

World of Beauty Academy Catalog

**6111 W Colonial Drive
Orlando, FL 32808
407-893-6669**

Volume V

January 1st 2017- December 31th 2017

Licensed by the Commission for Independent Education, Florida Department of Education. License #4992. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684

GENERAL INFORMATION	4
Mission Statement	4
Educational Objectives.....	4
Ownership.....	4
Programs Offered.....	4
Class Language	4
Non-Discrimination Policy	5
Facility and Equipment Description.....	5
Resource Center.....	5
Hours of Operation.....	5
Course Codes.....	6
Administration	7
Faculty Members	7
Drug-Free Policy.....	7
ADMISSIONS POLICY	8
The Application Process.....	9
Transfer of Credit.....	9
Transfer Credit Policy/Procedure.....	9
State Licensure.....	10
Class Schedules	10
Class Breaks.....	10
Academic Calendar	10
Disclosure Statements.....	10
ACADEMIC POLICIES	11
Grading System	11
Progress Reports	11
Satisfactory Progress Statement.....	11
Course Retake Policy	11
Maximum Time in Which to Complete.....	12
Measurement of Academic Programs.....	12
Attendance.....	12
Tardiness.....	12
Make-up Work.....	12

Leave of Absence	12
Unofficial Withdrawal	13
Automatic Withdrawal.....	13
Probation.....	13
Appeal Policy.....	13
Student Conduct Requirements	14
Conduct and Personal Appearance.....	14
Dress Code.....	14
Re-Admission.....	14
Transcripts.....	15
Graduation Requirements and Diploma	15
Payment Policy.....	15
STUDENT SERVICES.....	16
Career Development and Placement.....	16
Employment Disclaimer	17
Academic Counseling.....	17
Liability.....	17
Student Records.....	17
Complaint & Grievance Policy.....	17
PROGRAM FEES.....	18
CANCELLATION AND REFUND POLICY:.....	19
PROGRAM DESCRIPTIONS.....	20
Cosmetology	20
Nail Specialty.....	23
Facial Specialty.....	25
Full Specialty	28
Barbering.....	32
Massage Therapy.....	35
Permanent Make-Up	38
Licensure for Cosmetologists, Nail Specialists, Facial Specialists, Full Specialists	40
Licensure for Massage Therapist.....	41
Licensure for Permanent Make Up Technician.....	41
School Catalog Receipt.....	42

GENERAL INFORMATION

MISSION STATEMENT

Our mission is to provide exceptional beauty career training programs in an environment committed to a high level of learning through experienced educators who are committed to the success of every student.

EDUCATIONAL OBJECTIVES

- ✓ To encourage and foster the value of life-long learning in our students;
- ✓ To provide students with the most up-to-date and comprehensive information available in the fields of Cosmetology and Massage Therapy;
- ✓ To utilize evaluation tools and materials which require students to effectively demonstrate the integration of the concepts and skills they have learned;
- ✓ To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- ✓ To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment.

OWNERSHIP

World of Beauty Academy, Inc. is a Florida corporation owned and operated by Kim Thi Nguyen, the School Director and sole proprietor. World of Beauty Academy is incorporated in the state of Florida for the purpose of offering beauty career training programs.

PROGRAMS OFFERED

World of Beauty Academy offers the following programs:

Cosmetology	1200 clock hours
Barbering	1200 clock hours
Nail Specialty	240 clock hours
Facial Specialty	260 clock hours
Full Specialty	525 clock hours
Massage Therapy	500 clock hours
Permanent Make-Up	80 clock hours

CLASS LANGUAGE

Classes are taught in English. All learning material is in English.

NON-DISCRIMINATION POLICY

World of Beauty Academy is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.

This policy applies to hiring for all positions and admission of all students into all programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

FACILITY AND EQUIPMENT DESCRIPTION

World of Beauty Academy is located in the city of Orlando, Florida at 6111 W. Colonial Drive Orlando, FL 32808 on the corner of W. Colonial Drive and N Nowell Street. It is easily accessible by public or private transportation, with adequate facilities for faculty and students. Our facility occupies approximately 3000 square feet and contains a reception area, 2 offices, 2 bathrooms, a study area with a small resource center, 8 nail stations, 2 spa chairs and 8 manicure tables. There are 4 classrooms and a cafeteria. The school is fully air-conditioned to provide a comfortable learning environment.

The latest equipment is available on-site to allow a hands-on training approach in all programs. The facility and equipment used fully complies with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health.

RESOURCE CENTER

The school has a small resource center on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. These texts books provide additional information on essential skills and procedures with bibliographical references and indexes, and will complement our programs by practically supporting and reinforcing the instruction given in class. Students may check out reference books by completing a "Book Checkout Form". All books and publications are of current use. Access to the Internet is encouraged to research additional sources and up-to-date information.

HOURS OF OPERATION

The school staff is always prepared and willing to assist students during the following office hours:

Monday to Friday	9:30am – 7:00pm
Saturday	Closed
Sunday	10:00am – 6:00pm (Office hours only)

School Holidays 2017-2018

January 1	New Year's Day
January 16	Martin Luther King Day
February 20	Presidents Day and Washington's Birthday
May 29	Memorial Day
July 4	Independence Day
September 4	Labor Day
October 9	Columbus Day
November 11	Veterans' Day
November 23	Thanksgiving
December 25	Christmas Day

Winter Holidays will last from December 23, 2017 until January 2, 2018. Additional holidays or school closures may be declared at the discretion of the School Director.

COURSE CODES

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

<i>Prefix</i>	<i>Program</i>	<i>HIV/AIDS</i>	<i>Florida Law</i>
COS	Cosmetology	COS 101	COS 102
BAR	Barbering	BAR 2	BAR 1
FS	Full Specialty	COS 101	COS 102
FSP	Facial Specialty	COS 101	COS 102
NS	Nail Specialty	COS 101	COS 102
MT	Massage Therapy	MT109	MT105
PMU	Permanent Make-Up	COS 101	COS 102

The required courses in Florida Laws and HIV/AIDS are included under the course codes COS 101, COS 102 except Massage Therapy, which covers the subject matter is under course codes MT105 and MT109 and in BAR 1 and BAR 2 in Barbering.

ADMINISTRATION

School Director Kim Thi Nguyen, Certificate in Cosmetology from Huong Beauty School, Inc
Chief Operating Officer Kim Thi Nguyen, Certificate in Cosmetology from Huong Beauty School, Inc
Admissions Officer Van Vo, BS degree in Business Administration, College of St. Elizabeth
All administrators are full-time.

FACULTY MEMBERS

- Jorge Gonzales, Jr. teaches Massage Therapy and has a Certificate from College of Natural Health as a Massage Therapist License MA41195
- Doan Diem Nguyen teaches Nail Specialty and has a Certificate from Artistic School of Nails as a Full Specialist License FS860367
- Huong Thi Nguyen teaches Nail Specialty and has a Certificate from Pro Nails Academy as a Full Specialist License FS7002
- Dung Thanh Hoang teaches Nail Specialty and has a Certificate from the Academy of Health & Beauty as a Nails Specialist License FV9544315
- Kim Thi Nguyen teaches Cosmetology, and has a Certificate from Huong Beauty School, Inc. as a Cosmetologist License CL1194868
- Marivic Lozanes Lopez teaches Facial Specialty and has a Certificate from World of Beauty Academy as a Cosmetologist License CL1262834
- Tuong Vy Nguyen teaches Facial Specialty and has a Certificate from Artistic School of Nails as a Facial Specialist License FB9738252
- Van T. Vo teaches Facial Specialty and has a Certificate from Academy of Health & Beauty as a Full Specialist License FS873682
- Elizabeth Gourdine teaches Cosmetology and has a Certificate from Avanti Hair Tech as a Cosmetologist License CL1169595
- Kim Thi Nguyen teaches Permanent Makeup Tattoo and has a Certificate from LA Electrolysis and Permanent College as a Tattooing Artist License 48-44-1425626

All faculty members are full-time.

