



TENNESSEE COLLEGE  
OF APPLIED TECHNOLOGY  
— MURFREESBORO —

## **2023-24 PROGRAM HANDBOOK**

**Manicuring**  
**TCAT Murfreesboro**  
**1303 Old Fort Parkway, Murfreesboro, TN 37129**

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**2023-24 PROGRAM HANDBOOK  
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## INTRODUCTION

### **Mission**

The mission of the Tennessee College of Applied Technology Murfreesboro is to be the leading training provider for workforce development by delivering the best in technical education to our region.

### **Accreditation**

Tennessee College of Applied Technology is accredited by the Commission of the Council on Occupational Education (COE). The COE, originally founded in 1971 as a regional accrediting agency of the Southern Association of Colleges and Schools, is the successor to the Commission on Occupational Education Institutions (COEI). In 1995, the Council became a national accrediting agency. In 2006, the Council celebrated its 35th year of assuring quality and integrity in career and technical education. The Council's accreditation process is conducted on behalf of more than 181,000 students across the nation who pursue careers in a variety of technical fields.

### **Program Accreditation/Oversight**

The Tennessee Board of Cosmetology and Barber Examiners provides oversight over the Manicuring program.

### **Welcome**

I would like to welcome you to the Manicuring program at the Tennessee College of Applied Technology – Murfreesboro. Throughout the course of your program, you will be exposed to the tools, skills, and theory lessons needed to earn and maintain an entry-level position in the field. There are many opportunities and pathways for this program, and you will be learning about them throughout your time here.

It is important that you stay on task and push your limits to learn and grow. This program is designed to act as a mock job setting. You should arrive on time and leave when class is dismissed, interact with fellow students respectfully, operate a safe and clean workspace, and develop professional traits that will be used for the rest of your career. If you treat this class like it is your job, the transition into employment will be smoother and easier for you and your employer.

I am here to assist you with questions, concerns, and anything else that may arise. All of us at TCAT – Murfreesboro are dedicated to your success, so please don't hesitate to reach out. I sincerely hope this course will be of help to you in your career journey.

Best,  
TCAT – Murfreesboro Manicuring Department

**Acknowledgement Page**

(Please return the completed form to your instructor.)



I have received and read my copy of the Program Handbook in preparation for my course of study at TCAT – Murfreesboro.

The Program Handbook describes important information about TCAT – Murfreesboro. I understand that if I have questions or concerns at any time about the Handbook, I will consult my instructor for clarification.

By signing this form, I agree that I have been counseled by my instructor regarding the state law pertaining to compensation for services that I am not yet licensed to provide. Tennessee State law says that I cannot charge for services that I don't have a license to perform (Tenn. Code Ann. 62-4-122 2d and 3f, 62-4-127b 1-10). If I violate this law and the Tennessee State Board of Cosmetology is made aware of it, I could be in jeopardy of not obtaining a manicuring license issued from the Tennessee State Board of Cosmetology.

I will act in accordance with the standards of conduct outlined in this Program Handbook and in the TCAT – Murfreesboro Student Handbook as a condition of my enrollment.

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Student's Signature

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Student's Name (Print)

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Date

## PROGRAM INFORMATION

### Program Description

The Manicuring Program is designed to help the student master all the skills necessary for passing the State Board Examination, selecting the phase or phases of Manicuring or Pedicuring in which to specialize, and entering employment. Classroom instruction and practical learning experiences are interwoven into a variety of manicuring and pedicuring treatments. The course of study includes hands-on and classroom instruction in giving manicures and pedicures services, artificial nail enhancements, hand and arm massages, hygiene, sanitation, and salon management. Safety and customer relations are also emphasized throughout the program. The class meets Monday through Thursday, 3:30pm-9:30pm.

### Program Outcomes

Completion of the Manicuring Certificate with 600 hours will qualify the successful student to sit for Tennessee State Board Licensure Exam.

