



**Idaho State
University**

**College of
Technology**

Cosmetology

2026-2027



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I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institute in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at Idaho State University, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Cosmetology program.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student's problem. If a student feels a need for a conference with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Cosmetology program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

College of Technology

Dean	Jerry Anhorn
Associate Dean of Instruction	Debra Ronneburg
Assistant Dean of Student & College Services	Tiffany Mitchell
Business & Consumer Services Co-Chair	Clayn Lambert
Business & Consumer Services Co-Chair	Duane Rawlings
Program Coordinator	Casie Hofman
Program Instructors	Phoebe Greene
	Elizabeth Tubbs
	Anna Fowler
	Ximena Woods
	Oscar Flores
Instruction Assistant	Gara Armstrong

Program Information

Degrees/Certificates Offered

Certificate	Barbering
Basic Technical Certificate	Nail Technology
Basic Technical Certificate	Barbering
Advanced Technical Certificate	Cosmetology

Mission Statement

The Cosmetology program is committed to delivering high-quality instruction and supportive supervision that empowers students to develop the knowledge, skills, and professionalism required to succeed in the beauty industry. We prepare graduates to meet and exceed industry standards while fostering a positive, inclusive learning environment where creativity, confidence, and personal growth thrive.

Program Objective

This program equips students with the knowledge and hands-on skills needed to perform a full range of cosmetology, barbering, and nail technology services across the beauty industry. Training includes manicuring, advanced nail services, shampooing, hairstyling, makeup application, chemical texturizing, hair straightening, lightening and coloring, barbering techniques, as well as skin and scalp treatments. Graduates will also develop strong interpersonal and communication skills, preparing them to build meaningful client relationships and succeed in a professional salon or barbershop environment.

Student Learning Outcomes (Nail Technology)

- Demonstrate the knowledge and technical skills required to perform a wide range of nail services for cosmetic purposes on the hands, feet, arms, and legs. Services include

manicuring, pedicuring, spa treatments, and the application and maintenance of artificial nail enhancements on both fingers and toes.

- Demonstrate strong professional and interpersonal skills, including front desk operations, phone etiquette, appointment scheduling, handling payments (cash, debit, and credit), and recommending and selling retail products.
- Demonstrate foundational business knowledge, including understanding various salon settings and operations, basic banking practices, payroll concepts, leasing considerations, and applicable state and federal regulations.
- Demonstrate knowledge of current Idaho laws and rules governing cosmetology and nail technology, with an emphasis on protecting public health, safety, and welfare.

Student Learning Outcomes (Cosmetology)

- Demonstrate the knowledge and technical skills required to perform a comprehensive range of cosmetology services. These include haircutting, styling, chemical texturizing (waving and straightening), hair coloring, lightening, highlighting, and the application of hair extensions and artificial hair. Students will also perform non-invasive skincare services such as facials and makeup application. Additional skills include temporary hair removal (tweezing and waxing), eyelash and hair extensions, and manicuring and pedicuring services, including artificial nail applications.
- Demonstrate strong professional and interpersonal skills, including front desk operations, phone etiquette, appointment scheduling, handling payments (cash, debit, and credit), and recommending and selling retail products.
- Demonstrate foundational business knowledge, including understanding various salon settings and operations, basic banking practices, payroll concepts, leasing considerations, and applicable state and federal regulations.
- Demonstrate knowledge of current Idaho laws and rules governing cosmetology, with an emphasis on protecting public health, safety, and welfare.

Student Learning Outcomes (Barbering)

- Demonstrate the knowledge and technical skills required to perform a full range of barbering services in accordance with industry standards. Services include haircutting, tapering, fading, clipper and shear work, beard and mustache design, straight razor shaving, and basic hair and scalp care.

