



**BEAUTY ACADEMY**  
OF SOUTH FLORIDA

---

# **School Catalog**

January 2018

Volume 15

# Table of Contents

General Information.....	1
Ownership.....	1
Locations.....	1
History.....	1
Licensing Agency.....	1
Accrediting Agency.....	1
Mission Statement.....	2
Facilities and Equipment.....	2
Hours of Operation.....	2
Office Hours.....	2
Student Calendar.....	2
Class Schedules.....	3
Class Breaks.....	3
Class Language.....	3
Occupational Demands.....	3
Campus Security.....	3
Admissions Information.....	4
Admission Requirements.....	4
Admission Process.....	4
Re-Enrollment.....	4
Within 180 Calendar Days.....	4
After 180 Calendar Days.....	5
Transcripts and Credit Transfers.....	5
From Other Institutions.....	5
To Other Institutions.....	6
Within the Institution.....	6
Financial Assistance.....	6
Federal Student Aid.....	6
Academic Information.....	7
Class Structure.....	7
Theory.....	7
Practice.....	7
Exams.....	7
Retaking Exams.....	7
Graduation Requirements.....	7
Grading Scale.....	7
Evaluation Periods.....	8
Satisfactory Academic Progress.....	8
Effects on Federal Student Aid.....	9
Academic Warning.....	9
Effects on Federal Student Aid.....	9
Financial Aid Probation.....	9

Attendance .....	9
Definition of a Clock Hour.....	9
Absenteeism.....	9
Tardiness .....	10
Leaving Class Early.....	10
Missed Clock Hours.....	10
Missed Services and Exams .....	10
Leave of Absence .....	10
Leave of Absence Amendment.....	11
Completion Time .....	11
Maximum Completion Time .....	11
Non-credit Remedial Hours .....	11
Student Services .....	12
Placement .....	12
Library.....	12
Events .....	12
Housing .....	12
Special Circumstances .....	12
Reasonable Accommodations for Students with Special Needs .....	12
Student Rights .....	12
Equality of Opportunity .....	12
Privacy of Student Records.....	12
Retention of Student Records .....	13
Appeal.....	13
Grievance.....	13
Student Responsibilities.....	13
Code of Conduct.....	13
Uniforms .....	14
Personal Belongings.....	14
Personal Electronic Devices .....	14
Smoking, Eating, and Drinking.....	14
Drug-Free Environment.....	14
Cleanliness .....	14
Use of Tools and Equipment .....	15
Soliciting and Selling .....	15
Corrective Action .....	15
Disciplinary Warning.....	15
Disciplinary Probation .....	15
Disciplinary Suspension.....	15
Dismissal .....	15
Financial Information .....	15
Additional Training Cost .....	15
Payment Periods .....	15

Cancellation and Refund.....	16
Refunds for Classes Canceled by the Institution .....	16
Refunds for Students Who Withdraw On or Before the First Day of Class.....	16
Refunds for Students Who Withdraw after the First Day of Class .....	16
Federal Student Aid Refund .....	17
Return to Title IV (R2T4) .....	17
Post-withdrawal Disbursements of Title IV .....	17
Withdrawal Date .....	18
Withdrawal after Completing 60% of the Program.....	18
Refund of Personal Funds.....	18
Failure to Return from a Leave of Absence .....	18
Programmatic Information .....	19
Course Codes .....	19
CIP Codes .....	19
SOC Codes .....	19
License Applicants and Criminal Convictions .....	20
Licensees and Criminal Convictions.....	20
Programs of Study .....	21
Barber Styling (1,200 clock hours) .....	21
Objective .....	21
Description.....	21
Completion .....	21
Graduation.....	21
Courses .....	21
Cosmetology (1,200 clock hours) .....	24
Objective .....	24
Description.....	24
Completion .....	24
Graduation.....	24
Courses .....	24
Esthetics (600 clock hours).....	28
Objective .....	28
Description.....	28
Completion .....	28
Graduation.....	28
Courses .....	28
Full Specialist (600 clock hours) .....	33
Objective .....	33
Description.....	33
Completion .....	33
Graduation.....	33
Courses .....	33
Full Specialist with Body Treatments (900 clock hours) .....	38

Objective .....	38
Description.....	38
Completion .....	38
Graduation.....	38
Courses .....	38
Facial Specialist (260 clock hours) .....	44
Objective .....	44
Description.....	44
Completion .....	44
Graduation.....	44
Courses .....	44
Facial Specialist and Makeup Artist (900 clock hours).....	47
Objective .....	47
Description.....	47
Completion .....	47
Graduation.....	47
Courses .....	47
Makeup Artist (600 clock hours).....	52
Objective .....	52
Description.....	52
Completion .....	52
Graduation.....	52
Courses .....	52
Nail Specialist (240 clock hours).....	55
Objective .....	55
Description.....	55
Completion .....	55
Graduation.....	55
Courses .....	55
Addenda.....	57
Program Costs .....	57
Administrative and Supervisory Staff (Full-Time).....	58
Hialeah Gardens Campus (Main Campus).....	58
Miami Campus.....	58
Administrative and Supervisory Staff (Part-Time) – N/A.....	58
Instructional Support Staff (Full-Time).....	59
Hialeah Gardens Campus (Main Campus).....	59
Miami Campus.....	59
Instructional Support Staff (Part-Time) – N/A .....	59
Faculty (Full-Time) .....	60
Hialeah Gardens Campus (Main Campus).....	60
Miami Campus.....	60
Faculty (Part-Time) – N/A .....	60



# General Information

## 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.

## Locations

Educational services are offered to students at the following campuses:

### 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

## History

The Academy was founded on October 3, 2003. Its first campus commenced operations on February 23, 2004 in the city of Hialeah. The ongoing positive results that were reached in latter years in the development of beauty industry professionals and the demand of prospective students in the South Florida area paved the way for the creation of a new branch campus in 2010. That new campus, conveniently situated in the city of Miami, initiated operations on May 11, 2010 with a focus on serving students in these new areas. From its humble beginnings, the Academy has focused on transmitting to students a renewed vision of beauty industry professions by implementing new methods and educational means to provide graduates with the solid skills needed to become successful professionals in their chosen specializations.

## 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: 3092
- Miami: 4284

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](http://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: 307700
- Miami: 307701

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

## Mission Statement

The mission of Beauty Academy of South Florida is to offer quality education in beauty industry related vocational education programs by means of a well-planned curriculum and experienced instructors through a teaching approach which serves as a professional model for the students. The objective is to prepare students to obtain a career in the beauty industry to enable them to successfully pass the state board exams, and to be successful in the work place.

## Facilities and Equipment

Each campus of the institution is easily accessible via public or private transportation, with bus stops very near to the actual locations. There is parking provided for students, including reserved handicapped parking spaces. The campuses are equipped with innovative equipment to immerse students in relevant learning experiences through hands-on activities with the latest devices and tools of today's beauty industry. All campuses are equipped with modern classrooms and labs/clinics, promoting a small and effective learning environment where dedication for each student abounds at the most fundamental level.

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 library, 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 library.

## Hours of Operation

The Academy operates Monday through Friday and remains closed on weekends.

Monday–Thursday: 9:00 AM–10:00 PM  
Friday: 9:00 AM to 6:00 PM

## Office Hours

Monday–Thursday: 9:00 AM–7:00 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.

## Student Calendar

The following holidays are observed at the school:

- Martin Luther King Day (third Monday of January)
- Presidents' Day (third Monday of February)
- Good Friday (see calendar)
- Memorial Day (last Monday of May)
- Independence Day (July 4th)
- Labor Day (first Monday of September)
- Thanksgiving Day (last Thursday of November)
- Christmas and New Year's Holiday Break (fourth Monday of December through first Friday of January)

If a holiday falls on a Thursday, the following Friday the school will also remain closed. Holidays that fall on a weekend will not carry over to the next school day.



# Class Schedules

The following class schedules are available to students:

Class Schedule	Duration	Weekly Clock Hours	Availability
Day	9:00 AM–1:00 PM	20	Monday–Friday
	9:00 AM–2:00 PM	25	
	9:00 AM–3:00 PM	30	
Evening	5:00 PM–10:00 PM	20	Monday–Thursday
	6:00 PM–10:00 PM	16	

New students may begin class on Monday after having fulfilled the admission requirements and completed the admission process. The Academy reserves the right to change its class schedules 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. All students are expected to return to class from a break in a timely manner.

## Class Language

Classes are taught in either English or Spanish, depending on the demand of the current student body for each respective program. All learning material is available in both English and Spanish. Instructors are also present to answer any language-specific questions a student may have.

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

## Occupational Demands

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

## Campus Security

The staff and faculty at each campus makes every effort to promote a secure learning environment for the students. Each fall, as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Academy publishes an annual security report containing helpful safety information and detailed statistics on any crimes that occurred on campus or the adjacent areas of the school for the last three (3) years.

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 Campus Director immediately. The Academy will inform the campus community in a timely manner of any incidents of significant crimes which may affect students and employees.

# Admissions Information

## Admission Requirements

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

## Admission Process

Applicants who wish to be admitted to the Academy should visit or call the desired campus location and schedule an appointment with the Admissions Office. An Admissions representative will provide the applicant with information on the school's programs, take him/her on a tour of the campus, and help him/her in selecting a program of his/her interest. Prior to acceptance into the school, the following procedures must be met:

- 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 a program of study for the first time must possess a high school diploma, GED or state equivalent to be eligible to receive Federal Student Aid (FSA). 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 financial 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 school 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 at the time of their withdrawal, and will be treated as if he/she 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 Academy will evaluate the student to determine if it is possible for a cumulative Grade Point Average (GPA) 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 into the program.

## 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 in accordance with the school's policies. The student will be required to complete and sign a new Enrollment Agreement.

## 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 in accordance with the school's policies, and the current tuition rate will be applied. The student will be required to complete and sign a new Enrollment Agreement.

## Transcripts and Credit Transfers From Other Institutions

The Academy accepts credits 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, the Academy may accept credits 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 schools must be sealed and document the number of clock hours and practice services completed, as well as the course grades attained for each course in the program. Only clock hours and practice services of courses that are equivalent to the curriculum of the school's program and institutional standards of the Academy, and that have an achieved grade of 75% or higher, may be credited to the new program. A maximum of 70% of the institution's program (consisting of clock hours and practice services) will be eligible to receive credits from a program of another institution, but a student must earn the remaining 30% of credits within the institution.

Clock hours and practice services of courses that meet the minimum transfer requirements and are accepted will be deducted from the new program or credited. 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, the Academy 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 taken:
  - Enrollment date
  - Scheduled start date
  - Graduation date (if applicable)
  - Required clock hours for program completion
  - Scheduled (attempted) clock hours
  - Completed clock hours
  - Completed practice services
  - Last day of attendance
- Courses taken:
  - Exam grades
- Credit given for courses transferred in from other institutions (if applicable)
- Grading scale used

The school 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.

## To Other Institutions

All requests for transcripts must be submitted in writing to the Registrar's Office. The Academy 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, and it is the student's responsibility to confirm whether or not credits earned at the Academy 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 Academy will allow students to transfer existing credits from programs taken within the school to other programs within the school that share similar curriculums and courses. Only the completed clock hours, practice services, and courses with course grades of 75% or higher from the previous program, that are equivalent to the curriculum of the new program, will be considered transferable and count towards the cumulative Grade Point Average (GPA) and Rate of Completion.

## Financial Assistance

The Academy offers flexible payment plans for students who wish to make private payments towards their tuition and total program cost. The Academy also accepts students under Vocational Rehabilitation (VR) programs.

## Federal Student Aid

There are two types of Federal Student Aid (FSA) available to students who qualify:

- Grants: financial aid that does not have to be repaid (unless, for example, you withdraw from school and owe a refund).
- Loans: allow you to borrow money for your education which must be repaid, with interest, back to the Federal Government.

The following Title IV programs are available to students:

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

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 financial aid is available for programs of study of 600 clock hours or more. Of the programs offered at the school the following qualify for aid:

- Barber Styling
- Cosmetology
- Esthetics
- Full Specialist
- Full Specialist with Body Treatments
- Facial Specialist and Makeup Artist
- Makeup Artist

# 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.

## Theory

Theory is an integral part of the learning experience in class, where students will spend time in engaging reading, writing, and audiovisual activities to comprehend the essential terms and practices of their chosen specialization.

## Practice

Students will be engaged in hands-on practice activities at the labs/clinics that are designed to help them familiarize themselves with the work environment. When such is the event, students should willingly participate and complete the practice services assigned to them by their instructor. Completing a certain number of practice services is a prerequisite for graduation from each respective program.

## Exams

Students will demonstrate their understanding of theory principles and technical skills by completing theory and practice exams administered at the end of each course or chapter. At the end of a program, students will also be presented with a final exam, comprised of both theory and practice components.

## Retaking Exams

Students will be allowed to retake an exam, whether they failed or passed it previously, in an effort to improve their former grade. The student will receive the highest percentage score of all the grades obtained. It is the responsibility of the student to coordinate with his/her instructor to retake the exam. The Academy periodically administers theory and practice exams as part of the academic procedures.

## Graduation Requirements

To graduate from a specific program, a student must complete all of the required clock hours, practice services, and exams, as well as the final exam at the conclusion of each program. In addition to this, the student must also fulfill all financial obligations to the institution as stated in the Enrollment Agreement. After having satisfied all these requirements, the student will be awarded a graduation diploma.

Students must also finish with a cumulative GPA of 75% or above and complete the program within the Maximum Completion Time to graduate. Failure to do so will result in dismissal.

## Grading Scale

Grades are established based on the results of the various theory and practice exams that a student completes throughout the course of a program. These exams are graded by percentage score (0%-100%), 75% being the minimum passing score. It is a requirement of Satisfactory Academic Progress (SAP) that students maintain a minimum cumulative Grade Point Average (GPA) of 75% at the end of each Evaluation Period.

