

VGCC CON. ED. MANICURE/NAIL TECH. PROGRAM
INFORMATION SHEET-July 2021

(All students are required to wear their uniforms, nametags, and shoes everyday)

Name Tags: You will need a hard engraved name tag with Your Name and Manicurist under the name (We suggest that you purchase an extra name tag for each in case you lose one. It typically takes about 5-7 days to replace and you cannot attend class without it).

Example: Jane Doe
Purchase at: any trophy or engraving shop. Approximate cost \$12-\$18.

Uniforms: **Nursing scrub uniforms required.** Entire uniform must be **SOLID LIGHT GRAY** except nametag. Only regular uniform Tops, Pants, or dresses are allowed. No uniform leggings, crop pants, shorts or anything outside of the above allowed. The style of uniform is your choice but it must be a clean, washable, solid color nursing uniform that fits you appropriately & professionally, continually covering your body from neck to ankles. **NO shorts allowed. No sleeveless, short midriff or low cut uniforms allowed.** No panties or underwear, back, sides, nor belly can show when bending, squatting, stooping etc. You will need at least 3-4 uniforms for day classes. Uniforms that become torn, excessively faded, stained or discolored cannot be worn and must be replaced. **A long sleeve uniform smock /jacket may be needed when the weather turns cold. Regular jackets & sweaters are not allowed as they are not a part of the uniform so please plan accordingly.** Regular jackets/sweaters, regardless of the variety, cannot be worn during class time while clocked in as they are not a part of the uniform. Solid black socks, undershirts, tank tops, & long sleeve t-shirts are allowed under the uniform but must be solid in color with no writing.

Purchase at: Walmart, Rose's, City Trends or any uniform store.

COMPLETE required uniform includes top, bottom, socks, shoes and nametag. **NO Head Coverings allowed in any form** (no caps, hats, doo rags, wraps, extra- large earrings, neck decorations -other than small short chains, Bows, headbands or anything of this sort). Flat clips or hair ties to hold the hair back are allowed but only if they are black, brown, silver, or gold in color -not a safety hazard. Small to med earrings are allowed as long as they do not extend past the chin and are not a safety hazard.

Shoes: The style of shoe **must be a tennis shoe or a nursing/work type shoe.** Shoe must be completely closed in with no holes or openings. **NO OPEN TOES ALLOWED.** Shoes must be solid in color without other colors, stripes, designs and etc. on them. Socks are required to be worn with shoes at all times. NO casual boots, babydoll shoes, slip-on dress/casual shoes etc allowed.

Be sure to get a good pair of shoes because you will be on your feet for long periods of time.

Shoes & socks– Solid Black

Kit: VGCC Manicure/Nail Tech program kit from the VGCC bookstore-approximately \$200. The kit contains a majority of everything that is required for this class except the books. You will have to replace supplies as needed if they are broken or lost. (Purchase kit from VGCC Bookstore).

Book Costs: Milady Standard Manicure/Nail Tech. book bundle (Hardcover books-no electronic books) ALL are required daily to participate in this program. Approximate cost \$250 (VGCC Bookstore)

Material: Writing material including paper, pens/pencils and notebook/binder required for class. Students will purchase on this on their own. Hands-on working material will be supplied for you at no additional cost but if Items are broken or destroyed you must replace them at item cost. All items supplied must be turned back into the department prior to class completion.

Supplies: Lock with 2 keys for locker use and storing kit items; small first aid kit; 1 hard plastic shoebox container; 2 med-large gift bags or paper grocery bags that will stand on their own.

Tuition & Fees: Approximate cost \$201.25 for tuition.

Malpractice Insurance: Approximately \$16.00, student must pay this insurance when paying tuition.

Paperwork: A copy of your social security card and driver's license (or government issued picture ID) is **required by the NC State board of Cosmetic Art Examiners to enroll in and attend this program.** You cannot be enrolled without a copy of both of these verification forms. This is placed in the state permanent file in a lockable file cabinet for state and instructor use only.

ATTENDANCE: Attendance is critical and cumulative throughout the program therefore you must come to classes every day in order to complete this program. **There is a maximum number of absences allowed per semester before withdrawal from class. The attendance policy will be reviewed with you by the instructor at the beginning of the program. Students not in attendance as needed during the semester will not acquire the necessary contact hours for completion of the program.**

This is a 320 hour Manicure/Nail Tech. training program. 300 hours is required for completion and eligibility for the state licensure exam. Daily attendance is necessary in order to complete the required hours and services. You must complete all state requirements and have a passing grade in the class in order to complete the class and receive the application for the exam. Students not completing all requirements including the hours will not be eligible to receive testing application for licensing. . **Students exceeding 20 hours missed will not acquire the necessary contact hours for the state to be eligible for the licensure exam therefore they will be dropped from the class.**

Please see instructor for any questions regarding requirements for completion of this program.

****ALL OF THE ABOVE ARE REQUIRED TO ATTEND CLASSES****