

# IBS School of Cosmetology and Massage



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# IBS School of Cosmetology and Massage

The IBS School of Cosmetology and Massage (IBS) is one of Oregon's premier schools of cosmetology. IBS's Eugene campus has trained many of the industry leaders in Oregon and its Eugene campus attracts students from Salem to Roseburg and Florence to Bend. The Schools flexible program structure and high standards create the perfect bridge to the development of an initial career path for some, or, a transition from another sector into cosmetology and massage. We welcome you to take a tour of our facility and meet with our friendly staff.

## Competency Based Instruction

IBS is a pioneer in the competency based format of instruction. We were the second competency based program to receive approval from the Oregon Department of Education (now Oregon Higher Education Coordinating Commission) and the first to move the competency format outside of Portland.

The traditional form of instruction in cosmetology has been the hourly based format, however the competency based format offers a new and more exciting alternative to traditional education in cosmetology. A student progresses through the system based on performance over a series of written tests, to evaluate students' grasp of theory, and practical tests, to assess skill levels. Since the measured standard moves from clock hours to performance it provides a student with some control over the rate at which a student progresses through the system. Thus, it eliminates the need to accumulate hours and with it the wasted time spent on the clinic floor without customers. It is a more focused method of instruction that concentrates students' time without compromising on instruction in theory or practice on the clinic floor. This format of instruction, as well as our School, has been approved by the Oregon Higher Education Commission so it offers a similar opportunity as the hourly based programs to qualify a candidate to sit the State licensing exam(s) in cosmetology. The competency based format of instruction applies to all of the programs except the instructor training and massage therapy programs.

## Admissions

An applicant must submit an application together with a \$25 application fee in order to apply as a student at IBS. There are several criteria that an applicant must be able to satisfy. First, an applicant must provide proof of graduation from high school or equivalent: note if a student does not meet this requirement it may be possible to begin classes under a 225 hour probationary program. Second, there is an age requirement. An applicant should be 18 years old, or have parental consent, and have proof of age and identity by way of a government issued photo ID. If an applicant is less than 18 years of age the applicant will need parental consent and, if required by law, consent from the relevant high school. IBS does not accept applicants under the age of 16. Third, a prospective student shall be required to demonstrate proof of legal immigration status either through a social security card or alien registration card. Finally, if an applicant is not from a high school where English was the primary language, an interview with IBS will need to be conducted to determine language proficiency. All courses are conducted in English. Admission to the school will depend on satisfactory comprehension and understanding of a verbal set of questions and/or written testing of language proficiency. If it is apparent that the applicant does not possess the necessary English skill level, ESL (English as a Second Language) classes will be recommended prior to admission. Applicants meeting these requirements who have submitted a completed application to the school will be contacted by an admissions staff member to set up an enrollment meeting at which a \$125 registration fee will be due.

IBS will not discriminate or deny admissions to any person on the basis of race, color, national origin, sex, religion, age or handicap, nor is it a part of any policy, procedure and or practice in accordance with Title VI and VII of the civil rights act of 1964 (including Title IX the education amendments of 1972). The non-discrimination policy covers not only admissions and school access it extends to employment, student financial aid and educational services at IBS.

## Oregon Cosmetology License Requirements

The Oregon Board of Cosmetology defines the scope of services that a practitioner can perform based on the fields of practice for which they have been certified. Oregon issues a "segmented certification" or in other words a separate certificate for Hair Design, Barbering, Nail Technology, and Esthetics. If a student wishes to perform all services, they must be certified in each "field of practice". IBS's curriculum is approved by the Oregon Department of Education (now the Oregon Higher Education Coordinating Commission) and is designed to prepare students to pass exams and work in their chosen occupation. The program of study for a "full cosmetology" certificate requires the successful completion of technical education using a state approved curriculum that includes training in Hair Design, Esthetics and Nail Technology. Oregon law allows students to study one or more of the fields of practice as prescribed in the Oregon cosmetology license requirements. In addition to the specific discipline requirements, students must complete the Safety/Sanitation & Infection Control and Career Development programs. Upon completion of the desired training, a graduate will be eligible to apply to take the Oregon Board of Cosmetology licensing examination. A professional certificate, in the relevant discipline, will be issued once a graduate has successfully completed the State Board Exam.

