



STUDENT BEAUTY INSTRUCTOR

GATEWAYCC.EDU/**INSTRUCTOR**

[INFORMATION PACKET]



Arizona State Board
of Cosmetology



HEALTH SCIENCES



GATEWAY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu

Your Journey Starts Today!

Dear Future Student,

Welcome to GateWay Community College! We are thrilled that you've chosen to pursue your educational journey with us, and we are here to support you every step of the way.

Congratulations! You are taking the first step to applying for the Student Beauty Instructor program. Our school offers real-world training designed to prepare you for a successful teaching career in the beauty industry. As a Student Beauty Instructor, you will gain skills in teaching methodology, classroom management, demonstration techniques, and effective instruction tailored to various learning styles. You'll have the opportunity to practice teaching live classes of beauty students and receive valuable mentoring from experienced instructors.

In addition, you will learn how to develop lesson plans, organize course schedules, conduct student assessments, mentor future beauty professionals, and build meaningful relationships with your students. Throughout the program, you'll be mentored by multiple instructors and have the chance to observe different teaching styles and techniques.

Our accredited program is approximately 4 months in length, depending on the specific program and schedule. Upon completion, you will earn a **Certificate of Competency (CCT)** in your licensed teaching area. To become a licensed instructor, you will need to pass the **Arizona State Board of Barbering and Cosmetology** exam.

Thank you for your interest in GateWay's Student Beauty Instructor program. We are excited to be part of your journey, and we look forward to celebrating your graduation!

Sincerely,

The Beauty and Wellness Team

Student Beauty Instructor Webpage:
gatewaycc.edu/degrees-certificates/beauty-and-wellness

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PROGRAM OVERVIEW

Clock Hour Trade & Technical Training

GateWay Community College offers specialized clock-hour trade and technical programs designed to prepare students for careers through focused, hands-on learning. Unlike traditional credit-hour programs, clock-hour programs measure progress based on the number of hours and weeks of instructional time completed, providing a direct path to certification. These programs emphasize practical training, allowing students to develop industry-specific skills from experienced professionals. In as little as six months, students can earn certifications in fields such as healthcare, cosmetology, construction, and advanced manufacturing.

With expert instructors and state-of-the-art facilities, GateWay ensures students gain the real-world experience needed to succeed. Whether your goal is to save lives, design new styles, reduce stress, construct shelters, or machine future technologies, GateWay's programs are tailored to provide the essential skills for career success. Located in the Phoenix metropolitan area, GateWay has been serving the community since 1968, committed to innovation and excellence in education.

Student Beauty Instructor

The **Certificate of Competency (CCT)** in the Student Beauty Instructor program equips students to provide effective instruction to those enrolled in Beauty and Wellness programs.

This program is designed for currently licensed beauty professionals who want to transition into teaching and mentoring future beauty experts in the Salon, Spa, and Wellness industries. Student instructors will gain the skills needed to mentor and train aspiring beauty professionals. They'll also learn how to create and deliver successful lesson plans, perform hands-on training demonstrations, and assess student progress. Key topics include classroom management, effective communication with learners, and a deep understanding of governing board laws and regulations, especially regarding infection control and business compliance in the beauty industry.

Upon completing the program, students will be prepared to take the **Arizona State Board of Barbering and Cosmetology** Instructor licensing exam, positioning them for a rewarding career as a Student Beauty Instructor.

Get Started as a Student Beauty Instructor Today!

Courses and Hours

Block	Course Number	Course Name	Clock Hours
Block 1	COS250	Instructor in Training Orientation	80
	COS251	Instructor in Training I	135
	COS252	Instructor in Training II	135
Total Clock Hours			350

Certificate of Competency (CCT) Information

- **Aesthetics Instructor**
- **Cosmetology Instructor**
- **Nail Technician Instructor**

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

GateWay Community College is not liable for graduates who do not receive an Arizona Instructor License and will not give refunds for tuition and fees. Completion of this program is not a guarantee of employment.

Virtual Information Sessions

To learn more about your program of interest, we encourage you to attend one of our virtual information sessions. These sessions are recommended for all programs and provide valuable insights. Attending a session prior to contacting an advisor is highly encouraged.

→ To register for a Virtual Information Session, visit gatewaycc.edu/virtual-sessions

Beauty and Wellness Advisor

All students must meet with the Beauty and Wellness Advisor, Dariyea Hollins, before enrolling. To schedule an appointment, please use the online scheduling tool linked below:

- ★ [Schedule Appointment](#)
- ★ Email: dariyea.hollins@gatewaycc.edu

Complete Admission Application

If you are new to college or Maricopa Community Colleges, or if you need to reapply, visit maricopa.edu/become-student and follow the steps below to complete the admission application:

- **New Students:** Click "Join Now" to create an account.
- **Returning Students:** Click "Log In" and enter your MEID and password. If you do not remember your MEID or password, select "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Enter/Verify the Following Information During the Admission Application

Primary College of Interest:	GateWay Community College
Primary Reason for Attending:	Get a Certificate
Select a Plan:	<ul style="list-style-type: none"> ● Aesthetics Instructor (CER) ● Cosmetology Instructor (CER) ● Nail Technician Instructor (CER)
Select Expected Start:	Select Academic Year

For assistance, please contact Enrollment Services at (602) 286-8200.