- Demonstrate proficiency in sanitation, disinfection, and safety procedures, including the proper use and maintenance of tools and implements, in compliance with Idaho state laws and rules to protect public health and safety.
- Demonstrate strong professional and interpersonal skills, including client consultation, communication, customer service, front desk operations, appointment scheduling, and handling payments (cash, debit, and credit), as well as recommending and selling retail products.
- Demonstrate foundational business knowledge, including understanding various barbershop and salon environments, basic business operations, workplace expectations, and applicable state and federal laws, including licensing requirements.
- Demonstrate knowledge of current Idaho barbering laws and rules, including scope of practice and professional standards, to ensure safe, legal, and ethical practice within the barbering profession.

Student Learning Outcomes (Cross Over Barbering Course)

100 Hours | Zero Absences Required | 2 Mock Board Exams

This course is designed for licensed cosmetologists who wish to develop advanced proficiency in barbering techniques, with a strong focus on straight razor services, men's grooming, and foundational barbering skills.

Upon successful completion of this course, students will be able to:

- Demonstrate safe, confident, and controlled use of the **straight razor** for shaving, outlining, and detailing services.
- Perform a range of **classic and modern barbering haircuts**, including clipper-over-comb, shear-over-comb, fades, and tapers.
- Execute precise **facial hair grooming techniques**, including beard shaping, lining, and maintenance services.
- Apply proper **barbering sanitation, disinfection, and safety protocols**, including razor handling and blood exposure procedures.
- Identify and utilize **barbering tools, implements, and equipment** correctly and professionally.
- Demonstrate effective **consultation skills** specific to male clientele, including face shape analysis and style recommendation.
- Complete services with strong attention to **client comfort, posture, draping, and professionalism**.
- Successfully pass **two mock board examinations**, demonstrating readiness for barbering competency standards.

- Maintain **perfect attendance (zero absences)** as a requirement for course completion and skill mastery.
- Demonstrate readiness to integrate barbering services into a professional cosmetology or dual-licensed practice.

General Program Information

Cosmetology Courses

To qualify for licensure, students must complete 2,000 hours of training. These hours are designed to be completed over the 3.5-semester program with regular attendance. Student absences are 4 per semester and 2 per summer session for a total of 14 absences for the whole program. Or 32 hours per semester and 16 hours per summer session.

Students are responsible for keeping track of their hours. To stay on track and move to the next semester, you must complete:

- 571 hours in each of the three full semesters
- 287 hours during the 8-week summer session
- A minimum of 75% grade

If you do not meet these hour requirements, you will not be able to advance to the next semester.

By the end of the program, all 2,000 hours must be completed. If you still need hours, you will be required to continue attending until they are finished. Financial aid does not cover any extra time beyond the scheduled program.

Students must also plan and secure funding for the final 0.5 semester (the 8-week summer session). It is recommended that you include this in your initial financial aid or loan planning.

Business Management and Entrepreneurship Technology Courses

All Cosmetology students will be required to take one business class each semester, with no additional tuition. Class fees and books apply. Students must pass with a 75% in order to advance to the next semester of cosmetology or business.

Nail Technology Courses

The Nail Technology program is offered in the spring and fall semesters. It is designed to prepare students for entry-level employment and licensure in the state of Idaho.

Students are required to complete a minimum of **500 clock hours** to qualify for licensure. These hours are scheduled to be completed over two 8-week sessions. Student absences are 2 per 8 weeks (16 hours). Students must complete **at least 250 hours in the first 8 weeks** to move into the second 8-week session.

- Students must complete **at least 250 hours in the second 8 weeks** to meet program requirements.
- A **minimum grade of 75%** is required in each 8-week session.

Students are responsible for tracking their hours and maintaining regular attendance. Failure to meet hour or grade requirements may result in delays in program progression or completion.

The program includes both classroom instruction and hands-on training in manicuring, pedicuring, nail enhancements, and professional salon practices. Students will also develop customer service, communication, and basic business skills needed for success in the industry.

All students must follow program policies, including safety and sanitation standards, as well as Idaho state laws and rules. Completion of all required hours and coursework is necessary to graduate and apply for state licensure.

