



BEAUTY ACADEMY
OF SOUTH FLORIDA

Catalog

Effective 04-08-24

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General Information

Mission Statement

The mission of Beauty Academy of South Florida is to offer vocational training for careers in the beauty industry through comprehensive curricula and experienced instructors. The institution's educational objectives include equipping students with the necessary knowledge and experience to pass required state board exams, become successful professionals, and thrive in the workplace.

Ownership

Beauty Academy of South Florida is owned and operated by Beauty Academy of South Florida, Corp. Mrs. Odalquis Ramirez serves as the President of the corporation.

History

Beauty Academy of South Florida was founded on October 3, 2003. Its first campus commenced operations on February 23, 2004 in the city of Hialeah. From its humble beginnings, the institution has focused on transmitting to students the necessary knowledge and skills to become successful professionals in today's beauty industry.

Locations

Hialeah Gardens (main campus)

9800 NW 77th Ave
Hialeah Gardens, FL 33016
Phone: (305) 817-3577
Fax: (305) 817-3580

Miami

6760 Coral Way
Miami, FL 33155
Phone: (305) 740-5717
Fax: (305) 740-5715

Eureka

13411 SW 184th St
Miami, FL 33177
Phone: (305) 560-5777
Fax: (305) 964-7080

Hours of Operation

The institution operates Monday through Friday and remains closed on weekends. General business hours are as follows:

- Monday–Thursday: 9:00 AM–10:00 PM
- Friday: 9:00 AM–5:00 PM

Office hours are limited to the following:

- Monday–Thursday: 9:00 AM–6:00 PM
- Friday: 9:00 AM–5:00 PM

In the event of an emergency closing due to inclement weather or a natural disaster (tropical storm, hurricane, etc.), the school will close as determined by the Miami-Dade Public School System.

Facilities and Equipment

The Hialeah Gardens Campus (main campus) is made up of approximately 30,000 square feet, with 10 administrative offices, 12 classrooms, 6 labs/clinics, a media services center, an auditorium, a cafeteria, and a beauty supply. The Miami Campus is made up of approximately 6,000 square feet, with 5 administrative offices, 6 classrooms, 6 labs/clinics, and a media services center. The Eureka Campus is made up of approximately 25,000 square feet, with 7 administrative offices, 9 classrooms, 9 labs/clinics, a media services center, an auditorium, a cafeteria, and a beauty supply.

All campuses utilize professional equipment employed in the respective fields for which education and training is offered.

Licensing Agency

Beauty Academy of South Florida is licensed by the Commission for Independent Education (CIE), Florida Department of Education. The following license ID numbers correspond to each campus:

- Hialeah Gardens (main campus): 3092
- Miami: 4284
- Eureka: 12579

Additional information regarding the institution may be obtained by contacting the Commission at:

325 W Gaines St, Suite 1414
Tallahassee, FL 32399
Phone: (850) 245-3200 / Toll-Free: (888) 224-6684
Fax: (850) 245-3238
Website: www.fldoe.org/policy/cie

Accrediting Agency

Beauty Academy of South Florida is accredited by the Commission of the Council on Occupational Education (COE). The following accreditation ID numbers correspond to each campus:

- Hialeah Gardens (main campus): 307700
- Miami: 307701
- Eureka: 307703

Additional information regarding the institution may be obtained by contacting the Commission at:

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 / Toll-Free: (800) 917-2081
Fax: (770) 396-3790
Website: www.council.org

Academic Calendar

Students may enroll in a program of their choosing during the school's normal hours of operation. New students may begin class on Monday after having fulfilled the admission requirements and completed the admission process.

The following holidays are observed for students:

- Martin Luther King Jr. Day (third Monday of January)
- Presidents' Day (third Monday of February)
- Good Friday (date varies, see a calendar)
- Memorial Day (last Monday of May)
- Independence Day (July 4)
- Labor Day (first Monday of September)
- Veterans Day (November 11)
- Thanksgiving Day (last Thursday of November)
- Black Friday (last Friday of November)
- Winter Break (from December 24 to January 2 of following year)

Class Schedules

Day (Monday–Friday)

Duration	Weekly Clock Hours
9:00 AM–1:00 PM	20
9:00 AM–2:00 PM	25
9:00 AM–3:00 PM	30

Evening (Monday–Thursday)

Duration	Weekly Clock Hours
5:00 PM–10:00 PM	20
6:00 PM–10:00 PM	16

The institution reserves the right to change its class schedules at any time in the interest of the students' education.

Class Breaks

Students have a period of 10 minutes at the end of each clock hour for a brief break.

Campus Security

If any student, faculty, staff, or guest witnesses a crime, becomes the victim of one, or feels that their individual safety may be in danger, they should contact the Executive Director immediately. Each year, the institution published an annual security with helpful safety tips, policies, and crime statistics. This report may be obtained at the institution's website or by contacting the institution.

Institutional Changes

Students should be aware that current policies and procedures, class schedules, educational programs, courses, program costs, books and supplies, instructors, etc., are subject to change. When changes occur, the institution will notify affected students accordingly. Students who have already received their books and supplies will not receive additional books and supplies when future changes occur. However, updated books and supplies may be purchased separately by contacting the institution.

Admission Information

Admission Requirements

The institution requires that applicants for admission possess a high school diploma, high school transcript, or General Education Development (GED), and a photo ID. Applicants must be 16 years of age or older. An interview with the applicant will be conducted by an Admissions representative to determine qualification for the chosen educational program.

Graduation Requirements and Credential Awarded

A student must complete all of the required clock hours and exams in order to graduate. In addition to this, the student must also fulfill all financial obligations to the institution. After satisfying all these requirements, the student will be awarded a diploma.

Students must also finish with a cumulative percentage score of 75% or above and complete the program within the maximum completion time to graduate. Failure to do so will result in dismissal.

Occupational Demands

It is important to note that each educational program requires professionals to perform under certain work conditions and possess certain physical abilities. The professions associated with the programs offered at the institution generally require the following:

- Prolonged periods of standing and/or sitting.
- Correct posture.
- Manually grasping, handling, and manipulating objects.
- Making various manual movements with the hands that can exert pressure.
- Bending or twisting the body and engaging in repetitive motions.
- Viewing details in objects within arm's length and discerning the difference between colors, shades, and brightness.
- Tolerance of odors, fragrances, and chemicals.
- Exposure to products standard to the beauty industry.

Class Language

Classes are taught in either English or Spanish, depending on the student demand of a given class. Learning materials are available in both English and Spanish. Instructors are also present to answer language-specific questions students may have.

Completing a course or program in a language other than English may reduce employability where English is required.

License Applicants and Criminal Convictions

The Department of Business and Professional Regulation (DBPR) is the agency charged with licensing and regulating businesses and professionals in the State of Florida, such as barbers, cosmetologists, full specialists, facial specialists, nail specialists, body wrappers, etc. I understand that I will be required by DBPR to answer background questions regarding criminal convictions in the application for obtaining my license. Your answers to these questions may be checked against local, state and federal records. Failure to answer the questions accurately may result in the denial or revocation of your license. If you do not fully understand a question, you are advised to consult with an attorney or contact the Department.

Criminal history is reviewed on a case-by-case situation. Your application may require board review. If your application requires board review, you will receive written notification by mail approximately 3 weeks prior to the meeting. Your application cannot be pre-approved.

The Barbers' Board is responsible for licensing and regulating barbers. The Board of Cosmetology is responsible for licensing and regulating cosmetology. Each board meets regularly to consider applications for licensure, to review disciplinary cases, and to conduct informal hearings relating to licensure and discipline. Each board engages in rulemaking to

implement the provisions set forth in its statutes and conducts other general business, as necessary.

To determine which specific state board regulates the professions associated with your given program please view the corresponding program section found in the latter pages of this catalog.

Licensees and Criminal Convictions

Effective October 1, 2009, Section 455.227(1)(t), Florida Statutes, requires that a licensee must report to the board or, if there is no board, to the department within 30 days after a licensee is convicted or found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, regardless of adjudication, a crime in any jurisdiction. If you previously reported a criminal conviction or plea to DBPR, you do not need to report it again.

A licensee who fails to report that information, may be subject to disciplinary action, including fines, suspension or license revocation. To report this information, complete the Criminal Self-reporting Document found at the online address listed below and mail it to the Department as instructed on the form.

http://www.myfloridalicense.com/dbpr/pro/documents/criminal_self-reporting_document.pdf

Admission Process

To begin the admission process applicants should contact the Admissions Department of the campus. A school official will provide information about the programs available and conduct a tour of the campus. The following procedures must be completed prior to enrollment:

- Present a high school diploma, high school transcript, or the recognized equivalent, such as a General Educational Development (GED).
- Present a photo ID, such as a driver's license, state-issued photo ID or passport.
- Complete an application for admission form.
- Complete and sign the enrollment agreement.
- Complete all other necessary documentation applicable.

As of July 1, 2012, new students enrolling in an educational program for the first time must possess a high school diploma, GED or state equivalent to be eligible to receive federal student aid. The option to pass an approved "ability-to-benefit" (ATB) test or complete at least 225 clock hours of college work that is applicable to a degree or certificate offered by the student's postsecondary institution to gain eligibility for receiving federal student aid is no longer available.

However, students who were enrolled prior to July 1, 2012 may continue to be considered Title IV eligible under the previous ATB test or clock hour standards.

The institution will document if a student qualifies to use one of the previous standards. Such documentation may include information from the National Student Loan Data System (NSLDS) that shows a student's prior receipt of Title IV funds, or other documentation that demonstrates enrollment in an eligible program.

Re-Enrollment

Students who withdraw from a program and desire to return to the same or a new program may apply for re-enrollment.

Within 180 Calendar Days

Re-Enrollment to the Same Program

A student who withdraws from a program and then re-enrolls in the same program within 180 calendar days of the official withdrawal date will be readmitted with the same academic and disciplinary status in effect at the time of the withdrawal, and will be treated as if the student did not cease attendance. The costs for the program will remain the same, reflecting the original educational costs associated with the payment period from which the student withdrew.

If a student withdrew not meeting satisfactory academic progress (SAP), the institution will evaluate the student to determine if it is possible for a cumulative percentage score of 75% or above to be achieved and/or for missed clock hours to be made up in order to reach a rate of completion of at least 67% in the remaining evaluation periods of the program, and for the program to be completed within the maximum completion time.

If it is not possible for the student to meet the minimum standards of SAP in the remaining evaluation periods of the program and complete the program within the maximum completion time, the student will not be eligible for re-entry.

Students that withdrew with an outstanding balance will be required to pay the complete amount before re-enrolling.

Re-Enrollment to a New Program

Students who wish to re-enroll to a completely new program will be required start a new enrollment. Any hours completed previously will be credited over to the new program as applicable. The student will be required to complete and sign a new enrollment agreement and pay the registration fee.

After 180 Calendar Days

A student who withdraws from a program and then re-enrolls in the same or a new program after 180 calendar days of the official withdrawal date will be required to start a new enrollment. Any hours completed previously will be credited over to the new program as applicable, and the current tuition rate will be applied. The student will be required to complete and sign a new enrollment agreement and pay the registration fee.

Transcripts and Credit Transfers

From Other Institutions

Credits are accepted from other institutions that are accredited by an agency recognized by the U.S. Department of Education. If the institution is not accredited by an agency recognized by the U.S. Department of Education and resides outside of the United States, credits may be accepted if the institution is officially approved to operate by the education system of the country where it resides.

Students will provide an official transcript of credits, which will be evaluated by the institution. Unofficial transcripts will not be accepted. Transcripts from previous institutions must be sealed and document the number of clock hours completed, as well as the course grades attained for each course in the program. Only clock hours of courses that are equivalent to the curriculum of our institution's program and that have an achieved grade of 75% or higher, may be credited to the new program. Up to 70% of our institution's program (measured in clock hours) will be eligible to receive credits. A student must earn the remaining 30% of the program within our institution.

The student's tuition account will be adjusted accordingly, using the prorated cost per clock hour, to reflect the reduced hours of training.

Upon submission of a transcript from another institution, our institution will inform the student of any additional information that may be necessary.

Transcripts from other institutions generally should include the following:

- Student's name, address, phone number, and date of birth
- Program, required clock hours, scheduled (attempted) clock hours, completed (actual) clock hours, enrollment date, scheduled start date, graduation date (if applicable), last day of attendance
- Courses and grades
- Credit granted for courses transferred in from other institutions (if applicable)
- Grading scale used

The institution requires that transcripts from other institutions not in English be translated and evaluated by an approved agency that translates and evaluates foreign education credentials and the agency must issue a report of equivalency in terms of the education system in the United States. This requirement must be paid by the student.

The institution does not grant credit for prior work experience or by examination.

To Other Institutions

All requests for transcripts must be submitted in writing to the Student Records Department. The institution will not release transcripts until the student has met all financial obligations.

Requests from other institutions will be mailed directly to the inquiring institution in a sealed envelope with prior written authorization from the student.

Transferability of credits from Beauty Academy of South Florida to another institution is at the discretion of the accepting institution. It is the student's responsibility to confirm whether or not credits earned at our institution will be accepted by another institution of the student's choice.

If a transcript envelope is opened prior to delivery, the transcript may be considered invalid to other institutions. Students should request an unofficial transcript if they require a personal copy for themselves.

Within the Institution

The institution allows the transfer of credits from one program of the institution to another that shares a similar curriculum. Only compatible courses with an achieved grade of 75% or higher are eligible.

Financial Assistance

For those who qualify, the following financial assistance options are available:

- Federal Student Aid
- Vocational Rehabilitation
- Florida Prepaid 529 Plans
- Private student loans offered by Climb Credit
- Flexible payment plans

Federal Student Aid

The following federal student aid programs are available to students:

- Pell Grants
- Direct Loans:
 - Subsidized Stafford Loans
 - Unsubsidized Stafford Loans
 - PLUS (Parent Loan for Undergraduate Students) Loans

A grant is a form of financial aid that doesn't have to be repaid (unless, for example, you withdraw from school and owe a refund).

A loan is money you borrow and must pay back with interest. When you receive a student loan, you are borrowing money to attend a college or career school. You must repay the loan as well as interest that accrues. It is important to understand your repayment options so you can successfully repay your loan.

For federal student loan borrowers, the repayment period is the time during which a borrower is obligated to make payments on a loan according to the terms and conditions of the loan's promissory note and the repayment plan the borrower chooses. For Direct Subsidized Loans and Direct Unsubsidized Loans, repayment begins the day after the grace period ends. For Direct PLUS Loans, repayment begins the day after the loan is fully disbursed.

Federal student aid is available for educational programs of 600 clock hours or more and that are eligible to participate in federal student financial aid programs. To determine if a program of 600 clock hours or more is eligible, please view the corresponding program section found in the latter pages of this catalog.

Academic Information

Class Structure

Classes are made up of theory and practice sessions. Theory includes lecture-based activities to help students develop knowledge and understanding of subject matter, while practice includes hands-on activities to help students develop technical skills.

Exams

Students will demonstrate their understanding of each subject area by completing theoretical and practical exams administered throughout a program. These exams make up a student's overall grade.

Students will be allowed to retake exams in an effort to improve their former grades. It is the responsibility of the student to coordinate with the instructor to retake exams.

Grading Scale

Exams are graded by percentage score (0%-100%), 75% being the minimum passing score. It is a requirement of satisfactory academic progress that students maintain a minimum cumulative percentage score of 75% at the end of each evaluation period. The following grading scale is used:

Letter Grade	Percentage Score
A	90%–100%
B	80%–89%
C	75%–79%
D	70%–74%
F	0%–69%

- Excellent: A
- Good: B
- Satisfactory: C
- Unsatisfactory: D, F

Evaluation Periods

Students will be evaluated academically at the end of every 450 clock hours for programs 900 clock hours or more. For programs less than 900 clock hours, students will be evaluated at the midpoint of the program. The following tables outline the number of evaluation periods for each program, along with the minimum clock hours required to meet satisfactory academic progress (SAP) at the end of each evaluation period:

Barber Styling, Cosmetology (1,200 clock hours)

Evaluation Period	Clock Hours in Evaluation Period	Scheduled Clock Hours	Minimum Clock Hours Required to Meet SAP
1	450	450	301.50
2	450	900	603
3	300	1,200	804

Facial Specialist and Makeup Artist, Full Specialist with Body Treatments (900 clock hours)

Evaluation Period	Clock Hours in Evaluation Period	Scheduled Clock Hours	Minimum Clock Hours Required to Meet SAP
1	450	450	301.50
2	450	900	603

Esthetics, Full Specialist (600 clock hours)

Evaluation Period	Clock Hours in Evaluation Period	Scheduled Clock Hours	Minimum Clock Hours Required to Meet SAP
1	300	300	201
2	300	600	402

Facial Specialist (260 clock hours)

Evaluation Period	Clock Hours in Evaluation Period	Scheduled Clock Hours	Minimum Clock Hours Required to Meet SAP
1	130	130	87
2	130	260	174

Nail Specialist (240 clock hours)

Evaluation Period	Clock Hours in Evaluation Period	Scheduled Clock Hours	Minimum Clock Hours Required to Meet SAP
1	120	120	80
2	120	240	161

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is defined as the evaluation of the qualitative progress (cumulative percentage score) and quantitative progress (rate of completion) of a student. The institution requires that a student be evaluated in accordance with the evaluation periods discussed in the previous section.

