



Information Packet

# Instructor Training

# Learning

comes first at JCCC



# JCCC offers a part-time Instructor Training program

- Johnson County Community College is a PIVOT POINT member school. The PIVOT POINT curriculum is recognized for the abilities and quality of its graduates. To complement this curriculum, JCCC provides students with an exceptional instructional and salon facility.
- JCCC is accredited by the Higher Learning Commission and a member of the North Central Association [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org); 312-263-0456.
- Upon successful completion of the Instructor Training program, students are prepared to take the Kansas State Board of Cosmetology written exam for Instructor licensure leading to professional licensure.

This course is designed to meet the educational requirements for licensure by Kansas Board of Cosmetology for instructors in the cosmetology sciences including Esthetics and Nail Technology. Students will attend 64 hours of lecture and participate in 236 or 386 hours of clinical direction and classroom teaching. Contact hours are 300 or 450 whichever is applicable. Upon successful completion of the Instructor Training course, students are prepared to take the Kansas State Board of Cosmetology examination, leading to professional licensure. JCCC does not guarantee teaching jobs for graduates. If/when adjunct instructor positions become available they will be posted on [www.jccc.edu](http://www.jccc.edu).

- Topics covered include:
  - Instructor characteristics – the professional teacher
  - Student motivation and learning
  - Methods, management and materials
  - Testing and evaluation

*Courses begin each spring semester (January) and fall semester (August/September).*

## Prerequisite

- Must possess current Cosmetology, Esthetics or Nail Technician license granted by the Kansas Board of Cosmetology or proof of program completion from a licensed Kansas school.

## Deadline to apply

- Enrollment and tuition must be paid in full the day before the first day of class. Start dates are January (spring) and August (fall).
- A maximum of 15 seats are available each spring and fall.



# Hours required by the Kansas State Board of Cosmetology

A) Practiced as a cosmetologist [esthetician, nail technician] for one year prior to instructor's licensure and successfully completed 300 hours of instructor training; passed the cosmetology instructor exam, administered by the board or the board's designee; and paid the nonrefundable instructor license application fee to the Kansas State Board of Cosmetology.

OR B) Be a licensed cosmetologist [esthetician, nail technician] and have successfully completed 450 hours of instructor training; passed a cosmetology instructor exam, administered by the board or the board's designee; and paid the nonrefundable instructor license application fee to the Kansas State Board of Cosmetology.

## Cost and payment information

Course number	Course name	Contact hours	Credit hours	*Associated costs	In-state tuition	Out-of-state tuition	Fall 2010 tuition		Total max absent hours allowed
							In-state tuition	Out-of-state tuition	
AVCO 212	Cosmetology Instructor Training	300	9	\$80	\$ 618	\$1,995	\$ 645	\$2,049	2 weeks with less than 16 hours
Additional hours	Cosmetology Instructor Training w/<1 year experience	150	0		\$ 309	\$ 998			
				Books:	\$ 200	\$ 200			
				*Associated costs:	\$ 80	\$ 80			
				<b>Program total estimated cost for 300 hours:</b>	<b>\$ 898</b>	<b>\$2,275</b>			
				<b>Program total estimated cost for 450 hours:</b>	<b>\$1,207</b>	<b>\$3,273</b>			

\*Associated costs are estimated for purchases of items required and for Kansas State Board licensing and testing fees.

All amounts are subject to change without notice.

## Application process

Submit the following documents to the address below:

- Completed Instructor Training Application form (included in this packet) Note: There is no application fee.
  - Retain the PIN you indicate on your application.
- Copy of your Kansas State Board of Cosmetology license or proof of course completion

Mail application and documents to:  
 JCCC School of Cosmetology  
 9780 West 87th St.  
 Overland Park, KS 66212



State law requires you to have your current professional license posted at the school; therefore you may need to request and pay for a duplicate license from the Kansas State Board of Cosmetology to bring to orientation on the first day of class.

Enrollment and tuition need to be paid in full no later than the day before class starts.

**There are no late enrollments or exceptions.**



This application is for the Instructor Training program only. If you decide to enroll at JCCC prior to program acceptance, you must complete a general application for admission.

When will you enter JCCC?  Fall  Spring  Summer

Personal Data (please print - black ink only - no pencil)

\*\*Social Security No. \_\_\_\_\_

Please Note: AVCO courses are no longer eligible for Brown & Gold Club benefits.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Maiden/other names

\_\_\_\_\_  
Suffix (Jr., III, Sr.)

\_\_\_\_\_  
Number

\_\_\_\_\_  
Street Name (Do NOT abbreviate)

\_\_\_\_\_  
Apartment Number, P.O. Box, Rural Route (if necessary)

\_\_\_\_\_  
P.O. Box will result in out-of-state tuition if you do not give a Kansas residency address too.

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Day Phone No.

\_\_\_\_\_  
Evening Phone No.

\_\_\_\_\_  
TDD (for hearing impaired)

Preferred E-Mail Address: \_\_\_\_\_

Sex  M  F Date of birth \_\_\_\_\_ Are you a U.S. citizen?  Yes  No If "no," are you a Resident Alien?  Yes  No

Country of birth \_\_\_\_\_ (You MUST bring your resident alien card to the 2nd floor, Student Center before enrollment.)

Students who are not US Citizens or Permanent Residents - STOP HERE. Contact International and Immigrant Student Services at [www.jccc.edu/home/depts/5106](http://www.jccc.edu/home/depts/5106) for an application.

