

CATALOG 2024-2025

EFFECTIVE DATE: JANUARY 1, 2024

NATURAL HAIR CARE INSTITUTE

Natural Hair Care Institution is licensed by the Minnesota Office of Higher Education and its current address. (136A.822 Subd. 10 1450 Energy Park Dr # 350, St Paul, MN 55108

MN STATUTE 136A.828 Subd. 1. A school, agent, or solicitor may represent in advertisements and shall disclose in catalogs, applications, and enrollment materials that the school is duly licensed by the state by prominently displaying the following statement:" Natural Hair Care Institution is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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ADMINISTRATION AND SCHOOL LISTING CALENDAR

Natural Hair Care Institute School will be closed on the following holidays and staff meet days.

- New Year's December 31, 2023- January 2, 2024
- Martin Luther King Day January 15, 2024
- Staff Meet January 29, 2024
- President's Day February 19, 2024
- Staff Meet April 15, 2024
- Memorial Day May 27-28, 2024
- Staff Meet June 17, 2024
- Independence Day July 2-5, 2024
- Staff Meet August 19, 2024
- Labor Day September 2, 2024
- Staff Meet September 23, 2024
- Columbus Day October 14, 2024
- Veterans Day November 11, 2024
- Thanksgiving November 28-29, 2024
- Christmas December 25-26, 2024

PROGRAM START DATE

NATURAL HAIR CARE PROGRAM

June 17TH, 2024

January 13th 2025

March 18TH, 2024

March 10TH, 2025

All programs include Day and Night program start dates. Students must complete and meet all financial obligations by Friday of the week prior to the class start date of the program.

All applications and financial paperwork received after class start date will be retained on reserve for the next class date, Students may still have the opportunity to enroll for class on the first week of the class start date, when the minimum number of enrollments is not met at the discretion of the campus director.

HOURS OF OPERATION

OFFICE HOURS

Monday- Thursday

8:30am-4:30pm

SCHOOL HOURS

Monday- Thursday

9am-5pm Day Hours

5pm-9pm Evening Hours

DAY CLASS BREAKS

Monday -Thursday

11am -11:15am

1pm-1:30pm

3pm-3:15pm

EVENING CLASS BREAKS

Monday -Thursday

6:20pm-7:05pm

7:50pm-8:05pm

CLASS SCHEDULES NATURAL HAIR STYLING AND HAIR BRAIDING PROGRAM

FULL TIME (Day) = 32 hours per week

Monday through Thursday 9am – 5pm

(19 weeks are allowed to complete the natural hair care styling and hair braiding program)

HALF-TIME (Evening) = 16 hours per week

(38 weeks are allowed to complete the natural hair care styling and hair braiding program)

Due to the time constraints of each program, the school does not allow timetable adjustments.

To effectively complete their degree within the allowed duration, students must stick to their timetable.

INFORMATION AND POLICIES LICENSES

Natural Hair Care Institute Minnesota Office of Higher Education 1450

Energy Park Drive, Suite 350 St. Paul, Minnesota 55108-5227

Phone: 651-642-0567 / 1800-657-3866 Fax: 651-642--0675

Website: <http://www.ohe.state.mn.us> accessibility.ohe@state.mn.us

Natural Hair Care Institute School is licensed as a private school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, section 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

HISTORY AND PHYSICAL DESCRIPTIONS

HOW WE CAME ABOUT

Natural Hair Care Institute is a Minnesota- based corporation doing business as a natural hair care private institution. Natural Hair Care Institute was founded in **September of 2022** after acquiring the natural hair center in Minneapolis.

PHYSICAL FACILITY DESCRIPTION

Natural Hair Care Institute is located at 2909 Bryant Avenue South, Suite 104 Minneapolis Minnesota 55408. The school opened its present facility in 2022 and occupies 1000 square feet space and local ordinances and regulations, including those related to personal safety, building safety and health. The school features a professional technical setting that consists of current natural hair equipment for students to receive training that is current with existing professional practices.

INSTITUTION DOCTRINE

We aspire to be a nationally recognized, premier provider of dynamic and innovative programs of natural hair care and services. Our goal is to provide students with programs that provide personalized Hand-On experience and Leading-edge Technique for students to become master at their craft in the beauty industry and help our graduates develop the skills they need to successfully compete in today's Global community.

We subscribe to the principal of affirmative action and do not discriminate on our admissions or employment practices on the basis of sex, age, race, color, religion, creed, ethnic origin, nationality, sexual orientation, physical disability, mental disability, or veteran status. In addition, we respect the dignity of each individual as a condition essential to the learning environment.

VISION AND MISSION STATEMENT

- Our mission is to be committed to a partnership with students and the community to achieve success for every student, by providing students with lifelong skills to become a master at their craft.
- Diversity and Inclusion are at the heart of what we stand for. We believe that beauty is for everyone, and we are committed to creating a world without limits.
- Our mission at Natural Hair Care Institute is to provide a friendly personalized education, through a team of highly skilled and creative educators. Our services will be relevant and profitable in the natural hair care and hair braiding industry.

PROGRAM OBJECTIVE

- Our mission is to educate, motivate & prepare our students for a career in natural hair care & hair braiding.
- Provide Advance curriculum in Natural hair care and hair braiding.
- Provide up-to-date training in working with all types of hair textures.
- Provide state-of-the art facilities for hands-on experience.
- Provide students with immediate career opportunities.
- Help students secure clients and job placement.
- Provide the knowledge and skills to support immediate employment goals.
- Provide students with the knowledge of Business- building and efficient customer service skills.
- Provide an environment to empower our students to reach the limits of their potential.
- Direct support and supervision of students by knowledgeable staff.
- Provide every student with approved course completion certification and provide academic support services to serve the needs of the student.

FOUNDERS

Natural Hair Care Institute is a nonprofit established corporation based in the state of Minnesota and founded by Afolakemi Lawani and William Kemp.

INSTITUTION POLICY

Natural Hair Care Institute has established internal policies in accordance with standard educational practice and with the state of Minnesota Office of Higher Education regulations to best serve our students. All policies serve as a guideline to maintain high standards, maintain compliance and provide outstanding educational outcomes for all students. Any changes or adjustment to the institute policies will be per school director discretion, but policy can not violate local, state or federal rules, regulations or statutes.

ADMISSIONS INFORMATION

We provide equal opportunity to all of our students and do not discriminate in any academic program or activity based on sex, age, race, gender identity, color, religion, or creed, ethnic origin, nationality, sexual orientation, physical impairments, mental disability, or veteran status. Natural Hair Care Institute does not recruit or solicit students who are already enrolled or accepted in another school that offers a similar program of study.

