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TRI-COUNTY

Adult Education

TRI-COUNTY REGIONAL ADULT EDUCATION

2026-2027

STUDENT CATALOG

Tri-County RVTSD
147 Pond Street
Franklin, MA 02038
(508) 528-5400
www.tri-county.us/adult-education

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Tri-County Regional Adult Education:

Welcome Statement:

Welcome to the Tri-County Regional Adult Programs. Congratulations on becoming part of our tradition of transforming students into qualified and prepared industry professionals. Our faculty and staff are passionate about their chosen professions and are committed to student success. We strive to offer innovative programs preparing students for successful and fulfilling careers. Tri-County offers rigorous programs of study while maintaining a high standard of academic integrity.

The Tri-County Regional Adult Education Catalog serves as a resource for institutional and academic guidelines. It clarifies the values and standards we hold as an educational community. The Catalog sets forth the expectations for students working in partnership with faculty and staff. Thank you for choosing Tri-County Regional Adult Education.

Mission:

Through a rigorous and comprehensive program of career and technical preparation, we strive to maximize the potential of each student for successful transition to full-time employment, to the pursuit of higher education, and to a personal commitment of lifelong learning.

The Vision of the Tri-County Regional Adult Education is to educate our students to meet the needs of industry, through the development, refinement, and promotion of rigorous programming.

Institutional Goals and Objectives:

- **To provide a high quality and educationally sound environment that includes the essential components of industry, state, and national approval and accreditation standards.**
    - Curriculum is aligned to correlate with state, national, and industry standards on an annual basis.
    - Curriculum is constructed so that it is scaffolded, both horizontally and vertically, within didactic and laboratory courses.
    - Laboratory spaces are created to provide students with authentic and realistic learning experiences.
    - Students are prepared to meet state, national, and industry credentialing standards.
- **To provide active learning opportunities throughout the curriculum to allow students to develop proficiency of concepts and skills.**

- The educator creates active learning environments to support the acquisition of concepts, skills, and knowledge.
- Didactic and laboratory learning is aligned to support simultaneous concept and skill acquisition.
- Students have multiple opportunities to develop and apply learning experiences that align with industry standards.
- Students apply skills and knowledge in simulated or actual work settings.

- **To ensure students are prepared for industry, state, and national credentialing examinations.**
  - Students develop a comprehensive understanding of industry credentialing criteria.
  - Through rigorous sequencing of curriculum, students are mentored through the credentialing process.
  - Multiple assessment methodologies are utilized to aid in student preparation for credentialing examinations.
  - Students have the opportunity to sit for program specific credentialing when appropriate.
- **To prepare students for employment through the development of employability and career readiness skills, while emphasizing professional and ethical standards.**
  - Educators model and mentor students on professional and ethical behavior and standards.
  - Students are prepared to become ethical and professional members of their career and technical field.
  - Students develop the career readiness and job search skills necessary to obtain and maintain employment.
  - Students are encouraged and assisted to acquire an entry-level position within their profession.
- **To engage and support all faculty by mentoring and guiding their growth as educators, as well as encouraging lifelong learning through ongoing professional development.**
  - Faculty are supported by both administration and their peers to develop and expand educationally sound practices and to foster professional growth throughout their educational career.
  - Faculty work with their supervisor to create yearly goals, provide and receive input on job performance, and are evaluated annually. These goals are to promote student learning and professional practice of the Instructors.
  - Faculty have the opportunity to participate in professional development activities that assures inclusion of current industry practices in their curriculum.

Tri-County Regional School Committee:

Jonathan Dowse – Chair	Sherborn
Jane Hardin – Vice Chair	Millis
Dr. Peter Wiernicki - Secretary	Franklin
Dr. Jennifer D'Angelo	Franklin
John Genereux	Wrentham
Greg St. Lawrence	North Attleboro
John Lee	Walpole
Joann LaFleur	Seekonk
Brian Mushnick	Norfolk
Peter Rickard	North Attleboro
Gireesh Sahukar	Medfield
Gibb Phenegar	Medway
Steve Sullivan	Walpole
Joseph Kettell	Plainville

Administration & Support Staff:

Dr. Karen Maguire, Ph.D.	Superintendent-Director
Robert Foley, M.Ed.	Adult Education Director
Linda Thompson, M.Ed.	Adult Career & Technical Education Supervisor
Caroline D'Errico	Continuing Education Administrative Assistant

Staff List:

Samantha Jordan	Cosmetology Instructor
Jacquelyn Truitt	Aesthetics and Skin Care Instructor
TBA	Massage Therapy Instructor

School Calendar – 2026/2027:

Labor Day	**Monday**	**September 7, 2026**

Indigenous People/Columbus Day	**Monday**	**October 12, 2026**
Veterans' Day	**Wednesday**	**November 11, 2026**
Thanksgiving Recess	**Half Day Wednesday** **Thursday – Friday**	**November 25, 2026** **November 26 & 27, 2026**
Holiday Recess	**Half Day Wednesday** **Thursday - Friday**	**December 23, 2026** **Dec. 24, 2026 – Jan. 1, 2027**
Martin Luther King Jr. Day	**Monday**	**January 18, 2027**
Winter Recess	**Monday – Friday**	**February 15 – 19, 2027**
Good Friday	**Friday**	**March 26, 2027**
Spring Recess	**Monday – Friday**	**April 19 – 23, 2027**
Memorial Day	**Monday**	**May 31, 2027**
Juneteenth	**Friday**	**June 18, 2027**

School Contact Information:

Tri-County Regional Vocational Technical School

147 Pond Street
Franklin, MA 02038

Main Telephone:	508-528-5400
Main Fax:	508-528-6074
Postsecondary Education Telephone:	508-528-5400, Ext. 126
Postsecondary Fax:	508-528-3698

History:

In 1977, construction of Tri-County Regional Vocational School was completed to support the vocational needs of students from Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville Seekonk, Sherborn, Walpole, and Wrentham. In 2004, Tri-County began offering adult education courses. The Tri-County Regional Adult Education (TCRAE) is part of the Tri-County Regional Technical School District and can service adult students from throughout Massachusetts and Rhode Island.

Over the years, Tri-County Regional Adult Education *(TCRAE)* has provided training in several vocational areas, constantly striving to meet the training needs of our students and area businesses. At present, TCRAE houses programs in the following areas; Aesthetics and Skin Care and Cosmetology. In addition, there are several evening part-time courses designed to meet the training needs of our community.

Statement of Ownership:

Tri-County Regional Adult Education *(TCRAE)* is a non-profit postsecondary school that provides students with education and training that will prepare them for careers in business and industry. TCRAE operates under the jurisdiction of the Massachusetts Department of Elementary and Secondary Education and is legally authorized to award diplomas.

Physical Facilities:

TCRAE is located at 147 Pond Street Franklin, MA 02038. The school contains general purpose classrooms, clinical laboratories, shop classrooms, computer laboratories, and administrative offices. Labs are furnished with modern equipment representative of industry standards. Students have access to the Tri-County Regional School District library. TCRAE's facilities and equipment fully comply with all federal, state, and local ordinances and regulations, including requirements pertaining to fire safety, building safety, and handicapped accessibility.

Anti-Discrimination Law:

Tri-County Regional Adult Education hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, or housing status.

Family Education Rights and Privacy Act (FERPA):

Access to student files will be handled in accordance with the Family Educational Rights and Privacy Act (FERPA). Tri-County's complete FERPA statement is available on its website. Records for enrolled, withdrawn, and dismissed students for the current class will be kept and maintained in the Adult Education Office in a locked file. Upon withdrawal or dismissal, the date and reason for such shall be kept in the student file. Complete files will remain in the Adult Education Office for the duration of six (6) months after graduation. Thereafter, the file will be purged and only pertinent information will be kept. The file containing minimum data will then be placed in the graduate records file.

Valor Act:

The Valor Act is in accordance with the General Laws of Massachusetts [M.G.L. c. 15A §43(a)]. The VALOR Act II protects students enrolled of the Tri-County Regional Adult Education from incurring academic or financial penalties as a result of performing military service. A student called to or enlisting in active duty is allowed the option of completing the course*(s)* at a later date without penalty, or withdrawing from the course*(s)* and will receive a full refund of fees and tuition paid. If a student chooses to complete the course*(s)* at a later date and the course*(s)* is no longer available upon the student's return, the student will be allowed to complete a replacement course for equivalent credit *(clock hours)* without penalty. If a student chooses to withdraw from the course*(s),* the student's

academic record *(transcript)* will reflect that the withdrawal was due to active duty military service.

Catalog Disclaimer:

The policies and procedures described in this catalog apply equally to all students.

Catalog Revisions and Supplement:

Tri-County Regional Adult Education reserves the right to change this catalog, when necessary, without previous notice. The catalog will be revised annually. Information on class schedules, tuition, and fees may be included in a supplement to the catalog and will be available on the Tri-County website and in the TCRAE office.

Satisfactory Academic Policy (SAP):

Satisfactory Academic Policy is defined as:

- Maintaining the required minimum grade for each course.
- Students must pass all courses in each semester/term in order to continue in a program. Students who do not pass all courses will be withdrawn from the program.

