



MASTER PLAN OF INSTRUCTION 2026 - 2027

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MISSION

The mission of Fort Myers Technical College is to provide high quality career and technical training, in order to prepare students for current and emerging industries, delivered by a professional and caring staff in a positive learning environment.

The School Board of Lee County, Florida, does not discriminate or tolerate discrimination on the basis of: race (including anti-Semitism), color, ethnicity, national origin, sex, sexual orientation, gender identification, gender expression, disability (physical or mental), pregnancy, marital status, age (except as authorized by law), religion, military status, socioeconomic status, linguistic preference, genetic information, ancestry, or any other reason protected under applicable federal, state, or local law in the provision of educational programs, activities, or employment policies as required by: Title II, Title VI, Title VII of the Civil Rights Act of 1964, Title IX of the United States Education Amendments of 1972, (ADEA) Age Discrimination in Employment Act of 1967, (IDEA) Individuals with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Florida Civil Rights Act of 1992, Genetic Information Nondiscrimination Act of 2008, (ADAAA) Americans with Disabilities Act of 1990 (ADA), the Amendment Act of 2008, and the Florida Educational Equity Act of 1984. The School Board also provides equal access of its facilities to youth groups, as required by the Boy Scouts of America Equal Access Act. Any sections of the District's collectively bargained, negotiated agreements dealing with hiring, promotion, and tenure will contain a statement of nondiscrimination similar to that in the Board's statement above.



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The Cosmetology program utilizes both theory and practical application and is designed to help students gain the knowledge needed to pass the Cosmetology State Board examination and become employed as a licensed hairdresser, hairstylist, or cosmetologist. The program offers a broad foundation of skills and knowledge to prepare students for employment. An appropriate amount of time is spent in each area to thoroughly cover instructional material as well as necessary work experience. Leadership, communication, human relations and employability skills are an integral part of this program. Each student must complete a number and type of required services and must complete written exams before applying to take the State Board examination.

PROGRAM MISSION

The mission of the Cosmetology program is to prepare students with the knowledge needed to pass the State Board of Cosmetology examination and to attain the skills necessary to become employed as a licensed hairstylist.

PROGRAM CONTENT

- Identify career opportunities.
- Demonstrate health, safety and environmental compliance.
- Employ safe, sanitary, and efficient work practices.
- Demonstrate language arts knowledge and skills.
- Demonstrate mathematics knowledge and skills.
- Demonstrate science, knowledge and application.
- Demonstrate employability and professional development.
- Demonstrate leadership and teamwork skills needed to accomplish team goals and objectives.
- Demonstrate personal financial literacy.
- Demonstrate professional ethics and legal responsibilities.
- Describe organizational and industry systems.
- Use information technology applications.
- Solve problems using critical thinking, creativity, and Innovation.
- Use oral and written communication skills.
- Demonstrate the practice of performing manicures, pedicures, and apply artificial nails/nail wraps identifying the proper procedure and application of chemicals.
- Perform facials, manipulation and related massage, make-up, hair removal, and artificial lash application. Identify the proper chemical to be prescribed using an understanding of the chemistry that affects the nails and skin that can be described, measured and predicted. Demonstrate proper procedure and application of chemicals.
- Identify shampoo/hair conditioners and scalp treatments. Evaluate scalp and hair needs by analysis, demonstrating an awareness of diseases and disorders. Communicate an understanding of the chemical compositions and reactions of shampoos, conditioners, and rinses with water and each other. Demonstrate an understanding of electrical current, transfer of energy and how it affects the skin. Demonstrate application of shampoo, manipulations and rinsing.
- Identify and perform hair shaping (cutting). Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform hairstyles. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and prepare hairpieces, wigs and hair attachments. Identify and analyze spheres and dimensional shapes using visualization. Illustrate ways in which geometric shapes can be combined, subdivided and changed in performing haircuts on a manikin or client. Communicate an understanding of factors that influence the determination of strategies necessary to meet individual client needs.
- Identify and perform permanent waving/reconstruction and curl/ chemical relaxing. Identify the proper chemical to be prescribed and understand the way chemicals affect the hair shaft and skin. Demonstrate proper procedure and application of chemicals.

