



OKANAGAN COSMETOLOGY  
INSTITUTE

**ESTHETICS & NAIL TECHNOLOGY CAREER PROGRAM**

Okanagan Cosmetology Institute Ltd  
358 Main Street, Penticton, BC, V2A 5C4  
Phone: 778-476-4247 Fax: 778-476-4246  
[info@ocihair.com](mailto:info@ocihair.com)

OCI is DESIGNATED by the Private Training Institutions Branch

**STUDENT INFORMATION**

Last Name

First Name & Middle Name

Usual First Name

Personal Education Number (if available)

Mailing Address

Mailing Address in Canada (if available and different from above)

Student Telephone Number

Student Email Address

International Student:

Yes

No

If you are an international student:

Citizenship: \_\_\_\_\_

Do you have a study permit?  Yes

No

If you do not have a study permit, do you have a permit, visa or other written authorization to study in Canada other than a study permit?  Yes  No

Date of Birth:

Y	Y	Y	Y	M	M	D	D		

Gender

Male

Female

**Voluntary Disclosure**

**\*You may voluntarily provide the personal information listed below:**

Do you identify yourself as an Aboriginal person, that is, First Nations, Métis, or Inuit?

Yes  No

If you answered "Yes", please indicate if you are:  First Nations  Métis  Inuit

Do you have a long-term physical or mental health condition that limits the kind of activity that you can perform on a daily basis?  Yes  No

### PROGRAM INFORMATION

Esthetics & Nail Technology

Program Title

750

26 weeks

Hours of Instruction during Contract Term

Program Duration in Weeks

Contract Start Date

Contract End Date

Credential Issued on Graduation

Diploma

Certificate

Program Delivery Method (select all that apply)

In-class

Distance

Combined

Language of Instruction:

English

Required course materials and technological resources not provided by the institution (if applicable): Laptop, Smart Phone or Tablet is required.

### PROGRAM ADMISSION REQUIREMENTS

Okanagan Cosmetology Institute Ltd (OCI) requires that all applicants must satisfy all admission requirements before acceptance into the programs offered and may not be waived.

***Applicants must satisfy a minimum of ONE of the following criteria:***

- 1) 19 years or older
- 2) A High School Diploma
- 3) Sponsored by an Youth Train in the Trades program. Formally known as ACE/IT Dual Credit program if applicable.

#### **Document Requirements:**

All applicants are required to submit the following documentation along with a completed OCI application form before being accepted in to any program.

Documents required:

- Picture I.D. verifying age and identity of applicant
- Proof of Medical Coverage
- OCI Entrance Exam
- Course Investigation Essay & Questionnaire
- Two letters of reference
- A letter from parent or guardian granting permission to attend if under the age of 19.

All students accepted for registration shall be deemed to have agreed to be bound by all policies, rules and regulations of OCI.

The OCI Esthetics & Nail Technology program is an advanced, fast paced program that teaches the compulsory practical and theoretical skills of a competent esthetician and nail technician. This fast paced condensed course is designed for the individual that is ready to step into the spa world with a strong repertoire. OCI offers both programs concurrently so you are able to take advantage of the shorter program length and the student discount offered!

**Course Length**

750 Hours (6 months total)

**Learning Objectives/Outcomes**

Students will learn how to perform:

- Pedicures
- Manicures
- Acrylic Nails
- Gel Nails
- Tips & Forms
- Nail Art
- Nail Fills
- Set Removal
- Microdermabrasion
- Chemical Peels
- Facials
- Hair Removal
- Body treatments
- Make-up artistry
- Lash Extensions
- Brow and lash tinting

**Program Outline**

***Professional in Training***

Approximately 500 hours and 6 months

From the above units, students learn theory, perform demonstrations, and conduct supervised client work on salon services.

**Unit 1 – Career Essentials**

**Length:** Approximately 60 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

1a. Career essentials concentrate on the importance and promotion of a healthy mind and body. It teaches the basics of effective communication and building important relationships. It discusses job quest, career building and how to start and operate a business.

1b. Students will learn nail physiology and they will learn the basics of manicure and pedicures.