### Program Outline

Course	Title	Customary Hours
MAN 0001	Worker Characteristics	6
MAN 1010	Orientation	8
MAN 1020	Sterilization Sanitation & Bacteriology	30
MAN 1030	Anatomy & Physiology	40
MAN 1040	State Law	20
MAN 1050	Salon Management	20
MAN 1060	Ethics	30
MAN 1070	Massaging	25
MAN 1081	Manicuring & Pedicuring	137
MAN 1090	Nail Care	30
MAN 1100	Nail Artistry	10
MAN 1110	Nail Wrap	20
MAN 1120	Sculptured Nails I	26
MAN 1130	Technology Foundations	30
MAN 0002	Worker Characteristics	6
MAN 2010	Sculptured Nails II	28
MAN 2020	Nail Tips	20
MAN 2030	Gel Nails	20
MAN 2040	Nail Safety	30
MAN 2050	Product Knowledge/Usage	40
MAN 2060	EPA & OSHA Req	24
	<b>Manicurist Certificate</b>	<b>600</b>

## **Program Awards**

Manicurist Certificate

600 hours

### Manicurist Curriculum

The Tennessee State Board of Cosmetology requires the completion of 600 hours within manicuring education for a student to be eligible for the state board licensure exam as a Manicurist. Requirements of the hours are broken down into three award levels within the unit of study: General, Physical, and Chemical. In accordance with State Law 0440-01-03, the curriculum mandates:

- I. General – 150 clock hours/4.5 credit hours  
Sterilization, sanitation and bacteriology, anatomy and physiology, state law, salon management and ethics.
- II. Chemical – 100 clock hours/3 credit hours  
Product knowledge, ingredients and usage of materials, manicuring, and pedicuring, EPA and OSHA requirements.
- III. Physical – 350 clock hours/10.5 credit hours  
Massage, manicuring, pedicuring, nail care, nail artistry, nail wraps, sculptured nails, nail tips, gel nails, and nail safety.

## GRADING AND PROGRESS STANDARDS

### Grading Standards

Evaluations of student achievement toward a program's identified occupational competencies are recorded for each student at the end of 432 hours of instruction that comprise a term. Those evaluations shall be based on the following scale of progress:

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59
P	Pass
CONT	Continuing/Incomplete
W	Withdrew

Students will be graded in the following categories:

- Skill Proficiency
- Theory/Related Information

A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term. Failure to maintain the required grade average will result in suspension at the end of the term. Additional retention standards for specific programs may be established based on accrediting or licensing requirements.

### Retention Standards

A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the customary clock hours attempted or the average grade per course will be placed on suspension at the end of the term.

Standard:

- A student must maintain a "D" or better average per course code and an overall combined average of a "C" or better for the 72-day period of instruction, which comprises a term.

Additional retention standards for specific programs may be established by the college based on accreditation or licensing requirements applicable to a program.

### Worker Characteristics

Worker characteristics measure a student's professionalism in the workplace. The instructor will observe your actions throughout your time in class and give you an evaluation based off the



following categories. A number grade will be issued to you during mid-term and at the end of the trimester.

- **Attendance:** Attends class, arrives/leaves on time; notifies the instructor in advance for planned absences
- **Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline, and self-responsibility
- **Teamwork:** Respects the rights of others; respects confidentiality; is a team player; is cooperative; displays a customer service attitude; seeks opportunities for continuous learning
- **Appearance:** Displays appropriate dress for the profession (grooming, hygiene, etiquette, uniform)
- **Attitude:** Demonstrates a positive attitude; appears self-confident; has realistic expectations of self
- **Productivity:** Follows safety practices; conserves materials; keeps work area neat and clean; follows directions and procedures; makes up assignments punctually; participates in class
- **Organizational Skills:** Manifests skills in prioritizing and management of time and stress; demonstrates flexibility in handling change
- **Communication:** Displays appropriate nonverbal (eye contact, body language) and oral (listening, telephone etiquette, grammar) skills
- **Cooperation:** Displays leadership skills; appropriately handles criticism, conflicts, and complaints; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and peers; follows chain of command
- **Respect:** Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind

## **TCAT – MURFREESBORO POLICIES**

### **Attendance**

As stated in the Student Handbook, “The nature of the programs at the Tennessee Colleges of Applied Technology is such that it is necessary for every student to attend regularly. Excessive interruptions due to absences will have an adverse effect on student progress.”

