

# LETTER FROM THE PRESIDENT

## Welcome to



If your goal is to receive quality education and training in your chosen career, then Milan Institute, furthermore, known as Milan Institute or Milan, is here to assist you. Our primary objective is to provide the education, training, and job placement assistance that you will need to succeed in your new field.

Our faculty members offer academic credentials with many years of training and work experience in their areas of specialization. Our administrative staff is committed to providing the individual attention every student needs. Most importantly, our team has the enthusiasm to motivate our students to increase their knowledge, skill level and employability.

We invite you to make an appointment to visit our campus and talk to one of our Admissions Representatives. We are confident that Milan Institute offers the training you need to reach your career goals.

Our reputation is based on your success.

Gary Yasuda, President  
Amarillo College of Hairdressing, Inc. d/b/a Milan Institute

### Catalog Campus

**Milan Institute  
Main Campus  
6804 Ingram Road  
San Antonio, TX  
78238  
(210)647-5100**

*The programs listed in this catalog may apply to other locations. Please verify the campus designation at the top of the program overview.*

[www.milaninstitute.edu](http://www.milaninstitute.edu)

Milan Institute  
Branch Campus  
731A W. Shaw Avenue  
Clovis, CA 93612  
(559) 323-2800

Milan Institute  
Branch Campus  
780 Loughborough Drive  
Merced, CA 95340  
(209) 230-9420

Milan Institute  
Branch Campus  
2822 "F" Street  
Bakersfield, CA 93301  
(661) 335-5900

Milan Institute  
Branch Campus  
2250 S Rancho Dr.  
Suite #205  
Las Vegas, NV 89102  
(702) 671-4242

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- K. MASSAGE THERAPY (BAKERSFIELD, CA ONLY)
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- M. NAIL TECHNOLOGY (LAS VEGAS, NV ONLY)
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#### CATALOG INSERTS

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**Please note, not all programs may be offered at this time.**

**Please check with the Admissions Department for more information and class availability.**

**Effective January 2025 – December 2025**

## **ABOUT MILAN INSTITUTE**

### **MISSION STATEMENT**

Our mission is to meet the needs of students and employers by offering quality short term educational programs

in career fields with solid growth potential.

## PHILOSOPHY AND OBJECTIVES

Milan Institute recognizes that people attend college for a variety of reasons—from increasing their knowledge to enhancing their skills and employability. The principal objective of Milan Institute is to promote a high level of distinction in its faculty, students, and educational programs. Only through quality training will the school produce graduates of all courses who will not only be successful but will also be of service to their community. The course of study and activities are designed to provide a solid foundation from which our graduates may take advantage of the many opportunities available in the world of cosmetology. We understand our obligation to our students, alumni, and community, and constantly seek more effective ways to meet these commitments.

## HISTORY

**1996:** Bich-Ha, Luan Nguyen, Ann Vasquez, and Rosie Vasquez-Moncada opened Texas Beauty College on Loop 410 in San Antonio, TX.

**January 2004:** Amarillo College of Hairdressing, Inc. purchased Texas Beauty College on Loop 410 in San Antonio, TX as a main campus.

**November 2004:** GSBC, Inc. received approval from the Bureau for Private Postsecondary and Vocational Education (BPPVE) to change its Golden State College auxiliary classrooms in Fresno and Bakersfield

**March 2005:** Amarillo College of Hairdressing, Inc. changed the school's name from Texas Beauty

**December 2005:** Amarillo College of Hairdressing, Inc. changed the school's name from Milan Institute of Cosmetology in San Antonio, Loop to Milan Institute.

**December 2005:** Amarillo College of Hairdressing, Inc., d/b/a Milan Institute, received approval to open a branch campus on 731A West Shaw Avenue in Clovis, CA.

**December 2005:** Amarillo College of Hairdressing, Inc. opened the branch campus Milan Institute in Clovis, CA.

**October 2006:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 605 SW Military Drive, San Antonio, TX 78221.

**August 2007:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 934 Missouri Street, Fairfield, CA 94533.

**January 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 3238 South Fairway, Visalia, CA 93277.

**April 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1050 Matley Lane, Reno, NV 89502.

**September 2008:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2150 John Glenn Dr. Concord, CA 94520.

**January 2009:** James Yasuda, O.D. retired from Amarillo College of Hairdressing, Inc.

**May 2009:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 2822 "F" Street, Bakersfield, CA 93301.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute of Cosmetology opened a branch campus at 1580 George Dieter #207, El Paso, TX 79936.

**August 2010:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 1021 W. Hemingway, Nampa, ID 83651.

**June 2011:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 710 South Tonopah Drive, Las Vegas, NV 89106.

**January 2012:** Golden State Business College, Inc. d/b/a Milan Institute and Academy of Court Reporting, Inc. d/b/a Milan Institute merged with Amarillo College of Hairdressing, Inc. d/b/a Milan Institute and Milan Institute of Cosmetology.

**April 2013:** Amarillo College of Hairdressing, Inc. d/b/a Milan Institute opened a branch campus at 780 Loughborough Drive, Merced, CA 95340.

**March 2015:** Milan Institute opened a branch campus at 3115 N. Sillect, Bakersfield, CA 93308.

## **GOVERNING BODY**

Amarillo College of Hairdressing, Inc., a Texas Corporation, and Gary Yasuda, President owns Milan Institute and Milan Institute of Cosmetology.

## **APPROVALS AND ACCREDITATION**

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute is licensed by the:

### **Texas Department of Licensing and Regulation**

Physical Address: 920 Colorado, Austin, TX 78701

Mailing Address: PO Box 12157, Austin, TX 78711

Phone: (512) 463-6599

Amarillo College of Hairdressing, Inc. d/b/a Milan Institute is accredited by the:

### **Council on Occupational Education (COE)**

7840 Roswell Road, Building 300 Suite 325

Atlanta, GA 30350

(770) 396-3898

FAX (770) 396-3790

[www.council.org](http://www.council.org)

## **RECOGNITION**

### **U.S. Department of Education**

Milan Institute is authorized to participate in Title IV programs for student financial aid assistance per the Higher Education Act of 1965, as amended by the U.S. Department of Education.

## **FACULTY**

Milan Institute faculty members have industry and/or professional experience coupled with the appropriate academic credentials to support the mission of the institution. In addition to meeting the educational requirements for the program, each instructor is committed to the success of each student. A list of our faculty members can be found in the catalog insert.

## **FACILITIES**

Milan Institute is located at 6804 Ingram Road, San Antonio, TX, 78238. The facility comprises 22,500 sq. ft. that includes separate classrooms, clinic floors with beginning and advanced sections, dispensary, a locker area, break room, and administrative offices.

## **STUDENT HOUSING**

Student housing is not available on campus. There are multiple housing units available in the community, and students will need to make their own housing and boarding arrangements.

## **CATALOG INSERTS**

See the inserts for current information related to the school calendar, tuition and fees, and listing of staff and faculty.

## **CHANGES BY THE SCHOOL**

To maintain an innovative approach to continuing education, Milan Institute reviews its policies and curriculum periodically and makes necessary revisions.

Milan Institute reserves the right to change the programs offered, start dates, tuition rates, fees, admission policies, attendance requirements, and other rules concerning the school. These changes will follow the regulations of government agencies which monitor the school. Milan Institute reserves the right to conduct operations and instruction remotely as necessary.

The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices, and updates.

#### **OFFICIAL STATEMENT**

All information in this catalog is current, true, and correct at the time of printing. This catalog outlines the rules, regulations, admission policies, academic policies, curriculum, tuition, fees, financial aid policies, graduation requirements, and other information regarding programs offered at Milan Institute. Policies herein may be superseded by policy changes. This catalog is part of the contract between the college and the student. Milan Institute reserves the right to change any policies, procedures, tuition, fees, programs, or start dates at any time. Milan Institute is a private postsecondary institution and is not a public institution.

# **ADMISSIONS INFORMATION**

## **ADMISSIONS POLICY**

Admission into the school's **Advanced Cosmetology, Cosmetology, Manicurist, Advanced Esthetician, Esthetician, Eyelash Extension, Massage Therapy, and Barbering programs** requires that the prospective student have a high school diploma or have a High School Equivalency Diploma (HSED). Documents from HiSET and TASC are acceptable as school equivalents but must be reviewed and approved by Senior Director of Admissions.

Admission into the school's programs requires the applicant to present a copy of the HS diploma, HSED certificate, transcripts showing high school completion, and/or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree as equivalent to a high school diploma, must be provided.

Additionally, Milan Institute accepts the following as proof of eligibility:

- Passing a U. S. Department of Education approved Ability to Benefit Test (ATB). Please see the Ability to Benefit (ATB) Admissions Policies for further information.
- Enrollment in the Eligible Career Pathway Program (ECP).

Admission procedures include individual advising, explanation of course descriptions, appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations, and requirements for the various classes.

All prospective students must be beyond the age of compulsory school attendance and must be at least 18 years old upon completion of their program of study.

Admission into the school's **Advanced Cosmetology, Cosmetology, Manicurist, Advanced Esthetician, Esthetician, Eyelash Extension, Massage Therapy, and Barbering programs** require the applicant to pay a nonrefundable \$25.00 to cover the Permit Fee required by the Texas Department of Licensure and Regulations. Admission into the school's Massage Therapy and Basic Massage Therapy programs require the applicant to pay a nonrefundable \$25.00 to cover the Massage Therapy Permit Fee required by the Texas Department of Licensure and Regulations.

Prospective students interested in Cosmetology related programs who have a record of crimes involving prohibited sexual conduct or crimes involving children as victims, or crimes of a physical nature against another person (such as homicide, kidnapping, and assault) must complete the Texas Department of Licensing and Regulations ("TDLR") pre-approval process and pay the \$25 application fee. If TDLR does not approve the application, the prospective student is not qualified to enroll in the program.

Admission procedures include individual advising, an explanation of course descriptions, an appointment with financial aid, enrollment, a tour of the campus, and orientation to the school regarding the policies, regulations, and requirements for the various classes.

Upon acceptance and before entering classes, the applicant must complete an enrollment agreement. Students under the age of 18 must have a parent or guardian sign the enrollment agreement. The enrollment agreement and the catalog detail the student's and the school's obligations. The final decision to admit an applicant rests with the school's administration.

Due to the nature of the **Massage Therapy** field, any prospective student that has been convicted of a crime that is of a sexual nature will be denied admission into the program. A person is ineligible for admission as well as licensure if the person has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication to crimes or offenses under Chapter 20A, Penal Code (Trafficking of a Person), or Subchapter A, Chapter 43, Penal



Code (Prostitution), or another sexual offense. The agency that grants Massage Therapy licenses in the State of Texas (Texas Department of Licensing and Regulation) also performs a criminal history background check using fingerprints to determine an applicant's eligibility to obtain a massage therapy license.