DRUG-FREE POLICY

For the protection and welfare of all students and staff, the school has established the following drug-free policy. All students are hereby notified:

1. That the unlawful manufacture, distribution, possession, or use of a controlled substance in the school is prohibited;
2. That violations of this prohibition will result in discharge or other appropriate actions;
3. That as a condition of enrollment, each student agrees that he/she will abide by the terms of the above statement, and will notify the School Director of any criminal drug statute conviction for a violation occurring in school no later than five days after such conviction;
4. All employees and students must certify that, as a condition of enrollment, employment, or receiving of financial aid, he/she will not engage in the unlawful manufacture, distribution, dispensation, or the use of a controlled substance during the period covered by employment or the period where federal financial assistance is used for education;
5. This policy is in compliance with the U.S. Department of Education and the Drug-free Schools and Communities Act Amendment of 1989.

ADMISSIONS POLICY

Requirements: Cosmetology, Full Specialty, Facial Specialty, Nail Specialty.

- ✓ Applicants must present evidence of a high school diploma, high school certification, or GED.
- ✓ Applicants who do not have a high school diploma, high school certification or GED and are 17 years of age or older must demonstrate the ability to learn from the program of instruction. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
- ✓ Applicants must receive a catalog one week prior to signing an enrollment agreement.
- ✓ Applicants must comply with the "Drug Free" School policy.

Requirements: Massage Therapy.

- ✓ Applicants must present evidence of a high school diploma, high school certification, or GED.
- ✓ Applicants who do not have a high school diploma, high school certification or GED and are 18 years of age or older must demonstrate the ability to learn from the program of instruction. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
- ✓ Applicants must receive a catalog one week prior to signing an enrollment agreement.
- ✓ Applicants must comply with the "Drug Free" School policy.

Requirements: Permanent Make-Up

- ✓ Applicants must be 18 years of age or older.
- ✓ Applicants must present evidence of a high school diploma, high school certification, or GED.
- ✓ Applicants who do not have a high school diploma, high school certification or GED and are 18 years of age or older must demonstrate the ability to learn from the program of instruction. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210.
- ✓ Applicants must receive a catalog one week prior to signing an enrollment agreement.
- ✓ Applicants must comply with the "Drug Free" School policy.

The School Director has the responsibility to review and approve an enrollment agreement and to ensure that the applicant has met the proper criteria in accordance with admission standards.

Potential students will be advised that employment in many occupations necessitates the ability to pass the Florida Department of Law Enforcement (FDLE) Criminal Background Check. If not a Florida resident for the past 5 consecutive years, an FBI investigation is required. Potential students with such problems will be helped with exemption procedures if applicable, and if not, they are strongly advised to register for programs where there will be employment opportunities available.

Prospective students who were denied admission, and would like to view their file, may submit a written request. Access to view the file will be granted within 24 to 48 hours of the request.

THE APPLICATION PROCESS

The application for admissions process is as follows:

- 1) Complete an admissions application.
- 2) Complete a personal interview with an admissions representative.
- 3) Tour the school facilities with an admissions representative.
- 4) When necessary, take a Wonderlic test.
- 5) Receive and read all required pre-enrollment disclosures.

- ✓ *School Catalog with the Program Outline*
- ✓ *Drug Free School Disclosure*
- ✓ *Read the Enrollment Agreement*
- ✓ *Make financial arrangement to cover tuition and fees*

TRANSFER OF CREDIT

World of Beauty Academy has the right to accept or deny the transfer of clock hours/credits received from another school. The granting of credit for prior learning or exams cannot exceed twenty five percent (75%) of any program. Programs and tuition will be adjusted according to the number of hours accepted by World of Beauty Academy. Any student who began a program at World of Beauty Academy and wishes to transfer to another program will receive credit for courses passed and have his/her tuition adjusted accordingly. Students who transfer out of World of Beauty Academy to another institution may receive their transcript reflecting their hours and grades, providing that all financial obligations to World of Beauty Academy have been met. The acceptance of the transferability of credits is the decision of the receiving institution. World of Beauty Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs. World of Beauty Academy does not have an articulation agreement or transfer agreement with any other school, college or university at the present time.

TRANSFER CREDIT POLICY/PROCEDURE

World of Beauty Academy will consider credits from other institutions accredited by an agency recognized by the United States Department of Education (USDOE) or the Council for Higher Education Accreditation (CHEA). Credits taken at other accredited institutions of higher learning may be accepted as 'transfer credit', provided that these courses are in subjects comparable to courses offered and applicable. 'Transfer credit' is given for courses with a "C" or better. Transfer credit must be approved by the School Director. Only official transcripts from other schools may be used to award credit. Students must request that an official transcript from all previously attended institutions be mailed to: World of Beauty Academy 6111 W Colonial Drive Orlando, FL 32808.

- ✓ Complete and submit a Transfer of Credit Application to the School Director.
- ✓ Provide an official transcript and catalog with course descriptions of the prior post-secondary training. Official transcripts are required to post transfer credits.

- ✓ Courses from accredited post-secondary training programs that correspond directly in content, scope and length to World of Beauty Academy courses will be considered for credit.
- ✓ Only training courses with a grade of C or 2.0 or above will be considered for credit.
- ✓ The School Director's decision will be final.
- ✓ There is no charge for the procedure.

STATE LICENSURE

The World of Beauty Academy is licensed by the Commission for Independent Education, License #4992. Further information regarding the institution may be obtained by contacting:

Florida Department of Education
 Commission for Independent Education
 325 W. Gaines Street, Suite 1414
 Tallahassee, Fl. 32399-0400
 Telephone No: 850-245-3200/Toll Free 888-224-6684

CLASS SCHEDULES

The following class schedules are available to students.

Class Schedule	Time	Weekly Clock Hours	Availability
Morning	9 am – 3 pm	30	Monday – Friday
Afternoon	12 pm – 6 pm	30	Monday – Friday
Evening	5 pm – 10 pm	30	Monday – Friday

CLASS BREAKS

A clock hour is defined as a minimum of 50 minutes of instruction followed by a 10-minute break. Students have a period of 10 minutes at the end of each clock hour for a brief break.

ACADEMIC CALENDAR

The World of Beauty Academy has an open enrollment, and start dates are assigned based upon the number of students enrolled. The minimum number of students for a start is 3 and prospective students can expect to start class within 3 weeks of registering.

DISCLOSURE STATEMENTS

- ✓ The school is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies.
- ✓ The institution is approved by the Florida Board of Massage Therapy to teach Massage Therapy.

ACADEMIC POLICIES

GRADING SYSTEM

Practical work is graded based on written criteria using school-prepared practical evaluation forms. The form specifies the grading criteria and point value for each application. Each skill/application has a specific point value assigned to it, which is then totaled and converted to a percentage. Students are graded on theoretical knowledge at the end of each course. A final examination will be given at the completion of each program. The exam will consist of two (2) parts: theory and practical. Both portions of the examination are graded according to the following scale:

A	=	94% - 100%	4.00	=	Excellent
B	=	81% - 93%	3.00	=	Good
C	=	75% - 80%	2.00	=	Satisfactory
D	=	70% - 74%	1.00	=	Poor
F	=	0% - 69%	0.00	=	Failing

The above-stated grading scale will also be used to score all tests administered by this institution.

PROGRESS REPORTS

The student will receive a program report at the end of each completed course.

SATISFACTORY PROGRESS STATEMENT

Students will be judged as making satisfactory progress by maintaining a cumulative grade point average (GPA) of 2.0 at the midpoint of program. To avoid academic probation, students must maintain a minimum GPA of 75% or a C. Students maintaining less than a 75% GPA shall be counseled by their instructor, which will be noted on their progress report. Students not meeting said conditions will be scheduled for a conference with the School Director, which will result in probation. Students are expected to be prepared and meet the demands of the coursework they have chosen.

COURSE RETAKE POLICY

The course retake is offered to students who have unsuccessfully completed a course and received less than 75%. A student may retake a course twice at no charge. A student will automatically be withdrawn after failing any course in the program twice during the one enrollment period. An enrollment period is the time between the scheduled start date and the scheduled graduation date.