At the end of each evaluation period the student will be evaluated for SAP, at which point the student is required to possess a cumulative percentage score of at least 75% and a rate of completion of at least 67%. If either of these conditions are not met the institution will certify that the student is not making SAP and the student will be placed under an Academic Warning status.

The qualitative progress (cumulative percentage score) is calculated by adding the percentage scores of all exams the student has taken and dividing the result by the total number of exams the student has taken to date.

The quantitative progress (rate of completion) is calculated by dividing the total number of clock hours the student has completed by the total number of clock hours the student has scheduled and multiplying the result by 100.

Effects on Federal Student Aid

During the periods of Academic Warning and Financial Aid Probation, a student is considered to be meeting SAP and therefore, remains eligible for federal student aid. If at the end of the Financial Aid Probation period the student does not meet SAP, the student will be ineligible to continue receiving federal student aid.

Academic Warning

Students who fail to meet the minimum standards of satisfactory academic progress (SAP) at the end of an evaluation period will be placed on Academic Warning until the end of the subsequent evaluation period. Academic Warning will last for one (1) evaluation period. At the end of the Academic Warning period the student's progress will be re-evaluated.

If the student meets the minimum standards of SAP, the Academic Warning status will be removed and the student will be considered meeting SAP. If the student fails to achieve the minimum standards of SAP, the student will have until the maximum completion time to complete the program and finish with a cumulative percentage score of at least 75%. The student will be counseled on the consequences of exceeding the maximum completion time.

Effects on Federal Student Aid

During the period of Academic Warning, a student is considered to be meeting SAP and therefore, remains eligible for federal student aid. If at the end of the Academic Warning period the student does not meet SAP, the student will be ineligible to continue receiving federal student aid, unless the student successfully appeals and is placed on Financial Aid Probation.

Financial Aid Probation

Students that are federal student aid recipients, who fail to meet the minimum standards of satisfactory academic progress (SAP) at the end of the Academic Warning period must successfully appeal to be placed on Financial Aid Probation in order to maintain their federal student aid eligibility. Financial Aid Probation will last for one (1) evaluation period. If the appeal is not approved, the student can remain in school at his or her own expense.

A student on Financial Aid Probation status will be placed on an academic plan to ensure that the student is able to meet the minimum standards of SAP by the end of the probation period. At the end of the Financial Aid Probation period the student's progress will be re-evaluated.

If the student meets the minimum standards of SAP, the Financial Aid Probation status will be removed and the student will be considered meeting SAP. Federal student aid eligibility will also be reinstated. If the student fails to achieve the minimum standards of SAP, the student will be ineligible to continue receiving federal student aid and will not be able to appeal again. Thereafter, the student can remain in school at his or her own expense.

The student will have until the maximum completion time to complete the program and finish with a cumulative percentage score of at least 75%. The student will be counseled on the consequences of exceeding the maximum completion time.

During the period of Financial Aid Probation, students are considered to be making SAP and therefore, remain eligible for federal student aid.

Attendance

Definition of a Clock Hour

The unit of measure used to determine the time spent on theory and practice instruction is defined as a "clock hour", which is equivalent to a duration of 50 minutes of instruction in the presence of an instructor, followed by a 10-minute break.

Absenteeism

In the event a student is unable to attend class, it is recommended the student contact the instructor in advance to notify of the absence. Absent students are responsible for recuperating all clock hours and exams missed. Students that are absent 14 consecutive calendar days will be withdrawn from their program and upon returning to school will have to apply for re-entry. The date of determination of the student's withdrawal will be 14 days from the student's last day of attendance. Students are reminded that they must maintain a minimum rate of completion of 67% in each evaluation period to meet satisfactory academic progress.

Tardiness

A student who is tardy to class frequently will be counseled by the instructor. Habitual tardiness may lead to disciplinary suspension.

Leaving Class Early

Students are required to notify the instructor if they have to leave class before the end of their class schedule. A student who leaves early from class frequently will be counseled by the instructor. Leaving class early excessively may lead to disciplinary suspension.

Missed Clock Hours and Exams

Students must contact the Student Records Department to make up missed clock hours. Clock hours must be made up during a time that falls outside of the regularly scheduled clock hours of the student's approved class schedule. Making up hours is free of charge. Students are responsible for coordinating with the instructor to make up missed exams at a convenient time.

Leave of Absence

In the event a student needs to be absent from class for 14 or more consecutive calendar days, the student may request a leave of absence (LOA). The request must be made in writing to the institution, be signed, dated, and include the reason for the request. If unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. For a request to be approved there must be reasonable expectation that the student will return to the school. The LOA does not involve additional charges by the institution. The number of days in the LOA, when added to the number of days in all other approved LOAs, cannot exceed 180 days in any 12-month period. The number of days in an LOA is counted beginning with the first day of the student's initial LOA in a 12-month period. If a student does not resume attendance at the institution at or before the end of the LOA, the institution must treat the student as a withdrawal. All requests are subject to the Executive Director's approval.

For federal student loan borrowers, failure to return from an LOA may affect the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

Adequate reasons for an LOA, as covered under the Family and Medical Leave Act of 1993, include:

- Because of the birth of a son or daughter of the student and in order to care for such son or daughter.
- Because of the placement of a son or daughter with the student for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent, of the student, if such spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition of the student.
- Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the student is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

If a student needs to make changes to an LOA, either by extending or reducing it, the student must contact the Student Records Department prior to the end/return date of the LOA.

Completion Time

Completion time is dependent on the number of hours a student attends a program weekly in relation to the student's class schedule. For program-specific completion times please view the corresponding program sections found in the latter pages of this catalog.

Example of the Cosmetology program:

The total clock hours of the program are 1,200. Thus, the completion time would be 1,200 clock hours or 12 months for a student enrolled under a class schedule of 25 clock hours weekly.

The formula used to estimate the completion time in months for a program is (not accounting for holidays or other variables that could prolong a student's expected graduation from the program):

(Total clock hours of program / Weekly clock hours of class schedule) / 4 weeks = X months

Maximum Completion Time

The maximum time to complete a program cannot exceed the full time established, plus an additional half of the program (i.e., 150%). If a student exceeds the maximum completion time, the student will be dismissed from the program.

Example of the Cosmetology program:

The total clock hours of the program are 1,200. Half of the program would be 600 clock hours or 50%. Thus, the maximum completion time would be 1,800 clock hours or 18 months for a student enrolled under a class schedule of 25 clock hours weekly. The student must complete the program within 1,800 clock hours at most.

The formula used to calculate the maximum completion time in months for a program is:

*Completion time * 1.5 = X months*

Non-Credit Remedial Hours

Cosmetology students who fail their Cosmetology state board exams may be required by the Department of Business and Professional Regulation (DBPR) to complete non-credit remedial hours at the institution. Since these are additional clock hours, students will be required to pay a prorated tuition charge for each non-credit remedial hour required by the DBPR.

Student Services

Career Services

The Student Services Department offers graduates assistance in identifying possible work opportunities. Services include establishing contact with potential employers, resume writing, and providing references of graduates to prospective employers who request such information. This, however, does not mean the institution guarantees employment.

Media Services Center

Each campus has a media services center with internet-connected computers, offering students access to various online information and the Milady CIMA digital platform. This platform contains resources for both students and instructors. Each computer also has access to Google's user-friendly educational apps. These resources are available during regular hours, and students can seek support from their instructor or the designated Media Services Coordinator.

Events

The institution encourages students to participate in annual beauty conventions to explore current trends happening across the beauty industry.

Occasionally, students may participate in charity and fundraiser events coordinated by the institution to help the community and in on-campus competitions among the student body. Students are not charged a fee by the institution for participating in these events, but personal expenses that arise as a result of participating are the sole responsibility of the student.

Reasonable Accommodations for Students with Special Needs

Qualified persons with disabilities will be provided with reasonable accommodations to ensure equal access and equal opportunities with regard to the institution's programs and services. The institution will explore reasonable accommodation options when a student requests accommodation, or there is evidence that a student may need accommodation due to a covered disability.

Academic, Financial Aid, and Personal Advisement

Students seeking academic, financial aid, or personal advisement in relation to their studies may contact the Student Services Department for assistance. The Student Services Department will work with each student to address questions and offer counseling.

Student Rights

Equality of Opportunity

At the institution we believe every student should be allowed the same opportunity to succeed. The institution does not discriminate against gender, age, origin, race, religious belief, disability, sexual orientation, or socioeconomic status and does not exclude applicants for any of these reasons.

Privacy of Student Records

The institution maintains permanent student records and guarantees students the right to access their records. To access records, a student must submit a written request to the Student Records Department identifying the files the student wishes to access. Staff will make arrangements to review the files with the student. The institution understands a student's right to privacy and will not release unauthorized information about the student without the student's consent in accordance with the Family Educational Rights and Privacy Act (FERPA).

Retention of Student Records

Student records are retained at the institution for four (4) years from a student's last day of attendance. However, a student's enrollment agreement, financial ledger, transcript, and diploma are retained indefinitely.

If a student requires a replacement diploma, the student may request one from the Student Records Department for \$10.00.

Appeal

Appeals must be made in writing and submitted to the Executive Director. The request must state the reason for the appeal and include supporting facts and/or documentation in favor of the appeal.

The Executive Director will conduct an impartial review of the appeal and provide the appealing student with a written determination within 30 business days. The Executive Director's decision is final and may not be appealed.

Grievance

If a student has a grievance, the student is encouraged to make a good faith effort to resolve the complaint directly with the respondent. If the student is unable to resolve the complaint by communicating directly with the respondent, the student should contact the Executive Director. The institution will respond to grievances within 30 business days.

In the event students are not satisfied with resolutions reached at the institutional level, they can contact the Commission for Independent Education (CIE), of the Florida Department of Education at:

325 W Gaines St, Suite 1414
Tallahassee, FL 32399
Phone: (850) 245-3200 / Toll free: (888) 224-6684
Fax: (850) 245-3238
Website: www.fldoe.org/policy/cie

They can also contact the Commission of the Council on Occupational Education (COE) at:

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Phone: (770) 396-3898 / Toll-Free: (800) 917-2081
Fax: (770) 396-3790
Website: www.council.org

Student Responsibilities

Code of Conduct

- Students must bring their textbooks, materials, and equipment to class.
- Students must be punctual to class.
- Physical or verbal threats that jeopardize the educational environment will not be tolerated.
- Spreading rumors or false information that disrupts the order of the classroom will not be tolerated.
- Barging into administrator offices is not permitted. Politely knock or gesture and wait patiently in the reception area to be attended. If the administrator is busy with a task or currently attending someone else, please return at a later time.
- Visits from children and/or relatives are not allowed.
- Any student who is caught destroying or damaging school property will be expelled and/or legally processed.
- Soliciting employees, students, and guests is prohibited. Soliciting includes the selling, purchasing, distributing, or promoting of products, services, or events not officially approved by the institution. Soliciting can pose serious risks to health and safety and negatively affect the reputation of the institution.
- Alcoholic beverages, controlled or dangerous substances, and weapons are prohibited.
- Smoking or the use of vaping devices is not allowed. There are no designated areas within the property of each campus, indoors or outdoors, to smoke or use vaping devices.
- Eating and drinking is only permitted in the cafeteria, in campuses that have a designated cafeteria.
- Students are responsible for cleaning up their work area in the labs/clinics after each activity.
- The equipment provided by the institution must be used in a graceful manner to prevent unnecessary damage. Any damage caused to equipment or malfunction detected must be communicated immediately to the Executive Director.
- The institution will not be held responsible for the loss of textbooks or personal belongings and encourages students to not bring valuables to school.
- The use of recording devices or cameras is prohibited without prior administrative permission.

Dress Code

Students are required to wear uniforms to class. The uniform consists of two (2) scrub tops which will be provided by the institution. Additional scrub tops may be purchased from the institution for \$70.00. As aspiring beauty professionals, students are expected to maintain adequate hygiene and appearance.

The following attire is not permitted:

- Hats, caps, headscarves and similar headwear, except for religious or medical reasons.
- Earrings larger than 1 inch in diameter.
- Heavy perfume.
- Open toe or heel and high heel footwear.
- Crocs and similar styles of footwear.

Students out of dress code may be asked to exit the class until they conform to the dress code. There may be exceptions to the dress code for special events, in which case the institution will inform students in advance.

Drug-Free Environment

Our standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol on school property or during any school activity on or off campus. More information regarding this topic can be found in the annual security report published by the institution, publicly available online at our website. If any student or employee is suspected of drug or alcohol abuse, the institution reserves the right to request drug/alcohol testing and/or refer to counseling. In addition, actions up to and including dismissal/termination may ensue.

Corrective Action

Disciplinary Warning

Students may be issued a written warning notice by an instructor or staff for violation of school rules.

Further violation of school rules may result in disciplinary probation, disciplinary suspension, or dismissal.

Disciplinary Probation

Students may be placed on disciplinary probation for violation of school rules. Disciplinary probation may include removal from school activities and privileges until the student has demonstrated full compliance with the institution's expectations. Disciplinary probation will last for at least 14 days.

Further violation of school rules, or the conditions of the probation period, may result in disciplinary suspension or dismissal.

Disciplinary Suspension

Students may be suspended for violation of school rules. Disciplinary suspension may include restricted access to the school's facilities for a specific period of time, or until certain conditions have been fulfilled. Disciplinary suspension will last for at least 14 days.

Further violation of school rules, or the conditions of the suspension period, may result in dismissal.

Dismissal

Students may be dismissed for repeated violations of school rules or a serious violation of school rules. Dismissal will result in termination of the student's program.

Financial Information

Additional Training Cost

After having fully completed all the required clock hours of their program, students may receive an additional 10% of training at no additional cost. If the amount of time needed exceeds 10%, then the student is required to pay a prorated tuition charge for every extra clock hour.

Example of the Cosmetology program:

1,200 clock hours * .10 = 120 clock hours (i.e., 120 clock hours at no additional cost)

Payment Periods

Students will be charged for the tuition of their program and other institutional charges included in the total cost of a program by a term of time defined as a payment period (equivalent to the evaluation periods discussed in an earlier section). A program is comprised of multiple payment periods, which together make up the total clock hours of the program.

Programs of 900 clock hours or less contain two (2) payment periods, while programs of more than 900 clock hours contain numerous payment periods dependent on the total length of the program.

Cancellation and Refund

The institution has a fair and equitable refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged. All refunds will be made according to the following refund schedule:

- Cancellation must be made in person or by certified mail to the Financial Aid Department.
- Refund calculations are done on the basis of a payment period (the period of financial obligation).
- Refunds, when due, shall be made without requiring a request from the student.

- Refunds, when due, shall be made within 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.
- Retention of tuition and fees collected in advance for a student who does not commence class shall not exceed \$100.
- This institutional refund policy will be applied alongside the “Return of Title IV Funds (R2T4)” requirements found in a subsequent section.

Refunds for Classes Canceled by the Institution

- If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, 100% of the tuition and fees collected will be refunded.
- The refund shall be made within 30 days of the planned start date.

Refunds for Students Who Withdraw on or Before the First Day of Class

- Cancellation within three (3) business days after signing the enrollment agreement, but before the first day of class, will result in a refund of all monies paid.
- If tuition and fees are collected in advance of the start date of class and the student does not begin class or withdraws on the first day of class, no more than \$100 of the tuition and fees shall be retained by the institution.
- Appropriate refunds for a student who does not begin class shall be made within 30 days of the class start date.

Refunds for Students Enrolled Prior to Visiting the Institution

- Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Refunds for Withdrawal After Class Commences

- During the first 20% of the period of financial obligation, the institution shall calculate a pro rata refund of the tuition computed on the number of scheduled clock hours in the payment period to the total number of clock hours in the same payment period. The institution shall retain the registration fee, the cost of books and supplies, and the uniform fee.
- After the first 20% of the period of financial obligation and through 25%, the institution shall refund 50% of the tuition. The institution shall retain 50% of the tuition, the registration fee, the cost of books and supplies, and the uniform fee.
- After the first 25% of the period of financial obligation and through 60%, the institution shall refund 25% of the tuition. The institution shall retain 75% of the tuition, the registration fee, the cost of books and supplies, and the uniform fee.
- After the first 60% of the period of financial obligation, the institution shall retain all of the tuition, the registration fee, the cost of books and supplies, and the uniform fee.

This policy takes into account federal, state, and accrediting agency guidelines.