#### **5.5% Absences – Instructor Counseling and Documentation**

- Students who miss 5.5% of their enrolled hours for the term (24 hours for full-time students enrolled in 432 hours) must be formally counseled by their instructor. Absences affect the work ethic grade and could affect financial aid.
- The instructor documents the meeting with a signed attendance counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

#### **9.7% Absences – One-Term Suspension with Appeal Opportunity**

- Students who miss 9.7% of their enrolled hours for the term (42 hours for full-time students enrolled in 432 hours) are reported by the instructor to Student Services.
- The Student Services Office notifies the student of the option to (1) accept the one-term suspension or (2) appeal the suspension within three business days of notice. An appeal form is provided to the student.
- Student appeals are forwarded to an Attendance Appeal Committee (appointed by the Vice President of Student Services) for review of the documentation. Only one appeal will be granted within a 12-month period.
- If approved to continue, the student and the instructor are notified via email of the stipulations for approval (e.g. not missing additional classes for the term); if the student fails to meet the stipulations, the instructor notifies Student Services to proceed with suspension. If the initial appeal is not approved and suspension is recommended by the committee, the appeal is then reviewed by the Vice President of Student Services.
- In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

### **Tardies**

As stated in the Student Handbook, “A student is considered tardy if not in the classroom at the designated time for class to start. Multiple tardies will result in the following discipline.”

#### **5 Tardies – Instructor Counseling and Documentation**

- Students who are tardy five times in the term (four times for part-time students) must be formally counseled by their instructor. Further tardies can lead to probation and other sanctions.
- The instructor documents the meeting with a signed tardy counseling form or memo. The student receives a copy, and the instructor retains a copy for his/her records.

#### 6 Tardies – Probation and Student Success Plan

- Students who are tardy six times in the term (five times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office places the student on probation, and the student is required to complete a Student Success Plan with the appropriate Student Services representative.

#### 7 Tardies – Review by Vice President for Possible Suspension

- Students who are tardy seven times in the term (six times for part-time students) are reported by the instructor to Student Services.
- The Student Services Office notifies the Vice President of Student Services for review. In consultation with the President, the Vice President provides the final decision on suspension to Student Services, so the student and the instructor can be notified via email.

#### Three-Day No Call/No Show

Students are responsible for notifying their instructor each time they are absent. When a student misses three (3) consecutive days without contacting the college, that student may be presumed to have withdrawn from the college and will be exited from the program.

#### **TBR General Policy on Student Conduct and Disciplinary Sanctions**

TCAT – Murfreesboro is governed by the Tennessee Board of Regents (TBR). Students enrolled in a TBR postsecondary educational institution are citizens of their civic communities as well as the academic community. As such they are expected to conduct themselves as law-abiding members of each community at all times.

Admission to an institution of postsecondary education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Tennessee Board of Regents (“TBR” or “the Board”) has authorized the presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain conditions on institution-owned and controlled property and to preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duties to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the Board has developed this policy, which is intended to govern student conduct at the institutions under its jurisdiction.

In addition, students are subject to all federal, state and local laws and ordinances. If a student’s violation of such laws or ordinances also adversely affects the institution’s pursuit of its educational objectives, an institution may enforce its own policies regardless of the status or outcome of any external proceedings instituted by other civil or criminal authorities.

