MISSION STATEMENT
The mission of The English Center is to develop students’ vocational, social, technological, physical, and emotional potential in a wholesome, self-paced supportive environment. This endeavor encourages them to become lifelong learners and contributing ethical citizens in a multicultural and changing world.

VISION
The English Center is a full-service adult education center that will continuously strive to provide access to challenging literacy, vocational, and community education while building learning communities designed to maximize student success.

ADMISSION POLICY
As per regulations of the State of Florida and the School Board of Miami-Dade County, adult education programs are oriented to individuals who have legally withdrawn from school and have reached the age of sixteen. Students must come in person to the center to register for classes.

RECORD POLICY
Students will be eligible for Post-secondary Career/Technical Education refunds within 5 days of the beginning of the class start date or registration date, whichever is later. An Application for Refund by Check/Credit (Form 2057, Rev. 08-14) must be completed. AGE fees, ID fees and lab fees are non-refundable. Cash payments are refunded by internal funds checks. Credit card refunds will only be applied to the credit card used for payment. Visit TEC’s web site for the full refund policy.

ATTENDANCE POLICY
Students should attend classes on a regular basis in order to successfully complete the program of study. Attendance is strictly monitored.

STUDENT CONDUCT
The use of abusive or profane language in school and/or at school activities is prohibited. Unacceptable student behavior also includes the use of tobacco or alcohol products on campus. Offenders may be excluded from classes or from school. The act of theft, damage to property, assault, and/or menacing others is a violation of the law. Students participating in such behaviors may be referred to the appropriate law enforcement authorities. Criminal assaults and felonies will be referred to law enforcement authorities. See the M-DCPS Post-Secondary Code of Student Conduct on the TEC website.

FINANCIAL AID
Financial aid is available to those students who qualify. Minimum of one year Florida residency is required. For additional information, please contact the financial aid office at (305) 445-7731 ext. 2711.

FEE INFORMATION
Additional fees are required for State of Florida non-residents.

BASIC SKILLS TEST
Students who are enrolled in a post-secondary program offered for career/technical education of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program.

The State of Florida requires each student wishing to earn a Career/Technical Education Certificate to obtain an industry certification within the scope of the program of study or to pass an entry level basic skills test called the Test of Adult Basic Education (TABE) at a minimum determined level when enrolling in a program of more than 450 hours.

Students who possess a college degree at the Associate of Applied Science level or higher or who have passed a state, national, or industry licensure exam are exempt from this rule. The designated program administrator must receive an official copy of the degree, transcript, or test score.

Students with disabilities may be eligible for TABE test waivers, course accommodations, and reasonable course substitutions. A counselor or an administrator will assist the client.

STUDENT SERVICES

ELIGIBLE STUDENTS
To qualify as a Florida resident, a student must be able to provide one of the following:
1. A valid Florida ID or driver's license
2. A court-certified Certificate of Domicile
3. A utility bill with the registrant's legal name as the addressee
4. A certified letter received by the school from an agency confirming that the student does reside in the State of Florida

The SAVES program provides services to refugees and asylees (all nationalities) and parolees (Cubans and Haitians only). Eligible students may receive free books, English and career/technical education classes, child care (3-12 years old), and bus passes.

For additional information call (305) 445-7731 ext. 2080

Child care service is available.

Anti-Discrimination/Harassment (Students) – Board Policy 5517 and 5517.02
M-DCPS does not discriminate on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, political beliefs, sexual orientation, gender, gender identification, social and family background, linguistic preference, pregnancy, or any other basis prohibited by law in its educational programs, services or activities or in its hiring or employment practices. Please refer to School Board Policies 5517 – Anti-Discrimination/Harassment (Students) and 5517.02 – Discrimination/Harassment Complaint Procedures for Students for more information. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Executive Director, Civil Rights Compliance Office, 155 NE 15 Street, Suite P-104E, Miami, Florida 33132; PH: 305-995-1580 or e-mail address: crc@dadeschools.net. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act.
This 1200-hour program can make students a successful professional in cosmetology. As a graduate, students will have a diversity of job opportunities, such as hairstylist, colorist, nail technician, educator, platform artist, or make-up artist.

Students may choose to work in an independent salon, a national franchise, or in an independent chain.

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the cosmetology industry: planning, management, finance, technical and production skills, underlying technological principles, labor, community, health, safety, and environmental issues. Students will learn: communication skills, human relations and employability skills, safe and efficient work practices, Florida cosmetology law and rules, nails specialist / facial specialist and the related chemistry, bacteriology, anatomy, and physiology and the art of make-up. Classes prepare students to test for the State of Florida Board of Cosmetology exam.

Certificate of Completion

A certificate of completion is issued to program completers who obtain all Occupational Completion Points (OCPs), pass the basic skills requirements for the program and pass the State Board of Cosmetology exam.

Basic Skills: Reading 9, Math 8, Language 8

Points and Grades

The following grading scale will apply to all courses within the program:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
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<tr>
<td>C</td>
<td>70 – 79</td>
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<tr>
<td>D</td>
<td>60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>59 or less</td>
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</tbody>
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Total Program Cost

1200 hours @ $2.56 per hour + materials

1200 Hours Program

This program provides theory and skills needed to advance in the field of hair care, nail technology, skin care, and make-up application. The students will be trained to become eligible for certification by the Florida State Board of Cosmetology.

COSMETOLOGIST

- Haircutting
- Color
- Highlights
- Blowdrying, Styling
- Permanents
- Men’s Styles
- Manicures
- Pedicure
- Relaxers
- Facials
- Waxing
- Paraffin Treatments for Face and Hands
- Theory on All Subjects
- Salon Management
- Sales