Program	**Total Clock Hours**	**Minimum grade for each course**
Aesthetics and Skin Care	600	75%
Cosmetology	1000	75%
Massage Therapy	650	75%

Aesthetics and Skin Care



Aesthetics and Skin Care:

Program Overview:

Aesthetics and Skin Care instruction is delivered in a salon setting within the Tri-County Regional Vocational Technical High School Building. The Adult Aesthetics and Skin Care

Program will provide a high-quality relative Aesthetics and Skin Care Curriculum aligned with the Commonwealth of Massachusetts Board of Cosmetology, Barbering, and Electrologist 240 CMR 4.00 Standards for Operation of Cosmetology Schools and Postsecondary Institutions Education Program Approval as well as other Federal, State, and local requirements. The facilities are all located at 147 Pond Street in Franklin, MA 02038.

Program Goals & Objectives:

First Goal:

The Aesthetics and Skin Care Program will provide a high-quality and educationally sound Aesthetics and Skin Care curriculum that includes all components of the following:

- Massachusetts 2023 Chapter 74 Vocational Technical Education Frameworks
- Commonwealth of Massachusetts Board of Registration of Cosmetology, Barbering, and Electrologist requirements for licensure.

Program Objectives:

- The Aesthetics and Skin Care Faculty aligns their Curriculum to correlate with state and industry standards annually.
- The Curriculum is developed in a manner to scaffold didactic and laboratory courses to help students achieve learning goals.
- The Program prepares the students to meet the requirements needed upon completion of the 600-hour course to meet state credentialing standards.

Second Goal:

The Aesthetics and Skin Care Program through active relevant learning activities developed throughout the curriculum, allows students to develop proficiency and mastery of Aesthetics and Skin Care concepts and skills to be successful aestheticians.

Program Objectives:

- Aesthetics and Skin Care Students through hands-on activities, develop industry-standard entry-level skills.
- Through active learning exercises in both practical and theory instruction, students are provided with multiple opportunities to apply the learning experiences for development to gain proficiency in Aesthetics and Skin Care concepts and skills.
- The Aesthetics and Skin Care Curriculum provides a clinical experience that allows the students to participate in authentic practice for all aspects of industry-related skill sets.

Third Goal:

The Aesthetics and Skin Care Program has been developed to provide the students with the skills needed to prepare themselves for licensure by the Massachusetts Board of Cosmetology, Barbering, and Electrologist Cosmetology Board Examination and to become a licensed aesthetician.

Program Objectives:

- To assure student proficiency and mastery, each course provides formative and summative assessments for authentic and relative theory instruction aligned to the framework standards.
- Assessment methodologies of varying types will be utilized to aid in exam preparation.
- Mentoring is provided to the students by the Instructors and the outside resources that are incorporated into the Program.

Fourth Goal:

It is essential to provide Aesthetic and Skin Care Students with career readiness and employability skills. These are reinforced with professional and ethical standards that are essential to providing the industry with top-quality employees.

Program Objectives:

- The Aesthetics and Skin Care Students are assessed on their career readiness and job search skills necessary to obtain and maintain employment. Career Fairs and interaction with live salons provide opportunities for the students to interact with potential employers who can provide positive feedback for the students.
- The Curriculum provides authentic and theoretical instruction in industry-related ethical and professional practices for the students to become members of the Aesthetics and Skin Care industry.
- Through the established curriculum and learning opportunities, students will be encouraged and assisted to obtain an entry-level position within the Aesthetics and Skin Care industry.

Fifth Goal:

The Massachusetts Department of Education's Chapter 74 Licensure fosters professional growth and development of Faculty, by mentoring and supporting them through an approved evaluation system. This guides Instructors to continue their lifelong learning journey in a manner to improve instruction.

Program Objectives:

- Yearly, through an approved evaluation system, Instructors work with their supervisors to develop student learning and professional growth goals. These are developed in accordance with state standards aligned with the institutional goals.
- Faculty are supported in their professional development activities through resources provided to the instructors that are required for them to achieve their goals.
- This support is to allow Instructors to develop and expand educationally sound practices and to foster professional growth throughout their educational career.

Admissions Criteria:

Applicants must:

- Be 18 years or older as of the first date of class *(Birth certificate may be required).*

- Have a G.E.D/HiSet Certificate, Official High School Transcripts, High School Diploma, Official College Transcript, OR College Diploma.
- Have an application for admission which is available through the Adult Education office or website.
- Pay an Application Fee: $25.00
- Have in accordance with current state law, applicants submit a Criminal Offender Record Information (CORI) release form. The form will be provided for student consent. Students must also provide a current Driver's License or other Government issued photo identification to be copied at the time of completion.
- Once accepted into the program to secure enrollment:
    - All students must pay a Seat Deposit of $200.00.
    - Students are required to wear a uniform that consists of a black shirt, black pants, and black closed shoes.
    - Students must have access to a laptop and printer.

Medical Records:

Current Physical examinations must be conducted for all students within 12 months of the start of class. *(Massachusetts School Health Record and Certificate of Immunizations form to be completed by a physician's office).* Also required are a Tetanus booster every ten years, three doses of Hepatitis B vaccine, polio vaccine series, Measles, Mumps, and Rubella vaccines and one dose of Varivax, or a history of Chickenpox disease.

Health Insurance:

Students must provide their own health insurance coverage while enrolled as a Tri-county Regional Adult Education student. Students will be required to show proof of insurance *(A current Medical Insurance Card*) before the start of the school year.

Estimated Expenses:

Tuition *(Books and Supplies Included)* **Fees** **Total**	**$8,620.00** **$ 300.00** **$8,920.00**
Due by June 1	50% of tuition
Due 1 week before the beginning of Class Payment plans to be set up on or before August 20th	Remaining 50% of tuition, unless the student chooses to enroll in the Payment Plan

Preferred Methods of Payment:

- Bank/Certified check or Money Order payable to Tri-County RVTHS.
- Must be up-to-date on existing approved Payment Programs prior to progressing to the next term.

- Tuition for all Tri-County Adult Education Programs is subject to change for the upcoming school year.
- There will be a 3% fee for all Credit Card transactions.
- There is a $20.00 fee for any returned checks.

FACTS Payment Plan:

This Payment Program is available only to students enrolled in the Evening Aesthetics and Skin Care Program. Tri-County has contracted FACTS to offer our postsecondary Aesthetics and Skin Care Students a Payment Plan option to help make tuition payments more manageable for themselves and their families. This Payment Plan offers two different monthly payment options — either automatic withdrawal from a bank account or automatic payment through a credit card. *(Please note that there is an additional convenience fee charge for each credit card payment).*

Students have the option of paying their tuition balance in full or of spreading the payments over either nine or ten months. Completing a simple online form is required to enroll in this Plan. There is a one-time $50.00 non-refundable enrollment fee for this service, and no additional interest is charged or fees assessed if payments are received on time.

FACTS PAYMENT PLAN:

A monthly payment plan is available to students. A $50.00 registration fee is required. Monthly payments for the balance of tuition will be made by the 15th of each month. Late payment fees apply. If paying with a credit card, there is an additional 3% fee.

How to set up a Payment Plan:
www.tri-county.us

- Select – Adult Education
- Select – Postsecondary Programs
- Select – FACTS Payment Plan information
- Select – Follow this link to enroll or monitor your account

Enrollment for the Payment Plan begins August 1. Please complete by August 20.

Please note that students who have not paid the entire tuition balance on or before the first day of class must enroll in the FACTS Program to set up a payment plan.

For more information about the FACTS Payment Plan at Tri-County please visit our Postsecondary Programs Page and look under “Additional Information.”

Financial Aid:

Federal Financial Aid for Aesthetics & Skin Care are available to qualifying students through the Federal Financial Aid System. Currently, Financial Aid Funds available for eligible students attending Tri-County are PELL Grants and student loans through the Federal Financial Aid System.

- Students enrolled or planning to enroll in either the Cosmetology Program can find out if they qualify by filling out a FAFSA form which can be done at

www.fafsa.ed.gov. It is necessary to enter Tri-County's School Code, which is **041220** to have pertinent information automatically forwarded to us.

- For more information about Federal Financial Aid, visit: http://federalstudentaid.ed.gov
- To fill out the FAFSA form, visit: http://www.fafsa.gov

Refund Policy:

Refunds are processed upon written notice of withdrawal. Refunds are processed automatically. Students may submit a Notice of Withdrawal Form *(Appendix C).* Refunds are processed automatically. The $25.00 Application Fee is non-refundable. Should a student withdraw from the Program, the student will retain:

- 100% of fee minus $100.00 withdrawal fee on or before the first day of classes
- 60% of fee minus $100.00 withdrawal fee before the end of the first week of classes
- 40% of fee minus $100.00 withdrawal fee on or before the end of the 2nd week of classes
- No refund will be given after the second week of classes

Credit card payments are generally refunded in accordance with the above refund schedule, within 24-48 hours of receipt of withdrawal notice and receipt of credit card information. All Refunds will be made within 45 days.

If a student fails to meet the academic progress required, and/or the attendance criteria outlined in the Student Handbook and is dismissed from their Program, they are still financially responsible for the remaining balance of that tuition.

Students entitled to a refund do not need to submit a written notice of cancellation in order to receive their refund. The unexplained absence of a student from school that results in the violation of the attendance policy shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the date the student exceeds the attendance policy.

The school shall refund all monies paid in any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and access to a current course catalog and student handbook;

b. the school cancels or discontinues the course of instruction in which the student has enrolled;

c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student's ability to attend.

