PARTNERSHIP AGREEMENT
BETWEEN
BUCKS COUNTY COMMUNITY COLLEGE
AND
MIDDLE BUCKS INSTITUTE OF TECHNOLOGY

Cosmetology

I. Purpose

Middle Bucks Institute of Technology (MBIT) and Bucks County Community College (BCCC) agree to collaborate in the planning, execution, and evaluation of an educational program in the occupational area of Cosmetology. The objective of the program is to provide students with the opportunity to develop a technical knowledge and skill base, complete course work, and earn college credit toward an Associate Degree in Occupational Studies.

II. Program Specifications

A. Pre and Co-requisites – A person must be at least 18 years of age and a high school graduate to enter the program or enrolled as a secondary student at MBIT in the Cosmetology program. Students must also possess basic reading and math skills as measured by Bucks County Community College’s Assessment Testing Program (ATP). Students must complete a minimum of eight (8) hours of instructional time each week and/or a total of 120 hours per semester at MBIT to remain enrolled. Act 34 clearance is required for adults.

B. Program Length and Structure – The program will consist of a total of 63 credits and culminate in an Associate Degree in Occupational Studies. A minimum of eighteen (18) technical course credits will be awarded for successful completion of the Cosmetology course sequence. The Cosmetology courses will be self-paced and performance based. The curriculum will meet or exceed the skills standards set by the Pennsylvania State Board of Cosmetology. The length of this component of the program is 1250 instructional hours. This sequence of courses shall be delivered at Middle Bucks Institute of Technology. Students may also complete two (2) years of related and successful work experience at an approved work site and receive 15 college credits. This experience must be relatively broad based and occur under the supervision of an assigned mentor.

Finally, students shall complete ten (10) prescribed academic courses and earn 30 credits towards an Associate Degree in Occupational Studies. (See Attachment A for prescribed sequence of courses.)

C. Credits Earned – An individual earning a Cosmetologist license issued by the Pennsylvania State Board of Cosmetology shall earn 18 BCCC credits. An individual completing and documenting two years of related successful work experience shall earn 15 BCCC credits. Academic courses for BCCC shall generate 30 college credits.
D. Application for Credit – Students shall apply directly to BCCC, Admissions Department upon receiving the Cosmetologist’s license. Application for work experience credit shall occur after receiving the Cosmetologist’s license by forwarding a notarized summary of two years work experience via PLA (Prior Learning Assessment) at BCCC.

III. Operational Considerations

A. Bucks County Community College agrees to the following:

1. Grant student identification to all students enrolled in the program, including access to the Library and other educational facilities, upon receipt of BCCC application and application fee.
2. Provide credits on an official BCCC transcript indicating the student’s achievement in each course.
3. Assist in the preparation of promotional materials for the program and the promotion of this partnership initiative (e.g., parent/student orientation, etc.). Provide student advisement and counseling to encourage matriculation of students into the formal Associate Degree program.
4. Guarantee the acceptance of any graduated high school student successfully receiving the Pennsylvania State Board of Cosmetology License.
5. Provide required academic courses for students to complete an Associate Degree.

B. Middle Bucks Institute of Technology agrees to the following:

1. Provide qualified faculty member(s) to teach program courses and to coordinate all instructional and laboratory activities.
2. Provide adequate classroom/laboratory space and instructional resources for delivering the technical course sequence of this program.
3. Promote the partnership initiative and recruit students through a variety of marketing initiatives including direct mailers, open house, information sessions to school counselors, and field trips to BCCC, etc.
4. Maintain a record of student enrollment, progress, grades and instructional hours.

C. BCCC and MBIT mutually shall be in agreement to the following:

1. BCCC and MBIT are committed to providing equal educational opportunities. This encompasses persons in legally protected classifications and others in regard to race, color, national origin, sex, handicap, sexual orientation, age, and religion as well as disabled and military veterans. Each party will be responsible for its own compliance with the discrimination laws.
BCCC/MBIT PARTNERSHIP
ASSOCIATES OF ARTS IN OCCUPATIONAL STUDIES
COSMETOLOGY PROGRAM

Required technical courses:

**COSMETOLOGY LICENSE**
Pennsylvania State Board of Cosmetology Examination-
Cosmetologist License
- Salon Management/Accounting Functions
- Performing Receptionist Functions/Communicating/Employability Skills
- Shampooing, Conditioning, Cutting and Styling Hair
- Lightening and Coloring Hair
- Permanent Waving and Relaxing Hair
- Caring for skin, hands, and Feet (Facials, Manicures, Pedicures)
- Performing Wig Services
- Cleaning and Sterilizing Implements, Equipment, and Facilities
- Composition of Hair, Skin, and Nails

The State Board of Cosmetology Examination is used in lieu of the N.O.C.T.I. exam.

**Supervised Work Experience:**
Two (2) years of related work experience reflecting 4,000 work hours under the supervision of a MBIT mentor at an approved work site.

**Academic Series**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CISC100</td>
<td>Introduction to Computers</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMM110</td>
<td>Effective Speaking</td>
<td>3 credits</td>
</tr>
<tr>
<td>COMP110</td>
<td>English Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>OADM110</td>
<td>Business Communication</td>
<td>3 credits</td>
</tr>
<tr>
<td>MGMT120</td>
<td>Business Mathematics</td>
<td>3 credits</td>
</tr>
<tr>
<td>BIOL115</td>
<td>Basic Human Anatomy</td>
<td>3 credits</td>
</tr>
<tr>
<td>HLTH110</td>
<td>Responding to Emergencies</td>
<td>3 credits</td>
</tr>
<tr>
<td>MGMT100</td>
<td>Introduction to Business</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>Integration of Knowledge</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>Cultural Perspective</td>
<td>3 credits</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td></td>
<td>(63 Credits)</td>
</tr>
</tbody>
</table>

ATTACHMENT A