PRE-ENROLLMENT

Request Enrollment

To request enrollment in this clock hour program, send an email from your Maricopa Student Email address to: clockenroll@gatewaycc.edu.

Please be sure to include the following in your email:

- Program name, program location, and desired **start date**
- The funding source you intend to use to pay for your program (*self-pay, FAFSA, VA benefits, etc.*)

Enrollment is based on eligibility, completed documents, and space in the program.

Admission Criteria & Assessment

- Ability assessment and current license status checks are required.
- Must hold current Arizona Cosmetologist license in good standing.
- Must have one year of industry work experience.

POST-ENROLLMENT

Uniforms and Professional Appearance

Students in the GWCC Student Beauty Instructor Program are required to wear grey scrub tops with the program logo, along with matching scrub pants or skirts.

- Uniforms are included in the provided kits.
- Shoes must be closed-toe, athletic-style, and made of a non-absorbent material (leather-like), with no fabric or holes.

FINANCIAL INFORMATION

Program Costs *

PROGRAM TUITION AND FEES	Student Beauty Instructor
Registration Fee **	\$ 15.00
Tuition Clock Hour	\$ 1,750.00
Course Fees	\$ 375.00
TOTAL Tuition & Fees	\$ 2,140.00

**Please note that these are only estimates and may change. Additional fees may apply.*

***Two registration fees will apply if the program extends into the next term.*

Payment Options

After enrolling in a clock hour program, tuition must be paid by the due date. Explore your payment options and set up a plan that works for you. Payment plans can be arranged online through your [Student Center](#), and it's crucial to do so before the tuition due date to avoid being dropped from your program. Please note that Nelnet payment plan enrollment fees are non-refundable. Students are responsible for covering all program costs, including tuition, fees, and other expenses. Certification will not be granted until all tuition and fees are paid in full.

→ For more details, visit [Payment Options](#)

Clock Hour Payment Plans

Payment plans allow you to divide your tuition into manageable installments with no interest or credit checks. A down payment is required, and the remaining balance is paid over time. Contact Student Business Services at [\(602\) 286-8277](tel:6022868277) or DL-GWC-CAS@gatewaycc.edu for specific details.

- 10% down payment due 30 days before the start date
- 1 – 6 scheduled payments require a 10% down payment plus a \$25 enrollment fee*
- 7 – 12 scheduled payments require a 10% down payment plus a \$45 enrollment fee*

All payment options require an immediate (same-day) down payment. If you choose to sign up for the payment plan, please do so before your tuition due date, otherwise, your classes may be dropped.

**Enrollment fee is non-refundable*

Payment Methods

- **Online:** Log in to your [Student Center](#) to pay by credit card or e-check.
- **By Phone:** Call [\(602\) 238-4347](tel:6022384347) to make a credit card payment by phone. Wait times may increase during peak periods of enrollment.
- **In Person:** Visit the campus where you are enrolling for classes to make your payment in full using cash, credit, or check. A picture ID may be required for payment transactions.

Important Reminders:

- ★ Regularly check your Maricopa student email and [Student Center](#) for updates on payment balances and deadlines.
- ★ Your seat in the program is not secured until your funding is confirmed. Failure to meet payment deadlines may result in being dropped from the program.

→ For more details, visit [Pay for College](#)

Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course, and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse for the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your [Student Center](#), by calling **(602) 286-8200** or in person at the [Admissions and Records](#) office. Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact [Student Business Services](#) to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, verify your current address is correct, and update it if necessary in your [Student Center](#) in the Personal Information section.

→ For more details, visit [Student Refunds](#)

POLICIES, RESOURCES, AND STUDENT SUPPORT

Disability Resources and Services (DRS)

Students with disabilities who need accommodations for a class or program should contact the GateWay Disability Resources & Services (DRS) Department by calling **(602) 286-8171** or emailing DRS@gatewaycc.edu. A qualified DRS professional will assess the student's eligibility and notify faculty in writing about the necessary accommodations. During the first class session, faculty will announce that students can meet with them during office hours to discuss any required accommodations. For questions or concerns, please contact DRS.

gatewaycc.edu/disability-resources | DRS@gatewaycc.edu | **(602) 286-8171**

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical practicums and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational practicum - will be subject to disciplinary action and criminal prosecution.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam-era/disabled Veteran status in employment or in the application, admission, participation, access, and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.