Transfer of Credit Between TCRAE Program:

Tri-County Students are enrolled and assigned to the Aesthetics and Skin Care Program only. Students will not be permitted transfer from one Program to another without just cause and written permission from the Adult Career & Technical Education Supervisor.

Transfer Students from Another Institution:

Will be accepted if space is available and with written approval from the Adult Career & Technical Education Supervisor. The student will supply TCRAE a copy of their transcript from their previous school. Based upon the transcript information, the program teacher will determine the number of hours the student must complete in order to graduate from the program. Once the transfer plan is in place, the student will be given a start date once all the necessary forms are received by the Adult Education office. No hours will be transferred if the student owes money to the previous school.

Program Schedule:

The Aesthetics and Skin Care Program is taught three (3) nights per week (Monday, Tuesday & Wednesday), five (5) hours per night. The Program begins every September.

- Application for admission begins in January.
- Class size is limited to 15 students.
- Registrations are accepted on a first-come, first-serve basis.

Program Details:

Our Aesthetics and Skin Care Program provides the training and practical experience required to qualify students for the Massachusetts Estheticians Licensing Exam. The full course of instruction consists of 600 hours as required by the State Board of Registration of Cosmetology.

Anatomy and Physiology	30
Histology, Diseases and Disorders of the Skin	30
Nutrition	10
Cosmetic Chemistry Ingredients and Product Knowledge	30
Cleaning, Disinfection and Bacteriology	40
Business Management, Sales, Laws, Communication, and Ethics	30
Massage	40
Application of Makeup and Sales Product Knowledge	60
Electricity and Aesthetics and Skin Care Equipment	50

Depilation and Waxing, Eyelash & Eyebrow Tinting and Extensions, and Eyelash Perming	60
Clinical Practice, Record Keeping, and Treatment Procedures	220
Total Hours	**600**

Aesthetics and Skin Care Program Plan:

Units:

1. Career opportunities.
2. Chemistry pertaining to the practices of an aesthetician.
3. Health and safety/hazardous substances.
4. Electricity.
5. Disinfection and sanitation.
6. Bacteriology, anatomy, physiology, skin analysis, and conditions.
7. Facials-manual, electrical and chemical.
8. Eyebrow arching and hair removal.
9. Make-up.

General Methods of Instruction:

- Lecture.
- Demonstration.
- Audio visual.
- Class discussion and participation.
- Observation.
- Guest artists and lectures.
- Hands on training….
- Homework: students will be required to complete all assigned class homework.

Aesthetics and Skin Care Program by Semester:

Semester 1:

Course	Course #	Hours
Human Biology	78130-100	30
Skin Care and the History of Diseases	78130-110	30
Nutrition and Aesthetics and Skin Care	78130-120	10
Waxing	78130-130	30
Business Management	78130-140	30
Massage	78130-150	40
Cleaning, Disinfecting, and Bacteria	78130-160	40

Clinical Practice	78130-170	90

Semester 2:

Course	Course #	Hours
Cosmetic Chemistry	78130-200	30
Make-up Applications and Product Knowledge	78130-210	60
Electricity and Electrical Equipment	78130-220	50
Hair Removal and Eyelashes	78130-230	30
Clinical Practice	78130-240	130

Aesthetics and Skin Care Course Descriptions:

Semester I:

78130-100 **Human Biology Semester I** *30 Hours*

Students will be introduced to the anatomy and physiology of the human body as it relates to Aesthetics and Skin Care and Skin Care. This will include cell structure and function, types of tissues, major organs, integumentary systems, musculoskeletal systems, and nerves. It will also include circulation, the lymphatic system, the endocrine system, and the immune system. This will take place through the first semester.

78130-110 **Skin Care and the History of Diseases** *30 Hours*

Through this course, students will be introduced to the profession's history as well as the different types of career pathways aligned to the Aesthetics and Skin Care Field. They will also be exposed to outlines of skin care practices from both earlier cultures and today. Students will understand the current and future state of the Aesthetics and Skin Care Industry.

78130-120 **Nutrition and Aesthetics and Skin Care** *10 Hours*

Students will be exposed to common beauty professional health issues, proper hydration, and how nutrition affects beauty. Students will also be able to explain when to take a sick day, protect themselves with proper body mechanics, and the challenges posed by pregnancy for both the employee and the customer.

78130-130 **Waxing** *30 Hours*

Students will be introduced to the waxing and the hair removal processes. They will learn the physiology of the hair growth cycle as well as the structure of the hair. They will analyze the science behind the different types of hair removal processes. They will learn to identify the causes of varying hair conditions.

78130-140 **Business Management** *30 Hours*

Through this course, students will develop an understanding of the business side of Aesthetics and Skin Care. This will include sales, marketing, and branding. They will also learn the entrepreneurial side of owning a business that will assist them if they plan to

open their own salon, or make them a better employee by understanding what is required to operate a successful salon.

78130-150 **Massage** *40 Hours*

Students will learn the importance of facial massage and all the benefits that come with it. They will learn the different types of massage and how it complements facial treatments. Through this course, students will be able to develop the techniques to perform facial massage.

78130-160 **Cleaning, Disinfecting and Bacteria** *40 Hours*

This course will outline the importance of infection control to the students. They will learn the federal, state, and local regulatory agencies related to Cleaning, Disinfecting, and Bacteria control. Through theoretical and practical instruction, students will develop strong safe Cleaning, Disinfecting, and Bacteria controls.

78130-170 **Clinical Practice** *90 Hours*

Each week students will practice the related instruction through the various modules where they can develop the essential skills required to become a highly qualified Aesthetician.

Semester II:

78130-200 **Cosmetic Chemistry** *30 Hours*

This course will outline the chemistry side of the Aesthetics and Skin Care Industry. Students will learn and develop safe practices through related and practical instruction. They will understand the importance of material safety data sheets and the regulation of the different ingredients. Students will be able to evaluate skin care line products through the ingredients contained in the products.

78130-210 **Makeup Applications and Product Knowledge** *60 Hours*

The Makeup Applications and Product Knowledge course will prepare the students to select the proper application through consultation with the client and analysis of their skin type and color. Following elements learned in the Cleaning, Disinfection, and Bacteria course, they will balance and adjust makeup, lashes, and lash tinting for clients. They will also learn how to balance makeup for photography shoots, camouflage, and other special events a client may require.

78130-220 **Electricity and Electrical Equipment** *50 Hour*

Technology and electrical equipment play an important role in the Aesthetics and Skin Care Industry. In this chapter, students will learn how to safely select the right equipment based on the needs of the client. This will be accomplished through consultation and the knowledge they will learn through related and practical instruction in this course.

78130-230 **Hair Removal and Eyelashes** *30 Hours*

This course complements the waxing course and further studies hair removal of the entire body. This also includes eyelash tweezing and threading. Students will learn and develop essential skills through related and practical instruction.

78130-270 **Clinical Practice** *130 Hours*

Students will utilize the Clinical Practice to develop all the skills covered in the courses above. They will also utilize the Clinical Practice to prepare for the licensing exam, where the related instruction can be practiced, in order to strengthen student knowledge.

Student Evaluation and Grade Report:

At the end of each semester, students will receive a grade in each enrolled course. The grades represent various levels of accomplishment and carry the number of honor points per Clock Hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 83	B-	2.70
78 – 79	C+	2.30
75 – 77	C	2.00
Less than 75	F	No Grade Points

Inc* Incomplete
W Withdrawal
TRC Transferred Credit
NE Never Enrolled

Inc* - Only given with prior Instructor and Adult Education Director *(or designee)* approval and arrangements for make-up plans. Grade will be changed to an F, if work is not completed by scheduled date.

Methods of Evaluation:

- Weekly theory quizzes: students must maintain an average of 75% or better.
- All work is at the discretion of the Instructor.
- Final exam (practical and written) and mock state exam.
- Projects and assignments completed.
- Attendance: Attendance is part of the grading for this program; students may not miss more than five (5) hours of class time.
- Testing scores: Students must maintain a 75% average on all written and practical tests. Practical work will be directly related to the MA State Board Examination.

Student Responsibilities:

- Students are expected to maintain regular attendance, make satisfactory progress, and must maintain a 75% average.

- Students are required to wear masks at all times, wear a uniform that consists of a black shirt, black pants, and black closed shoes.
- A school-provided lab coat completes the uniform.
- Students must have access to a laptop and printer.
- All work must be done under the supervision of an Instructor and with the instructor's permission.
- Students are required to fulfill all the Instructor's assignments.

Attendance Policy:

Attending every class is important to your success. Students are expected to attend on all scheduled days of school as well as all field trips. Any student who is unable to attend classes on a scheduled school day must call and speak directly to an Instructor during normal class hours. Failure to notify an Instructor constitutes an unexcused absence (no call/no show). Outside employment and appointments should not interfere with academic hours. Absences due to extended health issues require documentation. **A doctor's note is required after 3 absences and/or 18 hours of class time**. Students will receive monthly attendance reports.

At the discretion of Tri-County, a student may be dismissed from the Program for excessive absences.

