



**CSME 2251.221C6**  
**TDLR Preparation for the State Board Practical**  
**Summer 2025**  
**Tuesday-Thursday 5:00pm–9:00pm**

**Instructor Information:** Mrs. Massey; [mmassey1@com.edu](mailto:mmassey1@com.edu) ; 409-933-8114

**Student hours and location:** Tuesday-Thursday 4:30PM – 5:00PM & 9-9:30pm office 148

**Required Textbook/Materials:**

- Milady's Standard Cosmetology Milady Publishing Corp., Bronx, NY 10467
- CIMA ISBN: 9781337095150
- Milady's Standard Cosmetology On-Line Preparation E-Course Milady Publishing Corp., Bronx, NY 10467
- Texas Occupations Code General Rules & Regulations Texas Department of Licensing & Regulations <https://www.tdlr.texas.gov/cosmet/cosmetrules.htm>
- Variety of ziplock bags; tape; scissors; kit with necessary supplies
- PSI EXAM Candidate Packet
- Exam Scantrons No. 882-E

**Course Description:** Preparation for the state licensing practical examination. Practical skills and process for Texas State Board examination; including terminology, application, and workplace competencies.

**Course requirements:** Identify practicum related to TDLR/PSI Practical Exam; demonstrate the proper application and exhibit workplace competencies. TDLR Exam eligibility for all facial students must complete esthetic program requirements. No exam notes, books or cell phone may be used while testing for the Final Exam.

**Determination of Course Grade/Detailed Grading Formula:** (methods of evaluation to be employed to include a variety of means to evaluate student performance)

|                     |     |               |
|---------------------|-----|---------------|
| Professionalism     | 20% |               |
| Attendance          | 20% | A: 90 to 100  |
| Participation       | 10% | B: 80 to 89   |
| CIMA & Assignments  | 10% | C: 70 to 79   |
| Practical Mock Exam | 40% | D: 60 to 69   |
|                     |     | F: 59 & below |

## **Zero Tolerance Policies:**

1. Bullying: physical or mental. We will always strive to maintain a positive atmosphere.
2. Uniform: Wear it or return home -including lab jacket.
3. No Borrowing. Bring your skincare & school supplies or go home, retrieve your supplies and return to school.
4. Under the influence or in possession of drugs or alcohol.
5. Cell phones must be put away during lecture and everyone must participate.
6. Cell phones or leaving the room is not permitted during testing. Use the restroom & devices before or after the exam.
7. Food & snacks will be eaten during break and not lab/lecture times.
8. Forging initials on practical sheets will result in a zero for the sheet

**Late Work, Make-Up, and Extra-Credit Policy:** Late tests or homework/assignments will be deducted 10 points for being late, even 1 day. Any CIMA activities needing extended dates will be 10 points deducted for each request. Makeup work must be completed in a timely manner. It is your job to get your missed assignments the first day you return to class. The due date will be determined for the assignment at that time. If it is not turned in by the determined due date, it will be counted late and points are then deducted according to the late work policy. **Practical sheets must be completed in its entirety to obtain a grade of 100. If the practical sheet is not complete at the end of class, it is a zero grade. Any practicals not completed according to the book, with proper draping and patron protection, WILL NOT receive a signature. If the practical sheet is lost, the signatures will also be lost and the student must start over. Forging any of the instructor's initials will result in zero for the sheet.**

**Attendance Policy:** The faculty believes that experiences in the classroom and laboratory cannot be adequately duplicated if a student is absent. In addition, the Skin Care / Cosmetology Programs are designed to teach professional work habits, such as attendance. Each absence is a zero for the attendance grade and a 50 for each tardy (arriving late or leaving early).

Since this course is a 10 week class, you will be allowed **4 absences**. If you are absent for client lab on Tuesday evenings, it will result in 2 absences for that Tuesday. Even 1 tardy after your allotted four **(4) days** missed, in either lecture or lab, will result in a dismissal from the program. Missing more than an hour of class is considered an absence. Remember 4 tardies equal 1 absence. Each absence is a zero for the attendance grade and a 50 for arriving late or leaving early. A tardy is if you arrive after class starts or if you leave before class is dismissed. Break time will be from 7pm-7:30pm unless otherwise changed by the instructor. Leaving 30 minutes early, as your break, is not allowed.

**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 D2L or other LMS). Our class also uses the GroupMe app which can be downloaded to your personal mobile phone.

**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 “0”.

**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 Ms. Hunsucker 409-933-8608 [jhunsucker1@com.edu](mailto:jhunsucker1@com.edu).

