



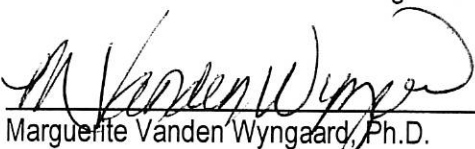
Memorandum of Understanding between  
Capital District Educational Opportunity Center  
and Abrookin Career and Technical Center  
2015-2017

This agreement will allow students, who have completed the Cosmetology Program at the Abrookin Career and Technical Center, the opportunity to continue their studies at the Capital District Educational Opportunity Center, a New York State approved school of cosmetology.

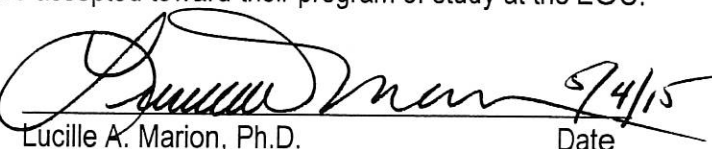
This memorandum signifies and confirms that the Capital District Educational Opportunity Center (EOC) will acknowledge documented student hours presented by the certified cosmetology instructor at the Abrookin Career and Technical Center (Abrookin).

Abrookin cosmetology students will provide the EOC with a school transcript listing New York State cosmetology required competencies and hours completed (please see the attached EOC Transfer Policy for transcript submission process). Based on this transcript and the EOC's evaluation of theory and practical skills, the number of transferable hours will be determined. A maximum of 500 hours will be accepted for transfer to the EOC cosmetology program.

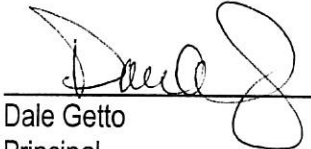
Students will be informed in writing of the number of hours accepted toward their program of study at the EOC.

 4/23/15  
Marguerite Vanden Wyngaard, Ph.D.  
Superintendent of Schools  
Albany Public Schools

Date

 5/4/15  
Lucille A. Marion, Ph.D.  
Vice President / Executive Director  
Educational Opportunity Center

Date

 4/23/15  
Dale Getto  
Principal  
Abrookin Career and Technical Center

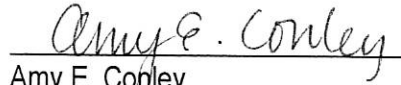
Date

 5/1/15  
Mary Kay Gee  
Coordinator of Instructional Services  
Educational Opportunity Center

Date

 4/23/15  
Laquita Love  
Cosmetology Instructor  
Abrookin Career and Technical Center

Date

 5/1/15  
Amy E. Copley  
Program Coordinator  
Educational Opportunity Center

Date

**Capital District Educational Opportunity Center  
Cosmetology Student Transfer Record**

STUDENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

*To be completed by Discharging School*

The above-named student enrolled in and completed the training as indicated below:

School \_\_\_\_\_

Address \_\_\_\_\_

Name of Course \_\_\_\_\_

Length in Hours \_\_\_\_\_

Date Entered \_\_\_\_\_

Date Terminated \_\_\_\_\_

Hours per Week \_\_\_\_\_

Graduated \_\_\_yes\_\_\_no Licensed \_\_\_yes\_\_\_no

Subject	Hours Completed	Grades
Professional Requirements (24)	_____	_____
Safety & Health (26)	_____	_____
Anatomy & Physiology (15)	_____	_____
Hair Analysis (10)	_____	_____
Hair/Scalp Disorders & Diseases (10)	_____	_____
Chemistry (5)	_____	_____
Shampoo, Rinses, Conditioners & Treatments (30)	_____	_____
Haircutting & Shaping (175)	_____	_____
Hairstyling (245)	_____	_____
Chemical Restructuring (180)	_____	_____
Hair Coloring & Lightening (180)	_____	_____
Nail Care & Procedures (40)	_____	_____
Skin Care & Procedures (60)	_____	_____
<b>TOTAL</b>	_____	_____

