WASHBURN TECH UNIVERSITY

Technical Standards, Cosmetology

The technical standards discussed in the following chart define performance expectations that must be met for advancement through and successful completion of the **Cosmetology Program**. It is the policy of Washburn Tech to provide reasonable accommodations for those with disabilities, health impairments, and other disabling conditions. These standards can also be used to determine whether accommodations or modifications are necessary and have been established through consideration by faculty and consultation with the following sources: consultation with the advisory committee for the program, The Vocational Rehabilitation Act, The Americans with Disabilities Act, Dictionary of Occupational Titles, O*Net Online developed for the U.S. Department of Labor.

ABILITY	STANDARD	Some examples of necessary activities (not all inclusive)
Physical Demands / Motor Skills	• Candidate/Student must have the ability to perform physical activities that require considerable use of your hands, arms and legs and moving your whole body. This will include Extent Flexibility, Finger Dexterity, Manual Dexterity, Arm-Hand Steadiness, Trunk Strength, and Control Precision	• Have the ability to bend, stretch, twist, or reach with your body, arms, and/or legs and doing such movements as climbing, lifting, balancing, walking, squatting, and handling of materials. • Have the ability to stand for long periods of time and arms raised for long periods of time. • Wear shoes that support the foot/ankle (no heels). • Have the ability to tolerate exposure to chemicals/fumes. • The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or place small objects. • Have the ability to adjust hand and body positions. • Have the ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without ‘giving out’ or fatiguing.

Critical Thinking/ Observation/ Sensory/ Reasoning Skills	• Candidate/Student must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. • Candidate must have good study habits. • Must be able to be attentive in the classroom, observe, and follow directions in demonstrations and actively participate in lab classes. • Must have visual perception. • Must be able to problem solve and diagnose including obtaining, interpreting, and documenting • Must have ability to work with diverse groups of people and/or work one-on-one or in pairs. • Must ask questions for clarification. • Must receive critique of work and handle constructive criticism. • Must show professionalism through attitude, demeanor and exhibit good emotional management. • Must have the ability to work with percentages, fractions, and ratios. • Must have the ability to work with degrees such as 0*, 45*, 90* and 180* in haircutting and hair designing. • Must be able to recognize when there is a problem or possible problem. • Make themselves aware of their surroundings by using their senses.	• Demonstrate problem solving skills. • Understanding written sentences and paragraphs in work related documents. • Analyze breakdown of tasks and perform said tasks. • These observations require the functional use of vision, hearing, and other sensory modalities. • Combine pieces of information to form general rules or conclusions and to apply general rules to specific problems to produce answers that make sense. • Read, understand using math fractions, percentages in hair design and chemical applications. • Recognize abnormal mechanical sounds and abnormal conditions occurring in tool operation. • Notice and respond appropriately to unusual smells such as hair burning.

Behavioral / Social Skills and Professionalism	• Candidate/Student must have sufficient personal skills for successful interactions with customers, colleagues, and supervisors, in close proximity from a variety of social, emotional, cultural, and intellectual backgrounds. • Must possess the emotional well-being required for use of their intellectual abilities, the exercise of sound judgment, the prompt completion of all responsibilities in the classroom and for lab projects. • Must be able to adapt to ever-changing environments, display flexibility, and learn to function in the face of uncertainties and stresses which are inherent in the educational process, as well as when dealing with clients, co-workers, and industry situations. • Must have the ability to develop organizational skills necessary to meet deadlines and manage time. • Student will be expected to learn and apply workplace responsibilities. • Student must maintain a 90% attendance rate.	• Have face-to-face discussions with individuals in work areas. Have good personal hygiene, professional conduct, and appearance. • Be willing to work with others building team skills. • Demonstrate attributes of empathy, integrity, concern for others, interpersonal skills, interest, and motivation. • Maintain client confidentiality. • Be an honest and ethical worker. Be pleasant with others and display a good-natured, cooperative attitude. • Be careful about detail and thoroughness in completing work tasks. • Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations. • Attendance will influence progression through the program, passing grade of 75% or better in all courses, reliability regarding guest appointments and advanced trainings.
Communication Skills	• Candidate/Student must be able to communicate not only in speech but reading and writing in English. • Must be sensitive to multicultural and multilingual needs.	• Write legibly, a thought on paper on how an operation of training equipment occurred. • Read chapters in text and manuals and answer questions on the topics at hand. • Orally explain how you arrive at your completions on work stations. • English communication skills for necessary interaction with faculty, peers, customers, and others orally and in writing.

Working Conditions and Licensure Expectations	• Must have the ability to work in various environments. • Must meet work environment criteria at time of employment. • Per Kansas Board of Cosmetology, any felony convictions must be reported to the board 90 days before program enrollment. The following hyperlink must be filled out and submitted to the board for approval. Felony Packet - Instructions and Forms.pdf • An individual who enrolls in a Kansas cosmetology, nail technology or esthetics school must obtain an apprentice license. Pursuant to K.S.A 65-1912. • On the first day of school, students must physically present current U.S. government issued photo identification (i.e., driver's license with picture, passport, state, or military identification card), signed by the bearer, Social Security (SS) card (The name on your application, ID and SS card must match exactly). • Upon program completion, student will apply for state licensure. • At time of employment must have resume, practioner license awarded by Kansas Board of Cosmetology, and means of transportation.	• The Student will handle potentially dangerous equipment such as cutting shears, razor with guard and hair clippers and trimmers. • Exposure to chemicals/fumes. • Participate in cleaning, disinfecting and sanitation of tools and equipment including sweeping mopping, and heavy trash removal. • Must be willing to perform at work stations with safety in mind and will build on safety habits.

OFFICE USE ONLY
Date Received

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE INSTRUCTOR.
TECHNICAL STANDARDS FOR ENROLLMENT IN **Cosmetology Program**.
Washburn Institute of Technology

CHECK ALL THAT APPLY.

_____ I understand the expectations, as explained on the previous page, must be for advancement through and successful completion of the **Cosmetology Program**.

_____ Upon admission to the program, I received a copy of the Technical Standards and they have been explained to me.

_____ I would like to discuss the Standards checked below.

_____ A. Physical Demands / Motor Skills

_____ B. Critical Thinking /Sensory/Observation / Reasoning Skills

_____ C. Behavioral / Social Skills and Professionalism

_____ D. Communication Skills

_____ E. Working Conditions and Licensure Expectations

QUESTIONS OR COMMENTS: (If additional information, attach another page.)

SIGNATURE _____ **DATE**_____

PLEASE PRINT NAME_____

Disability

The Assistant Director for Student Accommodations is responsible for assisting in arranging accommodations and identifying resources at Washburn Tech for individuals with disabilities. Qualified students with disabilities MUST register and provide medical documentation from a qualified licensed professional with the office to be eligible for services. New requests for accommodations should be submitted prior to the date services should begin ideally at the beginning of the semester; however, contact the Assistant Director for Student Accommodations as soon as a need may arise. The Assistant Director for Student Accommodations coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis related to accommodations within Washburn Tech.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Washburn Student Accessibility Services
MK Hunt, Assistant Director

Location: Building A, Student Services North
Phone: 785-670-3364
E-Mail: mk.hunt@washburn.edu

Non-Discrimination
Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Title IX Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785-670-1509, eodirector@washburn.edu. For general questions about Washburn University, please call 785-670-1010.