## Credit for Prior Training

Students with prior training who would like to transfer enrollment credits must first comply with all of the regular admission requirements. Students with credits from prior training must submit a written request to their former school for an official transcript. It is to be mailed or faxed directly to IBS from the previous school. Transcripts from previous schools must be free of all financial obligations. Former students of IBS who did not complete their training may re-enter provided they have paid any outstanding balance and make arrangements for the cost of the remaining training.

Upon receipt of the transcript, skills assessments will be given to determine the appropriate level of placement. There will be a written and practical exam. The practical exam will include material on the Oregon laws and safety and sanitation. The results of the testing will allow the school to create a program of study to complete any areas that are not up to the standards of the school and the State of Oregon. Please note, even if a student scores higher than the required passing score, they will still have to complete a minimum number of services and testing for that discipline in order for IBS to grant a diploma. (See page of course descriptions for a complete explanation of how to proceed through the competency based program for the alternate method.)

Upon receipt and evaluation of official transcripts from schools previously attended: (a) Schools shall give full credit for hours earned within the last ten years; and (b) Schools may grant credit for hours earned prior to the last ten years, if approved by the Executive Director. (OAR 715-045-0200).

## Scope of Curriculum

IBS offers a full range of courses including Hair Design, Nail Technology, Esthetics, Barbering, Instructor Training, and Massage Therapy. Our primary goal is to establish a solid base of education and experience to equip you with the essential tools needed to pass the Oregon state licensing exams. This will be just the beginning of your journey as we expect you to continue after graduation and throughout your career to be a success. To succeed in today's workplace, it's more important than ever for individuals to take charge of their careers by investing time and energy into sharpening their professional skills and image.

### Hair Design

Students receive an introduction to all facets of hair including draping and shampoo, color, perms, cuts, etc. and work primarily on mannequin heads at the 100 level. Base theory and the development of practical skills are emphasized during this period. Advancement to the 200 level occurs after a series of written and practical tests have been completed. Students at the 200 level attend one hour of theory which builds on the knowledge acquired at the 100 level and also introduces new subject matter. The remainder of the day is spent on the clinic floor where students practice on customers who come in for the range of services provided by normal salons. The 300 level is primarily used to finish off students' practical skills and allows students the opportunity to acquire confidence in their skills and work on their timing. Students will be required to undergo all of the theory subjects that are covered in the State licensing examination.

### Barbering

This program covers draping, shampoo, haircuts and styling, shaving and beard trimming, hair replacement techniques, and basic facials and facial treatments. In addition to the services, students acquire familiarity with the specialized tools that are used in this field. Barbering does not cover chemical services such as perms and coloring. Students will be required to undergo all of the theory subjects that are covered in the State licensing examination.

### Nail Technology

Students will be guided to be professionals in every aspect of Nail Technology. Students will be expected to become proficient with manicures, pedicures and the application of artificial nail products including acrylic, fiberglass, and gel products. Students will be required to undergo all of the theory subjects that are covered in the State licensing examination.

### Esthetics

The esthetics course is intended to provide the student with the theory and practical aspects of basic and advanced skin care services. The knowledge acquired will cover skin analysis and its related problems, recommend treatments, skin care techniques, make-up, and temporary hair removal. Students also learn the physiology of the skin and theory of facial massage as well as the theory subjects required by the State licensing exam. In addition to basic facials, temporary hair removal, and make-up this course will cover advanced topics including chemical peels and enzymes, microdermabrasion, and Brazilian waxing techniques. Students will be required to undergo all of the theory subjects that are covered in the State licensing examination.