MAXIMUM TIME IN WHICH TO COMPLETE

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of clock hours in their program of study. The requirements for the rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

MEASUREMENT OF ACADEMIC PROGRAMS

The school measures all its academic programs in terms of clock hours. A clock hour is defined as a minimum of 50 minutes of instruction during a 60-minute period in the presence of an instructor.

ATTENDANCE

Students are expected to attend all scheduled classes. In order to obtain permission for an excused absence, the student must obtain prior permission from the instructor. For emergency situations, a student may bring in a doctor's note, a police report, a court order, or any other legitimate excuse in order to obtain an excused absence. All other absences are considered unexcused.

Students may not have more than five unexcused absences within a calendar month. After five unexcused absences, the student will be advised by the School Director and will be placed on probation for 30 days. If another un-excused absence occurs during the probation period, the student will be advised by the School Director again, and the student may be terminated. The State of Florida requires students to complete a set number of hours to graduate; therefore, all class time missed must be made up by the student (prior to graduation).

TARDINESS

Students must come to class on time. Tardiness is defined as arriving more than 15 minutes after the start of a regularly scheduled class. Late arrivals may be excused at the discretion of the instructor. Once a student has three (3) unexcused late arrivals, the student must be formally counseled. A counseling session will determine what actions should be taken by the student and the school to reduce tardiness. Habitual tardiness may lead to probation.

MAKE-UP WORK

Students who have been absent for any reason are required to make up any missed classes before graduating. A student must make up missed time by attending another class in session.

LEAVE OF ABSENCE

A student may be granted a leave of absence for a reasonable amount of time as determined by the School Director. The total leave of absence period may not exceed 180 days. A request for a leave of absence must be in writing, and the date of expected return must be specified. If a student does not return within the specified return date and did not notify the School, the student's contract will be terminated on the date of the scheduled return.

UNOFFICIAL WITHDRAWAL

If the student fails to attend school for more than 10 consecutive days, the school will consider the student a drop and automatically withdraw him/her from the program.

AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- ✓ Failure to attend school for 10 consecutive class days.
- ✓ Failure to return from an approved leave of absence on the scheduled return date.
- ✓ Failure to maintain satisfactory progress for two consecutive modules.
- ✓ Failing any course in the program twice during one enrollment period.

PROBATION

Grades: Students who have unsuccessfully completed a course and received less than 75% will be placed on probation. A student may retake a course twice at no charge. A student will automatically be withdrawn after failing any course in the program twice during the one enrollment period.

Attendance: Students may not have more than five unexcused absences within a calendar month. After five unexcused absences, the student is advised by the School Director and will be placed on probation for 30 days. At the end of the period the student will be re-evaluated.

- Students are required to have an overall attendance rate of 70%.
- Students must achieve a grade of “C” or higher.
- Students must have a satisfactory progress report from the instructor.

If the above conditions are met, the probationary status will be lifted. Failure to achieve satisfactory progress after the probationary period will result in dismissal from the school.

APPEAL POLICY

A student has the right to appeal either unsatisfactory progress and/or termination due to unsatisfactory progress. A student may appeal the following actions or terminations:

- ✓ Unsatisfactory academic progress
- ✓ Attendance
- ✓ Termination from school

The appeal process is as follows:

- ✓ The student **MUST** submit a letter in writing to the School Director
- ✓ The letter must be detailed, stating the reason(s) for not making satisfactory progress and/or the mitigating circumstances for the appeal.
- ✓ The letter must be received within (10) days of the termination date.
- ✓ Students may appeal termination only once during the student’s enrollment period.

- ✓ The School Director shall evaluate the appeal and notify the student in writing of the decision within (10) days.

The student may not attend classes while the appeal is pending. Should a student's appeal be successful they will be expected to return to class at the beginning of the next class/course start.

Should a student's appeal be unsuccessful the student will be informed in writing. No refunds shall be made to the student until the final determination is made by the School Director. The School Director's decision is final.

STUDENT CONDUCT REQUIREMENTS

Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to other students, an administrator, or faculty member, or any other stated or determined infractions of conduct.

CONDUCT AND PERSONAL APPEARANCE

The student must attend classes continuously and complete the required training.

- Students are required to be courteous and professional to staff and fellow students.
- Beverages and food are not allowed in the training areas.
- Students must pick up and clean after themselves.
- Students should be considerate of others and the facility.
- Students must make personal calls outside the classroom and classroom hours. In the case of emergency or employment-related calls, students must get permission from the instructor.

DRESS CODE

The school dress code is to assist our students in becoming acquainted and comfortable with the dress expected by employers. All students are expected to dress in the smocks/aprons provided and must at all times be neat, clean and maintain proper hygiene. Coats, jackets, jackets with hoods, etc., cannot be worn over or under the smock or apron. No prints, written messages, pictures, etc., are allowed on the smock or aprons. No jeans may be worn. Smocks or aprons must be worn closed (buttoned, snapped, or zipped up) in the front. No open-toed shoes (i.e., sandals, flip flops, crocs, etc.) may be worn.

RE-ADMISSION

A student that has canceled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the School Director and show why he/she

should be re-instated. The School Director has the final decision. There is no charge associated with readmission.

TRANSCRIPTS

The school reserves the right to withhold a transcript until all financial obligations have been satisfied. There is a \$10 service fee for each transcript requested, and two weeks' notice is required. Official transcripts may be released to third parties, given receipt of a written request by the student. To request a transcript to be released to a third party, a "Release of Student Information Form" must be requested from the school's admission officer. The form must be completed and returned to the school. To expedite the request, please remember to attach the \$10 nonrefundable fee.

GRADUATION REQUIREMENTS AND DIPLOMA

The school considers a student that has completed all his/her required program hours and services as a "candidate for graduation"; however, the student will not receive a diploma until he/she complies with the following requirements:

1. Attend all class hours, complete all required services and complete each required course meeting, each course's minimum standards in addition to obtaining an overall GPA of 2.0 or higher and;
2. Take and pass a comprehensive final examination; and
3. Fulfill all monetary obligations with the school.

PAYMENT POLICY

At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, either through direct payment or through a third party financial plan. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. World of Beauty Academy accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

STUDENT SERVICES

CAREER DEVELOPMENT AND PLACEMENT

The Student Services Director serves as a liaison between the graduates and the beauty industry. Information on job search techniques is provided to students and graduates based on the current needs of local businesses and the community. However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment, the likelihood of employment, an indication of the level of employment or compensation expected, or an indication of the types or job titles of positions for which students or graduates may qualify.

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment. These tasks are taught during and towards the end of each program.

- Preparing resumes
- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid in the job search effort

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry level position.

Throughout their program, students will receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students will compose resumes and letters of introduction. The school will offer helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

The school shall not deny admission or discriminate against students enrolled on the basis of race, creed, color, sex, age, disability, sexual orientation or national origin. The school will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

EMPLOYMENT DISCLAIMER

The staff and faculty are committed to assisting graduates to find gainful employment but cannot guarantee employment to any student, recent graduate, or alumni of the school.

ACADEMIC COUNSELING

Faculty office hours will be noted in the appropriate course syllabus. Faculty members will be available a minimum of two hours each week to provide student counseling. Staff members will be available in the administration office during office hours. A student may contact either an instructor or the School Director if one is in need of academic counseling services.

LIABILITY

World of Beauty Academy assumes no responsibility for loss or damage to personal property, or for personal injury which may occur while on the campus grounds.