Theory grades are assigned based on the academic scores of theory exams administered at the end of each chapter or course. Practice grades, on the other hand, are assigned based on the academic scores of practice exams administered in the labs/clinics which take into account the students' ability to apply the theory learned in the classroom towards the development of work-based skills. Ethical and professional conduct is also taken into account. The following grading scale is used:

Letter Grade	Percentage Score	Classification
A	90%–100%	Excellent
B	80%–89%	Good
C	75%–79%	Satisfactory

D	70%–74%	Unsatisfactory
F	0%–69%	

## Evaluation Periods

Students will be evaluated academically at the end of every 450 clock hours for programs containing 900 clock hours or more in total. For programs containing less than 900 clock hours the student will be evaluated at the midpoint of the total program clock hours. The following chart outlines 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:

Program	Clock Hours in Program	Evaluation Period	Clock Hours in Evaluation Period	Scheduled Clock Hours	Minimum Clock Hours Required to Meet SAP
Barber Styling	1,200	1	450	450	301.50
		2	450	900	603
		3	300	1,200	804
Cosmetology	1,200	1	450	450	301.50
		2	450	900	603
		3	300	1,200	804
Esthetics	600	1	300	300	201
		2	300	600	402
Full Specialist	600	1	300	300	201
		2	300	600	402
Full Specialist with Body Treatments	900	1	450	450	301.50
		2	450	900	603
Facial Specialist	260	1	130	130	87
		2	130	260	174
Facial Specialist and Makeup Artist	900	1	450	450	301.50
		2	450	900	603
Makeup Artist	600	1	300	300	201
		2	300	600	402
Nail Specialist	240	1	120	120	80
		2	120	240	161

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is defined as the evaluation of the qualitative (cumulative Grade Point Average) and quantitative (Rate of Completion) measurements of all students. The institution requires that all students be evaluated academically every 450 scheduled clock hours for programs of 900 clock hours or more. For programs less than 900 clock hours, students will be evaluated at the midpoint of the program.

Conversely, at the end of each Evaluation Period the student will be evaluated for SAP, and he/she should maintain a cumulative Grade Point Average (GPA) of 75% or above and complete at least 67% of the scheduled clock hours. If either of these conditions are not met the Academy will certify that the student is not making SAP and he/she will be placed under an Academic Warning status.

If the student does not agree with the evaluation of his/her academic progress set forth by the Academy, he/she may appeal such a decision. Please refer to the "Appeal" section for further information.

The qualitative progress or cumulative Grade Point Average (GPA) 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 or 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, students are considered to be meeting SAP and therefore, remain eligible for Federal Student Aid (FSA). If at the end of the Financial Aid Probation period the student does not meet SAP, he/she will be ineligible to continue receiving federal financial aid.

## Academic Warning

Students who fail to meet the minimum standards of 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, he/she will have until the Maximum Completion Time to complete the program and finish with a cumulative GPA of at least 75%. The student will be counseled on the consequences of passing the Maximum Completion Time.

## Effects on Federal Student Aid

During the period of Academic Warning, students are considered to be meeting SAP and therefore, remain eligible for Federal Student Aid (FSA). If at the end of the Academic Warning period the student does not meet SAP, he/she will be ineligible to continue receiving federal financial aid, unless he/she successfully appeals and is placed on Financial Aid Probation.

## Financial Aid Probation

Students that are Federal Student Aid (FSA) recipients, who fail to meet the minimum standards of 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 financial aid eligibility. Financial Aid Probation will last for one (1) Evaluation Period. If the student's appeal is not approved, he/she can remain in school at his/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 financial aid eligibility will also be reinstated. If the student fails to achieve the minimum standards of SAP, he/she will be ineligible to continue receiving federal financial aid and will not be able to appeal again. Thereafter, the student can remain in school at his/her own expense.

The student will have until the Maximum Completion Time to complete the program and finish with a cumulative GPA of at least 75%. The student will be counseled on the consequences of passing 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 (FSA).

## 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, followed by a 10 minute break.

### Absenteeism

In the event a student is unable to attend class, it is recommended he/she contact his/her instructor in advance to notify of the absence. Absent students are responsible for recuperating all clock hours, practice services, 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. The student must maintain a minimum Rate of Completion of 67% in each Evaluation Period to meet Satisfactory Academic Progress (SAP).

## Tardiness

A student is considered tardy when he/she does not arrive on time to class according to his/her approved class schedule. 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 expected to attend class according to their approved class schedule. Students are required to notify their 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

Upon returning to school from an absence, a student will need to contact the Registrar's Office to discuss and schedule makeup hours. The Registrar's Office will give the student an approved pass to make up the clock hours missed. The student must make up hours during a time that falls outside of his/her regularly scheduled clock hours as outlined in his/her approved class schedule.

## Missed Services and Exams

Students who failed to complete practice services and exams at the appointed date and time are responsible for coordinating with their instructor to make up the practice services and exams missed during the time they were absent.

## Leave of Absence

In the event that a student needs to be absent from class for a prolonged period of time lasting 14 or more consecutive calendar days, he/she may request a Leave of Absence (LOA). The request for an LOA must be made in writing, be dated and signed, and include the reason for the leave. All requests must be submitted to the Registrar's Office and are subject to the Campus Director's approval. If unforeseen circumstances prevent the student from submitting a written request in advance, the institution may grant the LOA by documenting the decision and collecting the written request at a later date. The Registrar's Office will assist the student with the leave request process, and help him/her determine any supporting documentation that may be required to approve the leave. For an LOA to be approved there must be reasonable expectation that a student will return from the leave.

An initial leave of absence may be granted for a period of up to 90 calendar days for extenuating circumstances.

One leave of absence subsequent to the initial leave of absence may be granted for a period of up to 30 calendar days, if necessary due to unforeseen circumstances.

Subsequent leaves of absence may be granted for a period of up to 30 calendar days with appropriate documentation for jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993, which 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 necessary, the institution may allow the student to take multiple LOAs as long as the sum of the leaves does not exceed 180 days within a 12-month period. The 12-month period begins on the first day of the student's initial leave of absence.

If a student does not resume attendance at the institution on or before the scheduled end/return date of a leave of absence, the institution must treat the student as a withdrawal. An approved LOA will extend the student's contract without additional charges.

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

## Leave of Absence Amendment

A student may reduce the length of an approved LOA by contacting the Registrar's Office prior to the end/return date of the leave of absence.

If a student wishes to extend the length of an approved LOA, he/she must contact the Registrar's Office prior to the end/return date of the leave of absence. If the end/return date falls on a weekend, at least a two (2) business days' notice is required in advance. Only one extension may be granted per leave with appropriate documentation and for the same reason specified on the original leave. The days of the extension, when combined with the days of the original leave, may not exceed the limit of days established in the institutional leave of absence policy for an approved LOA. If the extension is for a new reason other than the one specified in the original leave a new leave of absence must be requested.

## Completion Time

Completion Time is dependent on the number of hours a student attends his/her program weekly based on the unique schedule in which the student chose to enroll under. For program-specific completion times please view each of the dedicated program pages found in the latter sections.

Example of the Cosmetology program:

The total clock hours of the program are 1,200. Thus, the normal 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 dynamic variables that could prolong a student's expected graduation from the program):

$$(\text{Total clock hours of program} / \text{Weekly clock hours of class schedule}) / 4 \text{ weeks} = X \text{ months}$$

## Maximum Completion Time

As policy of the institution it is required that the maximum time to complete a program does not exceed the full time established, plus an additional half of the program (i.e., 150%), as stipulated for the duration of each program. If a student passes the Maximum Completion Time he/she will be dismissed from his/her 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 maximum.

The formula used to calculate the Maximum Completion Time in months for a program is:

$$\text{Completion Time} * 1.5 = X \text{ months}$$

## Non-credit Remedial Hours

Non-credit remedial hours are clock hours for which no credit is given toward the completion of a program. The Academy offers non-credit remedial hours to students that failed to pass a state board exam and are required to return to school to complete 40 or 80 remedial hours.

# **Student Services**

## **Placement**

The Placement Office offers all graduates assistance in identifying possible work opportunities. Services include establishing contact with potential employers, resume writing, and providing reference(s) of graduates to prospective employers who request such information. This, however, does not mean the institution guarantees employment to the student.

A list of all employers who have made contact with the school is available on school bulletin boards and updated regularly. Students may refer to this list to establish contact with employers and search out work opportunities.

## **Library**

To support the learning needs of the students, each campus is equipped with a library. The learning resources housed in this area of the school are made available to all students during the school's normal hours of operation. A variety of books, encyclopedias, dictionaries, thesauruses, magazines, business and industry journals, computers with internet access, and other similar resources are available to the students. With former approval from their instructor, students can check out books and other resources they might find interesting and educational.

## **Events**

The Academy encourages students to participate in annual beauty conventions to explore current trends happening across the beauty industry. Students will also participate in charity and fundraiser events to help the community and on-campus competitions among the student body.

## **Housing**

While the Academy does not have accommodations available on campus, the Student Services Department will assist students in determining suitable housing opportunities in the local area as they attend school. Orientation to the community and local amenities is also generously provided to the student.

## **Special Circumstances**

Students may face special circumstances, which may affect their ability to comfortably continue with their program of study. In such cases, the Student Services Department is prepared and able to help address these special situations at an individual level. The Student Services Department will guide and counsel the student with the goal of helping him/her successfully complete his/her program of study and meet his/her educational needs.

## **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.

## **Student Rights**

### **Equality of Opportunity**

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

### **Privacy of Student Records**

The Academy maintains permanent student records and guarantees students the right to access their records. If a student wishes to review his/her student record, he/she should submit a written request to the Registrar's

Office that identifies the files he/she wishes to inspect and/or obtain copies of. The Registrar's Office will make arrangements to review the record with the student and/or provide the copies requested. The school understands a student's right to privacy and will not release unauthorized information about the student without his/her consent in accordance with the Family Educational Rights and Privacy Act (FERPA). Detailed information on the rights available to students under FERPA is available at the Registrar's Office.

## Retention of Student Records

The Academy securely maintains the records of students in fireproof file cabinets and they are kept on file at the school. A complete student record is comprised of three (3) components:

- Academic Files
- Financial Files
- Transcripts

Academic files generally include a student's attendance records, practice service records, and exam records and they remain active in the institution for a period of five (5) years. Financial files generally include a student's payment records and financial aid records and they are held for seven (7) years. Transcripts, however, remain indefinitely. After the established years of commitment have expired, former students or graduates will be charged a fee of \$25.00 for additional restoration of the files available in the institution at the time of their request, if such files still exist.

If a student requires a duplicate graduation diploma, he/she may request one from the Registrar's Office. A fee of \$10.00 will be charged for a duplicate graduation diploma.

## Appeal

All students have the right to appeal a decision that can harm their interests. Appeals must be made in writing and submitted to the Campus Director. The request must state the reason for the appeal and include supporting facts and/or documentation in favor of the appeal.

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

## Grievance

The Academy intends, with every effort, to resolve students' grievances promptly and efficiently. If a student has a grievance, he/she 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, he/she should contact the Campus Director. If the complaint is unresolved after going through this process, the student may request for the case to be referred to the school's President by submitting a written statement explaining the complaint.

However, 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](http://www.fldoe.org/policy/cie)

## Student Responsibilities

### Code of Conduct

- Students will bring their textbooks, educational equipment and materials to class daily.
- Students must be punctual and on time to class.
- If a student cannot attend class, he/she will have to notify his/her instructor in advance of the absence.
- When absent, a student will be responsible to obtain any instruction material that was covered from the instructor or a classmate to maintain his/her daily progress.

- If absent due to a medical condition, a medical certificate is required.
- The Academy will make reasonable arrangements with the student for the recovery of clock hours, practice services, and exams missed. It is the responsibility of the student to initiate these arrangements.
- No student will be allowed to leave the facilities during class time. Special emergencies require permission from the instructor.
- The campus environment provides a comfortable atmosphere, free of intimidation, hostility, or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that jeopardizes the educational environment will not be tolerated.
- Visits from children and/or relatives are not allowed on campus.
- Any student who is caught destroying or damaging school property will be expelled and/or legally processed.
- Students should only visit administrative offices for reasons relating to their studies.
- Product sales, promotions, or any other form of commercial activity is not allowed within the premises of the school. Students who participate in these practices may be suspended or dismissed from the Academy.
- Alcoholic beverages, controlled or dangerous substances, or weapons are prohibited on school premises and are a direct violation of the Academy's educational objectives.
- All campuses are smoke-free. Smoking, or the use of any electronic smoking devices, is only permitted in designated areas outside of the school; however, student smokers are required to keep those areas free of any debris caused by smoking.
- Students must pay all financial obligations on time.

## Uniforms

All students are required to wear their uniforms accordingly as they attend class. Uniforms are an essential requisite of many beauty professions and students should become accustomed to projecting a professional outward appearance consistent with that of their future workplace.

## Personal Belongings

Students are responsible to identify and protect their personal belongings, materials, tools, and equipment at all times. The Academy will not be held responsible for the loss of textbooks or personal belongings brought onto the campus or in the parking lots. Please secure your possessions at all times. The school encourages students to not bring valuables to school.

## Personal Electronic Devices

Electronic devices such as cell phones, iPods, iPads, laptops, etc. may remain in the possession of students on campus but cannot be activated during regular school hours, unless otherwise approved by an instructor or staff for academic purposes. No recording devices or cameras are permitted without an administrative approval.

## Smoking, Eating, and Drinking

Smoking, eating, or drinking is not allowed in the halls, classes or labs/clinics, and is only permitted in designated areas. Campus premises should be maintained clean at all times.

## Drug-Free Environment

The Academy is committed to having drug-free campuses. The Drug-Free Schools and Communities Act Amendments of 1989 requires schools to adopt and implement a program to prevent the illicit use of drugs and alcohol by students and employees. Our standards of conduct clearly prohibit the unlawful possession, use, or distribution of drugs and alcohol on school property or during any school activity on or off campus. If any student or employee is suspected of drug or alcohol abuse, the Academy reserves the right to request drug/alcohol testing and/or refer to counseling. In addition, actions up to and including dismissal/termination may ensue.