The Massachusetts Board of Registration of Cosmetologists states that cosmetology programs must consist of a specified number of hours for graduates to be eligible to take the State Board Examinations. *(1000 hours for Cosmetology Program graduates, 600 hours for Aesthetics and Skin Care Program graduates)*

Cosmetology



Cosmetology:

Program Overview:

Cosmetology instruction is delivered in a salon setting within the Tri-County Regional Vocational Technical High School Building. The Adult Cosmetology Program will provide a high-quality relative cosmetology curriculum aligned with the Commonwealth of Massachusetts Board of Cosmetology, Barbering, and Electrologist 240 CMR 4.00 Standards for Operation of Cosmetology Schools and Postsecondary Institutions Education Program Approval as well as other Federal, State, and local requirements. The facilities are all located at 147 Pond Street in Franklin, MA.

Program Goals & Objectives:

First Goal:

The Cosmetology Program will provide a high-quality and educationally sound Cosmetology curriculum that includes all components of the following:

- Massachusetts 2023 Chapter 74 Vocational Technical Education Frameworks.
- Commonwealth of Massachusetts Board of Registration of Cosmetology, Barbering, and Electrologist requirements for licensure.

Program Objectives:

- The Cosmetology Faculty aligns their curriculum to correlate with state and industry standards annually.
- The Cosmetology Curriculum is developed in a manner to scaffold didactic and laboratory courses to help students achieve learning goals.
- The Cosmetology Program prepares the students to meet the requirements needed upon completion of the 1000-hour course to meet state credentialing standards.

Second Goal:

The Cosmetology Program through active relevant learning activities developed throughout the curriculum, allows students to develop proficiency and mastery of cosmetology concepts and skills to be successful cosmetologists.

Program Objectives:

- Cosmetology Students through hands-on activities, develop industry-standard entry-level skills.
- Through active learning exercises in both practical and theory instruction students are provided with multiple opportunities to apply the learning experiences for development to gain proficiency in cosmetology concepts and skills.
- The Cosmetology Curriculum provides a clinical experience that allows the students to participate in authentic practice for all aspects of industry-related skill sets.

Third Goal:

The Cosmetology Program has been developed to provide the students with the skills needed to prepare themselves for licensure by the Massachusetts Board of Cosmetology, Barbering, and Electrologist Cosmetology Board Examination and to become a licensed cosmetologist.

Program Objectives:

- To assure student proficiency and mastery, each course provides formative and summative assessments for authentic and relative theory instruction aligned to the framework standards.
- Assessment methodologies of varying types will be utilized to aid in exam preparation.
- Mentoring is provided to the students by the Instructors and the outside resources that are incorporated into the Program.

Fourth Goal:

It is essential to provide Cosmetology Students with career readiness and employability skills. These are reinforced with professional and ethical standards that are essential to providing the industry with top-quality employees.

Program Objectives:

- The Cosmetology Students are assessed on their career readiness and job search skills necessary to obtain and maintain employment. Career Fairs and interaction with live salons provide opportunities for the students to interact with potential employers who can provide positive feedback for the students.
- The Curriculum provides authentic and theoretical instruction in industry-related ethical and professional practices for the students to become members of the cosmetology industry.
- Through the established Curriculum and learning opportunities, students will be encouraged and assisted to obtain an entry-level position within the cosmetology industry.

Fifth Goal:

The Massachusetts Department of Education's Chapter 74 Licensure fosters professional growth and development of faculty, by mentoring and supporting them through an approved evaluation system. This guides instructors to continue their lifelong learning journey in a manner to improve instruction.

Program Objectives:

- Yearly, through an approved evaluation system, Instructors work with their supervisors to develop student learning and professional growth goals. These are developed in accordance with state standards aligned with the institutional goals.
- Faculty are supported in their professional development activities through resources provided to the instructors that are required for them to achieve their goals.
- This support is to allow Instructors to develop and expand educationally sound practices and to foster professional growth throughout their educational career.

Admission Criteria:

Applicants must:

- Be 18 years or older as of the first date of class *(Birth certificate may be required).*
- Have a G.E.D/HiSet Certificate, Official High School Transcripts, High School Diploma, Official College Transcript OR College Diploma.
- Have an application for admission are available through the Adult Education office or website.
- Pay a non-refundable Application Fee: $25.00
- Have in accordance with current state law, applicants must submit Criminal Offender Record Information (CORI) release form. The form will be provided for student consent. Students must provide a current Driver's License or other Government issued photo identification to be copied at the time of completion.
- Once accepted into the Program to secure enrollment:
    - All students must pay a seat deposit of $200.00.
    - Students are required to wear a uniform that consists of a black shirt, black pants, and black closed shoes.
    - Students must have access to a laptop and printer.

Medical Records:

Current Physical examinations must be conducted for all students within 12 months of the start of class. *(Massachusetts School Health Record and Certificate of Immunizations form to be completed by a physician's office).* Also required are a Tetanus booster every ten years, three doses of Hepatitis B vaccine, polio vaccine series, Measles, Mumps, and Rubella vaccines, and one dose of Varivax, or a history of Chickenpox disease.

Health Insurance:

Students must provide their own health insurance coverage while enrolled as a Tri-county Regional Adult Education student. Students will be required to show proof of insurance *(A current Medical Insurance Card*) before the start of the school year.

Estimated Expenses:

In-District Tuition Student Fee/Kit **Total**	$7,835.00 $1,360.00 **$9,195.00**
Out-of-District Tuition Student Fee/Kit **Total**	$ 11,180.00 $ 1,360.00 **$12,540.00**

Due by June 1	50% of tuition **Payment is due even if the student is eligible for Financial Aid in the form of Pell Grant.** 50% of Student Kit.
Due 1 week before the beginning of Class Payment plans to be set up before August 20th	Remaining 50% of tuition unless the student chooses to enroll in the Payment Plan. Remaining 50% of Student Kit.

******Kit includes textbooks *(Milady series),* mannequins, and cosmetology supplies including scissors, blow dryer, curling/straightening irons, combs, brushes, curlers, perm rods, etc.

Valid proof of current *(within the past 3 months)* residency is required to confirm eligibility for in-district tuition. Proof of residency will be confirmed with two of the following: valid Massachusetts driver's license, a signed lease agreement or mortgage statement, or a current employment pay stub.

In-District Communities: Franklin, Medfield, Medway, Millis, Norfolk, North Attleboro, Plainville, Seekonk, Sherborn, Walpole, and Wrentham.

Once class commences, In-District & Out-of-District Tuition cannot be changed. Tuition for all Tri-County Adult Education programs is subject to change for the upcoming school year.

There is a $20.00 fee for any returned checks.

Cabinet keys are issued to Cosmetology students. If keys are lost, the student will be responsible for the $20.00 replacement cost of the key set.

Preferred Method of Payment:

- Bank/Certified check or Money Order payable to Tri-County RVTHS.
- Must be up-to-date on existing approved payment programs prior to progressing to the next term.
- Tuition for all Tri-County Adult Education programs is subject to change for the upcoming school year.
- There will be a 3% fee for all Credit Card transactions.
- There is a $20.00 fee for any returned checks.

Financial Aid:

- Federal Financial Aid for Adult Cosmetology is available to qualifying students through the Federal Financial Aid System. Currently, Financial Aid Funds

available for eligible students attending Tri-County are PELL Grants and student loans through the Federal Financial Aid System.

- Students enrolled or planning to enroll in either the Cosmetology Program can find out if they qualify by filling out a FAFSA form which can be done at www.fafsa.ed.gov. It is necessary to enter Tri-County's School Code, which is **041220** to have pertinent information automatically forwarded to us.
- For more information about Federal Financial Aid, visit: http://federalstudentaid.ed.gov
- To fill out the FAFSA form, visit: http://www.fafsa.gov

Facts Payment Plan:

This Payment Program is available only to students enrolled in the Cosmetology program. Tri-County has contracted FACTS to offer our postsecondary Cosmetology students a Payment Plan option to help make tuition payments more manageable for themselves and their families. This payment plan offers two different monthly payment options — either automatic withdrawal from a bank account or automatic payment through a credit card. *(Please note that there is an additional convenience fee charge for each credit card payment).*

Students have the option of paying their tuition balance in full or of spreading the payments over either nine or ten months. Completing a simple online form is required to enroll in this plan. There is a one-time $50.00 non-refundable enrollment fee for this service, and no additional interest is charged or fees assessed if payments are received on time.

FACTS PAYMENT PLAN:
A monthly payment plan is available to students. A $50.00 registration fee is required. Monthly payments for the balance of tuition will be made by the 15th of each month. Late payment fees apply. If paying with a credit card, there is an additional 3% fee.

How to set up a Payment Plan:
www.tri-county.us

- Select – Adult Education
- Select – Postsecondary Programs
- Select – FACTS Payment Plan information
- Select – Follow this link to enroll or monitor your account

Enrollment for the Payment Plan begins August 1. Please complete by August 20.

Please note that students who have not paid the entire tuition balance on or before the first day of class must enroll in the FACTS Program to set up a payment plan.

For more information about the FACTS Payment Plan at Tri-County, please visit our Postsecondary Programs Page and look under “Additional Information.”

Refund Policy:

Refunds are processed upon written notice of withdrawal. Refunds are processed automatically. Students may submit a notice of withdrawal form *(Appendix C).* Refunds are processed automatically. The $25.00 Application Fee is non-refundable. Should a student withdraw from the Program, the student will retain:

- 100% of fee minus $100.00 withdrawal fee on or before the first day of classes
- 60% of fee minus $100.00 withdrawal fee before the end of the first week of classes
- 40% of fee minus $100.00 withdrawal fee on or before the end of the 2nd week of classes
- No refund will be given after the second week of classes

Credit card payments are generally refunded in accordance with the above refund schedule, within 24-48 hours of receipt of withdrawal notice and receipt of credit card information. All Refunds will be made within 45 days.

