

**CHICAGO NAIL SCHOOL  
(NAIL TECHNICIAN)**

**Thank you for your interest in Chicago Nail School.**

**If you want to embark upon a career as a Manicurist (Nail Technician) or a Nail Technology Teacher, Chicago Nail School is the place for you.**

**For your information, we are enclosing a school brochure to assist you in obtaining a better understanding of what Chicago Nail School has to offer. This brochure should answer most of your questions. However, we invite you to stop in Monday through Friday, between the hours of 10:00 a.m. and 7:00 p.m. to view our school and have any additional questions addressed.**

**If you have any questions or are unable to visit, feel free to call the admissions office, at 708.597.9999.**

**Sincerely,**

**Royan Williams,  
Director**

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**CHICAGO NAIL SCHOOL  
13004 S. Western Avenue  
Blue Island Il 60406  
Tel. 597.9999**

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## **NOTE FROM THE SCHOOL**

**Welcome to the exciting world of Manicuring (Nail Technology). At Chicago Nail School, we understand the necessity of providing high quality training to our students. Our major goals are to provide quality training and education to our students and to meet and adhere to all rules and regulations of the Illinois Cosmetology Board, as set forth by the Department of Professional Regulation.**

### **GENERAL INFORMATION**

**Chicago Nail School is located in historic, Blue Island. Our mailing and school address is 13004 S. Western Avenue, Blue Island IL. 60406. We are centrally located to both bus and train routes and ample parking is available at our school location, and the surrounding area.**

**Chicago Nail School is licensed by the, Illinois Department of Professional Regulation, 320 West. Washington Street, Springfield, IL 62786.**

**The primary objectives of Chicago Nail School are: (1) to provide our students with quality education (2) to prepare them to successfully complete the State Board Examination with confidence, and (3) to assist students in career placement.**

**We are committed to the equality of equal educational opportunity and do not discriminate against applicants, students, or our employees based on race, color, national origin, religion, sex, age or handicap.**

**We are open to all races and actively seek to promote racial integration by recruiting and employing students and workers of different races.**

## **ACADEMIC INFORMATION**

### **SCHOOL CALENDAR**

**CHICAGO NAIL SCHOOL & ADVANCED TRAINING CENTER** enroll students on the first and third Monday of each month.

### **ADMISSION PROCEDURES**

#### **INQUIRIES:**

All inquiries and applications for admission should be made to:

**Admissions Office  
Chicago Nail School  
13004 S. Western Avenue  
Blue Island Il., 60406  
(708) 597-9999**

It is recommended that the applicant or parent(s) or spouse visit the school. The applicant should call or write the Admissions Office to schedule an appointment for Monday through Friday from 10:00 a.m. to 7p.m.

#### **NOTICE OF ADMISSION and CONFIRMATION:**

Upon receipt of your application and registration fee, along with an interview with student and parent(s) or guardian or spouse the admissions office will confirm a space on condition that all admissions requirements shall be met. Should class become full prior to receiving your application, you will be notified by telephone or certified letter and placed on a waiting list for the next available class start date.

### **ADMISSION REQUIREMENTS**

**Chicago Nail School** will **ONLY** admit students beyond the age of compulsory school attendance in the State of Illinois that have a High School Diploma or GED equivalent. A student beyond the age of compulsory education and lacks a High School Diploma or its equivalent can be admitted under the school's **ABILITY TO BENEFIT POLICY**. (High School or GED diploma or its equivalent for Teacher Training Program only)

**Chicago Nail School** admits students on the basis of **ABILITY TO BENEFIT POLICY**, **ONLY** if the student **PASSES** a nationally recognized aptitude test and is enrolled in a GED program.

**NAIL TECHNOLOGY COURSE OF STUDY**  
**(TOTAL HOURS OF TRAINING = 350 HOURS)**

Prior to beginning classes, each student MUST provide a copy of his or her High School Diploma or GED equivalent, Social Security Card, a Driver 's License or State I.D and a Birth Certificate and any other documentation that may be required, along with filling out an application.

**INSTRUCTOR TRAINING COURSE (SHORT COURSE)**  
**(TOTAL HOURS OF TRAINING = 500 HOURS)**

Prior to beginning classes, each student must provide a copy of his or her High School Diploma or GED equivalent and/or Cosmetologist license or Nail Technology License. This program is only qualified for students with a valid nail technology license for at least two years.