DATE \_\_\_\_\_

SCHOOL OFFICIAL \_\_\_\_\_

TITLE \_\_\_\_\_

**FOR EOC USE ONLY**

*To be completed by Receiving NYS Licensed School Instructor*

The above-named student has been accepted in the EOC Cosmetology Program with advanced credit as indicated below:

School \_\_\_\_\_

Address \_\_\_\_\_

Date to Enter \_\_\_\_\_

Hours per Week \_\_\_\_\_

Balance of **hours & required skills** to be completed in Receiving School \_\_\_\_\_

Date of Practical Exam \_\_\_\_\_

Date of Written Exam \_\_\_\_\_

Subject	Hours Allowed	Hours to Complete
Professional Requirements	_____	_____
Safety & Health	_____	_____
Anatomy & Physiology	_____	_____
Hair Analysis	_____	_____
Hair/Scalp Disorders & Diseases	_____	_____
Chemistry	_____	_____
Shampoo, Rinses, Conditioners & Treatments	_____	_____
Haircutting & Shaping	_____	_____
Hairstyling	_____	_____
Chemical Restructuring	_____	_____
Hair Coloring & Lightening	_____	_____
Nail Care & Procedures	_____	_____
Skin Care & Procedures	_____	_____
<b>TOTAL</b>	_____	_____

INSTRUCTOR SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL OFFICIAL \_\_\_\_\_

TITLE \_\_\_\_\_



# Policy and Procedures for Acceptance of Previously Earned Instructional Cosmetology Hours

## Policy

The Educational Opportunity Center (EOC) will accept documented instructional cosmetology hours from other certified cosmetology programs at its discretion. In no case will hours be accepted in any NYS required subject area in excess of the instructional hours provided in that area by the EOC cosmetology program. Hours previously earned at the EOC will be credited on a one-for-one basis, but skill acquisition requirements still apply.

## Procedures

1. All applicants complete an enrollment application which requests information regarding any previous training the applicant has been involved in since high school.
2. Any cosmetology applicant indicating prior instruction in cosmetology will be provided a copy of this policy and procedures statement at the time of application by Enrollment Management Services and again at Orientation.
3. Applicants seeking to have previous instructional hours from another school accepted by the Educational Opportunity Center applied toward the cosmetology program requirements, must have their previous school send the Educational Opportunity Center an official transcript, which includes the number of hours of instruction acquired by the applicant (in the specific subject areas defined by NYS Division of Licensing Services for Cosmetology No. 162.4), as required to take the licensing exam. This transcript must be received by EOC's Enrollment Management Services office within 30 days of the applicant starting the Introduction to Cosmetology class. Requests received after this date will not be considered.
4. If the transcript is written in a foreign language, the content of the transcript must be translated into English either by the issuing institution or by the EOC using a reputable translation service before hours will be accepted and applied.
5. Enrollment Management Services will provide a copy of the document(s) to the instructor(s) for review.
6. The Cosmetology instructor(s) will assess, within a two-week period, the students' performance in conjunction with the transcript documents and complete the Cosmetology Instructional Hour Acceptance form, indicating the number of hours recommended in each NYS license exam requirement area, for acceptance by the EOC.
7. The Cosmetology Instructional Hour Acceptance form is submitted to the Coordinator of Instructional Services for review and approval. The signed form is filed in the student file attached to the original transcript document(s).
8. A copy of the approved form is provided to the student and the Cosmetology instructor(s).
9. Accepted hours do not impact the Cosmetology program's Skill Acquisition requirement for completion. Program completion is required for the EOC Executive Director's completion of a student's Cosmetology license application.

The Educational Opportunity Center does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, creed, sexual orientation, marital status, veteran status, or political affiliation. The following person has been designated to handle all inquiries, reports and requests for consultation and counseling or complaints: **Richard Spence, EOC Coordinator of Student Services,**  
**431 River St., Troy, N.Y. 12180, 518-273-1900 ext. 2217 [r.spence@hvcc.edu](mailto:r.spence@hvcc.edu)**