Students who receive a Financial Aid Offer through the Tri-County Financial Aid Program are required to understand and acknowledge their financial responsibility to their tuition.

If a student receives a disbursement for financial aid, and does not complete 60% of their actual Program Clock Hours for the period of that disbursement, an R2T4 calculation as defined by the US Department of Education, Financial Student Aid (US DOE, FSA), will be used to calculate the amount of the Pell Grant disbursed that is required to be returned to the US DOE, FSA.

If a student fails to meet the academic progress required, and/or the attendance criteria outlined in the Student Handbook and is dismissed from their Program, they are still financially responsible for the remaining balance of that tuition.

Students entitled to a refund do not need to submit a written notice of cancellation in order to receive their refund. The unexplained absence of a student from school that results in the violation of the attendance policy shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the date the student exceeds the attendance policy.

The school shall refund all monies paid in any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and access to a current course catalog and student handbook;

b. the school cancels or discontinues the course of instruction in which the student has enrolled;

c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student's ability to attend.

Transfer of Credit Between TCRAE Program:

Tri-County Students are enrolled and assigned to the Cosmetology Program only. Students will not be permitted transfer from one Program to another without just cause and written permission from the Adult Career & Technical Education Supervisor.

Transfer from Another Institution:

Will be accepted if space is available and with written approval from the Adult Career & Technical Education Supervisor. The student will supply TCRAE a copy of their transcript from their previous school. Based upon the transcript information, the Program Teacher will determine the number of hours the student must complete in order to graduate from the Program. Once the transfer plan is in place, the student will be given a start date once all the necessary forms are received by the Adult Education office. No hours will be transferred if the student owes money to the previous school.

Program Schedule:

The Cosmetology Program is taught five (5) days per week, six (6) hours per day, Monday – Friday. The Program runs from September - June.

Application for admission begins in January.

Class size is limited to 15 students.

Registrations are accepted on a first-come, first-serve basis.

Cosmetology Program by Trimester:

Trimester 1:

Course	Course #	Hours
Cosmetology Communications	78100-100	10
Cosmetology Life Skills and Image	78100-110	10
Infection Control and Communication	78100-120	10
Hair and Scalp	78100-130	30
Hairstyling & Hair Cutting	78100-140	30
Lab 1	78100-150	243

Trimester 2:

Course	Course #	Hours
Facials, Skin, Skin Disorders and Diseases	78100-200	30
Braiding, Wigs, and Hair Extensions	78100-210	20
Chemical and Texture Services	78100-220	20
Midyear Review	78100-230	20

Lab 2	78100-240	243

Trimester 3:

Course	Course #	Hours
Makeup and Nails	78100-300	15
Nail Accessories and Enhancements	78100-310	15
Facial, Waxing, and Massage	78100-320	20
Entrepreneurship	78100-330	20
State Board Review	78100-340	20
Lab 3	78100-350	244

Course Descriptions:

Trimester 1:

70100-100 **Cosmetology Communication** *10 Hours*

In this course, students will be introduced to the History of Cosmetology and the evolution of the career pathways it has provided and still provides today. Students will develop the essentials of communication that are needed to develop lifelong relationships with clients and coworkers. They will practice skills to ensure client satisfaction and positive experiences from taking a call to booking an appointment for the initial consultation. These skills will help develop retail and service sales. Students will also learn how to conduct themselves among coworkers and resolve conflicts in the salon setting.

70100-110 **Cosmetology Life Skills and Image** *10 Hours*

Through this course, students will learn and practice the art of goal setting. This will help the students develop self-esteem and create a higher sense of responsibility. They will be able to make better decisions and adapt to different situations with a sense of humor and a cooperative attitude. Students will also understand how their image promotes trust with a client so that their clients look to them for assistance. Students will also learn and practice ergonomics and posture. These skills are not only essential to their image but also to their physical health and appearance.

This course will help students obtain professional life skills that will prepare them for their professional journey through the Cosmetology field. Students will also be able to handle different types of social situations, working in groups, and working on live clients, through the practical shop experience. Students will be given the opportunity to use this skill set as well as their professional style and image while adhering to the classroom's dress code. It is important that the students develop this concept in order to self-identify as to be able to assist their clients to do the same for themselves.

70100-120 **Infection Control and Communication** *10 Hours*

Safety is an important element for every employee and employer. In the Cosmetology field, it is also a key component to success in keeping customers safe and free from harm. Students will learn and practice *(throughout the course)* the importance of infection

control. They will also learn the science behind illness-causing pathogens in the Cosmetology field including cleaning and disinfecting the products they use.

78010-130 **Hair and Scalp** *30 Hours*

Through this course, students will understand the science behind hair growth and scalp diseases. This will enable them to provide the proper scalp care through shampooing, conditioning, and other treatments available to their clients. Through the understanding of hair loss, students will be able to identify problems through the initial consultation that will keep all clients and staff safe. Students will understand the chemistry in the products they supply and their effect on scalp and hair conditions in order to provide the most positive experience for their clients.

780100-140 **Hair Styling and Haircutting** *30 Hours*

Building off of the Hair and Scalp Course, students will learn effective Hair Styling and Haircutting where they build the essential foundation for hair design. The student will intensify their understanding of the consultation to determine their clients' needs. Students will strengthen their understanding of colors through the application of hair coloring products and techniques. This will be through science-related applications of primary colors. Additionally, they will understand the chemistry of the products and how they relate to their clients' needs.

In this course, the students will also be introduced to manicuring. Taking advantage of the coloring instruction and relating it to various nail colors, they will also develop an understanding of the chemicals contained in the products they use. Additionally, the students will develop the skill set in cutting men's hair in addition to women's hair and shown how the various cuts correlate with one another. This will be through science-related applications of primary and secondary colors. Students will learn color application, foiling, balayage, and other advanced techniques. Students will be able to understand these procedures so they can best service their clients' needs.

70100-150 **Lab 1** *243 Hours*

During the lab hours, students will develop the skill sets and the benchmarks needed to start working on live clients. They will practice the various aspects of communicating with clients as well as their colleagues. They will practice all aspects of the courses in this trimester through simulation with mannequins and through authentic practice with live clients.

Trimester 2:

70100-200 **Facials, Skin, and Skin Disorders and Diseases** *30 Hours*

Students will be introduced to skin structure through facials. This will allow them to provide services for various clients. Students will learn the insights needed for a good consultation to determine the clients' needs and wishes. Students will then reexamine and develop the understanding of the anatomy and physiology of skin where they will intensify their understanding of skin structure and growth. They will complete this course

learning about skin disorders and diseases. This will also strengthen their consultation skills and how to best handle their clients' needs.

70100-210 **Braiding, Wigs, and Hair Extensions** *20 Hours*

In this course, students will learn how to accessorize their clients. After being introduced and practicing the skill sets, students will add to their repertoire of consultation skills by being able to assist clients with the accessories they require. They will also be able to understand the science behind the products they use. Based on the clients' needs, students will be able to communicate the benefits of the different manufacturers and the benefits of using one product line over another.

70100-220 **Chemical and Texture Services** *20 Hours*

The course will introduce the students to the varying elements of the perm. They will develop an understanding of the science involved with the application of chemicals to hair structure and the perm. This will enable them to better serve their clients from consultation through completion of the hairstyling they perform. Students will be able to expand their knowledge of the industry while developing confidence in themselves and learning how to build clients' confidence with their abilities. Students will also learn how to apply relaxer services and other hairstyles within the course.

70100-230 **Midyear Review** *20 Hours*

Students will review the first half of the year in this course. This will better prepare them for their State Boards and create study materials. In addition to the Trimester 2 Lab, they will have an opportunity to review and practice skill sets to reinforce the related theoretical knowledge from the first half of the year.

70100-240 **Lab** *243 Hours*

Students will be able to continue their authentic practice of the skill sets learned in this trimester. They will be able to initially develop skills working on each other, high school students, family members, and live clients (when ready). This reinforces the related theoretical instruction they receive where they practice all the math skills on the register while developing the essential communication skills by interacting with the clients being serviced at the counter of the salon floor. This is an essential component to being successful in the salon environment.

Trimester 3:

70100-300 **Makeup and Nails** *15 Hours*

In this section, students will be introduced to makeup, nail care, and pedicures. Students will learn the anatomy and physiology involved in the structure, growth, and function of skin and nail cells. They will understand the importance of proper care and maintenance as well as be able to identify skin and nail disorders and diseases. Students will be able to distinguish between product lines to offer the best products to suit their clients' needs. Students will also understand the chemistry behind the product they utilize to provide a positive and safe experience for everyone.

70100-310 **Nail Accessories and Enhancements** *15 Hours*

To continue providing more services to clients, students will learn the various types of nail enhancements and accessories. They will be able to add these types of services to their initial consultation and provide clients with more alternatives through their salon experience.