Return of Title IV Funds (R2T4)

R2T4 refers to the calculation required when a recipient of Title IV aid (federal student aid) withdraws from the institution during a payment period in which the recipient began attendance. The calculation compares the amount of Title IV aid the recipient earned to the amount disbursed and determines whether funds must be returned, or the student is eligible for a post-withdrawal disbursement.

The R2T4 regulations do not dictate an institutional refund policy. Instead, a school is required to determine the earned and unearned portions of Title IV aid as of the date the student ceased attendance based on the amount of time the student was scheduled to be in attendance. Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV funds the student received and, was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, the institution must still determine whether the student is eligible for a post-withdrawal disbursement.

If a student withdraws, institutional charges that were previously paid by Title IV funds might become a debt that the student would be responsible for paying.

Post-Withdrawal Disbursement

If a recipient of Title IV (federal student aid) grant or loan funds withdraws from a school after beginning attendance, the school must perform an R2T4 calculation to determine the amount of Title IV aid earned by the student. If the amount disbursed to the student is greater than the amount the student earned, the unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received.

Even if a student paid all institutional charges and ceased enrollment prior to Title IV funds being disbursed, if they could have been disbursed, the school must determine the Title IV funds earned by the student and follow the procedures for making a post-withdrawal disbursement.

Title IV Credit Balances

Within 14 days of the date that the institution performs the R2T4 calculation, the institution must pay any remaining Title IV credit balance funds in one or more of the following ways:

- In accordance with the cash management regulations to pay authorized charges at the institution (including previously paid charges that now are unpaid due to a return of Title IV funds by the institution);
- A school may not use a Title IV credit balance to return funds for which it is responsible as a result of an R2T4 calculation;
- With the student's written authorization, to reduce the student's Title IV loan debt (not limited to loan debt for the period of withdrawal);
- To the student (or parent for a Direct PLUS Loan); or
- If the institution cannot locate the student (or parent) to whom a Title IV credit balance must be paid, it must return the credit balance to the Title IV programs.

The practice of reducing a student's Title IV loan debt with written authorization from the student is only acceptable as long as the student is made aware of the full Title IV credit balance amount and the student clearly indicates in writing the specific amount of the Title IV credit balance they would like returned.

The institution must apply the institutional refund policy (found in the previous "Cancellation and Refund" section) before allocating a Title IV credit balance. However, the institution is not required to actually complete the refund process (for example, by making a refund to a student) before completing the steps for allocating the Title IV credit balance.

Approved Leave of Absence for R2T4 Purposes

The institution's leave of absence (LOA) policy found in an earlier section satisfies the definition of an approved LOA for R2T4 purposes. If a student does not return from an approved LOA, the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform an R2T4 calculation.

A student who is granted an approved LOA remains in an in-school status for Title IV loan repayment purposes. If a student on an approved LOA fails to return, the school must report to the loan holder the student's change in enrollment status as of the withdrawal date.

One possible consequence of a student not returning from an LOA is that the student's grace period for a Title IV loan might be exhausted. The institution will inform a student who has a Title IV loan of the possible consequences withdrawing may have on the student's loan repayment terms, including grace period exhaustion. When a student's grace period is exhausted and the student is unable to begin repayment of a loan, the student may be able to apply for a deferment or forbearance of payment.

Date of Determination of the Student's Withdrawal

Institutions that are required to take attendance are expected to have a procedure in place for routinely monitoring attendance records to determine in a timely manner when a student withdraws. Except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days (less if the school has a policy requiring

determination in fewer than 14 days) after the student's last date of attendance as determined by the institution from its attendance records. The 14 days includes holidays, breaks, and weekends.

Unusual circumstances include cases where a student attends on the last day prior to a break or a suspension in instruction (such as during a disaster) and the break lasts for longer than 14 days. In this situation, the 14-day period would begin at the point when the student was expected to return from the break or when instruction resumes.

If the date a student provides withdrawal notification to the school is prior to the date the school would regularly determine to be the student's withdrawal date, the date of determination is the date of the student's notification.

Importance of Date of Determination

A student's withdrawal date is used to determine the percentage of the payment period or period of enrollment completed and, therefore, the amount of aid a student has earned. The date of the institution's determination that the student withdrew is used in the following circumstances:

- A school must offer any amount of a post-withdrawal disbursement that is not credited to the student's account within 30 days of the date of determination.
- If the student or parent submits a timely response that instructs the school to make all or a portion of a Direct Loan post-withdrawal disbursement, the school must disburse the funds within 180 days of the date of determination.
- Title IV grant post-withdrawal disbursements must be made within 45 days if required to be provided directly to the student and within 180 days if paying for allowable charges on the student's account.
- A school must document a student's withdrawal date and maintain the documentation as of the date of determination.
- Within 30 days of the date of determination, a school must notify a student if a grant overpayment is due.
- A school that is collecting an overpayment must require repayment of the full amount of the overpayment within two years of the date of determination.
- The school must return the amount of Title IV funds for which it is responsible no later than 45 days after the date of determination.

Programmatic Information

CIP Codes

CIP (Classification of Instructional Programs) codes were originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980 to help states identify the content of a wide range of academic and career and technical instructional programs offered at the secondary and postsecondary levels. Detailed descriptions of each CIP code may be obtained by visiting <https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56>. The following CIP codes belong to each program:

Program	CIP Code
Barber Styling	12.0402
Cosmetology	12.0401
Esthetics	12.0409
Facial Specialist	12.0408
Facial Specialist and Makeup Artist, Full Specialist, Full Specialist with Body Treatments	12.0499
Nail Specialist	12.0410

SOC Codes

SOC (Standard Occupational Classification) codes are used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. Detailed descriptions of each SOC code may be obtained by visiting <https://www.bls.gov/soc/> or <https://www.onetonline.org/help/online/search#code>. The following SOC codes belong to each program:

Program	SOC Codes
Barber Styling	39-5011
Cosmetology	39-5012
Esthetics, Facial Specialist	39-5094
Facial Specialist and Makeup Artist	39-5094, 39-5091
Full Specialist, Full Specialist with Body Treatments	39-5094, 39-5092

Educational Programs

Barber Styling (1,200 clock hours)

This educational program is eligible to participate in federal student financial aid programs.

Objective

To prepare students for the Florida state board exams of Barber Styling, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing hair services and facial shave services. Students will learn the skills needed to get started as talented Barbers in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 12 months/48 weeks, assisting 25 hours weekly.

Licensure

This program requires a Barber license from the Florida Barber's Board to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) and pass a state board exam to obtain this license.

Courses

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	8	0	8
BA01	The History of Barbering Discuss the evolution of barbering and the origin of the word barber. Describe the practices of the barber-surgeons and the meaning behind the barber pole. Identify the organizations responsible for advancing the barbering profession and explain the function of state barber boards. Recognize the recent resurgence of barbering in the twenty-first century and the wealth of opportunities available to the new barber.	10	0	10

BA02	<p>Life Skills</p> <p>List the life skills to put into action. List the principles that contribute to personal and professional success. Create a mission statement. Explain long-term and short-term goals. Discuss the most effective ways to manage time. Demonstrate good study habits. Define ethics. List the characteristics of a healthy, positive attitude.</p>	8	0	8
BA03	<p>Professional Image</p> <p>Name four important personal hygiene habits. Explain the concept of dressing for success. Practice ergonomically correct movement, postures, and principles. Demonstrate an understanding of human relations and communication skills.</p>	8	0	8
BA04	<p>Infection Control: Principles and Practices</p> <p>Discuss federal and state agencies that regulate the practice of barbering. List the types and classifications of bacteria. Define bloodborne pathogens and explain how they are transmitted. Explain the differences between cleaning, disinfecting, and sterilizing. Identify types of disinfectants and antiseptics appropriate for use in barbershops. Discuss Standard Precautions and explain procedures for handling an exposure incident. Discuss safe work practices that help prevent accidents and injuries. List your responsibilities as a professional barber. Discuss HIV/AIDS.</p>	14	0	14

BA05	<p>Implements, Tools, and Equipment</p> <p>List the principal tools of the trade used in barbering. Describe when to use different combs and brushes. Discuss and identify the types of haircutting shears. Identify the parts of haircutting shears. Show how to properly hold shears for haircutting. Show how to palm the shears and comb. Describe two types of clippers. Identify the main parts of a clipper. Show different ways to hold clippers for haircutting. Name two types of straight razors. Identify the different parts of a straight razor. Show how to hold a straight razor for shaving, honing, and stropping. Show how to hold a straight razor for haircutting. Describe the functions of hones and strops. Show how to hone and strop a conventional blade straight razor. Identify the types of equipment and supplies used in barbering. Identify ways to remove hair clippings. Show how to perform two towel-wrapping methods.</p>	30	70	100
BA06	<p>General Anatomy and Physiology</p> <p>Define and explain the importance of anatomy, physiology, and histology to the barbering profession. Describe cells, their structure, and their reproduction. Identify and define the types of tissues found in the body. Define organs and body systems. Name the main body systems and explain their basic functions.</p>	20	0	20
BA07	<p>Basics of Chemistry</p> <p>Define organic and inorganic chemistry. Define the properties of matter. Discuss the physical and chemical properties of matter. Explain oxidation-reduction reactions. Describe emulsions, suspensions, and solutions. Define pH and describe the pH scale. Explain how product pH levels affect the hair and skin. Name nine types of shampoos. List four classifications of conditioners. Recognize other cosmetic preparations used in barbering services.</p>	16	0	16

BA08	<p>Basics of Electricity</p> <p>Define electricity. Define common electrical terms and measurements. Describe electrical safety devices. Examine the modalities a barber might be able to utilize depending on state licensing regulations. Explain the electromagnetic spectrum, visible spectrum of light, and invisible light. Identify devices used in light-therapy treatments.</p>	16	0	16
BA09	<p>The Skin – Structure, Disorders, and Diseases</p> <p>Describe the structure and divisions of the skin. List the functions of the skin. Identify and describe common primary and secondary skin lesions. Describe common skin inflammations and infections. List and describe disorders of the sebaceous and sudoriferous glands. List and describe types of skin pigmentations. Identify common skin hypertrophies. Identify and describe types of skin cancer.</p>	16	26	42
BA10	<p>Properties and Disorders of the Hair and Scalp</p> <p>Identify and distinguish the different structures of the hair root. Identify and distinguish the three layers of the hair shaft. Identify and explain the three types of side bonds of the cortex. Name and describe the three phases of hair growth cycle. Identify and define seven types of hair loss. Identify and describe two FDA-approved treatments for hair loss. Identify and define common hair disorders. Define common scalp disorders and identify those requiring medical attention. Identify the factors to be observed and considered during a hair and scalp analysis.</p>	16	30	46
BA11	<p>Treatment of the Hair and Scalp</p> <p>Discuss the benefits of a shampoo service. Select products for different hair types and textures. Describe proper draping procedures for various services. Identify basic considerations for performing a shampoo service. Describe two shampooing methods. Discuss reasons why a client might find fault with a shampoo service. Describe scalp massage manipulations and techniques. Explain services that may be included in a hair or scalp treatment.</p>	26	40	66

BA12	<p>Men's Facial Massage and Treatments</p> <p>List the modalities that affect muscle action. Know the muscles of the scalp, face, and neck. List the modalities that affect nerve responses. Know the main cranial nerve branches of the scalp, face, and neck. Identify arteries and veins affected by facial massage. Describe the physiological effects of massage. Name and describe massage manipulations. Explain the use of facial and electrotherapy equipment. Identify skin types, facial treatments, and products.</p>	24	30	54
BA13	<p>Shaving and Facial-Hair Design</p> <p>List basic guidelines for shaving a client. Identify the 14 shaving areas of the face. Explain what you need to know about razor positions and strokes to perform a shave safely and effectively. Describe the differences between various facial-hair designs. Discuss Infection Control and safety precautions associated with shaving. Demonstrate how to handle a straight razor safely. Demonstrate the freehand, backhand, reverse-freehand, and reverse-backhand positions and strokes. Demonstrate a shave service. Demonstrate a neck shave. Demonstrate a mustache trim. Demonstrate cutting in beard designs.</p>	30	60	90
BA14	<p>Men's Haircutting and Styling</p> <p>Explain the importance of the client consultation and consider questions that help you envision the client's desired outcome. Describe anatomical features that influence haircutting and styling. Identify the sections of the head as applied to haircutting. Identify tapering and blending areas. Define design elements used in haircutting and styling. Define basic terms used in haircutting and styling. Explain basic cutting techniques using shears, clippers, and razors. Describe basic haircut styles. Describe haircut finish work. Describe basic styling techniques. Discuss haircutting and styling safety precautions. Demonstrate basic haircuts and styling techniques.</p>	60	200	260

BA15	<p>Men's Hair Replacement</p> <p>Discuss the reasons why men may purchase a hair replacement system. Understand the factors that influence hair replacement services. Discuss selling hair replacement systems. Discuss alternative hair replacement methods. Identify the types of hair used in hair replacement systems. Define stock and custom replacement systems. Recognize supplies needed to service hair replacement systems. Describe how to clean and service a hair replacement system. Describe how to fit and cut in a hair replacement system.</p>	14	30	44
BA16	<p>Women's Haircutting and Styling</p> <p>Identify the differences between men's and women's haircutting. Describe four basic women's haircuts. Explain wave formation in curly hair textures. Discuss other haircutting techniques. Explain different hairstyling techniques. Demonstrate a blunt cut. Demonstrate a graduated cut. Demonstrate a uniform-layered cut. Demonstrate a long-layered cut.</p>	40	80	120
BA17	<p>Chemical Texture Services</p> <p>Describe how permanent waves, relaxers, and curl reformation services change the appearance of the hair. List topics to discuss during a client consultation. Identify six characteristics of the hair and scalp that are analyzed before performing chemical texture services. Describe how the ingredients in permanent waves, relaxers, and curl reformation services are chemically similar and chemically different from each other. Explain the physical and chemical actions of permanent waving, chemical relaxing, and curl reformation processes. Identify types of permrods and end wrapping techniques. Define on-base, half off-base, and off-base rod placement. Identify two types of chemical relaxers. Explain the difference between base and no-base relaxers. List three strands tests to be performed before a chemical relaxing process. Explain the three steps of a curl reformation process. Describe the intended outcomes of texturizer and chemical blowout services.</p>	40	70	110

BA18	Haircoloring and Lightening Identify six hair characteristics that are analyzed before performing haircoloring services. Explain color theory principles as they apply to hair color services. Identify haircolor products and explain their actions on hair. Explain the action of lighteners on hair. Explain procedure and application terms. Explain how haircolor products are selected and applied to hair. List haircoloring and lightening safety precautions.	50	70	120
BA19	Preparing for Licensure and Employment Describe the process of taking and passing your state licensing examinations. Develop a resume and employment portfolio. Know how to explore the job market, research potential employers, and operate within the legal aspects of employment.	10	6	16
BA20	Working Behind the Chair Describe what is expected of a new employee and what this means in terms of your everyday behavior. List the habits of a good barbershop team player. Describe three different ways in which barbers are compensated. Determine the best way to record your tips and make additional income. Explain the principles of selling products and services in the barbershop. List the most effective ways to build a client base.	12	4	16
BA21	The Business of Barbering Identify two options for going into business for yourself. List the basic factors to be considered when opening a barbershop. Compare types of barbershop ownership. Recognize the information that should be included in a business plan. Explain the importance of record keeping. Examine the responsibilities of a booth renter. Distinguish the elements of successful barbershop operations. Validate why advertising is a vital aspect of a barbershop's success.	12	4	16
		480	720	1,200

Cosmetology (1,200 clock hours)

This educational program is eligible to participate in federal student financial aid programs.

Objective

To prepare students for the Florida state board exams of Cosmetology, enabling them to obtain their licenses and become successful professionals in today’s industry.

Description

The program consists of education and training for performing hair services, skin care services, and nail services. Students will learn the skills needed to get started as talented Cosmetologists in today’s industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 12 months/48 weeks, assisting 25 hours weekly.

Licensure

This program requires a Cosmetology license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) and pass a state board exam to obtain this license.