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| Student Learner Outcome   | Maps to Core Objective  | Assessed via this Assignment |
|---|-------------------------|------------------------------|
| Identify the regulations and requirements of:<br>A. Institution,<br>B. Department,<br>C. Understanding, the Texas Occupation Code, Demonstrate safety and<br>D. sanitation requirements | Social Responsibility   | Assignment Exam              |
| 2. Chapter assessment for crucial State board exam topics within the Milady Textbooks & TDLR book   | Critical thinking       | Written Assignment Exam      |
| 3. Demonstrate basic skills for practical skills  | Personal responsibility | Skills Assignment Exam       |

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**Course outline:** All from Milady Esthetic’s (white book). CIMA has assigned due dates. Please make sure you complete all assignments within the designated time, late assignments will have points deducted. Any test not taken during test day, will be deducted 10 points. You must also have all supplies needed in order to complete your practical assignment signatures. Any student that does not have all his/her supplies will not receive a signature. If you miss a step within the practical, a signature will not be given. Also, if you do not have correct patron protection or are out of order, a signature will not be given. You must take your final on the day it is assigned. Please note you must have your supplies and each step must be correct in its correct order, to receive a signature. If you forget gloves, headband, get steps out of order, etc., you will have to repeat the practical FROM THE BEGINNING to receive a signature. Bring your books, laptop and kit everyday.

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# CSME 2251.221 TDLR Preparation for the State Board Practical Rv.

Please note this is the final course within the program: you must have your supplies, and each step must be correct in order to receive a signature. If you forget gloves, headband, get steps out of order, etc, you will have to repeat the practical FROM THE BEGINNING in order to receive a signature. **Missing 1 Tuesday client lab will result in 2 absences for each Tuesday absent.**

| WEEK | Dates     | Student assignment  | List of practicals to choose for combo                        |                          | Choose 4 to combine. Need 6 sets |
|------|-----------|---|---|--------------------------|----------------------------------|
| 1    | 6/3-6/5   | Review Syllabus, client lab prep/procedure, TDLR practical exam; TDLR packing | Take a Moment   | Micro-Current (galvanic) | 1                                |
|      | 6/3-6/5   | Found. Chapter 2,3,4,5 CIMA   | Refresh & Renew   | Lash Lift                | 2                                |
|      |           |   | Ultimate  | Lash Tinting             | 3                                |
| 2    | 6/10-6/12 | Found. Chapter 6,7,8,9 CIMA; TDLR packing; practical sheet; Tues:Client day   | Crystal Microderm   | Brow Tinting             | 4                                |
| 3    | 6/17-6/19 | Esth. Ch 3 &4 CIMA; TDLR packing; practical sheet; Tues: Client Day           | Cold Globe Therapy  | Artificial Flares        |                                  |
|      |           |   | Mask w/hand & arm massage (if not already included)           |                          | 1                                |
| 4    | 6/24-6/26 | Esth. Ch 5 & 6 CIMA; TDLR packing; practical sheet; Tues: Client Day          | Parafango on back   | Lip Wax                  | 2                                |
|      |           |   | Back Facial   |                          | 3                                |
| 5    | *7/1-7/3  | Esth. Ch 7 & 8 CIMA; TDLR practice; practical sheet; Tues: Client Day         | Cavitation Peel=(Skin Scrubber :Cleanse & Infuse)             |                          | 4                                |
| 6    | 7/8-7/10  | Esth. Ch 10 &11 CIMA; Tues: Client Day  | Chemical Peel   | Under Arm Wax            |                                  |
|      | 7/8-7/10  | Practice-Mock TDLR Practical  | Gommage   | Leg Wax                  | 1                                |
|      |           |   |   |                          | 2                                |
| 7    | 7/15-7/17 | Esth. Ch 12 CIMA; Tues: Client Day  | Indirect High Frequency Massage(in not doing ultimate facial) |                          | 3                                |
|      |           |   |   |                          | 4                                |
| 8    | 7/22-7/24 | Esth. Ch 9 Practice-Mock TDLR Practical; Tues: Client Day                     | LED   | Brow Wax                 | 1                                |

|    |           |   |               |               |   |
|----|-----------|---|---------------|---------------|---|
| 9  | 7/29-7/31 | Practice Practical & Mock Written CIMA exam ***PRACTICAL SHEET & CIMA DUE***; Tues: LAST Client Day | Lucas Sprayer | Eye treatment | 2 |
|    |           |   |               | Modelage mask | 3 |
| 10 | 8/5-8/7   | Mock TDLR Practical Final- graded; Clean out lockers  | Night Makeup  | Diamond Peel  | 4 |

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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](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.

## 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://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.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.*

**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 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 Administration Building/ Student Success Center.

**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 5-week session is June 30. The last date to withdraw from the 10-week session is July 29. The last date to withdraw for the 2nd 5-week session is August 1.

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

#### **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).

#### **Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status,

disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

**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.