



**LAWRENCE COUNTY CAREER AND TECHNICAL CENTER**

750 Phelps Way, New Castle, PA 16101-5099 724-658-3583 Fax 724-658-4753 www.lcctceagles.com

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Dear Cosmetology Student:

Welcome to Cosmetology! Enclosed you will find a packet of information regarding dress code, uniforms, and student supplies. The enclosed application for enrollment must be filled out and returned to your cosmetology shop on the **first day**. It is necessary for you to return the form in its completion and in proper uniform to receive your daily Cosmetology state hours. This is in accordance with the State Board of Cosmetology. Please put your social security number, as this will act as your identification with Harrisburgh and the State Board of Cosmetology.

Please read all information and have your parent or guardian sign. Bring the entire packet with you on the first day of school.

If you have any questions please call Mrs. Graziani at 724-658-3583 ext 7100 and Mrs. Jones will get back to you quickly.

I am looking forward to a successful year!

Sincerely,

A handwritten signature in purple ink that reads 'Jaime Jones'.

Mrs. Jaime Jones

Cosmetology Instructor/Supervisor

Lawrence County CTC



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Congratulations on being accepted to the Cosmetology course at Lawrence County CTC!!!

Please read this packet over carefully as it contains important information concerning your enrollment in the Cosmetology Program.

1. All students enrolling in the Cosmetology Course in the State of Pennsylvania must complete an application and have the application notarized. The application is enclosed. **PLEASE HAVE IT NOTARIZED AND COMPLETED FOR THE FIRST DAY OF SCHOOL.**
2. You will need to complete 1,250 Cosmetology training hours while attending 3 years at the CTC to be able to take your state boards. PLEASE READ THE ATTENDANCE POLICY VERY CAREFULLY SO THAT YOU ARE AWARE HOW THE COURSE IS RUN.
3. You will be required to purchase black LCCTC T-shirts. They are \$5 each. This will be your uniform along with black scrub pants along with COMFORTABLE athletic shoes or crocs.
4. Shirts purchased must be cash and exact amount. Mrs. Mangino in the front office will assist you with shirt purchases.
5. We will be doing fundraising and events to raise money for some expenses. You are highly encouraged to participate. Some events will be mandatory and graded.
6. Points listed in this memo reflect Cosmetology State Law and are followed in Cosmetology Schools across Pennsylvania. Failure to comply will result in loss of hours, disciplinary action and possible removal from the course.



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APPLICATION FOR ENROLLMENT

1. Name \_\_\_\_\_ 2. Social Security # \_\_\_\_\_

3. Address \_\_\_\_\_

4. Phone \_\_\_\_\_ 5. Veteran? Y or N 6. 35 or Older? Y or N

7. I have completed a ninth grade education or the equivalent thereof. [ ] Yes [ ] No  
(a notarized letter of verification from your school must accompany this application)  
WAIVED FOR VETERANS OR THOSE 35 OR OLDER (proof must be submitted).

8. I [ ] AM [ ] AM NOT transferring hours from another school of cosmetology. (A  
notarized certificate of transfer must accompany this application.)

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9. APPLICANT AFFIDAVIT (must be signed by applicant in presence of notary public)

Commonwealth of Pennsylvania  
County of \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

I, \_\_\_\_\_, being  
this duly sworn, do depose before me this and  
I am the person make the foregoing Application,  
that I have read all the items therein carefully,  
and that all the statement made therein are  
True to the best of my knowledge and belief.

Subscribed and sworn to before me  
\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
(Notary Public)  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date



## **LAWRENCE COUNTY CAREER AND TECHNICAL CENTER**

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### **Cosmetology Attendance Policy**

A student enrolled in the Cosmetology course at LCCTC should be advised that guidelines are set forth by the Pennsylvania State Board of Cosmetology. The State Board has set 1,250 hours training for the completion of the course. At this time, the student will be eligible to apply for the Cosmetology exam leading to licensure. It has been concluded by the State Board that any Cosmetology student who does not successfully complete a Cosmetology course or any portion of it will not receive credit hours for the purpose of taking the Cosmetology exam (Cosmetology Law 63.P.S. 510). Therefore, if a student was to receive a failing grade for any grading period those hours would not accumulate toward the 1,250 needed.



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### Items you will need for Cosmetology You can easily order from amazon.

1. A mannequin with 100% human hair. NOT synthetic. This will be your mannequin and you will use it the entire time you are here. We will use daily. They will be colored and cut when it is time. Needed asap. Approximatley \$30.
2. A bag to keep your things in. A rolling suitcase or something similar. Needed asap.
3. A nail kit. Kit will have your own nail supplies for acrylic nails. Liquid, powder, nail glue and an acrylic nail brush. Not needed until second half of 1st year. This is ongoing. When it needs replenished it should be in a timely manner. Approximately cost \$30
4. A scissor kit containing scissors, thinning shears, and a razor. These come in left or right handed. Not needed until second year. Approximately cost \$20-\$50.

***Names must be on your things.***

***Sharing of items is strongly discouraged***

***and your responsibility.***