



**CSME 2441.221CL**  
**Prep for State Licensing Exam**  
**Course Semester: Summer 2023**  
**Monday, Tuesday, Wednesday**  
**and Thursday**  
**5:00pm- 9:00pm**  
**June 5, 2023 thru August 10, 2023**

**Instructor Information:** Ms. Nickey R. Fowler [nfowler@com.edu](mailto:nfowler@com.edu) 409-933-8480

**Student office hours and location:** Monday, Tuesday, Wednesday and Thursday 15 minutes before and after class starts and ends, GroupMe, phone or email.

Adjunct Office Suite Room 149

**Communicating with your instructor:** All electronic communication with the Instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

**Required Textbook:** Milady Standard Cosmetology hard cover text; Milady Online Licensing Prep;

Texas Cosmetology Laws and Rules Book, Texas Department of Licensing and Regulation

**Textbook Purchasing Statement:** A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

**Course Description:** Identify fundamental concepts related to skills required by the Texas Department of Licensing and Regulation (TDLR); demonstrate basic required skills by TDLR standards.

**Course requirements:** Preparation for the state licensing examination.

**Daily Grades:** Consist of a daily attendance and participation grade. This also includes a duty that will be assigned to each student each week. If the daily duty is not performed correctly and timely, 10 points will be deducted from the daily participation grade as it does affect your performance. Each day you are absent there will be a 15-point deduction from your daily attendance grade and a 10-point deduction for each tardy. Being absent and/or tardy will also affect your daily participation grade.

**Determination of Course Grade/Detailed Grading Formula:**

Professionalism	10%
Attendance	20%
Assignments	20%
Practical Skills Sheet	20%
Final Exams	30%

**Grading Scale:**

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

**Student Learner Outcomes:** Be able to define related terminology, demo the Safety and Sanitation and Exhibit workplace competencies.

Upon successful completion of this course:

1. Define related terminology
2. Demonstrate basic manicuring procedures
3. Demo safety and sanitation
4. Exhibit workplace competencies

**General Education Core Objectives:** Students successfully completing this course will demonstrate competency in the following Core Objectives:

1. Critical thinking
2. Empirical & Quantitative Skills
3. Social Responsibility
4. Personal Responsibility

<i>Student's will be able to Exhibit knowledge for the written state licensing exam</i>	<i>Critical thinking</i>	<i>Tests</i>
<i>Students will be able to Demonstrate knowledge for the practical state licensing exam</i>	<i>Empirical &amp; Quantitative Skills</i>	<i>Skills Assignments</i>
<i>2. Students will be able to demonstrate an understanding of the sanitation &amp; sterilization laws set up for salons by TDLR</i>	<i>Social Responsibility</i>	<i>Test</i>

3. <i>Students will demonstrate workplace competencies</i>	<i>Personal Responsibility</i>	<i>Lab Skills Evaluation</i>
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**Attendance Policy:** Every class is important to your success in school. Make every effort to attend all classes. A daily sign in sheet will be provided in each class and each student must sign themselves in an out daily. If a student misses more than one hour of the class period, the grade will reflect an absence. Any time missed will affect the total number of days required for completion. Attendance grades are calculated as follows: Each tardy is 10 points off the daily attendance grade. Each absence is 15 points off the daily attendance grade. If a student misses more than 4 absences, they will be dismissed from the course, according to College of the Mainland policies. All courses must be completed and passed with a C or better to be able to advance to the next courses and to be able sit for the licensor exam. It is the student's responsibility to understand the course requirements and maintain sufficient attendance and work completion.

**Attendance Policy:**

During theory, the door will be locked. To avoid disruption to the class, students arriving after the door has been locked will not be permitted in until theory is over. The above policy will apply.

**Tardiness Policy:** Entering the class after the time class begins is counted as a tardy. Leaving class before class is over is counted as a tardy. Every four tardies equals one absence.

**Maternity appointments:** For doctor appointments due to maternity, the following steps can be utilized to avoid being withdrawn for excessive absences.

1. Communicate with your instructor prior to the appointment of the absence.
2. Bring a note from the doctor stating the appointment date and time upon returning to class.
3. Make- up work will be assigned on a case-by-case basis.

\*Any absence will affect your success in class. Do your best to attend every class. Communicate with your instructors when issues arise and know what assignments need to be made up.

**Withdrawal Policy:** Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the Summer 10-week classes is 7/31.

**FN Grading:** The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor.

**Early Alert Program:** The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Academic Dishonesty:** Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action.

**Plagiarism:** Plagiarism is using someone else’s words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else’s words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else’s words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. Google search, copy and paste are considered plagiarism.

