

**Academy of Cosmetology Arts, LLC**

**APPRENTICESHIP BROCHURE**

*Providing Exceptional Apprenticeship Education Since 2001*



4201 East Yale Ave., Suite B135. Denver, Colorado 80222

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[www.Beautyed4U.com](http://www.Beautyed4U.com)

**Volume I Number II**

**Effective as of June 1, 2023**

## **Mission Statement**

Through effective communication and an intention for on-going growth and development, it is our mission to provide the highest quality education and excellent industry support. It is our goal to instill in our Apprentices the pride and integrity necessary for the support as a foundation for their chosen career paths. By inspiring creative expression as a tool for professional growth and prosperity, we have raised education to an art form, and established an academy where you will find:

## ***Beauty at Work***

Approved and Regulated  
by the  
United States Department of Labor  
Office of Apprenticeship

Volume I, Number I  
Effective July 1, 2023

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## INTRODUCTION

The Academy of Cosmetology Arts, LLC offers the sponsorship and related instruction training for Federal Registered Apprenticeships in the most professionally accepted methods within the Barber, Cosmetology, Hairstylist, Esthetician and Nail Technology license trainings

The Academy of Cosmetology Arts, LLC, d/b/a A.CA (hereinafter referred to as "the Academy"), is a limited liability company of Colorado. The director/ owner is Peggy Sue Schmoltd.

## INSTRUCTIONAL STAFF\*\*

Peggy Sue Schmoltd	Program Sponsor and Director of Education
Jenna Cardenas	Barber Instructor
Ty Williams	Esthetics Instuctor
Gabriella DiPentino	Hairstylist Instructor
Morissa Vigil	Nail Technology and Cosmetology

- Addendum A contains an additional list of the current apprenticeship Salon/Shop instructor mentors

## FEDERALLY REGISTERED APPRENTICESHIP PROGRAMS OFFERED

### BARBER APPRENTICESHIP APPROXIMATELY 12 MONTHS

#### 2000 Hours On-The-Job with 300 Hours of Related-Instruction training

Occupational Objective: The apprentice should be able to proficiently demonstrate an understanding of safe and sanitary hair and skin services performed as an On-The-Job apprenticeship in an integrated environment to support the shop's workflow. This program is offered as a hybrid model on-line and in-person. The apprentice will be prepared to take the State Licensing examination.

### COSMETOLOGY APPRENTICESHIP APPROXIMATELY 12 MONTHS

#### 2000 Hours On-The-Job with 360 Hours of Related-Instruction training

Occupational Objective: The apprentice should be able to proficiently demonstrate an understanding of safe and sanitary hair, skin, and nail services performed as an On-The-Job apprenticeship in an integrated environment to support the salon's workflow. This program is offered as a hybrid model on-line and in-person. The apprentice will be prepared to take the State Licensing examination.

### HAIRSTYLIST APPRENTICESHIP APPROXIMATELY 12 MONTHS

#### 2000 Hours On-The-Job with 240 Hours of Related-Instruction Hours

Occupational Objective: The apprentice should be able to proficiently demonstrate an understanding of safe and sanitary hair services performed as an On-The-Job apprenticeship in an integrated environment to support the salon's workflow. This program is offered as a hybrid model on-line and in-person. The apprentice will be prepared to take the State licensing examination and gain an entry-level position.

**ESTHETICIAN APPRENTICESHIP APPROXIMATELY 12 MONTHS**

**2000 Hours On-The-Job with 144 Hours of Related-Instruction Hours**

**Occupational Objective:** The apprentice should be able to proficiently demonstrate an understanding of safe and sanitary skin care, make-up and hair removal services performed as an On-The-Job apprenticeship in an integrated environment to support the salon's workflow. This program is offered as a hybrid model on-line and in-person. The apprentice will be prepared to take the State licensing examination.

**NAIL TECHNOLOGY APPRENTICESHIP APPROXIMATELY 12 MONTHS**

**2000 Hours On-The-Job with 144 Hours of Related-Instruction Hours**

**Occupational Objective:** The apprentice should be able to proficiently demonstrate an understanding of safe and sanitary natural and artificial nail services performed as an On-The-Job apprenticeship in an integrated environment to support the salon's workflow. This program is offered as a hybrid model on-line and in-person. The apprentice will be prepared to take the State licensing examination and gain an entry-level position.