**Unit 2 – The Science of Skin Care**

**Length:** Approximately 160 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following basics in the science of skin care:

- Microbiology
- Infection control
- First aid
- Building blocks of the human body
- Body systems
- Principles of electricity as they pertain to electrotherapy in esthetics
- Chemistry of matter, cosmetic products and ingredients
- Integumentary systems
- Skin care

### **Unit 3 – Treatments and Services**

**Length:** Approximately 220 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following in treatments and services:

- Client care before, during and after performing and completing the service
- Facial care and services
- Hair growth and removal methods
- Waxing in depth
- Make-up design and services
- Advanced face and body treatments
- Massage techniques
- Advanced therapies
- Understanding the medical environment
- Advanced training

### **Unit 4 – Business Building**

**Length:** Approximately 60 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following:

- Spa business plan
- Job search
- Professional relations and retail sales

Units 1-4 are not taught consecutively but interspersed through the cycles below:

## **Program Outline**

### ***Cycle 1 Professional in Training***

Approximately 200 hours

From the above units, students learn theory, perform demonstrations, and conduct supervised client work on salon services.

#### **Unit 1 – Theory Essentials**

**Length:** Approximately 40 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following basics of client care:

- Healthy mind and body
- Communication and purposeful relationships
- Business basics

- Job search
- Retailing

## **Unit 2 – Nail and Body Basics**

**Length:** Approximately 60 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following basics of nail care:

- Microbiology
- Infection and control
- Safety
- First aid
- Human anatomy
- Basic body systems
- Chemistry of nail products and artificial nail systems
- Nail physiology
- Skin physiology

## **Unit 3 – Before, during and after the service**

**Length:** Approximately 100 hours

**Unit Style:** This unit uses both theory and practice to complete the required elements.

This unit teaches the following basics of nail care:

- Basic manicures and essentials
- Artificial nail systems and procedures
- Specialty nail services
- Artwork
- Equipment

Units 1-4 are not taught consecutively but interspersed through the cycles below:

### **Cycle 2      *Pulling it all Together***

**Length:** Approximately 50 hours

From the above units, students learn to “Perfecting the Skills for Successful Nail Technician” and “Business Building” as well as resume and business planning.

#### **Required Textbooks**

- Pivot Point/Salon Fundamentals Esthetics Online
- Pivot Point/Salon Fundamentals Nail Technology Textbook & Study Guide
- Hardcopy of the textbooks may be purchased for an additional fee

#### **Equipment/Materials Required for this Program**

- Binder
- Combo lock
- Comfortable black closed-toe shoes
- OCI Esthetics kit will be handed out on the first day
- Device (Laptop/Smart Phone/Tablet) for LAB

#### **Homework Hours**

- 2 to 10 hours per week

**Delivery Methods**

- On-site in classroom, online, along with a salon and spa environment

**Instructional Methods**

- Classroom, (Instructor-led)
- Hands-on practice
- Demonstrations and on floor services

**Student Progress/ Assessment Methods**

- Chapter exams
- Unit exams
- Mid-term practical and written exams
- Final practical and written exams
- Monthly report card

**Attendance Expectations**

- 20 hrs per week attendance requirement

**Dress Expectations**

- Professional, comfortable, black scrub top and black slacks with black low heeled closed toes shoes and/or a black smock or lab coat

**Graduation Requirements**

The student must achieve 70% written, and 70% practical. Hourly requirements must be met and/or surpassed.

**Career Opportunities**

Students, upon successful completion of the Esthetic & Nail Technology Career Program, can perform specialized spa treatments for clients as an Esthetician and/or Nail Technician.

PROGRAM COSTS		
Total tuition payable during contract term		\$ 11,616.00
Course Required	Kit \$2,330 + 12% = \$2,609.60	\$ 4,364.60
	Books \$1,100 + 5%= \$1,155.00	
	Technology \$600	
Application Fee		\$ 250.00
Assessment Fee		\$ 250.00
Student Fees		\$ 180.00
Prior Learning Fee (if applicable)	(250.00)	\$
Financing Fee ( if applicable)	(500.00)	\$
<b>TOTAL PROGRAM COSTS</b>		
	<b>Without Financing</b>	<b>\$16,660.60</b>
	<b>With Financing</b>	<b>\$17,160.60</b>

PAYMENT TERMS
Method of payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: _____
Must have Student Aid Financing and/or Bank Financing confirmed in writing and payment schedule signed on or before the first day of school. For privately funded students the full amount is required the first day of school by certified cheque and if paying in instalments payments will be paid as laid out in the signed payment arrangement documents. Add 2.5% interest on any credit card payments for processing fees.
REFUND POLICY

