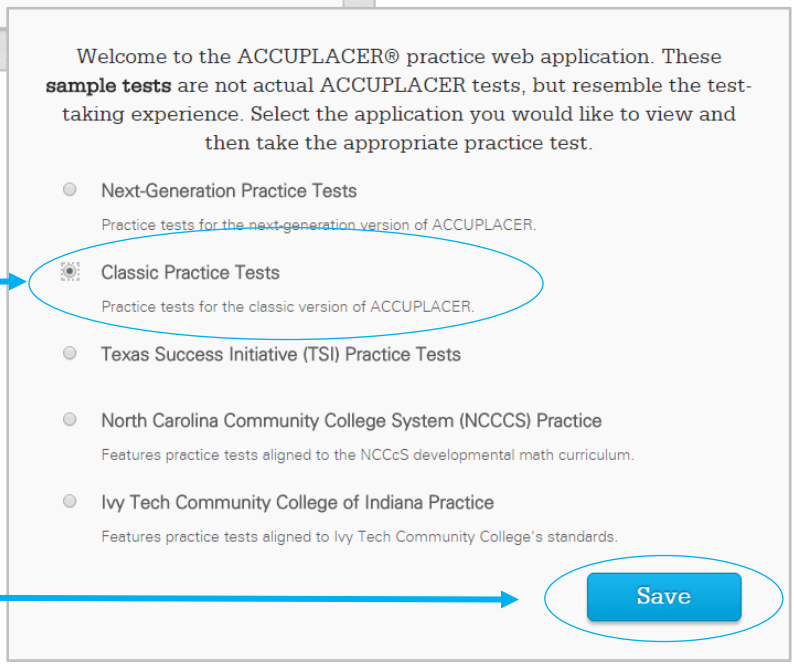
https://accuplacerpractice.collegeboard.org



CREATE AN ACCOUNT

1. Enter your email address
2. Create a password
3. Click Sign up

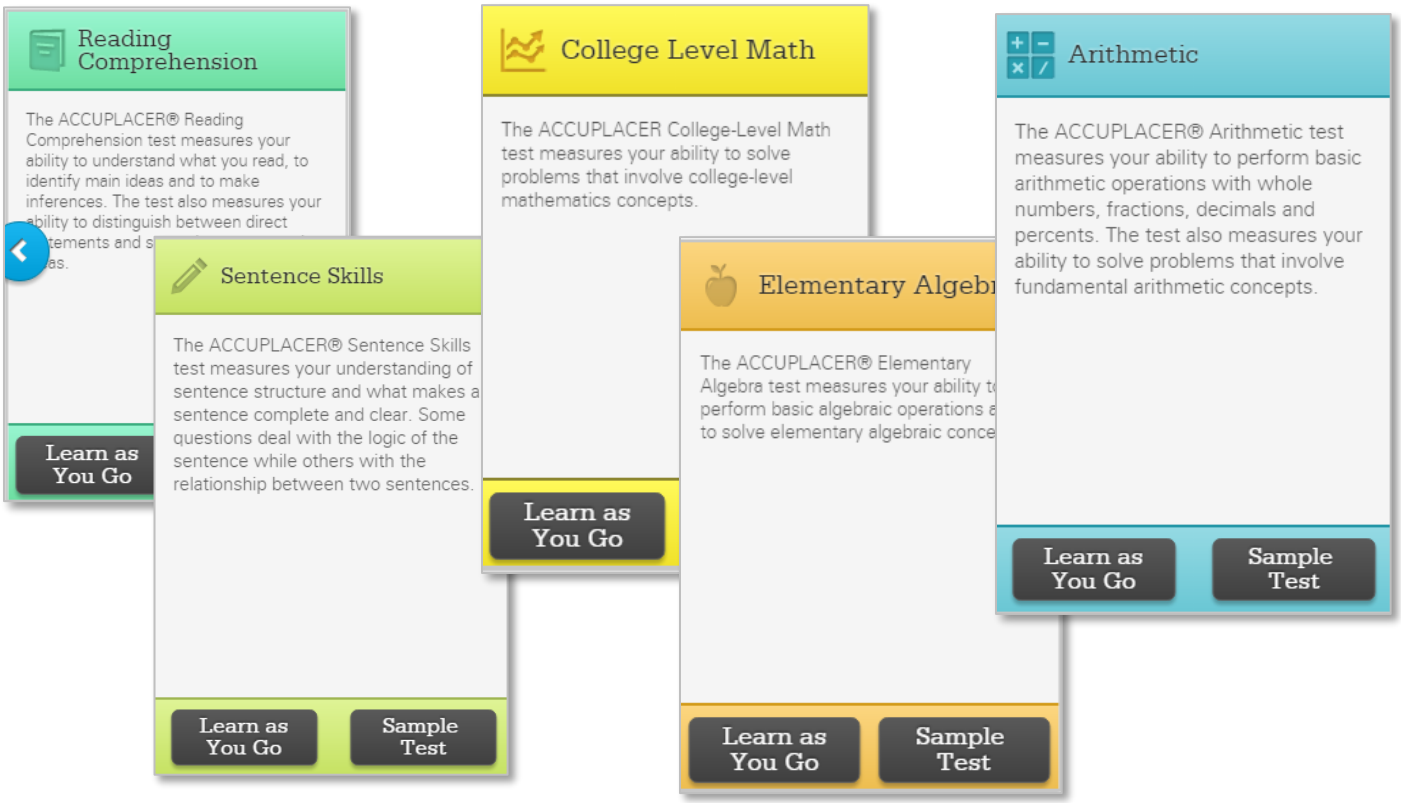
Choose ACCUPLACER Classic Practice Tests



Click Save

"Education is the most powerful weapon which you can use to change the world."

Nelson Mandela



"Learn as You Go" tests provide you with explanation of the correct or incorrect responses.

Create a short cut for this URL on your phone for on the go study opportunities!!

https://accuplacerpractice.collegeboard.org