Students are responsible for compliance with this policy and with institutional policies and regulations.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

### **Academic Misconduct**

Academic misconduct is any action or attempted action designed to provide an unfair academic advantage or disadvantage for oneself or others. Academic misconduct includes a wide variety of behaviors such as plagiarism, cheating, fabrication, and other academic dishonesty. For purposes of this policy the following definitions apply:

- Plagiarism. The adoption or reproduction of ideas, words, statements, images, or works of another person as one's own without proper attribution. Examples include but are not limited to copying of passages from works of others into one's own work without acknowledgment; summarizing or paraphrasing ideas from another source without proper attribution, unless such information is recognized as common knowledge; and using facts, statistics graphs, representations, or phrases without proper attribution;
- Cheating. Using or attempting to use unauthorized materials, information, or aids in any academic exercise or test/examination. Examples include but are not limited to copying another's work; obtaining or giving unauthorized assistance; unauthorized collaboration or collusion with another person; having another person take a test for a student; and the use of unauthorized materials or devices. The term academic exercise includes all forms of work submitted for credit or hours;
- Fabrication. Falsifying, fabricating, or misrepresenting data, research results, citations or other information in connection with an academic assignment. Unauthorized falsification or invention of any information or citation in an academic exercise.

Academic misconduct is prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions which may be imposed in accordance with this policy, the instructor has the authority to take academic discipline consistent with institutional policy, procedures, and processes.

An instructor who determines that a student has engaged in academic misconduct may choose to exercise academic discipline by lowering to any extent, including to a grade of "F" or "zero," a student's grade in the course, assignment, or examination affected by the alleged academic misconduct.

The policy in its entirety may be found at: <https://policies.tbr.edu/policies/general-policy-student-conduct-disciplinary-sanctions>.

### **Acceptable Computer Use**

All computer use including Internet use must be in support of education and research and appropriate for the assignment. The College is not responsible for a student's access to any

inappropriate material. All students at the College will be taught ethics and acceptable use of the computer system and the Internet. If there is a complaint about inappropriate usage, the instructor will resolve it. If not resolved by the instructor, the President or Vice Presidents will review the complaint. Inappropriate usage may be grounds for suspension or dismissal from the College.

This policy is in conjunction with TBR Policy IT Acceptable Uses 1.08.05.00.

Inappropriate usage includes but is not limited to:

- Using the network or Internet for personal and private matters including electronic mail outside the College.
- Hate mail, harassment, discriminatory remarks, and other antisocial behaviors including spamming.
- Accessing pornographic or obscene material.
- Accessing confidential material including but not limited to test files and personal/personnel records.
- Destroying, inappropriate deleting or changing, or otherwise damaging hardware or software.
- Downloading and/or installing programs or data files on College computers without permission of the Instructor.

### **Removal from Class for Disruptive Conduct**

As stated in the TCAT – Murfreesboro Student Handbook, “Students are expected and encouraged to develop proper work habits and to maintain a sincere, cooperative attitude at all times.” This includes:

- actively and routinely participating in all class functions in a timely manner
- coming to class with the necessary tools and equipment required to participate in class activities
- wearing appropriate attire for the program area and displaying their name tag
- maintaining a respectful and cooperative demeanor at all times with instructors, institutional officials, and classmates
- avoiding inappropriate language or conduct deemed disruptive to the institution’s learning environment
- following all institutional procedures related to absences and tardiness (e.g. arriving to class on time, notifying instructor of planned and unplanned absences, etc.)

Pursuant to Tennessee Board of Regents (TBR) policy, students who engage in disruptive conduct or other conduct that violates the TBR’s General Policy on Student Conduct and Disciplinary Sanctions 3:02:00:01 may be temporarily removed or excluded from class by the instructor for each class session in which the conduct occurs. Repeated infractions may result in additional disciplinary sanctions.

### **Smoking**

TCAT Murfreesboro's campuses are smoke free. This includes all tobacco and electronic cigarettes, vape products, and smokeless tobacco. Students may smoke/vape in their personal vehicles only.