CRIMINAL BACKGROUND POLICY

Our students' security and safety are of the utmost importance to us. Applicants will be denied admission to "individuals whose convictions are recent, relevant, and pose a threat to public safety.

ADMISSIONS REQUIREMENTS

Natural Hair Care Institute admits only those students possessing a high school diploma or its equivalent (GED), and who meet program admission standards. All applicants must provide a copy of their high school diploma or its equivalent, proof of immunization prior to starting school, as well as acknowledgment of receipt of Hepatitis A, B and C information from any United State medical facility. Students who graduated from a foreign high school must have their diploma translated.

Demonstration one of the following:

- Secondary (i.e., high school) or post-secondary (i.e., college) education from an English-speaking country.
- An ESL program from an accredited post-secondary institution
- A post-secondary English composition course at an accredited post-secondary institution'
- Test of English as a Foreign Language (TOEFL)
- Accuplacer Test

LATE ADMISSIONS

Students must register for classes no later than one day prior to the first day of the class start. Application received after the first day of class start will be retained on reserve status for next class start date. Exceptions may be made at the discretion of the campus director.

RE-ENTRY

Natural Hair Care Institute does not allow re-entry into the program. Students will need to re-register for the program and will be charged the current tuition rate. No Transfer Credit allowed from the previous unfinished program.

TRANSFER OF HOURS POLICY

Our purpose at Natural Hair Care Institute is to provide career-specific work that will lead to rewarding Employment. Program hours at Natural Hair Care Institute may not be able to be transferred to another institution and we cannot accept transfer hours from any other institution.

TRANSCRIPTS

A copy of each student's transcript is available upon request by the student.

ADMISSION PROCEDURE

Forward all inquiries regarding enrollment at Natural Hair Care Institute to:

Natural Hair Care Institute Admission Office

2909 Bryant Avenue South, Suite 104 Minneapolis, Minnesota 55405

(612) 353 5344 / (612) 423 9480

www.nhci.education

Students who are interested in visiting the institution can make an appointment to do so. We enjoy talking about potential career paths and assisting students in becoming familiar with the facility and courses available. The next step is to complete the enrollment application far ahead of the start date you've chosen. The calendar shows the start date of each class. Prior to the start of each program, an orientation is scheduled. The date of orientation is announced to students, and they must attend.

PROGRAM COSTS FINANCIAL INFORMATION

Natural Hair Styling and Hair braiding Program (\$12 per clock hour, 600 clock hours)

Tuition \$7200

Tool Kit \$ 1,196 (Kit fees include sales tax)

Books \$190 (Text and Workbook)

Minnesota Law and Rule Book

Application Fee \$50

Total Program Cost \$8,636 (In Class)

Natural Hair Styling and Hair braiding Program (\$10.50 per clock hour, 600 clock Hours)

Tuition \$6,360

Tool Kit \$ 1,196 (Kit fees include sales tax)

Books \$190 (Text and Workbook)

Minnesota Law and Rule Book

Application Fee \$50

Total Program Cost \$7,796 (Online)

Online Program will be monitored based on student log-in time and will be subjected to program time requirements as stated in the hours of operation.

Online students will still be required to come into the campus to take final testing for graduation.

MINIMUM TERMS FOR PAYMENT OF TUITION

Tuition can be paid in full prior to enrollment in the Natural Hair Styling and Hair Braiding program.

Payment Plan Option is available (Does not apply to Online Program)

Natural Hair Care Styling Program

\$1000 down

\$545.43 (14 weeks)

Tuition and other program costs are due and payable on or before the first day of classes.

ALL students will be required to sign an enrollment agreement prior to beginning classes. The enrollment agreement includes the total program cost, student's schedule, contractual end date, and Buyer's Right to cancel (see the enrollment agreement for specific detail)

Students whose accounts are more than 30days past due may not be able to return to class until satisfactory arrangements are made to bring their account to current status.

There will be a \$30 fee for any insufficient funds' checks received for tuition. A second insufficient funds check will result in payments made by credit card or money order only.

REFUND AND CANCELLATION POLICY

If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are canceling your contract within 5 business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to be effective on the date that the school notifies you that you have been accepted into the school and you have signed the contract or enrollment agreement. If the notification of acceptance into the school is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

APPENDIX A This five-day refund policy applies regardless of when the program starts. If you give notice more than 5 days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to \$50, of the total cost of the program. If you withdraw after the start of your program and it has been more than 5 days after you signed the contract, you will receive a pro-rated refund of the entire cost of your program based on your last day of attendance. You will be provided prorated tuition, fees, and other charges refund minus your initial application fees, up to \$50, and minus the less or 25% of the total tuition or \$100.

Proration is based on whether your program is term-based or clock hours and how much of the program you have completed. If your program is term-based, the completion rate is the number of calendar days from the first date of the program through your last documented date of attendance divided by the length of the program. The completion rate is calculated to the second decimal point (. XX). If your program is clock-hour based, the completion rate is the number of clock hours you actually attended divided by the number of clock hours in the program. The completion rate is calculated to the second decimal point (. XX) If you withdraw from your program after 75.00% of the program has been completed, you are not entitled to a refund of tuition, fees, and other charges. You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Any mailed notice is effective as of the date of the postmark if sent by mail or the day it has been hand delivered to the school.

Notice to withdraw may also be given by email or verbally, including a voicemail, to a school official (defined by school's Student Right to Cancel policy). [insert school's policy who is a school official] If you do not withdraw in writing or contact the school about your absence and you have not attended your program or contact the school about your absence for 14 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance. Your school is responsible for sending you a written notice of cancellation if you are withdrawn for failing to attend to your last known address. The confirmation from the school must state that the school has withdrawn your enrollment, and if this action was not the student's intent, the student must contact the school. Schools must include this clause if your school's student catalog, contract, or enrollment agreement includes a separate statement on the fair market of the equipment.

To determine unofficial withdrawals, the school monitors student's attendance through attendance tracking according to the attendance policy, as stated in the school catalog. An unofficial withdrawal happens when a student does not provide notification but has ceased attending for a period of 14 days. If there is no contact with the student, the school will administratively withdraw the student indicating an unofficial withdrawal. The date of determination is defined as 14days from the last date of attendance.

To notify your intent to cancel via email, please email nhcitech@gmail.com

To notify via phone or written letter, please utilize the following information based on your campus location:

Natural Hair Care Institute
2909 Bryant Avenue South
Suite 104
Minneapolis, MN 55405
(612) 423-9480

SCHOOL CLOSURE

In the event a private career school closes for any reason during a term and interrupts and terminates class during that term, all tuition for the term shall be refunded to the student or the appropriate state or Federal agency or private lender that provide any funding for the term and any outstanding obligation of the student for the term is "canceled" As Natural Hair Care Institute has no terms and is a clock hour program, the entire program would need to be refunded.