STUDENT RECORDS

Permanent student educational records are filed and maintained at the administrative offices for each individual student. World of Beauty Academy guarantees each student access to that student's records. World of Beauty Academy requires written consent from the student for release of records in response to each third-party request, unless otherwise required by law. The school provides and permits access to student and school records as required for any accreditation process initiated by the school or by the Commission for Independent Education. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

COMPLAINT & GRIEVANCE POLICY

World of Beauty Academy will make every effort to resolve any student complaint that is not frivolous or without merit. The student must register the complaint, in writing, within 10 days from the date that the incident occurred. The grievance is to be delivered to the School Director, which shall review and investigate the allegation(s). A response and/or determination will be sent to all parties involved, in writing, within 30 days of receipt. Should the student find the school's resolution to be unsatisfactory, he/she may file its complaint to the Commission for Independent Education at the following address:

Executive Director
Commission for Independent Education
Florida Department of Education
325 West Gaines St., Ste 1414
Tallahassee, FL 32399-0400
Toll-free Telephone Number 888-224-6684

PROGRAM FEES

The total cost of each program of study is displayed below:

Program of Study	Cost Breakdown			
	Registration	Tuition	Supplies/Books	Total Cost
Cosmetology	\$50.00	\$3,300.00	\$200.00	\$3,550.00
Barbering	\$50.00	\$2,950.00	\$650.00	\$3,650.00
Facial Specialty	\$50.00	\$950.00	\$200.00	\$1,200.00
Nail Specialty	\$50.00	\$300.00	\$200.00	\$550.00
Full Specialty	\$50.00	\$1,250.00	\$200.00	\$1,500.00
Massage Therapy	\$50.00	\$3,350.00	\$200.00	\$3,600.00
Permanent Make-Up	\$50.00	\$950.00	\$200.00	\$1,200.00

Facial Specialty

Books and supplies include towels, beeswax, soaps, forceps, needles, gloves, make-up kits, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

Nail Specialty

Books and supplies include towels, pedicure kits, manicure kits, nail brushes, nail polish remover, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

Full Specialty

Books and supplies include towels, pedicure kits, manicure kits, nail brushes, nail polish remover, beeswax, soaps, forceps, needles, gloves, make-up kits, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

Cosmetology

Books and supplies include towels, pedicure kits, manicure kits, nail brushes, nail polish remover, beeswax, soaps, forceps, needles, gloves, make-up kits, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

Barbering

Books and supplies include towels, Master Clipper, Barber/Taper Comb, All Purpose Styling Comb, Round Thermal Brush 2", Rat Tail Comb, Vent Brush, Wooden Neck Duster, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

Massage Therapy

Books and supplies include towels, massage oils, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

Permanent Make-Up

Books and supplies include towels, 3 Prong Needles, Needle Covers, 2 Pigments, Duracaine, Super Anesthetic Cream, Incredible I Cream, Ink Cup, gloves, textbooks, and other learning resources. Students are responsible for the costs of any physical exams and any professional licensing test fees that may be required.

CANCELLATION AND REFUND POLICY:

Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

Cancellation must be made in person or by certified mail.

All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.

Cancellation after the third business day, but before the first class, will result in a refund of all monies paid with the exception of the registration fee.

A student canceling after attendance has begun, but prior to 50% completion of the program, will result in a Pro-Rata refund computed based on the numbers of hours completed to the total program hours.

Cancellation after completing 50% of the program will result in no refund.

Termination Date

The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.

Refunds will be made within 30 days of termination or receipt of Cancellation Notice.

A student can be dismissed, at the discretion of the School Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.

If the school terminates a program for any reason, the student will receive a 100% refund on monies paid to the school.

For a student who is on a leave of absence, the termination date is the date the student was scheduled to return from the leave of absence and failed to do so.

Withdrawals

Any student wishing to officially withdraw from the school must notify the School Director in person or send a letter by certified mail. A student who missed school for 10 consecutive days and does not notify the School Director will be considered unofficially withdrawn.

To determine unofficial withdrawal, the school monitors student attendance daily. The withdrawal date will be the last date the student actually attends class. In the case of a student not returning from an approved Leave of Absence, the withdrawal date will be the earlier of the dates the student notifies the institution s/he will not be returning or the first date the student was to return from leave but did not. All accounts are subject to the School's refund policy based on the withdrawal date.

PROGRAM DESCRIPTIONS

COSMETOLOGY

1200 Clock Hours

Objective

The purpose of this program is to prepare a person for employment as a licensed cosmetologist. Instruction is designed to qualify students for employment upon successfully passing the Florida Cosmetology License Examination.

Description

The program includes, but is not limited to communication skills, leadership skills, human relation skills, employability skills, safe and effective work practices, Florida Cosmetology Law and Rules, acquisition of knowledge of cosmetology/nails specialist and their related chemistry, bacteriology, anatomy, and physiology, art of make-up, and development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology occupations.

Upon successfully completion, students will be eligible to take the Florida Board of Cosmetology Examinations. After passing the exam, the graduates will be duly licensed to practice in the State of Florida.

Completion

Students will complete this program in 10 months, assisting 30 hours weekly.

Course	Course Title	Theory	Services
COS 101	HIV/ AIDS	4	0
COS 102	FLORIDA LAW	5	0
COS 103	ETHICS	2	
COS 104	HAIR AND SCALP TREATMENT	65	45
COS 105	DRAPING, SHAMPOO AND RINSING	65	50
COS 106	HAIR CUTTING/SHAPING	200	75
COS 107	HAIR STYLING	350	300
COS 108	CHEMICAL RELAXING/STRAIGHTENING AND WAVING <i>includes Basic of Electricity (8 hours) and Product Chemistry (8 hours)</i>	135	65
COS 109	HAIR COLORING	115	45

COS 108 CHEMICAL RELAXING, STRAIGHTENING AND WAVING *includes Basic of Electricity (8 hours) and Product Chemistry (8 hours)* 135 Clock Hours

The course instructs students on the effects of cosmetics and skin care products on the skin. Students will learn the composition of cosmetics and effects of product chemistry on the hair. Cosmetic chemistry will also be covered. In this unit, the student will also learn about human cells, anatomy and physiology. This course will provide information on materials used in the straightening/relaxing process and its purpose. Safety of product use will be taught as well.

COS 109 HAIR COLORING 115 Clock Hours

Principles and techniques of hair coloring are introduced. Principles of color theory; Hair color preparations, including client consultation; safety precautions for coloring; hydrogen peroxide; special coloring; correction of coloring problems.

COS 110 MANICURE, PEDICURE AND NAIL EXTENSIONS 79 Clock Hours

This unit will introduce the student to the nail care industry, including: principles, techniques, implements and tools, manicure table preparation, various styles of manicure, pedicure and massages. The unit will also cover nail disorders and diseases, along with basic instruction on nail extensions (i.e., acrylics, gel, etc.).

COS 111 FACIALS MAKE UP AND HAIR REMOVAL *includes Facial Techniques and Contraindications (66 hours) Makeup (2 hours) and Hair removal (2.5 hours)* 75 Clock Hours

The student will be introduced to the principles and techniques of skin care, including: facial treatments, facial manipulations; the skin and its disorders; make-up. Students will learn three methods of hair removal: Tweezing, Waxing, and Chemical depilatories. The student will also be introduced to the safety guidelines of waxing, chemical depilatories, and the proper method to shape brows.

COS 112 SKIN THEORY, DISEASE AND DISORDERS OF THE SKIN 85 Clock Hours

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin.

COS 113 BACTERIOLOGY, SANITATION (10 hours) AND STERILIZATION 20 Clock Hours

This unit will introduce the student to the various classifications of bacteria and how bacteria grow in the salon. Further, methods of health, sterilization, sanitation, and infection control, as well as sterilization rules, regulations, and procedures will be covered.

NAIL SPECIALTY

240 Clock Hours

Objective

To prepare students with the knowledge and skills to obtain the Florida Nail Specialist license and to work as professional nail technicians.

Description

The program is designed to provide the students with the skills to beautify the hands and feet, through shaping nails, conditioning the cuticle, the application of nail polish, the application of hands and feet massage, etc. It also includes the repairing of damaged or broken nails through wrapping or mending and the performing of the different kinds of sculptured nails with or without tips.