**CREDIT FOR PREVIOUS TRAINING**

Credit for previous training will be given only if a CERTIFIED TRANSCRIPT is presented from a Licensed Cosmetology School or Licensed Nail Technology School. Credit for out-of-state training must be submitted to the governing state board before being accepted by **Chicago Nail School**. All course work will be shortened accordingly, and all records of previous education will be maintained in the students permanent record file. Upon receipt of a transcript of previous hours, the students tuition will be adjusted accordingly and the proper agencies notified.

**GRADUATION REQUIREMENTS**

The graduation requirements for this school have been established in accordance with the **Illinois Department of Professional Regulation**, the required hours of graduation for each course of study offered are as follows:

**Instructor Course.....1000 hours**  
**Instructor(short course).....500 hours** (licensed N. T. more than 2 years)  
**Nail Technology Course.....350 hours**

A student who has successfully completed a prescribed course of study will have accomplished the following:

1. Complete the number of hours required for the chosen course of study within the maximum time frame.
2. Pass a final examination which test the student's theoretical & practical knowledge of the curriculum studied. A passing score of 75 or greater shall be required on both portions.
3. Maintained a minimum average of 75 on both theory and practical work.
4. Completed any and all requirements as detailed on the student's clearance sheet.
5. Paid all financial obligations.

Upon successful completion of any of the above courses, the student will be awarded with a diploma and transcript and recommended to take the State Board Exam.

### **SCHOOL HOURS**

School hours are Tuesday through Saturday 10:00 a.m. to 3:30 p.m., or 10:00 a.m. to 1:00 p.m. or 6:00 p.m. to 9:00 p.m.

**No school Wednesday nights.**

## **CURRICULUM**

### **INSTRUCTOR COURSE OF STUDY (TOTAL HOURS OF TRAINING = 500/650 HOURS)**

<b>Educational Psychology.....</b>	<b>20 HOURS</b>
<b>Teaching Methods(theory).....</b>	<b>20 HOURS</b>
<b>Application of Teaching Methods.....</b>	<b>150 HOURS</b>
<b>Business Methods.....</b>	<b>50 HOURS</b>
<b>Student Teaching.....</b>	<b>260/360 HOURS</b>

The above mentioned topics will cover in a broad form, the following topics:

- Lesson Planning and Presentation**
- Testing**
- Education (Vocabulary Development)**
- Demonstration and lecturing**
- Teaching Aids**
- Classroom Management**
- Rules and Law**
- Basic Teaching Method**
- Teaching Principles**
- Personality and Teaching**

**PLEASE CALL FOR TUITION**

## CURRICULUM

### INSTRUCTOR TRAINING COURSE (TOTAL HOURS OF TRAINING=1000HOURS) PART 2

This course is divided into 2 sections, **Part 1** and **Part 2**.

**Part 1** will cover the **Nail Technology Course(350 hours)** which is designed to give students in-depth educational experience in the field of **Manicuring**. Once the student has completed **Part 1** of this course, he or she will be prepared to take the **State Board Examination, and must take and pass the nail tech portion**. The student will then be allowed to continue **Part 2** of which will prepare them to become an **Instructor**. In **Part 2** students will then cover the following subjects:

<b>EDUCATIONAL PSYCHOLOGY.....</b>	<b>35 HOURS</b>
<b>TEACHING METHOD.....</b>	<b>40 HOURS</b>
<b>APPLICATION OF TEACHING METHODS.....</b>	<b>200 HOURS</b>
<b>BUSINESS METHOD.....</b>	<b>75 HOURS</b>
<b>STUDENT TEACHING.....</b>	<b>300 HOURS</b>

The above mentioned topics will cover in a broad form, the following topics:

- Lesson Planning and Presentation**
- Testing**
- Education (Vocabulary Development)**
- Demonstration and lecturing**
- Teaching Aids**
- Classroom Management**
- Rules and Law**
- Basic Teaching Method**
- Teaching Principles**
- Personality and Teaching**

The student will then take a Final written examination and must pass with a score of 75% or better. A diploma will be issued along with a transcript and the student will then take a State Board examination to be licensed as a Nail Technology instructor.

The information given above is subject to change without notice.

## PLEASE CALL FOR TUITION