EQUIPMENT AND SUPPLIES

Student may be entitled to a refund of your equipment and supplies costs if you return your equipment and supplies within 10 days of withdrawing and if your supplies are in a condition suitable for resale. If you do not return your equipment and supplies or the supplies are not in a condition suitable for resale, this cost will be deducted from your tuition, fee, and other charge refund that you may be eligible for.”

STUDENT SERVICES / CAREER SERVICES

Students can seek assistance from administration in locating options such as additional financial support, daycare, transportation, and housing.

ASSISTANCE WITH EMPLOYMENT

The school provides job placement aid to its students and graduates, but it does not guarantee employment. We urge all students to meet with administrators early in their career programs and keep contact throughout their study to ensure that they are getting the most out of school resources. They will have a better probability of succeeding as a result of this. Students are informed about work prospects and given advice on how to prepare professional-quality materials for their job hunt.

Students may feel free to seek advice from administration on networking and interviewing techniques. In addition, as part of the program's curriculum, students participate in career development, which focuses on job search tools and resources, as well as professionalism. Students establish career-planning techniques in order to enter or advance within their fields of study.

Job placement is not guaranteed, but the institution will participate in a career fair to assist qualified graduates in finding work and to continue to supply students with potential employers.

GUIDANCE

Students needing help with personal concerns, housing, transportation, financial assistance or personal resources are urged to contact a member of the student services department.

DIRECTORY INFORMATION

Unless the student has specifically requested that the information not be released, all student information is considered institution property and may be released without the student's agreement. Such requests must be submitted in writing to the Natural Hair Care Institute's director within 15 days of the student's first day of classes. Student's name, date of birth, mailing address, email address, course of study, extracurricular activities, degrees and awards received, last school attended, dean's list or equivalent, attendance status (fulltime, half-time), and dates of attendance are all included in the directory information (the period of time a student attends or attended the institution, not to include specific daily records of attendance). Students can limit the distribution of directory information to school officials with legitimate educational objectives, to do so, a student must write to Natural Hair Care Institute 2909 Bryant Avenue South, Suite 104 Minneapolis, Minnesota 55408. Once filed, the request becomes a permanent part of the student's record unless the student tells the school to delete it in writing.

INSTITUTION CONDUCT

Throughout the program, a student must develop and maintain a good conduct standing. Respectful behavior, excellent academic performance, and decent attendance are all examples of good conduct. Any wrongdoing that disturbs the learning environment at the institution may result in suspension or permanent dismissal. When a student's personal behavior, attendance, or academic achievement is deemed poor, the institution has the authority to remove them. Only with the agreement of the institution director may the student be re-enrolled in school. Every student at Natural Hair Care Institute is guaranteed a safe, diverse, and insightful learning environment. Every student is expected to communicate in a professional, courteous, and respectful manner in order to accommodate the institution's varied population.

INSTITUTION ATTENDANCE POLICY

Natural Hair Care Institute operates and trains students in a salon setting in order to assist them prepare for professions in the salon business. Natural Hair Care Institute is required by law to use a time clock system to keep track of student training hours. All students must attend for the whole time period mentioned in their signed enrollment agreement. Any absence or tardiness must be reported to the school via phone within 30 minutes of the scheduled start time. We have a No-Call, No-Show policy at Natural Hair Care Institute. If a student fails to call or attend class, a school instructor will meet with the student to discuss behavior and school regulations. Students are responsible for double-checking their time. Any changes to the student's time clock entries must be made within ten business days, and a time adjustment slip must be completed with an instructor's signature of permission. Student achievement and success will be negatively impacted by tardiness, absenteeism, and other training interruptions. Any student who misses the first week of a new semester may be moved to the next semester. If a student misses more than two days of Pre-Clinical or Advance Clinical training, he or she may be pulled and re-enrolled at the next class start date. Any student who misses 14 days in a row will be administratively withdrawn from the institution (see the Buyer's Right to Cancel section of this catalog for further information). If a student has a physical condition that prevents him or her from doing services or that could potentially damage himself or others, a medical clearance to return to school from a doctor will be required in order to actively participate in hands-on activities and conduct services. During this period, students can observe and receive course instruction. The school director will conduct an attendance evaluation for all students in the first week of each month in order to identify students who have less than 70% attendance. Students with a low attendance rate of less than 70% may be expelled at any moment. A student may not attend school for more than 10 hours in one day. The following criteria will be used to determine approval: space availability and proper student-to-teacher ratios. Due to absences or tardiness, any missed or failed exams must be made up within 14 school days. A failed exam may be retaken once, with a maximum score of 75 percent on the second attempt.

1. A student may be granted a Leave of Absence (LOA) for circumstances beyond the control of the student. There must be a reasonable expectation that the student will return from the LOA.
2. The Leave of Absence must be a minimum of thirty (30) days and approved in writing, by the Director, prior to the LOA occurring.
3. Emergency LOA's, without prior written request, may be granted due to unforeseen circumstances. The beginning date of the approved LOA would be determined by the school to be the first date the student was unable to attend the school.

4. Natural Hair Care Institute will not assess the student any additional instructional charges as a result of any approved Leave of Absence.
5. Natural Hair Care Institute will extend the students' contract period by the same number of days taken for the Leave of Absence, and will also extend the maximum time frame of the program student is enrolled in.
6. In the case of a Leave of Absence, an Addendum will be signed and dated by the student and Natural Hair Care Institute representative and attached to the original Enrollment Agreement Contract.
7. A student granted a LOA that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time the LOA is granted.
8. Only one Leave of Absence is allowed in a twelve (12) month period. The maximum time frame is Sixty (60) days. *Exception: The school will permit more than one Leave of Absence in a 12 month period provided that the total number of days of all LOA's does not exceed 180 days in any 12-month period.
9. Equipment left at the school during a Leave of Absence is NOT the responsibility of the school.
10. A student returning from a leave of absence or other official interruption of training will return to school in the same Satisfactory Academic Progress (SAP) status as prior to their departure. If a student fails to return from a Leave of Absence, the school will terminate the enrollment contract immediately. All remaining charges due to the school will be the responsibility of the student. If a student does not return from a LOA, the withdrawal date for the purpose of calculating a refund is the students last day of attendance.

This institution treats as an approved LOA: One Leave of Absence subsequent to the initial LOA if the subsequent leave of absence does not exceed thirty (30) days and the institution determines from student/parent that the subsequent leave of absence is necessary due to unforeseen circumstances; OR Sequential LOA's as approved leave of absence if the student can document that the LOA is for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993 (FMLA).