## Cleanliness

It is of paramount importance that students maintain a high level of hygiene and sanitation within their workstations. This includes mirrors, personal work area, shampoo bowls, etc. The floor should be swept clean after each practice service and the work area made presentable for future activities.

## Use of Tools and Equipment

The tools and equipment of the Academy should be used with care in a suitable and professional manner. Any damage caused to tools and equipment or malfunction detected must be communicated immediately to the Campus Director.

## Soliciting and Selling

Product sales, promotions, or any other form of commercial activity is not allowed within the premises of the school.

## Corrective Action

### Disciplinary Warning

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

Further violation of the school's rules and regulations may result in disciplinary probation, disciplinary suspension, or dismissal.

### Disciplinary Probation

Students may be placed on disciplinary probation for violation of school rules and regulations. Disciplinary probation may include removal from school activities and privileges until the student has demonstrated full compliance with the school's expectations.

Further violation of the school's rules and regulations, or stated conditions of the probation period, may result in disciplinary suspension or dismissal.

### Disciplinary Suspension

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

Further violation of the school's rules and regulations, or stated conditions of the suspension period, may result in dismissal.

## Dismissal

Students may be dismissed upon serious violation of school rules and regulations, and/or non-compliance with policies and procedures. 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:

$1,200 \text{ clock hours} * .10 = 120 \text{ clock hours (i.e., 120 clock hours at no additional cost)}$

### Payment Periods

Students will be charged for the tuition of their program and other intutional charges included in the total cost of a program by a term of time defined as a Payment Period. A program is comprised of multiple payment periods, which 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. A program's payment periods are based on the Evaluation Periods disclosed in the "Evaluation Periods" section of the School Catalog.

## 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. Institutional refunds are calculated by a program's payment periods, which are based on the Evaluation Periods disclosed in the "Evaluation Periods" section of the School Catalog. During the first 20% of a payment period, using a Pro Rata refund calculation, the institution is entitled to retain only the percentage of the tuition that is in equal proportion to the percentage of the period of financial obligation completed by the student. The period of financial obligation is defined as a payment period. After the first 20% of a payment period, the institution will retain an equitable percentage of the tuition in accordance with established percentage ranges disclosed further down in this policy. The percentage of the period of financial obligation completed by the student is calculated by dividing the number of clock hours the student was scheduled to complete in the payment period as of the day the student withdrew by the total number of clock hours in the same payment period and multiplying the result by 100. Only scheduled clock hours are used to determine the percentage of the period of financial obligation completed by the student. All of the following are elements of this plan:

- Cancellation must be made in person or by certified mail.
- An applicant who is not accepted by the institution shall be entitled to a full refund of all monies paid.
- Refunds, when due, will 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.
- After application of the Return to Title IV (R2T4) policy, this institutional refund policy will apply.

## 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

- 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.
- Cancellation within 3 business days of signing the enrollment agreement, but before the first day of class, will result in a refund of all monies paid.
- Cancellation after the third (3rd) business day of signing the enrollment agreement, but before the first day of class, will result in a refund of all monies paid, with the exception of the \$100 registration fee.

## Refunds for Students Who Withdraw after the First Day of Class

- Withdrawal after the first day of class and during the first 20% of the period of financial obligation, will result in 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 \$100 registration fee, cost of books and supplies, and cost of the uniform.
- Withdrawal after the first 20% of the period of financial obligation and through 25%, the institution shall retain 50% of the tuition, plus the \$100 registration fee, cost of books and supplies, and cost of the uniform.

- Withdrawal after the first 25% of the period of financial obligation and through 60%, the institution shall retain 75% of the tuition, plus the \$100 registration fee, cost of books and supplies, and cost of the uniform.
- Withdrawal after the first 60% of the period of financial obligation, the institution shall retain 100% of the tuition, plus the \$100 registration fee, cost of books and supplies, and cost of the uniform.

## Federal Student Aid Refund

Beauty Academy of South Florida participates in the U.S. Department of Education Federal Student Aid programs and is required to comply with the Higher Education Amendments of 2005. The legislation requires the school to offer a refund policy that provides the most beneficial refund to the students. A refund is the difference between the amount the student paid to the school (including financial aid) and the amount the student can retain as prescribed by the appropriate refund policy. Refund calculations are based on one of the following:

- The Federal Calculation as defined by the Higher Education Amendments of 2005.
- If the school is permanently closed and no longer offering instruction after a student has enrolled.
- If a program is cancelled subsequent to a student's enrollment, the school shall, at its option:
  - Provide a full refund of the monies paid; or
  - Provide a completion of the program.

Students receiving assistance from the Federal Title IV Programs may be subject to a special refund or Return to Title IV requirements as of 10/07/2000 per federal regulations. Federal regulations require the return to Title IV funds in the following order, if applicable: Direct Unsubsidized Stafford Loans, Direct PLUS Loans, Direct Subsidized Stafford Loans, and Pell Grants.

## Return to Title IV (R2T4)

A recipient of Title IV who withdraws or is dismissed from the school during a payment period or period of enrollment in which he/she began attendance will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last day of attendance and the date the school determines that the student has withdrawn from school (see "Withdrawal Date" section below), or the date of dismissal for a student who is dismissed by the school.

Schools are required to determine Title IV funds that must be refunded based upon the percentage of the payment period completed prior to withdrawing. Title IV funds must be returned based upon a tuition refund or if the student received an overpayment based upon costs not incurred, but for which Title IV was received.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return the Title IV funds disbursed for the payment period or period of enrollment and used for institutional charges in the following order:

- Direct Loans:
  - Unsubsidized Stafford Loans
  - PLUS Loans (received on the student's behalf)
  - Subsidized Stafford Loans
- Pell Grants

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school then the student (or parent, if a Direct PLUS Loan) must return or repay, as appropriate, the remaining grant and loan funds. The student (or parent, if a Direct PLUS Loan) will be notified of the amount that must be returned or repaid, as appropriate.

The Academy will provide the student with a copy of all documentation related to the calculation of any returned Title IV funds and any other refunds and the payment of such returns and refunds.

## Post-withdrawal Disbursements of Title IV

The Academy is required to make (or offer, as appropriate) Post-withdrawal Disbursements. A Post-withdrawal Disbursement must be made within 180 days that the institution determines that the student withdrew. The student must have a valid Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) prior to the loss of eligibility. The amount of the Post-withdrawal

Disbursement is determined by following the requirements for calculating earned Title IV aid, and has no relationship to incurred educational costs.

A Post-withdrawal Disbursement whether credited to the student's account or disbursed to the student or parent directly, must be made from available grant funds before available loan funds. Available grants or loan funds refer to Title IV programs assistance that could have been disbursed to the student but was not disbursed as of the date the institution determined that the student withdrew.

The Academy is permitted to credit a student's account with the Post-withdrawal Disbursement of Title IV grant funds, without the student's permission, for the current charges of tuition and fees up to the amount of outstanding charges.

The Academy must obtain confirmation from a student or parent for a Parent PLUS Loan, before making any disbursements of loan funds from a Post-withdrawal Disbursement. The Academy must notify a student or parent for a Parent PLUS Loan in writing prior to making any Post-withdrawal Disbursement of loan funds, whether those loan funds are to be credited to the student's account or disbursed directly to the student (or parent). The information provided in this notification must include the information necessary for the student (or parent, for a Parent PLUS Loan) to make an informed decision and must be provided within 30 days of the date the school determines that the student has withdrawn.

The Academy must disburse any amount of a Post-withdrawal Disbursement of grant or loan funds that is not credited to the students account. Moreover, the school must make the disbursement as soon as possible but no later than 45 days after the date of the school's determination that the student withdrew.

## Withdrawal Date

A student's enrollment will be terminated when (a) the student gives notification of his/her intent to withdraw, or (b) the student has ten (10) consecutive absences without establishing an approved leave of absence. The school will process and post refunds within thirty (30) days from the determination date (the date on which the school determined that the student's enrollment should be terminated). The student's withdrawal date (the date on which enrollment is deemed to have ended) will be the same as the determination date in those cases where the student gives notice but will be a different date when the student did not give notice as explained in the following paragraph.

A student wishing to withdraw must notify the Campus Director in writing. If the student received Title IV funds (loans and grants), any portion of that aid not earned as of the withdrawal date must be returned by the student and/or the institution. For the purpose of calculating what Title IV aid has been earned, the withdrawal date for students who provide notice of withdrawal will be the date on which such notice was given and the withdrawal date for students who stop attending without notice will be their last day of attendance. The percentage or portion of aid that a student earned as of withdrawal is based on the hours scheduled divided by the total number of hours in the payment period. Unearned Title IV aid must be returned by the institution or the student, in case of aid exceeding institutional charges that was given directly to the student.

## Withdrawal after Completing 60% of the Program

When a student withdraws after having been in attendance for over 60% of the payment period, then she/he is treated under the federal financial aid regulations as having earned all of the federal financial aid awarded for that payment period, and there is no obligation to return any of the aid. The school will still complete a return calculation.

## Refund of Personal Funds

If a student uses personal funds to pay some or all of the institution's charges for a payment period, whether a refund is due will be determined under the same policy outlined above and, if a refund is due, it will be paid to the student within fourteen (14) days of the date on which the institution determined that the student's enrollment should be terminated.

## Failure to Return from a Leave of Absence

If a student fails to return from an approved Leave of Absence (LOA), then within four (4) days from the scheduled return date the institution will determine that the student has withdrawn. Any refunds due will be made within thirty (30) days from the date of the determination that the student had withdrawn. In the case of a prolonged illness or recovery from injuries sustained in an accident, death in the family or other



circumstances that make it impractical for a student to complete the program, then the institution will make a fair settlement with the student.

## Programmatic Information

### Course Codes

The courses found within each program are assigned a course code after the program name. Course codes are preceded by a program prefix and followed by a course number, which together comprises the course code itself. The following program prefixes have been defined for each program:

- Barber Styling: BA
- Cosmetology: CO
- Esthetics: ES
- Full Specialist: FS
- Full Specialist with Body Treatments: FB
- Facial Specialist: FA
- Facial Specialist and Makeup Artist: FM
- Makeup Artist: MA
- Nail Specialist: NA

The course codes "HI00" and "FL00" are used for the required "HIV/AIDS Seminar" and "Florida Laws and Regulations" courses included within each program.

### 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/>. The following CIP codes help identify each of the school's programs:

Program	CIP Code	CIP Occupation Name
Barber Styling	12.0402	Barbering/Barber
Cosmetology	12.0401	Cosmetology/Cosmetologist, General
Esthetics	12.0409	Aesthetician/Esthetician and Skin Care Specialist
Full Specialist	12.0499	Cosmetology and Related Personal Grooming Arts, Other
Full Specialist with Body Treatments	12.0499	Cosmetology and Related Personal Grooming Arts, Other
Facial Specialist	12.0408	Facial Treatment Specialist/Facialist
Facial Specialist and Makeup Artist	12.0499	Cosmetology and Related Personal Grooming Arts, Other
Makeup Artist	12.0406	Make-Up Artist/Specialist
Nail Specialist	12.0410	Nail Technician/Specialist and Manicurist

### 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 <http://www.bls.gov/soc/> or <http://www.onetonline.org/help/online/search>. The following SOC codes help identify each of the school's programs:

Program	SOC Code	SOC Occupation Name
Barber Styling	39-5011	Barbers

Cosmetology	39-5012	Hairdressers, Hairstylists, and Cosmetologists
Esthetics	39-5094	Skincare Specialists
Full Specialist	39-5094	Skincare Specialists
	39-5092	Manicurists and Pedicurists
Full Specialist with Body Treatments	39-5094	Skincare Specialists
	39-5092	Manicurists and Pedicurists
Facial Specialist	39-5094	Skincare Specialists
Facial Specialist and Makeup Artist	39-5094	Skincare Specialists
	39-5091	Makeup Artists, Theatrical and Performance
Makeup Artist	39-5091	Makeup Artists, Theatrical and Performance
Nail Specialist	39-5092	Manicurists and Pedicurists

## 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 you can navigate over to the corresponding program section found in the following pages where that information is disclosed.

## 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](http://www.myfloridalicense.com/dbpr/pro/documents/criminal_self-reporting_document.pdf)

# Programs of Study

## Barber Styling (1,200 clock hours)

### 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 haircutting and styling for men and women. Students will learn the skills needed to get started as talented Barbers in today's industry. The courses include general study of the hair and scalp, hair coloring, facial hair design, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

### Completion

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

### Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and pass the required state board exams they will also receive a Barber license from the Florida Barber's Board.

### Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	8		8	
BA01	<b>Study Skills</b> Study skills. Learning styles. Developing effective study habits.	8		8	
BA02	<b>The History of Barbering</b> Origin of the barber. The rise of the barber-surgeons. Modern barbers and barbering. State barber boards.	10		10	
BA03	<b>Professional Image</b> Your professional image. Human relations. The psychology of success. Guidelines for student success.	8		8	
BA04	<b>Microbiology</b> Microbiology. Bacteriology. Bloodborne pathogens. Viruses. Hepatitis. HIV/AIDS. Parasites. Immunity.	10		10	
BA05	<b>Infection Control and Safe Work Practices</b> Regulation. Principles of prevention and control. Levels of prevention and control. Prevention and control agents. Solutions and strengths. Sanitizers. Disinfection procedures. Standard precautions. Public sanitation and rules of sanitation. Safe work practices. Professional responsibility.	10		10	
BA06	<b>Implements, Tools, and Equipment</b> Combs. Haircutting shears. Palming the shears and comb. Clippers and trimmers. Straight razors. Additional barbering implements, tools, and equipment.	30	70	100	70

BA07	<b>Anatomy and Physiology</b> Introduction of terms. Cells. Tissues. Organs. Systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic-immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	14		14	
BA08	<b>Chemistry</b> The basics of chemistry. Matter. The chemistry of water. Cosmetic chemistry. Shampoos and conditioners. Rinses and tonics. Other cosmetic preparations. Unites States Pharmacopeia (U.S.P.).	16		16	
BA09	<b>Electricity and Light Therapy</b> Electricity. Electrotherapy. Light therapy.	10		10	
BA10	<b>Properties and Disorders of the Skin</b> Histology of the skin. Disorders of the skin.	12	22	34	22
BA11	<b>Properties and Disorders of the Hair and Scalp</b> The structure of the hair. The chemical composition of the hair. Hair growth. Hair analysis. Hair loss. Disorders of the scalp. Disorders of the hair.	16	30	46	30
BA12	<b>Treatment of the Hair and Scalp</b> Shampoos and conditioners. Draping. The shampoo service. Procedures 12-1 to 12-3. Scalp and hair treatments. Hair tonic treatments. Procedures 12-4 to 12-10.	26	40	66	40
BA13	<b>Men's Facial Massage and Treatments</b> Subdermal systems and facial massage. Theory of massage. Procedure 13-1. Facial equipment and applications. Facial treatments. Procedures 13-2 and 13-3.	24	36	60	36
BA14	<b>Shaving and Facial Hair Design</b> Fundamentals of shaving. Procedures 14-1 and 14-2. Introduction to facial hair design. The mustache. Procedure 14-3. The beard. Procedure 14-4.	30	50	80	50
BA15	<b>Men's Haircutting and Styling</b> The client consultation. Basic principles of haircutting and styling. Fundamentals of haircutting. Procedures 15-1 to 15-10. Introduction to men's hairstyling. Safety precautions for haircutting and styling.	60	200	260	200
BA16	<b>Men's Hair Replacement</b> Hair replacement systems. Measuring for hair replacement systems. Procedures 16-1 to 16-3. Procedure 16-4. Cleaning and styling hair replacement systems. Procedures 16-5 to 16-6. Selling hair replacement systems. Alternative hair replacement methods.	12	26	38	26
BA17	<b>Women's Haircutting and Styling</b> Basic haircutting. Blunt cut (0 elevation). Procedure 17-1. Graduated cut (45 degrees). Procedure 17-2. Uniform layered cut (90 degrees). Procedure 17-3. Long layered cut (180 degrees). Procedure 17-4. Gallery of cuts: technical and finished styles (figures 17-8 to 17-31). Cutting curly hair textures. Procedure 17-5. Other cutting techniques. Hairstyling. Procedures 17-6 to 17-7. Procedures 17-8 to 17-10.	40	80	120	80

BA18	<b>Chemical Texture Services</b> Chemical texture and services defined. The nature of chemical texture services. The client consultation. Permanent waving. Procedure 18-1. Reformation curls. Procedure 18-2. Chemical hair relaxing. Procedure 18-3.	36	60	96	60
BA19	<b>Haircoloring and Lightening</b> Characteristics and structure of hair. Color theory. Haircoloring products. Haircoloring procedures terminology. Procedures 19-1 to 19-2. Haircoloring product applications. Procedure 19-3. Procedure 19-4. Procedure 19-5. Procedure 19-6. Special-effects haircoloring and lightening. Special problems and corrective haircolor. Procedure 19-7. Coloring mustaches and beards. Procedure 19-8. Haircoloring and lightening safety precautions.	50	70	120	70
BA20	<b>Nails and Manicuring</b> The nail unit. Nail disorders and diseases. Introduction to manicuring. Procedures 20-1 to 20-2. Client consultation. Procedures 20-3 to 20-4.	24	36	60	36
BA21	<b>State Board Preparation and Licensing Laws</b> Preparing for state board exams. State barber board rules and regulations.	6		6	
BA22	<b>The Job Search</b> Industry trends: then and now. Preparing for employment. The employment interview.	8		8	
BA23	<b>Barbershop Management</b> Self-employment and business ownership. Operating a successful barbershop. Selling in the barbershop.	8		8	
		480	720	1,200	720

# Cosmetology (1,200 clock hours)

## 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 haircutting and styling for women and men. Students will learn the skills needed to get started as talented Cosmetologists in today's industry. The courses include general study of the hair and scalp, hair coloring, shampooing and conditioning, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and pass the required state board exams they will also receive a Cosmetologist license from the Florida Board of Cosmetology.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	8		8	
CO01	<b>History and Career Opportunities</b> Why study cosmetology history and career opportunities? Brief history of cosmetology. Career paths for cosmetologists.	10		10	
CO02	<b>Life Skills</b> Why study life skills? Life skills. The psychology of success. Managing your career. Goal setting. Time management. Study skills. Ethics. Personality development and attitude.	8		8	
CO03	<b>Your Professional Image</b> Why study the importance of your professional image? Beauty and wellness. Appearances count. Your physical presentation.	8		8	
CO04	<b>Communicating for Success</b> Why study communicating for success? Human relations. Communication basics. The client consultation/needs assessment. Special issues in communication. In-salon communication.	8		8	
CO05	<b>Infection Control: Principles and Practices</b> Why study infection control? Regulation. Principles of infection. Principles of prevention. Universal precautions. The professional salon image. Procedures.	10		10	

CO06	<b>General Anatomy and Physiology</b> Why study anatomy and physiology? Anatomy, physiology, and you. Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	14		14	
CO07	<b>Skin Structure, Growth, and Nutrition</b> Why study skin structure, growth, and nutrition? Anatomy of the skin. Nutrition and maintaining skin health.	10		10	
CO08	<b>Skin Disorders and Diseases</b> Why study skin disorders and diseases? Disorders and diseases of the skin. Disorders of the sebaceous (oil) glands. Disorders of the sudoriferous (sweat) glands. Inflammations and common infections of the skin. Pigment disorders of the skin. Hypertrophies of the skin. Skin cancer. Acne and problem skin. Aging skin issues. The sun and its effects. Contact dermatitis.	12		12	
CO09	<b>Nail Structure and Growth</b> Why study nail structure and growth? The natural nail. Nail anatomy. Nail growth. Know your nails.	6		6	
CO10	<b>Nail Disorders and Diseases</b> Why study nail disorders and diseases? Nail disorders. Nail diseases.	8		8	
CO11	<b>Properties of the Hair and Scalp</b> Why study properties of the hair and scalp? Structure of the hair. Chemical composition of hair. Hair growth. Hair loss. Disorders of the hair. Disorders of the scalp. Hair and scalp analysis.	16	30	46	30
CO12	<b>Basics of Chemistry</b> Why study basics of chemistry? Chemistry. Matter. Potential hydrogen (pH).	16		16	
CO13	<b>Basics of Electricity</b> Why study basics of electricity? Electricity. Electrical equipment safety. Electrotherapy. Other electrical equipment. Light energy and light therapy.	10		10	
CO14	<b>Principles of Hair Design</b> Why study principles of hair design? Philosophy of design. Elements of hair design. Principles of hair design. Influence of hair type on hairstyle. Creating harmony between hairstyle and facial structure. Designing for men.	30	34	64	34
CO15	<b>Scalp Care, Shampooing, and Conditioning</b> Why study scalp care, shampooing, and conditioning? Scalp care and massage. Hair brushing. Understanding shampoo. Understanding conditioner. Draping. Three-part procedure. Procedures.	20	50	70	50
CO16	<b>Haircutting</b> Why study Haircutting? Basic principle of haircutting. Client consultation. Haircutting tools. Posture and body position. Safety in haircutting. Basic haircuts. Other cutting techniques. Clippers and trimmers. Procedures.	40	80	120	80

CO17	<b>Hairstyling</b> Why study hairstyling? Client consultation. Wet hairstyling basics. Finger waving. Pin curls. Roller curls. Comb-out techniques. Hair wrapping. Blowdry styling. Thermal hairstyling. Thermal hair straightening (hair pressing). Styling long hair. Formal styling. The artistry of hairstyling. Procedures.	50	250	300	250
CO18	<b>Braiding and Braid Extensions</b> Why study braiding and braid extensions? Understanding the basics. Braiding the hair. Procedures.	10	20	30	20
CO19	<b>Wigs and Hair Additions</b> Why study wigs and hair additions? Human versus synthetic hair. Wigs. Hairpieces. Hair extensions.	12	20	32	20
CO20	<b>Chemical Texture Services</b> Why study chemical texture services? The structure of hair. Permanent waving. Chemical hair relaxers. Curl re-forming (soft curl permanents). Procedures.	40	50	90	50
CO21	<b>Haircoloring</b> Why study haircoloring? Why people color their hair. Hair facts. Identifying natural hair color and tone. Types of haircolor. Consultation. Haircolor formulation. Haircolor applications. Using lighteners. Using toners. Special effects haircoloring. Special challenges in haircolor/corrective solutions. Haircoloring safety precautions. Procedures.	50	70	120	70
CO22	<b>Hair Removal</b> Why study hair removal? Client consultation. Contraindications for hair removal. Permanent hair removal. Temporary hair removal. Procedures.	10	16	26	16
CO23	<b>Facials</b> Why study facials? Skin analysis and consultation. Determining skin type. Skin care products. Client consultation. Facial massage. Facial equipment. Electrotherapy and light therapy. Facial treatments. Aromatherapy. Procedures.	14	30	44	30
CO24	<b>Facial Makeup</b> Why study facial makeup? Cosmetics for facial makeup. Makeup color theory. Basic professional makeup application. Special-occasion makeup. Corrective makeup. Artificial eyelashes. Procedures.	10	20	30	20
CO25	<b>Manicuring</b> Why study manicuring? Nail technology tools. Professional cosmetic products. The basic manicure. A man's manicure service. Massage. Spa manicures. Aromatherapy. Paraffin wax treatments. Nail art. Only the beginning. Procedures.	8	12	20	12
CO26	<b>Pedicuring</b> Why study pedicuring? Pedicure tools. About pedicures. Disinfection. Procedures.	8	12	20	12
CO27	<b>Nail Tips and Wrap</b> Why study nail tips and wraps? Nail tips. Nail wraps. Nail wrap maintenance, repair, and removal. Procedures.	6	8	14	8



CO28	<b>Monomer Liquid and Polymer Powder Nail Enhancements</b> Why study monomer liquid and polymer powder nail enhancements? Monomer liquid and polymer powder nail enhancements. Monomer liquid and polymer powder nail enhancement supplies. Monomer liquid and polymer powder nail enhancement maintenance, crack repair, and removal. Odorless monomer liquid and polymer powder products. Colored polymer powder products. Procedures.	6	8	14	8
CO29	<b>UV Gels</b> Why study UV gels? UV gels. UV gel supplies. When to use UV gels. Choosing the proper UV gel. UV light units and lamps. UV gel polish. UV gel maintenance and removal. Procedures.	8	10	18	10
CO30	<b>Business Skills</b> Seeking employment. On the job. The salon business.	10		10	
		480	720	1,200	720

# Esthetics (600 clock hours)

## 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 skin care and body treatments. Students will learn the skills needed to get started as talented Facial Specialists/Estheticians in today's industry. The courses include general study of the skin, facial and body treatments, hair removal, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and submit them to the proper agencies they will also receive a Facial Specialist and Body Wrapper license from the Florida Board of Cosmetology.

The licenses bestowed to graduates are for Facial Specialist and Body Wrapper. These two licenses combined are equivalent to the content of the program and sufficient to begin employment as a Facial Specialist/Body Wrapper/Esthetician in Florida.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
<b>Skin Care</b>					
ES01	<b>History and Career Opportunities in Esthetics</b> Why study history and career opportunities in esthetics? Brief history of skin care. Style, skin care, and grooming throughout the ages. Career paths for an esthetician. A bright future.	4		4	
ES02	<b>Life Skills</b> Why study life skills? Life skills. The psychology of success. Study skills. Managing your career. Goal setting. Time management. Maintaining professional standards. Personality development and attitude.	4		4	
ES03	<b>Your Professional Image</b> Why study the importance of your professional image? Beauty and wellness. Appearances count. Your physical presentation. Professional conduct.	4		4	
ES04	<b>Communicating for Success</b> Why study communicating for success? Human Relations. Communication basics. The client consultation. Special issues in communication. In-salon communication.	4		4	

ES05	<b>Infection Control: Principles and Practices</b> Why study infection control? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional salon image. Procedures.	6		6	
ES06	<b>General Anatomy and Physiology</b> Why study anatomy and physiology? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	8		8	
ES07	<b>Basics of Chemistry</b> Why study chemistry? Chemistry. Matter. Potential hydrogen (pH). Chemical reactions. Chemistry as applied to cosmetics.	4		4	
ES08	<b>Basics of Electricity</b> Why study basics of electricity? Electricity. Electrical equipment safety. Electrotherapy. Light energy, lasers, and LED (light-emitting diode).	4		4	
ES09	<b>Basics of Nutrition</b> Why study nutrition? Nutrition recommendations. Nutrition for the skin. Macronutrients. Micronutrients: vitamins and minerals. Nutrition and esthetics. Water and the skin. Self-care and the esthetician.	4		4	
ES10	<b>Physiology and Histology of the Skin</b> Why study physiology and histology of the skin? Skin facts. Skin functions. Layers of the skin. Hair anatomy. Nail anatomy. Nerves. Glands. Skin health.	6		6	
ES11	<b>Disorders and Diseases of the Skin</b> Why study disorders and diseases of the skin? Dermatology and esthetics. Lesions of the skin. Disorders of the sebaceous (oil) glands. Disorders of the sudoriferous (sweat) glands. Inflammations of the skin. Pigmentation disorders. Hypertrophies of the skin. Contagious diseases. Skin cancer. Acne.	10		10	
ES12	<b>Skin Analysis</b> Why study skin analysis? Skin types are genetically determined. Sensitive skin. The Fitzpatrick scale. Diverse skin pigmentation. Skin types versus skin conditions. Factors that affect the skin. Healthy habits for the skin. Contraindications. Client consultations. Performing a skin analysis. Procedures.	4	10	14	10
ES13	<b>Skin Care Products: Chemistry, Ingredients, and Selection</b> Why study skin care products? Cosmetic chemistry. Product safety. Ingredients. Aromatherapy. Ingredients for mature skin. Product selection. Home-care products. Choosing a product line.	4	10	14	10
ES14	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup. Treatment room supplies, disposables, and products. Three-part procedure. Room preparation. After the facial: decontamination procedures. Saving resources and money with green practices. Procedures.	4	20	24	20

