



# FLORIDA GATEWAY COLLEGE

## COSMETOLOGY PROGRAM

### APPLICATION BOOKLET

Application for the Fall 2025 Cohort

Application Deadline: May 19, 2025

329 SE Academic Avenue, Lake City, Florida 32025

Phone: (386) 754-4264

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Program Information: <https://www.fgc.edu/academics/programs/industry-manufacturing-construction-transportation/cosmetology/>

Cosmetology Department Coordinator: Mrs. Brenda Jernigan

Phone: (386) 754-4264

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# Florida Gateway College

## Cosmetology Program

### Overview

#### Section1: Overview

Welcome and thank you for your interest in our Cosmetology program! This is a certificate program designed to provide students with the training, knowledge, and skills necessary to become a licensed Cosmetologist. Consistent with the mission of Florida Gateway College (FGC), the Cosmetology program strives to empower our students with the knowledge and skills to be among the best in the industry. Our instructors use diverse, advanced technology and curriculum to prepare students for rewarding careers in Cosmetology. Our program offers hands-on training through mentorship with trusted, local salon owners to allow students to be salon ready and marketable.

This program is offered full-time, over three (3) semesters and include a total of 1,200 clock hours. Classes are held Monday through Thursday, 8:00am – 4:30pm. Students are admitted to the Cosmetology program in August and January of each year. Students admitted in August will complete the program in July of the following year and those admitted in January will complete the program in December of the same year. Students who complete the Cosmetology program will be eligible to sit for the Florida State Board exam to become licensed Cosmetologists.

To be eligible for this program a student must:

- Be at least 16 years old.
- Be either a high school graduate or have a GED certificate, or be a nonhigh school graduate who has been out of high school at least six months.
- Take the TABE (Test of Adult Basic Education) prior to your first day of class if you **have not** met the exemption requirements (**see information on page 5).** You must have a passing minimum score of 563 in language, 577 inmath, and 572 in reading prior to enrolling in your second semester of the program.

Whether admitted in August or January, each student follows the same trajectory to complete the program. During the first semester, students will study Manicuring and Pedicuring, along with Acrylics and Shellac nail techniques. During the second semester, students will study Esthetics (skin care) and the third semester is dedicated to studying for the Florida State licensing exam.

As required by the State of Florida, each student must complete 1200 clock hours in the program to be awarded a certificate. Therefore, class attendance in crucial. Students must use their Student ID's to clock in and out of each class meeting, which may vary based on service. Each student's time in the program is tracked by the program's instructors and the coordinator. Seats are limited, so students are accepted on a first come-first serve basis.

Each student must complete all services to be eligible to sit for their licensing exam. The students will have the opportunity to perform these services on mannequins, their peers, and the public. Students will also have the opportunity to perform services on real clients two (2) days a week to gain real-life salon experience.

Although the program primarily uses Matrix products; students are also given the opportunity to use different professional products from companies such as Redken to enhance their exposure to a variety of brands. Additionally, students participate in a variety of Look/Learn and Hands-On workshops from leaders in the industry, who come with many years of experience in the areas of hair, esthetics, and nails. By the end of the program, students are equipped with the knowledge and skills needed to be successful on their licensing exam and enter the Cosmetology workforce.

### **Accreditation**

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call (404) 679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

The Cosmetology program at Florida Gateway College is approved by the Florida Department of Education (FDOE), Turlington Building, Suite 1514, Tallahassee, Florida 32399.

### **Program Learning Outcomes (PLO's)**

By the end of this Cosmetology program, students will:

1. Perform hair care services for all hair types including: analysis, cutting, styling, coloring lightening, permanent waving and chemical relaxing.
2. Perform natural nail services, including manicuring and pedicuring.
3. Perform basic skin care services including skin analysis, facials, makeup application and superfluous hair removal.
4. Demonstrate customer service skills, self-growth and personal development

## **Section 2: Program Requirements**

### **Cosmetology Program Requirements for Admission and Registration**

#### **Step 1. Become a student of Florida Gateway College:**

Apply to become a student of Florida Gateway College (link below). If you are currently enrolled and taking a course(s) at FGC, then skip Step 1 and go straight to step 2 below.

