



TEXAS COSMETOLOGY SCHOOL CREDIT HOUR CURRICULUM APPLICATION INSTRUCTIONS

PLEASE NOTE:

- The application must be completed and signed by the applicant or authorized designee.
- All information provided must be typed or printed in black ink.

School Name – Enter the official name of the school.

School License Number – Provide the school license number.

School Mailing Address and Contact Information - Enter the mailing address for the school. This address is where the Department will mail all correspondence and may be a post office box.

Course Selection – Select the course (s) for which you are seeking approval.

Required documentation - The following must be submitted with the application:

A copy of the curriculum in Section 83.120 will not suffice. A sample syllabus and teaching plan is included.

- (Max: 600 hours) Modules and/or courses with description as they will appear in the catalog.
- Teaching plan including the breakdown of hours to satisfy the requirement of 83.120
- Module and/or Course completion form
- School Attendance policy
- Drop and Withdrawal policy
- Make-up hour policy
- School Tuition Refund policy (to meet the requirements of 1602.458)
- References/resources being used

Signature of Applicant(s) and/or Officer(s) – Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

Note: Section 1602.453 Course Length and Curriculum Content of the Cosmetology Law states:

- (a) A private beauty culture school must design course length and curriculum content to reasonably ensure that a student develops the job skills and knowledge necessary for employment.
- (b) A school must submit to the commission for approval the course length and curriculum content for each course offered by the school. The school may implement a course length and curriculum content only after approval by the commission.
- (c) Before issuing or renewing a license under this chapter, the department shall require a school to account for each course length and curriculum content.

**Submit the application and supporting documents to TDLR
at the address shown above.**



TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. Box 12157 - Austin, Texas 78711-2157
800-803-9202 - (512) 463-6599 - FAX (512) 463-1512
www.tdlr.texas.gov education@tdlr.texas.gov

APPLICATION FOR:

Texas Cosmetology School Credit Hour Curriculum Approval

PURSUANT TO TITLE 9, TEXAS OCCUPATION CODE, CHAPTERS 1602 AND 1603

Form with fields for School Name, License #, School's Mailing Address (Number, Street and Apt. No, PO Box Number, City, State, Zip Code), Contact Person, and phone/fax numbers.

Table with 2 columns and 7 rows for selecting course(s) to be approved, including Operator (1,500 hours), Eyelash Extension (320 hours), etc.

- Required documentation: (A copy of the curriculum in Section 83.120 will not suffice.)
• (Max: 600 hours) Modules and/or courses with description as they will appear in the catalog.
• Teaching plan including the breakdown of hours to satisfy the requirement of 83.120
• Module and/or Course completion form
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• Drop and Withdrawal
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• References/resources being used.

STATEMENT OF APPLICANT(S)

By signing this application I certify all information submitted on this application and attached forms is true and accurate. I certify that I will comply with all applicable provisions of the Texas Occupation Code, Chapters 51, 1602, and 1603; Texas Administrative Code, Title 16 Chapter 60 and the Cosmetology Administrative Rules, Texas Administrative Code, Title 16 Chapter 83. I understand that providing false information on this application may result in revocation of the privilege I am requesting and the possible imposition of administrative penalties.

Form with fields for Printed Name of Owner, Officer, or Authorized Representative, Signature of Owner, Officer, or Authorized Representative, and Date Signed.

<School Name>
<Course Title>
<Semester>

COURSE SYLLABUS

<Course dates, times and location>

INSTRUCTOR INFORMATION

<Name>
Email <email address>
Phone <phone number>
Office Hours <Office hours and location>

COURSE DESCRIPTION

<Course Description>

COURSE REFERENCES

Course Textbook <textbook, publisher, year, and chapters/pages>

CLASS EXPECTATIONS

See Examples below:

- Attend each class meeting and arrive on time and stay the entire class period. If an emergency arises that prevents class attendance, late arrival, or early departure, inform the instructor as soon as possible. Keep in mind if you are absent, you cannot participate and this will affect your participation grade.
- Turn all cell phones and pagers off during class. If you are involved in a crisis situation and need to be available via cell phone, please talk to instructor prior to the start of class.
- Close laptops during class activities requiring active participation (e.g., dialog, discussions, activities).
- Be actively involved in class by thoughtfully contributing to discussions, tasks, and assignments.
- Support the development of a classroom community of mutual respect, collaboration and support.
- Complete all assignments on time. Late assignments will not be given credit except under extreme circumstances as approved by the instructor.