Upon the successful completion, a completed nail specialty registration application shall be submitted to the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology along with the applicable fees. Once the application has been approved, the graduates will be duly licensed to practice in the State of Florida

Completion Students will complete this program in 2 months, assisting 30 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	FLORIDA LAW	5	
COS 103	ETHICS	2	
NS 102	SANITATION & STERILIZATION	4	
NS 104	MANICURE	20	20
NS 105	PEDICURE	10	10
NS 106	TIPS WITH OVERLAY	37.5	15
NS 107	SCULPTING	37.5	15
NS 108	NAIL WRAPS & MENDING	15	10
NS 109	NAIL CAPPING & FILL INS	10	10
NS 110	ARTIFICIAL NAIL REMOVAL	5	5
NS 111	NAIL THEORY, DISORDERS & DISEASES OF THE NAIL	85	
NS 112	POLISH & NAIL ART	5	10
Totals		240	95

Course Descriptions

COS 101 HIV/AIDS 4 Clock Hours
Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guideline and principle of cleanliness and safety and the different procedures for protection against the spread of disease.

COS 102	FLORIDA LAW	5 Clock Hours
Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Student will study Professional Ethics.		
COS 103	ETHICS	2 Clock Hours
Students will learn the business aspects of cosmetology and how to maintain accurate records, managing personnel, and selling products.		
NS 102	SANITATION & STERILIZATION	4 Clock Hours
Students will learn the guideline and principle of cleanliness and safety as well as the different procedures for protection against the spread of disease.		
NS 104	MANICURES	20 Clock Hours
Students will learn all the abilities of a manicurist, proper use of implements and material used when doing a manicure.		
NS 105	PEDICURE	10 Clock Hours
Students will learn the basic procedure when conducting a pedicure, equipment, implements and materials		
NS 106	TIPS WITH OVERLAY	37.5 Clock Hours
Students will learn how to extend the natural nail artificially by using tips, buffing, applying nail glue, placing the tips and filling.		
NS 107	SCULPTING	37.5 Clock Hours
The students are taught how to create and extension using only the acrylic liquid. Students learn the precautions and proper procedure to sculpting nails in different types of nail beds. Supplies and chemistry of acrylic nails are also covered in this course.		
NS 108	NAIL WRAPS & MENDING	15 Clock Hours
Students will learn to wrap nails with the four types of wraps and how to repair natural nails.		
NS 109	NAIL CAPPING & FILL INS	10 Clock Hours
Students will learn how to maintain the artificial nail using the acrylic to fill in between the new growth area of the nail.		
NS 110	ARTIFICIAL NAIL REMOVAL	5 Clock Hours
Students will learn the proper procedure to removing acrylic nails.		
NS 111	NAIL THEORY, DISORDERS & DISEASES OF THE NAIL	85 Clock Hours
Students will learn and study about the structure of the nail. The technical terms, the parts of the nail, defining the types of disorders and handling customer with nail disorders.		
NS 112	POLISH & NAIL ART	5 Clock Hours
Students will learn the creative part of nail painting, from what supplies to use to the applicant. Application of nail tapes, gems and foil is studied and practiced. The use of air brush for decoration is reviewed.		

FACIAL SPECIALTY

260 Clock Hours

Objective

To prepare students with the knowledge and skills to obtain the Florida Facial Specialist license and to work as professional facial specialists or estheticians.

Description

The program includes communication, leadership, human relations and employability skills; safe and efficient work practices; Florida Cosmetology Law and Rules; acquisition of knowledge of the Facial Specialist and related chemistry; bacteriology; anatomy and physiology; art of make-up; and development of skills in performing the manipulative and electrical techniques required in the practice of the Facial Specialist occupation. In this program, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.

Upon the successful completion, a completed facial specialty registration application must be submitted to the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology along with the applicable fees. Once the application has been approved, the graduates will be duly licensed to practice in the State of Florida.

Completion

Students will complete this program in 2 months and 1 week, assisting 30 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	FLORIDA LAW	5	
COS 103	ETHICS	2	
FSP 120 -	BACTERIOLOGY, STERILIZATION, HYGIENE AND SANITATION	10	
FSP 130	CHEMISTRY, PRODUCT AND PRODUCT SAFETY	8	
FSP 135	BASIC OF ELECTRICITY, LIGHTING AND MAGNIFICATION	8	
FSP 145	SKIN THEORY, BASIC DERMATOLOGY, SKIN DISORDERS, AND SKIN DISEASE	85	
FSP 150	BASIC FACIALS AND TREATMENTS, CONSULTATIONS, CONTRAINDICATION	66	

FSP 155	HAIR GROWTH, REMOVAL AND WAXING	2.5	
FSP 160	MAKE-UP APPLICATION & COSMETIC TREATMENTS	2	
FSP 170	APPLIED CLINICAL TRAINING		
	Facials, manual and mechanical	40	40
	Set up, use and maintenance of electrical devices	1.25	5
	Hair removal, tweezing, waxing, threading, and sugaring	5	20
	Make up application, daytime and nighttime	5	10
	Lash and brow tinting	5	10
	Eyelash application, individual and semi-permanent lashes	10	10
	Manual extractions	1.25	5
Totals		260	100

Course Descriptions

COS 101 HIV/AIDS 4 Clock Hours
 Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guideline and principle of cleanliness and safety and the different procedures for protection against the spread of disease.

COS 102 FLORIDA LAW 5 Clock Hours
 Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Student will study Professional Ethics.

COS 103 ETHICS 2 Clock Hours
 Students will learn the business aspects of cosmetology and how to maintain accurate records, managing personnel, and selling products.

FSP 120 BACTERIOLOGY, STERILIZATION, HYGIENE AND SANITATION 10 Clock Hours
 This course teaches students about bacteria and how to prevent the spread of disease including the proper methods of sterilization and hygiene.

FSP 130 CHEMISTRY, PRODUCTS, AND PRODUCT SAFETY 8 Clock Hours
 This course instructs student on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type.

FSP 135 BASIC OF ELECTRICITY, LIGHTING AND MAGNIFICATION 8 Clock Hours
 The proper use and measurement of electricity in working with the skin are examined. Students will be taught polarity and the different types of current used in skin care.

FSP 145 SKIN THEORY, BASIC DERMATOLOGY, SKIN DISORDERS, AND SKIN DISEASE 85 Clock Hours

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin.

FSP 150 BASIC FACIALS AND TREATMENTS, CONSULTATIONS, CONTRAINDICATION 66 Clock Hours

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment.

FSP 155 HAIR GROWTH, REMOVAL, AND WAXING 2.5 Clock Hours

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal

FSP 160 MAKE-UP APPLICATION AND COSMETIC TREATMENTS 2 Clock Hours

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup.

FSP 170 APPLIED CLINICAL TRAINING 100 Clock Hours

Students will practice practical hands-on applications of all subjects taught in program on fellow students and clients.

FULL SPECIALTY

525 Clock Hours

Objective

To prepare students with the knowledge and skills to obtain the Florida Full Specialist license and to work as professional Full Specialists.

Description

This program combines the knowledge of two disciplines, Facial Specialist and Nail Technician. The students will develop skills in facial techniques, hair removal, makeup applications, manicure, pedicure, nail art and artificial nail work. The courses include general study of the skin and facial treatments, as well as new methods for its improvement and conservation. The program also involves general study of the nails, both manicures and pedicures, and the essential products and equipment used in the field.

Upon the successful completion of the required educational hours, a completed full specialty registration application must be submitted to the Florida Department of Business and Professional Regulation, Division of Professions, Board of Cosmetology along with the applicable fees. Once the application has been approved, the graduates will be duly licensed to practice in the State of Florida.