Barbering Program

The Barbering program is designed to prepare students for entry-level employment in the barbering profession and eligibility for licensure in the state of Idaho.

Students are required to complete a minimum of **900 clock hours** of instruction, delivered over **three 8-week sessions**. These hours are completed through consistent attendance in both classroom instruction and hands-on practical training. Two absences per 8 weeks (16 hours).

To successfully progress through the program, students must maintain satisfactory attendance and meet all required hourly and academic benchmarks. Students are responsible for tracking their own hours and ensuring they remain on pace for program completion.

The program includes both theory and practical training in haircutting, clipper and shear work, fading, tapering, beard and mustache design, straight razor shaving, and grooming services. Students will also develop professional communication, customer service, and basic business skills needed to succeed in a barbershop or salon environment.

A minimum **75% passing grade is required in each 8-week session** to remain in good standing and continue progressing through the program.

Students must follow all program policies, including sanitation, disinfection, and safety procedures, as required in professional barbering practice. Completion of all required hours, coursework, and competencies is necessary to graduate from the program and qualify for licensure.

Cosmetology Instructor Training

Instructor Training is offered in both the **spring and fall semesters**. Students enrolled in this program are required to complete a total of **600 clock hours**.

The program is structured as follows:

- **50% online instruction**
- **50% hands-on experience in the salon environment**, including student teaching, classroom observation, and supervised practical application on the floor

Throughout the course, students will gain both theoretical knowledge and practical teaching experience to prepare for instructor-level responsibilities in a cosmetology, barbering, or nail technology program.

Upon completion, students will be fully prepared to take the **state licensing examinations** and demonstrate competency through supervised instructional practice and hands-on teaching experience. The schedule is determined by the student and instructor.

Program Hours and Break Times

Class Schedules by Program Level

Cosmetology – Beginner (First Semester Students)

- Monday–Friday: 8:00 AM – 4:00 PM
- Business Class: Monday & Wednesday, 8:00 AM – 10:00 AM

Cosmetology – Intermediate Students (Second Semester Students)

- Monday: 8:00 AM – 4:00 PM

- Tuesday: 8:00 AM – 4:00 PM
 - Wednesday: 8:00 AM – 4:00 PM
 - Thursday: 8:00 AM – 8:00 PM
 - Friday: No school
 - Business Class: Monday & Wednesday, 8:00 AM – 10:00 AM
-

Cosmetology & Barber – Advanced Students (Third Semester Students)

- Monday: 10:00 AM – 5:00 PM (Business class for Cosmetology students: 3:00 PM – 5:00 PM)
 - Tuesday: 8:00 AM – 4:00 PM
 - Wednesday: 10:00 AM – 4:00 PM
 - Thursday: 8:00 AM – 8:00 PM
 - Online Learning Requirement: 10 hours per week
-

Summer 8 Weeks

- **Monday – Wednesday:** 8:00 AM – 4:00 PM
- **Thursday:** 8:00 AM – 8:00 PM

This schedule allows students extended hands-on salon floor experience while maintaining consistent academic and practical instruction.

Nail Technology Students

- Monday & Wednesday: 10:00 AM – 4:00 PM
 - Tuesday, Thursday & Friday: 8:00 AM – 4:00 PM
-

Instructor Training Students

- 50% In-Class Instruction
 - 50% Online Learning
-

Breaks (All Programs Unless Otherwise Noted)

- Two 15-minute breaks daily
 - One 30-minute lunch daily
-

- Thursday only: 30-minute dinner break (when applicable for extended schedules)

Textbooks

Cosmetology, Nail Technology, and Barbering textbooks are purchased through the ISU Bookstore. Student kits are purchased at the registrar's office when paying tuition. This is your class fee and must be paid for on/or before the first Friday of the first semester. If the student fails to pay for the kit by that first Friday of the semester, they will not receive a kit. The student will not be allowed to attend class until the kit is paid for.

Student Property

Lockers are provided for students to store personal belongings. Students are responsible for providing their own lock and for securing their locker at all times. All items stored in lockers remain the responsibility of the student.