Leave of Absence Request forms are available from the Director or Institution Administrator.

STUDENTS WITH DISABILITIES

All students with physical or mentally disabling conditions have equal access to educational opportunities. All students with physical or mental disabling conditions are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered in the educational environment and for participating in programs. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of

degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/ or modification of school policies and procedures. Natural Hair Care Institute is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program, or activity; those that represent a personal service; or those that would result in a violation of the Minnesota department of education requirements. A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the campus director, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Accommodations cannot be granted retroactively. Academic work that was completed before a request for accommodations was made will not be resubmitted with the accommodations granted and will be graded as originally submitted.
2. Applicants who request accommodation must agree that the institution has been given sufficient time to identify and arrange suitable accommodation. Accommodation that necessitates the purchase of equipment, software/hardware, or other resources will take longer to get and will not be accessible immediately upon request. It is the obligation of the student to self-disclose a debilitating condition and request reasonable accommodations as soon as the student recognizes a need or desire for such accommodations. Please contact the campus director for more information on required documentation or to request academic changes.

HEALTH AND SAFETY

The numerous federal, state, and local building rules, as well as Board of Health and fire department standards, are followed in the classrooms and laboratories. The institution will seek the services of medical professionals as needed in the event of an emergency; nevertheless, Natural Hair Care Institute does not provide healthcare to its pupils.

CRIMINAL BACKGROUND CHECK

Future employers may choose, or be required, to conduct background investigations on prospective employees to determine if any criminal records exist. Students entering and finishing career programs should be aware of this possibility. This is especially common when a potential employee will be working with clients or residents in "direct contact services."

DROP PERIOD

A student may withdraw from the program without penalty before the end of the fifth business day of the first week of classes. There will be no calculation of hours or recording of grades.

WITHDRAWAL FROM SCHOOL

Students who drop out from the institution after the fifth business day of enrollment will have all attended hours recorded on their transcript and they will be charged for their enrollment time. Students who wish to withdraw should notify the registration office. The cancellation and refund policy applies to expelled and withdrawn students.

DISMISSAL BY THE SCHOOL

The institution reserves the right to dismiss any student who fails to maintain passing grades; displays excessive tardiness or absences; steals from the institution, staff, or students; destroys or damages any school property (the student may also be held liable for the repair or replacement of the damaged property); or engages in theft from the institution, staff, or students engages in illegal or improper behavior, such as academic dishonesty, that is detrimental to the institution's best interests or that reflects poorly on the institution; or displays behavior that disrupts normal classroom behavior. If a student misses 14 days in a row, he or she may be dismissed from the institution. There is no charge for dismissal or withdrawal, however tuition for the period spent in class will be charged.

DISPUTE RESOLUTION POLICY

It is critical that each student is happy with the school's services. To achieve this level of satisfaction, every conflict between a Student and the Institute must be resolved quickly and amicably. The easiest approach to do this is to have an informal conversation between the parties or to use the Institution's internal conflict resolution procedures. A student has the right to contact the Minnesota Office of Higher Education at any time to seek help in resolving a disagreement. To assist students with complaints, Natural Hair Care Institute has established the following policy and procedure:

SEXUAL HARASSMENT POLICY

Sexual harassment, including sexual assault, of others by employees or students is considered unacceptable behavior and is grounds for disciplinary action at Natural Hair Care Institute. Students who believe they have been sexually harassed should contact the person named below and all complaints will be kept private. If a complaint cites facts that could be considered sexual harassment on campus or during an off-campus school event or activity, the complainant and/or someone acting on their behalf must contact the Campus Director immediately for assistance. The Campus Director will have the names and phone numbers of local law enforcement authorities on hand in the case they are needed immediately.

Afolakemi Lawani,

Campus Director

Natural Hair Care Institute

2909 Bryant Avenue S, Suite104

Minneapolis Minnesota 55408

(612) 353 5344 / (612)-423-9480

nhcitech@gmail.com

BULLYING

Bullying of others by employees or students is considered undesirable behavior and is grounds for disciplinary action at Natural Hair Care Institute. If a student is bullied, he or she should contact the education coordinator and, if necessary, file a direct complaint with the school Director.

NON-DISCRIMINATION POLICY

Natural Hair Care Institute offers equal opportunities without distinction or discrimination because of sex, age, race, color, religion, creed, gender identity, national origin, ethnic origin, nationality, sexual orientation, physical disabilities, mental disabilities, or veteran status in any of their academic programs or activities. Natural Hair Care Institute strictly prohibits discrimination on the basis of sex in any education programs or

activities by students and employees Individual is designated to handle inquiries regarding the non-discrimination policies for the school is Afolakemi .R. Lawani, Campus Director, Natural Hair Care Institute 2909, Bryant Avenue S. Suite 104, Minneapolis Minnesota 55408, (612) 423-9480 nhcitech@gmail.com The individual has been adequately trained and is responsible for investigating complaints of non-compliance. General procedures for the resolution of grievances can be found in the General Information section of the catalog under Policy on Complaints. Prompt and equitable resolution will be provided. For further information on notice of nondiscrimination, see the information below, or call (800) 421-3481. The OCR Office for Minnesota: Midwestern Division Office for Civil Rights, Chicago Office U.S. Department of Education 500 West Madison Street, Suite 1475, Chicago, IL 60601 Phone: (312) 730-1560 TDD: 312-730-1609 Fax: (312) 730-1576 OCR.Chicago@ed.gov The OCR National Headquarters: U.S. Department of Education Office for Civil Rights Lyndon Baines Johnson Department of Education Building 400 Maryland Avenue Southwest, Washington, D.C. 20202

-1100 Phone: (800) 421-3481 TDD: (800) 877-8339 Fax: (202) 453-6012 OCR@ed.gov

ACADEMIC INFORMATION

INSTRUCTION METHODOLOGY

Natural Hair Care Styling and Hair braiding Courses are taught in a residential and online format. That includes theory, practical and salon floor training. Residential and Online Classes are based on a text book with questions on each section and a summary test. Clinical practice is evaluated by an instructor base on skills taught in class.

Technology and Mobile Devices in the Classroom:

Personal mobile device management is a professional skill, and our policy is designed to reflect what you'll find in the workplace. Mobile devices and other technology will be encouraged to be used in conjunction with the content and/or activities at hand. Every student is expected to have a device that gives them access to their teachers and learning materials. This device will be utilized in class and online as part of the learning process. One method to actively participate in discussions and activities is to use mobile devices. Personal calls or texting will not be allowed while in class section or while working on a client with instructor supervision.

