



HTI • HAIR TECH INSTITUTE

STUDENT CATALOG

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Virginia Board and Cosmetology

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HTI TECH INSTITUTE

www.htihairschool.com

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INTRODUCTION

Introducing the Hair Technical Institute (HTI), a new model for the cosmetology hair school. Started in 2018, we have finally combined the benefits of the cosmetology school as well as working in a salon. At HTI, our objective is simple, produce individuals that are salon-ready and well rounded in their talents.

VISION & MISSION

Mr. David Bakir started in the cosmetology industry over 27 years ago, and has been widely successful. He currently owns a 3-location hair salon. He was able to create HTI to give to the students the first of its kind, a hybrid cosmetology school catering to the student with real-life experiences in the salons.

NON-DISCRIMINATION POLICY

HTI operates with integrity and maintains an honest, ethical relationships with our team, students, and clients. Hair Tech Institute is accepting applications without regard to military status, national origin, and thus fore, do not discriminate again any student regardless of race, religion, sex & age.

ENROLLMENT & ADMISSIONS REQUIREMENTS

For enrollment, all applicants must provide the following to HTI admissions:

1. Copy of their high school diploma, G.E.D. certificate or equivalent, or official high school transcripts.
2. Proof of legal residency in the U.S.
3. Written essay (or a short video) of why you should be accepted into our program.
4. Application completed along with a \$25 application nonrefundable fee.

1500 HOUR COSMETOLOGY PROGRAM

HTI's cosmetology program is tailored, not to just pass the students in the Virginia State Board, but more importantly we teach them to be a well-rounded hair stylist salon ready.

The course includes both theory and practical. Teaching you how to build and accommodate clientele. You will be able to recommend and deliver styles that suits the individual. Studies include all aspect of hair design, including body and face shapes. The course also covers business, psychology, ethical and relational practices.

Our Educators not only teach you the fundamentals of cutting, colouring and formulations, but also Perm techniques and all things that are applicable in your day-to-day salon operations. Our Educators teach you the breakdown of hair to the exact science. We will also help our

students build an impressive portfolio of their work to accompany their resume. This course is only the beginning of a new and exciting career full of potential and opportunities.

UNITS BREAKDOWN OF SUBJECT AND HOURS

HAIR AND SCALP (150 Hrs)

- Bacteriology, Sterilization & Sanitation
- Hair and Scalp Care Products
- Understanding the pH Systems
- Cleansing, Conditioning and Reconditioning
- Scalp Treatments and Scalp Massage
- Disorders and Diseases
- Manipulations
- Analysis
- The Structure of Hair and Skin
- Safety Rules

HAIR STYLING (525 Hrs)

- Implements
- Shaping
- Finger Waves
- Pin Curls
- Roller Curling
- Design Sets
- Facial Shapes
- Anatomy
- Wigs Hair pieces and Related Theory
- Sanitation and Sterilization
- Types and Procedures
- Heat Curling, Waving, Braiding and Pressing
- Sanitation and Sterilization
- Safety Practices

HAIRCUTTING (250 Hrs)

- Anatomy and physiology
- Fundamentals, materials, and equipment
- Procedures
- Safety Practices

CHEMICAL REFORMATION (175 Hrs)

- Permanent Waving-Chemical Relaxing
- Analysis
- Chemistry
- Record Keeping
- Safety
- Procedures and Practical Application
- Supplies and Equipment

HAIR COLORING AND BLEACHING (200 Hrs)

- Analysis and basic color theory
- Supplies and Equipment
- Procedures and Practical Application
- Chemistry and Classifications
- Record Keeping
- Safety

SKIN THEORY (30 Hrs)

- Skin Care
- Facial
- Skin Care Product Knowledge
- Makeup
- Hair Removal
- Lash and Brow Tinting
- Analysis
- Health Safety and Sanitary Rules
- Anatomy
- Chemistry and Light Therapy

NAILS (25 Hrs)

- Manicuring and Pedicuring
- Anatomy and physiology
- Diseases and Disorders
- Sterilization
- Nail Sculpturing
- Nail Product Knowledge

ORIENTATION AND BUSINESS (25 Hrs)

- Personal Hygiene
- School Policies
- Communication Skills
- Business Ethics
- State Law, Regulations
- State Board Exams
- Professionalism
- Salon Management
- The Receptionist
- Career Development (resume writing and interviewing)
- Care of Equipment

EXAMS (35 Hrs)

UNASSIGNED (85 Hrs)

- Used to supplement any of the above.