Students are also responsible for keeping their locker area clean, organized, and in good condition.

All personal tools and equipment used in the classroom or on the clinic floor must be clearly labeled with the student's name to prevent loss or confusion.

Student Parking

Students may purchase a parking permit for designated campus parking lots.

Parking in the Cosmetology Patron Parking area is strictly prohibited. Violations will result in a \$30 fine and may be referred to campus parking authorities for enforcement.

Students are expected to follow all posted parking rules and regulations at all times.

Absences

The students' absences are their responsibility. Students will not advance without recording the minimum of 571 hours in each semester and 287 hours in the summer section.

All federal holidays are observed. (Labor Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, and Independence Day)

III. Policies & Procedures

Attendance Policy

Regular attendance is required for all students in the Cosmetology programs. Students are expected to attend class daily and actively participate in all scheduled instruction.

Students must have a mobile phone capable of downloading and using the program attendance application. Attendance is recorded by scanning a QR code to clock in and out of all classes, including Cosmetology, Business, Nail Tech, and Barbering classes. This system is used to track required program hours.,

If a student is unable to attend class for any reason, they are responsible for notifying an instructor no later than **7:30 AM** the day of absence. The program contact number is **(208) 282-2866**.

Attendance is a critical component of student success. Absences, tardiness, and leaving early will impact both grade performance and earned clock hours. Specific attendance expectations are outlined in individual course syllabi.

It is the student's responsibility to obtain any missed information, assignments, or classwork due to absence, tardiness, or early departure. Make-up work and late assignments are handled at the discretion of the course instructor.

In cases of unavoidable circumstances (such as medical issues or other significant hardships), students are expected to contact an instructor immediately to discuss appropriate options, which may include withdrawal if necessary.

Grading Policy

Records of progress are maintained throughout the semester in each student's individual file. Final grades are issued at the end of the semester and recorded on the student's university transcript. Mid-semester grades are not reported unless a grade of "D" or "F" is given, which is then maintained as a separate record by the ISU Registrar. A student's final grade may be based on the following categories of assessment: examinations, reports, quizzes, assignments, application on mannequins, class projects, and class participation. The percentage of grade assigned to each category will vary from class to class depending on the individual instructor's requirements.

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4.0
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3.0
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2.0
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1.0
D-	60-62.9	0.7
F	Below 60	0.0

To continue to the next semester, a student must earn a grade of “C” or better in each course taken and pass competency exams at 75% or better. Practical grades are based on the finished requirements. Form R-40 and Form R-41 are required by the State of Idaho Cosmetology Board.

Dress Code

The Cosmetology program area is a professional setting, and the student’s total look should conform to that standard. All clothing worn in the program area must be clean and in good repair. If a student does not look appropriate, he or she will be sent home at the discretion of the instructor. If a student is unsure whether his or her attire will meet the student dress code, the student should ask for input from an instructor. The dress code colors are black, white, and gray.

Personal hygiene is a MUST. COME WITH MAKEUP AND HAIR DONE. If a student is in violation of the dress code, they will be sent home and lose hours. Students are representing the beauty industry.

For the Classroom and Lab Floor

Pants:

- Long black pants, skirt, dress, or capris (must fall at the bottom of the knee), leggings or tights must be under all skirts and dresses; also, in black. NO JEANS, LEGGINGS (unless under a skirt or dress), SWEATS, OR SCRUBS.

Tops:

- Polo shirts, blouses, nice t-shirts (**NO LOGOS**), must be black, gray, or white.
- Must have a sleeve that covers the armpits and comes over the shoulder. Must cover your cleavage, bottom, and belly.
- The cutting vest and/or apron must be black and must be worn when on the lab floor. (Cutting vest comes in the kit)
- Name tag. (Comes in the kit)

Shoes:

- Sandals, tennis shoes, dress shoes or boots.
- No shoeless (barefooted) students.
- Think comfort and safety. Students may be on their feet up to 8 hours a day.

