



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551
FAX: (717) 279-7520 • www.lcctc.edu

June 2023

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Cosmetology program for the 2023-2024 school year.

Students in the Cosmetology will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from www.lcctc.edu and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

Please plan to attend the event below to obtain the following valuable information regarding the LCCTC: student schedules, attendance and grading policies, curriculum, classroom rules and procedures, lunch information, college credit opportunities, parent portal, etc. A reminder letter will be mailed concerning the Parent Orientation in mid-August.

Important Dates

August 23, 2023 at 6PM
August 28, 2023

Back to School Event
First Day of School

Please contact me at 717-273-8551 ext. 2115 or by email at mwerni@lcctc.edu if you have any questions. I look forward to working with you to prepare your student for post-secondary education and/or a career in the cosmetology field.

Sincerely,

Michele Werni
Cosmetology Instructor

Attachment(s)

4/21/2023

COSMETOLOGY NEW STUDENT INFORMATION PACKET

The following is a packet of information and an application form, which is distributed to all new Cosmetology students.

Please bring with you the first day of school your completed and notarized cosmetology application, which is included in this packet and the payment for your equipment if you have not made a payment prior to the start of school.

If you have any questions, please feel free to contact us at the school (717) 273-8551. See you in the fall.

Michele R. Werni
Cosmetology Instructor

mwerni@lcctc.edu

APPLICATION FORM AND EQUIPMENT

As a new student you will need to complete a **Cosmetology Application for Enrollment form**. The form must contain:

1. Your name, address and telephone number.
2. Your social security number. (If you do not have one, please apply for a social security number immediately. This will serve as your student number with the State Board of Cosmetology.)
3. A completed applicant affidavit which must be notarized.

Adult students only will also be required to obtain a copy of your H.S. diploma or a letter or transcript from your high school stating that you have successfully completed eighth grade. This letter must be on school stationery, with the original signature of the school principal or guidance counselor.

All documents must be submitted to the Cosmetology Department on the first day of enrollment in accordance with the State Board of Cosmetology Law. STUDENTS WILL NOT BEGIN TO EARN CLASS HOURS UNTIL THE APPLICATION FORM AND PROOF OF EDUCATION HAS BEEN SUBMITTED.

..... You will find the application form on the following page.....

Students must purchase a kit from the Career and Technology Center. **The cost for these materials is \$350.00.** Students will be required to make a down payment of \$175.00 on their Cosmetology kits **on** or **before** the first day of school. These materials will be distributed to you at the beginning of school upon receipt of payment. Students and parents will be required to sign a payment agreement for the balance due on the Cosmetology kit. A minimum payment of \$50.00 per month will be required until the kit is paid in full. **Please make checks payable to LCCTC.**



COSMETOLOGY APPLICATION FOR ENROLLMENT

1. NAME _____ 2. SOCIAL SECURITY NUMBER _____

3. ADDRESS _____

4. PHONE NUMBER _____ 5. VETERAN? Y or N 6. 35 OR OLDER? Y or N

7. I HAVE COMPLETED A EIGHTH GRADE EDUCATION OR THE EQUIVALENT THEREOF. Y or N
(A notarized letter of verification from your school must accompany this application) **WAIVED FOR VETERANS AND PERSONS OVER THE AGE OF 35. (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.)

9. I AM A UNITED STATES CITIZEN. Y or N

10. APPLICANT AFFIDAVIT (Must be signed by applicant in presence of a notary public)

Commonwealth of Pennsylvania
County of _____

(applicant's signature)

I, _____
Being duly sworn, do depose and say that I am the person making the foregoing application, that I have read all the items therein carefully, and that all the statements made therein are true to the best of my knowledge and belief.

Subscribed and sworn before me this _____ day of _____ 20____

(notary public)

My commission expires: _____

(signature of cosmetology supervisor)

(date)

UNIFORMS

Students will be required to purchase a uniform and uniform shoes on their own. The required uniform can be purchased at:

Major League Screen Printing and Embroidery, Inc.
19 S. 5th Avenue
Lebanon, PA 17042
Phone (717) 270-9511

You can also order uniforms online from Major League at
<https://majorleague.ink/store/lcctc/>

ALL ORDERS FOR UNIFORMS MUST BE RECEIVED BY THE END OF JULY 2023.

Student Uniform Requirements:

- A smock or t-shirt or long sleeve shirt purchased through Major League Screen Printing
- A black pair of scrub pants (can be purchased through Major League or on your own)
- A jacket or sweatshirt purchased through Major League are optional items
- Uniform shoes, black or white leather, non-slip work shoe or sneakers purchased on your own. Croc clogs are acceptable also.
- When wearing the cosmetology smock, a black or white shirt is needed under the smock.

COSMETOLOGY RULES AND DRESS CODE

All cosmetology students must wear a uniform and white or black uniform shoes for class. Only uniforms purchased through Major League will be acceptable. No canvas sneakers, sandals or street shoes will be permitted. Students will not be permitted to wear street clothes under the prescribed uniform.

Students will be required to wear a black or white t-shirt under their uniform smock. Students must wear uniforms in such a manner that no skin is exposed in the chest area.

It is the student's responsibility to regularly launder uniforms and polish shoes.

Students will not be given credit for class hours and, may not participate in shop work, if they do not have their uniform. Failure to wear proper attire will result in disciplinary action.

The student kit, its contents and the mannequin heads may not be removed from the school except by permission from the instructor. Upon completion of the course these materials become the property of the student.

It is the responsibility of the student to remove personal property immediately upon completion of the course. If withdrawing from the program, personal property including the student kit and manikins need to be removed within 30 days.

All tests and practical assignments must be completed by 1250 hours to be eligible to take the State Board examination. These requirements will continue until the end of the senior year to receive credit for graduation.

The practical shop work will include Cosmetology clinical experience. Students will be assigned to work with and on other students and clients from outside the school. The instructor reserves the sole right to make these practical assignments according to their judgment of need to foster proper training. Students will not be permitted to refuse to participate in practical shop work or clinic.

In the workplace much importance is placed on responsible persons who can be depended upon to be in their place of employment at the specified time. Thus, attendance and punctuality will be a part of evaluation.

PLEASE BRING THIS COMPLETED PACKET AND THE PAYMENT FOR YOUR KIT WITH YOU THE FIRST DAY OF SCHOOL.