### **Live Work**

Live work projects performed by students enhances the technical training of students. The Tennessee Board of Regents Guideline Tennessee College of Applied Technology – A030, Instructional Projects, is the basis for all live-work projects performed at the Tennessee College of Applied Technology. Live work will be conducted when training programs require such projects for the acquisition of occupational skills leading to employment. Live work will be assigned to individual students by their instructor as part of the student's training program. All services are to be performed only by students with the instructional assistance of their instructor.

Work can only be accepted if it can be completed within a reasonable timeframe and projects cannot be allowed to remain in the Tennessee College of Applied Technology possession if not being actively worked on. Live Work projects will be assessed for timely completion.

Upon approval of the need to perform the service at hand, and verification of project ownership by the instructor of the training program, the instructor will complete a "Live Work and/or Service Agreement" form. This form will be submitted to the President or his/her designee for approval and signature. Upon approval of the need to perform the service at hand, and verification of project ownership, a Live Work Agreement form will be completed with a copy of the form being provided to the individual for whom the work is being performed. The owner of the project shall be responsible for providing the parts, supplies, and materials for individual projects. All live work is to be completed under the instructor's supervision and may be released only after a thorough final inspection.

The policy in its entirety may be found at: <https://policies.tbr.edu/guidelines/instructional-projects-colleges-applied-technology>.

### **Cooperative Education**

Cooperative Education (Co-op) is an educational program that combines classroom instruction with practical work experiences directly related to the student's curriculum. This combined classroom study and work experience is a meaningful way for students to learn and to assist in making informed career choices while earning credit. Students interested in Cooperative Education should meet with their instructor to discuss co-op opportunities. The instructor must submit a co-op request form to the Vice President for approval. The student, instructor, employer, and Vice President must sign the formal co-op agreement. To be eligible for cooperative education, students must have completed at least 50% of their program of study.

## **CLASSROOM POLICIES**

### **Dress Code**

Students' attire must comply with professional standards for the program: black scrubs, white/black jacket (no pullovers or sweatshirts), and brown, black, or white shoes can be worn (no open-toed shoes). Provocative or offensive clothing is prohibited on campus.

### **ID Badge**

Students must always wear their Tennessee College of Applied Technology student photo identification badges while on campus. The badges must be displayed so that they are readily visible. If a student loses his or her student ID badge, the student may request a replacement from Student Services after paying a \$5 fee to the Business Office.

### **Food/Drink**

Eating, drinking, and chewing gum is considered unprofessional in the classroom.

### **Phone Use**

Cell phone use is not allowed in the classroom or during salon hours. Repeated offenses could result in being sent home for the day.

### **Class Break Times**

Class begins at 3:30pm. Students are to be in their seats when the roll is taken. Dinner break is 6:30-7:15pm.

### **Sleeping in Class**

Students are expected to develop proper work habits and to remain engaged and on task in class. Students are not permitted to sleep in class. Repeated violations may result in the student being sent home for the day.

### **Classroom/Lab Space Maintenance**

Good housekeeping practices should always be followed. It is your responsibility to completely clean your work areas at the end of the day and to keep it neat and orderly at all times. On a rotation basis, each person will be responsible for different job duties that will be assigned by the instructor. There will be a job duty assignment sheet located in the classroom. Every student is required to do a sanitation which will be assigned each week. This is mandatory.

### **Care of Equipment**

It is your responsibility to inform the instructor if a problem arises with any of the equipment you are using. It is also your responsibility to turn your equipment off at the end of the day and to do so in the proper manner.

### **Conduct and Attitude**

You are expected to act as adults, to be cooperative, and to demonstrate a professional attitude at all times. Students are to respect each other including clients, your instructors, and other faculty/staff members.

### **Parking**

Parking is available in the front and back of the building. Do NOT park in staff or administration designated parking areas. You will be asked to move your vehicle if you are caught parking in staff or administration parking areas.