Courses

The courses are grouped into the following sections:

- *CO01-10: Fundamental Principles*
- *CO11-34: Hair Services, Skin Care Services, and Nail Services*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	8	0	8
CO01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	8	0	8

CO02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	8	0	8
CO03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	8	0	8
CO04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	8	0	8
CO05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions. Discuss HIV/AIDS.	10	0	10
CO06	Chemistry & Chemical Safety Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.	16	0	16

CO07	Electricity & Electrical Safety Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.	10	0	10
CO08	Career Planning Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.	6	0	6
CO09	On the Job Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.	6	0	6
CO10	The Beauty Business Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.	8	0	8
CO11	History and Career Opportunities Explain the benefits of learning cosmetology's history. Outline how ancient civilization beauty practices influenced modern-day cosmetology. Describe beauty and grooming during the Middle Ages. List the Renaissance and Victorian age's beauty developments. Describe the beauty industry's evolution during the early twentieth century. Outline the mid- and late twentieth century's major beauty advances. Describe important trends that defined cosmetology in the twenty-first century. List career opportunities for licensed cosmetologists.	10	0	10

CO12	<p>General Anatomy and Physiology</p> <p>Explain the importance of anatomy and physiology to cosmetologists. Describe the structure and division of cells. List the four types of tissues in the body. Explain the basic functions of the organs and body systems. Outline the skeletal system's structures and functions. Describe the muscular system's components and supporting structures. Explain the nervous system's divisions and functions. List the functions of the circulatory system's components. Describe the lymphatic system's function. Explain the integumentary system's function. Outline the endocrine system's organs and their functions.</p>	14	0	14
CO13	<p>Skin Structure and Growth</p> <p>Explain why cosmetologists must understand skin structure and growth. List the skin's three major layers, their sublayers, and their functions. Describe the nerves in the skin and their functions. Define melanin and how it affects skin pigment. Describe the role of collagen and elastin. List the two major glands of the skin and their functions. List the skin's six functions.</p>	10	0	10
CO14	<p>Skin Disorders and Diseases</p> <p>Explain why cosmetologists need to understand skin disorders and diseases. Identify and describe common skin lesions, differentiating between primary and secondary lesions. List and describe common sebaceous and sudoriferous gland disorders. List and describe common skin inflammations and infections. Identify skin hypertrophies. List and describe common skin pigmentation changes. Identify and describe major acne causes and current treatments. List contributing factors to skin aging. Explain the effects of sun exposure on the skin. Identify the forms of skin cancer, including symptoms and survival rates. Describe contact dermatitis and prevention measures for cosmetologists.</p>	12	0	12

CO15	Nail Structure and Growth Explain why cosmetologists need to understand nail structure and growth. Define the natural nail unit. Label nail structures. Define the factors that affect nail growth.	6	0	6
CO16	Nail Disorders and Diseases Explain why cosmetologists need to understand nail disorders and diseases. Identify unhealthy nail conditions. Perform a hand, nail, and skin analysis on a client. Outline the scope of practice for your license related to nail structure, disorders, and diseases.	8	0	8
CO17	Hair and Scalp Properties Explain the importance of understanding hair and scalp properties. Describe the hair root's structures and their functions. Identify the hair shaft's three main layers and their functions. Explain hair's chemical composition, and what gives it strength, elasticity, and color. Compare the different factors considered during a scalp and hair analysis. Describe the three hair types and the three hair growth cycles.	16	30	46
CO18	Hair and Scalp Disorders and Diseases Explain the importance of understanding hair and scalp disorders and diseases. Explain the causes of the most common types of hair loss. Identify the most common hair disorders. Identify the most common scalp disorders.	16	0	16

<p>CO19</p>	<p>Principles of Hair Design</p> <p>Explain hair design principles and how they are the basis of every professional style design. Outline the components of a successful design philosophy. Identify the five elements of hair design and how they relate to hairstyling. Outline the five principles of hair design and their specific contributions to a hairstyle. Identify the different head shapes and reference points of the head. Explain the influence of hair type and texture on design. Identify the seven different facial shapes and design a beneficial hairstyle for each. Describe how profiles and proportions contribute to hairstyles. Outline principles of hair design as applied to sideburns.</p>	<p>30</p>	<p>34</p>	<p>64</p>
<p>CO20</p>	<p>Hair Service Preparation</p> <p>Explain why cosmetologists need a thorough understanding of shampooing, conditioning, and basic scalp care. Explain the benefits of the three-part hair care service. List important information to gather about your client before performing a shampoo and conditioning service or scalp massage. Demonstrate appropriate draping for a basic shampooing and conditioning service and for a chemical service. Describe how to properly brush the hair and how hair brushing contributes to a healthy scalp. Describe the benefits of a scalp massage during a shampoo and conditioning service. Describe treatments for normal to mild scalp conditions. Describe the uses and benefits of the various types of shampoos. Outline the uses and benefits of the various types of conditioners.</p>	<p>20</p>	<p>50</p>	<p>70</p>

<p>CO21</p>	<p>Haircutting</p> <p>Explain why cosmetologists need a thorough understanding of haircutting. Define haircutting in terms of lines, sections, angles, elevation, finger angle, guidelines, and overdirection. Describe the role of growth pattern, density, texture, and wave pattern to determine the behavior of hair. Demonstrate and explain the uses of various haircutting shears. Demonstrate how to effectively hold haircutting shears. Demonstrate and explain the uses of the various haircutting tools. Demonstrate three body positions to ensure healthier posture while creating a haircut. List four strategies for proper safety in haircutting. Explain general haircutting techniques for any haircut. Perform the four basic haircuts. Outline cutting techniques for bangs, razor cutting, slide cutting, and shear-over-comb. Explain three different texturizing techniques performed with shears. Explain clipper cut styles and techniques.</p>	<p>35</p>	<p>80</p>	<p>115</p>
<p>CO22</p>	<p>Hairstyling</p> <p>Explain professional hairstyling and how it can enhance your beauty career. Detail the steps for an effective hairstyling consultation. Describe professional hairbrushes, combs, and implements, and their specific uses. Identify the different types of styling aids and their many uses. Explain the features and benefits of professional blowdryers and the safety precautions to take when using them. Describe the different types of thermal irons used by salon professionals, including their safety precautions and demonstrate curling iron and smoothing techniques. Discuss thermal pressing in terms of type of pressing tools, products, and procedures. Describe and demonstrate natural textured styles. Describe and demonstrate curl formation and teasing techniques. Explain the different types of wet sets and demonstrate how to perform them. Describe the importance of updo preparation, sectioning, pinning, and balance, and create two foundational updos for styling long hair.</p>	<p>35</p>	<p>250</p>	<p>285</p>

CO23	<p>Braiding and Braid Extensions</p> <p>Explain the advantages of learning basic braiding and braid extension styles. Explain braiding salons and the braiding consultation. Describe how to use each of the tools and materials for braiding and extensions. Describe six types of foundational braiding techniques: rope, fishtail, halo, invisible, single, and cornrow.</p>	10	20	30
CO24	<p>Wigs and Hair Additions</p> <p>Explain why cosmetologists should study wigs and hair additions. List the considerations for effective hair addition consultations. Describe the different hair and fiber types used for hair additions and wigs. Outline several different methods of attaching hair extensions. Describe different types of wigs and hairpieces and how to care for them. Describe several types of hairpieces and their uses.</p>	12	20	32
CO25	<p>Chemical Texture Services</p> <p>Explain why cosmetologists should study chemical texture services. Define the different chemical formulations used for relaxing hair. Describe hydroxide relaxers and the various types and strengths that are available to relax hair. Define ammonium thioglycolate (thio) relaxers and how to use them. Describe the tools and supplies that are used for relaxing hair. Outline the safety guidelines and precautions for chemical relaxer services. Explain how to conduct a thorough chemical relaxer consultation. Safely perform virgin and retouch chemical services. Define permanent waving and different types of waving solutions that are used to perform these services. Explain the importance of selecting the right type of permanent wave solution for each client and processing the hair correctly. Describe the tools and supplies that are used for permanent waves. Describe the various permanent wave patterns, placements, and results. Outline the safety guidelines and precautions for permanent wave services. Explain how to conduct a thorough permanent wave consultation. Safely perform permanent wave services.</p>	40	50	90

CO26	<p>Haircoloring</p> <p>Explain why a thorough knowledge of haircoloring is needed for a successful cosmetology career. Explain how the hair's structure, texture, density, and porosity affect haircolor. Define the role of levels and tones in formulating haircolor. Explain primary, secondary, and tertiary colors, and their contributions to tone and intensity in the hair. Compare and describe the different categories of haircolor. Detail the roles of hydrogen peroxide and ammonia in a haircolor formula. Explain the role and action of hair lighteners. Detail the steps for an effective haircolor consultation. List the five key questions to ask yourself when formulating a haircolor. Outline the steps of haircolor and lightening applications, from preliminary strand tests to a single process, and a double process with lightener. Describe the techniques for highlighting. Explain the special haircoloring techniques for gray hair. Describe common haircoloring challenges and potential solutions. Describe safety precautions to follow during the haircolor process.</p>	40	70	110
CO27	<p>Hair Removal</p> <p>Explain how hair removal knowledge will enhance your success as a cosmetologist. Identify extra hair growth causes. List temporary hair removal methods. Describe three permanent hair reduction methods. Outline the approach to client consultation for hair removal services. Identify hair removal contraindications.</p>	10	16	26

CO28	<p>Facials</p> <p>Explain why cosmetologists should have an understanding of facial treatments and skin care products. Discuss the pros and cons of pursuing an esthetics career, or a dual hair and skin care career. Describe at least three types of basic equipment used for esthetics services. Describe the four skin types and common skin conditions that are addressed during facial treatments. Explain the different categories of skin care products used in facial treatments and for home care and provide examples of each. Explain the five techniques used to perform a facial massage. Explain how galvanic, high-frequency, and light therapy treatments are used in facial services. Explain the purpose and importance of client forms and record keeping. Explain the pertinent information to gather during a client consultation and skin analysis before performing facial treatments. Identify examples of contraindications that prohibit performing facial treatments. Perform preservative and corrective facial treatments.</p>	14	30	44
CO29	<p>Makeup</p> <p>Explain how knowledge of makeup will enhance the career of the cosmetologist. Outline how to use color theory when choosing cosmetics for makeup applications. Explain the importance of serving a diverse client base. Describe the uses of the various types of cosmetics for facial makeup. Describe brushes, tools, and other implements for a makeup application and removal. Implement basic makeup techniques used to complement face shapes and features. Outline the steps for a basic makeup application. Describe several different methods of eyelash enhancement.</p>	10	20	30

CO30	<p>Manicuring</p> <p>Explain why manicuring is important to a cosmetologist. List required manicure station equipment. Describe optional nail service equipment. Identify multiuse manicuring implements. List single-use nail service implements. Explain the different types of materials used during manicure services. Describe the different types of professional products used during a manicure. Explain things to know about your client before performing a nail service. Name and describe the three-part procedure used in basic manicures. Outline nail polish application steps. List the massage movements for a hand and arm massage. Explain the differences between spa and basic manicures. Describe different paraffin wax application methods. Describe manicure approaches for clients with physical and intellectual disabilities. Describe basic nail art concepts.</p>	8	12	20
CO31	<p>Pedicuring</p> <p>Explain why pedicure knowledge is important to a cosmetologist. Identify necessary and optional pedicure equipment. Describe pedicure implements. Identify materials unique to pedicures. List professional pedicure products. List the steps in a pedicure client consultation. Explain the differences between a basic pedicure and a spa pedicure. Identify pedicure massage benefits. Describe approaches to pedicures for clients with health considerations. Summarize the importance of cleaning and disinfecting a pedicure footbath.</p>	8	12	20
CO32	<p>Nail Extensions and Resin Systems</p> <p>Explain why cosmetologists should learn about nail extensions and resin systems. Explain how to prepare natural nails for a nail enhancement service. Describe different nail tip types. List the advantages of using nail forms. Name the eight most commonly requested nail extension shapes. Identify the qualities of a properly structured nail enhancement. Define nail resin and nail resin systems. Describe how nail wraps strengthen nails. Outline the advantages of applying a dip system.</p>	6	8	14

CO33	Liquid and Powder Nail Enhancements	6	8	14
	Explain why cosmetologists should learn about monomer liquid and polymer powder nail enhancements. Describe liquid and powder nail enhancement chemistry. Identify liquid and powder nail enhancement supplies. Describe two ways to create nail art using liquid and powder. Outline the processes of liquid and powder nail enhancement maintenance and removal.			
CO34	Light-Cured Gels	8	10	18
	Explain why cosmetologists should learn about light-cured gels. Discuss light-cured gel chemistry. Explain the difference between UV and LED light used to cure gels. Distinguish between different nail service gel types. List gel application supplies. Describe how to store, use, and remove gels. Recognize when to choose gel services.			
		480	720	1,200

Esthetics (600 clock hours)

This educational program is not eligible to participate in federal student financial aid programs, effective 04-14-23. It is currently in the process of being deleted.

Objective

To prepare students for the Florida state requirements of Esthetics, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing skin care services and body treatments. Students will learn the skills needed to get started as talented Facial Specialists/Estheticians in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 6 months/24 weeks, assisting 25 hours weekly.

Licensure

This program requires a Facial Specialist license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) to obtain this license.

Effective July 1, 2020, the state of Florida removed all licensure requirements for body wrapping, which is a topic covered in the Body Treatments section of this program. Although a license is no longer required for body wrapping services, the training is still offered by education providers.

Courses

The courses are grouped into the following sections:

- *ES01-10: Fundamental Principles*
- *ES11-23: Skin Care Services*
- *ES24-28: Body Treatments*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
HI00	HIV/AIDS Understand the modes of transmission, infection control procedures, clinical management and prevention of HIV and AIDS, with emphasis on appropriate behavior and attitude changes with specific relevance to the practice of barbering and cosmetology including sanitary requirements.	4	0	4
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	8	0	8
ES01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	2	0	2
ES02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	2	0	2
ES03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	2	0	2

ES04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	2	0	2
ES05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions.	4	0	4
ES06	Chemistry & Chemical Safety Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.	2	0	2
ES07	Electricity & Electrical Safety Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.	2	0	2
ES08	Career Planning Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.	2	2	4

ES09	<p>On the Job</p> <p>Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.</p>	2	2	4
ES10	<p>The Beauty Business</p> <p>Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.</p>	2	4	6
ES11	<p>Career Opportunities and History of Esthetics</p> <p>Explain how career opportunities and the history of the profession are critical to esthetics. Describe the career options available to licensed estheticians. List types of existing esthetics practices to chart your career path. Outline skin care practices from earlier cultures to today. Summarize the current and future state of the esthetic industry.</p>	4	0	4

ES12	Anatomy & Physiology Explain why estheticians need knowledge of anatomy and physiology. Describe the basic structure and function of a cell. Describe the four types of tissue found in the body. Define the functions of major organs and systems of the body that intersect with the integumentary system and esthetics. List the five accessory organs to the skin. Identify the five functions of the skeletal system. Recognize the muscles involved in esthetic massage. Describe the three nerve branches of the head, neck, and face essential for performing facial treatments. Outline how the circulatory system influences the health of the skin. Explain the interdependence of the lymphatic, circulatory, and immune systems. Identify the glands that make up the endocrine system. List how hormonal changes in the reproductive system can affect the skin. Describe what occurs during inhalation and exhalation. Explain the five steps in digestion. List the five organs that comprise the excretory system.	6	0	6
ES13	Physiology and Histology of the Skin Describe why learning the physiology and histology of the skin makes you a better esthetician. Describe the attributes of healthy skin. Distinguish the six primary functions of the skin. Explain the function of each layer of the skin, from the deepest to the surface. Identify a hair follicle as an appendage of the skin. Identify nails as an appendage of the skin. Describe the functions of the two types of nerves. Explain what is produced by the two types of glands of the skin. Distinguish the factors influencing skin health.	6	0	6

ES14	<p>Disorders and Diseases of the Skin</p> <p>Explain why knowledge of diseases and disorders is valuable for an esthetician. Describe how an esthetician and a dermatologist can work collaboratively. Identify the differences between primary, secondary, and tertiary skin lesions. Recognize skin changes that could indicate a type of skin cancer. Describe the types of acne. Describe the symptoms of polycystic ovarian syndrome (PCOS). List common vascular conditions or disorders. Identify pigment disorders. Describe the different types of dermatitis. Identify the types of hypertrophies. Define nine contagious skin and nail diseases. Identify two mental health conditions that may manifest as skin conditions. Recognize common skin conditions related to skin diseases and disorders. Explain five sudoriferous gland disorders.</p>	4	0	4
ES15	<p>Skin Analysis</p> <p>Explain the process of skin analysis. Identify the four genetic skin types through visualization, palpation, and consultation. Differentiate the six Fitzpatrick skin types and accurately identify them. Distinguish the characteristics of sensitive skin. Recognize the intricacies involved with treating skin of color. Identify treatment options for the neck and décolleté. Illustrate examples of skin conditions. Explain the causes of skin conditions. Describe healthy habits for the skin. Determine treatment contraindications through evaluation, analysis, and consultation. Perform a skin analysis.</p>	4	10	14