GRADING

The goal of the program is to equip graduates for entry-level positions as natural hair care stylists and hair braiding stylists, to help them succeed in their careers. Grading is used to correlate a student's development with the desired levels of employee proficiency in business and industry. Daily performance in class and on the salon floor, as well as the student's level of achievement on tests, salon floor projects, and final exams, are used to determine grading.

- A = 93–100% is a strong indication of future success and indicates a good comprehension of information obtained through excellent performance on assignments and examinations.
- B=84–92% Indicates a high level of competence and is a strong predictor of professional success.
- C=75–83% Indicates a sufficient degree of achievement that will allow you to find work and finish your courses.
- Below 75% inadequate performance is indicated.

GRADUATION REQUIREMENTS

To graduate from the Natural Hair Care Styling and Hair braiding program, the following are required:

1. Complete 600 clock hours of documented legal training in the specific areas of training mandated by the Institution.
2. Complete all hours that are required.
 - Natural hair Styling and Hair braiding Preclinical (Theory) -192 hours
 - Natural hair Styling and Hair braiding Clinical (Theory and Salon Floor) - 408 hours
3. Pass the practical certification exam for institutions with a score of 75% or better.
4. Meet required academic progress requirements for attendance with a minimum of 85% and GPA minimum of 75% and be within the maximum time period, but all 600 hours are required for graduation.

CERTIFICATE OF COMPLETION

Upon successful completion of requirements for graduation, Natural Hair Care Institute will award a certification of completion to all students.

Natural Hair Care Styling and Hair Braiding Program: 600 Program Hours

- Natural hair Styling and Hair braiding Basic (Theory) -192 hours
- Natural hair Styling and Hair braiding Advance (Theory and Salon Floor) - 408 hours

PROFESSIONAL LICENSURE

The requirements for licensing vary by state and are subject to change. In Minnesota, no professional license is required for Hair Braiding or Performing Unregulated Service if you are considering enrolling in a program with Natural Hair Care Institute (NHCI). Prior to and during enrollment, we strongly advise you to contact the appropriate state licensing office in your state or the state where you intend to work to obtain the most up-to date information regarding state licensing requirements. This useful website is supplied by the United States Department of Labor: License Finder. If you need help determining your state's licensing requirements, please contact your program director or a member of the institution.

Hair Braiding Registration Requirement Repealed

July 1, 2019 The Legislature repealed the requirement for hair braiding stylists to register annually with the Minnesota Board of Cosmetology and exempted hair braiding from Minnesota Board of Cosmetology regulations. Below are some frequently asked questions regarding this new law?

What is hair braiding? As defined by MN Statute 155A.28, "Hair braiding" means a natural form of hair manipulation that results in tension on hair strands by beading, braiding, cornrowing, extending, lacing, locking, sewing, twisting, weaving, or wrapping human hair, natural fibers, synthetic fibers, and hair extensions into a variety of shapes, patterns, and textures predominantly by hand and by only using simple braiding devices, and maintenance thereof. Hair braiding includes what is commonly known as "African-style hair braiding" or "natural hair care" but is not limited to any particular cultural, ethnic, racial, or religious forms of hair styles. Hair braiding includes the making of customized wigs from natural hair,

natural fibers, synthetic fibers, and hair extensions. Hair braiding includes the use of topical agents such as conditioners, gels, moisturizers, oils, pomades, and shampoos. Hair braiding does not involve the use of penetrating chemical hair treatments, chemical hair coloring agents, chemical hair straightening agents, chemical hair joining agents, permanent wave styles, or chemical hair bleaching agents applied to growing human hair. For purposes of this section, "simple hair braiding devices" means clips, combs, curlers, curling irons, hairpins, rollers, scissors, needles, thread, and hair binders including adhesives, if necessary, that are required solely for hair braiding.

The only services I perform are any **unregulated salon services** and I am not licensed by the Minnesota Board of Cosmetology.

Can I work in a licensed salon? Yes, as long as you do not perform any regulated cosmetology services.

Will hair braiding stylists be inspected by the Minnesota Board of Cosmetology? No

the Minnesota Board of Cosmetology does not inspect hair braiding stylists.

I have more questions. Who can I contact Natural Hair Care Institute 612-423-9480 / 612-353-5344
nhcitech@gmail.com

ACADEMIC PROGRESS POLICY

To be considered making academic progress at Natural Hair Care Institute, a student must maintain an 85% attendance and a 75% in theory and practical work, but all 600 hours are required for graduation. The instructor or campus director monitors this progress using the Academic Advising Form and will conduct an evaluation of student's academic and attendance progress for the day the student has completed 128, 256, 384, 512 and 582 for the Natural hair styling program. Students are notified by the campus director when required academic progress is not achieved at each evaluation point. Students who satisfy the minimal assessment point standards are regarded to be progressing academically until the next planned evaluation point. To be deemed progressing, a student must fulfill both attendance and academic minimum standards at each mandatory review point in order to meet the programs and graduation requirements. If a student does not meet the minimum requirements, he or she will be notified and given the opportunity to make changes at this bench marks, or the student will be dismissed from the program.

ATTENDANCE PROGRESS

The maximum time frame calculation will include all student attendance hours. The total actual hours of attendance are divided by the total scheduled hours of the program to date to compute attendance progress. To be considered making good progress and to complete the program within the specified time limit, students must maintain a cumulative attendance average of at least 85%, but all 600 hours are required for graduation.

DETERMINATION OF PROGRESS

Students who have a minimum overall grade average of 75% and an attendance rate of 85% will be regarded to be making required academic progress, but all 600 hours are required for graduation. At an evaluation point, students with an attendance progress rate of 70 to 84.9 percent will be placed on warning. At an evaluation point, students having an attendance progress rate of less than 70% will be dismissed. Students who do not reach the minimum academic criteria will be placed on warning status and will only have until the next evaluation point to meet the standard. The student will be dismissed if he

or she does not reach the standard by the next evaluation point. The warning period will end when the next required evaluation point is reached. Every month during the warning period, the student's academic progress will be assessed. Students who meet both the academic and attendance minimum cumulative requirements will be removed from warning and considered to be making good academic progress at the next review point. Students on warning will be dismissed if they do not meet the minimum requirements at the next review point. A student may only be given one warning period in a row. Students who have been expelled have the right to appeal their expulsion. If the appeal is approved, the student will be placed on probation.

Expulsion

Students who have been expelled or withdrawn from the program will be ineligible to return and will be subject to the statutory refund policy previously stated.