ES15	<b>Facial Treatments</b> Why study facial treatments? Facial treatment benefits. Esthetician skills and techniques. Treatment and client preparation. Key elements of the basic facial treatment. The mini-facial. Treatments for different skin types and conditions. Acne facials. Men's skin care. Procedures.	10	25	35	25
ES16	<b>Facial Massage</b> Why study facial massage? The benefits of massage. Incorporating massage during the facial treatment. Massage contraindications. Types of massage movements. The Dr. Jacquet movement. Alternative massage techniques. The basic facial massage technique. Procedures.	4	15	19	15
ES17	<b>Facial Machines</b> Why study facial machines? Electrotherapy. Hot towel cabinet. Magnifying lamp (loupe). Wood's lamps. Rotary brush. Steamer. Vacuum machine. Galvanic current. High-frequency machine. Spray machines. Paraffin wax heater. Electric mitts and boots. Purchasing equipment.	10	25	35	25
ES18	<b>Hair Removal</b> Why study hair removal? Morphology of the hair. Hair growth cycle. Characteristics and differences in hair growth. Methods of hair removal. Temporary hair removal methods. Waxing techniques and products. Room preparation and supplies. Contraindications for hair removal. Client consultations. General waxing procedures. Procedures.	4	20	24	20
ES19	<b>Advanced Topics and Treatments</b> Why study advanced topics and treatments? Chemical exfoliation. Microdermabrasion. Laser technology. Light therapy. Microcurrent machines. Ultrasound and ultrasonic technology. Spa body treatments. Cellulite. Manual lymph drainage. Medical aesthetics.	4	20	24	20
ES20	<b>The World of Makeup</b> Why study facial makeup? Color theory. Makeup products and formulations. Makeup brushes. Products, tools, and supplies. Infection control. Client consultations. Selecting makeup colors. Makeup application techniques. Face shapes and proportions. Corrective makeup. Special-occasion makeup. Makeup for the camera and special events. Camouflage makeup. Artificial eyelashes. Lash and brow tinting. Other eyelash services. Permanent cosmetic makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). A career as a makeup artist. Freelance makeup artistry. Retailing. Procedures.	6	20	26	20
ES21	<b>Business Skills</b> Career planning. The skin care business. Selling products and services.	4	15	19	15
<b>Body Treatments</b>					
ES22	<b>Anatomy and Physiology of the Body</b> Why study anatomy and physiology of the body? Organ systems of the body. Structure and functions.	8		8	
ES23	<b>Physical Alterations of the Body</b> Why study physical alterations of the body? Obesity. Cellulite. Striation (stretch marks). Flaccidity. Circulatory disorders.	10	25	35	25

ES24	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup.	8	10	18	10
ES25	<b>Electrotherapy</b> Why study electrotherapy? Electromagnetic radiation. Galvanic current. Various low frequency currents. Low frequency micro-currents. High frequency currents. UV lights. Wood's lamp. Laser.	8	12	20	12
ES26	<b>Body Treatment Machines</b> Why study body treatment machines? Pneumatic compression machine. Vacuum therapy machine. Ultrasound machine. Multi-function.	16	28	44	28
ES27	<b>Massage Therapy</b> Why study massage therapy? Massage classifications. Basic massage manipulations. Esthetic massage and its benefits. Reducing massage. Reaffirming massage. Relaxing massage. Exfoliating massage.	10	16	26	16
ES28	<b>Aromatherapy</b> Why study aromatherapy? Origins of aromatherapy. Basic oils and scents and possible combinations. Effects of aromatherapy. Relationship between aromatherapy and music therapy with the physical and mental state of a human being.	4	10	14	10
ES29	<b>Alternative Therapies</b> Why study alternative therapies? Hot stone massage. Hot lava shells massage.	10	8	18	8
ES30	<b>Thermotherapy</b> What study thermotherapy? Physiological effects. Classifications. Ozone vapor. Infrared radiation.	4	10	14	10
ES31	<b>Body Wrapping</b> Why study body wrapping? Cryotherapy (cold bandages or wraps). Thermotherapy (hot bandages or wraps). Gessotherapy (plaster therapy). Wine therapy.	4	8	12	8
ES32	<b>Hydrotherapy</b> Why study hydrotherapy? Hydrotherapy baths. Balneotherapy. Heliotherapy.	4	10	14	10
ES33	<b>Body Waxing</b> Why study body waxing? Factors that influence the growth of hair. Pathology of the hair. Permanent hair removal. Temporary hair removal techniques.	6	10	16	10
ES34	<b>Photoepilation</b> Why study photoepilation? Permanent hair removal. Intense pulse light (IPL). Laser hair removal.	6	10	16	10
ES35	<b>Nutrition</b> Why study nutrition? The food guide pyramid. Importance of a balanced diet. Dietary fiber. Fruits and their benefits. Nutritious value of milky products. Selection of proper meats and grains for healthy diet.	8		8	
ES36	<b>Cosmetic Surgery</b> Why study cosmetic surgery? Liposculpture. Liposuction. Breast reconstruction.	6	8	14	8
ES37	<b>Treatment Protocol</b> Why study treatment protocol? Treatment procedures used in a clinic/spa.	2		2	
ES38	<b>Body Treatment Products</b> Why study body treatment products? Cleansers. Tonic oils. Scrubs. Gels. Creams. Marine seaweed.	4	10	14	10

ES39	<b>The Spa Business</b> Spa business management. Marketing. Client value. Building a clientele. Tracking your success.	2	5	7	5
		240	360	600	360

# Full Specialist (600 clock hours)

## 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 skin care, and nail care and design. Students will learn the skills needed to get started as talented Full Specialists in today's industry. The courses include general study of the skin, facial treatments, hair removal, the nails, manicuring and pedicuring, UV gels, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and submit them to the proper agencies they will also receive a Full Specialist license from the Florida Board of Cosmetology.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
<b>Skin Care</b>					
FS01	<b>History and Career Opportunities in Esthetics</b> Why study history and career opportunities in esthetics? Brief history of skin care. Style, skin care, and grooming throughout the ages. Career paths for an esthetician. A bright future.	4		4	
FS02	<b>Life Skills</b> Why study life skills? Life skills. The psychology of success. Study skills. Managing your career. Goal setting. Time management. Maintaining professional standards. Personality development and attitude.	4		4	
FS03	<b>Your Professional Image</b> Why study the importance of your professional image? Beauty and wellness. Appearances count. Your physical presentation. Professional conduct.	4		4	
FS04	<b>Communicating for Success</b> Why study communicating for success? Human Relations. Communication basics. The client consultation. Special issues in communication. In-salon communication.	4		4	
FS05	<b>Infection Control: Principles and Practices</b> Why study infection control? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional salon image. Procedures.	6		6	

FS06	<b>General Anatomy and Physiology</b> Why study anatomy and physiology? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	8		8	
FS07	<b>Basics of Chemistry</b> Why study chemistry? Chemistry. Matter. Potential hydrogen (pH). Chemical reactions. Chemistry as applied to cosmetics.	4		4	
FS08	<b>Basics of Electricity</b> Why study basics of electricity? Electricity. Electrical equipment safety. Electrotherapy. Light energy, lasers, and LED (light-emitting diode).	4		4	
FS09	<b>Basics of Nutrition</b> Why study nutrition? Nutrition recommendations. Nutrition for the skin. Macronutrients. Micronutrients: vitamins and minerals. Nutrition and esthetics. Water and the skin. Self-care and the esthetician.	4		4	
FS10	<b>Physiology and Histology of the Skin</b> Why study physiology and histology of the skin? Skin facts. Skin functions. Layers of the skin. Hair anatomy. Nail anatomy. Nerves. Glands. Skin health.	6		6	
FS11	<b>Disorders and Diseases of the Skin</b> Why study disorders and diseases of the skin? Dermatology and esthetics. Lesions of the skin. Disorders of the sebaceous (oil) glands. Disorders of the sudoriferous (sweat) glands. Inflammations of the skin. Pigmentation disorders. Hypertrophies of the skin. Contagious diseases. Skin cancer. Acne.	10		10	
FS12	<b>Skin Analysis</b> Why study skin analysis? Skin types are genetically determined. Sensitive skin. The Fitzpatrick scale. Diverse skin pigmentation. Skin types versus skin conditions. Factors that affect the skin. Healthy habits for the skin. Contraindications. Client consultations. Performing a skin analysis. Procedures.	4	10	14	10
FS13	<b>Skin Care Products: Chemistry, Ingredients, and Selection</b> Why study skin care products? Cosmetic chemistry. Product safety. Ingredients. Aromatherapy. Ingredients for mature skin. Product selection. Home-care products. Choosing a product line.	4	10	14	10
FS14	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup. Treatment room supplies, disposables, and products. Three-part procedure. Room preparation. After the facial: decontamination procedures. Saving resources and money with green practices. Procedures.	4	20	24	20
FS15	<b>Facial Treatments</b> Why study facial treatments? Facial treatment benefits. Esthetician skills and techniques. Treatment and client preparation. Key elements of the basic facial treatment. The mini-facial. Treatments for different skin types and conditions. Acne facials. Men's skin care. Procedures.	10	25	35	25



FS16	<b>Facial Massage</b> Why study facial massage? The benefits of massage. Incorporating massage during the facial treatment. Massage contraindications. Types of massage movements. The Dr. Jacquet movement. Alternative massage techniques. The basic facial massage technique. Procedures.	4	15	19	15
FS17	<b>Facial Machines</b> Why study facial machines? Electrotherapy. Hot towel cabinet. Magnifying lamp (loupe). Wood's lamps. Rotary brush. Steamer. Vacuum machine. Galvanic current. High-frequency machine. Spray machines. Paraffin wax heater. Electric mitts and boots. Purchasing equipment.	10	25	35	25
FS18	<b>Hair Removal</b> Why study hair removal? Morphology of the hair. Hair growth cycle. Characteristics and differences in hair growth. Methods of hair removal. Temporary hair removal methods. Waxing techniques and products. Room preparation and supplies. Contraindications for hair removal. Client consultations. General waxing procedures. Procedures.	4	20	24	20
FS19	<b>Advanced Topics and Treatments</b> Why study advanced topics and treatments? Chemical exfoliation. Microdermabrasion. Laser technology. Light therapy. Microcurrent machines. Ultrasound and ultrasonic technology. Spa body treatments. Cellulite. Manual lymph drainage. Medical aesthetics.	4	20	24	20
FS20	<b>The World of Makeup</b> Why study facial makeup? Color theory. Makeup products and formulations. Makeup brushes. Products, tools, and supplies. Infection control. Client consultations. Selecting makeup colors. Makeup application techniques. Face shapes and proportions. Corrective makeup. Special-occasion makeup. Makeup for the camera and special events. Camouflage makeup. Artificial eyelashes. Lash and brow tinting. Other eyelash services. Permanent cosmetic makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). A career as a makeup artist. Freelance makeup artistry. Retailing. Procedures.	6	20	26	20
FS21	<b>Business Skills</b> Career planning. The skin care business. Selling products and services.	4	15	19	15
<b>Nail Care and Design</b>					
FS22	<b>History and Opportunities</b> Brief history of nail technology. Career paths for a nail technician.	4		4	
FS23	<b>Life skills</b> The psychology of success. Motivation and self-management. Managing your career. Time management. Study skills. Ethics. Personality development and attitude.	4		4	
FS24	<b>Your Professional Image</b> Beauty and wellness. Looking good. Your physical presentation.	4		4	

FS25	<b>Communicating for Success</b> Human relations. Communication basics. The client consultation. Special issues in communication. In-salon communication	4		4	
FS26	<b>Infection Control: Principles and Practices</b> Regulation. Principles of infection. Principles of prevention. Universal precautions. The professional salon image.	6		6	
FS27	<b>General Anatomy and Physiology</b> Why study anatomy? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	8		8	
FS28	<b>Skin Structure and Growth</b> Anatomy of the skin. Maintaining skin health. Aging of the skin. Disorders of the skin. Preventing skin problems in the salon.	6		6	
FS29	<b>Nail Structure and Growth</b> The natural nail. Nail anatomy. Nail growth. Know your nails.	6		6	
FS30	<b>Nail Diseases and Disorders</b> Nail disorders. Nail diseases.	8		8	
FS31	<b>Basics of Chemistry</b> Chemistry. Matter. Potential hydrogen.	4		4	
FS32	<b>Nail Product Chemistry Simplified</b> Understanding chemicals. Adhesion, Adhesives, & Primers. A clean start. Fingernail coating. The overexposure principle.	8		8	
FS33	<b>Basics of Electricity</b> Electricity. Electrical equipment safety.	4		4	
FS34	<b>Manicuring</b> Nail technology tools. Professional cosmetic products. The basic manicure. A man's manicure service. Massage. Spa manicures. Aromatherapy. Paraffin wax treatment. Nail art. Only the beginning.	10	35	45	35
FS35	<b>Pedicuring</b> Pedicure tools. Professional pedicure products. About pedicures. Disinfection.	10	35	45	35
FS36	<b>Electric Filing</b> Types of electric files. Choosing an electric file. All about bits. Electric filing techniques. Electric files for pedicures. Troubleshooting. Safety tips for electric filing. Continuing education.	4	10	14	10
FS37	<b>Nail Tips and Wraps</b> Nail tips. Nail wraps. Nail wrap maintenance, repair, and removal.	4	15	19	15
FS38	<b>Monomer Liquid and Polymer Powder Nail Enhancements</b> Monomer liquid and polymer powder nail enhancements. Monomer liquid and polymer powder nail enhancement supplies. Monomer liquid and polymer powder nail enhancement maintenance, crack repair, and removal. Odorless monomer liquid and polymer powder products. Colored polymer powder products.	10	35	45	35