70100-320 **Facial, Waxing, and Massage** *20 Hours*

This course will further increase the understanding of anatomy and physiology as it relates to the Cosmetology industry. Students will be able to explain the benefits of therapeutic facial treatments, hair removal, and therapeutic massage. Students will understand the science behind the manipulations and application of products. They will also understand the importance of safety to themselves and their clients. This is accomplished by knowing the chemicals in the various product lines and their applications.

70100-330 **Entrepreneurism** *20 Hours*

Students will learn the business side of the Cosmetology field. Although, this is addressed through many of the prior courses, this course will collaborate them and give it purpose. So, whether the student is intent on opening their own salon or by becoming a more knowledgeable employee by understanding what it means to succeed in the Cosmetology field, the student will learn how to develop a business plan as well as marketing skills to sell the *"salon's"* brand and the product contained therein.

70100-340 **State Board Review** *20 Hours*

This Course is the final preparation for getting the students ready for the State Boards. This is accomplished through the reinforcement of practical instruction and practice as it relates to the theoretical instruction needed to pass the State Boards.

70100-350 **Lab** *244 Hours*

Trimester 3 Lab encompasses the many aspects of the skills learned through the year. Similar to each Trimester's Lab, the related instruction is practiced to develop the technical and practical literacy of being a cosmetologist. Students will practice on live clients and on their mannequins based on experience and the development of their skills. They also have the continued opportunity to practice communication and entrepreneurial skills through the live clients.

Program Plan:

The Postsecondary Cosmetology Program consists of 1,000 hours of training. In accordance with the Massachusetts State Board of Cosmetology, the curriculum is designed with the following schedule.

Manicuring (including 12.5 hrs. of Artificial Nail Techniques)	50
Hair Straightening and Permanent Waving	250

Shampooing	25
Finger Waving	50
Marcelling and All Iron Curls	45
Skin Care/Facial Grooming	80
Wig Instruction and Scalp Treatments	50
Dyes and Bleaching (packs, tints, rinses, reconditioning)	150
Hair Cutting	125
Oral, Written and Practical Tests, Sterilization, Hygiene, and Anatomy	125
Instruction and Lecture on Sanitation	25
Ethics, Salesmanship, Courtesy, and Conduct	25
Unassigned Hours	None
Total Hours	**1,000**

The Postsecondary Cosmetology Program is an intense course of study with both theory and practical components integrated to develop the learning process in each spectrum of the curriculum. Upon completion of the Program, the student will receive a Certificate of Completion of 1,000 hours in Cosmetology and will then be required to take the State Licensure Examination in order to practice Cosmetology in the State of Massachusetts.

Theory curriculum plan:

- Week 1 Chapter 1: History and Opportunity
- Week 2 Chapter 2: Life Skills
- Week 3 Chapter 3: Your Professional Image
- Week 4 Chapter 4: Communicating for Success / Resumes
- Week 5 Chapter 5: Infection Control
- Week 6 Chapter 6: General Anatomy & Physiology
- Week 7 Chapter 6: General Anatomy & Physiology
- Week 8 Chapter 11: Properties of the Hair and Scalp
- Week 9 Chapter 15: Scalp Care, Shampooing, and Conditioning
- Week 10 Chapter 25: Manicuring
- Week 11 Chapter 12: Basics of Chemistry
- Week 12 Chapter 21: Hair coloring
- Week 13 Chapter 21: Hair coloring
- Week 14 Chapter 21: Hair coloring

- Week 15 Chapter 21: Hair coloring
- Week 16 Chapter 22: Hair Removal
- **Winter Holiday Vacation**
- Week 17 Chapter 17: Hairstyling
- Week 18 Chapter 16: Haircutting
- Week 19 Midyear Assessment Practical
- Week 20 Chapter 20: Chemical Texture Services (Perms)
- Week 21 Chapter 20: Chemical Texture Services (Relaxers)
- Week 22 Chapter 7: Skin Structure, Growth, and Nutrition
- **February Vacation**
- Week 23 Chapter 8: Skin Disorders and Diseases
- Week 24 Chapter 23: Facials
- Week 25 Chapter 24: Facial Makeup
- Week 26 Chapter 14: Principles of Hair Design
- Week 27 Chapter 18: Braiding
- Week 28 Chapter 19: Wigs and Hair Additions
- Week 29 Chapter 9: Nail Structure and Growth
- **April Vacation**
- Week 30 Chapter 10: Nail Diseases and Disorders
- Week 31 Chapter 26: Pedicuring
- Week 32 Chapter 28: Monomer Liquid & Polymer Powder Nail Enhancements
- Week 33 Chapter 13: Basics of Electricity
- Week 34 Chapter 30: Preparing for Licensure & Employment/Review for State Board
- Week 35 Chapter 31: On the Job
- Week 36 Chapter 32: The Salon Business
- *(Subject to change order without prior notice)*

Program Details:

	Trimester 1	**Trimester 2**	**Trimester 3**
Safety and Sanitation Procedures	Identify, understand and demonstrate safety in the salon and sanitation practices as it applies to the Cosmetologist. Demonstrate proper sanitation of tools and safety in the salon.	Demonstrate and apply safety in the salon and sanitation practices as it applies to the Cosmetologist. Demonstrate proper sanitation of tools and safety in the salon. Identify, understand, and	Proficiently demonstrate and apply all practices of safety and sanitation in the salon at all times.

		demonstrate proper sanitation safety with clients in the salon.	
Communication	Explain and demonstrate basic processes of effective communication with instructors, directors, and fellow classmates.	Demonstrate and practice basic processes of effective communication with instructors, directors, and fellow classmates. Demonstrate and practice effective communication skills in client consultations.	Proficiently demonstrate and apply effective communication with instructors, directors, and fellow classmates, and clients.
Performance of Basic Services	Introduce, identify, and perform 5 basic haircuts, basic hairstyling, basic color techniques on mannequins, and classmates. Introduce and identify and perform basic nail services on classmates.	Practice haircuts, styling, color, and nail services on classmates, and clients. Introduce, identify and perform basic skin care procedures, and texture services on mannequins, with maximum instruction, and written procedures.	Perform haircuts, styling, chemical, and nail services on clients with minimum to no instruction.
Knowledge and Procedures for MA Cosmetology Licensing Examination	Identify hair service procedures. Demonstrate on mannequins.	Apply knowledge of hair service procedures on mannequins. Identify and apply knowledge of nail and skin care service procedures.	Perform all hair, nail, and skin care procedures in accordance with MA Cosmetology Licensing Board.

Student Evaluation & Grade Report:

At the end of each semester, students will receive a grade in each enrolled course. The grade(s) represent various levels of accomplishment and carry the number of honor points per Clock Hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 83	B-	2.70
78 – 79	C+	2.30
75 – 77	C	2.00
Less than 75	F	No Grade Points

Inc* Incomplete
W Withdrawal
TRC Transferred Credit
NE Never Enrolled

Inc* - Only given with prior Instructor and Adult Education Director *(or designee)* approval and arrangements for make-up plans. Grade will be changed to an "F", if work is not completed by scheduled date.

Methods of Evaluation:

- Weekly theory quizzes: students must maintain an average of 75% or better.
- All work is at the discretion of the Instructor.
- Final exam (practical and written) and mock state exam.
- Projects and assignments completed.
- Attendance: Attendance is part of the grading for this Program, students may not miss more than five (5) hours of class time.
- Testing scores: Students must maintain a 75% average on all written and practical tests. Practical work will be directly related to the MA State Board Examination.

Student Responsibilities:

- Students are expected to maintain regular attendance, make satisfactory progress, and must maintain a 75% average.
- Students are required to wear masks at all times, wear a uniform that consists of a black shirt, black pants, and black closed shoes.
- A school-provided lab coat completes the uniform.
- Students must have access to a laptop and printer.
- All work must be done under the supervision of an Instructor and with the Instructor's permission.
- Students are required to fulfill all Instructor's assignments.

Attendance Policy:

Attending every class is important to your success. Students are expected to attend on all scheduled days of school as well as all field trips. Any student who is unable to attend classes on a scheduled school day must call and speak directly to an Instructor during normal class hours. Failure to notify an Instructor constitutes an unexcused absence *(no call/no show).* Outside employment and appointments should not interfere with academic hours. Absences due to extended health issues require documentation. **A doctor's note is required after 3 absences and/or 18 hours of class time**. Students will receive monthly attendance reports.

At the discretion of Tri-County, a student may be dismissed from the Program for excessive absences.

The Massachusetts Board of Registration of Cosmetologists states that cosmetology programs must consist of a specified number of hours for graduates to be eligible to take the State Board Examinations. *(1000 hours for Cosmetology Program graduates, 600 hours for Aesthetics and Skin Care Program graduates, and 100 hours for Manicuring Program graduates).*

Massage Therapy



Massage Therapy:

Program Overview:

Massage Therapy instruction is delivered in a salon setting within the Tri-County Regional Vocational Technical High School Building. The Adult Massage Therapy Program will provide a high-quality relative Massage Therapy curriculum aligned with the Commonwealth of Massachusetts Board of Registration of Massage Therapy 269 CMR 2.00. Licensed Massage School: A facility which is licensed by the Board after meeting minimum standards for training and curriculum, as determined in accordance with §§ 228 to 236, inclusive. The facilities are all located at 147 Pond Street in Franklin, MA.

Program Goals & Objectives:

First Goal:

The Massage Therapy Program will provide a high-quality and educationally sound Massage Therapy curriculum that includes all components of the following:

- Commonwealth of Massachusetts Board of Registration of Massage Therapy requirements for licensure.