RE-ENTRY

Students who wish to re-enter the program should contact the school director for more information. For the number of hours left to finish, the student will be charged the current cost of tuition per hour. If the student left the program with a "non-satisfactory" grade, he or she will return to the previous successful bench mark. Unless there are extenuating circumstances, the student is only eligible for one reinstatement. Individual circumstances will be evaluated by the campus director, who will make the final decision on whether or not a student can reenter a program.

WITHDRAWALS

Since there are no separate courses in the natural hair styling and hair braiding program, a student's withdrawal from the program is treated as a withdrawal from the institution and has no bearing on a student's academic achievement.

TRANSFER HOURS

Due to the obvious length of the training curriculum at Natural Hair Care Institute, students cannot transfer hours from or to the institution.

INCOMPLETES, COURSE REPETITIONS AND NON-CREDIT REMEDIAL COURSES

Natural Hair Care Institute does not allow for incomplete, and noncredit remedial courses; therefore, these items have no effect upon the student's academic progress.

CIRCUMSTANCES TO CONSIDER AND APPEALS PROCEDURE

A student may write to the campus director if he or she disagrees with the academic progress criteria and rules or believes there are extenuating circumstances. By the end of the succeeding review period, the appeals committee will determine if the student has the ability to meet adequate academic standards. When a student's appeal is allowed, the institution will establish an academic plan that, if followed and adhered to, will ensure that the student meets the acceptable academic standards by a particular point within the

maximum time period. An appeals committee made up of members of the school management team will review the documentation supplied and make a decision on whether a change in status is justified. The decision will be made within 10 business days and communicated to the student in writing. The appeal forms and accompanying evidence, as well as the permission of the review committee, are kept in the student's file. Personal injury, bad health, family crises, employment duties, or other uncommon and major happenings outside the student's control are examples of complicating circumstances. Complicating factors must be documented, and the student must show that the circumstances had a negative influence on their academic achievement in the program. There will be no exceptions to graduation requirements. If an appeal is granted, the student will be placed on probation and will be required to sign a consultation form outlining the academic plan that must be followed in order for the student to remain in school. If the student does not have a minimum of 85 percent attendance and 75 percent grade percentage at the next academic progress evaluation point, he or she will be dismissed. If the student meets the minimum requirements outlined in the academic plan, he or she is deemed to be making good academic progress and is permitted to continue in school. There will be no exceptions to graduation requirements. Students will be told in writing or in person if their appeal is denied. The student will be withdrawn from school and placed on the expulsion list. The student's appeal forms and accompanying documents, as well as the rejection of the review committee, will be kept in the student's file.

REINSTATEMENT

Students who have been granted an appeal due to extenuating factors and are making good academic progress will be eligible for any educational assistance provided by the institution. (Probation guidelines can be found in the Circumstances to consider and Appeals Procedure section.) At the following phase of evaluation, Students who are not making adequate academic progress will be dismissed and will not be allowed to return. In order to achieve academic progress standards, a dismissed student may not apply to enter an appeal status and pay cash.

PROGRAM DESCRIPTIONS NATURE HAIR CARE STYLING AND HAIR BRAIDING PROGRAM OVERVIEW

Natural Hair Care Institute offers a complete 600 hours course in Natural hair styling and hair braiding, which is the art and science of natural beauty care. Students will receive 192 hours classes in lecture which provides a basic scientific knowledge of various subjects such as anatomy, physiology, nutrition, natural hair styling, temporary hair coloring, pin curling, roller placement, Herbal treatment, braid-sculpting techniques followed by 408 hours in advance technical skills in natural hair styling and natural hair salon management.

Several career options become open to a natural hair stylist to do unregulated services and licensing varies by state's requirement for Natural Hairstylist and Hair Braiding Stylist. This course is designed with the individual in mind, keeping up with the current trends in the field of Natural Hair Styling and Hair braiding.

PROGRAM OBJECTIVES

The Natural Hair Care Institute's program is designed to produce graduates who can:

1. Understand the Minnesota laws and rules as they apply to the field of Natural Hair Styling and Unregulated Services.

2. Demonstrate all sanitation and educate on disease and infection control.
3. Demonstrate industry-appropriate Natural Hair Braiding-Sculpting techniques.
4. Demonstrate industry-appropriate Natural Hair styling techniques.
5. Demonstrate industry-appropriate non-chemical service techniques.
6. Salon Wellness: Professional Salon Image
7. Identify the relationship between nutrition and stress
8. Entrepreneurship

PROGRAM DESCRIPTIONS

Natural Hair Care Styling and Hair braiding hours of Instruction and Experience

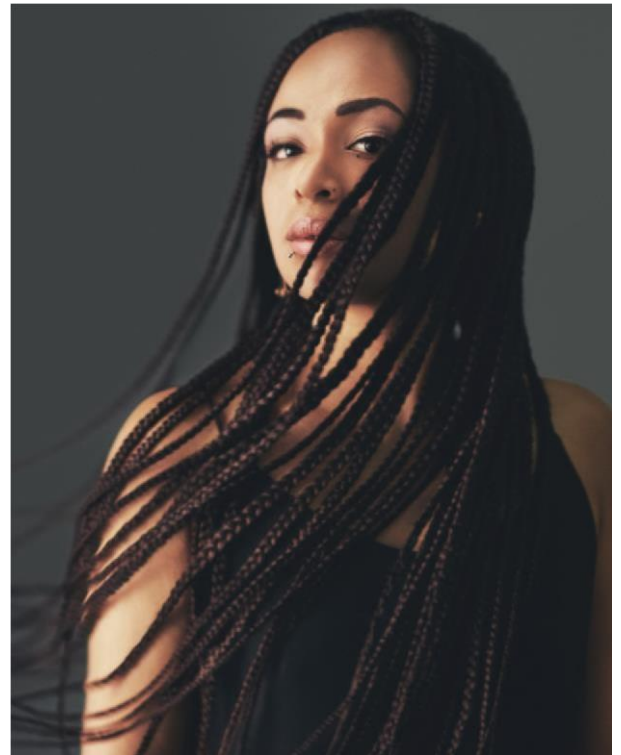
Each student will be required to complete the following number of hours which include: 192 preclinical hours and 408 clinical experience hours.