Completion

Students will complete this program in 5 months, assisting 30 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	FLORIDA LAW	5	
COS 103	ETHICS	2	
NS 102	SANITATION & STERILIZATION	4	
NS 104	MANICURES	20	20
NS 105	PEDICURE	10	10
NS 106	TIPS WITH OVERLAY	37.5	15
NS 107	SCULPTING	37.5	15
NS 108	NAIL WRAPS & MENDING	15	10
NS 109	NAIL CAPPING & FILL INS	10	10
NS 110	ARTIFICIAL NAIL REMOVAL	5	5
NS 111	NAIL THEORY, DISORDERS & DISEASES OF THE NAIL	85	
NS 112	POLISH & NAIL ART	5	10
FSP 120 -	BACTERIOLOGY, STERILIZATION, HYGIENE AND SANITATION	10	
FSP 130	CHEMISTRY, PRODUCT AND PRODUCT SAFETY	8	
FSP 135	BASIC OF ELECTRICITY, LIGHTING AND MAGNIFICATION	8	

FSP 145	SKIN THEORY, BASIC DERMATOLOGY, SKIN DISORDERS, AND SKIN DISEASE	85	
FSP 150	BASIC FACIALS AND TREATMENTS, CONSULTATIONS, CONTRAINDICATION	66	
FSP 155	HAIR GROWTH, REMOVAL AND WAXING	2.5	
FSP 160	MAKE-UP APPLICATION & COSMETIC TREATMENTS	2	
FSP 165	PROFESSIONALISM, ETHICS & SALON MANAGEMENT	2	
FS 128	SALON MANAGEMENT	20	
FS 129	SALON RETAIL	14	
FSP 170	APPLIED CLINICAL TRAINING		
	Facials, manual and mechanical	40	40
	Set up, use and maintenance of electrical devices	1.25	5
	Hair removal, tweezing, waxing, threading, and sugaring	5	20
	Make up application, daytime and nighttime	5	10
	Lash and brow tinting	5	10
	Eyelash application, individual and semi-permanent lashes	10	10
	Manual extractions	1.25	5
Totals		525	195

Course Descriptions

COS 101 HIV/AIDS 4 Clock Hours
 Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guideline and principle of cleanliness and safety and the different procedures for protection against the spread of disease.

COS 102 FLORIDA LAW 5 Clock Hours
 Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Student will study Professional Ethics.

COS 103 ETHICS 2 Clock Hours
 Students will learn the business aspects of cosmetology and how to maintain accurate records, managing personnel, and selling products.

NS 102 SANITATION & STERILIZATION 4 Clock Hours
 Students will learn the guideline and principle of cleanliness and safety as well as the different procedures for protection against the spread of disease.

NS 104 MANICURES 20 Clock Hours
 Students will learn all the abilities of a manicurist, proper use of implements and material used when doing a manicure.

NS 105 PEDICURE 10 Clock Hours
Students will learn the basic procedure when conducting a pedicure, equipment, implements and materials

NS 106 TIPS WITH OVERLAY 37.5 Clock Hours
Students will learn how to extend the natural nail artificially by using tips, buffing, applying nail glue, placing the tips and filling.

NS 107 SCULPTING 37.5 Clock Hours
The students are taught how to create and extension using only the acrylic liquid. Students learn the precautions and proper procedure to sculpting nails in different types of nail beds. Supplies and chemistry of acrylic nails are also covered in this course.

NS 108 NAIL WRAPS & MENDING 15 Clock Hours
Students will learn to wrap nails with the four types of wraps and how to repair natural nails.

NS 109 NAIL CAPPING & FILL INS 10 Clock Hours
Students will learn how to maintain the artificial nail using the acrylic to fill in between the new growth area of the nail.

NS 110 ARTIFICIAL NAIL REMOVAL 5 Clock Hours
Students will learn the proper procedure to removing acrylic nails.

NS 111 NAIL THEORY, DISORDERS & DISEASES OF THE NAIL 85 Clock Hours
Students will learn and study about the structure of the nail. The technical terms, the parts of the nail, defining the types of disorders and handling customer with nail disorders.

NS 112 POLISH & NAIL ART 5 Clock Hours
Students will learn the creative part of nail painting, from what supplies to use to the applicant. Application of nail tapes, gems and foil is studied and practiced. The use of air brush for decoration is reviewed.

FSP 120 BACTERIOLOGY, STERILIZATION, HYGIENE AND SANITATION 10 Clock Hours
This course teaches students about bacteria and how to prevent the spread of disease including the proper methods of sterilization and hygiene.

FSP 130 CHEMISTRY, PRODUCTS, AND PRODUCT SAFETY 8 Clock Hours
This course instructs student on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client’s skin type.

FSP 135 BASIC OF ELECTRICITY, LIGHTING AND MAGNIFICATION 8 Clock Hours
The proper use and measurement of electricity in working with the skin are examined. Students will be taught polarity and the different types of current used in skin care.

FSP 145 SKIN THEORY, BASIC DERMATOLOGY, SKIN DISORDERS, AND SKIN DISEASE
85 Clock Hours
Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed and appropriate treatment determined. This course includes

the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin.

FSP 150 BASIC FACIALS AND TREATMENTS, CONSULTATIONS, CONTRAINDICATION 66 Clock Hours

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment.

FSP 155 HAIR GROWTH, REMOVAL, AND WAXING 2.5 Clock Hours

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal

FSP 160 MAKE-UP APPLICATION AND COSMETIC TREATMENTS 2 Clock Hours

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup.

FSP 165 PROFESSIONALISM, ETHICS, AND SALON MANAGEMENT 2 Clock Hours

Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed and regulations and office procedures are reviewed.

FS 128 SALON MANAGEMENT 20 Clock Hours

The student will learn the proper salon organization, bookkeeping, taxes requirement, employee hiring and relationship, types of insurance, appointments, site selection and telephone techniques.

FS 129 SALON RETAIL 14 Clock Hours

The student will learn product knowledge, storage, and inventory display, inventory pricing and good selling skill.

FSP 170 APPLIED CLINICAL TRAINING 67.5 Clock Hours

Students will practice practical hands-on applications of all subjects taught in program on fellow students and clients.

BARBERING

1200 Clock Hours

Objective

The purpose of this program is to prepare a person for employment as a licensed barber. Instruction is designed to qualify students for employment upon successfully passing the Florida Barber Licensure Examination.

Description

This program prepares students to shave and trim facial/neck hair and beards, cut and dress hair, fit hairpieces, and to prepare for licensure as professional barbers by providing barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves. The program includes instruction in facial shaving; beard and mustache shaping and trimming; shampooing; hair cutting; hair styles and styling art; facial treatments and massage; chemical applications; hair and scalp anatomy and physiology; hairpiece and toupee fitting; equipment operation; health and safety; customer service; and shop business practices.

Upon successful completion, students will be eligible to take the State Barber Licensure Examination. After passing the exam, the graduates will be duly licensed to practice in the State of Florida.

Completion

Students will complete this program in 10 months, assisting 30 hours weekly.

Course #	Course Title	Theory	Services
BAR 1	FLORIDA RULES AND LAW	15	
BAR 2	HIV/AIDS	4	
BAR 3	SAFETY, SANITATION & STERILIZATION	60	
BAR 4	BASIC SCIENCE	20	
BAR 5	SHAMPOOING, CONDITIONING, SCALP TREATMENT	150	150
BAR 6	TRIMMING AND HAIR SHAPING	300	150
BAR 7	HAIR DESIGN	300	300
BAR 8	SHAVING	50	30
BAR 9	SKIN CARE	34	25
BAR 10	EMPLOYMENT SKILLS	35	

BAR 11	HAIRPIECES, WIGS AND HAIR ATTACHMENTS	32	15
BAR 12	PERMANENT WAVE, CURL AND CHEMICAL RELAXING	90	75
BAR 13	COLORING	110	55
	TOTAL:	1200	800

Course Descriptions

BAR 1 FLORIDA RULES AND LAW 15 Clock Hours

The student will learn the requirement of the state of Florida including an overview of barbering, HIV/ AIDs in relation to consumer protection for both health and economic matters.

BAR 2 HIV/AIDS 4 Clock Hours

The student will learn how to protect themselves and clients against HIV/AIDs.

BAR 3 SAFETY, SANITATION & STERILIZATION 60 Clock Hours

Sanitation and sterilization includes the use of chemical sanitation of implements and equipment/ promote and protect good health in the community.

