

PROCEDURE:

5.1.11p3. Cosmetology/Esthetician Live Work Projects

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Adopted: January 2009

I. PURPOSE

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

II. RELATED AUTHORITY

Ogeechee Technical College Procedure 5.1.11p1. Business Office Procedures for Live Work Projects

III. APPLICABILITY

This procedure applies to the Ogeechee Technical College Cosmetology/Esthetician programs.

IV. DEFINITIONS

None.

V. ATTACHMENTS

Cosmetology Client Record Card/Release Form
Cosmetology/Esthetician Patron Register
Cosmetology Appointment Log
Cosmetology Client Receipt
Esthetics Confidential Client Skincare Survey/Release Form
Esthetics Appointment Log

VI. PROCEDURE

1. Forms

The instructor will use the following forms to manage the Live Work Project:

- a. Form A: Cosmetology/Esthetician Client Record Card/Release Form
- b. Form B: Cosmetology/Esthetician Patron Register

- c. Form C: Cosmetology/Esthetician Appointment Log
 - d. Form D: Cosmetology/Esthetician Receipt Voucher
2. Responsibility
 - a. The Cosmetology/Esthetician instructors are responsible for the operation of the Live Work Project.
 - b. Students shall always participate in Live Work Projects, and the work may not be performed solely by the instructors.
 - c. The Cosmetology/Esthetician instructors will schedule appointments using the following criteria:
 - i. The service(s) requested is consistent with the curriculum for the academic term in which the appointment will occur. If not, the request will be denied.
 - ii. The request is of a production nature. If so, the request will be denied.
 - iii. The request is for personal gain or profit. If so, the request will be denied.
 - iv. The activity will be in direct competition with local private enterprise. If so, the request will be denied.
 - v. The request will add to the load of students and instructors beyond that which is reasonable and appropriate. If so, the request will be denied.
 - vi. The requested timeline is too short. If so, the request will be denied.
 - d. All Live Work Projects shall comply with the Governor's Executive Order on Ethics.
 - e. All appointments will be scheduled on a first come basis.
 3. Permissible Projects
 - a. The Cosmetology/Esthetician Program will perform live work for faculty, staff, and students of Ogeechee Technical College and for the general public.
 - b. Live Work Projects are scheduled to facilitate the education and development of Cosmetology/Esthetician students.
 - c. The Cosmetology/Esthetician instructors will decide on the number of appointments and events that they can service during the academic term.
 4. Procurement of Supplies
 - a. Supplies are ordered by the Cosmetology/Esthetician instructors.
 5. Work Performed
 - a. The Live Work Project will be scheduled during the College's normal hours of operation. An instructor must request in writing for any exemption.
 - b. The Cosmetology/Esthetician instructors shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies.
 - c. No work is to be performed without the approval and supervision of the Cosmetology/Esthetician instructors.
 - d. No work is to be performed until the following steps are completed:
 - i. The client has completed a Client Record Card/Release Form, if applicable.
 - ii. The client has signed the Patron Register.
 - iii. The client has paid for any service(s) requested.
 - iv. The client has received a Customer Receipt Voucher.
 - e. Instructors and students are not allowed to accept tips when assigned to Live Work Projects.
 - f. The instructor will be present in the area the entire time that students are involved with Live Work Projects.
 - g. The Cosmetology/Esthetician instructors are responsible for all final inspections of Live Work Projects.
 6. Financial Administration

- a. Ogeechee Technical College should be fully reimbursed for all direct costs associated with the delivery of Live Work Projects.
 - b. The instructor will balance daily with the Business Office using the OTC Receipt Voucher.
 - c. The instructor will notify the Dean for Academic Affairs of the results of the balance.
7. Collection of Fees
- a. The client pays for services listed on the Customer Receipt Voucher before work is performed.
 - b. The Cosmetology/Esthetician instructors are responsible for all monies received and for the balancing of any change box used.
 - c. Checks must be in the exact amount for services rendered. Cash will never be given from the change box in exchange for a check.
 - d. Credit transactions must be in the exact amount for services rendered. Cash will never be given from the change box in exchange for a Credit transaction.
8. Liability, Defense and Indemnification
- a. Although Live Work Projects, as an integral part of the college's academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, Ogeechee Technical College shall take all necessary steps to ensure that its Live Work Projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students and employees. Moreover, the Commissioner and the President shall take appropriate steps to legally protect the Technical College System of Georgia and Ogeechee Technical College from legal liability arising out of Live Work Projects activities.
 - b. Potential patrons and other recipients of Live Work Project services will sign declarations of assumption of risk and waivers of liability. Each person requesting live work will be required to sign the Live Work Client Request form which contains a waiver of liability and declaration of assumption of risk with the understand that there is no warranty, express or implied.

VII. RECORD RETENTION

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.