### Massage Therapy

The massage program is intended to provide a strong foundation in Swedish massage as well as an introduction to other modalities, hydrotherapy, chair massage, adaptive massage, pathologies, business, ethics and practice. Students will learn to practice Swedish massage in the student clinic. The intention is to prepare a student for work in a professional clinic or spa. In addition, the program is designed to prepare students for the national exams (non-energy) as well as State licensure through the Oregon Board of Massage Therapists.

## PROGRAM START DATES

(All dates and class availability subject to change)

HAIR DESIGN		BARBERING		ESTHETICS		NAIL TECHNOLOGY		MASSAGE THERAPY	
Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
<i>Tues-Fri</i>	<i>Sat</i>	<i>Tues-Fri</i>	<i>Sat</i>	<i>Tues-Thurs</i>	<i>Sat</i>	<i>Tues-Thurs</i>	<i>Sat</i>	<i>Tues-Fri</i>	<i>Sat</i>
9/4/2018	8/25/2018	8/28/2018	<i>Please</i>	10/2/2018	10/20/2018	10/16/2018	11/3/2018	12/4/2018	1/26/2019
10/2/2018	10/6/2018	3/12/2019	<i>Inquire</i>	11/27/2018	1/26/2019	1/15/2019	2/9/2019	5/7/2019	8/3/2019
10/30/2018	11/10/2018	5/7/2019		2/5/2019	4/13/2019	3/19/2019	5/4/2019	9/24/2019	
12/4/2018	1/5/2019	7/9/2019		3/26/2019	7/20/2019	5/21/2019	7/27/2019		
1/22/2019	2/9/2019	9/3/2019		5/14/2019	10/12/2019	7/30/2019	10/19/2019		
2/19/2019	3/16/2019	10/29/2019		7/9/2019		10/1/2019			
3/19/2019	4/27/2019	12/3/2019		8/27/2019		12/10/2019			
4/16/2019	6/8/2019			10/15/2019					
5/14/2019	7/13/2019			12/10/2019					
6/11/2019	8/17/2019								
7/16/2019	9/28/2019								
8/13/2019	11/2/2019								
9/10/2019	12/14/2019								

## CLASS SCHEDULES

(NOTE: All levels are required for the scheduling option in which a student enrolls)

HAIR DESIGN			
Full Time	HD level 100	Tue. – Fri.	8:30 am to 12:00 pm
	HD levels 200 & 300	Tue. – Fri.	8:30 am to 1:00pm, or 12:00 pm to 5:00 pm
Part Time	HD level 101	Saturday	8:30 am to 5:00 pm
	HD levels 201 & 301	Saturday	8:30 am to 5:00 pm

BARBERING			
Full Time	B level 100	Tue. – Fri.	8:30 am to 12:00 pm
	B level 200	Tue. – Fri.	8:30 am to 1:00 pm
Part Time	B levels 101 & 201	<i>Please inquire</i>	<i>Please inquire</i>

NAIL TECHNOLOGY			
Full Time	NT level 100	Tue. – Thurs.	8:30 am to 12:00 pm
	NT level 200	Tue. – Thurs.	8:30 am to 5:00 pm
Part Time	NT level 101	Saturday	8:30 am to 12:00 pm
	NT level 201	Saturday	8:30 am to 5:00 pm
* Part Time	NT level 102	Friday	8:30 am to 12:00 pm
	NT level 202	Friday	8:30 am to 5:00 pm

ESTHETICS			
Full Time	E level 100	Tue. – Thurs.	8:30 am to 12:00 pm
	E level 200	Tue. – Thurs.	8:30 am to 5:00 pm, then 12:30 pm to 5:00 pm
Part Time	E level 101	Saturday	8:30 am to 12:00 pm
	E level 201	Saturday	8:30 am to 5:00 pm, then 12:30 pm to 5:00 pm
** Part Time	E level 102	Friday	8:30 am to 12:00 pm
	E level 202	Friday	8:30 am to 5:00 pm, then 12:30 pm to 5:00 pm

MASSAGE THERAPY			
Full Time	MT levels 100 & 200	Tue. – Fri.	8:30 am to 5:00 pm
Part Time	MT levels 101 & 102	Saturday	8:30 am to 5:00 pm

TEACHER TRAINING			
	(All levels)	Tue. – Sat.	8:30 am to 5:00 pm

\* This course is only open to students who have undergone a Hair Design, Esthetics, or Barbering program or are enrolled in a combination course.

