



## Toledo Barber Academy Admission Packet

### Mission Statement

The mission of the Toledo Public Schools Adult & Continuing Education is to deliver high quality education and training that provides students the skills, knowledge and experience that lead to career success.

### School Objectives

The Toledo Barber Academy's method of teaching was carefully planned by our directors and staff. Our system of teaching is keyed to the demands of the modern hairstyling salon. Our graduates are not only trained in practical and scientific barbering, but they are also trained in all principles of barbershop management, business and personal ethics, and conduct towards the public as well as fellow workers.

### Educational Objectives

The Toledo Barber Academy has specific educational objectives for each student. The school will provide the student with specific skills necessary to pass state licensure examination and to be gainfully employed in the Barber/Styling profession. Toledo Barber Academy offers to its student's one training program for those with no prior experience in the Barber Styling field.

### Student Performance Expectations

In order to maintain satisfactory progress in the Barber Academy, a student must maintain an 80% grade average and proceed through the program by maintaining an 85% attendance rate. This is necessary in order to remain eligible for financial assistance. Satisfactory progress is measured at the end of each quarter of the program. Written documentation is placed in each student's file. Satisfactory progress is defined by the following criteria for all students, including those who do not participate in financial aid programs.

### Completion Requirements

1800 clock hours for Completion of Barber program

1000 clock hours completion for those who possess a current Cosmetology license

## Barber Admissions Process

**Step 1: Complete and return the Barber Pre-Registration Form via Google Forms:**

<https://forms.gle/1ZuirHdKhMFvwaSNA> or (copy & paste into browser)

OR complete registration at the end of the packet and email to [toledobarberacademy@tps.org](mailto:toledobarberacademy@tps.org)

### **Step 2: Financial Aid**

- Required to file for Financial Aid
  - ❖ Apply for a FSA ID (Federal Student Aid ID)
  - ❖ Complete Free Application for Federal Student Aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - ❖ School code is : 015957
  - ❖ Financial Aid Procedure Sheet Attached
  - ❖ Email [Toledobarberacademy@tps.org](mailto:Toledobarberacademy@tps.org) when you receive Fafsa approval letter.  
(Toledo Barber Academy will contact you for an Admissions Appointment time)

### **Step 3: Background check (BCI and FBI)**

Available at the TPS Security Department @ Devilbiss - 3301 Upton Avenue

- Between the hours of 8:00 am – 5:00 pm, M-F
- Cost is \$47.25

**MUST CALL 419-671-8293 FOR APPOINTMENT (if using TPS Security Department)**

**The Barber Program reserves the right to deny admission based on a negative background check or criminal history. No sex offenders will be accepted into program, No exceptions!**

### **Step 4: Admissions Appointment – Must Call to Schedule for appointment (419-671-8700)**

- Must have the following information with you
  - H.S. Diploma/GED Required
  - Birth Certificate (must be 17 to enroll in Barber Academy)
  - Current ID/Driver's License
  - Create Ohio Barber Board On-line portal
  - Barber Academy will send in all required paperwork to Barber Board when complete
  - Make Barber Board payment of \$40.00 through portal account (when available)
- **IF ANY OF THESE DOCUMENTS ARE MISSING, YOUR APPLICATION CANNOT BE SUBMITTED TO THE BARBER BOARD**

### **Step 4: Barber Board Approval**

- All Documents received must be approved through State Barber Board.

All Paperwork must be Approved and on file at the Toledo Barber Academy Office **2 weeks prior** to the start of class. Once approved, you will be sent an Acceptance Letter, which will include a start date.



**Program Cost:**

**1800 hour Barber program \$ 14,000**

**1000 hour Barber program for those who possess a current Cosmetology license - \$8,000.00**

**( Program costs includes tuition, books and barber kit)**

The Barber Program consists of 1800 hours of theory and practical (hands-on) experience,  
The Barber program for those who possess a current Cosmetology license consists of 1000 hours consists of theory and practical (hands-on) experience  
Class hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.  
1800 hour program must be completed in **15 months to avoid additional expenses.**  
1000 hour program must be completed in **9 months to avoid additional expenses.**

For more additional program information, please visit our website at:  
<http://www.tps.org/find-your-school/career-tech/adult-education.html>

**BARBER PROGRAM – ADMISSION DATES**

**New Classes start the first Monday of each month as openings become available.**

All Admission steps must be completed before letter of Acceptance is sent out via email and USPS.

