



Cosmetology Instructor Training Certificate Program

Fall 2024 Entry ♦ Jamestown Campus

Program Applications will be accepted

Monday, October 21, 2024 — Friday, August 1, 2025, by 5pm.

Applications may be accepted after the deadline only if space is still available.

Classes begin in August 2025.

PROGRAM DESCRIPTION:

The Cosmetology Instructor Certificate (C55160) is required by any licensed Cosmetology professional who wishes to teach in the Cosmetology field. Graduates of the program may be employed as cosmetology instructors in public or private education institutions.

The state approved curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes the requirements for becoming an instructor, introduction to teaching theory, methods and aids, practice teaching, and development of evaluation instruments. These subjects are covered in four (4) required courses, and study is allowed to begin only in the Fall semester of each academic year. The program is fully approved by the N.C. State Board of Cosmetic Arts, and graduates should qualify to sit for the State Board of Cosmetic Arts examination.

The Instructor Training Cosmetology program is a limited entry program beginning in the fall semester. It is offered on the Jamestown campus in the Machinery Hall Building. **Approximately 20 students are admitted each fall semester.**

All applicants must meet the minimum admissions requirements to be considered for a space in the program and must be a High School/GED graduate. **Meeting the minimum admissions requirements does not guarantee admission to the program.**

Where are the Cosmetology Program Classes Held?



All classes, labs, and salons are held at the Machinery Hall Building (Jamestown Campus). The Machinery Hall Building is #21 on the GTCC [Campus Map](#).

COSMETOLOGY INSTRUCTOR CERTIFICATE PROGRAM (24 semester credit hours and 800 clock hours required)

The 24-semester credit hour certificate program includes all required cosmetology classes.

In addition, 800 clock hours required by the State Board of Cosmetic Arts, must be completed.

Semester 1 (Credit Hours: 12)

COS 271 Instructor Concepts I (5 credits)
COS 272 Instructor Practicum I (7 credits)
(total 400 clock hours)

Semester 2 (Credit Hours: 12)

COS 273 Instructor Concepts II (5 credits)
COS 274 Instructor Practicum (7 credits)
(total 400 clock hours)

Total of 24 Credit Hours And 800 Clock Hours

The Cosmetology Instructor Training Curriculum Admission Requirements

Step 1: Complete the GTCC Admission Process.

- Complete a [GTCC Admission Application](#) and the North Carolina Residency Determination Service process.
- Submit all official high school/GED transcripts to Enrollment Services
- Submit all official college transcripts to Enrollment Services (*Note: it is the responsibility of the applicant to ensure that all official transcripts have been received by GTCC's Enrollment Services office. Please visit <https://transcripts.gtcc.edu/> to verify that they have been received.*)

If you have questions about any of the items in this step, please visit the [GTCC Admissions Office](#) for assistance.

Step 2: Hold Current NC Cosmetic Arts License

- Upload a copy of NC Cosmetic Arts License to Program Application

SAMPLE PROGRAM SCHEDULE AND STUDENT EXPECTATIONS:

Cosmetology Instructor Training students must always maintain both a professional appearance and professional conduct. To successfully complete the required curriculum and clock hours required for this program, students must be in class during the assigned hours. **Tardiness and leaving early may result in a student's inability to complete the program.** (*This schedule is subject to change without notice.*)

First Semester						
Course	Class/Lab	Monday	Tuesday	Wednesday	Thursday	Friday
COS 271	Class		9:00am-11:30 am	9:00am-11:30 am		
COS 272	Lab	8:00am—12:00pm	12:00pm—2:30pm	12:00pm—2:30pm	8:00am—2:30pm	8:00am—2:30pm
Second Semester						
COS 273	Class		9:00am—11:30am	9:00am-11:30am		
COS 274	Lab	8:00am—12:00pm	12:00pm—2:30pm	12:00pm—2:30pm	8:00am—2:30pm	8:00am-2:30pm

Students Graduate with a Certificate (24 semester hour credits).
If 800 clock hours and all practical skills requirements have been successfully completed, the student meets the educational requirements to sit for the State Board of Cosmetic Arts Examination.