<https://apply.fgc.edu/Ellucian.ERecruiting.Web.External/pages/welcome.aspx>

## **Step 2. Complete the Application packet on pages 8 and 9 of this document.**

The deadline for **Fall 2025** Applications is **May 19, 2025**. Please ensure that your completed application is submitted on time with the required supporting documents (ie. References X 2).

**Step 3. Once you submit your application for the cosmetology program you will receive an email containing a link to access the New Student Orientation. You MUST complete the assessment part of the orientation with a passing score of 100%.**

**\*Steps 1 through 3 must be completed in order to continue to step 4.**

**Step 4. Once steps 1 through 3 are completed students will then make an appointment to meet with an advisor from the Cosmetology program to get registered for the upcoming semester. Advising & Registration for the *Fall 2025* semester begins *May 20, 2025*. Please email [brenda.jernigan@fgc.com](mailto:brenda.jernigan@fgc.com) or call (386) 754-4264 to set up an appointment.**

## Section 3: Testing Requirements

### **Placement Testing**

Students who are not Senate Bill Exempt will be required to take the TABE test.

The TABE is the Test for Adult Basic Education. This is a test that is used to determine your aptitudes and skill levels. The TABE is used by many companies during the hiring process or promotions as well as those individuals who are getting their GED or are going to a trade school.

Must take TABE test prior to the first day of class. If you do not pass you will have until the beginning of the second semester to successfully pass the TABE. You must have a passing score by this time to continue in the program. To schedule an appointment please follow the link below. <https://www.fgc.edu/academics/test-center/>

### **TABE Exemption Rules**

**State of Florida State Statutes and the Florida Department of Education State Board Rule** Test scores that exempt a Career and Technical Education (CTE) student from the college level- entry exam are listed in Rule [6A-10.0315](#)(2), Florida Administrative Code. This rule was recently amended to include P.E.R.T. and the grade 10 FCAT. The scope of the law allows the listed in [6A-10.0315](#), they would be exempt from the requirements of basic skills testing. (These tests are CPT, PERT, SAT, ACT.)

(2) If a student entered a Florida public or charter high school in 2003 or later and earned a standard high school diploma from a Florida public or charter high school.

(3) If the student is a member of a branch of the armed services.

(4) The student has an industry credential in the program of which they are seeking admission.

(5) The grade 10 FCAT reading score of 262 or higher may be used to exempt the student from the reading and language portions of the basic skills test for determining completion from the CTE program. The student would still need to be tested on the Mathematics sections of the basic skills test to meet the basic skills requirement.

(6) Successful completion of developmental education requirements can be used to exempt students from sections of the basic skills test required in [s. 1004.91, F.S.](#) (These are the remedial courses listed on the form and must have a C or better for approved substitution.)

(7) Cut scores on tests must be within the past two (2) years.

(8) If a student is claiming a disability, official documentation must be on file with the Office of Testing and Accessibility Services. A student should work with this office and the program coordinator and faculty to complete the exemption process.

**\* If you have any questions concerning the TABE test you may contact the FGC's testing center @ (386)754-4333**

New classes start every August (Fall Semester) and every January (Spring Semester), registration dates may be found on our academic calendar. Click the following link to access.

<https://www.fgc.edu/academics/academic-calendar/>

## Section 4: Program Outline & Costs

### Program Outline & Estimated Costs

#### **Fall Start**

##### **1st Semester (fall)**

- |   |                   |
|---|-------------------|
| • Tuition and Lab Fee Cost: <b>16 Credit Hours</b>  | <b>\$1,518.24</b> |
| • Milady Standard Cosmetology: Milady, 14th Edition Bundle:<br>(Hardcover Book, Study Guide Essential Companion, and Milady MindTap Access) | <b>\$356.50</b>   |
| • Cosmetology Kit, Mannequins, Shear Kit and Clipper Kit:   | <b>\$2,220.00</b> |

##### **2nd Semester (spring)**

- |  |                   |
|--|-------------------|
| • Tuition and Lab Fee Cost: <b>15 Credit Hours</b> | <b>\$1,433.35</b> |
| • Facial Kit                                       | <b>\$167.00</b>   |