ES16	<p>Skin Care Products: Chemistry, Ingredients, and Selection</p> <p>Explain how skin care products and ingredients are significant to estheticians. Describe cosmetic regulations, laws, and product safety. Distinguish cosmetic ingredient sources and popular terms. Describe the main types of ingredients in cosmetic chemistry. Identify beneficial ingredients for skin types and conditions. Select appropriate products for facial treatments and home care use. Recommend home care products with confidence. Summarize the points to consider when choosing a professional skin care line.</p>	4	12	16
ES17	<p>The Treatment Room</p> <p>Explain why treatment room preparation is an integral part of providing treatments. Review the elements of an esthetician’s professional appearance. Outline essential room and station structural features. Describe the ideal ambience, furniture, and equipment for facials. Properly manage treatment room supplies and products. Be able to set up a facial treatment area, such as a facial bar or station. Prepare the treatment room for services. Properly clean and disinfect the treatment room. Perform pre- and post-service procedures to meet safety and health requirements.</p>	6	25	31
ES18	<p>Facial Treatments</p> <p>Explain the importance of facial treatments as the foundation for all skin care services. Describe the benefits of a facial treatment. List the essential skills needed to successfully perform facials. Perform the facial setup procedures. Explain the key steps of the basic facial treatment. Describe how to consult clients on home care. Discuss variations of the basic facial. Outline the treatment goals for six skin types/conditions (dry, dehydrated, mature, sensitive, hyperpigmentation, and oily skin). Describe acne facials. Perform an acne treatment procedure. Discuss men’s skin care treatment options. Perform the facial treatment procedures.</p>	10	30	40

ES19	<p>Facial Massage</p> <p>Explain the importance of facial massage as an esthetics service. Describe the benefits of massage. Discuss facial massage contraindications. Describe the five types of massage movements used by estheticians. Explain how to incorporate massage during the facial treatment. Perform a basic facial massage.</p>	4	15	19
ES20	<p>Facial Devices and Technology</p> <p>Explain the importance of the use of facial devices and technology. Identify the basic concepts of electrotherapy. Explain the benefits of the hot towel cabinet. Discuss the magnifying lamp and its uses. Discuss the wood's lamp and its uses. Demonstrate how to safely and effectively use the rotary brush. Demonstrate how to safely and effectively use the steamer. Demonstrate how to safely and effectively use the vacuum machine. Demonstrate how to safely and effectively use galvanic current. Demonstrate how to safely and effectively use the high-frequency machine. Demonstrate how to safely and effectively use spray machines. State the benefits and use of paraffin wax. State the benefits and use of electric mitts and boots. Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.</p>	4	30	34
ES21	<p>Hair Removal</p> <p>Explain the importance of hair removal. Describe the structure of hair. Explain the hair growth cycle. Identify the causes of excessive hair growth. Compare temporary and permanent hair removal and reduction methods. Explain when to use hard and soft wax methods of hair removal. Provide a thorough client consultation for hair removal services. List items needed in a wax treatment room. Demonstrate waxing head to toe with soft and hard waxes.</p>	4	20	24

ES22	<p>Makeup Essentials</p> <p>Explain makeup essentials as it relates to an esthetician’s skill set. Describe the principles of cosmetic color theory. Use color theory to choose and coordinate makeup color selection. Identify face shapes and proportions for makeup applications. Describe the different types of cosmetics and their uses. Prepare the makeup station and supplies for clients. Follow infection control requirements for makeup services. Conduct a thorough makeup consultation with a client. Perform makeup application techniques. Use highlighting and contouring techniques for balance and proportion. Create makeup looks for special occasions. Apply makeup for the camera and special events. Recognize the benefits of camouflage makeup. Demonstrate the application of artificial eyelashes. Describe tinting lashes and brows on a makeup client. Explain the benefits of permanent makeup application. Describe the benefits of a career in makeup. Promote retail services as a makeup artist.</p>	6	25	31
ES23	<p>Advanced Topics and Treatments</p> <p>Explain advanced skin care topics and treatments for licensed, trained estheticians. Describe chemical exfoliation and peels. Identify how to safely and effectively use chemical exfoliation and peels. Discuss the benefits of microdermabrasion by type of device. Explain the benefits of laser technology. Explain the benefits and types of light therapy. Discuss microcurrent treatments. Discuss ultrasound. Discuss microneedling and nano infusion. Describe spa body treatments. Discuss common treatments used to address cellulite. Explain the benefits of manual lymphatic drainage. Describe the field of medical esthetics.</p>	4	25	29
ES24	<p>Exploring Physical Alterations</p> <p>Sun Damage. Obesity. Cellulite. Stretch Marks. Wrinkles.</p>	15	0	15

ES25	Machines Pneumatic Compression Machines. Vacuum Therapy Machines. Ultrasound Machines. Microdermabrasion Machines. Radiofrequency Machines. Galvanic Machines. LED Light Therapy Machines.	25	55	80
ES26	Aromatherapy Origins of Aromatherapy. Effects of Aromatherapy. Scent Combinations. Aromatherapy Application. Aromatherapy and Music.	10	25	35
ES27	Electrotherapy Introduction to Electrotherapy. Ultrasonic and Cavitation Electrotherapy. High Frequency Electrotherapy. Micro-current Electrotherapy. Galvanic Electrotherapy. Radiofrequency Electrotherapy.	25	60	85
ES28	Bodywork Hot Stone Therapy. Pinda Therapy. Maderotherapy. Body Wrapping. Body Waxing.	25	60	85
		200	400	600

Facial Specialist (260 clock hours)

Objective

To prepare students for the Florida state requirements of Facial Specialist, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing skin care services. Students will learn the skills needed to get started as talented Facial Specialists in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 2.6 months/10.4 weeks, assisting 25 hours weekly.

Licensure

This program requires a Facial Specialist license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) to obtain this license.

Courses

The courses are grouped into the following sections:

- *FA01-10: Fundamental Principles*
- *FA11-23: Skin Care Services*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	6	0	6
FA01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	4	0	4

FA02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	2	0	2
FA03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	4	0	4
FA04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	4	0	4
FA05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions. Discuss HIV/AIDS.	4	0	4
FA06	Chemistry & Chemical Safety Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.	4	0	4

FA07	Electricity & Electrical Safety Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.	4	0	4
FA08	Career Planning Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.	4	2	6
FA09	On the Job Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.	2	2	4
FA10	The Beauty Business Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.	2	4	6
FA11	Career Opportunities and History of Esthetics Explain how career opportunities and the history of the profession are critical to esthetics. Describe the career options available to licensed estheticians. List types of existing esthetics practices to chart your career path. Outline skin care practices from earlier cultures to today. Summarize the current and future state of the esthetic industry.	4	0	4

FA12	Anatomy & Physiology Explain why estheticians need knowledge of anatomy and physiology. Describe the basic structure and function of a cell. Describe the four types of tissue found in the body. Define the functions of major organs and systems of the body that intersect with the integumentary system and esthetics. List the five accessory organs to the skin. Identify the five functions of the skeletal system. Recognize the muscles involved in esthetic massage. Describe the three nerve branches of the head, neck, and face essential for performing facial treatments. Outline how the circulatory system influences the health of the skin. Explain the interdependence of the lymphatic, circulatory, and immune systems. Identify the glands that make up the endocrine system. List how hormonal changes in the reproductive system can affect the skin. Describe what occurs during inhalation and exhalation. Explain the five steps in digestion. List the five organs that comprise the excretory system.	6	0	6
FA13	Physiology and Histology of the Skin Describe why learning the physiology and histology of the skin makes you a better esthetician. Describe the attributes of healthy skin. Distinguish the six primary functions of the skin. Explain the function of each layer of the skin, from the deepest to the surface. Identify a hair follicle as an appendage of the skin. Identify nails as an appendage of the skin. Describe the functions of the two types of nerves. Explain what is produced by the two types of glands of the skin. Distinguish the factors influencing skin health.	6	0	6

FA14	Disorders and Diseases of the Skin Explain why knowledge of diseases and disorders is valuable for an esthetician. Describe how an esthetician and a dermatologist can work collaboratively. Identify the differences between primary, secondary, and tertiary skin lesions. Recognize skin changes that could indicate a type of skin cancer. Describe the types of acne. Describe the symptoms of polycystic ovarian syndrome (PCOS). List common vascular conditions or disorders. Identify pigment disorders. Describe the different types of dermatitis. Identify the types of hypertrophies. Define nine contagious skin and nail diseases. Identify two mental health conditions that may manifest as skin conditions. Recognize common skin conditions related to skin diseases and disorders. Explain five sudoriferous gland disorders.	4	0	4
FA15	Skin Analysis Explain the process of skin analysis. Identify the four genetic skin types through visualization, palpation, and consultation. Differentiate the six Fitzpatrick skin types and accurately identify them. Distinguish the characteristics of sensitive skin. Recognize the intricacies involved with treating skin of color. Identify treatment options for the neck and décolleté. Illustrate examples of skin conditions. Explain the causes of skin conditions. Describe healthy habits for the skin. Determine treatment contraindications through evaluation, analysis, and consultation. Perform a skin analysis.	4	10	14

FA16	<p>Skin Care Products: Chemistry, Ingredients, and Selection</p> <p>Explain how skin care products and ingredients are significant to estheticians. Describe cosmetic regulations, laws, and product safety. Distinguish cosmetic ingredient sources and popular terms. Describe the main types of ingredients in cosmetic chemistry. Identify beneficial ingredients for skin types and conditions. Select appropriate products for facial treatments and home care use. Recommend home care products with confidence. Summarize the points to consider when choosing a professional skin care line.</p>	4	10	14
FA17	<p>The Treatment Room</p> <p>Explain why treatment room preparation is an integral part of providing treatments. Review the elements of an esthetician’s professional appearance. Outline essential room and station structural features. Describe the ideal ambience, furniture, and equipment for facials. Properly manage treatment room supplies and products. Be able to set up a facial treatment area, such as a facial bar or station. Prepare the treatment room for services. Properly clean and disinfect the treatment room. Perform pre- and post-service procedures to meet safety and health requirements.</p>	6	18	24
FA18	<p>Facial Treatments</p> <p>Explain the importance of facial treatments as the foundation for all skin care services. Describe the benefits of a facial treatment. List the essential skills needed to successfully perform facials. Perform the facial setup procedures. Explain the key steps of the basic facial treatment. Describe how to consult clients on home care. Discuss variations of the basic facial. Outline the treatment goals for six skin types/conditions (dry, dehydrated, mature, sensitive, hyperpigmentation, and oily skin). Describe acne facials. Perform an acne treatment procedure. Discuss men’s skin care treatment options. Perform the facial treatment procedures.</p>	8	26	34

FA19	<p>Facial Massage</p> <p>Explain the importance of facial massage as an esthetics service. Describe the benefits of massage. Discuss facial massage contraindications. Describe the five types of massage movements used by estheticians. Explain how to incorporate massage during the facial treatment. Perform a basic facial massage.</p>	4	12	16
FA20	<p>Facial Devices and Technology</p> <p>Explain the importance of the use of facial devices and technology. Identify the basic concepts of electrotherapy. Explain the benefits of the hot towel cabinet. Discuss the magnifying lamp and its uses. Discuss the wood's lamp and its uses. Demonstrate how to safely and effectively use the rotary brush. Demonstrate how to safely and effectively use the steamer. Demonstrate how to safely and effectively use the vacuum machine. Demonstrate how to safely and effectively use galvanic current. Demonstrate how to safely and effectively use the high-frequency machine. Demonstrate how to safely and effectively use spray machines. State the benefits and use of paraffin wax. State the benefits and use of electric mitts and boots. Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.</p>	4	22	26
FA21	<p>Hair Removal</p> <p>Explain the importance of hair removal. Describe the structure of hair. Explain the hair growth cycle. Identify the causes of excessive hair growth. Compare temporary and permanent hair removal and reduction methods. Explain when to use hard and soft wax methods of hair removal. Provide a thorough client consultation for hair removal services. List items needed in a wax treatment room. Demonstrate waxing head to toe with soft and hard waxes.</p>	4	12	16

FA22	Makeup Essentials Explain makeup essentials as it relates to an esthetician’s skill set. Describe the principles of cosmetic color theory. Use color theory to choose and coordinate makeup color selection. Identify face shapes and proportions for makeup applications. Describe the different types of cosmetics and their uses. Prepare the makeup station and supplies for clients. Follow infection control requirements for makeup services. Conduct a thorough makeup consultation with a client. Perform makeup application techniques. Use highlighting and contouring techniques for balance and proportion. Create makeup looks for special occasions. Apply makeup for the camera and special events. Recognize the benefits of camouflage makeup. Demonstrate the application of artificial eyelashes. Describe tinting lashes and brows on a makeup client. Explain the benefits of permanent makeup application. Describe the benefits of a career in makeup. Promote retail services as a makeup artist.	6	20	26
FA23	Advanced Topics and Treatments Explain advanced skin care topics and treatments for licensed, trained estheticians. Describe chemical exfoliation and peels. Identify how to safely and effectively use chemical exfoliation and peels. Discuss the benefits of microdermabrasion by type of device. Explain the benefits of laser technology. Explain the benefits and types of light therapy. Discuss microcurrent treatments. Discuss ultrasound. Discuss microneedling and nano infusion. Describe spa body treatments. Discuss common treatments used to address cellulite. Explain the benefits of manual lymphatic drainage. Describe the field of medical esthetics.	4	18	22
		104	156	260

Facial Specialist and Makeup Artist (900 clock hours)

This educational program is not eligible to participate in federal student financial aid programs, effective 04-14-23. It is currently in the process of being deleted.

Objective

To prepare students for the Florida state requirements of Facial Specialist and Makeup Artist, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing skin care services and makeup services. Students will learn the skills needed to get started as talented Facial Specialists and Makeup Artists in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 9 months/36 weeks, assisting 25 hours weekly.

Licensure

This program requires a Facial Specialist license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) to obtain this license.

The state of Florida has no licensure requirements for makeup services. As such, the diploma bestowed to graduates is sufficient to perform such services for compensation.

Courses

The courses are grouped into the following sections:

- *FM01-10: Fundamental Principles*
- *FM11-23: Skin Care Services*
- *FM24-27: Makeup Services*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
HI00	HIV/AIDS Understand the modes of transmission, infection control procedures, clinical management and prevention of HIV and AIDS, with emphasis on appropriate behavior and attitude changes with specific relevance to the practice of barbering and cosmetology including sanitary requirements.	4	0	4
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	8	0	8
FM01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	2	0	2
FM02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	2	0	2
FM03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	2	0	2

FM04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	2	0	2
FM05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions.	4	0	4
FM06	Chemistry & Chemical Safety Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.	2	0	2
FM07	Electricity & Electrical Safety Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.	2	0	2
FM08	Career Planning Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.	2	2	4

FM09	<p>On the Job</p> <p>Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.</p>	2	2	4
FM10	<p>The Beauty Business</p> <p>Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.</p>	2	4	6
FM11	<p>Career Opportunities and History of Esthetics</p> <p>Explain how career opportunities and the history of the profession are critical to esthetics. Describe the career options available to licensed estheticians. List types of existing esthetics practices to chart your career path. Outline skin care practices from earlier cultures to today. Summarize the current and future state of the esthetic industry.</p>	4	0	4

FM12	Anatomy & Physiology Explain why estheticians need knowledge of anatomy and physiology. Describe the basic structure and function of a cell. Describe the four types of tissue found in the body. Define the functions of major organs and systems of the body that intersect with the integumentary system and esthetics. List the five accessory organs to the skin. Identify the five functions of the skeletal system. Recognize the muscles involved in esthetic massage. Describe the three nerve branches of the head, neck, and face essential for performing facial treatments. Outline how the circulatory system influences the health of the skin. Explain the interdependence of the lymphatic, circulatory, and immune systems. Identify the glands that make up the endocrine system. List how hormonal changes in the reproductive system can affect the skin. Describe what occurs during inhalation and exhalation. Explain the five steps in digestion. List the five organs that comprise the excretory system.	6	0	6
FM13	Physiology and Histology of the Skin Describe why learning the physiology and histology of the skin makes you a better esthetician. Describe the attributes of healthy skin. Distinguish the six primary functions of the skin. Explain the function of each layer of the skin, from the deepest to the surface. Identify a hair follicle as an appendage of the skin. Identify nails as an appendage of the skin. Describe the functions of the two types of nerves. Explain what is produced by the two types of glands of the skin. Distinguish the factors influencing skin health.	6	0	6

FM14	<p>Disorders and Diseases of the Skin</p> <p>Explain why knowledge of diseases and disorders is valuable for an esthetician. Describe how an esthetician and a dermatologist can work collaboratively. Identify the differences between primary, secondary, and tertiary skin lesions. Recognize skin changes that could indicate a type of skin cancer. Describe the types of acne. Describe the symptoms of polycystic ovarian syndrome (PCOS). List common vascular conditions or disorders. Identify pigment disorders. Describe the different types of dermatitis. Identify the types of hypertrophies. Define nine contagious skin and nail diseases. Identify two mental health conditions that may manifest as skin conditions. Recognize common skin conditions related to skin diseases and disorders. Explain five sudoriferous gland disorders.</p>	4	0	4
FM15	<p>Skin Analysis</p> <p>Explain the process of skin analysis. Identify the four genetic skin types through visualization, palpation, and consultation. Differentiate the six Fitzpatrick skin types and accurately identify them. Distinguish the characteristics of sensitive skin. Recognize the intricacies involved with treating skin of color. Identify treatment options for the neck and décolleté. Illustrate examples of skin conditions. Explain the causes of skin conditions. Describe healthy habits for the skin. Determine treatment contraindications through evaluation, analysis, and consultation. Perform a skin analysis.</p>	4	10	14