APPROXIMATE IN-STATE PROGRAM COST (includes tuition, kit, textbooks, and uniforms):



The total approximate in-state cost for the certificate program is \$ \$3,500-\$4,000. For the most current information on tuition and student/course-specific fees, refer to the GTCC Cashier’s Office webpage: <https://www.gtcc.edu/admissions-and-aid/how-to-pay-for-college/cashiers-office.php>. Tuition rates are established by the State Board of Community Colleges in accordance with actions taken by the NC General Assembly. Student fees are established by the GTCC Board of Trustees in accordance with the State Board of Community Colleges. All rates are subject to change.

COSMETOLOGY UNIFORMS

The GTCC uniform shall consist of black professional pants/slacks or skirt, solid white professional shirt or blouse, and an optional black blazer. Solid black closed toe professional shoes; and (solid black) socks or pantyhose are mandatory. No variations are allowed in the uniform, and all uniform components must be kept neat, clean, and in good repair. Students who have questions may contact Ms. LaTia Hairston, Cosmetology Program Director, at lahairston2@gtcc.edu.

PROGRAM OUTCOMES:

Upon completion of the Cosmetology Instructor Training Certificate, the graduate should be able to:

- Evaluate basic and advanced cosmetology instructional concepts.
- Apply theories of education as they relate to adult learners in a cosmetology classroom.
- Develop lesson plans for both theory and laboratory concepts.
- Create activities to assess student performances in a classroom setting.
- Evaluate classroom management skills within an entry-level and advanced level cosmetology laboratory setting.
- Demonstrate applicable salon services to entry-level and advanced level cosmetology students.
- Provide constructive feedback to entry-level and advanced level cosmetology students.
- Assess entry-level and advanced level student performance in a salon setting.



TECHNICAL STANDARDS OF PROGRAMS:

While helping students develop technical skills, the department values communication and interpersonal skills, service to the college and community, and diversity among students and patrons.

All students will be held to the same standards and must be able to perform essential functions with or without reasonable accommodations.

If you have a disability that may affect your performance and are seeking accommodation, it is your responsibility to inform *disability* Access Services as soon as possible. It is important to request accommodations early enough to give *disability* Access Services adequate time to consider your request and recommend reasonable accommodation.

Instructors will provide necessary accommodations based on the recommendations of *disability* Access Services.

EMPLOYMENT OUTLOOK:

(Source:) (Salary.com).

The average Cosmetology Instructor salary in North Carolina is \$40,374 as of August 2023 and the range typically falls between \$36, 461. and \$46,353. Salary ranges vary widely depending on the city and many other important factors.

SUBMITTING YOUR PROGRAM APPLICATION: NEW PROCESS

Once you have completed all items in Steps 1 and 2 on page 3, you are ready to submit the *Cosmetology Instructor Training Program Application*. **Applications will be submitted electronically via the following link from October 21, 2024 – August 1, 2025: [Cosmetology Instructor Training Program Application Fall 2025](#)** You must have an activated GTCC Titan account to access the application.

Eligible applicants will be considered, based on the date their Cosmetology Instructor Training Admission Application is received by the Limited Entry Programs Office.

Applications received after 5:00pm on Friday, August 1, 2025 will be considered ONLY if spaces remain available.

SELECTION AND NOTIFICATION PROCESS

Approximately one to two weeks after the application deadline, all those who submitted the *Cosmetology Instructor Training Program Application* will have been notified of their admission status **via a letter sent to their GTCC EMAIL**. If spaces remain after the deadline, additional applications will be accepted and reviewed for admission to the program.

Selected applicants must either accept or decline a program position by returning their *Intent to Enroll Form* within 5 calendar days of the date on the acceptance letter. Failure to submit the *Intent to Enroll Form* within the stated timeframe will result in the position being offered to an alternate. Once an applicant declines a space in the program, the decision may not be reversed.

All applicants who are not offered a space in the program (including alternates) must resubmit an application to be considered for a future program entry and must meet the minimum admission requirements for that program.

REQUIRED ATTENDANCE AT ORIENTATION PRIOR TO THE START OF CLASSES

Once a position in the Cosmetology Instructor program is accepted, the student is then **required** to attend an orientation scheduled prior to the start of classes. **Failure to attend may result in the space being offered to an alternate.**

**FOR QUESTIONS ABOUT THE COSMETOLOGY INSTRUCTOR TRAINING PROGRAM,
OR SUBMITTING YOUR COSMETOLOGY Instructor Training PROGRAM APPLICATION,
CONTACT,** GTCC's Limited Entry Programs Office

Email: limitedentry@gtcc.edu; Phone: 336-334-4822, ext. 50439