Program Objectives:

- The Massage Therapy Faculty aligns their curriculum to correlate with state and industry standards annually.
- The Massage Therapy Curriculum is developed in a manner to scaffold didactic and laboratory courses to help students achieve learning goals.
- The Massage Therapy prepares the students to meet the requirements needed upon completion of the 650-hour course to meet state credentialing standards.

Second Goal:

The Massage Therapy program, through active relevant learning activities developed throughout the curriculum, allows students to develop proficiency and mastery of Massage Therapy concepts and skills to be successful Massage Therapists.

Program Objectives:

- Massage Therapy Students through hands-on activities, develop industry-standard entry-level skills.
- Through active learning exercises in both practical and theory instruction students are provided with multiple opportunities to apply the learning experiences for development to gain proficiency in massage therapy concepts and skills.
- The Massage Therapy Curriculum provides a clinical experience that allows the students to participate in authentic practice for all aspects of industry-related skill sets.

Third Goal:

The Massage Therapy Program has been developed to provide the students with the skills needed to prepare themselves for licensure by the Massachusetts Board of Massage Therapy, take and pass the Board Examination and to become a licensed Massage Therapist.

Program Objectives:

- To assure student proficiency and mastery, each course provides formative and summative assessments for authentic and relative theory instruction aligned to the framework standards.
- Assessment methodologies of varying types will be utilized to aid in exam preparation.
- Mentoring is provided to the students by the Instructors and the outside resources that are incorporated into the Program.

Fourth Goal:

It is essential to provide Massage Therapy Students with career readiness and employability skills. These are reinforced with professional and ethical standards that are essential to providing the industry with top-quality employees.

Program Objectives:

- The Massage Therapy students are assessed on their career readiness and job search skills necessary to obtain and maintain employment. Career Fairs and interaction with working spas to provide opportunities for the students to interact with potential employers who can provide positive feedback for the students.
- The Curriculum provides authentic and theoretical instruction in industry-related ethical and professional practices for the students to become members of the cosmetology industry.
- Through the established Curriculum and learning opportunities, students will be encouraged and assisted to obtain an entry-level position within the massage therapy industry.

Fifth Goal:

The Massachusetts Department of Massage Therapy fosters professional growth and development of faculty, by mentoring and supporting them through an approved evaluation system. This guides Instructors to continue their lifelong learning journey in a manner to improve instruction.

Program Objectives:

- Yearly, through an approved evaluation system, Instructors work with their supervisors to develop student learning and professional growth goals.
- Faculty are supported in their professional development activities through resources provided to the instructors that are required for them to achieve their goals.
- This support is to allow Instructors to develop and expand educationally sound practices and to foster professional growth throughout their educational career.

Admission Criteria:

Applicants must:

- Be 18 years or older as of the first date of class *(Birth certificate may be required).*
- Have a G.E.D/HiSet Certificate, Official High School Transcripts, High School Diploma, Official College Transcript OR College Diploma.
- Have an application for admission are available through the Adult Education office or website.
- Pay an Application Fee: $25.00
- Have in accordance with current state law, applicants must submit Criminal Offender Record Information (CORI) release form. The form will be provided for student consent. Students must provide a current Driver's License or other Government issued photo identification to be copied at the time of completion.
- Once accepted into the Program to secure enrollment:
    - All students must pay a Seat Deposit of $200.00.
    - Students are required to wear a uniform that consists of a black shirt, black pants, and black closed shoes.
    - Students must have access to a laptop and printer.

Medical Records:

Current Physical examinations must be conducted for all students within 12 months of the start of class. *(Massachusetts School Health Record and Certificate of Immunizations form to be completed by a physician's office).* Also required are a Tetanus booster every ten years, three doses of Hepatitis B vaccine, polio vaccine series, Measles, Mumps, and Rubella vaccines, and one dose of Varivax, or a history of Chickenpox disease.

Health Insurance:

Students must provide their own health insurance coverage while enrolled as a Tri-county Regional Adult Education student. Students will be required to show proof of insurance *(A current Medical Insurance Card*) before the start of the school year.

Estimated Expenses:

Tuition Student Fee/Kit **Total**	$9,215.00 $1,694.00 **$10,909.00**
Due by June 1	50% of tuition 50% of Student Kit.
Due 1 week before the beginning of Class	Remaining 50% of tuition unless the student chooses to enroll in the Payment Plan.

Payment plans to be set up before August 20th	Remaining 50% of Student Kit.

**Kit includes: Oil/Lotion holsters w/8oz pump bottle Massage Table Package; portable massage table, face cradle, bolster, rolling stool, massage chair, travel bag.

**Student Textbooks:

Mosby's Fundamentals of Therapeutic Massage

Mosby's Essential Sciences for Therapeutic Massage

Trail Guide to the Body (with flashcards bundle)

Trail Guide to the Body Student Workbook

The Anatomy Coloring Book

A Massage Therapist's Guide to Pathology

The Ethics of Touch

Business Mastery

There is a $20.00 fee for any returned checks.

Preferred Method of Payment:

- Bank/Certified check or Money Order payable to Tri-County RVTHS.
- Must be up-to-date on existing approved payment programs prior to progressing to the next term.
- Tuition for all Tri-County Adult Education programs is subject to change for the upcoming school year.
- There will be a 3% fee for all Credit Card transactions.
- There is a $20.00 fee for any returned checks.

Financial Aid:

- Federal Financial Aid for Massage Therapy is available to qualifying students through the Federal Financial Aid System. Currently, Financial Aid Funds available for eligible students attending Tri-County are PELL Grants and student loans through the Federal Financial Aid System.

- Students enrolled or planning to enroll in either the Cosmetology Program can find out if they qualify by filling out a FAFSA form which can be done at www.fafsa.ed.gov. It is necessary to enter Tri-County's School Code, which is **041220** to have pertinent information automatically forwarded to us.
- For more information about Federal Financial Aid, visit: http://federalstudentaid.ed.gov
- To fill out the FAFSA form, visit: http://www.fafsa.gov

Facts Payment Plan:

This Payment Program is available only to students enrolled in the Massage Therapy program. Tri-County has contracted FACTS to offer our postsecondary Massage Therapy students a Payment Plan option to help make tuition payments more manageable for themselves and their families. This Payment Plan offers two different monthly payment options — either automatic withdrawal from a bank account or automatic payment through a credit card. *(Please note that there is an additional convenience fee charge for each credit card payment).*

Students have the option of paying their tuition balance in full or of spreading the payments over either nine or ten months. Completing a simple online form is required to enroll in this plan. There is a one-time $50.00 non-refundable enrollment fee for this service, and no additional interest is charged or fees assessed if payments are received on time.

FACTS PAYMENT PLAN:
A monthly Payment Plan is available to students. A $50.00 registration fee is required. Monthly payments for the balance of tuition will be made by the 15th of each month. Late payment fees apply. If paying with a credit card, there is an additional 3% fee.

How to set up a Payment Plan:
www.tri-county.us
- Select – Adult Education
- Select – Postsecondary Programs
- Select – FACTS Payment Plan information
- Select – Follow this link to enroll or monitor your account

Enrollment for the Payment Plan begins August 1. Please complete by August 25.

Please note that students who have not paid the entire tuition balance on or before the first day of class must enroll in the FACTS Program to set up a payment plan.

For more information about the FACTS Payment Plan at Tri-County, please visit our Postsecondary Programs Page and look under “Additional Information.”

Refund Policy:

Refunds are processed upon written notice of withdrawal. Refunds are processed automatically. Students may submit a Notice of Withdrawal Form *(Appendix C).* Refunds are processed automatically. The $25.00 Application Fee is non-refundable. Should a student withdraw from the Program, the student will retain:

- 100% of fee minus $100.00 withdrawal fee on or before the first day of classes
- 60% of fee minus $100.00 withdrawal fee before the end of the first week of classes
- 40% of fee minus $100.00 withdrawal fee on or before the end of the 2nd week of classes
- No refund will be given after the second week of classes

Credit card payments are generally refunded in accordance with the above refund schedule, within 24-48 hours of receipt of withdrawal notice and receipt of credit card information. All Refunds will be made within 45 days.

Students who receive a Financial Aid Offer through the Tri-County Financial Aid Program are required to understand and acknowledge their financial responsibility to their tuition.

If a student receives a disbursement for financial aid, and does not complete 60% of their actual program Clock Hours for the period of that disbursement, an R2T4 calculation as defined by the US Department of Education, Financial Student Aid (US DOE, FSA), will be used to calculate the amount of the Pell Grant disbursed that is required to be returned to the US DOE, FSA.

If a student fails to meet the academic progress required, and/or the attendance criteria outlined in the Student Handbook and is dismissed from their Program, they are still financially responsible for the remaining balance of that tuition.

Students entitled to a refund do not need to submit a written notice of cancellation in order to receive their refund. The unexplained absence of a student from school that results in the violation of the attendance policy shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the date the student exceeds the attendance policy.

The school shall refund all monies paid in any of the following circumstances:

a. the school did not provide the prospective student with a copy of the student's valid enrollment agreement and access to a current course Catalog and Student Handbook;

b. the school cancels or discontinues the course of instruction in which the student has enrolled;

c. the school fails to conduct classes on days or times scheduled, detrimentally affecting the student's ability to attend.