**Make-Up Policy:** Written assignments may be turned in on the ***FIRST*** day back from an absence at the beginning of class.

Written tests may be made up by planning a good day and time with the instructor and must be discussed on the first day back from an absence. **(This is the students responsibility)**  
Practical Skills and Oral Reports may not be made up. **NO LATE WORK IS ACCEPTED**

## **Institutional Policies and Guidelines**

**Grade Appeal Process:** Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2022-2023 v4.pdf \(com.edu\)](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

**Academic Success & Support Services:** College of the Mainland is committed to providing students with the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Department Chair Jamie Hunsucker [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) 409-933 8608.

**ADA Statement:** Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the Student Success Center.

### **Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**IMPORTANT:** Eligibility for an occupational license may be impacted by one's criminal history. Students with a criminal history should confer with faculty or the department chairperson. Students have a right to request a criminal history evaluation letter from the applicable licensing agency.

**Notice to Students Regarding Licensing:** Effective September 1, 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify potential or enrolled students that a criminal history may make them ineligible for an occupational license upon program completion. The following website provides links to information about the licensing process and requirements: [www.tdlr.texas.gov](http://www.tdlr.texas.gov) Should you wish to request a review of the impact of criminal history on your potential TDLR Cosmetology Operator Certificate which leads to testing for licensure, prior to or during your quest for a certificate, you can visit [www.tdlr.texas.gov](http://www.tdlr.texas.gov) and request a "Criminal History Evaluation": This information is being provided to all persons who apply or enroll in the program, with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

**Disclaimers/Additional Policies:** Instructors may, at their discretion, withdraw a student due to lack of attendance, or the inability to maintain the prescribed minimum rate of progress (70% test average) stated in the course syllabus. Also, any behavior detrimental to the learning process of the student or class. Students should be familiar with the Cosmetology Welcome Packet & Student Expectations.

**Professionalism Grading Rubric:** Prompt, Prepared, Uniform & Compliance & Hair/Make- up. All five areas must be met to receive a grade of 100%. If not met the daily professional grade will be 0.

**Zero Tolerance Policies:**

1. Bullying, either Physical or Mental. We will strive to maintain a positive atmosphere at all times.
2. Uniform. Wear it or return home, get in uniform and return to school including lab jacket
5. No Borrowing. Bring your supplies or go home, retrieve your supplies and return to school.

**Concerns/Questions Statement:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Department Chair Jamie Hunsucker, [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu) or 409-933-8608 or Department chair Carla Boone [cboone@com.edu](mailto:cboone@com.edu) or 409-933-8616

# **Welcome to Preperation for State Licensing Examination CSME 2241-221**

## **Week 1**

### **June 5-8, 2023**

First day orientation (uniform, rules, expectations)

Sign In Sheets

Professionalism

Student Duty Sheets

Review Syllabus

Review PSI Packet Details and Website

Sign and return last page of Syllabus

Create Group Me

Discuss Skills Sheet Grading (ALL SIGNATURES FOR 100% OR NOTHING) Any missed signatures or missing practical skills will result in a “0”

**DOWNLOAD AND PRINT COSMETOLOGY OPERATOR LICENSE  
EXAMINATION CANDIDATE INFORMATION BULLETIN**

**Current date is 3/30/2023**

### **EACH DAY**

You will need all of your Cosmetology supplies, products, textbooks, laptops, kit packing lists, Notecards, Ziploc bags, scissors, pens, paper, packing tape etc.

### **Weekly Written Assignment:**

Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the

important glossary terms for each assigned chapter.  
(Each outline must be at least 2-3 pages in length)  
All written assignments are due on Thursday  
evenings at the beginning of class by 5:30pm (all  
assignments turned in after this time will have 20 pts.  
taken off.)

### **Outlines and Notecards**

#### **Chapter 3: Skin Structure and Growth**

#### **Chapter 4: Skin Disorders and Diseases**

Red/White Milady Standard Cosmetology Textbook

#### **Weekly Practical Skills Assignment:**

Prepare the kit packing labels and prepare to pack kits

Prepare 30x30 Kit Bag Labeled “Pre-Sanitized, Clean or Disinfected”

Prepare Pre- Examination Set- up and Disinfection Bag

Prepare Monomer and Polymer Over Tip Bag

Prepare Blood Exposure Incident Bag

Prepare Eyelash Strip Application Bag

Prepare Facial Service Bag

Prepare Waxing Service using Soft Wax Bag

Prepare Haircut Bag

Prepare Permanent Wave Bag

Prepare Blow Drying and Thermal Curling Bag

Prepare Chemical Service Preparation Bag

Prepare End of Examination Disinfection Bag

**Pre- Examination Set-Up and Disinfection Practical**

**Monomer and Polymer Over Tip Application Practical**



## **Week 2**

### **June 12-15, 2023**

Review the entire PSI Packet

Review the Table of Contents

Discuss and Review taking the Written and Practical Exam Review Testing Facilities and Locations