**Note: Background checks have been taking up to 2-6 weeks to be processed and sent to the Barber Academy, so please allow enough time for the processing.**

## Toledo Public Schools

### Adult & Continuing Education

#### Barber Personal Appearance Policy

You should look conservative, neat, clean and professional in the eyes of the average customer. The clothing you wear must be free of rips and tears. Instructors are required to point out violations of dress code to the students and take whatever measures are necessary to correct them. In the event questions arise, the instructors' decision will be final.

1. **Shoes:** A student's shoes must look like a shoe, not a thong, house slipper, boots etc. All shoes must have a strap or back for proper fit. No sandals or open-toed shoes are permitted. Footwear must be in good repair and clean. Socks or hose must be worn at all times.
2. **Dresses and Skirts:** the length must be adequate to cover sufficiently, particularly when you are bent over the shampoo bowl. No miniskirts or short shorts are allowed. Female students wearing shorts and skirts should make sure they are knee length.
3. **Shirts, Blouses and Tops:** Under the smocks, a student may wear T-shirts, blouses, or sweat shirts (**no hooded sweatshirts are to be worn**). Tie and dress shirts are also permitted.
4. **Smocks:** Students must always wear their smock, which must be clean, neat and pressed. Smocks must be properly zipped and in good repair. Student Hair Cloth should be clean and neat.
5. **Name Tags:** The nametag is part of the uniform and must be worn at all times on the right-hand side of the smock. Nicknames are not permitted. Affixing an attachment such as photo, cartoons, etc. to the nametag is not permitted.
6. **Jewelry and Sunglasses:** The instructor will evaluate jewelry and other adornments. No sunglasses are permitted. No hats or caps are permitted.
7. **Proper Dress:** All students must be fully dressed and ready for clinic duties this includes zipped smocks and name tags in place. Students may not change their clothes or perform any act of dressing or undressing while they are in the clinic or classroom. In addition, students should not perform any personal toiletries while in the clinic, i.e. putting on makeup, brushing teeth, washing face or other personal chores. **Students may not work on their own hair or beard while in school.**
8. **Proper slacks:** Casual, khaki or dress slacks are to be fitted to your size, belt at the waist, not falling off your hips and bagging at the ankles. Students may only wear the following colors of pants (black, blue, tan or brown). **Blue jeans sweat pants, running pants, pajama pants, army fatigues, scrubs, leggings, yoga pants, jeggings are NOT appropriate for a professional barber student to wear.** Noncompliance to this dress code is a violation of insubordination.
9. **Masks are to be provided by the student and they must be worn at all times.**

## FINANCIAL AID PROCEDURES

You need to complete FAFSA for the Year 20/21 and if after 7/1 you will need 21/22 also.

Apply for a Federal Student Aid ID (FSA ID) at [fsaid.ed.gov](https://fsaid.ed.gov). It takes 1-3 days for federal government to approve your FSA ID. Federal Government will e-mail/notify you with your approved FSA ID. Your FSA ID is needed to complete and electronically sign your FAFSA application and Federal Student Aid documents. FAFSA contact no. is 1-800-433-3243.

To complete a Free Application for Federal Student Aid (FAFSA) application, go online [www.fafsa.ed.gov](https://www.fafsa.ed.gov), Federal Government will determine if you are eligible to receive a PELL Grant.

Please include our Federal School Code Number: **015957**  
This code is to be used for the Licensed Practical Nursing and the Barber Program. It will come up and say Toledo Practical Nursing but it is ok, the barbers are there also.

**Make sure you sign FAFSA application with your FSA ID.**

Allow five (5) business days after completing your FAFSA before contacting the Financial Aid Office at [glover@tps.org](mailto:glover@tps.org).

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**Loans are available for those who qualify after  
30 days with an attendance rate of 80% or higher**





## Barber Pre-Registration Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City,State,Zip \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please complete and submit to the Adult Education Office prior to having your background check completed.

If using TPS Security Dept., they will send this form for you.

Otherwise you will need to email it to

[toledobarberacademy@tps.org](mailto:toledobarberacademy@tps.org) or send it through the US Mail.