

Technical Standards

Cosmetology | Cosmetology Apprentice

In this program, students should be able to meet specific technical standards, which are the essential skills and abilities needed to be successful in a program, with or without reasonable accommodation. It is important to review and understand these standards before applying to the program. All Technical Standards documents are available for review on the Northwood Tech website at: <https://www.northwoodtech.edu/technical-standards>

This document should be reviewed prior to applying to the program.

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services, and employment in accordance with Section 504 and 508 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, as amended. If accommodations are needed, contact the campus Accommodations Specialist or the Northwood Tech Affirmative Action/Equal Opportunity Officer, at [715-645-7042](tel:7156457042), TTY 711, 30 days in advance of needed assistance. Services available are documented on the Northwood Tech Accommodations webpage: [Accommodation Services | Northwood Technical College](#).

For more information, please see Administrative Procedure J-111A Reasonable Accommodation for Student.

AREA	STANDARD	EXAMPLES (NOT INCLUSIVE)
Physical Skills	The student must demonstrate: <ul style="list-style-type: none">• Gross motor for a safe environment.• Fine motor/dexterity to manipulate small objects and complete technical skills or assessments safely.• Endurance, strength, mobility, balance, flexibility, and coordination to perform client or mannikin care activities.	<ul style="list-style-type: none">• Be able to stand for long periods of time at a station working with mannikins or clients.• Be able to repetitively shampoo at shampoo stations at throughout the day• Be able to coordinate several tools at the same time with both hands in quick succession• Be able to hold hands away from body for long periods of time.• Sit, stand, walk and maintain balance at varying intervals• Bend, stretch, squat, twist, kneel and reach• Good hand-eye coordination• Arm-hand steadiness• Finger and manual dexterity (squeeze, grasp, twist, pinch, and manipulate small objects)• Move in confined spaces
Sensory Skills	The student must demonstrate: <ul style="list-style-type: none">• Vision sufficient for observation and assessment of client care.• Tactile, auditory, visual, and olfactory ability for assessment and to promote a safe care environment.• Ability to tolerate exposure to odors and common allergens.	<ul style="list-style-type: none">• Detect audible sounds for timers• Visually detect equipment displays• Visually detect environmental hazards• Detect objects, symbols, and numbers• Detect and identify different colors and shades• Detect changes in skin color, temperature, swelling• Detect odors
Communication Skills	The student must have the ability to: <ul style="list-style-type: none">• Communicate effectively with clients, families, peers, supervisors, and members of the public.	<ul style="list-style-type: none">• Discuss and ask questions regarding client care with client and family• Convey information in a clear, professional, and timely manner

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<p>Communication Skills (continued)</p>	<ul style="list-style-type: none"> • Observe, recognize, respond to, and use appropriate non-verbal communication. • Listen and respond to others in a nonjudgmental, respectful manner. • Speak, read, comprehend, interpret, and convey information. • Produce written work legibly, accurately, and in a timely manner. • Read and understand digital and computer displays, as well as enter data in a computerized client record. • Cope with strong emotions and adapt to unpredictable situations. 	<ul style="list-style-type: none"> • Listen and respond to others in an accepting and respectful manner • Discuss details and ask questions regarding client care • Listen and respond to others in a nonjudgmental, respectful manner • Awareness of non-verbal communication • Ability to learn different electronic salon scheduling systems and point of sale systems • Observe, interpret, and respond appropriately to surroundings, nonverbal cues, verbal and written information
<p>Safety Skills</p>	<p>The student must have the ability to:</p> <ul style="list-style-type: none"> • Apply knowledge, skills, and experience to provide a safe environment for the client, peers, and self. • Respond appropriately to threatening or emergent situations. • Adhere to safety guidelines and regulations in a variety of salon settings. 	<ul style="list-style-type: none"> • Work in an environment with potentially infectious materials • Demonstrate adherence to safety guidelines and regulations • Recognize potentially hazardous conditions and take appropriate actions • Utilize personal protective equipment (gloves, masks, eyewear) • Operate equipment, adhering to safety standards • Identify and resolve unsafe situations • Be familiar with and follow emergency procedures
<p>Critical Thinking Skills</p>	<p>The student must have the ability to execute the following skills in a timely/immediate manner:</p> <ul style="list-style-type: none"> • Problem solve creatively. • Make decisions based on data and policy. • Analyze, synthesize, and interpret information. • Make safe and appropriate decisions, including when under stressful situations. • Acknowledge limitations of knowledge or performance ability (stay within scope of practice). • Perform basic mathematical skills. 	<ul style="list-style-type: none"> • Apply broad concepts to salon and class/lab situations • Concentrate on performing class/lab tasks • Recognize the need to consult with the client and instructors • Demonstrate problem-solving skills • Prepare for tasks and clients appropriately • Anticipate needs for changes in procedures, clients and peers • Providing appropriate client care: making sure clients are comfortable and safe • Ability to problem-solve complex situations while maintaining a professional demeanor • Prioritize all job tasks and effective executive functioning
<p>Professionalism</p>	<p>The student must demonstrate:</p> <ul style="list-style-type: none"> • Integrity, moral reasoning, ethical behaviors, and concerns for others. • Respect for diverse populations. • Ability to adapt to changing environments. • Ability to function effectively under stress. • Confidentiality when working with diverse 	<ul style="list-style-type: none"> • Exhibit positive interpersonal skills in all interactions • Maintain confidentiality • Recognize appropriate boundaries in relationships with patients and colleagues • Work as a team member • Cope with stressful situations

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Professionalism (continued)	individuals and communities. <ul style="list-style-type: none">• Ability to accept constructive feedback and responsibility for own actions.	<ul style="list-style-type: none">• Demonstrate appropriate impulse control• Adhere to attendance, dress code, and personal hygiene protocol• Display integrity, honesty, respect, reliability, and accountability• Accept and utilize constructive feedback to enhance personal and professional growth• Work independently and in a team• Respond to challenging situations while maintaining composure and professionalism• Maintain adherence to ethical standards as listed in the Wisconsin Statutes and Rules
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Northwood Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the non-discrimination policies: Amanda Gohde, Associate Vice President, Talent & Culture, 1900 College Drive, Rice Lake WI 54868; Amanda.Gohde@NorthwoodTech.edu, phone: 715-645-7042.

This document was adapted from Waukesha County Technical College.