Hats:

- No hats of any kind allowed on the lab floor. Except on Bengal Wednesday, when an ISU baseball cap or beanie may be worn.

General Rules for the Program Area and Clinical Floor (Professional Behavior)

Students are expected to maintain a respectful, professional, and hardworking attitude at all times while in the Cosmetology program.

Professional Conduct

Students are not permitted in faculty or staff offices unless invited by a staff member.

All communication on the clinic floor must remain professional. Students must avoid inappropriate or offensive topics, including but not limited to religion, politics, personal relationships, or other sensitive subjects.

Vulgar language, racist or ethnic jokes, sexual comments, and any inappropriate conversation are strictly prohibited.

If a student disagrees with a faculty or staff member, concerns must be addressed privately off the clinic floor and away from clients. Public confrontations are not professional and will not be tolerated.

Client Services and Phone Use

- Personal phone calls are not allowed while a client is in the chair.
- In the case of an emergency, family or friends may contact the front desk at **(208) 282-2866**.
- Texting, gaming, or personal phone use is not permitted on the clinic floor.

Professional Environment

- Students may not lounge, sleep, or place feet on stations, chairs, or furniture at any time.
- All stations, including hydraulic chairs, shampoo units, and dryers, must be treated with care and respect.
- Feet are never to be placed on furniture or equipment.
- Breaks must be taken off the clinic floor. Sitting idle at stations is not considered professional behavior.

Cleanliness and Facility Respect

- Students are responsible for cleaning up after themselves in all areas, including hallways and the foyer.
- Noise levels in hallways and common areas must remain professional, as other programs may be in session.

Visitors

- Children and visitors are not allowed in the program area unless they have a scheduled appointment.

Client Services

Students are required to follow professional service procedures at all times while working on the clinic floor.

- All services must be completed under instructor supervision and properly recorded, including appropriate charges for all client services.

- Students must not interrupt an instructor who is assisting another student or client. In the case of a chemical service check or emergency, students must notify an instructor immediately.
- Chemical service records must be completed accurately and in full for every chemical service performed in the notes section of Gloss Genius. Clients must never be left unattended at the shampoo bowl or student station. Students are responsible for assisting clients with coats and personal items at the front desk.
- Students may schedule appointments and assist with retail sales only after receiving approved training from program staff.
- Only approved professional product lines may be displayed on station tops at all times.

Safety and Sanitation

Students are required to maintain a clean, safe, and professional work environment at all times.

- Student stations must be kept clean and organized throughout the day. Cleaning is required after each client service.
- Hair and debris must be swept and removed from the floor around the workstation after every service.
- Clients must be fully cleaned of all hair and product residue, including the face, neck, arms, and cape, before an instructor performs the service check.
- If additional service is required after instructor approval, the station and client must be cleaned again before the client leaves the chair.

Food, Drinks, and Personal Items

- Food is not allowed at student stations.
- Bottled water is permitted.
- Personal items such as small purses, wallets, and planners may be stored at stations only if placed in a sealed, labeled container in accordance with state cosmetology requirements.
- All other personal belongings must be stored in student lockers.

Co-Curricular Activities During School Hours

At times, a student will have the opportunity to participate in co-curricular activities that count toward the 2000-hour instruction requirement. To receive credit for hours, the student must obtain the approval of a cosmetology instructor before attending the co-curricular activity. The instructor may take into consideration the student's attendance and grades in the Cosmetology

program in approving hours for a co-curricular activity. If the student fails to obtain an instructor's pre-approval, the time in attendance at the activity will not count toward fulfilling the student's hours, but will be treated as an absence.

Competency Examinations

Beginner Class

Students are required to successfully pass all practical subject examinations. A minimum score of 75% is required to progress in the curriculum. Only one retake per subject is permitted.

If a student does not achieve a minimum score of 75%, they must repeat the semester or course.

Failure to pass the business class with a minimum of 75% will also result in failure of the cosmetology program.