Transfer students will receive credit for certified hours received from other schools or states according to state law, and their program will be shortened, and tuition will be adjusted accordingly. Milan Institute does not recruit students already attending or admitted to another school offering a similar program of study

Re-enrollment or re-entrance will be approved only after evidence is shown to the School Director's satisfaction that conditions that caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution with the same progress status as when they left.

### **1.1 ECPP Enrollment Process**

The ECPP allows Ability to Benefit (ATB) Students to concurrently enroll in an Adult Education school, which may lead to a High School Diploma (or equivalent), and a post-Secondary school offering Career Pathway Programs.

Before enrollment, a prospective ATB student who is not a high school graduate or has not passed the GED and is seeking admission into an ATB eligible program must take and pass an independently administered, nationally standardized test recognized and approved by the United States Department of Education (DOE) that measures basic skills in reading and arithmetic.

Students who pass the ATB and enroll in an ECPP, must follow all the policies and procedures in this catalog.

## **2 Eligible Career Pathway Program (ECPP)**

### **2.1 ECPP Overview**

Milan Institute has developed ECPPs which:

1. Concurrently enroll students in connected adult education and eligible postsecondary programs.
2. Provides students with counseling and supportive services to identify and attain academic and career goals.
3. Provides structured course sequences that are articulated and contextualized and allow students to advance to higher levels of education and employment.
4. Provides opportunities for acceleration for students to attain recognized postsecondary credentials, including industry-relevant certifications.
5. It is organized to meet the needs of adults.
6. It is aligned with the education and skills needed for the regional economy.
7. Has been developed and implemented in collaboration with partners in business, workforce, and economic development.

### **2.2 Career Pathway Programs**

Milan Institute has identified the following Eligible Career Pathway Programs, which align with the needs of industries in the San Antonio geographic areas:

- Advanced Cosmetology
- Cosmetology
- Esthetician
- Eyelash Extension
- Manicurist
- Massage Therapy
- Advanced Cosmetology
- Advanced Esthetician
- Advanced Esthetician

### 2.3 Eligible Career Pathway Program (ECPP)

Students enrolled in an ECPP will be concurrently enrolled in one of the college's qualified vocational training programs and the Adult Education Program offered through C4L Academy. The goal is for the student to be able to work towards earning an Adult Education high school diploma while being able to work towards completing a Milan Institute vocational training program concurrently. The Adult Education program is offered by an approved adult education service provider (C4L Academy) and not by Milan Institute.

The student is required to attend the Adult Education Program classes and is expected to participate in those classes. The Adult Education Program is offered remotely online. The ECPP Coordinator will monitor participation and partner with Education to meet with the student as needed to provide academic advising. See specific details below under ECPP Participation Requirements & ECPP Withdrawal.

Milan Institute does not guarantee ECPP students will receive a high school diploma (or its equivalent), earn any industry certifications that are part of their Vocational Program, or graduate from Milan Institute.

Completing the vocational component of the program is not a condition for receiving a high school diploma.

### 2.4 ECPP Participation Requirements & Concurrent Dismissal

If a student does not log in to the C4L Academy portal to create a student account within 72 hours of enrolling with C4L, the student will automatically be canceled from the ECPP and Milan Institute's Vocational Program.

ECPP students who fail to participate in either the Adult Education or Vocational component of their ECPP program for 14 consecutive calendar days will be dismissed from their ECPP. Participation in the Adult Education Program is defined as completing any educational activity – where participation in the Vocational program is defined by Milan Institute's Satisfactory Academic Progress (SAP) and Attendance policies.

On the 14<sup>th</sup> consecutive calendar day missed, the student will be withdrawn from the Milan Institute.

During the program, if a student does not log into the Adult Education component for 7 consecutive calendar days, the student will be issued a documented ECPP participation advisement.

If a student fails to meet the college's Satisfactory Academic Progress Policies, they will be withdrawn from Milan Institute.

**Dismissal from the Adult Education component of the ECPP for any reason shall result in dismissal from the Vocational component of the program.**

**ECPP Withdrawal:** Upon withdrawal, the student will be held to the same catalog-defined refund policy as non-ECPP participating students.

**Receiving the earned High School Diploma:** Although Milan Institute has designed ECPP requirements to promote the completion of the Adult Education component and a Milan Institute Vocational Program, the college does not guarantee that the student will receive a high school diploma or its equivalent.

Completing the ECPP program's vocational component is not required to earn a high school diploma. Upon successful completion of the program's adult education component, the student may request a copy of their transcript directly from the adult education vendor.

## **2.5 ECPP Re-admission and Leave of Absence (LOA)**

Withdrawn ECPP students wishing to re-enroll are subject to Milan Institute's Re-Admission Policy in addition to an interview to evaluate the student's ability to continue the Adult Education component of the ECPP.

Active ECPP students who take a Leave of Absence (LOA) from Milan Institute's Vocational Program can still participate in the Adult Education component of the ECPP remotely if they can; however, if the student is unable to participate in the Adult Education component while on a Leave of Absence (LOA) they will be expected to continue participation when they return to Milan Institute from their LOA.

Inactivity in the adult education component during an approved LOA or scheduled calendar breaks will not cause the student to be withdrawn from the college.

## **2.6 ECPP Adult Education Computer Lab**

Milan Institute provides ECPP Students with an on-campus space with WiFi and printer access to work through their Adult Education curriculum if they prefer to use our facility. The availability of this space is determined by campus operating hours.

The ECPP Adult Education component is offered online by an approved service provider and is self-directed. Students may work on the Adult Education curriculum off-campus via the internet.

## **TECHNOLOGY REQUIREMENTS**

Milan Institute and Milan Institute of Cosmetology use digital technology to check in and out of classes. Students will use a smartphone to check in and out of class on campus, distance education, and externship (if applicable). Students will need a laptop, Chromebook (part of most programs, books, and supplies), or a desktop computer to participate in distance education and campus activities and assignments. Curriculum and instruction utilize digital technology for student engagement and participation.

The following are the technology requirements for all programs (hardware and software) that will be required to complete the program successfully:

Device Options:

Chromebook that is no more than 4 years old from the date of manufacture has at least 4GB RAM and must be able to run Chrome 79 or newer. Windows device that is no more than 5 years old from the date of manufacture, uses Windows 10 Version 1809 or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer. Mac device that is no more than 5 years old from the date of manufacture uses MacOS Sierra or newer, has at least 4GB RAM, and must be able to run Chrome 79 or newer. iOS device that is no more than 4 years old from the date of manufacture uses iOS 12 or newer, and must be able to run Chrome 79 or newer.

Android tablets and phones are not supported.

Internet Access must be at least 50Mbps download speed and at least 8Mbps upload speed. If using wireless internet access, it must be 802.11g or newer and have an RSSI signal strength no worse than -50.

## **EMPLOYMENT REQUIREMENTS**

Some employers who seek to hire graduates conduct detailed background checks before hiring applicants. Employers may be reluctant to employ applicants who have been convicted of a crime, and obtaining employment in my field of study may be difficult.

Graduates from the school's Advanced Cosmetology and Cosmetology programs must obtain a cosmetology operator license to be employed in the field. The requirements for obtaining a cosmetology operator license are listed in the Academic Information – Cosmetology Related Programs section of this catalog.

Graduates from the school's Advanced Esthetician, Esthetician, Eyelash Extension program must obtain an esthetician specialty license to be employed in the field. The requirements for obtaining an esthetician specialty license are listed in the Academic Information Cosmetology Related Programs section of this catalog.

Graduates from the school's Manicuring program must obtain a manicuring specialty license to be employed in the field. The requirements for obtaining a manicuring specialty license are listed in the Academic Information – Cosmetology-Related Programs section of this catalog.

Graduates from the school's Barbering program must obtain a Class A Barber license to be employed in the field. The requirements for obtaining a Class A Barber license are listed in the Academic Information – Cosmetology-Related Programs section of this catalog.

Graduates from the school's Eyelash Extension program must obtain an eyelash extension specialty license to be employed in the field. The requirements for obtaining a manicuring specialty license are listed in the Academic Information – Cosmetology-Related Programs section of this catalog.

Graduates from the school's Massage Therapy program must obtain a Massage Therapist license to be employed in the field. The requirements for obtaining a massage therapist license are listed in the Academic Information – Massage Therapy Programs section of this catalog. Graduates who have been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication for an offense under Chapter 20A, Penal Code, or Subchapter A, Chapter 43, Penal Code, or another sexual offense will not be able to obtain employment in the field.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Milan Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion earned in Milan's programs is also at the complete discretion of the institution to which you may seek to transfer. If the certificate of completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Milan Institute to determine if your diploma will transfer.

## **ENGLISH ONLY**

We do not offer English as a Second Language instruction and do not require proof of English language proficiency; however, all instruction will occur in English. Therefore, all students must be able to read, write, speak, understand, and communicate in English at a high school level. We do admit students from countries other than the United States; however, visa services are not provided, and the institution will not vouch for student status.

## **SCHOOL CALENDAR**

Qualified persons may enroll on any date the school is open. New classes begin on a regularly scheduled basis. Actual starting dates may be obtained by contacting the school administration.

## **TRANSFER OF CREDIT TO MILAN INSTITUTE**

Incoming students may request credit for previous coursework or experiential training for any program offered by the school.

Courses from other training programs or educational institutions, as well as from the military and the workplace, will be considered and evaluated for transfer of credit if completed in the past 3 years. The program content for transferred courses must be comparable to the program in which the student will enroll.

A student requesting transfer of credit for previous coursework must have earned a grade of "C" or higher in that coursework, as documented by an official academic transcript and an original catalog description of the course from his/her former institution is required. No limits on the amount of credit for previous coursework or experience are set.

### Transfer of Credit Administration Policy – All Programs Except Massage Therapy

If a student is granted credit for previous training or experiential training, the relevant courses will not be assigned a letter grade but will be recorded with a grade of "pass," which will not affect the student's grade point average and will not affect this element of satisfactory progress.

At the discretion of the Education Leader, a student may be granted credit for previous training or experience and still be required to repeat a course in order to comply with the school's regular attendance and satisfactory progress policies. In this instance, the student will not be charged tuition for the transferred course. The maximum time frame of one and one-half times the course length is unaffected by transfer of credit.

Milan Institute will accept a maximum of 75% of the program credits or hours in transfer from another institution. Students requesting credit for previous coursework or experience are asked to notify their admissions representative during the enrollment process. The request will be forwarded to the Education Leader or Director, who will review documentation or arrange for testing as appropriate. The procedure will be completed prior to the student's first start date. There are no fees charged for evaluating or granting transfer of credit. Once a determination for granting credit has been made, tuition and fees will be adjusted prior to the start of class. Each student will need to meet with financial aid to determine eligibility. A negative determination may be appealed by contacting the School Director, whose decision is final.