\*\* This course is only open to students who have undergone a Hair Design, Nail Technology, or Barbering program or are enrolled in a combination course. In some instances, course may be open to current LMT's.

## DURATION AND FEE SCHEDULE\*

<b>PROGRAM (Instruction Length / Maximum time allowed)</b>	<b>APPLICATION/ REGISTRATION FEES</b>	<b>TUITION</b>	<b>BOOKS</b>	<b>KITS</b>	<b>TOTAL*</b>
Hair Design Full Time (8 months / 13 months)	\$150	\$7,000	\$280	\$1,500	\$8,930
Hair Design Part Time (12 months / 50 months)	\$150	\$7,000	\$280	\$1,500	\$8,930
Barbering Full Time (6 months / 11 months)	\$150	\$5,500	\$250	\$1,450	\$7,350
Barbering Part Time (8 months / 40 months)	\$150	\$5,500	\$250	\$1,450	\$7,350
Nail Technology Full Time (5 months / 6 months)	\$150	\$3,600	\$250	\$400	\$4,400
Nail Technology Part Time (12 months / 18 months)	\$150	\$3,600	\$250	\$400	\$4,400
Esthetics Full Time (6 months / 7 months)	\$150	\$4,600	\$290	\$550	\$5,590
Esthetics Part Time (7 months / 15 months)	\$150	\$4,600	\$290	\$550	\$5,590
Massage Therapy (625 clock hours)	\$150	\$6,800	\$250	\$100	\$7,300
Teacher Training (1,000 clock hours)	\$150	\$3,000	\$250	N/A	\$3,400
Hair/Nails/Esthetics (11 months / 17 months)	\$150	\$12,920**	\$540	\$2,450	\$16,060
Hair/Esthetics (10 months / 15 months)	\$150	\$9,860**	\$404	\$2,050	\$12,464
Hair/Nails (8 months / 15 months)	\$150	\$9,010**	\$380	\$1,900	\$11,440
Nails/Esthetics (6 months / 9 months)	\$150	\$6,970**	\$490	\$950	\$8,560

\*The prices above are cash prices and there will be a 2% convenience fee applied to all payments with a debit or credit card.

\*\*The combined program tuition discount will only be applied to students who commit to the combined programs prior to the commencement of classes and complete all combined course requirements. Students who commit to combined programs subsequent to the commencement of classes shall be charged the full program cost with no discount and all program requirements must be complete prior to the issuance of any transcript.

### Financing

There are several financing options a student may choose. The first option is an interest free in house plan in which IBS carries the tuition over the course of instruction. Students are required to have paid the application fee, registration fee, and deposit (\$900) by the General Orientation. Beyond this, students must maintain a minimum monthly fee of \$250 while enrolled and the balance of any unpaid amounts shall be due by graduation.

The second option is a personal loan through a credit union, bank, or other lending institution.

The third option is by obtaining a scholarship (please inquire for additional information).

Please feel free to schedule an appointment to further discuss financing options and details.

### Reserving a Position

In order to apply for admission into the school you must fill out and submit an application along with all required admissions documents as well as the application fee of \$25. Completed applications should be submitted no less than three weeks prior to your desired start date. Once we have received your application we will contact you to inform you of your admission status. Upon acceptance into the school you will be required to meet with an admissions staff member to complete the enrollment process and submit a \$125 registration fee in order to reserve a position in our school. If you should require additional information or have any questions regarding our school please feel free to contact us.

**Please see our website for more information and to access the School Catalog**  
[www.ibs-or.com](http://www.ibs-or.com)