Intermediate Class

Students are required to successfully complete two competency examinations, which include both theoretical and practical components. A minimum score of 75% is required to progress in the curriculum. Only one retake per examination is allowed.

If a student does not achieve a minimum score of 75%, they must repeat the semester or course.

Failure to pass the business class with a minimum of 75% will also result in failure of the cosmetology program.

If a student has a documented medical excuse or experiences a family illness or death, they may be permitted to retake the examination with appropriate documentation.

Advanced Class

Students are required to complete two mandatory mock board examinations that simulate the licensure exam administered by the State of Idaho Board of Cosmetology. These exams include both written theory and practical application components.

A minimum score of 75% is required to progress in the curriculum. No retakes are permitted for mock board examinations.

Nail Technology Class

Students are required to complete two mandatory mock board examinations that simulate the licensure exam administered by the State of Idaho Board of Cosmetology. These exams include both written theory and practical application components.

A minimum score of 75% is required to progress in the curriculum. No retakes are permitted for mock board examinations.

Barbering Class

Students are required to complete two mandatory mock board examinations that simulate the licensure exam administered by the State of Idaho Board of Cosmetology. These exams include both written theory and practical application components.

A minimum score of 75% is required to progress in the curriculum. No retakes are permitted for mock board examinations.

Live Work Services

Live work is a required and essential part of the cosmetology curriculum. Students must perform services on clients as part of their training.

Because live work is instructional, student performance will be evaluated and critiqued during services. This evaluation cannot be made up or repeated separately from client services.

Critiques may require corrections to be made while the client is present. Faculty retain final authority in determining which services students are permitted to perform on clients.

Public Health Standards and Procedures

Students are expected to follow the public health standards and policies in effect within the Cosmetology program.

Students who are pregnant are encouraged to check with a physician concerning safety precautions that may be advisable due to the chemicals used in the Cosmetology program.

Aids Statement Policy/Communicable Diseases

The Cosmetology program recommends the use of universal precautions in the handling of or exposure to blood and body fluids. The precautions outlined below must be followed when there is a chance of exposure to the blood and/or body fluids of clients:

- If there are any open sores and/or lesions, students will glove up and seek a determination by the clinic floor instructor whether or not the student can proceed with the service.
- Hands should be washed before and after contact with each client – even when gloves have been used. If hands come in contact with blood, body fluids, or human tissues, the hands should immediately be washed with soap and water.
- Sharp objects (razor blades, nippers, cuticle scissors, etc.) should be handled so as to prevent accidental cuts or punctures. If an accidental cut or puncture is inflicted, disinfection procedures should be followed using barbicide, which procedures have been approved under Idaho Cosmetology Law. Any other precaution may include the use of a 1:10 dilution of bleach.
- The use of a straight-edge razor blade is prohibited; an electric clipper will be used for removal of superfluous hair on male and female clients.
- In case of an accident, notify the floor instructor, who will then call ISU Public Safety (208) 282-2515 to file an accident report.

Blood Spill Procedure

1. If a blood spill occurs, the following steps must be followed:
 - Supply the injured party with a bandage if necessary and provide antiseptic.
2. If an injury or cut occurs, the following steps must be followed:

Student Injury or Cut

- STOP service, put gloves on BOTH INJURED and uninjured hands.
- **Clean injured area.**
- APPLY antiseptic
- BANDAGE (Band-aid) injury with adhesive dressing.
- COVER with finger guard or glove as appropriate.
- CLEAN model or station as necessary.
- Dispose of all contaminated objects.
- RETURN to service.

Client/Model Injury or Cut

- STOP service.

- GLOVE both hands of students.
- CLEAN injured area as necessary.
- COVER with bandage (Band-aid).
- Dispose of all contaminated objects.
- RETURN to service.

Following an accident, the instructor must immediately contact ISU Public Safety (208) 282-2515, to do an accident report. If there is a blood spill, contact ISU Biohazardous Waste Control, (208) 282-2310.