\*Are you of Hispanic/Latino descent?  Yes  No

\*Race - Select as many as apply from the following list:  American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or other Pacific Islander  White

\*Do either of your biological or adoptive parents have a college degree?  Yes  No

\*These questions are used to monitor compliance with several federal and state statutes. You are not obligated to respond. If you do, your responses will not affect your admission.

**Kansas Residency Information** (This section must be completed in its entirety or you will be charged out-of-state tuition.)

Are you living in Kansas?  Yes  No If "yes," please provide the following information. If "no," proceed to back page.

1. On what date did your residence in Kansas begin?  Since birth  Since \_\_\_\_\_

2. In what Kansas county do you currently live?  Johnson Other \_\_\_\_\_

3. Have you lived at this address for at least six months?  Yes  No If "no," when did you move to this address? \_\_\_\_\_

4. If you have lived at this address less than six months, what was your previous address?

\_\_\_\_\_  
Number

\_\_\_\_\_  
Street Name (Do NOT abbreviate)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
County

When did you move to this address? M M Y Y

5. If you are under the age of 24, are you listed as a dependent on your parent's tax return?  Yes  No

6. If yes, what is their address?

\_\_\_\_\_  
Number

\_\_\_\_\_  
Street Name (Do NOT abbreviate)

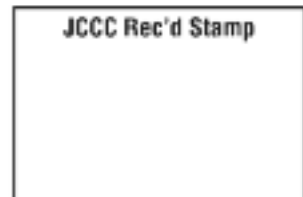
\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
County

When did your parents move to this address? M M Y Y







## Student orientation

Students must attend an orientation at 8 a.m. on the first day of class. This session will enable students to meet the staff and learn about the program. Students will be provided the appropriate form to verify proof of working in the industry. Student expectations will be reviewed as written in the Student Handbook. The actual date will be listed in the acceptance letter.

## Attendance

- Students must successfully complete all required curriculum and hours for the instructor training program. Students must maintain a 75 percent academic level to complete the program and attend a minimum of 16 hours per week.
- If required hours are not completed, the student will receive an “F” for that semester, there will only be one extension allowed before students must retake the course at the current rate of tuition. Hours already taken will not be credited to the next semester or sent to the Kansas State Board of Cosmetology.

## Dress code

- The instructor/student dress code includes professional attire that does not show the midriff or underarms at any time. No jeans, logo T-shirts, hats or sleeveless tops are allowed. This code was established to follow the Kansas State Board of Cosmetology and JCCC’s School of Cosmetology guidelines.

## Class meets

### 16 sessions at four hours each

These 64 hours are mandatory theory, and then you will select your own scheduled hours from salon floor time and classroom time listed below. You must be in attendance a minimum of 16 hours per week in order to complete the hours required.

- **Salon floor hours and classroom (theory) times**

You may accumulate hours when program classes are in session. Some of these times are not always available.

Monday-Wednesday	8 a.m.-5 p.m. noon-1 p.m. (break)
Thursdays	8 a.m.-5 p.m. noon-1 p.m. (break) 11 a.m.-8 p.m. 3-4 p.m. (break)
Friday	8 a.m.-4:30 p.m. noon-12:30 p.m. (break)

- **Part-time Esthetics hours and classroom times**

Monday-Wednesday	5:30-9:30 p.m.
Saturday	9 a.m.-5:30 p.m. 1-1:30 p.m. (break)

- **Part-time Nail Tech hours and classroom times**

Monday-Thursday	5:30-9:30 p.m.
Saturday	9 a.m.-1 p.m.



## Cosmetology Instructor Training Certificate

This 300 contact hour course is designed to meet the educational requirements for licensure by the Kansas Board of Cosmetology for instructors in the cosmetology sciences. Students will attend 40 hours of lecture and participate in 260 hours of observation, clinic supervision, and classroom teaching. Topics covered include instructor characteristics, student motivation, methods and evaluation.

This program requires a professional liability insurance fee. Students will be notified via their JCCC student e-mail account if they are required to pay a \$16 fee. The dollar amount for fees is subject to change.

(Major Code 3740; CIP Code 12.0401)

Cosmetology/Esthetics/Nail Technology

## Certificate of Completion

### Required Course

AVCO 212 Cosmetology Instructor Training\*.....  
Prerequisites: Current Kansas Cosmetology and  
Esthetics or Nail Technology License. Minimum of  
one year of practice in trained area and  
selective admission approval  
TOTAL PROGRAM CREDIT HOURS.....  
\*Prerequisite/Corequisite required



JCCC WEST PARK CENTER  
9780 W. 87th ST.  
OVERLAND PARK, KS 66212

AVS Admissions: 913-469-8500, ext. 4223  
JCCC Salon (services offered to the public): 913-469-2390

If you would like us to mail you an information packet on our Cosmetology, Esthetics,  
or Nail Technology programs, call 913-469-2390  
or visit [www.jccc.edu/Cosmetology](http://www.jccc.edu/Cosmetology).

### Notice of Nondiscrimination

Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation, or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its nondiscrimination policies may be referred to the Dean of Student Services or Director of Human Resources, Johnson County Community College, 12345 College Blvd, Overland Park, KS 66210, 913-469-8500; or to Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

For more information see: <http://www.jccc.edu/home/catalog>

Revised 10/2009