Milan Institute will accept experiential training for modular programs (non-cosmetology related programs) only, excluding Massage Therapy. Applicants should inform their Admissions Representative of any potential experiential learning/training during the enrollment process. Milan staff will review any provided experiential training as it would apply to the course content. If the prior experience matches the course content, the student will take the applicable course assessments (technical and academic as applicable) to determine if they have retained at least 70% of the course content. If an applicant disagrees with the evaluation of their experiential training, the applicant may submit a written letter to the Director of Education within 5 days of the outcome of the evaluation explaining why the evaluation should be re-evaluated. Milan does not charge students to evaluate their prior education or experiential training.

### Transfer of Credit Policy – Massage Therapy Only

Official transcripts must be submitted to the Texas Department of State Health Services, Professional Licensing and Certification Unit, Massage Therapy Licensing Program, for evaluation. Official transcripts and documentation of course work obtained at colleges, universities, or out of state institutions along with the Department's written evaluation must be provided for the institution to grant transfer credit. These documents will be placed in the student file.

Students must have their previous coursework evaluated prior to enrollment.

## STUDENTS WHO TRANSFER BETWEEN PROGRAMS

Students may transfer to different programs within the institution. Credits will be evaluated by the Education Leader or Campus Director and applied towards the new program, if applicable. To be eligible for transfer credit or hours, student must have successfully completed the class with a minimum grade of "C". If a student has completed or withdrawn from Milan Institute and wishes to enroll into a new program, the student will be treated as a new enrollment.

## ARBITRATION

Milan Institute seeks to resolve disputes or claims between any student and the school in a manner that addresses an individual student's complaint in an efficient, cost-effective, and quicker manner than traditional litigation. A student who enrolls at Milan Institute agrees, as a condition of his or her enrollment, to resolve any dispute through mandatory arbitration that shall not be adjudicated as a class action or a consolidated class arbitration proceeding. However, the school cannot require a student loan borrower to participate in arbitration or any internal dispute resolution process offered by the institution prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 CFR 685.206(e); the school cannot, in any way, require students to limit, relinquish, or waive their ability to pursue filing a borrower defense claim, pursuant to 34 CFR 685.206(e) at any time; and any arbitration, required by a pre-dispute arbitration agreement, tolls the limitations period for filing a borrower defense to repayment application pursuant to 34 CFR 685.206(e)(6)(ii).

## ABILITY TO BENEFIT

In order to receive aid as an ATB student enrolling after July 1, 2012, the student must have previously established eligibility prior to July 1, 2012. For additional information on determining previously established eligibility for aid, please visit the Financial Aid office.

This school accepts the following tests with passing scores and an effective date after the date provided below. This list of examinations is prescribed by the United States Department of Education (USDE).

1. Test: Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (210).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
2. Test: Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2  
Quantitative Forms QS-1 & QS-2. There are paper and pencil versions and online versions.  
Effective Date: July 1, 2015.  
Passing Scores: Verbal (200), Quantitative (200).  
Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200, Vernon Hills, IL 60061.  
Contact: Mr. Chris Young.  
Telephone: (847) 247-2544, Fax (847) 680-9492.
3. Test: \*\*ACCUPLACER Computer-adaptive tests and COMPANION ACCUPLACER Forms J and K:  
Reading Test, Writing Test, and Arithmetic Test  
Passing Scores: Reading Test (233)\*\*, Writing Test (235)\*\*, Arithmetic (230)\*\*.  
Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.
4. Test: \*\*Texas Success Initiative (TSI) Assessment—Computer-adaptive tests and COMPANION TSI  
Forms T and V: Reading Placement Test, Writing Placement Test, Mathematics Placement Test  
Passing Scores: Reading Placement Test (336), Writing Placement Test (345), Mathematics Placement  
Test (326)

Publisher: The College Board, 250 Vesey Street, New York, New York 10281.  
Contact: ACCUPLACER Program.  
Telephone: (800) 607-5223, Fax (212) 253-4061.

\*\* The ACCUPLACER test has been redesigned since it was listed as an approved test in the 2006 notice. TSI is a new addition to the list of approved ATB tests. These tests are provisionally approved. To move from provisional approval to full approval the test publisher must submit additional information as noted in the test agreement signed by the test publisher and the Department, no later than two years from the effective date of the agreement 6/26/2020. In the event the Department denies full approval, the Department will provide notice of this through publication in the Federal Register, pursuant to 34 CFR 668.150(c)(3).

## **FINANCIAL INFORMATION**

### **PROGRAM HOUR MEASUREMENT**

For academic purposes, the institution follows the Carnegie clock-to- quarter credit hour conversion. For lecture, one quarter credit is equal to 10 clock hours, for laboratory, one quarter credit is equal to 20 clock hours, and for externship/internship, one quarter credit is equal to 30 clock hours. Each program is defined by its individual academic requirements, which are listed on the program description section of this catalog.

For Title IV Financial Aid purposes, an academic year is equivalent to 36 quarter credits and a minimum of 30 weeks or 900 clock hours and a minimum of 26 weeks. The institution complies with Federal requirements when determining the funding methodology and applicable credits. In some cases, the academic credits awarded may be different than those used for Federal funding purposes. A quarter credit hour for Federal Aid purposes is an amount of work that reasonably approximates to one hour of classroom direct faculty instruction and a minimum of two hours of out of class work for approximately ten to twelve weeks or equivalent of other academic activities. Milan Institute programs or courses which do not lead to a degree that are funded by quarter credits must be funded by clock-to-credit hour conversion. In this case one quarter credit equals 25 clock hours which may include lecture, laboratory, externship/internship and/or work outside of class when approved by applicable accreditation. In some cases, programs are required to be measured in clock hours for federal financial aid purposes which include: 1) when the program is required to measure student progress in clock hours when receiving federal or state approval or licensure to offer the program; and/or 2) completing clock hours is a requirement for graduates to apply for licensure or the authorization to practice the occupation that the student is intending to pursue. For program specifics, please contact the Financial Aid office.

### **TUITION POLICY**

All tuition payment arrangements, including Financial Aid (FA), Cash, and Payment Plans, must be finalized before the student begins classes. Failure to complete these arrangements may result in the student being unable to attend classes. It is the student's responsibility to ensure that all necessary payments and documentation are submitted and approved in a timely manner.

The school accepts payments in cash, check, MasterCard and Visa.

Books, materials, and supplies are provided at no charge to the student, unless otherwise indicated. For any materials that are an additional charge, the student may choose to opt-out on the Enrollment Agreement.

### **DELINQUENT TUITION**

The student may be charged a \$10.00 late fee for payments received 10 days after the due date. Any student who is delinquent in payments to the school may be suspended or terminated from the school at the discretion of the administration until the school receives payment, or the student makes written payment arrangements acceptable to the school.

If an amount is due, a payment schedule is arranged. If a student does not follow the payment guidelines, after 90 days his/her account will be turned over to the Corporation's collection agency. The student will be responsible for all costs associated with collection.

### **SCHOLARSHIPS AND GRANTS**

#### **Alumni Scholarship**

Alumni from Milan Institute are eligible for a \$2000 tuition scholarship upon enrolling in a subsequent program with a minimum of 600 hours. A \$1000 tuition scholarship is available for Alumni who enroll in a program less than 600 hours. The scholarship is only available once for Alumni and is considered a discount towards tuition.

#### **Follow Your Dreams Scholarship**

A \$1000.00 scholarship awarded to current or recent high school students who meet the necessary criteria and successfully complete their program.

Discounts may not be combined and students will receive only the best available discount, for which they qualify.



## **METHODS OF DISBURSEMENT**

All Federal financial assistance awarded by the school is disbursed according to Federal regulations.

## **FINANCIAL AID**

Student Financial Aid is assistance which helps pay the cost of education. Funds included in this aid may be provided from several sources, including federal, state, and private agencies. Most financial aid recipients receive a combination “package” comprised of more than one type of assistance program.

### **How to Apply**

To begin the process of applying for most aid programs, including grants and loans, students must first complete the Free Application for Federal Student Aid (FAFSA). This document is considered the primary resource for establishing eligibility for need-based aid at this institution. Grant aid is money that does not have to be repaid. Loan assistance includes borrowed money that will be repaid by the applicant.

### **Financial Aid Programs**

The school participates in Title IV Federal Financial Assistance programs under authorization of the U.S. Department of Education, Office of Student Financial Assistance. Any student interested in obtaining Federal Aid should visit or call the financial aid office and request a Student Financial Aid Guide or visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) to view online federal assistance publications. All consumer information that is required to be disclosed pursuant to applicable financial aid programs is provided.

Title IV assistance may include grant aid from the Federal PELL Program and/or self-help aid in the form of Direct Loans. Federal Student Loans are required by law to provide a range of flexible repayment options, including but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide. Federal Direct Loans are available to students regardless of income.

Some applicants may be selected for a process called verification. Initial notification is provided through the Student Aid Report created in response to the Free Application for Federal Student Aid (FAFSA). The verification selection may cover one or more aspects of your FAFSA information; including but not limited to, tax data, number in household, SNAP benefits, child support paid, high school completion, and identity. Be aware there are deadlines and consequences associated with this requirement. You should contact the campus Financial Aid Office for additional information and assistance, should your file be selected for verification.

### **Other Programs**

Tuition Options payment arrangements are considered a private loan with a fixed interest rate based on the plan you have selected. This program does not determine interest based on the borrower's credit rating.

Students have the right to research and secure additional loan options. Private loans can offer variable rates that can increase or decrease over time, depending on market conditions. Students should determine the interest rate and associated fees of a private loan prior to accepting the terms of the loan. In some cases, the interest rate on a Private Loan may depend on the borrower's credit rating. Students should contact the lender of the private student loan or the campus Financial Aid Office with any questions or concerns regarding student loan debt.

The information provided above and in referenced materials is not a guarantee of financial assistance. Individual need and circumstance must be evaluated to determine aid program eligibility. This need will be determined with and comply by all applicable federal, state and accreditation regulations.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest and fees, less the amount of any refund.

## **PROGRAM OR COURSE CANCELLATION POLICY**

If a program or course is cancelled subsequent to a student's enrollment, and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.

## **SCHOOL CLOSURE POLICY**

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is cancelled after students have enrolled or instruction has begun, the school will perform a prorated refund for those affected students.

## **STUDENT'S RIGHT TO CANCEL – Cancellation Policy**

**Cancellation Policy – All Programs prior to January 1, 2018. All Programs other than Advanced Cosmetology, Cosmetology and Barbering after January 1, 2018**

Milan Institute advises each student that a notice of cancellation shall be in writing and that Milan Institute shall refund 100 percent of the amount paid for institutional charges, if the notice of cancellation is made through attendance as of the first scheduled class session, or the seventh day after enrollment, defined by means of executing an enrollment agreement whichever is later. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

**Cancellation Policy–Advanced Cosmetology, Cosmetology and Barber programs only- Effective January 1, 2018**

Milan Institute advises each student that a notice of cancellation shall be in writing and that Milan Institute shall refund 100 percent of the amount paid for institutional charges if the notice of cancellation is made through attendance within 14 days after the first scheduled class session. The enrollment agreement shall be signed by the student and by an authorized employee of the institution. If an applicant accepted by Milan Institute cancels prior to the start of scheduled classes or never attends class (no-show), the institution must refund all monies paid.

The cancellation policy applies to a maximum of two enrollments per student.

## **REFUND POLICY**

Institutions are required to apply State, Licensing and/or Accreditation refund policies as applicable to the location and program attended. If more than one set of regulations applies, the calculation that best benefits the student will be the refund policy adopted.

The student has the right to withdraw from a course of instruction at any time. The student is obligated to pay only for educational services rendered and for unreturned equipment. If the student withdraws from a program of instruction after the period allowed for cancellation of the agreement, as listed above: "Student's Right to Cancel" the school will remit a refund within 30 days following the student's withdrawal whether officially or unofficially.

A "fair and equitable refund" will be computed based on scheduled hours of class attendance through the last date of attendance. Leaves of absence published scheduled breaks and school holidays will not be counted as part of the scheduled class attendance.

Books, supplies, and associated taxes on said items, are provided at no cost, unless otherwise noted on the Enrollment Agreement.

The school may not retain more than \$100 if:

- (A) tuition is collected before the course of training begins; and
- (B) the student fails to withdraw from the course of training before the cancellation period expires.

**Refunds shall be calculated as follows: (All Programs except Massage Therapy)**

(a) If a student begins a course of training that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

**Refunds shall be calculated as follows: (Massage Therapy Program only)**

If a student enters a massage therapy educational program and is terminated or withdraws, the minimum refund of the tuition will be:

- (A) during the first week or one-tenth of the program, whichever is less, 90% of the unused tuition, fees, and charges;
- (B) after the first week or one-tenth of the program, whichever is less, but within the first three weeks of the program, 80% of the unused tuition, fees, and charges;
- (C) after the first three weeks of the program, but within the first quarter of the program, 75% of the unused tuition, fees, and charges;
- (D) during the second quarter of the program, 50% of the unused tuition, fees, and charges;
- (E) during the third quarter of the program, 10% of the unused tuition, fees, and charges; and
- (F) during the last quarter of the program, the student may be considered obligated for the full tuition;

Refunds for each program will be based on the program time expressed in clock hours. Refunds must be consummated within thirty (30) days after the earliest of:

- (A) the effective date of termination if the student is terminated;
- (B) the date of receipt of written notice from the student of withdrawal; or
- (C) ten (10) instructional days following the first day of the program if the student fails to enter.

If the Massage Therapy program is discontinued by Milan and this prevents the student from completing the program:

- (A) all tuition, fees and other charges paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of discontinuance of the program; or
- (B) in the event an additional or changed location is ten (10) miles or more from the previously approved location of instruction and an enrolled student is unable to complete the program at the additional or changed location as determined by the department:
  - (i) all tuition, fees and other charges paid shall be refunded if the student is not provided with a transcript of all successfully completed hours within thirty (30) days of the change of location; or
  - (ii) all unused tuition, fees, and other charges shall be refunded if a transcript of all successfully completed hours is provided within thirty (30) days of the change of location; and

If a student did not meet the admission requirements of a program and the student does not complete the program for any reason, all tuition and fees shall be refunded.

A full refund of all monies paid by a student will be provided if the enrollment of the student was procured as the result of any misrepresentation in advertising, in promotional materials of the massage school or by the owner or massage therapy instructor; or the student was not provided ample opportunity to read the information provided in the catalog, enrollment agreement, or the massage therapy act.

### **All Programs**

If the student obtains equipment, as specified in the enrollment agreement as a separate charge and returns it unused within 30 days following the date of the student's withdrawal, the school shall refund the charge for the unused equipment paid by the student. If the student fails to return the equipment within this 30-days period, the school may offset the documented costs to the school of that equipment against the refund due. The student shall be liable for the amount, if any, by which the documented costs for the equipment exceed the refund amount. For a list of these costs, please see the enrollment agreement addenda.

If the student has paid in more than the amount that the student owes for the time, he/she has attended, then a refund will be made within 30 days. If the amount that the student owes is more than the student has already paid, the student will be responsible for the balance.

### **Refund Policy for Programs Obligating Students for Periods Beyond Twelve Months**

Programs longer than 12 months that financially obligate the student for any period of time beyond 12 months shall release the student of the obligation to pay beyond the 12 months if the student withdraws during the first 12 months. The calculation of the refund for the unused portion of the first 12 months shall be based on the rules above.

If the student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the rules above.

### **WITHDRAWAL DATE**

Withdrawal: Is the termination of an enrolled student prior to successful completion of a program. Classifications of withdrawals include but are not limited to a drop, dismissal, and out-of-school transfer.

A student may officially withdraw by providing notification either orally or in writing to any school official. For purposes of an unofficial withdrawal and the date of determination for tuition refund and Return to Title IV purposes, the determination of withdrawal can be no more than 14 consecutive calendar days from the last date of attendance, except in those cases when a student fails to return from a scheduled leave. Milan Institute is an institution that is required to take attendance, and, as such, is expected to have a procedure for routinely monitoring attendance of its students to determine, in a timely manner, when a student ceases to be enrolled and attending.

Milan Institute states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

## **RETURN OF TITLE IV FUNDS**

When a student withdraws from a program, a campus is required to determine the earned and unearned portions of Title IV aid. The determination is based on the amount of time the student spent in attendance or, in the case of a clock-hour program, was scheduled to be in attendance.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.

For a student who withdraws after the 60% point-in-time, there are no unearned funds.

If the amount that the student has paid is more than the amount that the student owes for the time he/she has attended, then a refund will be made within 30 days. If a student who has received Title IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program, Federal Parent Loan for Undergraduate Study (PLUS), Federal Pell Grant, any other Title IV Assistance, to student. If there is a balance due, the student is responsible for paying it.

## **TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs) and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your Post-withdrawal disbursement includes loan funds, your school must receive your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition and fees. The school must receive your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remain enrolled beyond the 30<sup>th</sup> calendar day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount even if the school did not retain this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount.

Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. In addition, you may have exhausted all or a portion of your grace period and repayment of Direct Student Loans may begin immediately.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## **ENROLLMENT TIME**

Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within thirty (30) days from the withdrawal date, or in the case of a leave of absence, the earlier of the documented date of scheduled return or the date the student notifies the institution that he/she will not be returning.

## **STUDENT INFORMATION**

### **CAREER SERVICES/PLACEMENT**

Milan Institute offers career services to all graduates pursuing employment in their field of study. Services include assistance with creating resumes, guidance on how to conduct a job search and job development. The Career Services staff develops and maintains close relationships with local businesses so that they may keep abreast of current employment opportunities to which graduates may be referred.

Although no institution can guarantee employment, the Career Services staff at Milan Institute makes every effort to help ensure that each graduate is prepared to effectively compete in the job market as they pursue their new career.

### **STUDENT INFORMATION PORTAL**

The Student Information Portal provides instant access to students' academic information, attendance reports, student ledger, payment schedule, financial aid awards and more. The portal should be utilized to view and monitor students' progress throughout school. Students can access the portal at any time through the internet with a unique user ID and password inside or outside our network at <http://studentinfo.milaninstitute.edu>

### **NONDISCRIMINATION**

Milan does not discriminate on the basis of race, color, national origin, sex, disability, or age in its educational programs and activities. Nondiscrimination is required by Title IX and DOE regulations and extends to admissions activities and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, the Office of Civil Rights (OCR), or both.

The Title IX Coordinator for Milan can be reached at:

Address: Title IX Coordinator  
Milan Institute  
2345 W. Beech Ave. #4139  
Visalia, CA 93277  
Email: TitleIX@milaninstitute.edu  
Phone: 559-707-8050

The OCR can be reached at <https://www2.ed.gov/about/offices/list/ocr/index.html>

Any other issues related to nondiscrimination policies and complaints of discrimination should be directed to the School Director or the Corporate Compliance Department. The School Director maintains an office on campus. He/she may be contacted by visiting the campus or via telephone (Complete campus contact information is provided on cover page of this publication). To reach the Corporate Compliance Department, please complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

For further information on notice of non-discrimination, visit:

<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

## STUDENTS WITH DISABILITIES

Milan is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the programs offered by Milan.

Students requesting auxiliary aid and services must submit an Application for Auxiliary Aid, including supporting documentation, to the School Director. An application for Auxiliary Aid may be requested from the School Director or Director of Education. Applications must be submitted at least two weeks before classes commence, or as soon as possible. Supporting documentation must be in the form of a documented physical, medical, or psychological condition which has been verified by a professional. Delays in submission of all required documentation will delay a decision regarding the request for accommodation.

Decisions are made to grant or deny requests for accommodations within ten (10) business days of receipt of all requested documentation. Disagreements regarding an appropriate auxiliary aid and alleged violations of this policy should be directed to the website to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form>. The Corporate Compliance department will respond via email.

## STUDENT CODE OF CONDUCT

The school sets forth specific expectations for the purpose of promoting a positive learning environment and a pathway to career success. Developing efficient work habits, a positive attitude and definite goals during training can only enhance the graduate's potential for success.

### Students are expected to:

1. Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Theory class is a critical part of your training.
2. Arrive for all classes on time. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made by school staff based on the circumstances causing the tardiness. Excessive tardiness may result in suspension.
3. Complete all assigned theory, practical and clinic assignments in the designated time frames. It is the student's responsibility to contact the instructor regarding makeup exams. The Final Transcript of Hours will not be released to the student or State Board until all graduation requirements have been met and a comprehensive final written and practical exam has been passed.
4. Notify a staff member within one (1) hour of your start time of absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
5. Notify a staff member when leaving the facility for any reason other than lunch time and closing.
6. Only perform services on clients after successfully completing the Phase One Requirements and have passed a written and practical competency evaluation.
7. Practice courtesy and professionalism at all times when dealing with other students, clients, instructors, staff and visitors.
8. Follow all state laws and regulations at all times during school.
9. Comply with the school's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may cause loss of or delays in funding, delay in graduation and additional tuition charges.
10. Park only in the designated areas for student parking. Front row parking is ALWAYS reserved for client use. The school does provide parking for its students.
11. Keep all student and client analysis and service records up to date.
12. Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
13. Strive to continually improve abilities through education and practice.
14. Adhere to school-determined safety and social distancing requirements.



## GROUNDS FOR DISCIPLINARY ACTION

The following types of social behavior that keep you and your fellow students from learning are not acceptable and may result in a warning, probation, suspension and/or termination. *Milan Institute reserves the right to take any disciplinary action it deems necessary and reasonable under the circumstances.*

- a. Refusing to service an assigned customer or refusing to comply with the instructor's assignment. Unprepared or refusal to perform a clinic service or practical assignment may result in the student leaving for the day. Excessive refusals may result in termination.
- b. Disrupting class or sleeping in class.
- c. Not involved in curriculum related activities at all times while clocked in. Students who are clocked in may not linger in the facility and distract other students from training responsibilities. Excessive time in the student lounge is not allowed.
- d. Unauthorized personal visitors to the school. Guests will be asked to leave unless they are scheduled for a service in the student salon.
- e. Using the business phone or personal cellular phone for incoming or outgoing calls without the expressed permission of a staff member.
- f. Cheating, dishonesty, or falsification of records.
- g. Not following scheduled breaks. The time for breaks will depend on the classes scheduled and the student salon floor services that are assigned. Students are required to clock out for a minimum of 30 minutes each day for a lunch break. Failure to do so may result in lost time and/or disciplinary action. As consideration to fellow students, clients, and instructors, please notify the school if you are not returning from a lunch break.
- h. Not following time clock procedures by not clocking in and out accurately to reflect hours in attendance. No student may clock in/out for others. If a student fails to clock in/ out, they will not receive credit for time in school.
- i. Not following sanitation requirements. Understand that training involves sanitation, cleanliness, and equipment care. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
- j. Non-compliance with the published dress code which includes students wearing the required name badge and practicing proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until in compliance.
- k. Violation of Student Social Media policy or Anti-Bullying policy.
- l. Criticizing another student's work.
- m. Cursing; using foul language or vulgar language; immoral or unprofessional conduct, discussing sexual activities or beliefs, unethical and unprofessional subject matter during school hours.
- n. Arguing with an instructor in the presence of another student or customer.
- o. Consuming or possessing alcoholic beverages and/or illegal substances during school time or on school grounds.
- p. No smoking, chewing gum, eating and/or drinking except in designated areas.
- q. Theft from a student, customer, or school (property and/or money) will result in immediate termination. Students are responsible for the security of their own property. The school is not responsible for lost, stolen, missing, and/or broken items.
- r. Behavior which creates a safety hazard to self, students, faculty, or staff including, but not limited to willful destruction of property and possession of weapons while on campus.
- s. Threats of violence, or the credible accusation of such, will result in IMMEDIATE suspension to allow for a thorough investigation of the situation. This investigation will be conducted within 3 business days and the student will be notified of the outcome by the Campus Director.
- t. Non-compliance with school-determined safety and social distancing requirements.

- u. Violation of the Title IX Sexual Harassment Policy, Student Sexual Harassment Policy (Non-Title IX), or Student Sexual Assault, Domestic and Dating Violence Policy.

A student who, upon violation of a conduct policy or other egregious behavior or incident, may be placed on a status of Conduct Probation due to conduct unbecoming of a student at Milan. This status is an official warning that the student's conduct is in violation of Milan Student Rules, but does not merit, at this point, an expulsion or suspension.

A student on conduct probation is deemed "not in good standing" with Milan. If there is a finding of responsibility for subsequent violations of the student rules during this period of time, more severe sanctions may be administered including immediate termination. Student who are subjected to Conduct Violations face actions to be determined based on the severity of the issue at hand and documentation of such will remain in the permanent student file.

Massage therapy students only – Students who are dismissed for conduct who wish to return to school must be approved by the School Director before the student is allowed to re-enter/reinstate.

Milan may remove a student who has been accused of committing a Title IX sexual harassment violation from campus on an emergency basis, provided an individualized safety and risk analysis is completed and a determination is made that there is an immediate threat to the physical health or safety of any individual. Once the student is removed from campus, the school will provide the student with written notice and guidance on how to immediately challenge the decision.

## **DRUG AWARENESS**

Milan Institute maintains a drug-free campus and workplace. Milan Institute maintains a list of community drug rehabilitation centers that specialize in drug abuse treatment where, if help is needed, the student or employee may receive help. Milan Institute **will not tolerate** any illegal drugs or alcohol being used on the campus. The school refers students to outside agencies when the student requests assistance. The school complies with Section 487 (a) (10) of the Higher Education Act, Amendments of 1986, concerning drug abuse prevention programs for students.

## **DRUG FREE STATEMENT**

In recognition of the problems associated with drug and alcohol abuse in society today, *Milan Institute* provides all students and employees with the following information:

1. The unlawful possession, use or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. This prohibition applies to all students and employees.
2. The following legal sanctions are applicable for the unlawful possession or distribution of illicit drugs and alcohol:

**Local:** Penalties vary based on the severity of the offense and the number of offenses. Sanctions for possession of an illegal substance for the first time could range from fines of \$40,000 and up but not limited to 40 years' imprisonment.

**State:** Penalties vary based on the nature of the illegal substance, the offense and whether there is a repeat offense. First offenders may receive up to nine years with repeat offenders could receive life imprisonment. A schedule of fines up to but not limited to \$50,000 also is in place.

**Federal:** Penalties for unlawful manufacturing, distribute and dispensing of controlled substances are provided under the Federal Controlled Substances Act. The penalties are determined by the nature of the drug or other substance, the amount of drugs or other substance involved, and the number of offenses.

### Examples of Federal Drug Trafficking Penalties:

	<u>First Offense</u>	<u>Second Offense</u>
Marijuana (1,000 kg or more)	Not less than 10 years	Not less than 20 years
Heroin (100-999 grams)	Not less than 5 years Not more than 40 years	Not less than 10 years Not more than life

3. There are various health risks associated with the use of illicit drugs and the abuse of alcohol. Some of the more common problems are cited below:

**Marijuana**—Use can lead to an increase in heart rate up to 50%, a sense of euphoria, acute anxiety, and tremendous mood swings. There is a potential for long term physical and psychological damage.

**Cocaine**—Use can affect the brain in seconds and result in heart or respiratory failure.

**Crack**—Use can lead to an intense high within seconds, deep depression, and an intense dependency in a short time.

**Amphetamines**—Use increase heart and breathing rates, raises blood pressure while often causing blurred vision, dizziness, lack of sleep and anxiety. Body chemistry is upset and can lead to long term physical problems.

**Alcohol**—Use can lead to a feeling of confidence and control. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Use for a period of time often causes dependency and may be fatal.

4. There is help available to our students and employees. Milan Institute offers a confidential referral program for employees and students. Further information is available in the school administrative office and in the Drug Awareness section of this publication.
5. Any student or employee who is a drug or alcohol offender will have disciplinary action imposed by the school. These sanctions may include any or all of the following:

Mandated treatment for problem.

Mandated attendance at local treatment center.

Mandated completion of a drug rehabilitation program.

Mandated probation period not to exceed one month.

Expulsion from school or discharge from employment.

### CONTROLLED SUBSTANCE POLICY AND NOTICE TO ALL EMPLOYEES AND STUDENTS

This statement is distributed to all new students and employees at the orientation session prior to commencing classes or employment and is updated each year of attendance or employment.

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness program and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families.

Alamo City Treatment Services  
12042 Blanco Road, #101  
San Antonio, TX 78216  
(210) 541-8400

Prevention Resource Center  
1222 N. Main Avenue  
San Antonio, TX 78212  
(210) 354-3331

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug

distribution will be pressed by the school.

- A. Your continued schooling and/or employment is subject to:
  - 1. Abide by the terms of this statement, and
  - 2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
- B. The U.S. Department of Education will be notified within 10 days after receiving notice under subparagraph A.
  - 2. from an employee or student or otherwise a copy of such conviction will be submitted to the U.S. Department of Education.
- C. The school will take the following actions within 30 days of receiving notice under subparagraph A. 2. with respect to any employee or student who is convicted.
  - 1. Terminate employment of the employee or the schooling of the student, or
  - 2. Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, enforcement, or other appropriate agency.
- D. Any student that is convicted of any offense, during a period of enrollment for which the student is receiving Title IV, HEA programs funds, under any federal or state law involving the possession or sale of illegal drugs will result in the loss of eligibility for any Title IV, HEA grant, loan, or work study assistance (HEA Sec. 484 (r)(1)); (20 U.S.C. 1091 (r)(1)).

**Drug Information Hot Lines:**

National Institute on Drug Abuse	(800) 662-HELP
National Clearinghouse for Drug Information	(800) 843-4971
U.S. Dept. of Education, Southwest Region	(800) 729-6686
U.S. Dept. of Education Task Force	(202) 708-9069

**TITLE IX SEXUAL HARASSMENT POLICY**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity;
- an employee of the school conditioning the provision of an aid, benefit, or service of the school on an individual's participation in unwelcome sexual conduct; or
- sexual assault, as defined in the Clery Act, or dating violence, domestic violence, or stalking as defined in Violence Against Women Act (VAWA).

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim), to the Title IX Coordinator at any time by mail, by telephone, or by e-mail. Students (active or potential) or Employees (active or potential) who feel they are a victim of sexual harassment should be directed to contact the Title IX Coordinator.

The Title IX Coordinator can be reached at:

Title IX Coordinator  
Milan Institute  
2345 W. Beech Ave. #4139  
Visalia, CA 93277  
TitleIX@milaninstitute.edu  
559-707-8050

Milan's obligations under Title IX are triggered upon having actual knowledge of alleged sexual harassment that occurred within its educational program or activity against a person in the United States. Milan may have obligations under Title IX even in absence of a formal complaint. Once these obligations are triggered, Milan will respond promptly and without deliberate indifference.

No employee of Milan may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this part, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this part.

The presumption is that the person accused of being the perpetrator of conduct that could constitute sexual harassment conduct is not responsible for the alleged conduct until a determination is made at the end of the grievance process. This does not imply that the alleged conduct did not occur but rather ensures Milan staff do not take action against the alleged perpetrator as though the alleged conduct occurred prior to final determination. All Milan staff involved in the Title IX process interact with both parties impartially throughout the grievance process without prejudgment and without drawing inferences about credibility based on the person's role.

## **STUDENT SEXUAL HARASSMENT POLICY (NON-TITLE IX)**

### **Policy Overview**

It is the policy of Milan to ensure that students can learn in a safe and nondiscriminatory educational environment based on religious, racial, sexual harassment and violence. Milan strictly prohibits any form of religious, racial, sexual harassment and violence. It is a violation of college's policy for a student, faculty member, staff member, administrator, third party or other employee to harass a student, faculty member, administrator or other college personnel through conduct or communication of a sexual nature. It is a violation of college's policy for any student, faculty member, administrator, third party or other college personnel of Milan to inflict or threaten to inflict, or attempt to inflict sexual violence upon any student, faculty member, administrator, or other college personnel.

### **Definitions—Sexual Harassment**

Non-Title IX Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that does not meet the requirements of Title IX sexual harassment when:

- submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Non-Title IX sexual harassment may also include but is not limited to:

- unwelcome verbal harassment or abuse;
- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property;

- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or
- unwelcomed behavior or words directed at an individual because of gender.
- Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members.

### **Reporting**

Any person who believes he or she has been the victim of sexual harassment or violence by a student, faculty member, administrator or other college personnel of Milan should report the occurrence to either the School Director or the Corporate Compliance Department. To reach the Corporate Compliance Department, persons need to complete the Student Complaint form at <https://milaninstitute.edu/student-complaint-form> and a member of the department will respond via email.

### **Privacy**

Milan Institute will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible.

Milan Institute will attempt to honor a student's request that his or her name be withheld if this can be done consistently with the school's obligation to remedy the harassment and take steps to prevent further harassment.

### **Action**

Milan Institute is required to investigate all accusations of sexual harassment and violence and to take the appropriate actions which could include disciplinary proceedings against any individuals found to be in violation of this policy.

### **Anti-Retribution**

Any person who retaliates against another for testifying, assisting, or participating in an investigation or proceeding relating to harassment or violence shall be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, retribution, or harassment.

## **STUDENT SEXUAL ASSAULT, DOMESTIC AND DATING VIOLENCE POLICY**

Milan Institute is committed to maintaining a safe and secure campus for all of its students **and** employees. Milan Institute's policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of sexual assault, domestic violence, dating violence or stalking is reported.

For detailed information and a copy of our policy, awareness, and programs available, please visit: <https://milaninstitute.edu/consumer-and-clery-information>

## **STUDENT SOCIAL MEDIA POLICY**

Milan Institute recognizes that social media websites have become an important and influential means of communication for our current and former students. The objective of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students when participating in social media. It is important to keep in mind the privacy limitations when using social media websites. In some cases, information posted on them can be made public, even when that information has been deleted by the user.

Therefore, Milan Institute expects and encourages all those participating to exercise caution and responsibility when using social media websites.

In accordance with Milan Institute's Conduct Policy, as published in the Catalog, students are expected to conduct themselves in a professional manner. Students who are not in compliance are subject to disciplinary action, probation, suspension, or termination at the discretion of the school administration.

The policies and guidelines set forth below apply to any user who utilizes social media pages associated with Milan Institute.

### **Types**

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Pinterest.com, Google+.com, StumbleUpon.com, Delicious.com, Yelp.com, Instagram.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com and Tumblr.com.

### **Language/Behavior**

The following are considered unacceptable when using Milan Institute social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases or photographs that disrespect individuals or groups based on race, color national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or are of a sexual nature.

### **Requirements**

We look forward to the comments and conversations generated via social media. Any posts on the school's social media sites or tags of the school found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. If students at Milan Institute violate other Milan Institute policies on the school's social media sites, they may subject them to disciplinary action under appropriate judicial or other procedures. Students posting content in reflection of Milan Institute (such as photos taken on grounds, "tags" with Milan Institute in them, comments regarding Milan Institute) are subject to the same guidelines set herein this policy. Students with unresolved issues with campus administration or the educational program should follow the Grievance Policy to resolve those matters. Social media websites are not the venue to resolve such issues. Any inappropriate, obscene, or defamatory posts will not be tolerated.

Users who choose to post, comment, or link text and/or multimedia on Milan Institute's websites agree that such material may be reproduced, distributed, edited, and published in any form and on any media. Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

### **ANTI-BULLYING STATEMENT**

Milan Institute believes that all students have a right to a safe and healthy school environment in which mutual respect, tolerance, and acceptance are fostered.

Milan Institute will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such

as hitting or shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; threats either directly or indirectly or any other activities that create a hostile environment at school that is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

Milan Institute expects students and/or staff to immediately report incidents of bullying to the School Director. Staff members who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including termination.

## **STUDENT GRIEVANCE POLICY**

When problems arise, students should make every attempt to resolve the issue by following the formal complaint procedure. The procedure is as follows:

1. Contact the Lead Instructor in charge to resolve the problem or complaint.
2. If the issue cannot be resolved with the Lead Instructor, contact the School Director to schedule a meeting to discuss the concern.
3. If a mutual solution cannot be reached with the School Director, the student should submit an appeal using the written complaint online at [www.milaninstitute.edu/student-complaint-form](http://www.milaninstitute.edu/student-complaint-form). A corporate mediator will facilitate review of the grievance within 10 days and a written response will be sent to the complainant with the decision and/or resolution.
4. The student has the right to submit a complaint letter to the school's state agencies and/or accrediting agency.
  - a. The school's accrediting agency is the Council on Occupational Education (COE) located at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Phone: (770) 396-3898, FAX: (770) 396-3790, [www.council.org](http://www.council.org). The letter must contain the nature of the problem (s).
  - b. The school's state agency in the Texas Department of Licensing and Regulation located at 920 Colorado, Austin, TX 78701, and Phone: (512) 463-6599.
  - c. The Texas Department of Licensing and Regulation (TDLR) is the state agency for the Massage Therapy program. A person wishing to file a complaint against a massage therapist, massage school, massage therapy instructor, massage establishment, continuing education provider, or another person or business shall notify the department at Texas Department of Licensing and Regulation, Massage Therapy Program, P.O. Box 12157, Austin, Texas 78711, (512) 539-5600, or [www.tdlr.texas.gov](http://www.tdlr.texas.gov). Milan Institute is prohibited from disciplining or retaliating against a student for filing a complaint with the Department.

Milan Institute makes every effort to resolve grievances and complaints. The school maintains its complaint log for at least two years.

## **ARBITRATION POLICY**

Should a dispute arise, which could not be settled through the school's internal grievance procedures, students and the school have agreed to arbitration at the time of enrollment as the only means legal recourse. Any dispute a student may bring against Amarillo College of Hairdressing, Inc., and/or any of its wholly owned subsidiaries, Milan Institute, Milan Institute of Cosmetology, or any of its parents, subsidiaries, successors, officers, directors, or employees, without limitation, (hereinafter collectively and individually referred to as "ACH") or which ACH



may bring against a student, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act and conducted by the American Arbitration Association (“AAA”), at the ACH location which the student attends or was attending, and under its Supplementary Rules for Consumer Related Disputes, and decided by a single arbitrator. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. Both students and school explicitly waive any right to a jury trial and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither ACH nor student shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both ACH and student agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator’s compensation, and facilities fees that exceed the applicable court filing fee will be paid by ACH.

Any dispute or claim brought by ACH or student shall be brought solely in their individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action.

Any remedy available from a court under the law shall be available in the arbitration.

To the extent a student has outstanding federal student loan obligations incurred in connection with their enrollment at ACH, any arbitration award providing monetary damages shall direct that those damages be first paid toward the student loan obligations.

Students and/or ACH may, but need not, be represented by an attorney at arbitration.

Information about the AAA arbitration process and the AAA Supplementary Rules for Consumer Related Disputes can be obtained at [www.adr.org](http://www.adr.org) or 1-800-778-7879. Students must disclose the Arbitration Agreement document they signed at the time of enrollment to the AAA.

We agree that neither we nor anyone else who later becomes a party to this pre-dispute arbitration agreement will use it to stop you from bringing a lawsuit concerning our acts or omissions regarding the making of the Federal Direct Loan or the provision by us of educational services for which the Federal Direct Loan was obtained. You may file a lawsuit for such a claim or you may be a member of a class action lawsuit for such a claim even if you do not file it. This provision does not apply to other claims. We agree that only the court is to decide whether a claim asserted in the lawsuit is a claim regarding the making of the Federal Direct Loan or the provision of educational services for which the loan was obtained. We make the proceeding agreement only to the extent required by a valid regulation issue by the U.S. Department of Education.

#### **STUDENT PHOTO RELEASE**

Students attending Milan Institute give the school the absolute right and permission to take photographs and/or video of the students in class, in clinic or in lab for advertising, trade publications and/or any other lawful practice.

#### **RESPONSIBILITY FOR PERSONAL PROPERTY**

Milan Institute does not assume responsibility for loss or damage to personal property through fire, theft, or other causes on or off the Milan Institute campus.

#### **COPYRIGHT INFRINGEMENT POLICY**

Compliance with federal copyright law is expected of all students. "Copyright" is legal protection for creative

intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and web information), graphics, art, photographs, music, and software are examples of types of work protected by copyright. The creator of the work, or sometimes the person who hired the creator, is the initial copyright owner.

You may "use" all or part of a copyrighted work only if (a) you have the copyright owner's permission, or (b) you qualify for a legal exception (the most common exception is called "fair use"). "Use" of a work is defined for copyright purposes as copying, distributing, making derivative works, publicly displaying, or publicly performing the work.

Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. Violations of copyright law that occur on or over the school's networks or other computer resources may create liability for the school as well as the computer user.

Students who violate Copyright Infringement Policy are subject to disciplinary action, including suspension and termination.

### **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. For "willful" infringement, 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.

#### **Legal Alternatives:**

An extensive online list of legal downloading resources is available at <http://www.educause.edu/legalcontent> . EDUCAUSE is a nonprofit organization committed to promoting the intelligent use of information technology to advance higher education. Resources on the list include websites such as Amazon MP3 Downloads, MediaNet and Best Buy.

## **STUDENT RECORDS ACCESS, SECURITY AND RELEASE**

The information in student files is confidential. A student's right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended. Generally, we must have written permission from the student, parent or guardian before releasing any information from the student's record. However, the law allows us to disclose records, without consent, for the following reasons:

- The disclosure is to school officials who have been determined to have legitimate educational interests as set forth in the institution's annual notification of rights to students;
- The student is seeking or intending to enroll in another school;
- The disclosure is to state and local educational authorities, the school's accrediting agency, those agencies auditing or enforcing Federal or State supported education programs, and those enforcing Federal laws which relate to those programs;

- The disclosure is in connection with determining eligibility, amounts, and terms for financial aid or enforcing the terms and conditions of financial aid;
- The disclosure is pursuant to a lawfully issued court order or subpoena; or;

The information disclosed has been appropriately designated as directory information by the school.

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include the following:

- Name
- Home address
- Home telephone number
- Major field of study
- Dates of attendance
- Degrees and awards received

Students may withhold directory information by notifying the Office of the Registrar in writing in accordance with the procedures contained in the public notice designating directory information. Each third-party request requires the student's written request.

The school will provide the proper supervision and interpretation of the student records when they are being reviewed.

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained permanently.

Milan Institute places a high emphasis on protecting confidentiality of student data. Employees are trained on confidentiality procedures. Data is secured either physically or in secured networks. Regular reviews of procedures and secured areas are made by staff. Any potential breaches are immediately investigated and promptly acted upon. Any questions regarding Milan Institute's process of protecting confidentiality of student's data can be directed to [comments@milaninstitute.edu](mailto:comments@milaninstitute.edu).

## **ACADEMIC INFORMATION – ALL PROGRAMS**

### **VERIFICATION OF ATTENDANCE/TRANSCRIPTS**

Graduates requiring official verification of attendance or transcripts to be sent to other educational institutions must submit such a request in writing. Allow 30 days for the verification of attendance or the transcript to be sent.

### **ACADEMIC AND ATTENDANCE ADVISING POLICY**

Any students falling below Satisfactory Academic Progress (SAP) at mid-point and end of contracted program will be advised of their academic and attendance standing by a designated school official. Students who are not meeting minimum expectations will be provided SAP notification and an Academic Plan to provide guidance on improving standing to achieve completion. The student portal is available to all students to check standing as needed. Instructors encourage students to utilize their portal. See SAP policy for additional information

Student's strengths and areas requiring improvement are identified and plans for improvement are discussed during the advising to provide a student the opportunity to achieve expectations. When professional assistance is needed students are provided contact information for those community resources (also posted on the Student Intranet page). Documentation will be signed by both the school official and the student. The signed documentation will be retained in the student's official academic file located in the Student Information System.

### **ELIGIBLE PERSONS RECEIVING EDUCATIONAL BENEFITS**

In addition to the standard policies in this catalog, eligible persons receiving education benefits. Refer to the appropriate sections of this catalog for complete Transfer of Credit Policy; Satisfactory Academic Progress; and Attendance policies.

#### **Transfer of Credit Policy**

During the enrollment process, incoming eligible persons are required to notify their admissions representative regarding their previous coursework and experience. The institution will evaluate all previous education and training and grant credit when appropriate. Credits allowed will be recorded on the enrollment record and the length of the program shortened proportionately. The student shall be notified, with record of the evaluation and supporting transcripts being kept of this process.

Each student must provide the school with (1) an official transcript with all previous postsecondary education and training and (2) the student's military discharge document DD-214 form prior to enrollment. Students should refer to the "Transfer of Credit" portion of this catalog for more detailed information specific to their program.

#### **Satisfactory Academic Progress**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year.

#### **Attendance Advising**

This section is the same for all students. See the appropriate catalog section for more information.

## **Payment**

Regarding PL 115-407 Section 103 and 104 Compliance: Title 38 USC 3679 (e):

Milan Institute/Milan Institute of Cosmetology does not impose any penalty, including assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds while awaiting payment of VA funds under chapter 31 and 33.

Eligible students must submit a certificate of eligibility, a written request to use such entitlement, and any additional information needed to certify enrollment. Students will continue have access to classes, libraries, and other institutional facilities as outlined in our catalog. No late fees will be assessed and student's accounts will be considered on hold, up to 90 days. Title 38 USC 3679 (e).

## **RE-ENTRY/REINSTATEMENT ASSESSMENT**

All programs except Cosmetology-related programs

Re-entry/Reinstatements less than 6 months from Last Day of Attendance (LDA)

1. If applicable, a student's technical skills will be evaluated to determine current competency in the practical aspects of the program and treated as if the student did not cease attendance for purposes of determining the student's academic standing for the period. If skills are lacking, a Course Improvement Action will be required.
2. The student will be given credit for the courses previously successfully passed. Any student reinstating with a cumulative grade-point average below a 2.00, will repeat any course(s) below a 2.00 GPA.
3. A student with only externship course remaining must be evaluated on technical based skills required for externship. If a student is proficient in all the technical/hands on skills, the student may proceed to externship. If a student is not proficient in all the technical/hands on skills, the student will need to be placed on a Course Improvement Action Plan until skills are considered proficient for the externship.
4. A student may have a discussion with the campus Education Leader to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education Form.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

Re-entry/Reinstatements greater than 6 months from LDA

1. A student accepted for re-entry/reinstatement will be required to pass academic and/or technical skill assessments with a 70% or higher for each course previously completed with a 2.00 GPA or higher to be eligible for course credit. Any course below a 2.00 GPA will be repeated. The Education Leader will set up course and skill assessment with the instructors.
2. A student may have a discussion with the campus Education Leader, after the review of the evaluation for acceptance of prior education, to address the student's desire to repeat coursework to improve academic

outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.

3. A student must be enrolled in any course(s) that have changed since the prior enrollment.
4. Any student who is reinstating directly to externship will reinstate dependent upon Career Services placement of the student on an extern site. The re-entry/reinstatement date will be provided by Career Services to ensure that a site is available.
5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

#### Additional Re-entry/Reinstatement Guidelines

Re-entering/Reinstating a student who needs skill improvement prior to beginning courses or going to externship:

1. After the evaluation of prior education has been completed, if applicable, a Course Improvement Plan will be executed to enroll a student into a specific course to prepare the student to successfully move forward in the program (examples - additional modules or externship). This will often be used for skill improvement in medical, dental, and massage.
2. The Course Improvement Plan should include specific skills and/or knowledge the student is deficient and needs improving. The student will be enrolled into the course that offers laboratory/clinical that will allow the student to successfully reach proficiency. A student will be enrolled into an entire course or module focusing on specific skills that requirement improvement.
3. The Course Improvement Plan must contain the specific course or module the student is enrolling and specific skills focusing on (in addition to the course content). It is imperative that the student is enrolled and scheduled in a specific course or module.
4. Once the student is enrolled in the course, the course grade previously earned will revert to Repeat ("R"). A new course with scheduled and attended hours will appear on the transcript.

#### All Cosmetology-Related Programs

Re-entry/Reinstatements less than 6 months from LDA

1. The student will be given credit for the technical skills, academic tests, and hours previously completed. In addition, if applicable, attendance, academic, and practical action plans will be created to ensure student success.
2. Students who are accepted for re-entry/reinstatement in these clock hour programs within 180 days from their last date of attendance will be allowed to maintain their prior earned hours.
3. A student may have a discussion with the campus Education Leader to address the student's desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.
4. Any student re-entry/reinstatement with a cumulative grade-point average below a 2.00 will have an academic assessment completed (written assessment). If applicable, an academic action plan will be created to assist the student in achieving the required 2.00 GPA.

5. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

Re-entry/Reinstatements greater than 6 months from LDA

1. Any student accepted for re-entry/reinstatement in a clock hour program after 180 days from their last date of attendance will have assessment testing completed to determine retention of prior education – both academic and technical assessments.

2. Assessments determines the prospective student’s technical skills and academic knowledge compared to Milan’s check points as defined for student progress.

3. A student may have a discussion with the campus Education Leader, after the review of the evaluation for acceptance of prior education, to address the student’s desire to repeat coursework to improve academic outcomes. If, after discussion with the campus Education Leader, it is decided that in the best interest of the student to repeat the coursework/hours, the campus Education Leader will record on the Evaluation of Prior Education that the prior education has been forfeited to improve educational outcomes. A written statement by the student explaining reasoning for repeating course work will also be attached to the Evaluation of Prior Education.

4. All re-entry/reinstatements will have any prior Satisfactory Academic Progress status determination applied to the re-entry/reinstatement as required.

#### **ADVISORY COMMITTEE**

The advisory committee is composed of members chosen as experts in one or more specialized areas. These advisors serve as guest lecturers, perform demonstrations, judge competitions, and meet with faculty and students. Based on their years of experience as successful owners, managers, and self-employed professionals, they are an invaluable source of up-to-date information on advances in our field.

#### **DISTANCE EDUCATION**

Milan Institute offers traditional education programs and hybrid distance education programs. Traditional education is 100% on ground. Milan Institute offers some programs via hybrid distance education. The Administrative Medical Assistant program is offered 100% via distance education. Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture and lab hours listed per course.



*ACADEMIC  
INFORMATION*

*COSMETOLOGY  
RELATED  
PROGRAMS*



## **AN INVESTMENT IN BEAUTY PAYS**

If you are interested in pursuing a career in Cosmetology, this field might be a suitable choice. The dynamic and ever-evolving beauty industry can present professional and financial opportunities. The current trend of women seeking a well-rounded appearance and an increasing number of men engaging in salon services, such as style cuts, perms, manicures, and color services, contributes to the demand for beauty professionals. The work of cosmetologists is both challenging and rewarding, potentially influencing your income. Cosmetologists have the potential to set their own work schedule, making the income possibilities in your control. Additionally, there is potential for career growth, with opportunities to advance into management roles or even salon ownership, offering a sense of pride that small business owners enjoy.

The choice of a lifetime career is one of the most important decisions you will ever make. To find out more about a career in cosmetology, how to become a part of this exciting profession and other information about Amarillo College of Hairdressing, Inc., please read this catalog carefully.

## **ORIENTATION**

New students are required to attend an orientation prior to the class start date. This meeting is to welcome new students and introduce them to the school's policies and procedures. During orientation, many topics are discussed including school rules, regulations, financial aid questions, state board exams, grading, attendance, theory/lecture classes, clinic floor work, internships, satisfactory academic progress, and project completions as they relate to the program. Students are also given the opportunity to meet instructors, school staff, and other students and to ask questions about their training programs.

## **STUDENT RATIO**

The student/teacher ratio does not exceed twenty-five students in attendance per instructor.

## **FACULTY**

Milan Institute staff members are experienced cosmetology instructors. In addition to meeting the educational requirements for licensing, each instructor has been trained in the contemporary methods of hairstyling and techniques of hair design. A list of our faculty members can be found in the catalog insert.

## **REFERENCES**

A library of resource, reference and instructional materials are available on campus for use of students and faculty. Current textbooks, workbooks, supplements, professional periodicals, videos, PowerPoint presentations, reference materials, business materials, audio-visuals materials, are accessed through digital means (wi-fi available on campus). During the first day of class, students are provided the links and web addresses of digital curriculum, student email and student portal.

## **FORMAT**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The programs are presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips, and other related learning methods are used in the programs.

## **ATTENDANCE POLICY**

Attendance is valued and expected. Students are expected to arrive for classes at the scheduled time and remain on task until their scheduled departure time. Student performance and punctuality are important components of dependability and directly relate to employment options in the business world. To ensure the commitment to student success, Milan Institute expects that attendance be taken in all classes, starting with the first day of the class.

Milan Institute recognizes the correlation between attendance within the program of study and success defined as student achievement. Absences prevent students from receiving essential academic information, disrupt orderly course progress, and diminish the quality of group interaction in class. Any class session or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement in the course. Class attendance is monitored beginning with the first class meeting, and students are expected to attend all class sessions for which they are scheduled. It is the responsibility of the student to arrange to make up of any course work missed and to notify the instructor when an absence will occur. Milan Institute does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

Satisfactory Academic Progress ("SAP") is a requirement for all Milan Institute students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year.