FM16	<p>Skin Care Products: Chemistry, Ingredients, and Selection</p> <p>Explain how skin care products and ingredients are significant to estheticians. Describe cosmetic regulations, laws, and product safety. Distinguish cosmetic ingredient sources and popular terms. Describe the main types of ingredients in cosmetic chemistry. Identify beneficial ingredients for skin types and conditions. Select appropriate products for facial treatments and home care use. Recommend home care products with confidence. Summarize the points to consider when choosing a professional skin care line.</p>	4	12	16
FM17	<p>The Treatment Room</p> <p>Explain why treatment room preparation is an integral part of providing treatments. Review the elements of an esthetician’s professional appearance. Outline essential room and station structural features. Describe the ideal ambience, furniture, and equipment for facials. Properly manage treatment room supplies and products. Be able to set up a facial treatment area, such as a facial bar or station. Prepare the treatment room for services. Properly clean and disinfect the treatment room. Perform pre- and post-service procedures to meet safety and health requirements.</p>	6	25	31
FM18	<p>Facial Treatments</p> <p>Explain the importance of facial treatments as the foundation for all skin care services. Describe the benefits of a facial treatment. List the essential skills needed to successfully perform facials. Perform the facial setup procedures. Explain the key steps of the basic facial treatment. Describe how to consult clients on home care. Discuss variations of the basic facial. Outline the treatment goals for six skin types/conditions (dry, dehydrated, mature, sensitive, hyperpigmentation, and oily skin). Describe acne facials. Perform an acne treatment procedure. Discuss men’s skin care treatment options. Perform the facial treatment procedures.</p>	10	30	40

FM19	<p>Facial Massage</p> <p>Explain the importance of facial massage as an esthetics service. Describe the benefits of massage. Discuss facial massage contraindications. Describe the five types of massage movements used by estheticians. Explain how to incorporate massage during the facial treatment. Perform a basic facial massage.</p>	4	15	19
FM20	<p>Facial Devices and Technology</p> <p>Explain the importance of the use of facial devices and technology. Identify the basic concepts of electrotherapy. Explain the benefits of the hot towel cabinet. Discuss the magnifying lamp and its uses. Discuss the wood's lamp and its uses. Demonstrate how to safely and effectively use the rotary brush. Demonstrate how to safely and effectively use the steamer. Demonstrate how to safely and effectively use the vacuum machine. Demonstrate how to safely and effectively use galvanic current. Demonstrate how to safely and effectively use the high-frequency machine. Demonstrate how to safely and effectively use spray machines. State the benefits and use of paraffin wax. State the benefits and use of electric mitts and boots. Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.</p>	4	30	34
FM21	<p>Hair Removal</p> <p>Explain the importance of hair removal. Describe the structure of hair. Explain the hair growth cycle. Identify the causes of excessive hair growth. Compare temporary and permanent hair removal and reduction methods. Explain when to use hard and soft wax methods of hair removal. Provide a thorough client consultation for hair removal services. List items needed in a wax treatment room. Demonstrate waxing head to toe with soft and hard waxes.</p>	4	20	24

FM22	<p>Makeup Essentials</p> <p>Explain makeup essentials as it relates to an esthetician’s skill set. Describe the principles of cosmetic color theory. Use color theory to choose and coordinate makeup color selection. Identify face shapes and proportions for makeup applications. Describe the different types of cosmetics and their uses. Prepare the makeup station and supplies for clients. Follow infection control requirements for makeup services. Conduct a thorough makeup consultation with a client. Perform makeup application techniques. Use highlighting and contouring techniques for balance and proportion. Create makeup looks for special occasions. Apply makeup for the camera and special events. Recognize the benefits of camouflage makeup. Demonstrate the application of artificial eyelashes. Describe tinting lashes and brows on a makeup client. Explain the benefits of permanent makeup application. Describe the benefits of a career in makeup. Promote retail services as a makeup artist.</p>	6	25	31
FM23	<p>Advanced Topics and Treatments</p> <p>Explain advanced skin care topics and treatments for licensed, trained estheticians. Describe chemical exfoliation and peels. Identify how to safely and effectively use chemical exfoliation and peels. Discuss the benefits of microdermabrasion by type of device. Explain the benefits of laser technology. Explain the benefits and types of light therapy. Discuss microcurrent treatments. Discuss ultrasound. Discuss microneedling and nano infusion. Describe spa body treatments. Discuss common treatments used to address cellulite. Explain the benefits of manual lymphatic drainage. Describe the field of medical esthetics.</p>	4	25	29
FM24	<p>Basics of Special Effects Makeup</p> <p>Introduction to Special Effects Makeup. Materials and Tools Needed for Special Effects Makeup. Safety Precautions for Special Effects Makeup. Skin Preparation for Special Effects Makeup.</p>	40	50	90

FM25	Advanced Special Effects Techniques Creating Realistic Wounds and Scars. Aging Makeup Techniques. Designing and Applying Prosthetics. Character Transformation Makeup.	60	150	210
FM26	Makeup for the Screen Makeup for Film, TV, and Stage. Makeup for High Definition Cameras. Makeup for Different Lighting Conditions. Makeup for Different Skin Tones and Ethnicities.	60	150	210
FM27	Building a Career in Special Effects Makeup Portfolio Development and Networking. Business and Legal Considerations. On-set Etiquette and Teamwork. Continuing Education and Staying Current.	40	50	90
		300	600	900

Full Specialist (600 clock hours)

This educational program is eligible to participate in federal student financial aid programs.

Objective

To prepare students for the Florida state requirements of Full Specialist, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing skin care services and nail services. Students will learn the skills needed to get started as talented Full Specialists in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 6 months/24 weeks, assisting 25 hours weekly.

Licensure

This program requires a Full Specialist license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) to obtain this license.

Courses

The courses are grouped into the following sections:

- *FL01: Florida Laws and Rules (with a focus on Skin Care Services)*
- *FS01-10: Fundamental Principles (with a focus on Skin Care Services)*
- *FS11-23: Skin Care Services*

- *FL02: Florida Laws and Rules (with a focus on Nail Services)*
- *FS24-33: Fundamental Principles (with a focus on Nail Services)*
- *FS34-46: Nail Services*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
FL01	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	6	0	6

FS01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	4	0	4
FS02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	2	0	2
FS03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	4	0	4
FS04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	4	0	4
FS05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions. Discuss HIV/AIDS.	4	0	4

FS06	<p>Chemistry & Chemical Safety</p> <p>Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.</p>	4	0	4
FS07	<p>Electricity & Electrical Safety</p> <p>Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.</p>	4	0	4
FS08	<p>Career Planning</p> <p>Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.</p>	4	2	6
FS09	<p>On the Job</p> <p>Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.</p>	2	2	4
FS10	<p>The Beauty Business</p> <p>Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.</p>	2	4	6

FS11	<p>Career Opportunities and History of Esthetics</p> <p>Explain how career opportunities and the history of the profession are critical to esthetics. Describe the career options available to licensed estheticians. List types of existing esthetics practices to chart your career path. Outline skin care practices from earlier cultures to today. Summarize the current and future state of the esthetic industry.</p>	4	0	4
FS12	<p>Anatomy & Physiology</p> <p>Explain why estheticians need knowledge of anatomy and physiology. Describe the basic structure and function of a cell. Describe the four types of tissue found in the body. Define the functions of major organs and systems of the body that intersect with the integumentary system and esthetics. List the five accessory organs to the skin. Identify the five functions of the skeletal system. Recognize the muscles involved in esthetic massage. Describe the three nerve branches of the head, neck, and face essential for performing facial treatments. Outline how the circulatory system influences the health of the skin. Explain the interdependence of the lymphatic, circulatory, and immune systems. Identify the glands that make up the endocrine system. List how hormonal changes in the reproductive system can affect the skin. Describe what occurs during inhalation and exhalation. Explain the five steps in digestion. List the five organs that comprise the excretory system.</p>	6	0	6
FS13	<p>Physiology and Histology of the Skin</p> <p>Describe why learning the physiology and histology of the skin makes you a better esthetician. Describe the attributes of healthy skin. Distinguish the six primary functions of the skin. Explain the function of each layer of the skin, from the deepest to the surface. Identify a hair follicle as an appendage of the skin. Identify nails as an appendage of the skin. Describe the functions of the two types of nerves. Explain what is produced by the two types of glands of the skin. Distinguish the factors influencing skin health.</p>	6	0	6

FS14	Disorders and Diseases of the Skin Explain why knowledge of diseases and disorders is valuable for an esthetician. Describe how an esthetician and a dermatologist can work collaboratively. Identify the differences between primary, secondary, and tertiary skin lesions. Recognize skin changes that could indicate a type of skin cancer. Describe the types of acne. Describe the symptoms of polycystic ovarian syndrome (PCOS). List common vascular conditions or disorders. Identify pigment disorders. Describe the different types of dermatitis. Identify the types of hypertrophies. Define nine contagious skin and nail diseases. Identify two mental health conditions that may manifest as skin conditions. Recognize common skin conditions related to skin diseases and disorders. Explain five sudoriferous gland disorders.	6	0	6
FS15	Skin Analysis Explain the process of skin analysis. Identify the four genetic skin types through visualization, palpation, and consultation. Differentiate the six Fitzpatrick skin types and accurately identify them. Distinguish the characteristics of sensitive skin. Recognize the intricacies involved with treating skin of color. Identify treatment options for the neck and décolleté. Illustrate examples of skin conditions. Explain the causes of skin conditions. Describe healthy habits for the skin. Determine treatment contraindications through evaluation, analysis, and consultation. Perform a skin analysis.	6	10	16

FS16	<p>Skin Care Products: Chemistry, Ingredients, and Selection</p> <p>Explain how skin care products and ingredients are significant to estheticians. Describe cosmetic regulations, laws, and product safety. Distinguish cosmetic ingredient sources and popular terms. Describe the main types of ingredients in cosmetic chemistry. Identify beneficial ingredients for skin types and conditions. Select appropriate products for facial treatments and home care use. Recommend home care products with confidence. Summarize the points to consider when choosing a professional skin care line.</p>	6	16	22
FS17	<p>The Treatment Room</p> <p>Explain why treatment room preparation is an integral part of providing treatments. Review the elements of an esthetician’s professional appearance. Outline essential room and station structural features. Describe the ideal ambience, furniture, and equipment for facials. Properly manage treatment room supplies and products. Be able to set up a facial treatment area, such as a facial bar or station. Prepare the treatment room for services. Properly clean and disinfect the treatment room. Perform pre- and post-service procedures to meet safety and health requirements.</p>	8	18	26
FS18	<p>Facial Treatments</p> <p>Explain the importance of facial treatments as the foundation for all skin care services. Describe the benefits of a facial treatment. List the essential skills needed to successfully perform facials. Perform the facial setup procedures. Explain the key steps of the basic facial treatment. Describe how to consult clients on home care. Discuss variations of the basic facial. Outline the treatment goals for six skin types/conditions (dry, dehydrated, mature, sensitive, hyperpigmentation, and oily skin). Describe acne facials. Perform an acne treatment procedure. Discuss men’s skin care treatment options. Perform the facial treatment procedures.</p>	12	30	42

FS19	<p>Facial Massage</p> <p>Explain the importance of facial massage as an esthetics service. Describe the benefits of massage. Discuss facial massage contraindications. Describe the five types of massage movements used by estheticians. Explain how to incorporate massage during the facial treatment. Perform a basic facial massage.</p>	2	14	16
FS20	<p>Facial Devices and Technology</p> <p>Explain the importance of the use of facial devices and technology. Identify the basic concepts of electrotherapy. Explain the benefits of the hot towel cabinet. Discuss the magnifying lamp and its uses. Discuss the wood's lamp and its uses. Demonstrate how to safely and effectively use the rotary brush. Demonstrate how to safely and effectively use the steamer. Demonstrate how to safely and effectively use the vacuum machine. Demonstrate how to safely and effectively use galvanic current. Demonstrate how to safely and effectively use the high-frequency machine. Demonstrate how to safely and effectively use spray machines. State the benefits and use of paraffin wax. State the benefits and use of electric mitts and boots. Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.</p>	6	22	28
FS21	<p>Hair Removal</p> <p>Explain the importance of hair removal. Describe the structure of hair. Explain the hair growth cycle. Identify the causes of excessive hair growth. Compare temporary and permanent hair removal and reduction methods. Explain when to use hard and soft wax methods of hair removal. Provide a thorough client consultation for hair removal services. List items needed in a wax treatment room. Demonstrate waxing head to toe with soft and hard waxes.</p>	6	14	20

FS22	<p>Makeup Essentials</p> <p>Explain makeup essentials as it relates to an esthetician’s skill set. Describe the principles of cosmetic color theory. Use color theory to choose and coordinate makeup color selection. Identify face shapes and proportions for makeup applications. Describe the different types of cosmetics and their uses. Prepare the makeup station and supplies for clients. Follow infection control requirements for makeup services. Conduct a thorough makeup consultation with a client. Perform makeup application techniques. Use highlighting and contouring techniques for balance and proportion. Create makeup looks for special occasions. Apply makeup for the camera and special events. Recognize the benefits of camouflage makeup. Demonstrate the application of artificial eyelashes. Describe tinting lashes and brows on a makeup client. Explain the benefits of permanent makeup application. Describe the benefits of a career in makeup. Promote retail services as a makeup artist.</p>	6	26	32
FS23	<p>Advanced Topics and Treatments</p> <p>Explain advanced skin care topics and treatments for licensed, trained estheticians. Describe chemical exfoliation and peels. Identify how to safely and effectively use chemical exfoliation and peels. Discuss the benefits of microdermabrasion by type of device. Explain the benefits of laser technology. Explain the benefits and types of light therapy. Discuss microcurrent treatments. Discuss ultrasound. Discuss microneedling and nano infusion. Describe spa body treatments. Discuss common treatments used to address cellulite. Explain the benefits of manual lymphatic drainage. Describe the field of medical esthetics.</p>	6	22	28
FL02	<p>Florida Laws and Rules</p> <p>Discuss the laws and rules which govern the practice in Florida.</p>	6	0	6

FS24	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	4	0	4
FS25	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	2	0	2
FS26	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	4	0	4
FS27	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	4	0	4
FS28	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions. Discuss HIV/AIDS.	4	0	4

FS29	<p>Chemistry & Chemical Safety</p> <p>Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.</p>	4	0	4
FS30	<p>Electricity & Electrical Safety</p> <p>Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.</p>	4	0	4
FS31	<p>Career Planning</p> <p>Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.</p>	4	2	6
FS32	<p>On the Job</p> <p>Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.</p>	2	2	4
FS33	<p>The Beauty Business</p> <p>Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.</p>	2	4	6

FS34	History and Career Opportunities Explain why an understanding of the history of nail technology is important to future career success. Summarize the cultural influences of nail technology in ancient history. Outline the key milestones of the history of nail technology in the twentieth century. Describe the advancements in nail technology in the twenty-first century. Compare the career opportunities available to licensed nail technicians.	4	0	4
FS35	General Anatomy and Physiology Explain how anatomy and physiology relate to nail technology. Describe the basic structure and function of a cell. Describe the four types of tissue in the human body. Define the functions of the body's organs in the body systems. Identify the five functions of the skeletal system. Recognize the voluntary muscles involved in the nail service. Name the parts of the nervous system. Recognize how the circulatory system affects the skin of the hands and feet. Describe the primary functions of the lymphatic/immune system. Identify the glands that make up the endocrine system. Outline the five steps in digestion. List the five organs that make up the excretory system. Describe what occurs during inhalation and exhalation. Define the integumentary system. Define the reproductive system.	8	0	8
FS36	Skin Structure, Disorders, and Diseases Explain why knowledge of skin structure, disorders, and diseases is valuable for a nail technician. Label the main layers, sublayers, nerves, and glands of the skin. Describe the six primary functions of the skin. Outline the approaches to maintaining healthy skin. Describe how environmental and lifestyle factors can contribute to the aging of the skin. Identify the symptoms of the most common skin disorders and diseases. Describe how to prevent the most common skin-related problems in the salon.	8	0	8

FS37	<p>Nail Structure, Disorders, and Diseases</p> <p>Explain why you should learn about nail structure, disorders, and diseases. Define the natural nail unit. Label the structure of the nail. Describe the factors that affect nail growth. Identify unhealthy conditions of the nail. Outline the scope of practice for your license related to nail structure, disorders, and diseases.</p>	6	0	6
FS38	<p>Nail Product Chemistry</p> <p>Explain why you need to learn about nail product chemistry. Outline the difference in behavior among gases, vapors, and fumes. Describe the function of adhesion, adhesives, and primers in nail products. Define the chemistry behind the adhesion of nail enhancements. Compare nail coating products in terms of their chemical or physical reaction. Describe how to minimize exposure to harmful substances.</p>	4	10	14
FS39	<p>Manicuring</p> <p>Explain why you should learn about manicuring. List the services that are included in your state's scope of practice for nail technicians. Describe the equipment needed to perform nail services. List the types of multiuse and single-use implements used during nail services. Describe the materials used during nail services. Explain the uses of professional nail products. Demonstrate the basic manicure technique. Outline the steps in the application of nail polish. Describe how to approach a man's manicure service. Demonstrate the massage techniques for the nail professional. Compare the process of a spa manicure and a basic manicure. Identify the benefits and best infection control practices for paraffin wax treatments. Describe approaches to personal manicures that are sensitive to clients of all physical and mental abilities.</p>	8	30	38