Transfer of Credit Between TCRAE Program:

Tri-County Students are enrolled and assigned to the Massage Therapy Program only. Students will not be permitted transfer from one program to another without just cause and written permission from the Adult Career & Technical Education Supervisor.

Transfer from Another Institution:

Will be accepted if space is available and with written approval from the Adult Career & Technical Education Supervisor. The student will supply TCRAE a copy of their transcript from their previous school. Based upon the transcript information, the Program Teacher will determine the number of hours the student must complete in order to graduate from the Program. Once the transfer plan is in place, the student will be given a start date once all the necessary forms are received by the Adult Education office. No hours will be transferred if the student owes money to the previous school.

Program Schedule:

The Massage Therapy Program is taught three (3) days per week, six (6) hours per day, Monday – Wednesday. The Program runs from September - June.

Application for admission begins in January.

Class size is limited to 12 students.

Registrations are accepted on a first-come, first-serve basis.

Instructional Hours: 650

Therapeutic Massage and Bodywork Technician

Program Objective
The Therapeutic Massage and Bodywork Technician Program is designed to prepare the student with a strong foundation on which to build a successful career as a competent entry-level massage therapist. A well-rounded curriculum offers the student knowledge of the structure and function of the human body blended with hands-on techniques used in therapeutic massage and a variety of specialized modalities. Because of the wide range of skills necessary for the student of Rhode Island and Massachusetts, graduates will be adequately prepared to begin their role as a successful independent practitioner in the healthcare community, sport clinic, or day spa.

Course Title	*Lecture Hours*	*Lab Hours*	*Total Hours*	*Total Credits*
Anatomy & Physiology	100	0	100	
Clinical Pathology	45	0	45	
Kinesiology	30	15	45	
Ethics and Professionalism	60	0	60	
Massage Technique 300 hours	150		150	
Swedish Massage Therapy		60	60	
Deep Tissue and Neuromuscular		60	60	
Intro for Asian Bodywork Theory & Shiatsu		30	30	
Clinical		100	100	
Totals	**385**	**265**	**650**	

Course Descriptions:

70100-100 **Anatomy & Physiology** *100 Hours*

This course will cover anatomy and physiology of the human body, and the effect of massage on particular systems and on the body as a whole. Emphasis is placed on the skeletal, muscular, and nervous systems, including common pathologies of the systems and indications and contraindications for massage.

Course Topics: Anatomy, Physiology and Pathology of the following systems:

- Terms & Organization of the Body
- Integumentary Systems
- Tissues
- Skeletal System
- Musculoskeletal System
- Nervous System
- Cardiovascular System
- Blood & Lymphatic and Immune System
- Endocrine System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive System
- Special Senses

70100-100 **Pathology** *45 Hours*

This course provides foundational knowledge of diseases, injuries, and disorders, focusing on etiology, signs, symptoms, and the impact on body systems. It covers contraindications and indications, ensuring safe, effective, and ethical treatment modifications for clients with various conditions.

Course Topics:

- Terms
- Disease & Infection
- Indications and Contraindications
- Conditions and Disorders
- Psychological and Emotional States
- Basic Pharmacology

70100-100 **Kinesiology** *45 Hours*

Provides the foundational study of human movement, focusing on musculoskeletal anatomy, biomechanics, and palpation techniques. It teaches students to identify muscles, origins, insertions, and actions to assess client movement, understand pain sources, and develop effective, safe treatment strategies.

Course Topics:

- Terms
- Joints
- Movement
- Major Muscles
- Posture
- Proprioception

70100-100 **Ethics and Professionalism** *60 Hours*

Equipes massage therapy students with the framework for safe, ethical practice, covering professional boundaries, informed consent, and confidentiality. It covers industry standards, identifying ethical dilemmas, and maintaining proper scope of practice through case studies and professional behavior standards.

Course Topics:

- Industry and Business Controls
- Ethics
- Career Path
- Business Plan

70100-100 **Massage Therapy Technique** *300 Hours*

Comprehensive hands-on training in foundational and advanced bodywork, covering Swedish massage, deep tissue, and specialty modalities. Students master clinical assessment, anatomy, and proper body mechanics to safely treat clients, preparing them for licensure, clinical work, or spa environments.

Course Topics:

- History
- Products
- Client Preparation and Draping
- Effects and Benefits
- Contraindications
- Overview

70100-100 **Clinic Internship** *100 Hours*

Students will participate in an in-house internship through the program. Students may elect, with the approval of the instructor and the Director, to perform internship outside of the program.

Course Topics:

- Client Office Procedures
- Clinic Procedures

- Work within time-slot allowed
- Evaluation, Attendance & Performance
- Provide Massage Therapy according to Education & Training received
- Generate Repeat Clients using effective measures

Students will participate in an in-house internship through the program. Students may elect, with the approval of the instructor and the Director, to perform internship outside of the program.

Course Topics:

- Client Office Procedures
- Clinic Procedures
- Work within time-slot allowed
- Evaluation, Attendance & Performance
- Provide Massage Therapy according to Education & Training received
- Generate Repeat Clients using effective measures

Program Plan:

The Postsecondary Massage Therapy Program consists of 650 hours of training. In accordance with the Commonwealth of Massachusetts Board of Registration of Massage Therapy, the curriculum is designed with the following the indicated hours per section.

Anatomy & Physiology of the Body	100
Pathology	45
Kinesiology	45
Ethics & Professionalism	60
Massage Therapy Technique	300
Clinic Internship	100
Total Hours	**650**

The Postsecondary Massage Therapy Program is an intense course of study with both theory and practical components integrated to develop the learning process in each spectrum of the curriculum. Upon completion of the Program, the student will receive a Certificate of Completion of 650 hours in Massage Therapy and will then be required to take the State Licensure Examination in order to practice Massage Therapy in the State of Massachusetts.

Student Evaluation & Grade Report:

At the end of each semester, students will receive a grade in each enrolled course. The grade(s) represent various levels of accomplishment and carry the number of honor points per Clock Hour as indicated below:

Numeric Grade	Alphabetic Grade	Grade Points
93 – 100	A	4.00
90 – 92	A-	3.70
87 – 89	B+	3.30
83 – 86	B	3.00
80 – 83	B-	2.70
78 – 79	C+	2.30
75 – 77	C	2.00
Less than 75	F	No Grade Points

Inc* Incomplete
W Withdrawal
TRC Transferred Credit
NE Never Enrolled

Inc* - Only given with prior Instructor and Adult Education Director *(or designee)* approval and arrangements for make-up plans. Grade will be changed to an "F", if work is not completed by scheduled date.

Methods of Evaluation:

- Lecture, practical hands-on instruction, interactive discussion, Smartboard Illustrations, YouTube, and/or other media will be used to enhance the learning process.
- Use of visual aids through practical instruction and practice is essential.
- Relevant Handouts; For example, licensure requirements, permit applications, and other items not deliverable electronically, or on Smartboard.
- Summarize expected learning outcomes at the beginning of class. Review at the close of class.
- Draw upon previous learned materials in each new learning session, theory or practical.
- Reading assignments and homework are assigned to prepare students for the next class learning activities.
- Question and answer periods are to be provided for all students at the end of each class summarization.
- Instructor to provide demonstrations on mannequins and live models, as appropriate, for different techniques of massage, the specific movements of

massage, including the range of motion (ROM) movements used in various types of massage.

Student Responsibilities:

- Students are expected to maintain regular attendance, make satisfactory progress, and must maintain a 75% average.
- Students are required to wear a uniform that consists of a black shirt, black pants, and black closed shoes.
- Students must have access to a laptop and printer.
- All work must be done under the supervision of an Instructor and with the Instructor's permission.
- Students are required to fulfill all Instructor's assignments.

Attendance Policy:

Attending every class is important to your success. Students are expected to attend on all scheduled days of school as well as all field trips. Any student who is unable to attend classes on a scheduled school day must call and speak directly to an Instructor during normal class hours. Failure to notify an Instructor constitutes an unexcused absence *(no call/no show).* Outside employment and appointments should not interfere with academic hours. Absences due to extended health issues require documentation. **A doctor's note is required after 3 absences and/or 18 hours of class time**. Students will receive monthly attendance reports.

At the discretion of Tri-County, a student may be dismissed from the Program for excessive absences.

The Commonwealth of Massachusetts Board of Registration of Massage Therapy states that Massage Therapy programs must consist of 650 hours for graduates to be eligible to take the State Board Examinations.

Accreditation and Approval:

Tri-County Regional Adult Education is accredited by:

The Commission of the Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
Telephone: 770.396.3898, Fax: 770.396.3790, www.council.org

Massachusetts Department of Elementary and Secondary Education
Office for Career/Vocational Technical Education

135 Santilli Highway, Everett, MA 02149
Telephone: 781.338.3910, www.doe.mass.edu

The Cosmetology and Aesthetics and Skin Care Programs are approved by:

Commonwealth of Massachusetts, Division of Professional Licensure of Cosmetology

1000 Washington Street, Boston, Massachusetts 02118
Telephone: 617.727.9940, www.mass.gov

The Massage Therapy Program is approved by: *Commonwealth of Massachusetts, Division of Occupational Licensure,* Board of Registration of Massage Therapy
One Federal Street Suite 600 Boston, MA 02110-2012
Telephone: 617.701.8630, www.mass.gov