



Course Number and Section CSME 2250.101
TDLR Preparation for the State Board Written Licensing Examination
Course Semester (Spring 2022) Monday-Thursday 9:00am–12:00pm &
1:00pm–4:00pm 03/07/2022-04/12/2022

Instructor Information: Ms. Savannah Davis sdavis@com.edu 409-933-8116
Cosmetology Dept. 10000 Emmett F. Lowry Expressway Suite 4000 Texas City, TX 77591

Student hours and location: Monday – Wednesday 4:00PM-6:30PM Teams Online Chat/Video

Required Textbook/Materials: Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792
Milady MindTap™ Online Platform
Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations
(OPTIONAL LEARNING MATERIAL)
Milady's Standard Fundamentals for Esthetics Student CD-ROM
Cosmetology PRACTICAL EXAM REVIEW, 4th Edition
Cosmetics Ingredient Dictionary

Course Description: Preparation for the state licensing written examination. Instructor approval required.

Course requirements: TDLR Exam eligibility for all facial students must complete esthetic program requirements. All exam grades must be witnessed and signed by instructor on duty with a score of 85% or higher. No written exam may be re-tested in the same day. All paper test must be turned in immediately after complete. No exam notes, laptop, tablet, books or cell phone may be taken/used while reviewing any failed exam. All exams must be taken and passed in chronological order.

Determination of Course Grade/Detailed Grading Formula:

Professionalism	10%	A – 93 to 100
Attendance	20%	B – 92 to 85
Project	10%	C – 84 to 77
Lab Skill Sheet	20%	D – 76 to 69
Final Exams	30%	F – 68 & Below

Late Work, Make-Up, and Extra-Credit Policy:

Make-Up Policy: Written assignments may be turned in on the first day back from an absence. Online tests may not be made up. Practical skills tests may not be made up. Final Exams, Written or Practical may not be made up. Student will receive a number grade "O" and a letter grade of an "F". Assignments, written and practical are completions grades. Assignment that are "incomplete" will receive a number grade of a "O".

Attendance Policy:

Every class is important to your success in school. Make every effort to attend all scheduled classes. A sign-in and sign-out sheet will be provided in each class. Each student must sign themselves in and out daily. If a student misses more than one (1) hour, up to half the class period, the grade will reflect an absence. Any student missing in daily class attendance (morning, mid-day, or afternoon), shall be considered absent for the day. Any time missed will affect the total number of hours needed for completion. Attendance grades are calculated as follows: each tardy equals 10 points off the attendance grade. Each absence equals 15 points off the attendance grade. If student misses more than 4 absences, they will be dismissed from the program. It is the student's responsibility to withdraw through the admissions department.

Tardy Policy: Entering the class after the time class begins is counted as a tardy. Entering the class after the halfway mark of the class is counted as an absence. Every two tardies will equal one absence.

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. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify the regulations and requirements of: Institution, Department, Understanding, the Texas Occupation Code, Demonstrate safety and sanitation requirements	Social Responsibility	Assignment Exam
2. Chapter assessment for all chapters.	Critical thinking	Written Assignment Exam
3. Demonstrate basic skills for practical skills.	Personal responsibility	Skills Assignment Exam

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. Many assignments, written and practical are completions grades. Assignment that are "Inc" will receive a number grade of a "O".

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 J. Hunsucker 409-933-8608 jhunsucker1@com.edu

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85% or higher. No written exam may be re-tested in the same day. All paper test must be turned in immediately after complete. No exam notes, laptop, tablet, books or cell phone may be taken/used while reviewing any failed exam. All exams must be taken and passed in chronological order.

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. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf. *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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students 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.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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.

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 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

FN Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

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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 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 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.

I, _____, (please print) acknowledge that I have received, read and understand the syllabus.

Student Signature _____

Date _____

TDLR Written Examination Description
TEXAS ESTHETICIAN 75 Scored Items - 105
Minutes (1 hour 45min)- 70% Correct to Pass 7 Non-
Scored Items

Content Outline:

1. Licensing and Regulation - 15%; 11 questions
Health and Safety + Responsibilities of the Licensee

2. Infection Control - 25%; 19 questions

- a. Cleaning and Disinfecting
- b. Implements
- c. Equipment
- d. Work Environment
- e. Safety Procedures
- f. Exposure Incidents
- g. Patch Test
- h. Skin
- i. Diseases
- j. Disorders

Skin Care - 15%; 11 questions

- a. Physiology
- b. Skin Analysis
- c. Skin Types
- d. Skin Conditions

Facial Treatments - 25%; 19 questions

- a. Basic Facial Treatments
- b. Cleansing
- c. Extractions
- d. Exfoliation
- e. Masks
- f. Moisturizers
- g. Facial Massage
- h. Skin Care Products
- i. Facial Machines
- j. Brush
- k. Galvanic
- l. High Frequency
- m. Steam
- n. Vacuum
- o. Wood's Lamp

Hair Removal - 15%; 11 questions

- a. Contraindications
- b. Methods of Hair Removal

Facial Makeup - 5%; 4 questions

- a. Artificial Lashes
- b. Color Theory
- c. Eyebrow Shaping
- d. Products, Supplies, and Tools

3. Reference List Written Score Reporting

This examination is CLOSED BOOK.

The reference materials listed below were used to
prepare the questions for this examination.

- Milady Standard Esthetics Fundamentals, 11th Edition, 2013, www.milady.cengage.com/esthetics.asp
- Salon Fundamentals—Esthetics (2nd Edition), 2007, www.amazon.com
- Texas Administrative Code: Chapter 83. www.license.state.tx.us
- Texas Occupations Code, Title 9: Chapters 1602 and 1603. www.license.state.tx.us

Section 1602.257. Eligibility for Esthetician Specialty License.
Section 1602.2571. Eligibility for a Specialty License in Eyelash Extension Application.
Section 1602.301. Facility License Required.
Section 1602.351. Renewal of License or Certificate Required.
Section 1602.352. Requirement for First Renewal of License.
Section 1602.354. Continuing Education.
Section 1602.406. Infectious and Contagious Diseases.
83.70. Responsibilities of Individuals.
83.71. Responsibilities of Beauty Salons, Mini-Salons, Specialty Salons, Dual Shops, Mini-Dual Shops and Booth Rentals.
83.100. Health and Safety Definitions.
83.101. Health and Safety Standards--Department-Approved Disinfectants.
83.102. Health and Safety Standards--General Requirements.
83.104. Health and Safety Standards--Esthetician Services.
83.105. Health and Safety Standards--Temporary Hair Removal Services.
83.111. Health and Safety Standards--Blood and Body Fluids.
83.112. Health and Safety Standards--Prohibited Products or Practices.
83.113. Health and Safety Standards--FDA.
83.114. Health and Safety Standards--Establishments.
83.115. Health and Safety Standards--Eyelash Extension Application Services.