Esthetician and Nail Technician Student Standards

The North Idaho College Workforce Training Center (WTC) offers Idaho Board of Cosmetology approved esthetician and nail technician curriculum. In order to successfully complete Idaho state licensing requirements, it is the responsibility of each student to attend and participate in class as follows:

Registration and Attendance:

- Complete class registration and payment (or payment plan) before the first class. Required documentation, including verification of age, documentation of 2 years of high school education, signed student standards form, and signed risk/liability waiver forms. Please note that refunds for tuition will not be given after the first class session.
- Attend and participate in classroom and clinic sessions during designated hours:
  - Students must utilize the timecard system to record start and end times, lunch and extended breaks. The time clock is located just inside the south office door
  - Students must be in attendance for the full session.
  - Students who are late to class or who leave early will not receive credit for missed time.
  - Students must take scheduled breaks and return from breaks on time.
  - Students must remain in designated classroom and clinic, except during breaks.
- Turn in homework and other assignments complete and on time.

Missed class time:

- Students must arrange with the course instructor in advance of absences. Esthetician students must successfully complete at least 600 hours and Nail Technician students must successfully complete at least 408 hours to receive certificate of graduation from NIC Workforce Training Center.
- Students may make up missed time with additional class hours, independent study, or outside activities that are arranged and approved in advance with the instructor. Such credit is limited to 30 hours and must be approved in advance in writing by the course instructor. Proof of participation in outside activities, such as programs or signed statements, is also required. Costs for outside activities or additional class time are the responsibility of the student.
- Students missing more than 30 hours of class time may be dropped from the program.
Classroom Conduct

- Follow sanitary rules per Idaho Board of Cosmetology.
- Students must practice personal hygiene and cleanliness, present a well groomed and modest appearance, and avoid wearing strong perfume.
- Conduct yourself in a professional manner during class time. The following may be cause for suspension and/or immediate dismissal from the program:
  - Disruptive behavior toward instructors, students or staff; including obscene or vulgar conversations, gestures, or pictures.
  - Discrimination of any kind; including gender, race, or sexual harassment.
  - Physical or verbal abuse toward instructors, staff, or other students.
  - Theft, vandalism, graffiti, damage, abuse or destruction of NIC property.
  - Children or pets may not accompany students to class. (Idaho Board of Cosmetology Rule 800-11): No animals are allowed in shops or schools except those animals trained to provide service to the physically impaired.

Problem Solving Procedure

**Students who have concerns about the classroom or the instructor can:**

1. Discuss their concern with the instructor.
2. Discuss their concern with the Director for Workforce and Community Education, Marie Price: 208-769-3222 or marie_price@nic.edu
3. If unresolved, discuss their concern with the dean of Professional, Technical and Workforce Education, Mike Mires: 208-769-7783 or mike_mires@nic.edu
4. If unresolved, discuss their concern with the director of student development, Alex Harris: 208-769-5970 or alex_harris@nic.edu

STUDENT ACKNOWLEDGEMENT:

I, ____________________________, have read, understand, and agree to these standards.

(Printed student name)

I understand that failure to follow attendance and behavior standards may result in dismissal from class and/or the program.

Student Signature ____________________________

Date ________________