Cosmetology Program of Study
Annual Report Fall 2013-14
DEADLINE: December 6, 2013

http://ace.arkansas.gov/cte/programAreas/FACS/Pages/default.aspx

Teacher/s Name:

Years of Experience: SkillsUSA Advisor: Cosmetology Teacher: Total Teaching:

School District / Campus:

Do you have a teacher website? Address:

Cosmetology

1. Please list the following enrollment data for your department: Total number of students:

   (Count just the FALL SEMESTER and just YOUR classes, additional teachers will report their own enrollment)

   # Females: #Males: # Special Needs:

   # African-American: # Caucasian: # Hispanic: # Other:

2. Your program of study requires an Advisory Committee.

   Do you have an individual committee just for your department or is it a school-wide Joint Council?

   How often did it meet last school year? Do you have minutes from the meetings this year?

   What are the tentative dates for meetings this year? (Minimum of 2 meetings per school year)

   1. 2. 3. 4.

   ****Minutes for each meeting must be kept on file in your department for 5 years as proof of an advisory committee. Current year's minutes must be submitted with the Spring 2013 Report.**

   Please fill in the following information for your members of the committee:

Name	Occupation	# of Years on Committee

3. Do you currently have an up to date inventory list for your department?

****Department inventory is a requirement for the Cosmetology Program. An Inventory checklist is available on the FACS website under "Facilities and Equipment". An inventory list must be kept on file in your department as proof of equipment and submitted to the FACS State Office upon request.**

4. Do you currently have up to date completer records in your department that include past, present, and possible future completer data?

   Does your school recognize completers at an awards ceremony or graduation?

   If "YES", how are they recognized?

   **** Completer records are a requirement for the Cosmetology Program. These records should begin with the youngest grade level enrolled in your department and continue through graduation. These records must be kept on file in your department as proof of completers and submitted to the FACS State Office upon request.**

5. Due to the fact that many of the high school cosmetology students continue on into private post secondary education, the need to track students after graduation is **very important**. Please list the number of SENIORS who left your class in May 2013 and continued into a POST SECONDARY COSMETOLOGY program.

   # who continued into a PRIVATE school
   Do you have any documentation to support these numbers?
   Can you list the school(s) that your students attend?

   # who continued into a PUBLIC school
   Do you have any documentation to support these numbers?
   Can you list the school(s) that your students attend?

6. Does your school currently have a School License provided by the Arkansas Department of Health?

7. What was the date of your last inspection by the Arkansas Department of Health Cosmetology Section?

SkillsUSA

8. Have you submitted Affiliation for your chapter this school year?
   Date mailed: # of Members:

9. Briefly outline the Plan of Work for your chapter this school year: (Local meetings held, community service projects, recognition of members, chapter activities, trips and events, etc. Boxes will expand up to 500 characters)

   ****If you have publicity for your chapter or for your department, please submit them to the FACS State Office. You may e-mail or paper mail any copies you wish to share.**

   August:

   September:

   October:

   November:

   December:

   January:

   February:

   March:

   April:

   May:

   June:

   July:

Professional Development

10. Cosmetology Inservice will be provided at the Arkansas Association of Career and Technical Educaton (ACTE) conference held annual in Hot Springs. Please provide suggestions to help plan these sessions.

What topics would you like to see presented/covered?

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What topics or break out sessions would you be willing to present?

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11. Please provide any comments or details you feel would help the State Office service your program better.

Final Steps:

1. DATE Completed: **Submission of annual reports is now noted in TIS comments.
2. SAVE: To save this document to your computer, you will have to rename it and save it as a new document.
3. FILE: Please print one copy of the completed report to keep on file for documentation and review.
4. SUBMIT: Please return one ELECTRONIC copy of the completed report as an e-mail attachment to the FACS State Office Include any attachments such as photos or news clippings with the completed report.

   Please submit to:
   Jennifer Snyder, FACS Secretary
   Jennifer.snyder@arkansas.gov