FS40	<p>Pedicuring</p> <p>Explain why you should learn about pedicuring services. Describe the equipment needed to perform pedicuring services. List the types of multiuse and single-use implements and materials used for pedicuring services. Explain the uses of professional pedicure products. Outline the steps needed to establish a pedicure business. Identify the benefits of a pedicure massage. Describe approaches to personal pedicures that are sensitive to clients with special health considerations. Discuss the importance of following disinfection practices after each pedicure service.</p>	8	30	38
FS41	<p>Electric Filing</p> <p>Explain the importance of electric filing for the nail technician. Describe electric files. Compare machine features when choosing an electric file. Choose the proper bit for each service. Demonstrate electric filing techniques. Discuss electric filing for pedicures. Recognize how to troubleshoot electric filing problems. List safety tips for electric filing.</p>	4	10	14
FS42	<p>Nail Tips and Forms</p> <p>Explain why a nail technician should learn about nail tips and forms. Identify the difference between a nail enhancement and a nail extension. Explain how to prepare the nail for nail extensions. Describe five different types of nail tips. List the advantages of using nail forms. Name the seven most common nail shapes requested with nail tips. Identify the qualities of a properly structured nail enhancement.</p>	6	16	22
FS43	<p>Nail Resin Systems</p> <p>Explain why you should learn about nail resin systems. Define nail resin and nail resin systems. Describe how the use of nail wraps can strengthen the nail. Outline the advantages of applying a dip system.</p>	6	16	22

FS44	<p>Monomer Liquid and Polymer Powder Nail Enhancements</p> <p>Explain why you should learn about liquid and powder nail enhancements. Describe the chemistry of liquid and powder nail enhancements. Identify the supplies for liquid and powder nail enhancement services. Outline the processes of maintenance, repair, and removal of liquid and powder nail enhancements.</p>	6	20	26
FS45	<p>Gel Nail Enhancements</p> <p>Explain why you should learn about light-cured gels. Describe the chemistry of gels. Discover the difference between LED and UV light used to cure gels. Classify the types of gels used in current systems. Identify the supplies needed for gel application. Explain how to store, use, and remove gels in the salon. Understand when to perform gel services.</p>	6	20	26
FS46	<p>Nail Art</p> <p>Explain how nail art impacts the nail technology industry. Introduce clients to nail art. Identify the use of color theory in nail art. Explain how nail polish can be used to create nail art. Demonstrate the basic techniques used in hand-painted nail art. Describe how to use monomer liquid and polymer powder to create 3-D nail art. Use UV and LED gel to create an inlaid nail art design. Choose when to use an embellishment in a nail art service. Describe how an airbrush machine is used to create nail art. Explain the advantages of using stencils and stamping. Describe an art technique that can be created with a dip system. Explain the benefits of participating in nail art competitions.</p>	6	20	26
		240	360	600

Full Specialist with Body Treatments (900 clock hours)

This educational program is not eligible to participate in federal student financial aid programs, effective 04-14-23. It is currently in the process of being deleted.

Objective

To prepare students for the Florida state requirements of Full Specialist with Body Treatments, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing skin care services, nail services, and body treatments. Students will learn the skills needed to get started as talented Full Specialists in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 9 months/36 weeks, assisting 25 hours weekly.

Licensure

This program requires a Full Specialist license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) to obtain this license.

Effective July 1, 2020, the state of Florida removed all licensure requirements for body wrapping, which is a topic covered in the Body Treatments section of this program. Although a license is no longer required for body wrapping services, the training is still offered by education providers.

Courses

The courses are grouped into the following sections:

- *FB01-10: Fundamental Principles*
- *FB11-23: Skin Care Services*
- *FB24-36: Nail Services*
- *FB37-41: Body Treatments*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
HI00	HIV/AIDS Understand the modes of transmission, infection control procedures, clinical management and prevention of HIV and AIDS, with emphasis on appropriate behavior and attitude changes with specific relevance to the practice of barbering and cosmetology including sanitary requirements.	4	0	4
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	8	0	8
FB01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	2	0	2
FB02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	4	0	4
FB03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	2	0	2

FB04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	2	0	2
FB05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions.	4	0	4
FB06	Chemistry & Chemical Safety Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.	2	0	2
FB07	Electricity & Electrical Safety Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.	2	0	2
FB08	Career Planning Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.	2	8	10

FB09	<p>On the Job</p> <p>Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.</p>	2	8	10
FB10	<p>The Beauty Business</p> <p>Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.</p>	2	8	10
FB11	<p>Career Opportunities and History of Esthetics</p> <p>Explain how career opportunities and the history of the profession are critical to esthetics. Describe the career options available to licensed estheticians. List types of existing esthetics practices to chart your career path. Outline skin care practices from earlier cultures to today. Summarize the current and future state of the esthetic industry.</p>	4	0	4

FB12	Anatomy & Physiology Explain why estheticians need knowledge of anatomy and physiology. Describe the basic structure and function of a cell. Describe the four types of tissue found in the body. Define the functions of major organs and systems of the body that intersect with the integumentary system and esthetics. List the five accessory organs to the skin. Identify the five functions of the skeletal system. Recognize the muscles involved in esthetic massage. Describe the three nerve branches of the head, neck, and face essential for performing facial treatments. Outline how the circulatory system influences the health of the skin. Explain the interdependence of the lymphatic, circulatory, and immune systems. Identify the glands that make up the endocrine system. List how hormonal changes in the reproductive system can affect the skin. Describe what occurs during inhalation and exhalation. Explain the five steps in digestion. List the five organs that comprise the excretory system.	6	0	6
FB13	Physiology and Histology of the Skin Describe why learning the physiology and histology of the skin makes you a better esthetician. Describe the attributes of healthy skin. Distinguish the six primary functions of the skin. Explain the function of each layer of the skin, from the deepest to the surface. Identify a hair follicle as an appendage of the skin. Identify nails as an appendage of the skin. Describe the functions of the two types of nerves. Explain what is produced by the two types of glands of the skin. Distinguish the factors influencing skin health.	6	0	6

FB14	<p>Disorders and Diseases of the Skin</p> <p>Explain why knowledge of diseases and disorders is valuable for an esthetician. Describe how an esthetician and a dermatologist can work collaboratively. Identify the differences between primary, secondary, and tertiary skin lesions. Recognize skin changes that could indicate a type of skin cancer. Describe the types of acne. Describe the symptoms of polycystic ovarian syndrome (PCOS). List common vascular conditions or disorders. Identify pigment disorders. Describe the different types of dermatitis. Identify the types of hypertrophies. Define nine contagious skin and nail diseases. Identify two mental health conditions that may manifest as skin conditions. Recognize common skin conditions related to skin diseases and disorders. Explain five sudoriferous gland disorders.</p>	4	0	4
FB15	<p>Skin Analysis</p> <p>Explain the process of skin analysis. Identify the four genetic skin types through visualization, palpation, and consultation. Differentiate the six Fitzpatrick skin types and accurately identify them. Distinguish the characteristics of sensitive skin. Recognize the intricacies involved with treating skin of color. Identify treatment options for the neck and décolleté. Illustrate examples of skin conditions. Explain the causes of skin conditions. Describe healthy habits for the skin. Determine treatment contraindications through evaluation, analysis, and consultation. Perform a skin analysis.</p>	4	16	20

FB16	<p>Skin Care Products: Chemistry, Ingredients, and Selection</p> <p>Explain how skin care products and ingredients are significant to estheticians. Describe cosmetic regulations, laws, and product safety. Distinguish cosmetic ingredient sources and popular terms. Describe the main types of ingredients in cosmetic chemistry. Identify beneficial ingredients for skin types and conditions. Select appropriate products for facial treatments and home care use. Recommend home care products with confidence. Summarize the points to consider when choosing a professional skin care line.</p>	4	16	20
FB17	<p>The Treatment Room</p> <p>Explain why treatment room preparation is an integral part of providing treatments. Review the elements of an esthetician’s professional appearance. Outline essential room and station structural features. Describe the ideal ambience, furniture, and equipment for facials. Properly manage treatment room supplies and products. Be able to set up a facial treatment area, such as a facial bar or station. Prepare the treatment room for services. Properly clean and disinfect the treatment room. Perform pre- and post-service procedures to meet safety and health requirements.</p>	4	20	24
FB18	<p>Facial Treatments</p> <p>Explain the importance of facial treatments as the foundation for all skin care services. Describe the benefits of a facial treatment. List the essential skills needed to successfully perform facials. Perform the facial setup procedures. Explain the key steps of the basic facial treatment. Describe how to consult clients on home care. Discuss variations of the basic facial. Outline the treatment goals for six skin types/conditions (dry, dehydrated, mature, sensitive, hyperpigmentation, and oily skin). Describe acne facials. Perform an acne treatment procedure. Discuss men’s skin care treatment options. Perform the facial treatment procedures.</p>	10	30	40

FB19	<p>Facial Massage</p> <p>Explain the importance of facial massage as an esthetics service. Describe the benefits of massage. Discuss facial massage contraindications. Describe the five types of massage movements used by estheticians. Explain how to incorporate massage during the facial treatment. Perform a basic facial massage.</p>	4	22	26
FB20	<p>Facial Devices and Technology</p> <p>Explain the importance of the use of facial devices and technology. Identify the basic concepts of electrotherapy. Explain the benefits of the hot towel cabinet. Discuss the magnifying lamp and its uses. Discuss the wood's lamp and its uses. Demonstrate how to safely and effectively use the rotary brush. Demonstrate how to safely and effectively use the steamer. Demonstrate how to safely and effectively use the vacuum machine. Demonstrate how to safely and effectively use galvanic current. Demonstrate how to safely and effectively use the high-frequency machine. Demonstrate how to safely and effectively use spray machines. State the benefits and use of paraffin wax. State the benefits and use of electric mitts and boots. Identify why you should make informed decisions when purchasing equipment as a licensed esthetician.</p>	4	30	34
FB21	<p>Hair Removal</p> <p>Explain the importance of hair removal. Describe the structure of hair. Explain the hair growth cycle. Identify the causes of excessive hair growth. Compare temporary and permanent hair removal and reduction methods. Explain when to use hard and soft wax methods of hair removal. Provide a thorough client consultation for hair removal services. List items needed in a wax treatment room. Demonstrate waxing head to toe with soft and hard waxes.</p>	4	20	24

FB22	<p>Makeup Essentials</p> <p>Explain makeup essentials as it relates to an esthetician’s skill set. Describe the principles of cosmetic color theory. Use color theory to choose and coordinate makeup color selection. Identify face shapes and proportions for makeup applications. Describe the different types of cosmetics and their uses. Prepare the makeup station and supplies for clients. Follow infection control requirements for makeup services. Conduct a thorough makeup consultation with a client. Perform makeup application techniques. Use highlighting and contouring techniques for balance and proportion. Create makeup looks for special occasions. Apply makeup for the camera and special events. Recognize the benefits of camouflage makeup. Demonstrate the application of artificial eyelashes. Describe tinting lashes and brows on a makeup client. Explain the benefits of permanent makeup application. Describe the benefits of a career in makeup. Promote retail services as a makeup artist.</p>	6	26	32
FB23	<p>Advanced Topics and Treatments</p> <p>Explain advanced skin care topics and treatments for licensed, trained estheticians. Describe chemical exfoliation and peels. Identify how to safely and effectively use chemical exfoliation and peels. Discuss the benefits of microdermabrasion by type of device. Explain the benefits of laser technology. Explain the benefits and types of light therapy. Discuss microcurrent treatments. Discuss ultrasound. Discuss microneedling and nano infusion. Describe spa body treatments. Discuss common treatments used to address cellulite. Explain the benefits of manual lymphatic drainage. Describe the field of medical esthetics.</p>	4	26	30

FB24	History and Career Opportunities Explain why an understanding of the history of nail technology is important to future career success. Summarize the cultural influences of nail technology in ancient history. Outline the key milestones of the history of nail technology in the twentieth century. Describe the advancements in nail technology in the twenty-first century. Compare the career opportunities available to licensed nail technicians.	4	0	4
FB25	General Anatomy and Physiology Explain how anatomy and physiology relate to nail technology. Describe the basic structure and function of a cell. Describe the four types of tissue in the human body. Define the functions of the body's organs in the body systems. Identify the five functions of the skeletal system. Recognize the voluntary muscles involved in the nail service. Name the parts of the nervous system. Recognize how the circulatory system affects the skin of the hands and feet. Describe the primary functions of the lymphatic/immune system. Identify the glands that make up the endocrine system. Outline the five steps in digestion. List the five organs that make up the excretory system. Describe what occurs during inhalation and exhalation. Define the integumentary system. Define the reproductive system.	8	0	8
FB26	Skin Structure, Disorders, and Diseases Explain why knowledge of skin structure, disorders, and diseases is valuable for a nail technician. Label the main layers, sublayers, nerves, and glands of the skin. Describe the six primary functions of the skin. Outline the approaches to maintaining healthy skin. Describe how environmental and lifestyle factors can contribute to the aging of the skin. Identify the symptoms of the most common skin disorders and diseases. Describe how to prevent the most common skin-related problems in the salon.	6	0	6

FB27	<p>Nail Structure, Disorders, and Diseases</p> <p>Explain why you should learn about nail structure, disorders, and diseases. Define the natural nail unit. Label the structure of the nail. Describe the factors that affect nail growth. Identify unhealthy conditions of the nail. Outline the scope of practice for your license related to nail structure, disorders, and diseases.</p>	6	0	6
FB28	<p>Nail Product Chemistry</p> <p>Explain why you need to learn about nail product chemistry. Outline the difference in behavior among gases, vapors, and fumes. Describe the function of adhesion, adhesives, and primers in nail products. Define the chemistry behind the adhesion of nail enhancements. Compare nail coating products in terms of their chemical or physical reaction. Describe how to minimize exposure to harmful substances.</p>	4	0	4
FB29	<p>Manicuring</p> <p>Explain why you should learn about manicuring. List the services that are included in your state’s scope of practice for nail technicians. Describe the equipment needed to perform nail services. List the types of multiuse and single-use implements used during nail services. Describe the materials used during nail services. Explain the uses of professional nail products. Demonstrate the basic manicure technique. Outline the steps in the application of nail polish. Describe how to approach a man’s manicure service. Demonstrate the massage techniques for the nail professional. Compare the process of a spa manicure and a basic manicure. Identify the benefits and best infection control practices for paraffin wax treatments. Describe approaches to personal manicures that are sensitive to clients of all physical and mental abilities.</p>	8	38	46

FB30	<p>Pedicuring</p> <p>Explain why you should learn about pedicuring services. Describe the equipment needed to perform pedicuring services. List the types of multiuse and single-use implements and materials used for pedicuring services. Explain the uses of professional pedicure products. Outline the steps needed to establish a pedicure business. Identify the benefits of a pedicure massage. Describe approaches to personal pedicures that are sensitive to clients with special health considerations. Discuss the importance of following disinfection practices after each pedicure service.</p>	8	38	46
FB31	<p>Electric Filing</p> <p>Explain the importance of electric filing for the nail technician. Describe electric files. Compare machine features when choosing an electric file. Choose the proper bit for each service. Demonstrate electric filing techniques. Discuss electric filing for pedicures. Recognize how to troubleshoot electric filing problems. List safety tips for electric filing.</p>	4	16	20
FB32	<p>Nail Tips and Forms</p> <p>Explain why a nail technician should learn about nail tips and forms. Identify the difference between a nail enhancement and a nail extension. Explain how to prepare the nail for nail extensions. Describe five different types of nail tips. List the advantages of using nail forms. Name the seven most common nail shapes requested with nail tips. Identify the qualities of a properly structured nail enhancement.</p>	4	16	20
FB33	<p>Nail Resin Systems</p> <p>Explain why you should learn about nail resin systems. Define nail resin and nail resin systems. Describe how the use of nail wraps can strengthen the nail. Outline the advantages of applying a dip system.</p>	6	12	18

FB34	<p>Monomer Liquid and Polymer Powder Nail Enhancements</p> <p>Explain why you should learn about liquid and powder nail enhancements. Describe the chemistry of liquid and powder nail enhancements. Identify the supplies for liquid and powder nail enhancement services. Outline the processes of maintenance, repair, and removal of liquid and powder nail enhancements.</p>	8	26	34
FB35	<p>Gel Nail Enhancements</p> <p>Explain why you should learn about light-cured gels. Describe the chemistry of gels. Discover the difference between LED and UV light used to cure gels. Classify the types of gels used in current systems. Identify the supplies needed for gel application. Explain how to store, use, and remove gels in the salon. Understand when to perform gel services.</p>	8	26	34
FB36	<p>Nail Art</p> <p>Explain how nail art impacts the nail technology industry. Introduce clients to nail art. Identify the use of color theory in nail art. Explain how nail polish can be used to create nail art. Demonstrate the basic techniques used in hand-painted nail art. Describe how to use monomer liquid and polymer powder to create 3-D nail art. Use UV and LED gel to create an inlaid nail art design. Choose when to use an embellishment in a nail art service. Describe how an airbrush machine is used to create nail art. Explain the advantages of using stencils and stamping. Describe an art technique that can be created with a dip system. Explain the benefits of participating in nail art competitions.</p>	6	18	24
FB37	<p>Exploring Physical Alterations</p> <p>Sun Damage. Obesity. Cellulite. Stretch Marks. Wrinkles.</p>	15	0	15

FB38	Machines Pneumatic Compression Machines. Vacuum Therapy Machines. Ultrasound Machines. Microdermabrasion Machines. Radiofrequency Machines. Galvanic Machines. LED Light Therapy Machines.	25	55	80
FB39	Aromatherapy Origins of Aromatherapy. Effects of Aromatherapy. Scent Combinations. Aromatherapy Application. Aromatherapy and Music.	10	25	35
FB40	Electrotherapy Introduction to Electrotherapy. Ultrasonic and Cavitation Electrotherapy. High Frequency Electrotherapy. Micro-current Electrotherapy. Galvanic Electrotherapy. Radiofrequency Electrotherapy.	25	60	85
FB41	Bodywork Hot Stone Therapy. Pinda Therapy. Maderotherapy. Body Wrapping. Body Waxing.	25	60	85
		280	620	900

Nail Specialist (240 clock hours)

Objective

To prepare students for the Florida state requirements of Nail Specialist, enabling them to obtain their licenses and become successful professionals in today's industry.