**APPRENTICESHIP PROGRAM COSTS**

Application Fee        \$150    One time  
Books Fee                \$400    One time  
Technology Fee        \$ 25    Monthly (12 months=\$300)

Lab Fee \$150 quarterly (4 QTRS=\$600) for on-site RI sessions

Barber Apprenticeship Related-Instruction, \$4,500 includes 50 RI sessions, Kit \$900,

Total cost for Barber Related Instruction over 12 months = \$ 6,850

Cosmetology Apprenticeship Related-Instruction , \$5,400 includes 60 RI sessions, Kit \$1,100

Total cost for Cosmetology Related Instruction over 12 months = \$ 7,950

Hairstylist Apprenticeship Related-Instruction, \$3,600 includes 40 RI sessions, Kit \$900

Total cost for Hairstylist Related Instruction over 12 months = \$ 5,950

Esthetician Apprenticeship Related-Instruction, \$3,024 includes 24 RI sessions, Kit \$600

Total cost for Esthetician Related Instruction over 12 months = \$ 5,650

Nail Technology Apprenticeship Related-Instruction, \$3,024 includes RI 24 sessions, Kit \$700

Total cost for Nail Technology Related Instruction over 12 months = \$ 5,750

**CLASS /TRAINING SCHEDULE**

The training schedule varies depending on the course and phase of instruction. The Academy holds training Monday through Wednesday 8:30 am through 3:00 pm, Thursday 9:30-4:00, and on Friday from 9:30 am through 12:30 pm. We conduct training for ten (10) weeks of each calendar quarter..

For the Registered Apprenticeship Related-Instruction the apprentice generally will participate in their hybrid training for their classes via distance learning with an e-book, learning platform, real

time small practical classes and a monthly learning check-in session. Their training supports the entry-level of the on-the-job US Department of Labor, Registered Apprenticeship Program where the student is a paid apprentice.

In order to meet the requirements for hybrid/theoretical learning the student must have access to Internet Explorer or similar browser, possess an active email address, have the ability to play Mpeg-4 video, a camera and a microphone with a headset speaker to support web-conferencing.

When evening classes are offered for any program, the class schedule is typically Monday through Thursday from 5:30-9:30.

When unexpected closures occur due to extraordinary conditions, such as inclement weather, students will be notified as soon as is possible by phone/web and through television stations. Every effort will be made to conduct class via telecommunication methods when class on site is not possible.

Classes/Training will not be held on the following holidays: New Year's Day, Presidents' Day, Independence Day, Thanksgiving Day, New Year Eve Day, Martin Luther King Day, Memorial Day, Labor Day, and Christmas Day.

### **ENTRANCE REQUIREMENTS**

The school does not discriminate based on race, sex, religion, ethnic origin, or disability.

Prospective Apprentices are preferred to have a high school diploma or general equivalency diploma to be accepted for registration in their chosen program. Apprentices at the age of 17 years may participate in the apprenticeship programs if they provide written parental permission.

### **REGISTRATION PROCEDURES**

Prospective apprentices may enter into an apprenticeship agreement at any time. The salon or shop and the apprentice must have completed all of their registration filings before the apprentice starts their apprenticeship.

The apprentice is not allowed to participate in a client service delivery until after they have the prerequisite hours required by the Colorado Office of Barber and Cosmetology Licensing, which are as follows:

Barber and Cosmetology-300 hours,  
Hairstylist-240 hours,  
Esthetician and Nail Technology-120 hours.

Registration of the Apprentice commences with the receipt of a completed Apprentice Registration Form, with the supporting documents and fee. The apprentice may not start the program until all Salon or Shop registration paperwork is completed. The apprentices will schedule all related instruction on their orientation day. A letter of acceptance will be emailed to the apprentice prior to their orientation date. Any fees required prior to the start of the program are to be received by the Academy no less than 1 week before the class start date.

### **PLACEMENT ASSISTANCE**

We make no guarantees, express or implied, of future employment. It is our goal, upon completion of the program, that a student should be able to test for and acquire proper licensing to continue employment in a professional career environment of their choice.

### **ATTENDANCE POLICY**

Students are expected to arrive on time for all scheduled related instruction with the proper materials and tools, and ready to work and abide by the academy's rules and regulations.

For the related-instruction for theoretical delivery the apprentice will be on-line and synchronous with our instructional staff.

For the related-instruction for hands-on (practical) instruction the apprentice will be required to be either on-site with our instructional staff or in their salon/shop with a journey-worker that could be available, if needed. The apprentice must have the appropriate tools and supplies for the scheduled instructional session.

Apprentices who are unable to continue the program for medical reasons or severe personal reasons may be required to take a leave of absence from the program until they are able to return to the program or withdraw. An apprentice may take up to three months leave of absence from Related-instruction for personal reasons. For medical purposes an apprentice may take up to six months leave of absence. Proper documentation will be required to substantiate an apprentice's withdrawal from the program.