FS39	<b>UV Gels</b> UV gels. UV gel supplies. When to use UV gels. Choosing the proper UV gels. UV light units and lamps. UV gel polishes. UV gel maintenance and removal.	6	20	26	20
FS40	<b>The Creative Touch</b> Introducing clients to nail art. Color theory. Getting the look: art mediums. Polish. Paint. Monomer liquid and polymer powder nail art. UV gel nail art. Embellishments. Airbrushing. Nail art competitions. Just the beginning.	4	15	19	15
FS41	<b>Business Skills</b> Seeking employment. On the job. The salon business.	6	15	21	15
		240	360	600	360

# Full Specialist with Body Treatments (900 clock hours)

## 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 skin care, nail care and design, and body treatments. Students will learn the skills needed to get started as talented Full Specialists in today's industry. The courses include general study of the skin, facial and body treatments, hair removal, the nails, manicuring and pedicuring, UV gels, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and submit them to the proper agencies they will also receive a Full Specialist and Body Wrapper license from the Florida Board of Cosmetology.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
<b>Skin Care</b>					
FB01	<b>History and Career Opportunities in Esthetics</b> Why study history and career opportunities in esthetics? Brief history of skin care. Style, skin care, and grooming throughout the ages. Career paths for an esthetician. A bright future.	4		4	
FB02	<b>Life Skills</b> Why study life skills? Life skills. The psychology of success. Study skills. Managing your career. Goal setting. Time management. Maintaining professional standards. Personality development and attitude.	4		4	
FB03	<b>Your Professional Image</b> Why study the importance of your professional image? Beauty and wellness. Appearances count. Your physical presentation. Professional conduct.	4		4	
FB04	<b>Communicating for Success</b> Why study communicating for success? Human Relations. Communication basics. The client consultation. Special issues in communication. In-salon communication.	4		4	
FB05	<b>Infection Control: Principles and Practices</b> Why study infection control? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional salon image. Procedures.	6		6	

FB06	<b>General Anatomy and Physiology</b> Why study anatomy and physiology? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	8		8	
FB07	<b>Basics of Chemistry</b> Why study chemistry? Chemistry. Matter. Potential hydrogen (pH). Chemical reactions. Chemistry as applied to cosmetics.	4		4	
FB08	<b>Basics of Electricity</b> Why study basics of electricity? Electricity. Electrical equipment safety. Electrotherapy. Light energy, lasers, and LED (light-emitting diode).	4		4	
FB09	<b>Basics of Nutrition</b> Why study nutrition? Nutrition recommendations. Nutrition for the skin. Macronutrients. Micronutrients: vitamins and minerals. Nutrition and esthetics. Water and the skin. Self-care and the esthetician.	4		4	
FB10	<b>Physiology and Histology of the Skin</b> Why study physiology and histology of the skin? Skin facts. Skin functions. Layers of the skin. Hair anatomy. Nail anatomy. Nerves. Glands. Skin health.	6		6	
FB11	<b>Disorders and Diseases of the Skin</b> Why study disorders and diseases of the skin? Dermatology and esthetics. Lesions of the skin. Disorders of the sebaceous (oil) glands. Disorders of the sudoriferous (sweat) glands. Inflammations of the skin. Pigmentation disorders. Hypertrophies of the skin. Contagious diseases. Skin cancer. Acne.	10		10	
FB12	<b>Skin Analysis</b> Why study skin analysis? Skin types are genetically determined. Sensitive skin. The Fitzpatrick scale. Diverse skin pigmentation. Skin types versus skin conditions. Factors that affect the skin. Healthy habits for the skin. Contraindications. Client consultations. Performing a skin analysis. Procedures.	4	10	14	10
FB13	<b>Skin Care Products: Chemistry, Ingredients, and Selection</b> Why study skin care products? Cosmetic chemistry. Product safety. Ingredients. Aromatherapy. Ingredients for mature skin. Product selection. Home-care products. Choosing a product line.	4	10	14	10
FB14	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup. Treatment room supplies, disposables, and products. Three-part procedure. Room preparation. After the facial: decontamination procedures. Saving resources and money with green practices. Procedures.	4	20	24	20
FB15	<b>Facial Treatments</b> Why study facial treatments? Facial treatment benefits. Esthetician skills and techniques. Treatment and client preparation. Key elements of the basic facial treatment. The mini-facial. Treatments for different skin types and conditions. Acne facials. Men's skin care. Procedures.	10	25	35	25

FB16	<b>Facial Massage</b> Why study facial massage? The benefits of massage. Incorporating massage during the facial treatment. Massage contraindications. Types of massage movements. The Dr. Jacquet movement. Alternative massage techniques. The basic facial massage technique. Procedures.	4	15	19	15
FB17	<b>Facial Machines</b> Why study facial machines? Electrotherapy. Hot towel cabinet. Magnifying lamp (loupe). Wood's lamps. Rotary brush. Steamer. Vacuum machine. Galvanic current. High-frequency machine. Spray machines. Paraffin wax heater. Electric mitts and boots. Purchasing equipment.	10	25	35	25
FB18	<b>Hair Removal</b> Why study hair removal? Morphology of the hair. Hair growth cycle. Characteristics and differences in hair growth. Methods of hair removal. Temporary hair removal methods. Waxing techniques and products. Room preparation and supplies. Contraindications for hair removal. Client consultations. General waxing procedures. Procedures.	4	20	24	20
FB19	<b>Advanced Topics and Treatments</b> Why study advanced topics and treatments? Chemical exfoliation. Microdermabrasion. Laser technology. Light therapy. Microcurrent machines. Ultrasound and ultrasonic technology. Spa body treatments. Cellulite. Manual lymph drainage. Medical aesthetics.	4	20	24	20
FB20	<b>The World of Makeup</b> Why study facial makeup? Color theory. Makeup products and formulations. Makeup brushes. Products, tools, and supplies. Infection control. Client consultations. Selecting makeup colors. Makeup application techniques. Face shapes and proportions. Corrective makeup. Special-occasion makeup. Makeup for the camera and special events. Camouflage makeup. Artificial eyelashes. Lash and brow tinting. Other eyelash services. Permanent cosmetic makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). A career as a makeup artist. Freelance makeup artistry. Retailing. Procedures.	6	20	26	20
FB21	<b>Business Skills</b> Career planning. The skin care business. Selling products and services.	4	15	19	15
<b>Nail Care and Design</b>					
FB22	<b>History and Opportunities</b> Brief history of nail technology. Career paths for a nail technician.	4		4	
FB23	<b>Life skills</b> The psychology of success. Motivation and self-management. Managing your career. Time management. Study skills. Ethics. Personality development and attitude.	4		4	
FB24	<b>Your Professional Image</b> Beauty and wellness. Looking good. Your physical presentation.	4		4	

FB25	<b>Communicating for Success</b> Human relations. Communication basics. The client consultation. Special issues in communication. In-salon communication	4		4	
FB26	<b>Infection Control: Principles and Practices</b> Regulation. Principles of infection. Principles of prevention. Universal precautions. The professional salon image.	6		6	
FB27	<b>General Anatomy and Physiology</b> Why study anatomy? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	8		8	
FB28	<b>Skin Structure and Growth</b> Anatomy of the skin. Maintaining skin health. Aging of the skin. Disorders of the skin. Preventing skin problems in the salon.	6		6	
FB29	<b>Nail Structure and Growth</b> The natural nail. Nail anatomy. Nail growth. Know your nails.	6		6	
FB30	<b>Nail Diseases and Disorders</b> Nail disorders. Nail diseases.	8		8	
FB31	<b>Basics of Chemistry</b> Chemistry. Matter. Potential hydrogen.	4		4	
FB32	<b>Nail Product Chemistry Simplified</b> Understanding chemicals. Adhesion, Adhesives, & Primers. A clean start. Fingernail coating. The overexposure principle.	8		8	
FB33	<b>Basics of Electricity</b> Electricity. Electrical equipment safety.	4		4	
FB34	<b>Manicuring</b> Nail technology tools. Professional cosmetic products. The basic manicure. A man's manicure service. Massage. Spa manicures. Aromatherapy. Paraffin wax treatment. Nail art. Only the beginning.	10	35	45	35
FB35	<b>Pedicuring</b> Pedicure tools. Professional pedicure products. About pedicures. Disinfection.	10	35	45	35
FB36	<b>Electric Filing</b> Types of electric files. Choosing an electric file. All about bits. Electric filing techniques. Electric files for pedicures. Troubleshooting. Safety tips for electric filing. Continuing education.	4	10	14	10
FB37	<b>Nail Tips and Wraps</b> Nail tips. Nail wraps. Nail wrap maintenance, repair, and removal.	4	15	19	15
FB38	<b>Monomer Liquid and Polymer Powder Nail Enhancements</b> Monomer liquid and polymer powder nail enhancements. Monomer liquid and polymer powder nail enhancement supplies. Monomer liquid and polymer powder nail enhancement maintenance, crack repair, and removal. Odorless monomer liquid and polymer powder products. Colored polymer powder products.	10	35	45	35

FB39	<b>UV Gels</b> UV gels. UV gel supplies. When to use UV gels. Choosing the proper UV gels. UV light units and lamps. UV gel polishes. UV gel maintenance and removal.	6	20	26	20
FB40	<b>The Creative Touch</b> Introducing clients to nail art. Color theory. Getting the look: art mediums. Polish. Paint. Monomer liquid and polymer powder nail art. UV gel nail art. Embellishments. Airbrushing. Nail art competitions. Just the beginning.	4	15	19	15
FB41	<b>Business Skills</b> Seeking employment. On the job. The salon business.	6	15	21	15
<b>Body Treatments</b>					
FB42	<b>Anatomy and Physiology of the Body</b> Why study anatomy and physiology of the body? Organ systems of the body. Structure and functions.	8		8	
FB43	<b>Physical Alterations of the Body</b> Why study physical alterations of the body? Obesity. Cellulite. Striation (stretch marks). Flaccidity. Circulatory disorders.	10	25	35	25
FB44	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup.	8	10	18	10
FB45	<b>Electrotherapy</b> Why study electrotherapy? Electromagnetic radiation. Galvanic current. Various low frequency currents. Low frequency micro-currents. High frequency currents. UV lights. Wood's lamp. Laser.	8	12	20	12
FB46	<b>Body Treatment Machines</b> Why study body treatment machines? Pneumatic compression machine. Vacuum therapy machine. Ultrasound machine. Multi-function.	16	28	44	28
FB47	<b>Massage Therapy</b> Why study massage therapy? Massage classifications. Basic massage manipulations. Esthetic massage and its benefits. Reducing massage. Reaffirming massage. Relaxing massage. Exfoliating massage.	10	16	26	16
FB48	<b>Aromatherapy</b> Why study aromatherapy? Origins of aromatherapy. Basic oils and scents and possible combinations. Effects of aromatherapy. Relationship between aromatherapy and music therapy with the physical and mental state of a human being.	4	10	14	10
FB49	<b>Alternative Therapies</b> Why study alternative therapies? Hot stone massage. Hot lava shells massage.	10	8	18	8
FB50	<b>Thermotherapy</b> What study thermotherapy? Physiological effects. Classifications. Ozone vapor. Infrared radiation.	4	10	14	10
FB51	<b>Body Wrapping</b> Why study body wrapping? Cryotherapy (cold bandages or wraps). Thermotherapy (hot bandages or wraps). Gessotherapy (plaster therapy). Wine therapy.	4	8	12	8
FB52	<b>Hydrotherapy</b> Why study hydrotherapy? Hydrotherapy baths. Balneotherapy. Heliotherapy.	4	10	14	10



FB53	<b>Body Waxing</b> Why study body waxing? Factors that influence the growth of hair. Pathology of the hair. Permanent hair removal. Temporary hair removal techniques.	6	10	16	10
FB54	<b>Photoepilation</b> Why study photoepilation? Permanent hair removal. Intense pulse light (IPL). Laser hair removal.	6	10	16	10
FB55	<b>Nutrition</b> Why study nutrition? The food guide pyramid. Importance of a balanced diet. Dietary fiber. Fruits and their benefits. Nutritious value of milky products. Selection of proper meats and grains for healthy diet.	8		8	
FB56	<b>Cosmetic Surgery</b> Why study cosmetic surgery? Liposculpture. Liposuction. Breast reconstruction.	6	8	14	8
FB57	<b>Treatment Protocol</b> Why study treatment protocol? Treatment procedures used in a clinic/spa.	2		2	
FB58	<b>Body Treatment Products</b> Why study body treatment products? Cleansers. Tonic oils. Scrubs. Gels. Creams. Marine seaweed.	4	10	14	10
FB59	<b>The Spa Business</b> Spa business management. Marketing. Client value. Building a clientele. Tracking your success.	2	5	7	5
		360	540	900	540

# 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 skin care. Students will learn the skills needed to get started as talented Facial Specialists in today's industry. The courses include general study of the skin, facial treatments, hair removal, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and submit them to the proper agencies they will also receive a Facial Specialist license from the Florida Board of Cosmetology.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
FA01	<b>History and Career Opportunities in Esthetics</b> Why study history and career opportunities in esthetics? Brief history of skin care. Style, skin care, and grooming throughout the ages. Career paths for an esthetician. A bright future.	4		4	
FA02	<b>Life Skills</b> Why study life skills? Life skills. The psychology of success. Study skills. Managing your career. Goal setting. Time management. Maintaining professional standards. Personality development and attitude.	2		2	
FA03	<b>Your Professional Image</b> Why study the importance of your professional image? Beauty and wellness. Appearances count. Your physical presentation. Professional conduct.	4		4	
FA04	<b>Communicating for Success</b> Why study communicating for success? Human Relations. Communication basics. The client consultation. Special issues in communication. In-salon communication.	2		2	
FA05	<b>Infection Control: Principles and Practices</b> Why study infection control? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional salon image. Procedures.	4		4	