Wet Disinfection Standard

- All tools and implements, except those which come in contact with blood or body fluids, must be disinfected by complete immersion in an EPA-registered, hospital-grade, bactericidal, viricidal, and fungicidal disinfectant that is mixed and used according to the manufacturer's directions.
- All tools and implements which have come in contact with blood or body fluids must be disinfected by complete immersion in an EPA-registered, hospital-grade, and tuberculocidal disinfectant that is mixed and used according to the manufacturer's directions.

Storage Standard

Disinfected implements must be stored in a disinfected, dry, covered container

General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution, which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed “inappropriate use” for their particular lab. For specific computer lab policies, see the individual lab instructor. Inappropriate use may result in the denial of computer lab access at the College of Technology.

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50 late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

NOTE: It is the individual student’s responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

[Student Responsibilities](#)

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

[FAFSA](#)

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status, such as address changes, marriage, etc.

NOTE: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for Financial Aid is:

[FINANCIAL AID](#)

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associate Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria which must be met.

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

[Disability Services](#)

Appeals and Dismissals

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department, including unprofessional/unethical behaviors and unsafe practices, or if the student is not making satisfactory progress in the program.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.
- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires

medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies that investigate human and/or civil rights issues. The University adheres to all federal and state civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. College of Technology Resources and Services

Services for Students

Student Services

This office is located in two locations: the main floor of the Roy F. Christensen (RFC) Complex, room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, room 102. Student Services assists students with specific information about the programs at the College of Technology. Student Success Navigators are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800.

[Student Services](#)

Tutoring Assistance

Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor should be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

NOTE: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center (Tutoring, Academic Support, Peer Mentoring), located in room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs.

[TAP Center](#)

Center for New Directions

Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce, separation, death, or disability of a spouse. Services are available for job-seeking skills, career information,

self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training.

Message from the Center for New Directions

Success in this course depends heavily on your personal health and well-being. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your student success navigator, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

Students enrolled in Idaho State University College of Technology programs are eligible to receive free, confidential personal and career counseling from licensed professional counselors at the **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call (208) 282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in a crisis.

[Center for New Directions](#)

ISU Counseling and Mental Health Center (CMHC) The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services' mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services' mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adhere to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call (208) 282-2130, Monday through Friday, from 8 am to 4 pm.

[Counseling and Mental Health Center](#)

Traffic and Parking

NOTE: Please refer to the ISU Parking web address at:

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid, or students' transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

For more information on parking regulations, visit:

[Parking Regulations](#)

V. Idaho State University Resources and Services

Disability Services

Mission Statement

The mission of Disability Services is to increase equal access and opportunities to all programs and services sponsored or funded by Idaho State University. Disability Services is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, Disability Services:

- Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.
- Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).
- Promotes a culture of self-advocacy, responsibility, and agency.
- Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.
- Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.
- Advocates for Universal Design as a crucial framework to support the diverse needs of students, faculty, staff, and community members.
- Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.
- Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Contact Information

Disability Services

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VI. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand the Cosmetology Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State University's educational, marketing, and promotional purposes in perpetuity. Idaho State University shall have the right to photograph, record, publish, republish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse my name, image, voice, and likeness in all markets, media, and technology now known or hereafter developed. Idaho State University may exercise any of these rights itself or through any assignees, licensees, or other parties, including other Universities.

I acknowledge that I will not be compensated for these uses and that Idaho State University exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State University or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State University, its assignees, and its licensees from any claims that may arise from these uses, including, without limitation, claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State University is not obligated to use any of the rights granted under this Release.

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

VIII. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy, or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot completely limit what you can do and see. In any event, you are responsible for your actions, whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in the denial of computer lab access at the College of Technology.

The misuse of this computing account, or the use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete coursework, this may effectively require transfer to a non-computer-related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, using it for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach, or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with the above policy. I further acknowledge that any abuse of the above privilege may result in the loss of computing privileges, whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #