

Mission Statement

To prepare students for successful employment in the cosmetology industry through theoretical teaching and practical training.

Areas of Study

Our Cosmetology program which includes the study of hair, skin and nails, requires 1550 hours to complete (approximately 11 months). When completed you will receive a Certificate of Completion and be eligible for State license application/examination.

Our Nail Technology program which includes the study of manicures, pedicures and artificial nails (acrylic and gel), requires 350 hours to complete (approximately 10 weeks). When completed you will receive a Certificate of Completion and be eligible for State license application/examination.

Our Esthetics program which includes the study of facials, makeup application and hair removal/waxing, requires 600 hours to complete (approximately 18 weeks). When completed you will receive a Certificate of Completion and be eligible for State license application/examination.

155 hour Cosmetology Reactivation - When completed you will receive Certification of Completion for 155 hour Reactivation which you may then submit to the Minnesota Board of Cosmetology Examiners along with your application to reactivate your license.

Career Opportunities for Cosmetologists, Nail Technicians, and Estheticians

Professional Stylist	Image Consultant	School Owner
Cruise Line	Makeup Artist	Platform Artist
Movie or TV Stylist	Salon Owner/Manager	
Educational Consultant/Instructor	Retail Specialist	
Esthetician	Manufacturer Representative	

Job Placement

Park Avenue School of Cosmetology has not made and will not make any guarantees of employment or salary upon graduation. Park Avenue School of Cosmetology will provide placement assistance, consisting of identifying employment opportunities and direction on appropriate means of attempting to realize these opportunities. Park Avenue School of Cosmetology will provide assistance with creating a professional resume. A letter of reference from the Director may be provided if a) the student has maintained a 90% academic rate; and b) the student has maintained a 90% attendance rate.

Facilities

Each of our three facilities is between 3000 square feet and 3500 square feet. We have facial/waxing rooms/designated areas, a large classroom, student break room, student locker area, dispensary, and instructor office. We have an open floor plan in the service area of the school.

Hours

Monday through Friday: 8:00 a.m. to 4:30 p.m.
Full-time attendance for all programs is 35 hours per week.
Three-quarter time attendance for all programs is 30 hours per week.
Half-time attendance for all programs is 20 hours per week.

Access Policy

During business hours, Park Avenue School of Cosmetology will be open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all School facilities is via a school official.

Non-Discrimination Statement

Park Avenue School of Cosmetology accepts students without regard to sex, race, age, sexual gender, sexual preference, creed, religion, color, citizenship, national origin or ethnic origin.

Facilities and Services Available to Students with Disabilities

The School is handicap accessible. Adjustments and modifications can be made at the request of an individual within the scope of the ADA. Referrals can be made to Social Services or other entities as deemed necessary by the administration.

School Calendar and Holidays

Start Dates for 2016 – See attached.
School is in session Monday through Friday from 8:00 a.m. to 4:30 p.m. School will be closed the following days in 2016:
1/1 – New Year’s Day
5/30 - Memorial Day
7/4-8 – Summer Break
9/5 - Labor Day
11/23-25 – Thanksgiving Break
12/24-31; 1/1 - Christmas Break – School resumes Monday, January 2, 2017

Staff and Faculty – All institutions listed in this catalog/handbook are under common ownership.

- Kristine Walsh - Owner/Director
- Teresa Nyland - Financial Aid Director
- Karen Hanley – Admissions

Brainerd – Denise Smith-Instructor/School Manager; Malissa Herbote – Instructor/School Manager
Park Rapids – Samantha Hyduke - Instructor/School Manager
Alexandria -Denise Norberg- Instructor/School Manager; Jamie Bryniarski – Instructor/School Manager

ADMISSION REQUIREMENTS

The following items must be turned in and/or filled out prior to your first day of school. If items are not completed prior to the first day, start date may be subject to be postponed until enrollment obligations are met.

1. Submit Enrollment Application
2. Submit a copy of your high school diploma, GED, official high school transcript or state issued home school credential
3. Submit a copy of your driver's license or government-issued ID- Must contain a photo
4. Complete financial aid forms as applicable
5. Submit all transcripts from previous post-secondary schools as needed
6. Have payment plan in place for payment of total program cost (Financial aid, loans, personal pay, scholarships, etc.)

Validating High School Diplomas and/or GEDs

All students are required to provide a copy of either their high school diploma, GED, official high school transcript, or state issued home school credential that includes the graduation date in order to enter in to all programs offered at Park Avenue School of Cosmetology. These documents must be presented to the Admissions Director at the enrollment appointment, prior to the first day of class. Students will not be allowed to begin their program until their high school diploma, GED or official high school transcript is provided to the Admissions Director.

The Admissions Director will review all high school diplomas, GED's and high school transcripts to confirm that they are official documents. If the Admissions Director determines that a diploma, GED or high school transcript may have been tampered with, s/he will request an official document from the respective institution to validate the document provided by the student. The student will be required to pay any fees necessary to obtain those official documents. If a request is made, all transcripts or official documents must be presented to the Admissions Director in a sealed envelope with the school/institution logo, or faxed from the official school or institution where the student received the transcript or official document. A diploma release form will be signed at the enrollment appointment that will permit the school to request these documents.

To verify that a school is a legitimate Minnesota licensed school, the Admissions Director will check the Minnesota Department of Education's website, www.edu.state.mn.us. To verify that a GED award is legitimate, the Admissions Director will check the following website: <http://www.acenet.edu/Content/NavigationMenu/ged/test/admin.htm>. Home schooled students will be required to provide a transcript from their local school district and supporting documentation from the State of Minnesota. Appropriate steps will be used to verify documents from other states as well. A student that submits a diploma or official document from a foreign country will have their document(s) translated by an appropriate official to verify that their diploma is a valid high school diploma. The Admissions Director may also check the federal website, <http://nces.ed.gov/ccd/schoolsearch>.

Transfer Students

Park Avenue School of Cosmetology will only consider transfer students who are transferring from another cosmetology school. A student wishing to transfer to Park Avenue School of Cosmetology must provide the school with proof of certified hours, tests and quotas completed from the previous cosmetology school attended for consideration. Requests to transfer will be considered on an individual basis; determination will be made about how many hours, tests and quotas will be accepted and tuition will be pro-rated accordingly. An application fee will be charged; if the student has a kit and the same books used by the school, kit and book fees will be waived. Because each transfer situation is different, each will be determined on a case-by-case basis: it is possible that no hours, tests or quotas will be transferred. Hours that are accepted will be considered attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours.

Terms of Re-Entry

A student who must withdraw from school may re-enter the school under the following conditions:

1. The student will return under the same Satisfactory Academic Progress conditions as when the withdrawal began.
2. The student had extraordinary personal circumstances that made academic progress or attendance extremely difficult and/or the student or a student's immediate family member required medical attention (this must be confirmed with a letter from the doctor)
3. The student may only re-enter one time to the Park Avenue School of Cosmetology

Non-Recruitment

It is the policy of Park Avenue School of Cosmetology not to recruit students already attending or admitted to another school offering a similar program of study.

GRADUATION REQUIREMENTS

For a student to graduate from their program, receive a Certificate of Completion and be eligible for State license exam and application for licensure the student must:

1. Complete the required number of clock hours as specified on the enrollment agreement;
2. Achieve 83% or greater on all written and practical examinations;
3. Satisfy all financial obligations to the School.
4. Meet the clinic service requirements (quotas) as specified by the State of Minnesota.
5. Student must be in SAP at the time of graduation

PAYMENT INFORMATION

Financial Aid Opportunities/Payment Plans

Contact information for the Financial Aid office Teresa Nyland - Financial Aid Director 218-732-2962

Complete your FAFSA form on line at www.fafsa.gov. Grant and loan funds are determined based on financial eligibility. Our School Code is: **041756**.

Criteria for Selecting Financial Aid Recipients

Financial Aid is available to those who qualify based on the calculations from the student's FAFSA.

Entrance and Exit Counseling

Entrance and exit counseling must be completed if you are receiving SELF loans (selfloans.org)

Entrance and exit counseling must be completed if you are receiving Direct Loans (www.studentsloans.gov)

Notice of Federal or State Financial Aid Penalties for Drug Law Violations

Federal: <http://www.justice.gov/dea/agency/penalties.htm>

MN State: <https://www.revisor.leg.state.mn.us/statutes/?id=609B>

TYPES OF FINANCIAL AID

GRANTS: Grants are typically based on the student's financial need and do not require repayment.

Pell Grant

Minnesota Grant- You may apply for the Minnesota Grant on the FAFSA Application.

SCHOLARSHIPS: Scholarships may be awarded based on academics, special achievements or involvement in community activities, associations or organizations. Scholarships are considered a gift, and do not require repayment. Park Avenue School does not offer institutional grants. A partial list of opportunities is provided below.

Minnesota Indian Scholarship Program - <http://www.ohe.state.mn.us/>

Achieve Scholarship Program <https://www.ohe.state.mn.us/>

Great Clips

Beauty Changes Lives

OPI

Sally Beauty Supply

Joe Francis

Sports Clips/American Crew - scacscholarshipform@gmail.com

Beauty School Directory

LOANS: Loans are a significant portion of most financial aid packages. The loan must be repaid, usually after graduation from school. Interest rates are commonly lower than other types of loans. Repayment periods vary from two years up to 30 years.

Direct Loans – Title IV loans, www.studentloan.gov

SELF Loan (Minnesota Office of Higher Education –www.selfloan.org)

Student Body Diversity (Pell Grant Recipients 2014/2015 108 Students)

12-Month Enrollment of 2014:

Men	2
Women	106
American Indian or Alaska Native	3
Asian	0
Black or African American	3
Hispanic	0
Native Hawaiian or Other Pacific Islander	0
White	98
Two or more races	0
Race/ethnicity unknown	2

National Student Loan Data System (NSLDS)

If you receive a Title IV, Higher Education Act loan the school will be submitting the information to the NSLDS, and will be accessible by guaranty agencies, lenders and schools who are determined to be authorized users of the data system, or by Financial Aid Administrators.

WIA (Workforce Investment Act): http://positivelyminnesota.com/JobSeekers/WorkForce_Centers

Personal payment arrangements can be made with the financial aid office.

All tuition rates are subject to change without notice. The changed rates will be applied to new contracts signed after the price change and will not affect existing contracts.

PROGRAM COST

Cosmetology 1550 Hours

Tuition	\$13,498.00
Application Fee(non-refundable)	\$ 50.00
Kit	\$ 1,049.00
Books	\$ 350.00
Total Program Cost.....	\$14,947.00

Textbook Information

Milady's Standard Cosmetology ISBN-13:978-1-4390-5930-2; Milady's Standard Cosmetology Theory Workbook ISBN-13:978-1-4390-59234; MN Laws and Rules

Books are disbursed on students first day of attendance. Kit is disbursed upon completion of kit payment.

Nail Technology 350 Hours

Tuition	\$3,000.00
Application Fee(non-refundable)	\$ 50.00
Kit	\$ 375.00
Books	\$ 225.00
Total Program Cost.....	\$3,650.00

Textbook Information

Milady's Standard Nail Technology ISBN-13:978-1-4354-9768-9; Milady's Standard Nail Technology Theory Workbook, ISBN-10 1-4654-9768-6; MN Laws and Rules

Books are disbursed on students first day of attendance. Kit is disbursed upon completion of kit payment.

Esthetics 600 Hours

Tuition	\$4,950.00
Application Fee(non-refundable)	\$ 50.00
Kit	\$ 210.00
Books	\$ 225.00
Total Program Cost.....	\$5,435.00

Textbook Information

Milady's Standard Fundamentals for Estheticians, ISBN-10 1-56253-837-3; Milady's Standard Fundamentals for Estheticians Workbook ISBN-10 1-56253-837-3; MN Laws and Rules

Books are disbursed on students first day of attendance. Kit is disbursed upon completion of kit payment.

155 Reactivation-155 Hours

Tuition = \$10/hours = \$1550.00

Additional items available for purchase or rent as follows:

Cart empty - \$25.00

Cart stocked - \$100.00

Text book/work book new – \$350.00

Text book/work book used - \$100.00

Smock - \$20.00

MN Laws and Rules Books - \$25.00

Notice of Cancellation

Pursuant to State guidelines: MN Cosmetology Rules Chapter 2110.0650

1. A complete refund within 30 days of all moneys paid, if the school rejects the applicant, or if the applicant cancels the enrollment contract, in writing or in person, within three business days of the date upon which the contract was signed by both the student and agent of the school and prior to entering classes.
2. A refund of all moneys paid except a registration or enrollment processing fee up to 15 % of the contract price within 30 days if the applicant cancels the enrollment contract more than three business days after conclusion of the contract but prior to entering classes.
3. If a student has entered classes the following minimum tuition refunds as outlined below shall apply.

Withdrawals and Termination

1. If a student withdraws or is terminated after beginning the program, the school will retain the application fee of \$50.00 and charge a portion of the student's tuition based on the refund policy below. The kit and books are nonrefundable. In the event of termination

or withdrawal, the student will incur an administrative fee of \$150.00. Formal termination will occur within 14 business days of exceeding the 14 calendar days absent policy or 14 business days from the time a student notifies the school that they will not be returning.

2. The official withdrawal or termination date for a student on an approved leave of absence is the earlier of the date of expiration of the leave of absence or the date the student notifies the school they will not be returning.

Tuition Refund and Cancellations After Entering Classes

This policy applies to all terminations for any reason, be either party, including student decision, course or program cancellation, school closure.

Tuition refund policy guidelines:

PERCENTAGE OF ATTENDANCE TIME TO TOTAL HOURS OF COURSE	AMOUNT OF TUITION OWING TO THE SCHOOL
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and above	100%

1. Any student receiving Veteran's Benefits is entitled to a pro-rated refund for actual time completed in the Program.
2. In the case of mitigating circumstances, the school may make a settlement, which it deems reasonable and fair. The student must provide the school with written notification of the mitigating circumstances prior to the student's withdrawal including documentation to support any mitigating circumstances as well as a statement requesting a different tuition settlement.
3. If a course is cancelled subsequent to a student's enrollment and before instruction has begun, the school shall at its option:
 - a) Provide a full refund of all monies paid, or b) Provide completion of the course.
4. If the school ceases to offer a course in which instruction has begun the school shall provide a pro-rated refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a Teach-Out agreement or provide a full refund of all monies paid.
5. In the event of a school closure, the student will receive a pro-rated refund or participate in a teach-Out agreement.
6. There are no further charges to the student such as instructional supplies or equipment, service charges, activities fees, deposits or locker rental which have not been disclosed in this contract.
7. All monies due the student will be refunded within forty-five (45) calendar days of the official withdrawal or termination date.
8. All monies due the financial aid programs will be refunded as follows: within thirty (30) calendar days - MN State Grant funds and 45 calendar days for Federal Financial Aid from the official withdrawal or termination date.
9. Once the paperwork for the withdrawal or termination has been processed and sent to the student will have 14 days to pick up their kit, books and any other personal items. If they are not picked up after 14 days they will become property of the school and disbursed or discarded as the school sees fit.
10. Termination will occur if a student is absent for 14 calendar days.
11. Withdrawal calculations are based on actual hours and calculated from the last date of attendance.
12. The student understands the school shall have the right to terminate a student's enrollment at any time for violation of any of the school rules and policies including, but not limited to, use of drugs or alcohol prior to or during school hours or vandalism of school property.
13. Collection procedures are handled through Transworld Collection Agency after 30 days of non-payment. Transworld Collection Agency clearly acknowledges the existence of the withdrawal and termination policy of the school. Collection efforts shall reflect ethical business practices.

*You agree that any unpaid fees or tuition owed will be paid within 30 days of termination or withdrawal. I understand that no transcripts will be released under any circumstances unless all fees and tuition are paid in full. I understand that regardless of the reason I withdraw or am terminated, including medical issues, I am responsible for paying any and all tuition and fees owed. You agree to pay 50% of the unpaid balance as a collection fee in addition to the unpaid balance due should your account end up in collections.

Academic Advising Procedures/Professional Assistance Referral Policy

Park Avenue School of Cosmetology provides professional assistance to students as deemed necessary and beneficial by the School Director after discussion with the educators. If assistance is deemed necessary, referral phone numbers are offered or an appointment is made for the student with the appropriate agency. The student may submit to an educator or staff member an Advising Form that is provided at the front desk of each location to request assistance.

ACADEMIC PRACTICES

Satisfactory Academic Progress Policy

Satisfactory Academic Progress Reviews may impact the student's eligibility for financial aid.

Transfer students - Hours that are accepted will be considered attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours.

Students are provided with a copy of their SAP after each evaluation and upon request.

Satisfactory academic progress is defined as fulfilling what is required of you as you move toward graduation. This policy is established and maintained for all students attending Park Avenue School of Cosmetology regardless of funding source (cash, scholarship, State Grant, SELF loan, etc.). All students must maintain an 80% cumulative attendance rate and an 83% cumulative academic rate to be considered to be making Satisfactory Academic Progress.

1. **Satisfactory Academic Progress**- attendance and academic work is a requirement for all students enrolled in this school.
2. **Maximum Time Frame**- Students must complete the program within a maximum timeframe of 120% of the total program hours. If a student reaches maximum time frame and has not completed their required hours, the student will be terminated and unable to reenroll in the school.
3. **Leave of Absence**- An approved Leave of Absence will extend the student's contract period and maximum time frame by the same number of days in the leave of absence. Students will return to the school in the same status at which they departed.

Course	100% Attendance in Weeks			Maximum Time Frame in Weeks		
	Full time student 35 hours	3/4 time student 30 hours	1/2 time student 20 hours	Full time student	3/4 time student	1/2 time student
1550 Cosmetology	45 weeks	52 weeks	78 weeks	56 weeks	65 weeks	97 weeks
600 Esthetics	18 weeks	20 weeks	30 weeks	22 weeks	25 weeks	38 weeks
350 Nail Technology	10 weeks	12 weeks	18 weeks	13 weeks	15 weeks	22 weeks

Academic Grading Students are evaluated on theoretical performance by means of a written exam. A written exam follows each unit of theory study. These tests are confidential and are the property of the school. Completed tests may be used in the classroom as a study aid, and may *not* be taken from the school.

Grading Scale:

- 100% - 95% = A
- 94% - 89% = B
- 88% - 83% = C
- 82% and Below = Retake

Practical Grading Practical grades are derived based on written criteria. Practical knowledge is based on skill certifications using specific written criteria at the testing points indicated below. The work done on the clinic floor is counted towards quotas required by the state of MN and is not assigned a grade and thus is not factored into the overall GPA.

Practical (Skills) Testing

- Cosmetology Program: At the completion of 240 hours and 1,350 hours
- Nail Technology Program: At the completion of 50 hours and 315 hours
- Esthetics Program: At the completion of 120 hours and 500 hours
- 155 Reactivation/Refresher: First week, Last week

Skills testing is an extremely important part of your education. Many of services will be completed on a live model. There is to be no talking during your testing periods, to each other or to your model(s). The instructors will assist you in explaining this requirement to your model(s) if requested. Safety and sanitation will be followed and graded during each testing period. The model cannot be a licensed cosmetologist or a cosmetology student. The student is responsible for scheduling his/her model(s).

Satisfactory Academic Progress Reviews will take place after the following actual hours of attendance completed as outlined below have been reached. This requirement applies to all students.

- Cosmetology: 450, 900, 1225, 1550 hours(final transcript)
- Nail Technology: 175, 350 hours
- Esthetics: 300, 600 hours
- 155 Reactivation: 75, 155

The review will include hours completed, percentage of actual hours attended versus scheduled hours, quotas completed, test grades.

Students meeting the minimum requirements for attendance (80%) and academic progress (83%) will be considered to be making satisfactory academic progress until the next scheduled evaluation.

Students failing to meet minimum progress requirements will be placed on Financial Aid Warning for one payment period. During this Financial Aid Warning period, students are considered to be making satisfactory progress and financial aid funds will be disbursed to eligible students. At the end of the Financial Aid Warning period, the student's academic progress will be re-evaluated. If the student is meeting minimum

requirements, he/she will be determined as making satisfactory academic progress and the Financial Aid Warning will be lifted. If the student fails to meet minimum requirements at the end of the Financial Aid Warning period and the student appeals the negative progress determination (*see appeal process below) and the institution determines that the satisfactory academic progress standards can be met by the end of the next evaluation period or the school develops an academic plan for the student, that if followed, will ensure that the student is able to meet Satisfactory Academic Progress requirements by the end of the probationary period, the student will be placed on Financial Aid Probation for an additional payment period and if the student is considered to be making satisfactory academic progress the financial aid funds will be disbursed. If the student is meeting minimum requirements at the end of the Financial Aid Probation period, he/she will be determined as making satisfactory progress and the Financial Aid Probation will be lifted. Should a student fail to appeal the decision or does not prevail upon appeal, that student is then deemed not making Satisfactory Academic Progress and is no longer eligible for Title IV funds.

A student who does not achieve the minimum standards is no longer eligible for Title IV or Higher Education Act program funds, if applicable, unless the student is on *warning* or has prevailed upon appeal of the determination that has resulted in the status of *probation*.

A student who is no longer eligible for Title IV funds due to not meeting Satisfactory Academic Progress requirements is also ineligible for Minnesota financial aid.

Course incompletes, course withdrawals or repetitions do not apply to Park Avenue School of Cosmetology. They have no effect upon the SAP standards.

Leaves of Absence (LOA)

If circumstances require that a student be absent from school for an extended period of time, the student must submit a written request for a Leave of Absence (LOA). The request must be submitted a minimum of one (1) week prior to the first day of the requested LOA, except in the case of an emergency. It will be at the discretion of the School Administration to approve or deny the request. The request must include the dates the student will be absent, the date the student will return to school, and the reason for the extended absence. Call the Administration office at 218-732-2962 to discuss your request for an LOA. The request will be reviewed by a school official and the student will be notified of approval or denial.

While on an approved LOA, the student will not be assessed any additional institutional charges and the student is not eligible for any additional Federal Student Aid. Upon the student's return from an LOA, he/she continues to earn the Federal Student Aid previously awarded for the period. Students on an LOA will pay regular customer prices for services performed at the school.

A student returning from an LOA will return to school in the same satisfactory or unsatisfactory progress status as prior to the LOA. An LOA will extend the student's contract period and maximum time frame by the same number of days in the LOA. The total number of days of all LOA's can not exceed 180 days in any 12-month period.

If a student does not return from an LOA, the student will be terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance.

This leave of absence policy applies to all students.

Appeal Process – Satisfactory Academic Progress or Termination

Students who fail to achieve minimum requirements may appeal this determination. The student may submit a written appeal to the school owner along with any supporting documentation, specifying reasons why the student failed to make satisfactory academic progress and what has changed in the student's situation that will allow the achievement of satisfactory academic progress. Reasons for which a student may appeal include things such as death of a relative, injury or illness of the student, or other special circumstances.

This appeal must be received within five (5) business days of the determination in question. Should a student fail to appeal the decision or does not prevail upon appeal, that student is then deemed not making satisfactory academic progress and is no longer eligible for Title IV funds. The student is given a letter with the results of the appeal in which a copy is placed in the student file.

Should a student be terminated by the school for disruptive behavior, harassment, vandalism, theft or other offense to the school, an appeal hearing will take place within five (5) business days of receipt of the written appeal. This hearing will be attended by the student, parent/guardian (if applicable), the student's instructors and the school owner. A decision on the student's appeal will be made within three (3) business days after this hearing, and will be communicated to the student in writing. This decision will be final.

Reinstatement of Funds

Should a student prevail upon his/her appeal and be determined as making satisfactory academic progress, the student's satisfactory academic progress status will be reinstated and/or he/she will be re-entered in the program and financial aid funds will be reinstated to eligible students.

1098T Paperwork

Each student will receive a 1098T at the end of each fiscal year. Any additional copies of the document must be requested in writing and include the \$10 duplicate paperwork fee.

Transcripts

A request must be submitted in writing along with a processing fee of \$10. In the request please include student's name (current and maiden,) address, phone number and social security number, along with where the documents are to be sent.

ATTENDANCE POLICIES

Attendance

1. Students will receive credit for properly documented time only; the time clock is the official record of hours attended.
2. If a student is in school less than five hours, a lunch break is not required.
3. Should a student be absent from school 14 calendar days without an approved Leave of Absence in place, termination from school will occur.
4. No call/no show, early leaves, habitual or excessive unexcused absences or tardiness may lead to temporary suspension of client privileges.
5. Makeup time options: The School is open 40 hours a week. Full-time students are contracted for 35 hours a week. Students can make up 5 hours a week by attending 40 hours a week.

STUDENT POLICIES AND EXPECTATIONS

Dress Code

Any student who does not comply with the dress code may be asked to clock out, change their clothing and return to class.

The dress code is all black apparel. The following are **not** allowed: hats, undressed pony tails, denim, sweatshirts or hoodies, athletic-type tennis shoes, mini-skirts without tights, shorts, ripped/torn/tattered clothing or shoes, lettering on any garment, sleeveless or capped sleeve shirts, flip-flops/slippers/beach shoes. Clothing must fit properly; pants should not touch the floor and must cover you completely when bending over, reaching up, doing pedicures, etc. Exposed stomachs, armpits and cleavage are not permitted. Sandals and open-toed shoes are not permitted. Soft-soled shoes are recommended. Accessories are acceptable, such as colored headbands, jewelry and scarves. Leggings or yoga may be worn if they are not too sheer.

Hair and makeup must be done when you arrive at school. Fingernails, whether natural or artificial, should have no chipped polish or missing artificial nails.

Students receive an apron and name tag to be worn at all times. These items are expected to be kept clean and in good repair. If your name tag or apron become lost or torn, it is your responsibility to replace the item(s) at your own expense promptly. The cost of a name tag is \$5.00; aprons are \$15.00.

Time Clock/State Sheets/Quotas

All students must clock in and out on the time clock upon arrival, at lunch break, and when leaving for the day. No one may enter the building before 7:50 a.m. No one may clock in or out for you. It is your responsibility to keep track of your time on the State Sheets. It is also your responsibility to complete your State Sheets and verify that the time recorded matches your time card, both daily and monthly. An instructor must sign your State Sheets. The time-clock works on 15 minute increments. If you arrive at 8:01 AM, for example, you will get credit for starting at 8:15 AM.

Parking

Students may only park in the designated student parking area. There is no student parking allowed in the spaces in front of the school entrance.

Behavior

Any student who is disruptive in the classroom or on the clinic floor may be dismissed and required to clock out for the day. Disruptive behavior includes rudeness, foul language and any other behavior deemed to be unprofessional by an instructor. No food, gum or beverages are allowed in the classroom or on the Clinic floor.

Supplies Needed For Basics Class

- 3-ring binder with paper and pocket dividers for handouts
- Pens/pencils/highlighters for taking notes
- padlock for your locker if you choose to use one

School Telephone

The school telephone must be answered within three rings. The phone is to be answered: "Park Avenue School, this is (your name)." All students are responsible to answer the telephone. The school telephone is not for personal use. Any exception to this rule must be authorized by an instructor.

Appointments

When students begin taking clients on the clinic floor, you are required to take any and all appointments that are assigned to you. There is to be no switching, trading or denying appointments. Only an instructor may switch appointments in the appointment book.

Snow Days/Weather Related Announcements

School will be in session every day unless you are otherwise notified by an instructor.

Student Services Policy

Clinic floor clients take priority over student services; as a result, student services may be rescheduled. Student services must be scheduled and overseen by an educator.

Use of School Supplies, Safety and Sanitation

When performing services for school clients, another student, yourself or on a mannequin, students are permitted to use enough product/supplies for one service only. If you have any questions about what or how much to use of any product/supply, please see an instructor. Students are responsible for using the proper amount of product/ supplies. All students will participate daily in safety and sanitation as required by the instructors.

Breaks

Students must take two fifteen minute break and a 30 minute break for lunch each day. Timing of all breaks is authorized by an instructor. Students will clock out for their 30 minute lunch break only. If the student is in school 5 hours or less, a lunch break is not required.

Harassment

Harassment in any form is not tolerated. Any behavior deemed by an instructor to be harassment may result in immediate suspension or termination from school. Any unpaid tuition will be owed to the school, per the guidelines established by the State of Minnesota as included in this Student Handbook and in the student contract.

Gossip, Casual Conversation, Public Displays of Affection

Students are expected to conduct themselves in a professional manner at all times. Sharing personal information with clients is discouraged.

Cell Phones

Students may use their cell phone when on an authorized break in the student lounge. Cell phones are not permitted while on the student salon floor. If you may be asked to clock out if you are using your phone when not allowed. Cell phones may be allowed by the individual instructor in on silent or vibrate.

Vaccination Policy – Park Avenue School does not have a vaccination policy.

National Voter Registration Act of 1993

Six states (Idaho, Minnesota, New Hampshire, North Dakota, Wisconsin, and Wyoming) are exempt from the NVRA because, on and after August 1, 1994, they either had no voter-registration requirements or had election-day voter registration at polling places with respect to elections for federal office.

General Procedure for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the local police department in a timely manner. To report a crime or emergency, call 911. To report a non-emergency security or public safety related matter, contact a school official.

Stealing

Stealing, cheating, defacing and/or damaging school equipment or student property may result in immediate termination, and may require monetary restitution.

Alcoholic Beverages and Illegal Drugs/Controlled Substances Policy

Park Avenue School of Cosmetology has been designated drug free. The possession, sale or the furnishing of alcohol on the School campus is governed by Minnesota state law. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by Park Avenue School of Cosmetology. Violators are subject to Park Avenue School of Cosmetology disciplinary action including suspension or termination, criminal prosecution, fine and imprisonment, and will be reported to the local police department. Should a student be required by a physician to consume narcotics of any kind for any reason, the student must immediately inform an instructor and provide the name of the narcotic prescribed. The student will not perform any client services while consuming the prescribed narcotics. The student will be encouraged to use their time to study and complete tests; student may be assigned other duties by an instructor. Students will be given this policy annually for their review. Students will be referred to outside resources if alcohol or drug abuse is suspected.

Student Services – Professional Referrals**Brainerd, Minnesota****Drug/Alcohol Abuse**

- Crisis Line – Helpline 218-828-HELP (4357) or 800-462-5525
- MN Adult and Teen Challenge – 218-833-8777
- St. Joseph's Medical Center – 218-828-7374
- Community Addiction Recovery in Brainerd – 218-828-2389 or 218-828-2368
- Adapt of MN – 888-829-1063
- Lutheran Social Services – 218-829-5000

Brainerd, Minnesota – Continued**Domestic Violence/Assault**

- Women's Center of Mid Minnesota – 218-829-0373
- Sexual Assault Service – 218-828-0494
- Hands of Hope – Little Falls – 320-632-1657

Food/Gas/Living/Children

- MN Food Helpline – 888-711-1151
- Crow Wing County Social Services – Sheri Gunderson – 218-824-1250
- Child Care Services – 888-291-9811

Park Rapids, Minnesota

Drug/Alcohol Abuse

- Headwaters Intervention Center – 800-939-2199
- Pine Manor – 218-732-4337
- Drake Treatment Center – Detroit Lakes – 218-847-1329
- Lakes Counseling Center – Detroit Lakes – 218-847-0696

Domestic Violence/Assault

- Headwaters Intervention Center – 800-939-2199
- Sexual Assault Program – 800-708-2727
- Family Safety Network – Chris Swenson – Walker MN – office: 218-547-1636 Crisis Line: 800-324-8151

Food/Gas/Living/Children

- Hubbard County Social Services - Daryl Bessler – 218-732-1451
- MN Food Helpline – 888-711-1151

Alexandria

Drug/Alcohol Abuse

- New Visions Center – 320-763-3912
- Lutheran Social Service – 3 locations – 320-762-5124, 320-762-1004, 320-763-8800

Domestic Violence/Assault

- Some Place Safe – 320-762-1995
- New Visions Center – 320-763-3912
- Lutheran Social Service – 3 locations – 320-762-5124, 320-762-1004, 320-763-8800

Food/Gas/Living/Children

- Douglas County Social Services – 320-762-5124
- MN Food Helpline – 888-711-1151
- Lutheran Social Service – 3 locations – 320-762-5124, 320-762-1004, 320-763-8800

PRIVACY POLICIES

Privacy Rights: The school will not disclose information from any student records to unauthorized persons without the signed written consent each time of the student (or the students' parent or legal guardian if the student is a dependant minor or under the age of 18). This policy relates to all information that is personally identifiable and may not be altered without the signed written consent of the student. Student records are safeguarded in the fire-resistant file cabinets and a fire-resistant room in our Administrative Office. Exceptions include records under subpoena as required by law, the accrediting body for accreditation purposes, and designated staff members.

Access Rights: The school will provide any student and parents or guardians of dependent minors the opportunity to review the student's educational records and to seek correction of any inaccurate information contained within. To review their file, the student must make their request in writing to a school administrator. The school administrator will provide access to their file within 5 business days. The school may also disclose, without consent, "directory information" such as the student name, address and telephone number, date and place of birth, honors and/or awards received, and dates of attendance at the school. The school must inform the student and parent(s), if applicable, of the information that is designated as "directory information" and provide a reasonable amount of time to allow the parent and/or the student to request that the school not disclose such information. The school provides access to student and other school records to our accrediting agency (NACCAS.)

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a written request for access. A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the School Director, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the School discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the School has contracted as its agent to provide a service instead of using school employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Advisory Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another

- school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, DC 20202-5901
 5. Each student is given a copy of this policy annually for their review.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. A court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

CORRECTIVE ACTIONS

Complaint/Appeal Procedure

If a student has a complaint, the student must submit such complaint in writing to an instructor, signed by the student. The complaint will be reviewed by an administrator. The student will be notified as to how the issue will be resolved. If the result is not satisfactory to the student, the issue will be referred to the school owner. Written resolution will be provided to the student within ten (10) business days, and the decision of the school owner will be final. You may also submit the complaint to the MN Board of Cosmetologist Examiners.

Complaints and results of complaints are documented and maintained in a student's file.

ACCREDITATION AND LICENSING

Licensing and Accrediting Agencies

Park Avenue School of Cosmetology is licensed as a private career school with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, Sections 141.21 to 141.32. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

The School is licensed by:

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108-5227
651.642.0567 (phone)
651.642.0675 (fax)
info@ohe.state.mn.us
www.ohe.state.mn.us

The School is licensed by:

MN Board of Cosmetology Examiners
2829 University Ave SE, # 710
Minneapolis, MN 55414
651.201.2742 (phone)
612.617.2601 (fax)
www.bceboard.state.mn.us
bce.board@state.mn.us

The School is accredited by:

NACCAS - National Accrediting Commission of Career Arts and Sciences
4401 Ford Ave, Suite 1300
Alexandria, VA 22302
703.600.7600 (phone)
703.379.2200 (fax)
<http://www.naccas.org>
webinfo@naccas.org

Cosmetology Program – 1550 Hours

Program Description:

The 1550 hour Cosmetology Program includes the study of hair, skin and nails. It also includes the State of Minnesota laws and Rules pertaining to the cosmetology industry; chapter 155A, 2105 and 2110. The first 240 hours of instruction are termed ‘pre-clinical’ and include the training and basic knowledge of anatomy, chemistry, electricity, light and safety and sanitation; this phase also includes instruction in the basic skills necessary to perform services on the clinic floor including haircutting, haircoloring, permanent waving, styling, manicuring, pedicuring, nail enhancements, facials and makeup application.

Program Objectives:

Our goal is to prepare students to graduate with the knowledge and skills necessary for State licensure, with the ability to succeed in the cosmetology industry.

Program Format:

The program follows the Milady principles and incorporates the ‘Milady Standard Cosmetology, 2012 Edition’ textbook and theory workbook. The instructors incorporate a variety of teaching methods and techniques includes textbook instruction, workbook activities, demonstrations, games to increase and assure knowledge retention, group projects, hands-on practicing, guest speakers, handouts, advanced technique instruction using DVD and more.

Grading Procedure:

Students will receive a percentage on all academic (written test) performances as follows:

100% - 95%	=	A – Excellent
94% - 89%	=	B – Above Average
88% - 83%	=	C – Average
82% & Below	=	Retake

PROGRAM DETAIL

Basics, Quotas, Extra Classroom/Theory

COSMETOLOGY - 1550 HOURS

ORIENTATION

1

PART 1- INTRO TO HAIR

THEORY HOURS

QUOTA/ADVANCED THEORY

History and Career Opportunities (Chapter 1)

8

- Cosmetology History
- Career Opportunities

Life Skills (Chapter 2)

8

- Life Skills
- The Psychology of Success
- Managing Your Career
- Goal Setting
- Time Management
- Study Skills
- Ethics
- Personality Development and Attitude
- Human Relations

Your Professional Image (Chapter 3)

8

- Beauty and Wellness
- Your Physical Presentation

Communicating for Success (Chapter 4)

8

- Human Relations
- Communication Basics
- Client Consultations/Needs Assessment
- Special Communication Issues
- In-Salon Communication

Infection Control (Chapter 5)

8

- Regulations
- Principles of Prevention
- Principles of Infection
- Universal Precautions
- Communicable Diseases

4

General Anatomy and Physiology (Chapter 6)

8

- Cells, Tissues, Organs
- Body Systems

Properties of the Hair and Scalp (Chapter 11)

8

- Hair Structure
- Hairs Chemical Composition
- Hair Growth
- Hair Loss
- Disorders of the Hair and Scalp
- Hair and Scalp Analysis

Hairstyling

Principles of Hair Design (Chapter 14)	8		
- Philosophy of Design			
- Elements of Hair Design			
- Principles of Hair Design			
- Harmony			
- Designing for Men			
Scalp Care, Shampooing and Conditioning (Chapter 15)	8		
- Scalp Care and Massage			300 Shampoos
- Hair Brushing			150 Conditioners
- Understanding Shampoo			
- Understanding Conditioner			
- Draping			
Hair Styling (Chapter 17)	16		300
- Consultations			4
- Wet Styling Basics			
- Finger Waving			
- Pin Curls			
- Rollers Sets			
- Comb-Outs			
- Blow-dry Styling			
- Thermal Styling			
- Hair Pressing			
- Long Hair Styling			
- Formal Styling			
Wigs and Hair Additions (Chapter 19)	4		
- Human vs. Synthetic Hair			
- Wigs			
- Hair Pieces			
- Hair Extensions			
<u>Haircutting</u>			
Haircutting (Chapter 16)	12		75
- Principles of Haircutting			30
- Consultations			
- Tools			
- Posture and Body Position			
- Safety			
- Basic Cuts			
- Techniques			
- Clippers/Trimmers			
Braiding and Braid Extensions (Chapter 18)			3
- Human vs. Synthetic Hair			
- Wigs			
- Hair Pieces			
- Hair Extensions			
<u>Hair color</u>			
Hair coloring (Chapter 21)	30		50
- Why People Color Their Hair			30
- Identifying Natural Color and Tone			
- Types of Color			
- Consultation			
- Formulations			
- Applications			
- Hair Lighteners			
- Using Toner			
- Special Effects Coloring			
- Hair Coloring Challenges			
- Corrective Color			
- Safety			
Basics of Chemistry (Chapter 12)			3
- Chemistry Basics			
- Matter			
- Potential Hydrogen (pH)			
Basics of Electricity (Chapter 13)			3
- Electricity Basics			
- Electrical Equipment Safety			
- Electrotherapy			
- Light Energy and Light Therapy			
<u>Texture Services</u>			
Chemical Texture Services (Chapter 20)	30		60
- Hair Structure			
- Permanent Waving			
- Chemical Hair Relaxers			
- Curl Reforming			
Salon Business (Chapter 32) - Business Skills Class			3

- Going into Business for Yourself
- Operating a Successful Salon
- Building Your Business

Part 2 – Intro to Skin

Skin Structure, Growth and Nutrition (Chapter 7)

- Anatomy of the Skin
- Skin Nutrition
- Maintaining Skin Health

3

Skin Disorders and Diseases (Chapter 8)

- Diseases and Disorders of the Skin
- Disorders of the Sudoriferous Glands (sweat)
- Disorders of the Sebaceous Glands (oil)
- Skin Inflammations
- Common Skin Infections
- Pigment Disorders of the Skin
- Skin Hypertrophies
- Types of Skin Cancer
- Acne and Problem Skin
- Aging of the Skin
- The Sun and Its Effects on the Skin
- Contact Dermatitis

4

Hair Removal (Chapter 22)

- Contraindications of Hair Removal
- Permanent Hair Removal
- Temporary Hair Removal

12

Facials and Makeup

Facials (Chapter 23)

- Skin Analysis
- Determining Skin Type
- Skin Care Products
- Facial Massage Techniques
- Facial Equipment
- Electrotherapy and Light Therapy
- Facial Treatments
- Aromatherapy

12

30

30

Facial Makeup (Chapter 24)

- Cosmetics
- Makeup Color Theory
- Basic Makeup Applications
- Special Occasion Makeup
- Corrective Makeup
- Artificial Lashes

12

30

On the Job (Chapter 31) - Business Skills Class

- Moving From School to Work
- Out in the Real World
- Managing your Money
- Selling
- Keeping Clients
- Expanding Client Base

3

Part 3 – Intro to Nails

Nail Structure and Growth (Chapter 9)

- The Natural Nail
- Nail Anatomy
- Nail Growth

4

Nail Disorders and Diseases (Chapter 10)

- Nails Disorders
- Nail Disease

4

Manicuring (Chapter 25)

- Nail Technology Tools
- Professional Cosmetics
- Basic Manicure
- Men's Manicure
- Massage
- Spa Manicure
- Aromatherapy
- Paraffin Wax Treatments
- Nail Art

8

50

Pedicuring (Chapter 26)

- Pedicuring Tools
- Disinfection

8

Artificial Nails

Nail Tips and Wraps (Chapter 27)

- Tips
- Wraps
- Maintenance, Repair and Removal

4

7

Monomer Liquid and Polymer Powder Nail Enhancements (Chapter 28)

- Supplies
- Maintenance
- Cracks and Repairs
- Removal
- Odorless Products
- Colors Polymer Product

8

3

32

UV Gels (Chapter 29)

- Gel Supplies
- UV Gel
- UV Light/Lamp
- Gel Polish
- Maintenance and Removal

4

Seeking Employment (Chapter 30) - Business Skills Class

- Preparing for Licensure
- Preparing for Employment
- Job Interviewing

2

MN Laws and Rules

25

BASICS

EXTRA CLASSROOM/THEORY

240

180

Theory Total: 420

GRAND TOTAL HOURS

THEORY HOURS

420

HANDS-ON HOURS

1130

Total: 1550 HOURS

240

Hours of Basics

180

Hours of Extra Theory/Classroom

1130

Hours of Quotas (Clinical)

1550 Hours

QUOTAS FOR COSMETOLOGY

Shampooing	300	Scalp Treatment/Conditioner	150
Hair Color	50	Permanent Waves	54
Hair Styling	300	Chemical Relaxers	06
Hair Cuts	75	Facials/Makeup	60
Manicures	50	Artificial Nails/Sculptured	03
Artificial Nails/Tips	07		

Nail Technology – 350 Hours

Program Description:

The 350 hour Nail Technology Program includes the study of nail diseases/disorder, nail anatomy and nail services. It also includes the State of Minnesota laws and Rules pertaining to the cosmetology industry; chapter 155A, 2105 and 2110. The first 50 hours of instruction are termed 'pre-clinical' and include the training and basic knowledge of anatomy and safety and sanitation; this phase also includes instruction in the basic skills necessary to perform services on the clinic floor including manicuring, pedicuring, artificial nail tips, sculpted nails, gel nails and polishing with regular and gel polish

Program Objectives:

Our goal is to prepare students to graduate with the knowledge and skills necessary for State licensure, with the ability to succeed in the nail technology industry.