1. If the institution receives tuition from the student, or a person on behalf of the student, the institution will refund the student, or the person who paid on behalf of the student, the tuition that was paid in relation to the program in which the student is enrolled if:
  - (a) the institution receives a notice of withdrawal from the student no later than seven days after the effective contract date and before the contract start date;
  - (b) the student, or the student's parent or legal guardian, signs the student enrolment contract seven days or less before the contract start date and the institution receives a notice of withdrawal from the student between the date the student, or the student's parent or legal guardian, signed the student enrolment contract and the contract start date; or
  - (c) the student does not attend a work experience component and the institution does not provide all of the hours of instruction of the work experience component within 30 days of the contract end date.
2. The institution will refund the tuition for the program and all related fees paid by the student or a person on behalf of the student enrolled in the program if the student is enrolled in the program without having met the admission requirements and did not misrepresent his or her knowledge or skills when applying for admission.
3. If a student does not attend any of the first 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 50% of the tuition paid under the student enrolment contract unless the program is provided solely through distance education.
4. Unless the program is provided solely through distance education, if the institution receives a notice of withdrawal from a student:
  - (a) more than seven days after the effective contract date and
    - i. at least 30 days before the contract start date, the institution may retain up to 10% of the tuition due under the student enrolment contract, to a maximum of \$1,000.
    - ii. less than 30 days before the contract start date, the institution may retain up to 20% of the tuition due under the student enrolment contract, to a maximum of \$1,300.
  - (b) after the contract start date
    - i. but before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
    - ii. and after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
5. Unless the program is provided solely through distance education, if the institution provides a notice of dismissal to a student and the date the institution delivers the notice to the student is:
  - (a) before 11% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 30% of the tuition due under the student enrolment contract.
  - (b) after 10% but before 30% of the hours of instruction to be provided during the contract term have been provided, the institution may retain up to 50% of the tuition due under the student enrolment contract.
6. If the institution provides the program solely through distance education and the institution receives a student's notice of withdrawal or the institution delivers a notice of dismissal to the student and:
  - (a) the student has completed and received an evaluation of his or her performance for up to 30% of the hours of instruction to be provided during the contract term, the institution may retain up to 30% of the tuition due under the student enrolment contract, or

- (b) the student has completed and received an evaluation of his or her performance for more than 30% but less than 50% of the program, the institution may retain up to 50% of the tuition due under the student enrolment contract.
- 7. The institution will refund fees charged for course materials paid for but not received if the student provides a notice of withdrawal to the institution or the institution provides a notice of dismissal to the student.
- 8. Refunds required under this policy will be paid to the student, or a person who paid the tuition or fees on behalf of the student, within 30 days:
  - (a) of the date the institution receives a student's notice of withdrawal,
  - (b) of the date the institution provides a notice of dismissal to the student,
  - (c) of the date that the registrar provides notice to the institution that the institution is not complying with section 1(c) or 2 of this policy, or
  - (d) after the first 30% of the hours of instruction if section 3 of this policy applies.
- 9. If an international student delivers a copy of a refusal of a study permit to the institution, sections 1(a), 1(b), 4, 7, **Error! Reference source not found.** and 8 of this policy apply as if the copy of the refusal were a notice of withdrawal, unless:
  - (a) the international student requests an additional letter of acceptance for the same program that was the subject of the refusal of a study permit, or the program is provided solely through distance education.

**PRIVATE TRAINING INSTITUTIONS BRANCH**

Tel. (604) 569-0033 or 1-800-661-7441  
 Fax. (778) 945-0606  
[www.privatetraininginstitutions.gov.bc.ca](http://www.privatetraininginstitutions.gov.bc.ca)  
[PTI@gov.bc.ca](mailto:PTI@gov.bc.ca)

Please be advised that under section 61 of the Private Training Act, the Registrar is authorized to collect, use and disclose personal information in accordance with the Registrar's regulatory duties under that Act. Accordingly, this institution is authorized to disclose your personal information to the Registrar for regulatory purposes.

**STUDENT DECLARATION**

I consent to the Institution sharing my personal information with the Ministry of Advanced Education, Skills and Training for research purposes and statistical analysis under the authority of sections 6(2)(a) and 10(1)(a) of the Personal Information Protection Act (PIPA).

I consent to the sharing, in accordance with Provincial privacy legislation, of my enrolment and reporting information between Okanagan Cosmetology Institute Ltd. and Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.

Should you have any questions about the collection, disclosure and use of personal information you may contact: Director, Regulation, Private Training Institutions Branch, Governance, Legislation and Strategic Policy Division, Ministry of Advanced Education, Skills and Training 203 - 1155 W. Pender St, Vancouver, BC V6E 2P4 or by telephone at (604 569-0019).

Student Signature

Date Signed



Signature of Parent or Legal Guardian

Date Signed

**INSTITUTION SIGNATURE**

Signature of Institution Representative

Date Signed