GRADING PROCEDURE AND REQUIREMENTS

GRADE %	GRADE	THEORY	PRACTICAL
92%-100%	A	Test results based on multiple choice and essay questions.	EDUCATORS EVALUATIONS TO MEET HTI CRITERIA
81%-91%	B	Test results based on multiple choice and essay questions.	EDUCATORS EVALUATIONS TO MEET HTI CRITERIA
71%-80%	C	Test results based on multiple choice and essay questions.	EDUCATORS EVALUATIONS TO MEET HTI CRITERIA
60%-70%	D	Test results based on multiple choice and essay questions.	EDUCATORS EVALUATIONS TO MEET HTI CRITERIA
Below 60%	F	Incomplete. Plan of action required.	Incomplete. Plan of action required.

STUDENT SUPPLIES

HTI issues the Students Kit on the first day of orientation. The student is responsible to maintain all his/her books and supplies to be ready when education is in session. Any broken or replaced materials must be purchased prior to the next scheduled class by the student. All materials found in the kits are available for purchase from HTI front office.

Books that are used and required:

- Milady's Standard Cosmetology Book ISBN 9781285769431 - **\$100**
- Milady's Theory Workbook ISBN 9781285769455 - **\$50.95**

STUDENT SERVICES

- Each student receives an orientation prior to the start of the program.
- Each student receives individual guidance and support to gain the most knowledge and technical training.
- Job placement advice available to each student. However, HTI doesn't guarantee a job to any student upon of completion of their hours.

- Each student can find a list of job postings on our website, and they are encouraged to check frequently for [new openings](#).

If you're not sure about career in Cosmetology, please visit www.onetonline.org.

REASONABLE ACCOMMODATION POLICY

It is Hair Tech Institute policy to respond to requests for reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) or section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132), which states in part, "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

Reasonable accommodation shall refer to modification or adjustment to a job, an academic program, or work or learning environment to enable a qualified individual with a disability to enjoy an equal employment or educational opportunity. An equal employment or educational opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges of employment or education available to similarly-situated staff, faculty, or students without a disability. The Americans with Disabilities Act requires reasonable accommodations in three aspects of employment and education:

- To ensure equal opportunity in the application process;
- To enable a qualified individual with a disability to perform the essential functions of a job or to benefit from an educational program; and
- To enable staff, faculty, or students with disabilities the opportunity to enjoy equal benefits and privileges of employment and education.

GRADUATION REQUIREMENTS

For ALL students to graduate, they must have taken all exams, completed all hours, and performed all service assignments. At the senior level, there will be a final written and practical exam. The practical will consist of a hair cut , highlights and perm on a live model. This exam will be scheduled with the ambassador of education once 1200 hours have been reached. All students must sign up for mock state board exam calendar of dates to be announced.

80% and above grade point average is required for each subject in each phase to complete our course. This grade point average is required for both theory and practical assignment. All hours will be released once the contract is paid in full. Any student that must go over 1500 hours, will need to see the ambassador of education for a plan of action.

An official HTI certificate will be issued upon completion of all of the above.

PROGRESSIVE DISCIPLINE POLICY

- Student must maintain at 80% attendance, test grades and service assignments. Failure to do so will result in placement on a warning status for 30- day period.
- We will be conducting progress reports and evaluations through out the program at 450 hours, 900 hours and 1200 hours until hours are satisfactory completed.
- Students are encouraged to meet with their educator and establish a plan to maintain the grade and attendance.
- Students who fail to maintain the attendance and grade requirements are subject to termination of contract.
- Students who terminate the contract will enter back in at the same level they completed prior to termination.

LICENSING REQUIREMENTS AND RECIPROCITY

To become licensed to practice cosmetology in any state, students must complete the required hours of approved training, successfully graduate from an approved school, and pass both the written and practical state board examination.

The Virginia Board for Barbers and Cosmetology requires the following for licensing:

- Cosmetology

To receive a license as a barber, cosmetologist, an applicant must meet the following criteria:

- The applicant shall be in good standing as a licensed barber, cosmetologist, in every jurisdiction where licensed. The applicant shall disclose to the board at the time of application for licensure any disciplinary action taken in another jurisdiction in connection with the applicant's practice as a barber, cosmetologist. The applicant shall disclose to the board at the time of application for licensure whether he has been previously licensed in Virginia as a barber, cosmetologist.
- The applicant shall disclose his physical address. A post office box is not acceptable.
- The applicant shall sign, as part of the application, a statement certifying that the applicant has read and understands the Virginia barber and cosmetology license laws and the regulations of the board.
- In accordance with § 54.1-204 of the Code of Virginia, the applicant shall not have been convicted in any jurisdiction of a misdemeanor or felony which directly relates to the profession of barbering, cosmetology, or nail care. The board shall have the authority to determine, based upon all the information available, including the applicant's record of prior convictions, if the applicant is unfit or unsuited to engage in the profession of barbering, cosmetology, or nail care. The board will decide each case by considering the totality of the circumstances. Any plea of nolo contendere shall be considered a conviction for the purposes of this section. The applicant shall provide a certified copy of a final order, decree or case decision by a court or regulatory agency with the lawful

authority to issue such order, decree or case decision, and such copy shall be admissible as prima facie evidence of such conviction. This record shall be forwarded by the applicant to the board within 10 days after all appeal rights have expired.