- Identify and apply temporary, semi-permanent, permanent color, lightener and specialty color techniques. Identify the proper chemical to be prescribed. Understand the chemicals that affect the hair shaft and skin. Identify, measure, and predict chemical reactions. Perform proper procedure and application of chemicals.
- Apply relevant technology to workplace scenarios to aid productivity.
- Interpret and express interpersonal communication.
- Interact with others to accomplish workplace goals.
- Manage personal behavior to maximize productivity and professional growth.
- Find, assess and apply to job opportunities.
- Communicate personal competence, character and fit for a job opportunity.
- Cultivate and leverage relationships to professionally advance.

Number and type of services required:

- 10 Facials including skin care and hair removal
- 20 Manicuring/pedicuring/nail extension services
- 75 Hair shaping services
- 45 Scalp treatments and hair care rinses
- 50 Shampoos and rinses
- 300 Hair arranging/styling services
- 45 Hair coloring services
- 65 Chemical waving and relaxing/straightening services

ESSENTIAL TRAINING TASKS

Physical Requirements

- Maintain a minimal degree of dexterity
- Stand for long periods of time

Cognitive Requirements

- Interpret a variety of instructions and assist in problem resolution
- Work well with others
- Make decisions based on interpretation of information
- Demonstrate a high degree of patience

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student’s IEP or 504 plan or post-secondary student’s accommodations plan to meet individual needs to ensure equal access. Post-secondary students with disabilities must self-identify, present documentation, required accommodations if needed, and develop a plan with their post-secondary service provider. Accommodations received in post-secondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology, and special communication systems. Documentation of the accommodations requested and services provided are maintained in a confidential file.

TUITION

Tuition is charged for adult students at a rate established by the Florida legislature. Current tuition and fee information is available from Student Services and is due prior to the first day of each payment period. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinical.

CLASS SCHEDULE

Classes meet Monday through Friday from 8:00 A.M. until 2:30 P.M. Lunch breaks are 30 minutes in length. This amounts to 30 hours of classroom instruction per week.

ATTENDANCE POLICY

In an effort to develop appropriate employability skills, FMTC students are expected to attend all class sessions. As is

expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of the absence. The student attendance policy for each post-secondary program is consistent with industry standards.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

All students are expected to be in attendance at least 90% of their scheduled hours during each payment period. Students failing to maintain the 90% attendance standard may not be permitted to continue in their program and may be withdrawn.

Absences and Tardies

A student who is absent for 6 consecutive class sessions, without prior approval and without contacting the instructor, will be withdrawn from enrollment in his/her program.

Students who are late for class, including returning late from lunch, must notify their instructor and clock in upon arrival. Students who leave school early must notify their instructor and clock out. This time out of class is recorded as time absent and is counted against the required 90% attendance.

Adult students who know they will be out of school for an extended period of time may apply for a Leave of Absence. Students who exercise a Leave of Absence may have to extend their time in their program and pay additional fees.

Leaving Campus During School Hours

Students must notify their instructor when leaving campus early. This is for the safety of students, to accurately track time, and to allow the instructor to best utilize instructional resources. Students may leave campus for lunch provided they return in the time allotted.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods

This program has a planned sequence of instruction, and the students follow a prepared curriculum that consists of classroom and lab assignments. The students will attend a theory class each morning for an hour and will perform cosmetology services in the lab for five hours a day. Upon completion of the program, the students will have obtained 200 theory hours and 1000 lab hours.

Student hands-on activities will be performed on manikins and to the public in a salon atmosphere. The services performed on public patrons will be checked to follow the students' progress and suggestions will be given for improvement purposes.

Students are supplied materials needed to work on the public in the lab area. Students are responsible for personal tools. Students will pay a lab fee to cover the materials and supplies used for hands-on activities performed on manikins.

Safety

A basic outline of safety standards and practices is covered at the beginning of class along with a continuous implementation of safety principles.

Evaluation

Exams will be given on a weekly basis consisting of theory and practical questions. Students are required to complete a certain number and type of services, and a checklist is used to evaluate their practical skills. The instructor observes services performed on manikins, fellow students, and on the public for the purpose of evaluating the students' progress. The weekly grade is based on exams, practical performance, and employability skills.