### **Visitors**

Visitors are discouraged. This is a full-time program with only a 45-minute lunch break; therefore, time allowed for visiting would be minimal. Visitors must check in at the receptionist desk in the main lobby. The instructor will be notified before any visitors are allowed to come to the classroom.

### **Absence Notification**

If you know in advance that you will be absent, you must notify your instructor. If you do not know in advance that you will be absent, call the instructor as soon as possible. If you leave class before the class is over, you must inform the instructor. Failure to notify the instructor will result in a deduction in your worker characteristic grade.

### **Confidentiality**

No student should ask others about grades, exams, progress, or absence hours. By law, student information is confidential. Do NOT share homework, activities, or tests with fellow students.

### **Refusal of Services**

Students are required to have training in all textures of skin, hair, and nails. Refusing to provide services to a client will result in progressive disciplinary action and will be documented in the student's file. If you have a concern about a client, let the instructor know immediately.

### **Personal Hygiene**

Remember that you are working very closely with your clients and other students. Practice good personal hygiene which includes bathing, using deodorant, having clean and styled hair, and practicing oral hygiene.

### **Cheating on Tests**

If you are caught cheating on a test, you will receive a 0 for the test and will not be allowed to retake it. You will also be referred to the Vice President of Student Services for further disciplinary action.

### **Tips**

Tips for services are not allowed. No exceptions.

### **Computer/Internet Privileges**



The classroom computers and internet are provided only as a resource for research and learning. They are not to be misused in the classroom.

### **Work Keys**

All new TCAT students complete three assignments in Work Keys: Applied Math, Graphic Literacy, and Workplace Documents. When you take the placement test, take your time and do your very best, as you could be exempted from doing some of the lessons in each subject. You will need to reach the highest level in each subject. You can access Work Keys at <https://workkeyscurriculum.act.org/> from any computer with internet access. Your login information will be emailed to you by ACT Work Keys.

## **SAFETY POLICIES**

### **First Aid Kit**

A first aid kit is available in each classroom. If you are injured, you should notify the instructor as soon as possible.

### **Safety**

- All new students will complete a safety and information sheet during orientation with the instructor. A fire prevention and control plan are made available.
- Report ALL accidents immediately.
- Report any unsafe conditions to your instructor.
- Report ALL injuries, no matter how small, to your instructor.
- Never operate any equipment until you have received proper instruction.
- Exercise extreme caution in connecting and disconnecting electrical equipment to the power source.
- Always check equipment before use and turn all equipment off when finished.
- Do NOT handle containers or electrical equipment with wet hands.
- When working with electrical equipment, be certain all cords are well out of the way so that feet cannot be entangled.
- When handling scissors or any pointed object to another person, always hand with point away from person receiving it.
- Keep sharp-pointed instruments in a protected place.
- Always follow manufacturer's directions when using chemicals.
- Take precautions to keep all chemicals and solutions away from face and eye of both you and the client.
- All containers must be properly labeled.
- Immediately replace tops on all containers to prevent contamination.
- Turn lights on upon entering room and off upon leaving.
- If you spill or see water or any chemical on the floor, wipe it up immediately to prevent you or someone else from falling and getting hurt.
- The station that you are assigned if your responsibility to keep clean.
- Open all doors gently to avoid bumping someone on the other side.
- Engaging in horseplay, practical joking, verbal abuse, or physical abuse is strictly not permitted.
- Gloves should be worn during waxing or applying chemicals. They must remain on until finished and the room is clean. No exception.
- Never diagnose or attempt to treat a skin or scalp disease. Notify your instructor.

### **Fire Procedures**

In the event of a fire drill or actual fire, students should immediately exit the building and report to the back parking area.

### **Tornado Procedures**

In the event of a tornado drill or actual tornado, students should immediately seek shelter in the hallway outside the classroom.