Class sessions may be rescheduled no less than one week in advance of the class session. All class sessions must be completed to meet program completion requirements. If an apprentice is unable to attend their class, they must make arrangements to reschedule the class session. Related-instruction classes may only be earned through related-instruction sessions. Work process hours may be earned through on-the-job hours, in-salon/shop instruction, external events to support the salon/shop's culture and their on-line learning platform engagement.

### **PROGRESS POLICY**

The apprentice must participate in their class sessions to meet satisfactory progress. All quizzes and tests must earn a 75% or higher grade to meet satisfactory progress. The apprentice will receive a certificate of apprenticeship completion when they have met all of the program requirements to make them eligible to register for the Colorado State Board Exam for their license testing.

Our programs are all reported in clock hours. The apprentice is required to report their hours and services within a week of earning them. The apprentice and their participating salon/shop mentor of record will have the ability to view via their page within our academy system throughout the program.

A progress report with grades will be available to apprentices and their participating salon/shop mentor of record via their page within our academy system throughout the program.

The apprentice will receive a record of completion and an DOL Apprenticeship Completion certificate upon meeting the requirements of the course and the state's standards for the license examination. The apprenticeship programs meet the requirements of the US Department of Labor, Office of Apprenticeship's Registered Apprenticeship Standards and the Office of Barber and Cosmetology Licensing (O.B.C.L.)s The Academy of Cosmetology Arts is staffed with experienced and qualified instructors.

### **CONDUCT POLICY**

All apprentices are expected to act maturely and are required to demonstrate respect for other apprentices, faculty members and any person they encounter throughout their course of training. This also applies to the e-learning platform.

### **DRESS CODE**

All students are expected to dress appropriately and professionally for classes. Apprentice's picture ID's are to be displayed in the apprentice salon location.

### **DISMISSAL**

An apprentice may be dismissed for violation of rules and regulations within the related-instruction or for making unsatisfactory progress within the salon or shop environment. The apprentice does have the opportunity to find another salon or shop to continue their apprenticeship. An apprentice student also may be withdrawn from related-instruction if he/she does not prepare sufficiently or makes unsatisfactory progress. Violations must be reported to both the Program Sponsor and the Director of Education. The Academy Director, after consultation with all parties involved, makes the final decision.

## GRIEVANCE PROCEDURE

Student grievances are to be brought to the attention of the Program Sponsor. Attempting to resolve any issue with the Program Sponsor first is strongly encouraged. Any complaints may be directed to the Registration Agency which is the United States Department of Labor's Office of Apprenticeship. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below:

Cynthia S. McLain  
State Director  
U.S. Department of Labor  
Office of Apprenticeship  
303-844-1620  
mclain.cynthia@dol.gov

## FACILITIES

The Academy is located at 4201 East Yale Avenue, Suite B135, Denver, Colorado 80222. The Academy occupies six suites totaling approximately 2000 square feet in a facility located in Denver with close proximity to restaurants, retail, and grocery stores. Our classrooms are furnished with modern equipment, tools, supplies and products. Charts, diagrams, videos, DVDs, 5 computers for student use, and a library enhance the classroom activities. We additionally subscribe to an on-line testing program for preparation for the state license exam and have testing available on our website for our students. The library is located at the main campus and additional educational and resource materials are available to all students. The school equipment for both theoretical training and laboratory purposes is comparable to that found in a professional salon atmosphere.

## EDUCATIONAL SERVICES

Additional costs to the apprentice for make-up hours required in completion of a program may apply. Apprentices who do not complete the program requirements in the contracted time for completion will be required to pay an additional fee of \$25.00 per hour for the amount of hours needed to complete the course beyond their scheduled completion date.

## PREVIOUS CREDITS

*Credits from another institution will be evaluated on a case-by-case basis. Generally when an apprentice presents an official transcript for a course similar to our offerings we make every effort to grant credit when possible. We do not guarantee transferability of our credits to another institution without a written agreement between that institution and ourselves.*

## CALENDAR LEGEND

**BLUE**=BARBER, COSMETOLOGY AND HAIRSTYLIST PROGRAM START DATES

**RED**=CLOSED FOR BREAKS

**YELLOW**=ESTHETICIAN AND NAIL TECHNOLOGY PROGRAM START DATES





# ACADEMIC CALENDAR

# 2023

## January

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## February

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## March

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## April

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## May

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## June

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## July

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## August

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## September

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## October

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## November

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## December

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# ACADEMIC CALENDER

# 2024

## January

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## February

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## March

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## April

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## May

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## June

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## July

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## August

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## September

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## October

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## November

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## December

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# ACADEMIC CALENDAR

# 2025

## January

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## February

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## April

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## May

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## June

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## July

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## August

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## September

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## November

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ADDENDUM A: INSTRUCTOR LISTING FOR ACADEMY OF COSMETOLOGY ARTS 04/30/2023