Ways to Register and Pay

Review the Written Exam Portion

Review the Practical Exam Portion

Review Supplies and Equipment

Review Content Outline

Review Procedure Criteria

Review Safety Criteria

#### **Weekly Written Assignment:**

Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter. (Outline must be at least 2-3 pages in length)

All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

#### **Outlines and Notecards**

#### **Chapter 5: Infection Control**

#### **Chapter 6: Nail Disorders and Diseases**

#### **Chapter 7: Hair and Scalp Properties**

#### **Test Online using CIMA Chapters: 3 and 4**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Make sure the exam grade is recorded and reviewed by the instructor.

#### **Weekly Practical Skills Assignment:**

Pre- Examination Set-Up and Disinfection Practical

Blood Exposure Incident Practical

Eyelash Strip Application Practical

## **Week 3**

**June 19-22, 2023**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter.

(Outline must be at least 2-3 pages in length)

All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

### **Outlines and Notecards**

**Chapter 8: Hair and Scalp Disorders and Diseases**

**Chapter 10: Hair Service Preparation**

**Chapter 11: Haircutting**

**Test Online using CIMA Chapters: 5,6 and 7**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Outlines for chapter 5, 6, 7 Red/White Milady Standard Cosmetology Textbook and Black Milady Standard Foundations Textbook.

### **Weekly Practical Skills Assignment:**

**Pre- Examination Set-Up and Disinfection Practical**

**Facial Service Practical**

**Waxing Service using Soft Wax Practical**

**Haircut Service Practical**

## **Week 4**

**June 25-29, 2023**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter.

(Outline must be at least 2-3 pages in length)

All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

### **Outlines and Notecards**

**Chapter 12: Hairstyling**

**Chapter 13: Braiding and Braid Extensions**

**Chapter 15: Chemical Texture Services**

**Test Online using CIMA Chapters: 8,10 and 11**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

### **Weekly Practical Skills Assignment:**

**Pre- Examination Set-Up and Disinfection Practical**

**Permanent Wave Service Practical**

**Blow Drying and Thermal Curling Service Practical**

## Week 5

July 3-6, 2023

### **Tuesday July 4<sup>th</sup> COM is closed in observance of Independence Day**

Bring Permanent wave bag and blow drying, and thermal curling bags Test 12, 13, 15

**Weekly Written Assignment:** Read and review each assigned chapter.

Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter.

(Outline must be at least 2-3 pages in length)

All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

### **Outlines and Notecards**

**Chapter 16: Haircoloring**

**Chapter 20: Manicuring**

**Chapter 21: Pedicuring**

**Test Online using CIMA Chapters: 12, 13 and 15**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

### **Weekly Practical Skills Assignment:**

**Pre- Examination Set-Up and Disinfection Practical**

**Chemical Service Preparation Practical**

Foil Highlights Application Service Practical  
Hydroxide Virgin Relaxer Service Practical  
Hydroxide Relaxer Retouch Service Practical  
End of Exam Disinfection Practical

## **Week 6**

**July 10-13, 2023**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter.

(Outline must be at least 2-3 pages in length)

All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

## **Outlines and Notecards**

**Chapter 22: Nail Extensions and Resin Systems**

**Chapter 23: Liquid and Powder Nail Enhancements**

**Chapter 24: Light-Cured Gels**

**Test Online using CIMA Chapters: 16, 20 and 21**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

**Weekly Practical Skills Assignment:**

**THURSDAY (#1) Practice Run of State Board Practical Exam** (each student MUST be in proper

uniform and Lab Coat)

All labels on bags and bottles **MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY**

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. **DOORS WILL BE CLOSED AND LOCKED AT 5:15pm.** Make sure the exam grade is recorded and reviewed by the instructor. **PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES.**

**NO EXCEPTIONS**

**Week 7**

**July 17-20, 2023**

**Weekly Written Assignment:** Read and review each assigned chapter. Prepare an outlined detailed summary of the chapter for your assignment grade and prepare note cards of the important glossary terms for each assigned chapter.

(Outline must be at least 2-3 pages in length)

All assignments are due on Thursday evenings at the beginning of class by 5:30pm (all assignments turned in after this time will have 20 pts. taken off.)