BAR 4 BASIC SCIENCE 20 Clock Hours

Students will learn how to identify health related problems that may result from exposure to work related chemicals and hazardous materials, and know the proper precaution required fur ventilation and handling such materials. It also teaches the understanding of molecular reactions of skin and hair because of physical and chemical changes.

BAR 5 SHAMPOOING, CONDITIONING, SCALP TREATMENT 150 Clock Hours

Students learn techniques in preparing the client for the service analyzing and recognizing hair and scalp conditions, Selecting the appropriate hair and scalp condition and/or treatment, the application of treatment or conditioner per manufacturer's direction scalp manipulation and the set up and operation of electrical equipment, required.

BAR 6 TRIMMING AND HAIR SHAPING 300 Clock Hours

Students will learn how to effectively conduct a consultant which includes preparation of the client for the service and determine the need and desire of the clients. They will also learn the proper way to hold scissors. razors and comb while performing a haircut, how to section hair and proceed with the wet or dry haircut, utilizing all elevation and combination with or Without blends. It will also teach how to edge and clean the neckline with razor, clipper or shears. How to check a completed cut and proper sanitation of cutting implement using Universal Sanitization Procedures.

MASSAGE THERAPY

500 Clock Hours

Objective

This program prepares the student for an entry-level position in the field of Massage Therapy.

Description

As required by the Florida Board of Massage Therapy, this program consists of 500 classroom (clock) hours of instruction in the required subjects. A classroom (clock) hour shall be no less than 50 minutes of any one clock hour during which a student participates in a learning activity in the physical presence of a member of the faculty of the school. The program is designed to prepare students for employment as licensed massage therapists. The program must be approved by the Florida Department of Health, Board of Massage Therapy so that the graduates may take the board approved examination to practice as massage therapists. Reinforcement of basic skills in English, mathematics, and science appropriate for the job preparatory programs occurs through vocational classroom instruction and applied laboratory procedures or practice.

The student must obtain a license through the Florida Board of Massage Therapy in order to begin working in the field.

Completion

Students will complete this program in 4 months and 1 week, assisting 30 hours weekly. The Florida Board of Massage Therapy limits this program to a maximum of 30 hours a week.

Course #	Course Title	Theory	Services
MT 101	MASSAGE THERAPY: THEORY AND HISTORY	100	
MT 102	MASSAGE THERAPY: PRACTICE	125	125
MT 103	ANATOMY AND PHYSIOLOGY	150	
MT 104	HYDROTHERAPY	15	
MT 105	FLORIDA MASSAGE LAW	10	
MT 106	BUSINESS	15	
MT 107	ALLIED MODALITIES	76	30
MT 108	MEDICAL ERRORS PREVENTION	2	
MT 109	AIDS/HIV EDUCATION	3	
MT 110	ETHICS	4	
Totals		500	155

Course Descriptions

MT 101 **MASSAGE THERAPY: THEORY AND HISTORY** **100 Clock Hours**
This course presents an introduction to the massage therapy profession. Effective and appropriate communication techniques for management of the client-therapist relationship are presented along with communication skills necessary for working with colleagues in the health care community. Responsibility to the professional community and one's own community through civic participation

and membership in a professional association are discussed. The theory and history of massage therapy are explored.

MT 102 MESSAGE THERAPY: PRACTICE 125 Clock Hours 125 Services
This course encourages the synthesis and integration of principles and techniques learned across the curriculum. Students provide comprehensive massage therapy services in the massage therapy lab under direct supervision, including specific upper and lower body techniques. Introduces the experience of working in a massage clinic including learning principles of relating to clients, keeping records, determining fees, billing insurance, marketing and building a massage practice, maintaining hygiene standards and other activities. Students participate in case conferences and/or other professional discussions.

MT 103 ANATOMY AND PHYSIOLOGY 150 Clock Hours
This course is designed to provide the student with an overall understanding of human anatomy and physiology, and study of the normal and related functions of the human body and its systems in health and disease. This class begins with information regarding medical terminology that is used to describe various systems and structures. The class covers cellular development, tissues of the body, the integumentary system, musculoskeletal, circulatory, endocrine, and nervous. Lymphatic, immune, digestive, respiratory urinary and reproductive systems are discussed in detailed. The focus of the material is to address the information needed for massage therapists and body workers.

MT 104 HYDROTHERAPY 15 Clock Hours
This course offers practical experience in the use of cold, heat and hydrotherapies. Applications of physical agent modalities are practiced with emphasis on proper technique, safety, indications and contraindications. Spa treatments are demonstrated and practiced, such as hot stone therapy and paraffin. Aromatherapy is defined and practiced. Therapeutic use of light and sound is discussed. Students may be required to engage in practice massage sessions as a community service outside of scheduled class hours.

MT 105 FLORIDA MASSAGE LAW 10 Clock Hours
The history and requirements of the Florida Massage Practice Act (Chapter 480 of the Florida Statutes) are discussed to familiarize students with the laws governing the practice of massage in the State of Florida.

MT 106 BUSINESS 15 Clock Hours
This course presents business management techniques for a massage practice. Students learn how to best present themselves for employment, how to effectively communicate with clients and associates, how to develop basic promotional material, and will become familiar with permit requirements, insurance requirements, record keeping, tax information, employment verses independent contractor.

MT 107 ALLIED MODALITIES 76 Clock Hours 30 Services
This course presents basic principles of allied modalities such as polarity therapy, Eastern massage disciplines, trigger point therapy, deep tissue massage, reflexology, myofascial release, muscle energy techniques, and others. Specific techniques are related to the activities or needs of unique populations as appropriate, including older adults, children, persons with disabilities, and athletes. Introduction to the basic elements of other natural health care disciplines is presented

MT 108 MEDICAL ERRORS PREVENTION

2 Clock Hour

Students are required by the State of Florida to attend this two-hour course. The materials covered in this class will include fire safety, risk management, safety precautions that should be taken as a health care professional (Included in the 225 hours of the Theory and Practice requirement).

MT 109 AIDS/HIV EDUCATION

3 Clock Hour

Students are required to attend a three-hour HRS or Red Cross Approved Aids/HIV course for certification for health care professionals. This course is designed to convey current and factual HIV/AIDS information.

MT 110 ETHICS

4 Clock Hour

This class is designed to explore personal prejudices, fears and limitations and to address massage therapy and intimacy issues. Topics also include the history and importance of personal and professional ethics in the field of massage

Licensure for Massage Therapist

The Massage Therapy Program is approved by the: State of Florida Board of Massage Therapy, 4052 Bald Cypress Way, Bin # C-06 Tallahassee, Florida 32399-3256. Telephone 850-0595.

To become a licensed massage therapist in the State of Florida you must be at least 18 years of age or has received a high school diploma or graduate equivalency diploma (G.E.D.) and have completed a course of study at a Board of Massage Therapy Approved School or completed a Board-approved apprenticeship program and must have completed a 2-hour course on the prevention of medical errors.

PERMANENT MAKE-UP

80 Clock Hours

Objective

To prepare students to become successful professionals in today's beauty industry as Professional Permanent Cosmetic Technicians.

Description

The Permanent Makeup program teaches cosmetic permanent makeup history, safety, color theory, application, client consultation, and business marketing. Students are taught to use cosmetic permanent makeup machines as well as hand (non-powered) instruments. Students are taught basic eyeliner, eyebrow, and lip procedures, with safety and quality first and foremost. This is a hands-on class and opens doors for graduates as Professional Permanent Cosmetic Technicians.

Completion

Students will complete this program in 2.5 weeks, assisting 30 hours weekly.