Program Format:

The program follows the Milady principles and incorporates the 'Milady Standard Nail Technology, 2012 Edition' textbook and theory workbook. The instructors incorporate a variety of teaching methods and techniques includes textbook instruction, workbook activities, demonstrations, games to increase and assure knowledge retention, group projects, hands-on practicing, guest speakers, handouts, advanced technique instruction using DVD and more.

Grading Procedure:

Students will receive a percentage on all academic (written test) performances as follows:

100% - 95%	=	A – Excellent
94% - 89%	=	B – Above Average
88% - 83%	=	C – Average
82% & Below	=	Retake

BASICS, QUOTAS, EXTRA CLASSROOM/THEORY

NAIL TECHNOLOGY – 350 HOURS

ORIENTATION

History and Opportunities (Chapter 1)

- History of Nails
- Career Paths

Life Skills (Chapter 2)

- The Psychology of Success
- Motivation and Self-Management
- Managing your Career
- Time Management
- Study Skills
- Ethics
- Personality Development

Professional Image (Chapter 3)

- Beauty and Wellness
- Looking Good
- Your Physical Presentation

Communicating for Success (Chapter 4)

- Human Relations
- Communication Basics
- Client Consultation
- Special Communication Issues
- In-Salon Communication

Part 2- General Sciences

Infection Control: Principles and Practices (Chapter 5)

- Regulations
- Principles of Infection
- Principles of Prevention
- Universal Precautions
- Salon Image

Anatomy and Physiology (Chapter 6)

- Cells
- Tissue and Organs
- Body Systems

Skin Structure and Growth (Chapter 7)

- Anatomy of the Skin
- Maintaining Skin Health
- Aging Skin
- Disorders of the Skin
- Preventing Skin Problems in the Salon

Nail Structure and Growth (Chapter 8)

- Natural Nail
- Nail Anatomy
- Nail Growth

Nail Diseases and Disorders (Chapter 9)

- Diseases
- Disorders

Basics of Chemistry (Chapter 10)

- Chemistry Basics
- Matter
- Potential Hydrogen (pH)

Nail Product Chemistry Simplified (Chapter 11)

- Understanding Chemicals
- Adhesion, Adhesives, Primers
- Nail Coating

Basics of Electricity (Chapter 12)

- Electricity Basics
- Equipment Safety

Part 3 – Nail Care

Manicuring (Chapter 13)

- Tools
- Professional Cosmetic Products
- Basic Manicure
- Men’s Manicure
- Massage
- Spa Manicure
- Aromatherapy
- Paraffin Wax Treatments

THEORY HOURS QUOTAS

1

2

2

3

3

15

8

8

10

10

3

3

3

12

50

- Nail Art			
Pedicuring (Chapter 14)		12	
- Tools			
- Professional Pedicure Products			
- Disinfection			
Electric Filing (Chapter 15)		2	
- Types of Electric Files			
- Choosing and Electric File			
- Bits			
- Techniques			
- Electric Files for Pedicures			
- Safety Tips			
Nail Tips and Wraps (Chapter 16)		2	3
- Tips			
- Wrap			
- Maintenance, Repair and Removal			
Monomer Liquid/Polymer Powder Nail Enhancements (Chapter 17)		12	
- Nail Enhancements			
- Supplies			
- Maintenance, Repair and Removal			
- Odorless Products			
- Colored Polymer Products			
UV Gels (Chapter 18)		12	
- Gels			
- Supplies			
- When to use Gels			
- Choosing the Proper Gel			
- UV Light Units and Lamps			
- Gel Polishes			
- Gel Maintenance, Repair and Removal			
The Creative Touch (Chapter 19)		2	
- Introducing Nail Art to Clients			
- Color Theory			
- Art Mediums			
- Polish			
- Paint			
- Acrylic Nail Art			
- Gel Nail Art			
- Embellishments			
- Airbrushing			
- Competitions			
Part 4 – Business Skills			
Seeking Employment (Chapter 20)		3	
- Preparing for Licensure			
- Preparing for Employment			
- Resume			
- Portfolio			
- Job Interview			
- Finding the Right Salon			
On The Job (Chapter 21)		2	
- Moving from School to Work			
- Out in the Real World			
- Managing your Money			
- Discover the Selling You			
- Keeping Current Clients			
- Expanding your Client Base			
The Salon Business (Chapter 22)		2	
- Going into Business for Yourself			
- Operating a Successful Salon			
- Selling in the Salon			
MN Laws and Rules		15	

3 Sculpts
10 Tips
5 Sheets

BASICS
EXTRA CLASSROOM/THEORY

50
100

Theory Total: 150

GRAND TOTAL HOURS

THEORY HOURS
150

HANDS-ON HOURS
200

Total: 350 HOURS

50 Hours of Basics
100 Hours of Extra Theory/Classroom/Laws and Rules

200 Hours of Quotas (Clinical)

350 Hours

QUOTAS FOR NAIL TECHNOLOGY

Manicuring	50	Acrylic Tips	10
Acrylic Sculpts	3	Acrylic Sheets	5

Esthetics – 600 Hours

Program Description:

The 600 hour Esthetics Program includes the study of skin structure, growth and nutrition. It also includes the State of Minnesota laws and Rules pertaining to the cosmetology industry; chapter 155A, 2105 and 2110. The first 120 hours of instruction are termed 'pre-clinical' and include the training and basic knowledge of anatomy, safety and sanitation, skin diseases, skin disorder and skin analysis, makeup application and hair removal from face and body; this phase also includes instruction in the basic skills necessary to perform services on the clinic floor including facials, waxing services and makeup application.

Program Objectives:

Our goal is to prepare students to graduate with the knowledge and skills necessary for State licensure, with the ability to succeed in the esthetics industry.

Program Format:

The program follows the Milady principles and incorporates the 'Milady Standard Esthetics, 2012 Edition' textbook and theory workbook. The instructors incorporate a variety of teaching methods and techniques includes textbook instruction, workbook activities, demonstrations, games to increase and assure knowledge retention, group projects, hands-on practicing, guest speakers, handouts, advanced technique instruction using DVD and more.