192 hours of preclinical instruction include the following:

- History
- Infection Control Principles and Practices
- Basic Principles for Personal and Professional Success
- The Professional Consultation
- Hair Types, Structure, And Textural Differences
- Hair And Scalp Diseases and Disorders
 - Basic Anatomy, Physiology, And Nutrition
 - Shampoos, Conditioners, Herbal Treatments, And Rinses
- Textured Hair Is Manageable
- Natural Hair Care and Braid-Sculpting Techniques
- Test Day/Clinic Set-Up

408 hours of clinical experience include the following:

- Single Box Braids
- Afro-Twist Extension
- The Afro Weave and The Mixed Texture Afro Weave
- Flexi-Rod Set
- Sculpted Cornrows with Feed-In Technique
- Large Twist Extensions
- Crochet Weave
- Coils And Twist Extensions
- Enhancing Natural Curl
- Spiral Rod Set
- Yarn Braids
- Nubian Coils
- Making And Applying Wigs
- Loc Groom and Style for Men
- Loc Groom and Style for Women
- Transitional Haircut on Extensions
- Technical And Written Assessments



NATURAL HAIR CARE STYLING AND HAIR BRAIDING TOPICS COVERED CURRICULUM OUTLINE

PRECLINICAL (192 HOURS)

HISTORY

- Introduction
- Define Cosmetology
- Define natural hair care and braiding
- Natural hair stylist
- Industry classification of hair types
- Textured hair
- Brief Explanation of Natural Hair Care And Braiding
- Africa (2630 BC)
- North Africa and Egyptians
- Central and West Africa
- Southwest Africa
- The New World (1600-1870) Era of American Slavery
- Reconstruction (1900-1920) Women in the Post-slavery Era
- Annie Minerva Pope-Tumbo Malone
- Sarah Breedlove (MADAM C.J. WALKER)
- Sarah Spencer
- The Jim Crow Era (1930's-1960's)
- Straightening out
- Activism and Segregation
- The Civil Rights and Black Power Movements (1960's-1980's)

- The Afro
- African American Hair Companies
- The New Cultural Aesthetic (1980's)
- Braiding
- Locs (1990's)
- Transitioning (2000's-present)
- Career Paths for Natural hair Stylists
- Definitions and Roles and Responsibilities
- Braid Technician
- Braid Stylist
- Braid Designer
- Rules and State Regulations
- The Holistic Approach to Natural hair Care Services
- Market and Industry Influences
- The Effect of Social Media

INFECTION CONTROL PRINCIPLES AND PRACTICES

- Guidelines for Health Control
- Infection Control (1-2 hours)
- OSHA
- SDS – Safety Data Sheets
- EPA Disinfectants
- Hospital disinfectants
- Tuberculocidal Disinfectants
- State Compliance
- Infectious Diseases
- Bacteria
- Nonpathogenic
- Pathogenic
- How bacteria move and grows
- Bacterial infections
- Viruses
- Blood borne Pathogens
- Fungi/Fungus
- Principals of Prevention
- Cleanliness
- Salon Wellness: Principals of Prevention
- How to use Antiseptics and Disinfectants (extensive overview)
- Antiseptics
- Natural Antiseptics
- Choosing and Using Disinfectants
- Proper Disinfection
- Universal Precautions
- History of Braiding

BASIC PRINCIPALS FOR PERSONAL AND PROFESSIONAL SUCCESS

- Basic Principles for Personal and Professional Success
- Life Skills
- Road to Success
- Goal Setting
- How Goal-setting Works
- Short-term
- Long-term
- Time Management
- Ethics
- Personality Development and Attitude
- Nurturing the Whole Person
- Your Health
- Building Client Trust through Touch
- Hair Doctors?
- Maintaining a Professional Attitude
- Styles of Communication
- Preparing Clients for the Natural Hair Care Service
- Nurturing the Client's Total Well-being
- Referring Clients to Other Stylists
- Be observant of your client.

THE PROFESSIONAL CONSULTATION

- Communicating and Establish the Client Journey
- Mastering Communication
- The Natural Stylist: Determining Your Signature Look
- Market yourself and be honest with your client.
- The Ultimate Goal
- The Client's Journey
- Listen to your client and learn their hair history.
- Create a client experience that nurtures the whole self.
- The Natural Stylists Responsibility to the Client
- Provide your client with mental and physical comfort.
- Provide adequate time to consult and consider special consultation needs.
- Redefining the Client's Perception of Beauty
- Types of Facial Structures
- Consultation basics

HAIR TYPES, STRUCTURE, AND TEXTURAL DIFFERENCES

- The Hair Structure
- Structure of hair root
- Hair Shaft Structure
- Parts of the Hair Shaft
- Chemical Composition of the Hair
- Hair Types and Texture Properties
- Hair type
- Hair texture

- Curl configuration
- Reference Guide for natural hair textures
- Hair Analysis and Qualities
- Hair Properties for Hair Typing
- Hair growth cycles
- Vellus hair
- Terminal hair
- Phases of Hair Growth
- The three phases
- Structural Differences of Textural Hair

HAIR AND SCALP DISEASES AND DISORDERS

- Hair Loss and Your Client
- Causes of hair loss
- Caring for your client
- Hair Disorders and Treatments
- Chemical damage
- Scalp disorders and treatments
- Dandruff
- External factors
- Dandruff treatments
- Seborrheic dermatitis
- Alopecia
- How to service clients who have alopecia
- Medical hair loss treatments
- Folliculitis Keloidalis
- Vegetable parasitic infections
- Animal parasitic infections

BASIC ANATOMY, PHYSIOLOGY, AND NUTRITION

- Anatomy, Physiology, and You
- Anatomy
- Physiology
- Cells
- Tissues
- Eleven Main Body Systems
- Integumentary System: Skin
- Skeletal System: Bones
- Muscular System: Muscles
- Nervous System: Nerves
- Circulatory System: The Blood Supply
- Lymphatic/Immune System
- Endocrine System: Specialized Glands
- Excretory System: Organs Of Elimination
- Respiratory System
- Reproductive System
- Digestive System: Stomach And Intestines

- Nourishment From Within to Produce Healthy Hair
- Nutrition and maintaining healthy hair
- Nutraceuticals
- Nutricosmetics
- Foods for healthy hair and scalp
- What are free radicals?
- What are antioxidants?
- What are whole foods?
- What are organic foods?