Description

The program consists of education and training for performing nail services. Students will learn the skills needed to get started as talented Nail Specialists in today's industry through a well-planned curriculum and activities.

Completion

Normally, students complete this program in 2.4 months/9.6 weeks, assisting 25 hours weekly.

Licensure

This program requires a Nail Specialist license from the Florida Board of Cosmetology to practice the profession in the state of Florida. After graduation students will complete and submit the necessary license application to the Department of Business and Professional Regulation (DBPR) to obtain this license.

Courses

The courses are grouped into the following sections:

- *NA01-10: Fundamental Principles*
- *NA11-23: Nail Services*

Code	Title and Description	Theory Clock Hours	Practice Clock Hours	Total Clock Hours
FL00	Florida Laws and Rules Discuss the laws and rules which govern the practice in Florida.	6	0	6
NA01	Life Skills Explain life skills. List the principles that contribute to success. Design a mission statement. Set long-term and short-term goals. Demonstrate effective time management. Employ successful learning tools. Define ethics. Develop a positive personality and attitude.	4	0	4

NA02	Professional Image Explain professional image. Employ image-building basics. Demonstrate a professional attitude. Create your personal portfolio. Implement social media best practices.	2	0	2
NA03	Communicating for Success Explain communicating for success. Practice communication skills. Conduct the client consultation. Handle communication barriers. Follow guidelines for workplace communication.	4	0	4
NA04	The Healthy Professional Explain the healthy professional. Discuss nutritional needs in a beauty context. Practice proper hydration. Describe how immunity keeps the body safe. Explain when to take a sick day. Identify common beauty professional health issues. Protect yourself with proper body mechanics. Recognize the challenges posed by pregnancy.	4	0	4
NA05	Infection Control Explain infection control. Describe federal and state regulatory agencies. Recognize the principles of infection. Identify different types of pathogens. Employ the principles of prevention. Follow Standard Precautions to protect yourself and your clients. Demonstrate safe work practices and safety precautions. Discuss HIV/AIDS.	4	0	4
NA06	Chemistry & Chemical Safety Explain chemistry and chemical safety. Identify the basics of chemical structure. Explain the differences between solutions, suspensions, and emulsions. Describe potential hydrogen and how the pH scale works. Summarize neutralization and redox reactions. Practice chemical safety. Interpret safety data sheets.	4	0	4

NA07	Electricity & Electrical Safety Explain electricity and electrical safety. Outline electrical theory. Practice electrical equipment safety. Identify electrotherapy modalities. Discuss light energy.	4	0	4
NA08	Career Planning Explain career planning. Review the state licensing examination process. Discover potential employers. Develop an effective resume. Prepare for a job interview in the beauty industry.	4	2	6
NA09	On the Job Explain what it's like on the job. Describe the expectations of moving from school to work. Summarize employment options in the real world. Practice money management. Master selling in the salon, spa, and barbershop. Use marketing to expand your client base.	2	2	4
NA10	The Beauty Business Explain the beauty business. Outline the requirements of owning a business. Describe booth rental. Identify the elements of a successful salon, spa, or barbershop. List marketing strategies for building your business.	2	4	6
NA11	History and Career Opportunities Explain why an understanding of the history of nail technology is important to future career success. Summarize the cultural influences of nail technology in ancient history. Outline the key milestones of the history of nail technology in the twentieth century. Describe the advancements in nail technology in the twenty-first century. Compare the career opportunities available to licensed nail technicians.	2	0	2

NA12	<p>General Anatomy and Physiology</p> <p>Explain how anatomy and physiology relate to nail technology. Describe the basic structure and function of a cell. Describe the four types of tissue in the human body. Define the functions of the body's organs in the body systems. Identify the five functions of the skeletal system. Recognize the voluntary muscles involved in the nail service. Name the parts of the nervous system. Recognize how the circulatory system affects the skin of the hands and feet. Describe the primary functions of the lymphatic/immune system. Identify the glands that make up the endocrine system. Outline the five steps in digestion. List the five organs that make up the excretory system. Describe what occurs during inhalation and exhalation. Define the integumentary system. Define the reproductive system.</p>	6	0	6
NA13	<p>Skin Structure, Disorders, and Diseases</p> <p>Explain why knowledge of skin structure, disorders, and diseases is valuable for a nail technician. Label the main layers, sublayers, nerves, and glands of the skin. Describe the six primary functions of the skin. Outline the approaches to maintaining healthy skin. Describe how environmental and lifestyle factors can contribute to the aging of the skin. Identify the symptoms of the most common skin disorders and diseases. Describe how to prevent the most common skin-related problems in the salon.</p>	4	0	4
NA14	<p>Nail Structure, Disorders, and Diseases</p> <p>Explain why you should learn about nail structure, disorders, and diseases. Define the natural nail unit. Label the structure of the nail. Describe the factors that affect nail growth. Identify unhealthy conditions of the nail. Outline the scope of practice for your license related to nail structure, disorders, and diseases.</p>	6	0	6

NA15	<p>Nail Product Chemistry</p> <p>Explain why you need to learn about nail product chemistry. Outline the difference in behavior among gases, vapors, and fumes. Describe the function of adhesion, adhesives, and primers in nail products. Define the chemistry behind the adhesion of nail enhancements. Compare nail coating products in terms of their chemical or physical reaction. Describe how to minimize exposure to harmful substances.</p>	2	10	12
NA16	<p>Manicuring</p> <p>Explain why you should learn about manicuring. List the services that are included in your state's scope of practice for nail technicians. Describe the equipment needed to perform nail services. List the types of multiuse and single-use implements used during nail services. Describe the materials used during nail services. Explain the uses of professional nail products. Demonstrate the basic manicure technique. Outline the steps in the application of nail polish. Describe how to approach a man's manicure service. Demonstrate the massage techniques for the nail professional. Compare the process of a spa manicure and a basic manicure. Identify the benefits and best infection control practices for paraffin wax treatments. Describe approaches to personal manicures that are sensitive to clients of all physical and mental abilities.</p>	6	26	32
NA17	<p>Pedicuring</p> <p>Explain why you should learn about pedicuring services. Describe the equipment needed to perform pedicuring services. List the types of multiuse and single-use implements and materials used for pedicuring services. Explain the uses of professional pedicure products. Outline the steps needed to establish a pedicure business. Identify the benefits of a pedicure massage. Describe approaches to personal pedicures that are sensitive to clients with special health considerations. Discuss the importance of following disinfection practices after each pedicure service.</p>	6	26	32

NA18	<p>Electric Filing</p> <p>Explain the importance of electric filing for the nail technician. Describe electric files. Compare machine features when choosing an electric file. Choose the proper bit for each service. Demonstrate electric filing techniques. Discuss electric filing for pedicures. Recognize how to troubleshoot electric filing problems. List safety tips for electric filing.</p>	2	10	12
NA19	<p>Nail Tips and Forms</p> <p>Explain why a nail technician should learn about nail tips and forms. Identify the difference between a nail enhancement and a nail extension. Explain how to prepare the nail for nail extensions. Describe five different types of nail tips. List the advantages of using nail forms. Name the seven most common nail shapes requested with nail tips. Identify the qualities of a properly structured nail enhancement.</p>	2	10	12
NA20	<p>Nail Resin Systems</p> <p>Explain why you should learn about nail resin systems. Define nail resin and nail resin systems. Describe how the use of nail wraps can strengthen the nail. Outline the advantages of applying a dip system.</p>	4	10	14
NA21	<p>Monomer Liquid and Polymer Powder Nail Enhancements</p> <p>Explain why you should learn about liquid and powder nail enhancements. Describe the chemistry of liquid and powder nail enhancements. Identify the supplies for liquid and powder nail enhancement services. Outline the processes of maintenance, repair, and removal of liquid and powder nail enhancements.</p>	4	16	20

NA22	<p>Gel Nail Enhancements</p> <p>Explain why you should learn about light-cured gels. Describe the chemistry of gels. Discover the difference between LED and UV light used to cure gels. Classify the types of gels used in current systems. Identify the supplies needed for gel application. Explain how to store, use, and remove gels in the salon. Understand when to perform gel services.</p>	6	14	20
NA23	<p>Nail Art</p> <p>Explain how nail art impacts the nail technology industry. Introduce clients to nail art. Identify the use of color theory in nail art. Explain how nail polish can be used to create nail art. Demonstrate the basic techniques used in hand-painted nail art. Describe how to use monomer liquid and polymer powder to create 3-D nail art. Use UV and LED gel to create an inlaid nail art design. Choose when to use an embellishment in a nail art service. Describe how an airbrush machine is used to create nail art. Explain the advantages of using stencils and stamping. Describe an art technique that can be created with a dip system. Explain the benefits of participating in nail art competitions.</p>	6	14	20
		96	144	240

Program Costs

Program	Tuition	Registration	Books and Supplies	Uniform	Total Cost
Barber Styling	19,400	100	1,400	70	\$20,970.00
Cosmetology	19,400	100	1,400	70	\$20,970.00
Esthetics	10,750	100	700	50	\$11,600.00
Facial Specialist	4,900	100	900	70	\$5,970.00
Facial Specialist and Makeup Artist	15,750	100	1,000	50	\$16,900.00
Full Specialist	10,700	100	1,100	70	\$11,970.00
Full Specialist with Body Treatments	15,750	100	1,000	50	\$16,900.00
Nail Specialist	3,900	100	900	70	\$4,970.00

There are additional fees for license applicants in the state of Florida which are not included in the total cost of a program. These fees are determined by the Department of Business and Professional Regulation (DBPR) and are the sole responsibility of the student. For the most current fees please contact the DBPR Customer Contact Center at (850) 487-1395 or meet with a school official for guidance. Students should also be aware that completing a board-approved HIV/AIDS course is a requirement of the DBPR. The institution will assist students in this process.

Administrative and Supervisory Personnel

Hialeah Gardens Campus (main campus)

Name	Title(s)	Part-time	Full-time
Odalquis Ramirez	President		X
Eduardo Ramirez	Executive Director		X
Jesus Ramirez	Associate Director		X
Isbel Luperon	Academic Director		X
Eduardo Ramirez	Admissions Director		X
Yanepsy Chavez	Financial Aid Director		X
Miguel Ramirez	Compliance Director		X

Miami Campus

Name	Title(s)	Part-time	Full-time
Odalquis Ramirez	President		X
Eduardo Ramirez	Executive Director		X
Jesus Ramirez	Associate Director		X
Isbel Luperon	Academic Director		X
Eduardo Ramirez	Admissions Director		X
Yanepsy Chavez	Financial Aid Director		X
Miguel Ramirez	Compliance Director		X

Eureka Campus

Name	Title(s)	Part-time	Full-time
Odalquis Ramirez	President		X
Eduardo Ramirez	Executive Director		X
Jesus Ramirez	Associate Director		X
Isbel Luperon	Academic Director		X
Eduardo Ramirez	Admissions Director		X
Yanepsy Chavez	Financial Aid Director		X
Miguel Ramirez	Compliance Director		X

Instructional Support Staff

Hialeah Gardens Campus (main campus)

Name	Title(s)	Part-time	Full-time
Odalquis Ramirez	Bursar		X
Claudia Garcia	Registrar, Placement Coordinator		X
Miguel Ramirez	Media Services Coordinator		X

Miami Campus

Name	Title(s)	Part-time	Full-time
Odalquis Ramirez	Bursar		X
Claudia Garcia	Registrar, Placement Coordinator		X
Miguel Ramirez	Media Services Coordinator		X

Eureka Campus

Name	Title(s)	Part-time	Full-time
Odalquis Ramirez	Bursar		X
Claudia Garcia	Registrar, Placement Coordinator		X
Miguel Ramirez	Media Services Coordinator		X

Faculty

Hialeah Gardens Campus (main campus)

Name	Credentials Held and Awarding Institution	Program(s) Taught	Part-time	Full-time
Aymee Rodriguez	Barber Styling Diploma, Beauty Academy of South Florida	Barber Styling		X
Yeney Angulo	Cosmetology Diploma, La Belle Beauty School	Cosmetology		X
Yenis Yaber Puente	Miami Springs Adult Education Center, Facial Specialist Diploma	Esthetics (Skin Care Services section), Facial Specialist, Facial Specialist and Makeup Artist (Skin Care Services section), Full Specialist (Skin Care Services section), Full Specialist with Body Treatments (Skin Care Services section)		X
Yenis Yaber Puente	Miami Springs Adult Education Center, Facial Specialist Diploma	Esthetics (Body Treatments section), Full Specialist with Body Treatments (Body Treatments section)		X

Yenis Yaber Puente	Miami Springs Adult Education Center, Facial Specialist Diploma	Facial Specialist and Makeup Artist (Makeup Services section)		X
Stephany Quintero	Nail Specialist Diploma, La Belle Beauty School	Full Specialist (Nail Services section), Nail Specialist		X

Miami Campus

Name	Credentials Held and Awarding Institution	Program(s) Taught	Part-time	Full-time
Marisol Castillo	Barber Diploma, Beauty Schools of America	Barber Styling		X
Marisol Castillo	Cosmetology Diploma, Beauty Schools of America	Cosmetology		X
Mercedes Herrera	Full Specialist Diploma, La Belle Beauty School	Esthetics (Skin Care Services section), Facial Specialist, Facial Specialist and Makeup Artist (Skin Care Services section), Full Specialist (Skin Care Services section), Full Specialist with Body Treatments (Skin Care Services section)		X
Mercedes Herrera	Full Specialist Diploma, La Belle Beauty School	Esthetics (Body Treatments section), Full Specialist with Body Treatments (Body Treatments section)		X
Mercedes Herrera	Full Specialist Diploma, La Belle Beauty School	Facial Specialist and Makeup Artist (Makeup Services section)		X
Ana Camacho	Nail Specialist Diploma, La Belle Beauty School	Full Specialist (Nail Services section), Nail Specialist		X

Eureka Campus

Name	Credentials Held and Awarding Institution	Program(s) Taught	Part-time	Full-time
Elsa Diaz	Barber Styling Diploma, Beauty Academy of South Florida	Barber Styling		X

Yamila Blanco	Cosmetology Diploma, La Belle Beauty School	Cosmetology		X
Zaidee Bravo	Facial Specialist Diploma, Beauty Academy of South Florida	Esthetics (Skin Care Services section), Facial Specialist, Facial Specialist and Makeup Artist (Skin Care Services section), Full Specialist (Skin Care Services section), Full Specialist with Body Treatments (Skin Care Services section)		X
Zaidee Bravo	Facial Specialist Diploma, Beauty Academy of South Florida	Esthetics (Body Treatments section), Full Specialist with Body Treatments (Body Treatments section)		X
Zaidee Bravo	Facial Specialist Diploma, Beauty Academy of South Florida	Facial Specialist and Makeup Artist (Makeup Services section)		X
Dianelys Munoz Benitez	Nail Specialist Diploma, Rossie Nail Tech School	Full Specialist (Nail Services section), Nail Specialist		X