FA06	<b>General Anatomy and Physiology</b> Why study anatomy and physiology? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	6		6	
FA07	<b>Basics of Chemistry</b> Why study chemistry? Chemistry. Matter. Potential hydrogen (pH). Chemical reactions. Chemistry as applied to cosmetics.	2		2	
FA08	<b>Basics of Electricity</b> Why study basics of electricity? Electricity. Electrical equipment safety. Electrotherapy. Light energy, lasers, and LED (light-emitting diode).	2		2	
FA09	<b>Basics of Nutrition</b> Why study nutrition? Nutrition recommendations. Nutrition for the skin. Macronutrients. Micronutrients: vitamins and minerals. Nutrition and esthetics. Water and the skin. Self-care and the esthetician.	4		4	
FA10	<b>Physiology and Histology of the Skin</b> Why study physiology and histology of the skin? Skin facts. Skin functions. Layers of the skin. Hair anatomy. Nail anatomy. Nerves. Glands. Skin health.	6		6	
FA11	<b>Disorders and Diseases of the Skin</b> Why study disorders and diseases of the skin? Dermatology and esthetics. Lesions of the skin. Disorders of the sebaceous (oil) glands. Disorders of the sudoriferous (sweat) glands. Inflammations of the skin. Pigmentation disorders. Hypertrophies of the skin. Contagious diseases. Skin cancer. Acne.	8		8	
FA12	<b>Skin Analysis</b> Why study skin analysis? Skin types are genetically determined. Sensitive skin. The Fitzpatrick scale. Diverse skin pigmentation. Skin types versus skin conditions. Factors that affect the skin. Healthy habits for the skin. Contraindications. Client consultations. Performing a skin analysis. Procedures.	4	10	14	10
FA13	<b>Skin Care Products: Chemistry, Ingredients, and Selection</b> Why study skin care products? Cosmetic chemistry. Product safety. Ingredients. Aromatherapy. Ingredients for mature skin. Product selection. Home-care products. Choosing a product line.	4	10	14	10
FA14	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup. Treatment room supplies, disposables, and products. Three-part procedure. Room preparation. After the facial: decontamination procedures. Saving resources and money with green practices. Procedures.	4	15	19	15
FA15	<b>Facial Treatments</b> Why study facial treatments? Facial treatment benefits. Esthetician skills and techniques. Treatment and client preparation. Key elements of the basic facial treatment. The mini-facial. Treatments for different skin types and conditions. Acne facials. Men's skin care. Procedures.	10	25	35	25

FA16	<b>Facial Massage</b> Why study facial massage? The benefits of massage. Incorporating massage during the facial treatment. Massage contraindications. Types of massage movements. The Dr. Jacquet movement. Alternative massage techniques. The basic facial massage technique. Procedures.	4	12	16	12
FA17	<b>Facial Machines</b> Why study facial machines? Electrotherapy. Hot towel cabinet. Magnifying lamp (loupe). Wood's lamps. Rotary brush. Steamer. Vacuum machine. Galvanic current. High-frequency machine. Spray machines. Paraffin wax heater. Electric mitts and boots. Purchasing equipment.	8	20	28	20
FA18	<b>Hair Removal</b> Why study hair removal? Morphology of the hair. Hair growth cycle. Characteristics and differences in hair growth. Methods of hair removal. Temporary hair removal methods. Waxing techniques and products. Room preparation and supplies. Contraindications for hair removal. Client consultations. General waxing procedures. Procedures.	4	12	16	12
FA19	<b>Advanced Topics and Treatments</b> Why study advanced topics and treatments? Chemical exfoliation. Microdermabrasion. Laser technology. Light therapy. Microcurrent machines. Ultrasound and ultrasonic technology. Spa body treatments. Cellulite. Manual lymph drainage. Medical aesthetics.	4	18	22	18
FA20	<b>The World of Makeup</b> Why study facial makeup? Color theory. Makeup products and formulations. Makeup brushes. Products, tools, and supplies. Infection control. Client consultations. Selecting makeup colors. Makeup application techniques. Face shapes and proportions. Corrective makeup. Special-occasion makeup. Makeup for the camera and special events. Camouflage makeup. Artificial eyelashes. Lash and brow tinting. Other eyelash services. Permanent cosmetic makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). A career as a makeup artist. Freelance makeup artistry. Retailing. Procedures.	6	20	26	20
FA21	<b>Business Skills</b> Career planning. The skin care business. Selling products and services.	4	14	18	14
		104	156	260	156

# Facial Specialist and Makeup Artist (900 clock hours)

## 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 skin care and makeup design. Students will learn the skills needed to get started as talented Facial Specialists and Makeup Artists in today's industry. The courses include general study of the skin, facial treatments, hair removal, makeup, color theory, advanced makeup techniques, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and submit them to the proper agencies they will also receive a Facial Specialist license from the Florida Board of Cosmetology.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
<b>Skin Care</b>					
FM01	<b>History and Career Opportunities in Esthetics</b> Why study history and career opportunities in esthetics? Brief history of skin care. Style, skin care, and grooming throughout the ages. Career paths for an esthetician. A bright future.	4		4	
FM02	<b>Life Skills</b> Why study life skills? Life skills. The psychology of success. Study skills. Managing your career. Goal setting. Time management. Maintaining professional standards. Personality development and attitude.	4		4	
FM03	<b>Your Professional Image</b> Why study the importance of your professional image? Beauty and wellness. Appearances count. Your physical presentation. Professional conduct.	4		4	
FM04	<b>Communicating for Success</b> Why study communicating for success? Human Relations. Communication basics. The client consultation. Special issues in communication. In-salon communication.	4		4	
FM05	<b>Infection Control: Principles and Practices</b> Why study infection control? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional salon image. Procedures.	6		6	

FM06	<b>General Anatomy and Physiology</b> Why study anatomy and physiology? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	8		8	
FM07	<b>Basics of Chemistry</b> Why study chemistry? Chemistry. Matter. Potential hydrogen (pH). Chemical reactions. Chemistry as applied to cosmetics.	4		4	
FM08	<b>Basics of Electricity</b> Why study basics of electricity? Electricity. Electrical equipment safety. Electrotherapy. Light energy, lasers, and LED (light-emitting diode).	4		4	
FM09	<b>Basics of Nutrition</b> Why study nutrition? Nutrition recommendations. Nutrition for the skin. Macronutrients. Micronutrients: vitamins and minerals. Nutrition and esthetics. Water and the skin. Self-care and the esthetician.	4		4	
FM10	<b>Physiology and Histology of the Skin</b> Why study physiology and histology of the skin? Skin facts. Skin functions. Layers of the skin. Hair anatomy. Nail anatomy. Nerves. Glands. Skin health.	6		6	
FM11	<b>Disorders and Diseases of the Skin</b> Why study disorders and diseases of the skin? Dermatology and esthetics. Lesions of the skin. Disorders of the sebaceous (oil) glands. Disorders of the sudoriferous (sweat) glands. Inflammations of the skin. Pigmentation disorders. Hypertrophies of the skin. Contagious diseases. Skin cancer. Acne.	10		10	
FM12	<b>Skin Analysis</b> Why study skin analysis? Skin types are genetically determined. Sensitive skin. The Fitzpatrick scale. Diverse skin pigmentation. Skin types versus skin conditions. Factors that affect the skin. Healthy habits for the skin. Contraindications. Client consultations. Performing a skin analysis. Procedures.	4	10	14	10
FM13	<b>Skin Care Products: Chemistry, Ingredients, and Selection</b> Why study skin care products? Cosmetic chemistry. Product safety. Ingredients. Aromatherapy. Ingredients for mature skin. Product selection. Home-care products. Choosing a product line.	4	10	14	10
FM14	<b>The Treatment Room</b> Why study the treatment room? The esthetician's presentation. Creating a professional atmosphere. Furniture, equipment, and room setup. Treatment room supplies, disposables, and products. Three-part procedure. Room preparation. After the facial: decontamination procedures. Saving resources and money with green practices. Procedures.	4	20	24	20
FM15	<b>Facial Treatments</b> Why study facial treatments? Facial treatment benefits. Esthetician skills and techniques. Treatment and client preparation. Key elements of the basic facial treatment. The mini-facial. Treatments for different skin types and conditions. Acne facials. Men's skin care. Procedures.	10	25	35	25

FM16	<b>Facial Massage</b> Why study facial massage? The benefits of massage. Incorporating massage during the facial treatment. Massage contraindications. Types of massage movements. The Dr. Jacquet movement. Alternative massage techniques. The basic facial massage technique. Procedures.	4	15	19	15
FM17	<b>Facial Machines</b> Why study facial machines? Electrotherapy. Hot towel cabinet. Magnifying lamp (loupe). Wood's lamps. Rotary brush. Steamer. Vacuum machine. Galvanic current. High-frequency machine. Spray machines. Paraffin wax heater. Electric mitts and boots. Purchasing equipment.	10	25	35	25
FM18	<b>Hair Removal</b> Why study hair removal? Morphology of the hair. Hair growth cycle. Characteristics and differences in hair growth. Methods of hair removal. Temporary hair removal methods. Waxing techniques and products. Room preparation and supplies. Contraindications for hair removal. Client consultations. General waxing procedures. Procedures.	4	20	24	20
FM19	<b>Advanced Topics and Treatments</b> Why study advanced topics and treatments? Chemical exfoliation. Microdermabrasion. Laser technology. Light therapy. Microcurrent machines. Ultrasound and ultrasonic technology. Spa body treatments. Cellulite. Manual lymph drainage. Medical aesthetics.	4	20	24	20
FM20	<b>The World of Makeup</b> Why study facial makeup? Color theory. Makeup products and formulations. Makeup brushes. Products, tools, and supplies. Infection control. Client consultations. Selecting makeup colors. Makeup application techniques. Face shapes and proportions. Corrective makeup. Special-occasion makeup. Makeup for the camera and special events. Camouflage makeup. Artificial eyelashes. Lash and brow tinting. Other eyelash services. Permanent cosmetic makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). A career as a makeup artist. Freelance makeup artistry. Retailing. Procedures.	6	20	26	20
FM21	<b>Business Skills</b> Career planning. The skin care business. Selling products and services.	4	15	19	15
<b>Makeup Design</b>					
FM22	<b>The Evolution of Makeup Artistry</b> Why study the evolution of makeup artistry? The makeup image. A future in makeup. The evolutionary timeline. An ever-changing era.	10		10	
FM23	<b>Infection Control: Principles and Practices</b> Why study infection control: principles and practices? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional image. Procedures.	14	15	29	15
FM24	<b>Facial Anatomy and Physiology</b> Why study facial anatomy and physiology? Bones of the face. Muscles of the face. The skin. Conditions of the skin.	10		10	

FM25	<b>Tools of the Trade</b> Why study tools of the trade? Brushes. Utensils. Single-use tools. Makeup cases.	12	25	37	25
FM26	<b>Color Theory</b> Why study color theory? Color theory. The color wheel. Color temperature. Color saturation. Color harmony. The real color wheel.	12	20	32	20
FM27	<b>Client Consultation</b> Why study client consultations? Making a good first impression. The consultation form. The consultation process. Evaluating the client's features and characteristics. Documentation.	8	15	23	15
FM28	<b>Creating the Canvas</b> Why study creating the canvas? Preparing the skin. Foundation. Concealer. Powder. Blush. Special considerations. Facial shapes. The three-part procedure. Procedures.	10	20	30	20
FM29	<b>Facial Features</b> Why study facial features? Eye shapes. Eye colors. Eye products. Color selection. Eyebrows. Eyelashes. Lips.	10	20	30	20
FM30	<b>The Everyday Application</b> Why study everyday application? Tool checklist. Product checklist. Alternatives for the everyday application. Special considerations. Procedures.	16	25	41	25
FM31	<b>Special Events</b> Why study special events? Photography tips. Special looks for special occasions. Weddings. Procedures.	16	25	41	25
FM32	<b>The Exciting World of High Fashion and High-Definition</b> Why study high fashion makeup and high-definition makeup? The faces of fashion: Timeless looks and seasonal trends. Behind the beauty-backstage. Creating the look-showtime. Breaking into fashion. Fashion photography: high-definition makeup. Procedures.	18	30	48	30
FM33	<b>Makeup for Men</b> Why study makeup for men? The male facial structure. Working with facial hair. Products for men. Special considerations. Facial scars and pigmentation. Procedures.	10	20	30	20
FM34	<b>Makeup for Teens</b> Why study makeup for teens? Consulting with a teenage client. Skin care basics for teens. Makeup basics for teens. Makeup for blemished skin. Prom makeup. Procedures.	12	20	32	20
FM35	<b>Makeup for Aging Skin</b> Why study makeup for aging skin? Challenges of aging skin. Tools and products for mature skin. Application tips for mature skin. Color choices for mature skin. Special considerations. Procedures.	12	20	32	20
FM36	<b>Camouflage Makeup</b> Why study camouflage makeup? Corrective techniques. Types of makeup. Skin conditions to camouflage. The makeup appointment. Procedures.	14	25	39	25
FM37	<b>Airbrush Makeup</b> Why study airbrush makeup? Airbrush equipment. Methods and usage. Airbrush techniques. Airbrush maintenance. Airbrush beauty breakdown. Airbrushing camouflage makeup. Procedures.	14	25	39	25



FM38	<b>All About Lashes</b> Why study lashes? Eyelash growth. Semipermanent eyelash extensions. Practice. Technique variations. Lash removal. Eyelash perming. Eyelash tinting. Procedures.	10	20	30	20
FM39	<b>Advanced Makeup Techniques</b> Why study advanced makeup techniques? Avant-garde makeup. Fantasy makeup. Permanent makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). Mortuary makeup. Special effects makeup. Menhdi makeup.	14	20	34	20
FM40	<b>Your Professional Image</b> Why study your professional image? Shaping your professional image. Creating your personal portfolio. Your professional image and your attitude. Enhancing your professional image with continuing education.	8		8	
FM41	<b>The Business of Makeup</b> Why study the business of makeup? The earning potential of a professional makeup artist. Career options. Getting the job. Business ownership. Making a name for yourself. Marketing. Getting started.	10	15	25	15
		360	540	900	540

# Makeup Artist (600 clock hours)

## Objective

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

## Description

The program consists of makeup design. Students will learn the skills needed to get started as talented Makeup Artists in today's industry. The courses include general study of makeup, color theory, advanced makeup techniques, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.