Grading Procedure:

Students will receive a percentage on all academic (written test) performances as follows:

100% - 95%	=	A – Excellent
94% - 89%	=	B – Above Average
88% - 83%	=	C – Average
82% & Below	=	Retake

ESTHETICS – 600 HOURS

Orientation

1

THEORY HOURS

QUOTA

PART 1-

History and Career Opportunities (Chapter 1)

- Skin Care History
- Style and Skin Care Through the Ages
- Career Paths

2

Life Skills (Chapter 2)

- Psychology of Success
- Study Skills
- Managing Your Career
- Goal Setting
- Time Management
- Maintaining Professional Standards
- Personality Development and Attitude

2

Your Professional Image (Chapter 3)

- Beauty and Wellness
- Appearance Counts
- Physical Presentation
- Professional Conduct

2

Communicating for Success (Chapter 4)

- Human Relations
- Communication Basics
- Client Consultation
- Special Communication Issues
- In-Salon Communication

2

Part 2 – General Sciences

Infection Control: Principles and Practices (Chapter 5)

- Regulations
- Principles of Infection
- Principles of Prevention
- Universal Precautions
- Professional Salon Image

8

General Anatomy and Physiology (Chapter 6)

- Cells
- Tissues

8

-	Organs		
-	Body Systems		
Basics of Chemistry (Chapter 7)		4	
-	Basics of Chemistry		
-	Matter		
-	Potential Hydrogen (pH)		
-	Chemical Reactions		
Basics of Electricity (Chapter 8)		4	
-	Electricity Basics		
-	Electrical Equipment Safety		
-	Electrotherapy		
-	Light Energy, Lasers and LED's		
Basics of Nutrition (Chapter 9)		2	
-	Recommendations		
-	Skin Nutrition		
-	Macronutrients		
-	Minerals		
-	Vitamins		
-	Water and the Skin		
<u>Part 3 – Skin Sciences</u>			
Physiology and Histology of the Skin (Chapter 10)		8	
-	Skin Facts		
-	Skin Function		
-	Layers of the Skin		
-	Hair Anatomy		
-	Nail Anatomy		
-	Nerves		
-	Glands		
-	Skin Health		
Disorders and Diseases of the Skin (Chapter 11)		8	
-	Dermatology		
-	Lesions		
-	Sebaceous Gland Disorders (Oil)		
-	Sudoriferous Gland Disorders (Sweat)		
-	Inflammation of the Skin		
-	Pigmentation Disorders		
-	Hypertrophies of the Skin		
-	Contagious Diseases		
-	Skin Cancer		
-	Acne		
Skin Analysis (Chapter 12)		8	
-	Genetically Determined Skin Types	8	
-	Sensitive Skin		
-	The Fitzpatrick Scale		
-	Diverse Skin Pigmentation		
-	Skin Types vs. Skin Conditions		
-	Factors that Affect the Skin		
-	Healthy Habits for the Skin		
-	Contraindications		
-	Consultations		
-	Performing a Skin Analysis		
Skin Care Products: Chemistry, Ingredients and Selection (Chapter 13)		8	
-	Cosmetic Chemistry		
-	Product Safety		
-	Ingredients		
-	Aromatherapy		
-	Ingredients for Mature Skin		
-	Product Selection		
-	Home-Care Products		
<u>Part 4 - Esthetics</u>			
The Treatment Room (Chapter 14)		4	
-	The Estheticians Presentation		
-	Creating a Professional Atmosphere		
-	Furniture, Equipment and Room Setup		
-	Supplies for Treatment Room		
-	Room Preparation		
-	Decontamination Procedures		
Facial Treatments (Chapter 15)		16	30
-	Benefits	8	
-	Skills and Techniques		
-	Treatment and Client Prep		
-	Basic Facial		
-	Mini Facial		
-	Treatments for Different Skin Types and Conditions		

- Acne Facials		
- Men's Skin Care		
Facial Massage (Chapter 16)	8	
- Benefits of Massage		
- Incorporating Massage into your Facial Treatments		
- Massage Contraindications		
- Massage Movements		
- The Dr. Jacquet Movement		
- Alternative Massage Techniques		
- Basic Facial Technique		
Facial Machines (Chapter 17)	8	
- Electrotherapy		
- Loupe		
- Wood's Lamp		
- Rotary Brush		
- Steamer		
- Vacuum Machine		
- High-Frequency Machine		
- Sprayer		
- Paraffin Wax Heater		
Hair Removal (Chapter 18)	16	
- Morphology of Hair	8	
- Hair Cycles		
- Differences in Hair Growth		
- Methods of Hair Removal		
- Temporary Hair Removal		
- Techniques		
- Room Preparation		
- Supplies		
- Contraindications		
- Client Consultation		
Advanced Topics and Treatments (Chapter 19)	4	
- Chemical Exfoliation	8	
- Microdermabrasion		
- Laser Technology		
- Light Therapy		
- Micro current Machines		
- Ultrasound and Ultra Technology		
- Spa Body Treatments		
- Cellulite		
- Lymph Drainage		
- Medical Esthetics		
The World of Makeup (Chapter 20)	16	30
- Color Theory	8	
- Products and Formulations		
- Brushes, Tools, Supplies and Products		
- Infection Control		
- Consultation		
- Selecting Makeup and Colors		
- Application Techniques		
- Facial Shapes and Proportions		
- Corrective Makeup		
- Special Occasion Makeup		
- Camera Ready Makeup		
- Camouflage Makeup		
- Eyelashes		
- Lash and Brow Tinting		
- Eyelash Services		
- Permanent Cosmetics		
- Retailing		
Career Planning (Chapter 21)	2	
- Preparing for Licensure		
- Preparing for Employment		
- Resume		
- Job Searching		
- On the Job		
- Compensation		
- Managing Money		
- Role Models		
- Continuing Education		
The Skin Care Business (Chapter 22)	2	
- Going into Business for Yourself		
- Keeping Good Records		
- Operating a Successful Skin Care Business		
Selling Products and Services (Chapter 23)	2	

- Know your Products and Services
- Merchandising
- Marketing
- Client Value
- Building a Clientele
- Client Retention

MN Laws and Rules

15

BASICS
EXTRA CLASSROOM/THEORY

120
80

Theory Total: 200

GRAND TOTAL HOURS

THEORY HOURS HANDS-ON HOURS
200 **400**

Total: 600 HOURS

120 Hours of Basics
80 Hours of Extra Theory/Classroom/Laws and Rules
400 Hours of Quotas (Clinical)
600 Hours

QUOTAS FOR ESTHETICS

Facials/Makeup Application 60

Cosmetology Reactivation/Refresher Program – 155 Hours

Program Description:

The 155 hour Cosmetology Reactivation/Refresher Program includes refreshing and teaching up to date techniques to students for re-licensure along with Minnesota State laws and rules (chapters 155A, 2105 and 2110).

Program Objectives:

To refresh a student's skills with the knowledge needed for re-licensure.

Program Format:

The instructors incorporate a variety of teaching methods and techniques that can include the use of textbooks, workbook activities, demonstrations, games to increase and assure knowledge retention, group projects, hands-on practicing, guest speakers, handouts, advanced technique instruction using DVD and more.

Grading Procedure:

Since this is a reactivation/refresher course, grades are not required as part of this program. Students in this program will do a practical test during the first week of attendance and again before they complete the program. After the first test out, the instructors will evaluate the skills of the student and work with the student in areas that the student needs assistance. Once the instructor feels that the student is ready to take clients, the student will be put onto the clinic floor to take appointments, work on mannequins and/or fellow students.