- It is the student’s responsibility to contact a class colleague to catch up on missed class content and/or to obtain class handouts.
- No make-up opportunities for assignments are provided for absences, late arrival and/or early departures unless otherwise approved by instructor.
- Type all assignment using 12-point standard font (e.g., Times or Times New Roman) with margins no greater than one-inch and double-spaced. Hardcopies of assignments should be turned in during class unless otherwise announced in class. If an assignment is submitted by email as an attachment, it must be sent prior to the beginning of the class period in which it is due. Assignments should have the student’s name in the header and electronic files should be labeled with the student’s name.

COURSE ASSIGNMENT DESCRIPTIONS

<Describe each assignment in detail>

Class Participation and Readings: Students are expected to come to class prepared and engage in class discussions. Assignments should be **read thoroughly and repeatedly, if necessary**, prior to the class period in which they are due. Each class period students should bring all readings. In addition, students are required to bring a paper with talking points on the daily readings. These talking points should include: 2-3 questions based on the readings to provoke conversation. When disagreement occurs, students are encouraged to **respectfully** challenge, listen and demonstrate tolerance for opposing viewpoints. **Keep in mind if you are absent, you cannot participate and your participation grade is affected.**

COURSE REQUIREMENTS & GRADING GUIDELINES

Assignment	Grading Guidelines
<assignment 1 name>	<Points assigned>

100-90 points = A, 89-80 points = B, 79-70 points = C, 69-60 points = F

The instructor reserves the right to make modifications to this syllabus as needed throughout the semester.

Credit Hour Teaching Plan and Breakdown of Hours

Semester 1 (Module 1) The module consists of _____ weeks.

State the topics as in 83.120 and below the topic list a brief explanation of what material is taught.	Clock Hours
Orientation, Laws and Rules Life skills, professional ethics, sanitation and bacteriology, state laws/regulations	38
Shampoo and Related Theory Draping for wet services, shampoo and rinse techniques, chemistry related	38
Haircutting, Styling and Related Theory Different types of draping, how to section, haircutting tools, removing length or bulk using razor, clippers, thinning shears, blow drying, curling iron techniques	75
Manicuring and Related Theory Manicuring implements and supplies, table set up, how to do plain manicure, hot oil manicure, hand and arm massage	50
Cold Waving and Related Theory Go over different types of permanent waving products, chemical draping, sectioning techniques	50
TOTAL HOURS	251

Semester 2 (Module 2) The module consists of _____ weeks.

State the topics as in 83.120 and below the topic list a brief explanation of what material is taught.	Clock Hours
Hair and Scalp Treatment and Related Theory Disorders of the hair and scalp, related chemistry, scientific brushing, scalp manipulations	20
Haircutting, Styling and Related Theory Different types of haircuts – 0, 45, 90, 180 degree angles. Fingerwaves. Pin curls, roller sets	100
Facials and Related Theory How to drape for a facial, product knowledge, how to cleanse, tone and moisturize. Facial massages and treatments. Makeup application, eyelashes, superfluous hair removal, lash/brow tinting	20
Cold Waving and Related Theory Wrapping, processing and rinsing. How to care for a permanent wave – using leave in treatments and deep conditioning.	25
Chemical Hair Relaxing and Related Theory Patch test procedures, product knowledge and application.	25
Hair Coloring and Related Theory Product knowledge and application. Temporary, semi-permanent, permanent color, bleaching, toning, highlights.	50
TOTAL HOURS	240