The school diploma bestowed to graduates is sufficient to begin employment as a Makeup Artist in Florida.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
MA01	<b>The Evolution of Makeup Artistry</b> Why study the evolution of makeup artistry? The makeup image. A future in makeup. The evolutionary timeline. An ever-changing era.	10		10	
MA02	<b>Infection Control: Principles and Practices</b> Why study infection control: principles and practices? Regulation. Principles of infection. Principles of prevention. Universal and standard precautions. The professional image. Procedures.	14	15	29	15
MA03	<b>Facial Anatomy and Physiology</b> Why study facial anatomy and physiology? Bones of the face. Muscles of the face. The skin. Conditions of the skin.	10		10	
MA04	<b>Tools of the Trade</b> Why study tools of the trade? Brushes. Utensils. Single-use tools. Makeup cases.	12	25	37	25
MA05	<b>Color Theory</b> Why study color theory? Color theory. The color wheel. Color temperature. Color saturation. Color harmony. The real color wheel.	12	20	32	20
MA06	<b>Client Consultation</b> Why study client consultations? Making a good first impression. The consultation form. The consultation process. Evaluating the client's features and characteristics. Documentation.	8	15	23	15

MA07	<b>Creating the Canvas</b> Why study creating the canvas? Preparing the skin. Foundation. Concealer. Powder. Blush. Special considerations. Facial shapes. The three-part procedure. Procedures.	10	20	30	20
MA08	<b>Facial Features</b> Why study facial features? Eye shapes. Eye colors. Eye products. Color selection. Eyebrows. Eyelashes. Lips.	10	20	30	20
MA09	<b>The Everyday Application</b> Why study everyday application? Tool checklist. Product checklist. Alternatives for the everyday application. Special considerations. Procedures.	16	25	41	25
MA10	<b>Special Events</b> Why study special events? Photography tips. Special looks for special occasions. Weddings. Procedures.	16	25	41	25
MA11	<b>The Exciting World of High Fashion and High-Definition</b> Why study high fashion makeup and high-definition makeup? The faces of fashion: Timeless looks and seasonal trends. Behind the beauty-backstage. Creating the look-showtime. Breaking into fashion. Fashion photography: high-definition makeup. Procedures.	18	30	48	30
MA12	<b>Makeup for Men</b> Why study makeup for men? The male facial structure. Working with facial hair. Products for men. Special considerations. Facial scars and pigmentation. Procedures.	10	20	30	20
MA13	<b>Makeup for Teens</b> Why study makeup for teens? Consulting with a teenage client. Skin care basics for teens. Makeup basics for teens. Makeup for blemished skin. Prom makeup. Procedures.	10	20	30	20
MA14	<b>Makeup for Aging Skin</b> Why study makeup for aging skin? Challenges of aging skin. Tools and products for mature skin. Application tips for mature skin. Color choices for mature skin. Special considerations. Procedures.	10	20	30	20
MA15	<b>Camouflage Makeup</b> Why study camouflage makeup? Corrective techniques. Types of makeup. Skin conditions to camouflage. The makeup appointment. Procedures.	14	25	39	25
MA16	<b>Airbrush Makeup</b> Why study airbrush makeup? Airbrush equipment. Methods and usage. Airbrush techniques. Airbrush maintenance. Airbrush beauty breakdown. Airbrushing camouflage makeup. Procedures.	12	25	37	25
MA17	<b>All About Lashes</b> Why study lashes? Eyelash growth. Semipermanent eyelash extensions. Practice. Technique variations. Lash removal. Eyelash perming. Eyelash tinting. Procedures.	10	20	30	20
MA18	<b>Advanced Makeup Techniques</b> Why study advanced makeup techniques? Avant-garde makeup. Fantasy makeup. Permanent makeup (this training only covers theory and does not involve any hands-on training or physical tattooing on a human being). Mortuary makeup. Special effects makeup. Menhdi makeup.	12	20	32	20

MA19	<b>Your Professional Image</b> Why study your professional image? Shaping your professional image. Creating your personal portfolio. Your professional image and your attitude. Enhancing your professional image with continuing education.	8		8	
MA20	<b>The Business of Makeup</b> Why study the business of makeup? The earning potential of a professional makeup artist. Career options. Getting the job. Business ownership. Making a name for yourself. Marketing. Getting started.	10	15	25	15
		240	360	600	360

# 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 nail care and design. Students will learn the skills needed to get started as talented Nail Specialists in today's industry. The courses include general study of the nails, manicuring and pedicuring, UV gels, anatomy and physiology, chemistry, and the products, tools, and equipment used in the field.

## Completion

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

## Graduation

- When a student graduates he/she will receive a diploma from the Academy.
- After students complete the necessary license applications and submit them to the proper agencies they will also receive a Nail Specialist license from the Florida Board of Cosmetology.

## Courses

Course Code	Course Title	Theory Clock Hours	Practice Clock Hours	Total Clock Hours	Practice Services
HI00	<b>HIV/AIDS Seminar</b> Definition and concepts. Preventive measures. How it is transmitted. How beauty professionals can help prevent the spread of HIV/AIDS.	4		4	
FL00	<b>Florida Laws and Regulations</b> Local, state, and federal laws and regulations that regulate the profession.	4		4	
NA01	<b>History and Opportunities</b> Brief history of nail technology. Career paths for a nail technician.	4		4	
NA02	<b>Life skills</b> The psychology of success. Motivation and self-management. Managing your career. Time management. Study skills. Ethics. Personality development and attitude.	2		2	
NA03	<b>Your Professional Image</b> Beauty and wellness. Looking good. Your physical presentation.	2		2	
NA04	<b>Communicating for Success</b> Human relations. Communication basics. The client consultation. Special issues in communication. In-salon communication	2		2	
NA05	<b>Infection Control: Principles and Practices</b> Regulation. Principles of infection. Principles of prevention. Universal precautions. The professional salon image.	6		6	
NA06	<b>General Anatomy and Physiology</b> Why study anatomy? Cells. Tissues. Organs and body systems. The skeletal system. The muscular system. The nervous system. The circulatory system. The lymphatic/immune system. The endocrine system. The digestive system. The excretory system. The respiratory system. The integumentary system. The reproductive system.	6		6	

NA07	<b>Skin Structure and Growth</b> Anatomy of the skin. Maintaining skin health. Aging of the skin. Disorders of the skin. Preventing skin problems in the salon.	2		2	
NA08	<b>Nail Structure and Growth</b> The natural nail. Nail anatomy. Nail growth. Know your nails.	2		2	
NA09	<b>Nail Diseases and Disorders</b> Nail disorders. Nail diseases.	6		6	
NA10	<b>Basics of Chemistry</b> Chemistry. Matter. Potential hydrogen.	4		4	
NA11	<b>Nail Product Chemistry Simplified</b> Understanding chemicals. Adhesion, Adhesives, & Primers. A clean start. Fingernail coating. The overexposure principle.	4		4	
NA12	<b>Basics of Electricity</b> Electricity. Electrical equipment safety.	4		4	
NA13	<b>Manicuring</b> Nail technology tools. Professional cosmetic products. The basic manicure. A man's manicure service. Massage. Spa manicures. Aromatherapy. Paraffin wax treatment. Nail art. Only the beginning.	8	30	38	30
NA14	<b>Pedicuring</b> Pedicure tools. Professional pedicure products. About pedicures. Disinfection.	8	30	38	30
NA15	<b>Electric Filing</b> Types of electric files. Choosing an electric file. All about bits. Electric filing techniques. Electric files for pedicures. Troubleshooting. Safety tips for electric filing. Continuing education.	2	10	12	10
NA16	<b>Nail Tips and Wraps</b> Nail tips. Nail wraps. Nail wrap maintenance, repair, and removal.	4	12	16	12
NA17	<b>Monomer Liquid and Polymer Powder Nail Enhancements</b> Monomer liquid and polymer powder nail enhancements. Monomer liquid and polymer powder nail enhancement supplies. Monomer liquid and polymer powder nail enhancement maintenance, crack repair, and removal. Odorless monomer liquid and polymer powder products. Colored polymer powder products.	8	20	28	20
NA18	<b>UV Gels</b> UV gels. UV gel supplies. When to use UV gels. Choosing the proper UV gels. UV light units and lamps. UV gel polishes. UV gel maintenance and removal.	4	20	24	20
NA19	<b>The Creative Touch.</b> Introducing clients to nail art. Color theory. Getting the look: art mediums. Polish. Paint. Monomer liquid and polymer powder nail art. UV gel nail art. Embellishments. Airbrushing. Nail art competitions. Just the beginning.	4	12	16	12
NA20	<b>Business Skills</b> Seeking employment. On the job. The salon business.	6	10	16	10
		96	144	240	144

# Addenda

## Program Costs

Program	Tuition	Registration Fee	Books and Supplies	Uniform	Total Cost
Barber Styling	14,210	100	1,387	80	\$15,777.00
Cosmetology	14,210	100	1,387	80	\$15,777.00
Esthetics	8,990	100	1,000	80	\$10,170.00
Full Specialist	8,990	100	1,000	80	\$10,170.00
Full Specialist with Body Treatments	11,440	100	1,350	80	\$12,970.00
Facial Specialist	3,270	100	500	80	\$3,950.00
Facial Specialist and Makeup Artist	11,390	100	1,200	80	\$12,770.00
Makeup Artist	8,190	100	1,000	80	\$9,370.00
Nail Specialist	2,020	100	500	80	\$2,700.00

There are additional license fees required by the state of Florida, for programs that require a license for employment, which are not included in the total cost of the program and are the responsibility of the student. These fees are determined by the Department of Business and Professional Regulation (DBPR) and are required in order to file an application to obtain a license from the state.

## Administrative and Supervisory Staff (Full-Time) Hialeah Gardens Campus (Main Campus)

Name	Title
Odalquis Ramirez	Campus Director
Odalquis Ramirez	Academic Director
Eduardo Gonzalez	Admissions Director
Leslie Quintana	Financial Aid Officer
Dayana Espinosa	Placement Coordinator
Miguel Ramirez	Compliance Director

## Miami Campus

Name	Title
Eduardo Ramirez	Campus Director
Eduardo Ramirez	Academic Director
Eduardo Ramirez	Admissions Director
Jesus Ramirez	Financial Aid Director
Iliana Amaya	Placement Coordinator
Iliana Amaya	Event Coordinator

Administrative and Supervisory Staff (Part-Time) – N/A



## Instructional Support Staff (Full-Time) Hialeah Gardens Campus (Main Campus)

Name	Title
Dayana Espinosa	Registrar
Odalquis Ramirez	Bursar
Dayana Espinosa	Media Services Coordinator

## Miami Campus

Name	Title
Belkis Ramirez	Registrar
Iliana Amaya	Media Services Coordinator

## Instructional Support Staff (Part-Time) – N/A

## Faculty (Full-Time) Hialeah Gardens Campus (Main Campus)

Name	Credentials Held and Awarding Institution	Program Taught
Libia Brito	Barber Diploma, Nouvelle Institute	Barber Styling
Lisette Travieso	Cosmetology Diploma, Nouvelle Institute	Cosmetology
Yalixis Duarte	Esthetics Diploma, Beauty Academy of South Florida	Esthetics
Cindy Obando	Full Specialist with Salon Management Diploma, Beauty Schools of America	Full Specialist
Cindy Obando	Esthetics Diploma, Beauty Academy of South Florida	Full Specialist with Body Treatments
Ylya Almazan	Full Specialist with Salon Management Diploma, Beauty Schools of America	Facial Specialist
Ylya Almazan	Cosmetology Diploma, Nouvelle Institute	Facial Specialist and Makeup Artist
Lilianne Fonseca	Cosmetology Diploma, Nouvelle Institute	Makeup Artist
Yenisleidy Socorro	Nail Technology Diploma, La Belle Beauty Academy	Nail Specialist

## Miami Campus

Name	Credentials Held and Awarding Institution	Program Taught
Aymee Serna	Barber Diploma, Beauty Academy of South Florida	Barber Styling
Libia Brito	Cosmetology Diploma, Nouvelle Institute	Cosmetology
Maura Rodriguez	Esthetics Diploma, Beauty Academy of South Florida	Esthetics
Onelkis Rodriguez	Esthetics Diploma, Beauty Academy of South Florida	Full Specialist
Onelkis Rodriguez	Esthetics Diploma, Beauty Academy of South Florida	Full Specialist with Body Treatments
Onelkis Rodriguez	Facial Specialist Diploma, Beauty Academy of South Florida	Facial Specialist
Lilianne Fonseca	Facial Specialist Diploma, Beauty Academy of South Florida	Facial Specialist and Makeup Artist
Lilianne Fonseca	Facial Specialist Diploma, Beauty Academy of South Florida	Makeup Artist
Ariane Lopez	Nail Specialist Diploma, Beauty Academy of South Florida	Nail Specialist

## Faculty (Part-Time) – N/A