- The applicant shall provide evidence satisfactory to the board that the applicant has passed the board approved examination, administered either by the board or by independent examiners.

STUDENT CONDUCT POLICY

Codes of Conduct consists of guidelines that promote an efficient, effective, and comfortable learning environment for education. The policy applies to all of our students, and establishes expectations from both the student, and the institution. Violations of the Code of Practice will be addressed promptly. Students are encouraged to consult with appropriate personnel to clarify any misunderstandings. HTI looks forward to provide students with an excellent education.

- **No Tolerance Policy:** HTI is a **drug-free school zone**. Drugs, or alcohol, are not tolerated, nor permitted anywhere on HTI premises. Possession, distribution, or use of alcohol and/or drugs on school grounds, will result in immediate dismissal from the institution. Hair Tech Institute prohibits any drugs, other than prescription drugs with proper medical documentation. Smoking is also prohibited in the building, or anywhere on HTI premises. There will be no additional warnings.
- **Dress Code:** HTI requires that all of our students adhere to our dress code policy. The policy will generally list appropriate attire that satisfies the dress code for students attending HTI. Articles of clothing that are deemed acceptable, are slacks similar to Dockers, and other manufacturers of cotton or synthetic pants. Wool pants, dress pants, and/or capris, are also acceptable forms of clothing. Spandex, leggings, jeans, athletic apparel, and other form-fitting pants, are not acceptable forms of clothing. Students may also only wear black shirts, black sweaters, and/or black tops. Clothing with cap sleeves, cut-off sleeves, or spaghetti straps that expose the underarm are not acceptable by the Virginia State Board or HTI. Clothing that contains graphic designs, words, letters, pictures, or logos, other than HTI certified association, are not acceptable. Open toe shoes are not an acceptable form of footwear. Closed toe and closed heel shoes are required for class and program participation. HTI also discourages students from wearing valuable jewelry during school hours. HTI is not responsible for any lost jewelry. Hair and makeup should also be done prior to the start of class to complement the professional appearance. Failure to comply with HTI dress code may result in disciplinary action.
- Due to Virginia State Board Requirements, garments with cap sleeves, spaghetti straps or cut off sleeves that leave the underarm exposed and any open toe shoes are not acceptable attire. HTI is not responsible for lost jewelry and discourages students from wearing valuable jewelry during school hours.

- **Electronics:** During class, cell phones and other electronic devices must remain off and in the assigned lockers. Cell phones may be used during break time, outside of the classroom, or off the school premises. Cell phones may NOT be used in the hallways, clinic area, classrooms, or any additional areas that cause disruption to students, employees, or clients.
- **Attendance and Class Participation:** HTI opens at 9:30 AM each operating day. Students are permitted to clock-in at 9:45 AM and are expected to attend class on time and prepared. Students must stay in his/her assigned classroom and are not permitted to leave the classroom without informing the instructor. Failure to attend the assigned location will result in being clocked out and sent home. Students must contact instructors in advance when an unforeseen illness or absence will occur. It is the student's obligation to contact instructors for absences and make-up hours.
- Students are expected to stay in their specific classroom and are not permitted to leave their classroom without informing their instructor. Students who are not in their assigned location will be clocked out and sent home.
- As a structural safety measure implemented by HTI, relatives, friends, and/or clients, will only have access to strictly the clinic floors. Additional visitors who wish to attend or visit classrooms, must have an appointment or prior approval from a staff member. Our safety policy ensures the safety and health of our employees, students, clients, and visitors.
- Students are expected to maintain a high level of Professionalism. The use of vulgar language is not acceptable in HTI, and a student will be sent home for such behavior.
- **Professional Duties and Disposition:** At HTI, we believe students learn by experience. All students are required to perform client services. Refusal to do so will result in dismissal from class that day. Client service assignments are non-transferable. Students are responsible for maintaining and promoting a clean, safe classroom and clinic floor. Cleaning protocols and sanitization should occur immediately after work/class is finished. Instructors will be of assistance should any questions/concerns come up.
- **Client Customer Service:** Our clients are paramount to our business. Lack of professionalism, thoroughness, and competency will not be tolerated. Students are expected to exhibit professional behaviors, practices, and disposition at all times. It is critical our students conduct themselves in appropriate, professional manners of a beauty industry provider. We are always working with clients on feedback experiences within our facility. Should any misconduct occur initiated by the student, the student will be temporary suspended from the clinic floor until improvements are evident. Professionalism is our most valued commitment at HTI.
- **Services:** Services for clients are assigned based on skill level and current education completed. Student practical's may be performed on models, manikins, or clients. Additional practical's and education may be scheduled by an instructor's professional recommendation, and evaluation of a student. Friends, family, neighbors, etc., are