**Outlines and Notecards**

**Chapter 17: Hair Removal**

**Chapter 18: Facials**

**Chapter 19: Makeup**

**Test Online using CIMA Chapters: 22, 23 and 24**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

**Review Texas Rules and Laws Book questions from Red/White Milady Standard Cosmetology Textbook and Rules and Laws Book**

### **Weekly Practical Skills Assignment:**

**THURSDAY (#2) State Board Practical Exam** (each student MUST be in proper uniform and Lab Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. **DOORS WILL BE CLOSED AND LOCKED AT 5:15pm. PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES. NO EXCEPTIONS**

### **Week 8**

**July 24-27, 2023**

#### **Weekly Written Assignments:**

**Test Online using CIMA Chapters: 17, 18 and 19**

Must make an average grade of 85 or better to receive a signature from Instructor for grade or credit. Red/White Milady Standard Cosmetology Textbook. Make sure the exam grade is recorded and reviewed by the instructor.

**Review Texas Rules and Laws Book questions from Red/White Milady Standard Cosmetology Textbook and Rules and Laws Book**

### **Weekly Practical Skills Assignment:**

**REVIEW Final PSI Packet Written Exam REVIEW**

**COSMETOLOGY OPERATOR LICENSE CANDIDATE INFORMATION BULLETIN EXAM REVIEW**

**THURSDAY (#3) State Board Practical Exam** (each student MUST be in proper uniform and Lab

Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm.

**PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES\_**  
**NO EXCEPTIONS**



## Week 9

July 31- August 3, 2023

Weekly Written Assignment:

### WEDNESDAY FINAL COMPREHENSIVE WRITTEN EXAM

**Review Texas Rules and Laws Book questions from Red/White Milady Standard Cosmetology Textbook and Rules and Laws Book**

**Complete all Written and Online Comprehensive Exams, Complete all Homework Assignments, Outline Assignments and Study Notecards**

**Review PSI Packet**

**Pack Kits**

**Prepare clean/fresh bags and labels**

Weekly Practical Skills Assignment:

**THURSDAY (#4) State Board Practical Exam** (each student MUST be in proper uniform and Lab Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. **DOORS WILL BE CLOSED AND LOCKED AT 5:15pm.**

**PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES. NO EXCEPTIONS**

**(4) State Board Practical Exam** (each student MUST be in proper uniform and Lab Coat)

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN

## ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm. **NO EXCEPTIONS**

**PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES.**

### Week 10

August 7-10, 2023

#### **Weekly Written Assignment:**

Monday Final PSI Packet Comprehensive Written Exam also called  
**COSMETOLOGY OPERATOR LICENSE CANDIDATE  
INFORMATION BULLETIN EXAM**

Tuesday and Wednesday Final State Board Practical Exam (each student MUST be in proper uniform and Lab Coat) Each student will be assigned a day and time to take the exam.

All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility nor will they be allowed to take the exam. There will not be a makeup exam offered. Please prepare accordingly. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm.

#### **NO EXCEPTIONS**

**PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK**

**NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES.**

**Thursday we will calculate the final grades and averages.**





**Final PSI Packet Written Exam** COSMETOLOGY OPERATOR LICENSE  
CANDIDATE INFORMATION BULLETIN EXAM

**Final State Board Practical Exam** (each student MUST be in proper uniform and Lab Coat) Each student will be assigned a day and time to take the exam. All labels on bags and bottles MUST BE TYPED NOT HAND-WRITTEN IN ENGLISH ONLY

Students that are late will not be allowed to enter the testing facility until after all testing is completed or after the lunch break. DOORS WILL BE CLOSED AND LOCKED AT 5:15pm. **NO EXCEPTIONS**

**PLEASE BE ON TIME, IN PROPER UNIFORM, WITH LAB COAT ON, PROPERLY PACKED KITS PREPARED, PROPER I.D., HAIR PULLED BACK NEATLY, PROPER LENGTH OF NAILS, NEATLY GROOMED HAIR AND PROPER SHOES.**

**Finish any work that needs to be completed and get your final grade.**

**Weekly Practical Skills Assignment:**



**CSME  
2441.221CL  
Preparation for State  
Licensing Exam  
Summer 2023**

I, \_\_\_\_\_ (please print), have received, read and understand this syllabus, class schedule, grading procedures and practical skills sheet criteria. I understand that all practical skills and testing grades must be entirely completed, and all signature lines must be signed by my Instructor for me to complete the class. (ALL SIGNATURES FOR 100%, if any lines are not signed I will receive a zero as my practical skills sheet grade) Any missed signatures or missing practical skills will result in a “0”.

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

**Nickey R. Fowler  
College of the Mainland Cosmetology Department**