

Licensing Policy

I. Introduction. Students enroll in our program in order to become employable Estheticians. Meeting our mission purpose and enhancing our reputation depends on our ability to training students to meet the State Board program requirements and consistently pass the license examination.

II. Purpose. The purpose of this policy letter is to ensure the IECT team maintains a focus and commitment to successful student certification/licensure outcomes.

III. Definitions. License. The formal document issued by the Virginia Department of Professional and Occupational Regulation Board for Barbers and Cosmetology after successful completion of an approved training program and obtaining a minimum passing score on the licensing examination.

IV. Policy Statement. IECT will develop a process and procedures for collecting data on individuals that choose to take the licensure examination. The IECT team will use the data during its review of the program curriculum, and other functions that impact the quality and results of the testing experience.

V. Process. Post-graduation, the IECT team will contact and solicit information from licensure examination participants to obtain feedback from the testing process.

VI. Procedures.

A. The IECT leadership team, consisting, President and Director of Education will develop a measurement instrument to determine the outcome of license examinees results.

B. The team will collect data on the results of the license examination.

1. Pass/fail.
2. Specific test scores.
3. Areas that scored highest/lowest.
4. Process of testing (dates, location, environment, etc.)

C. Review the results after each examinee feedback and develop a database for ongoing use. D. Use the results to improve functional areas (curriculum, student services, etc.) where needed.

E. Share results during annual planning meetings.

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

DATE 11/28/2018

INITIALS SG President
INITIALS DW Director of Education
INITIALS CG Owner

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