Work-Based Activities

Work-based learning activities play an integral part of the curriculum of FMTC's career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply 'real world' experience using the knowledge and skills attained in the program. Second, the activity provides the

instructor with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies, and evaluation required during the activity.

Work-based activities are program specific and may include:

- Unpaid in-school shop activities to provide customer service opportunities under the direct supervision of the program instructor.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program instructor.
- Paid or unpaid cooperative training experiences conducted at the employer's work location under the supervision of a qualified employer representative and under the direction of the program instructor.

Cooperative Education (Co-Op)

Cooperative training is coordinated by the instructor and career specialist. Co-Op is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. To be eligible for a Co-Op experience, students must have completed at least 75% of the required program hours. Requirements may differ for those receiving VA Benefits. Veterans will be accepted into the program in accordance with the Department of Veterans Affairs' approved program.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, employer, or program instructor.

Additional information regarding cooperative training opportunities may be obtained from the program instructor or career specialist. The lack of a valid driver's license may be a barrier to obtaining a Co-Op placement.

GRADING POLICIES

Students must complete each course with an average of 75% or higher to receive a certificate of completion from Cosmetology. A record of the student's progress is kept by the instructor and available to the student in the FOCUS Student Portal. Students' attendance, behavior, written work, practical assignments, clinic duties, attitude, etc. are recorded on the employability skills record. Students' practical work is evaluated, according to set standards, before working on a patron in the clinic. Students must successfully complete the required services, tests, and hours before papers can be sent for state board examination.

Grading Categories:

Assessments	40%
Career Application	20%
Employability Skills	40%

Grading Scale:

90 – 100	A
80 – 89	B
75 – 79	C
< 75	Failing

Each program has an employability skills rubric based on employee expectations in the industry.

Program Progress

Students are required to complete the program of training within the hours allotted by the state of Florida for completion. The student's rate of progress will be closely monitored by the instructor to ensure program completion in a timely manner.

SATISFACTORY ACADEMIC PROGRESS

In order to receive and continue to receive financial assistance of any type, a student must maintain satisfactory academic progress. The Financial Aid department will require a progress report to be completed and submitted to the Financial Aid Office prior to each disbursement. Students are considered to be making Satisfactory Academic Progress (SAP) if they successfully complete their scheduled clock hours, achieve a specific cumulative grade average (CGA), and do not exceed

the maximum time limits to complete their course of study. Each student's academic progress will be checked at 450 clock hours for students enrolled in programs one academic year or greater. Progress will be checked at the half-way point for programs less than one academic year. No SAP is required prior to the first disbursement.

REQUIREMENTS FOR CERTIFICATE

Students meeting the following requirements are awarded a full program certificate:

- 1) Mastery of 85% of program competencies as determined by the instructor
- 2) A final grade of 75% or better (80% Health Sciences) in each course
- 3) Proof of state-mandated basic skills levels
- 4) Attendance of a minimum of 90% of scheduled hours each payment period (95% of scheduled hours for some Health Science programs). Under unique circumstances, instructors in our competency-based programs have the discretion to graduate students who fall short of 90% as long as #1-3 above are met.

DRESS CODE

Required Uniform: FMTC uniform black t-shirt, scrub pants, and jacket (ordered at orientation), stylish closed-toe shoes, and visible FMTC student ID badge.

PROGRAM STRUCTURE

Below is a summary of the Cosmetology program structure. For more detailed information for each course, visit the FLDOE Curriculum Framework website: <https://www.fldoe.org/academics/career-adult-edu/career-tech-edu/curriculum-frameworks/2026-27-frameworks/human-services.stml>

After completing 1200 clock hours, all required services, and passing the State Board, a student will be qualified to work in a salon performing services that include hair, nails and skin care.

OCP A

Grooming and Salon Services Core, Facials and Nails
Cosmetology and Hairstylist 1
Cosmetology and Hairstylist 2
Cosmetology and Hairstylist 3

TEXTBOOKS

The textbook is included in the supply kit.