required to pay in full amount for all services performed at HTI. Students may also receive services after approval from an instructor or employee. Students may not receive any services during class times. Students are to contact instructors or staff for service pricing.

- Parking is available in the shopping center or on the street. HTI is not responsible for vehicles left in the parking lot unattended, for any damages to the vehicle, or for any valuables/contents left inside the vehicle.
- **Overtime hours:** Students who are excessively tardy or absent, will be subject to pay for extended contracts to complete the required hours necessary for graduation. It is the student's responsibility and obligation to keep record of educational hours. HTI charges \$10 per overtime instructional hour, for students who exceed the contracted end date of his/her program. Additional fines may also apply to students who require overtime hours to complete the program. As always, students are encouraged to consult with instructors to resolve any misunderstandings.

GROUNDS FOR DISMISSAL / TERMINATION

- Any drug or alcohol consumption while on the school premises.
- No form of cheating or stealing will be allowed.
- HTI has the right to terminate a student's contract and enrollment at any time for violating rules and policies as outlined in the Conduct Policy. HTI reserves the right to update/change the rules and regulations, and students must comply with all modifications.
- Falling below 80% in academics or attendance policy can cause HTI to terminate your contract. Student will be responsible for \$150 termination fee.

MAKE - UP WORK POLICY

- Students who miss a test or fail any tests must make arrangement with the brand ambassador to re-take or make up.
- All tests must be taken and passed before graduation.

HTI HOURS OF OPERATION

HTI CLASS ROOM HOURS:

Monday: 10:00 am – 4:00pm (Clinic work) (Office is open at 9:30 am)

Tuesday: 10:00 am- 4:00pm (Office is open at 9:30 am)

Wednesday: 10:00 am – 4:00 pm (Office is open at 9:30 am)

Thursday: 10:00 am –4:00 pm (Office is open at 9:30 am)

Friday: 10:00 am-4:00 pm (Office is open at 9:30 am)

Saturday: OFF

Sunday: OFF

Inclement weather closures: HTI will follow Arlington County school system for all closings and delays. It will also be posted in our website and all of our social media accounts.

APPLYING AT HTI PROCESS

- Student must submit and complete an application that can be obtained from our website along with a \$25 *nonrefundable* enrollment fee.
- Student must submit a recent photo, high school transcripts or their high school diploma.
- Student must submit a copy of their driver's license or ID card.
- Student will interview with the education Ambassador and the tour the facility.
- Education Ambassador will cover all program requirements for HTI.
- Once interview is completed the Education Ambassador will notify you if you have been accepted into HTI within 72 hours.
- Once a student has been accepted he/she will be expected to attend a mandatory orientation prior to class start date.

METHODS OF PAYMENT AT HTI

- **HTI offers the students a weekly/ monthly interest free payment plans.**
- HTI accepts Cash, Checks, Major credit cards & paypal available on our website.

REFUND AND CANCELLATION POLICY

- Students who wish to cancel their commitment must do so prior to start of class date. Money will be refunded in the same form it was received.
- Students who wish to push their start date to the following class start date must submit a written request prior to class start date or within 3 business days after signing the student agreement.
- Students who withdraw or who are terminated will receive a refund calculated and based on the amount of education received per quarter. Each quarter is equivalent to 25%.
- All refunds due to the student shall be refunded within 14 business days.
- Students who complete 3 quarters of education (75%) of the program will not be eligible for a refund.
- Student supplies and kits are not included in the refund policy.

TUITION COST FOR HTI

- Application Fee: **\$25.00** (Non-refundable)
- Registration Fee: **\$100** (Non-refundable once class starts)
- Student Kit Fee: **\$1200**
- Cosmetology Program tuition: **\$11,665.00**
- Total cost: **\$12,990**

MEET THE TEAM AT HTI:



David Bakir: President



Rad Hakawati: Director of Operations



Sarah Leonard: Ambassador of Education



Cheryl Goldsmith: Clinic Instructor