1. ALEIGHA HANS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
2. ALEJANDRA DELFINA GARCIA	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
3. ALEXANDRIA GRADO	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
4. AMANDA GUIANG	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
5. AME METCALFE	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
6. ANTHONY VASQUEZ	BARBER APPRENTICESHIP INSTRUCTOR
7. ANTHONY LAVDANSKI	BARBER APPRENTICESHIP INSTRUCTOR
8. ASHLEY ALCAREZ	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
9. ASHLEY BENEVIDES	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
10. AUBREY SOSA RODERICK	BARBER, HAIRSTYLIST, ESTHETICIAN AND NAIL TECHNOLOGY APPRENTICESHIP INSTRUCTOR
11. BECKY JOHNSON	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
12. BROOKE EVANS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
13. CAMILLE HENDRIXSON	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
14. CARISSA LARSON	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
15. CARLY DAY	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
16. CHARLES SAGERE	BARBER APPRENTICESHIP INSTRUCTOR
17. CHELSEA JAMES	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
18. CHRISTINE REINING DIEHL	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
19. CHRISTINE ZANIN	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
20. DANIEL J. MCDERMOTT	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
21. DENISE KELLAN.	BARBER APPRENTICESHIP INSTRUCTOR
22. DENISE DAFFIN	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
23. DENNIS METCALFE	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
24. DESLI CABRERA	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
25. ELIZABETH BURGESS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
26. GABRIELLA DIPENTINO	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
27. GABRIELLE MARSHALL	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
28. HAKIMA AFIRI	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
29. JAMES MUCKER	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
30. JASMIN CHAVEZ	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
31. JENNA BOWDEN	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
32. JENNA CARDENAS	BARBER APPRENTICESHIP INSTRUCTOR
33. JENNIFER HOOKS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
34. JOHN SISSON	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
35. JOHNATHON MASCARENAS	BARBER APPRENTICESHIP INSTRUCTOR
36. JOLANTA WEISS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
37. KAREN KELLEN	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
38. KATHERINE ANN LUCAS	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
39. KENDRA GROS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
40. KIM JUNDT	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
41. LAUREN ZWICKY	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
42. LIEN PHAN	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
43. LISA FRANZ	BARBER APPRENTICESHIP INSTRUCTOR
44. MADELINE ROLLER	COSMETOLOGY APPRENTICESHIP INSTRUCTOR

ADDENDUM A: INSTRUCTOR LISTING FOR ACADEMY OF COSMETOLOGY ARTS 04/30/2023

45. MANDY RENE VILLALOBOS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
46. MARTHA ALICE ALLISON	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
47. MEGAN NICHOLS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
48. MICHAELA BURNETT	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
49. MICHELLE REISMAN HAGGERTY	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
50. MINDY VERDECCHIO	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
51. MORISSA VIGIL	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
52. NICHOLE CURTIS	HAIRSTYLIST APPRENTICESHIP INSTRUCTOR
53. NICOLE TOLEDO	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
54. NICOLE LIBERTELLI	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
55. PEGGY SUE SCHMOLDT	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
56. RANDA RIVERA	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
57. REBECCA JARBOE	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
58. RENE MARTINEZ	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
59. RICHARD MORRILL	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
60. SARA HINCHLIFFE	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
61. SHAELEIGH OLIVE	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
62. SHAWNA SMITH	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
63. SHAWNTE DANIELLE SMITH	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
64. SHELLY BURNS	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
65. SHELLY REWINKLE	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
66. STACY JO JOHNSON	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
67. STEPHANIE JORDAN	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
68. STEPHANIE TACKWELL	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
69. TAWNA COOSE	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
70. TIMOTHY LEON	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
71. TY WILLIAMS	ESTHETICIAN INSTRUCTOR
72. WHITNEY HEATH	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
73. WHITNEY RIPPE	ESTHETICIAN AND COMMON CORE INSTRUCTOR
74. Y-NHI NGUYEN	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
75. YULIA MEODED	ESTHETICIAN APPRENTICESHIP INSTRUCTOR
76. ZACHERY OLSON	COSMETOLOGY APPRENTICESHIP INSTRUCTOR
77. ZOEY MARSH	COSMETOLOGY APPRENTICESHIP INSTRUCTOR