Course #	Course Title	Theory	Services
COS 101	HIV/AIDS	4	
COS 102	FLORIDA LAW	5	
PMU 101	SANITATION AND BLOOD BORNE PATHOGENS	4	
PMU 102	PROPER PEN/MACHINE PROCEDURE	1	
PMU 103	NEEDLE CONFIGURATION & SANITATION	1	
PMU 104	POWER POINT PRESENTATION	1	
PMU 105	TRADITIONAL EYE BROWS	1	
PMU 106	TRADITIONAL EYE LINER	1	
PMU 107	TRADITIONAL LIPS	1	
PMU 108	POWDER EYE BROWS AND HAIR STROKE EYE BROWS	1	
PMU 109	LASH ENHANCEMENT EYE LINER, DESIGNER EYE LINER	1	
PMU 110	BEAUTIFUL LIPS PROCEDURE, FAUX LIPS	1	
PMU 111	MARKETING POWER POINT PRESENTATION	1	
PMU 112	PERMANENT MAKE UP	32	
PMU 113	STUDENT SIMULATED PRACTICE	25	25
Totals		80	25

Course Descriptions

COS 101 HIV/AIDS 4 Clock Hour
Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute. Students will learn the guideline and principle of cleanliness and safety and the different procedures for protection against the spread of disease.

COS 102	FLORIDA LAW	5 Clock Hour
Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations.		
PMU 101	SANITATION AND BLOOD BORNE PATHOGENS	4 Clock Hour
Lecture on Blood-borne Pathogen that is required for all personnel who work with human blood or blood products or human tissues, fluids, or cells that are considered potentially infectious materials.		
PMU 102	PROPER PEN/MACHINE PROCEDURE	1 Clock Hour
Lecture will cover the pros and cons of each machine, tuning, and sterilization as well as troubleshooting techniques, blow outs and pockets.		
PMU 103	NEEDLE CONFIGURATION & SANITATION	1 Clock Hour
Lecture and demonstration that covers needle selection and configuration and sterilization and sanitation procedures.		
PMU 104	POWER POINT PRESENTATION	1 Clock Hour
The presentation covers medical clearances, reviewing health history, client's informed consent, seeing the whole face, analyzing eye, brow, and lip shapes, analyzing skin undertones and creating harmonious colors.		
PMU 105	TRADITIONAL EYE BROWS	1 Clock Hour
Students learn techniques that show how to design eyebrows that will enhance any face shape. The video covers how to measure, shape, and space eyebrows.		
PMU 106	TRADITIONAL EYE LINER	1 Clock Hour
Students learn how to create beautiful eyeliner using multiple colors that create a soft, subtle effect that will enhance a client's appearance.		
PMU 107	TRADITIONAL LIPS	1 Clock Hour
This video covers techniques, product knowledge, color selection and tips for vibrant lips in minutes.		
PMU 108	POWDER EYE BROWS AND HAIR STROKE EYE BROWS	1 Clock Hour
This video covers and demonstrates techniques for powder eye brows and hair stroke eye brows.		
PMU 109	LASH ENHANCEMENT EYE LINER, DESIGNER EYE LINER	1 Clock Hour
This video covers and demonstrates techniques with lash enhancement eye liner, designer eye liner.		
PMU 110	BEAUTIFUL LIPS PROCEDURE, FAUX LIPS	1 Clock Hour
This video covers and demonstrates techniques with lips procedure and faux lips.		
PMU 111	MARKETING POWER POINT PRESENTATION	1 Clock Hour
The presentation will focus on technique and discussions will include initial consultation, setting expectations, color selection and testing, application tips and techniques and marketing to physicians.		

PMU 112 PERMANENT MAKE UP 35 Clock Hour
Students will study History, Healing, Skin Types, Procedure Complications and the Patch Test,

PMU 113 STUDENT SIMULATED PRACTICE 25 Clock Hours 25 Services
Students practice on simulated skin or orange/grapefruit.

For each program offered, prospective students should be aware that they must be licensed by the respective agency governing that program before they may work in Florida.

LICENSURE FOR COSMETOLOGISTS, NAIL SPECIALISTS, FACIAL SPECIALISTS, FULL SPECIALISTS

The Board of Cosmetology regulates cosmetologists, nail specialists, facial specialists, full specialists. Students must obtain a license through the Florida Board of Cosmetology in order to begin working in the field.

How do I become a licensed Florida cosmetologist?

To become a licensed cosmetologist in the State of Florida you must attend a Florida school of cosmetology and successfully complete a minimum of 1,200 hours of education. Upon the successful completion of the educational hours, a completed cosmetology examination application should be submitted to the Board of Cosmetology along with the applicable fees. Once the examination application has been approved, you will receive written notification from the Department's examination vendor, Pearson VUE, to schedule a date and time for your written cosmetology examination. After successfully passing both portions of the cosmetology examination, you will be issued a cosmetology license by the Florida Board of Cosmetology.

How do I become a registered nail specialist?

To become a registered nail specialist in the State of Florida you must enroll in a nail specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 240 hours of education. Upon the successful completion of the educational hours, a completed nail specialty registration application should be submitted to the Department along with the applicable fees. Once the application has been approved, the applicantes will be duly licensed to practice in the State of Florida.

How do I become a registered facial specialist?

To become a registered facial specialist in the State of Florida you must enroll in a facial specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 260 hours of education. Upon the successful completion of the educational hours, a completed facial specialty registration application should be submitted to the Department along with the applicable fees. Once the application has been approved, the applicantes will be duly licensed to practice in the State of Florida.

How do I become a registered full specialist?

To become a registered facial specialist in the State of Florida you must enroll in a facial and nail specialty program or a full specialty program offered by a Florida school of cosmetology and successfully complete a minimum of 500 hours of education (240 nail/260 facial). Upon the successful completion of the educational hours, a completed facial specialty registration application

should be submitted to the Department along with the applicable fees. Once the application has been approved, the applicates will be duly licensed to practice in the State of Florida.

How do I become a licensed barber in Florida?

To become a licensed barber in the State of Florida you must attend a Florida barbering school and successfully complete a minimum of 1,200 hours of barber training. Upon completion of the educational hours, a completed examination application should be submitted to the Florida Barbers' Board for processing, along with the applicable fees. Once the examination application has been approved, you will be contacted by the Department's examination vendor, Pearson VUE, to schedule a date and time for the written examination. The website for Pearson VUE is www.pearsonvue.com. Forms are available online at www.MyFloridaLicense.com.

LICENSURE FOR MASSAGE THERAPIST

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How do I become a licensed massage therapist?

To become a licensed massage therapist in the State of Florida you must be at least 18 years of age or has received a high school diploma or graduate equivalency diploma (G.E.D.) and have completed a course of study at a Board of Massage Therapy Approved School or completed a Board-approved apprenticeship program and must have completed a 2-hour course on the prevention of medical errors. Upon the successful completion of the 500 hours of education you must pass either

- the National Exam for State Licensure (NESL) as administered by the National Certification Board of Therapeutic Massage and Bodywork; or
- the Massage and Bodywork Licensing Examination (MBLEEx) administered by the Federation of State Massage Therapy Boards.

Upon successful completion of one of these exams you must submit an application for licensure to the Florida Board of Massage Therapy and show proof that you have passed a national background check and obtained a current CPR certification.

LICENSURE FOR PERMANENT MAKE UP TECHNICIAN

How do I become a permanent makeup technician?

All persons who tattoo the body of a human being must be licensed in Florida as a tattoo artist. This includes persons who practice cosmetic tattooing, which is also known as permanent makeup or micro pigmentation, and students or apprentices who tattoo human beings as part of their tattoo training. Effective January 1, 2013, any unlicensed person engaged in tattooing will be subject to administrative penalties. Licensure of the tattoo artist requires submission of a completed Application for Tattoo Artist License, with the required \$60.00 fee; a copy of a government-issued photo identification confirming the applicant is at least 18 years of age; and documentation of completing a department-approved, industry-specific blood borne pathogens and communicable diseases course with a minimum examination score of 70%. Several educational courses have been submitted to the department and currently are under review. Courses, which have received approval, can be found at <http://www.myfloridaeh.com/community/tattoo/TattooCourse.html>.

SCHOOL CATALOG RECEIPT

I have received a copy of the school catalog that contains the rules, regulations and costs for the specific course in which I have enrolled.

Print Name:
Signature:
Date