SHAMPOOS, CONDITIONERS, HERBAL TREATMENTS, AND RINSES

- Shampooing Coiled and Curly Hair
- Combing Out Recently Braided Hair
- Why Braids Appear to Damage Hair
- When Done Properly, Braids Do Not Damage Hair
- Shampooing Braids/Twists
- Unique Steps for Proper Cleansing of Braids
- Removing Braids and Twists for Cleansing Hair and Scalp
- A unique skill that prevents damaging the hair
- Comb-out
- Reasons for Providing Braid Removal Service
- Selecting the best Cleansing and Nurturing Options for Your Client
- The Five Classifications of Shampoos
- Detergents and Understanding pH (Potential Hydrogen)
- Surfactants
- Basic Detergent Agents
- The Chemistry of Water
- The pH Scale
- Other Techniques for Cleansing Hair
- Common Chemicals Found in Hair Products
- Herbs and Oils
- Natural Hair Care Applications
- External Applications of Herbs
- Conditioning
- Types of Hair Rinses

TEXTURED HAIR IS MANAGEABLE

- What is grooming?
- A New Natural: A Paradigm Shift in Beauty
- Products for the Neo-natural
- The importance of Cutting and Trimming Natural Hair
- Texture on Texture: Natural Texturizing Techniques
- Summary of Natural Texturizing Techniques
- Grooming Locks
- Tools of the Craft
- Combing and Sectioning: The Proper Way to Handle and Detangle the Hair
- Blow-drying Textured Hair

- Thermal Heat Services: An Alternative Look for “Natural” Hair
- Analysis of Hair and Scalp
- Thermal Straightening Heat Service
- Flat Irons
- Testing Thermal Irons
- Care of Thermal Irons
- Comb Used with Thermal Irons
- Preparing the Hair for Braiding
- Hair Oil Preparation

NATURAL HAIR CARE AND BRAID-SCULPTING TECHNIQUES

- Protective Transitional Styling Versus the Big Chop
- Transitional Hair: Brittle, Damaged, and Thinning
- Short Afro After the “Big Chop”
- Textured Styles and Braiding Terms
- Afros
- Braids and Cornrows
- Coil Styles
- Locked Styles
- Textured Sets and Styles
- Twist Styles
- Final Reflections
- **TEST DAY/CLINIC SET-UP**

CLINICAL EXPERIENCE (344 HOURS)

TECHNICAL PROCEDURES (24 HOURS)

Prep for clinical

ENHANCING NATURAL CURL (Procedure 1/2/3) (32 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

ROLLER SET (Procedure 4) (16 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

FLEXI-ROD SET (Procedure 5) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

COILS AND TWIST (Procedure 6) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

LOC GROOM AND STYLE (Procedure 7) (16 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

LOC RETWIST (Procedure 8) (16 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

SINGLE BOX BRAIDS (Procedure 9) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

FEED IN BRAIDS (Procedure 10) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

CROCHET EXTENSIONS (Procedure 11) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

YARN BRAIDS (Procedure 12) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

TWIST EXTENSIONS (Procedure 13) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

WEAVE EXTENSION (Procedure 14) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

MAKING AND APPLYING WIGS (Procedure 15) (24 HOURS)

- Tools
- Hair Type
- Hair Prep
- Technique and sectioning
- Procedure (demonstration)
- Summary and Review
- CLINIC HOURS

SALON FLOOR (64 HOURS)

Live Model Day

BUSINESS – FIRST WEEK OF SALON FLOOR (HOURS OF BUSINESS WORKSHOP DURING SALON FLOOR)

TYPES OF BUSINESS (24 HOURS)

- Introduction – Getting Started
- Partnership
- LLC
- Contracts – Legal and Financial Obligations

GETTING YOUR SALON READY

- Business Name
- Signage
- Deciding Location
- How to Negotiate a Lease
- Legal and Financial Representation and Accounts
- Rent or Buy
- Licenses and Permits
- Insurance

DESIGNING YOUR SALON

- Color
- Furniture and Equipment – New and Used
- Retail

RECORD KEEPING

- Computerizing
- Phone system
- Credit Card Processing
- Expense to Profit

MARKETING (8 HOURS)

- Choosing and Pricing Products to Sell
 - Salon Menu and Design
 - Advertising and Networking
- a) Mail
 - b) Brochures/catalogs
 - c) Social Media
 - d) Web Page
 - e) Loyalty Programs

VISION

- Mission Statement
- Salon Culture/Atmosphere
- Customer Service

TYPE OF SALON

- Employees and Hiring
- Determining How to Pay Your Employees
- Appointing a manager

IMPORTANT INSIGHT

- Keep it Clean
- Go Green
- Energy-saving Tips

FINAL TESTING AND PRACTICE AND MAKEUP WORK (32 HOURS)

- Test
- Practice And Make-Up Work

Minnesota Laws and Rules

155A (The Board of Cosmetology, does not regulate Hair Braiding, therefore cannot issue an Operating License to Hair Stylist who offers unregulated service or Hair Braiding stylist.

CLASS SCHEDULES NATURAL HAIR CARE STYLING AND HAIR BRAIDING PROGRAM

FULL TIME (Day) = 32 hours per week

Monday through Thursday 9am – 5pm

(19 weeks are allowed to complete the natural hair care styling and hair braiding program)

HALF-TIME (Evening) = 16 hours per week

(38 weeks are allowed to complete the natural hair care styling and hair braiding program)

NATURAL HAIR CARE STYLING AND HAIR BRAIDING COURSE DESCRIPTIONS

Natural Hair Care styling and Hair Braiding Pre-Clinical hours: Theory 192 Hours

This course will teach you how to braid hair and apply natural hair styling techniques, which is the art and science of natural beauty care. The course will provide the student with the fundamentals in scalp care, shampooing, conditioning, hair styling, properties of the hair and scalp, hair structure and types, hair disorder, chemical found in hair products, professional consultation basic, infection control, herbal treatment and rinses, basic anatomy, physiology and nutrition. Following the completion of these fundamentals, students are tested on their technical skills to verify they have reached the minimum competency requirements.

Natural Hair Care and Hair Braiding Clinical hours: Practical 408 Hours

In this final course of the program, theory and salon floor time will be devoted to information on the natural hair braiding salon business, hair design, hair braiding with extensions, wigs & hair additions, hair cutting on extension, extension hair coloring, extension hair removal and safety and infection control procedures pertaining to the course. Enhancing skills in selling products and services, and career planning. Clinic time is used to improve technical and customer service skills as well as meet school-mandated quotas. The course's safety and sanitation practices will be covered in both theory and clinic. Students will study for and complete their 192 and 408 hours skill certifications. During this course, students will prepare for the final exam. Students will need a passing grade of 75% in both the theory and technical part of the exam to receive certification of completion.

PROFESSIONAL LICENSURE

In the state of Minnesota, the Natural Hair Care Styling curriculum does not lead to professional licensing. Hair braiding stylists in Minnesota are not required to have a license and are not regulated by the state Board of Cosmetology. For additional information on state/territory licensing requirements, call the state governing board.

ADMINISTRATION & FACULTY CORPORATE OFFICERS/ FACULTY

Afolakemi R. Lawani

President / Director

William Kemp

Vice President / Secretary

Ikhmot Busari

Administrator/ Office Clark

Natural Hair Care Institute

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