##### **3rd Semester (summer)**

Tuition Cost and Lab Fee Cost: <b>9 Credit Hours</b>	<b>\$890.01</b>
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## **Spring Start**

### **1<sup>st</sup> Semester (spring)**

- Tuition and Lab Fee Cost: **16 Credit Hours** **\$1,518.24**
- Milady Standard Cosmetology: Milady, 13th Edition Bundle: **\$356.50**  
(Hardcover Book, Study Guide Essential Companion, and Milady MindTap Access)
- Cosmetology Kit, Mannequins, Shear Kit and Clipper Kit: **\$2,220.00**

### **2<sup>nd</sup> Semester (summer)**

- Tuition and Lab Fee Cost: **9 Credit Hours** **\$890.01**

### **3<sup>rd</sup> Semester (fall)**

- Tuition and Lab Fee Cost: **15 Credit Hours** **\$1,433.35**
- Facial Kit **\$167.00**

## **Other materials needed for program**

Remind App: (Via Instructor)

Access to Microsoft 360 (free for students)

Black Scrubs Only (can be purchased from the bookstore)

Water Resistant Closed Toed Shoes (any color)

Pen, pencil, and notebook paper

**NOTE: Prices do not include Tax, Out of State Tuition costs, laptop, and other materials needed for the program. Prices are subject to change due to bookstore price changes.**

## **There are additional fees upon completion of the program**

HIV/AID Certification (\$15)

Application to The Department of Business and Regulation for State Board testing (\$25.00).

## Section 5: Application for Admission

Florida Gateway College  
Cosmetology Program  
Boudin Building  
329 SE Academic Avenue  
Lake City Florida 32025

### **General Information**

FGC Student ID Number (must have) \_\_\_\_\_

Year & Term Applying for Admission \_\_\_\_\_

Full Name \_\_\_\_\_ Previous Last Name(s) \_\_\_\_\_

Primary Phone Number (\_\_\_\_) - \_\_\_\_\_ Alternate Phone Number (\_\_\_\_) - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

### **Education**

High School Graduate? \_\_\_\_ Yes \_\_\_\_ No

Name of School \_\_\_\_\_ Graduation year \_\_\_\_\_

Did you attend all (4) years at this same High School? \_\_\_\_ Yes \_\_\_\_ No

If answer is no, name other school(s) \_\_\_\_\_

or

GED? \_\_\_\_ Yes \_\_\_\_ No

or

Home School Graduate? \_\_\_\_ Yes \_\_\_\_ No

or

Private School Graduate \_\_\_\_ Yes \_\_\_\_ No

or

AA Degree or Higher \_\_\_\_ Yes \_\_\_\_ N

### **Emergency Contact Information**

In case of an emergency, notify \_\_\_\_\_ Relationship \_\_\_\_\_

Primary Phone Number (\_\_\_\_) - \_\_\_\_\_ Alternate Phone Number (\_\_\_\_) - \_\_\_\_\_



## REFERENCES

Complete full names, Email addresses, and relationship of listed references. They must have known you for at least 2 years. **Please Do Not include family members, current boyfriends, current girlfriends, or fiancées as references.**

You must provide a minimum of at least 2 references. You may provide more if you like.

First & Last Name:	Reference Type ___ Professional ___ Personal
Valid Email Address:	

First & Last Name:	Reference Type ___ Professional ___ Personal
Valid Email Address:	

First & Last Name:	Reference Type ___ Professional ___ Personal
Valid Email Address:	

First & Last Name:	Reference Type ___ Professional ___ Personal
Valid Email Address:	

References must be submitted back to us. Let your two references know that their responses (reference survey) have to be filled out in its entirety (a total of 9 questions). Your application **will not** be complete if they do not. **(Please advise references to check spam mail)**

**HAND DELIVER, MAIL OR EMAIL APPROPRIATE MATERIALS TO:**

**FLORIDA GATEWAY COLLEGE COSMETOLOGY PROGRAM ATTENTION: BRENDA JERNIGAN  
BOUDIN BUILDING  
149 SE COLLEGE PLACE LAKE CITY, FLORIDA 32025 386.754.4264 FAX: 386.754.4764  
brenda.jernigan@fgc.edu;**

**(NO SCREENSHOTS WILL BE ACCEPTED)**