### **Clock Hour Program**

The student's academic progress is evaluated at the point the student is scheduled to complete the required clock hours for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program, the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

### **Credit Hour Program**

The student's academic progress is evaluated at the point the student has been scheduled for the required credit hours for the payment period in review. Students must maintain (1) an accumulative grade point average of 2.0 and (2) complete 70% of the units attempted with a 1.0 or higher grade for the payment period in review.

To successfully complete a program, the student must complete 100% of the program credits within no more than 150% of the program length, as measured by attempted credits.

### **Clock Hour Programs and Credit Hour Programs**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade but will be recorded with a grade of "pass," which will not count towards the student's grade point average

calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student's program as both hours attempted, and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

### **Grading**

To assess the qualitative measure of academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following four-point scale which is also used to determine academic standing:

90 - 100% =	A =	4.0
80 - 89% =	B =	3.0
70 - 79% =	C =	2.0
60 - 69% =	D =	1.0
Below 60% =	F =	0.0

### **Non-credit Remedial Courses**

Non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards as no such courses are offered at NACCAS accredited schools.

### **Institutional Withdrawal**

Withdrawing from the institution has no effect upon the student's satisfactory academic progress.

## **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Financial Aid Warning (FA Warning)** – Students who fail to meet minimum requirements for completion or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Financial Aid Probation (FA Probation)** – Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Failed FA Probation or Exceeding 150% of the Program Length** - Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a “FA Ineligible Letter” to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to SRC group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the SRC will email a notification to the COO for final decision to allow an extension or proceed with dropping immediately.

**Maximum Timeframe (MTF)** – For a program measured in credits, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured in credits. MTF includes all hours attempted, which include successfully completed credits, transfer credits, withdrawals, and repeated classes.

For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

**Quantitative Evaluation** - Students are required to complete a minimum of 66.67% of the scheduled clock hours or financial aid credits required based on the applicable program requirements to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of “W,” “I” or “R” will also be included in the Quantitative Evaluation.

**Qualitative Evaluation** - The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned theory study and a minimum number of skill assignments as required for course completion. Academic progression is evaluated after each unit of study. Students must maintain an academic grade average of 2.0 or 70% and pass a final academic and skill exam prior to graduation. Students must make up failed or missed tests and/or courses. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

**Evaluation Periods** - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year or program completion as detailed in the Program Overviews). Evaluations must be performed when a student reaches the scheduled hours of a payment period.

### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation. After successful appeal, with an academic plan, the student will be placed on SAP Probation for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and,
- The reason why the student failed to meet the SAP standard(s) and,
- What has changed in the student's situation so that he or she will now be able to meet SAP standards.

Students are allowed one appeal to remain eligible for financial aid in an academic program.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

## **LEAVE OF ABSENCE POLICY**

Milan Institute permits students to request a leave of absence (LOA) as long as the leave does not exceed a total of 180 days during any 12-month period, starting from the first day of the first leave, that there is a reasonable expectation that the student will return, and as long as there are documented, legitimate extenuating circumstances that require the students to interrupt their education, including pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), temporary disability, medical reasons, or other reasons such that the campus determines that an LOA is in the student's best interest.

A student may take multiple leaves of absence as long as the total leaves of absence do not exceed 180 days during any 12-month period.

However, an LOA will not be granted for any of the following reasons:

- The courses that the student needs are not available;
- The courses that the student needs are available, but the student declines to take them;
- An externship/internship site is not available for the student;
- A student is unable to pay tuition;
- The student is failing a course(s); or
- To delay the return of unearned federal funds.

Students requesting an LOA must submit a signed and completed Leave of Absence Request Form prior to the beginning date of the leave. If circumstances of an unusual nature that are not likely to recur prevent the student from submitting the request in advance, the leave may still be granted, but only if:

- The school documents the unforeseen circumstances, and the Education Leader, Education Leader or School Director determines that these circumstances meet the exception requirements (i.e., "of an unusual nature and not likely to recur"), for example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance, and
- The student submits a signed and completed Leave of Absence Request Form. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident.

Students granted an LOA that meets these criteria are not considered to have withdrawn, and no refund calculation is required at that time.

### **Re-Admission Following a Leave of Absence**

- Upon return from leave, the student will be required to repeat the modules or class, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module or class from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a class or module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

### **Extension of Leave of Absence**

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Education Leader, Education Leader or School Director provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules or classes required for completion of the program will be available to the student on the date of return. If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date.  
If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

### **Return from a Leave of Absence**

A student must return from a LOA on or prior to the scheduled date of return.

### **Failure to Return from a Leave of Absence**

If the student does not return from LOA as defined above, the student will be withdrawn. The withdrawal date will be the student's last day of attendance (LDA) for purposes of calculating a refund. A Title IV refund calculation will be completed using the last date of attendance prior to the start of the LOA.

### **Possible Effects of Leave of Absence**

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module or class required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered
- Financial aid may be affected
- The LOA could also affect the student's:
  - Loan repayment terms, including the exhaustion of some or all of the student's grace period
  - Rate of progress
  - Maximum time frame for completion

## **RECORD OF ATTENDANCE**

A time clock is used for general attendance records. Attendance records are maintained in a permanent file by the school and submitted monthly to the Texas Department of Licensure and Regulations. Any other records as may be required by the Texas Department of Licensure and Regulations will be maintained.

## **MAKE-UP WORK**

Students who do not obtain a satisfactory score are required to re-take the test or another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to an absence are encouraged to make up the test within the same month it was missed, but the school acknowledges that the student does have until the course completion to ensure that all requirements are met. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

## **GRADUATION REQUIREMENTS**

Upon successful completion of the program students may be eligible to sit for the State licensing exam. Students in all programs must complete 100% of the program hours and all subjects outlined in their designated program with no grade under 75% in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of not less than 75% on both practical and written exams prior to graduation.

## **LICENSING REQUIREMENTS**

The general requirements for obtaining a cosmetology operator license, advanced esthetician, esthetician, eyelash extension specialty license, or manicurist specialty license are that all applicants must:

- pass the State Board Examination;
- pay the required fee; and;
- not have committed an act that constitutes a ground for denial of the license.

In addition to the general requirements, an applicant for a cosmetology operator license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;
- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 1,000 hours of instruction in a licensed beauty culture school

In addition to the general requirements, an applicant for a Class A Barber license is entitled to the license if the applicant:

- is at least 16 years of age;
- completes 1,000 hours of instruction in a licensed barber school

In addition to the general requirements, an applicant for an esthetician specialty license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;

- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 750 hours of instruction in esthetics specialty through a commission approved training program

In addition to the general requirements, an applicant for a manicurist specialty license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;
- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 600 hours of instruction in manicuring through a commission approved training program

In addition to the general requirements, an applicant for an eyelash extension specialty license is entitled to the license if the applicant:

- is at least 17 years of age;
- supplies proof of a high school diploma *or*;
- supplies proof of the equivalent of a high school diploma *or*;
- passes a valid examination administered by a certified testing agency that measures the person's ability to benefit from training
- completes 320 hours of instruction through a commission approved training program

The State Board Examination is administered in Austin, TX as scheduled by the Texas Department of Licensure and Regulations. The school will assist in scheduling the examination. A student permit is completed by the school certifying that the graduation requirements have been completed and the tuition has been paid. The student is responsible for all costs related to taking the exam.





*ACADEMIC  
INFORMATION*

*MASSAGE THERAPY  
PROGRAMS*

## **LAB AND PRACTICAL TRAINING**

The usage of “Massage Therapy” in this section applies to students enrolled in the Massage Therapy program.

All of Milan Institute’s students receive lab and practical training. Massage Therapy students work with massage tables, massage chairs, towels, sheets, oils, lotions, and other equipment commonly found in clinics, health spas and other locations where massage is performed.

## **ORIENTATION**

New students attend an orientation meeting before the start date of each program. This meeting is to welcome new students and introduce them to the school's policies and procedures. Students also attend a financial aid interview and orientation. Students have the opportunity to meet fellow students, school staff and instructors. Attendance and grading policies form a large part of the orientation information, which also includes projected graduation dates, holidays and vacations pertaining to the relevant enrollment period.

## **STUDENT RATIOS**

An effort is made to keep instructor/student ratios at a level most appropriate to deliver effective education and to adhere to accreditation and/or state mandates or recommendations. The Massage Therapy programs have a maximum ratio of 1 instructor per 24 students. When needed additional instructors are provided to further reduce the instructor/student ratio.

## **ENROLLMENT POLICY**

Class availability is available from the Admissions Office.

An academic year is equivalent to 900 clock hours and is a minimum of 30 weeks long. Each program is defined by its individual academic requirements, which are listed in the course description section of this catalog.

## **SATISFACTORY ACADEMIC PROGRESS**

Satisfactory Academic Progress (“SAP”) is a requirement for all Milan Institute students. Students receiving funds under any Federal Title IV financial aid assistance programs must maintain satisfactory academic progress in order to continue eligibility for such funds. Progress is measured in terms of both attendance and course work. The SAP policy is provided to students prior to enrollment.

**Evaluation Periods** - Milan shall evaluate academic progress for all students at regular intervals (i.e., end of each payment period, academic year or program completion as detailed in the Satisfactory Academic Progress Master Program List). Evaluations must be performed when a student reaches the scheduled hours of a payment period.

All students are evaluated for Satisfactory Academic Progress at the end of the first payment period or midpoint of the program or academic year, and at the end of the program or academic year. An academic year in a clock hour program is a minimum of 900 clock hours AND 26 weeks. A week is considered any seven-day period from Sunday through Saturday in which at least one schedule class day occurs. Students must reach both scheduled hours and scheduled weeks in order to enter into the next payment period for evaluation to occur.

### **Clock Hour Program Massage Therapy**

The student’s academic progress is evaluated at the point the student successfully is scheduled to complete the required clock hours and scheduled weeks for that payment period. Students must maintain (1) an accumulative grade point average of 2.0, and (2) an attendance rate of 67% of the scheduled hours.

To successfully complete a program the student must complete 100% of the program requirements within no more than 150% of the program length, measured in scheduled hours.

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory progress until the next scheduled evaluation.

If a student is granted credit for previous training or experience, the granted courses will not be assigned a letter grade but will be recorded with a grade of “pass,” which will not count towards the student’s grade point average calculation and will not affect the grade point average element of satisfactory academic progress. Transfer hours are included as completed hours for purposes of measuring rate of progress.

Transfer hours are accepted toward completion of a student’s program as both hours attempted and hours completed for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the institution.

**Grading**

The school uses a four –point scale to determine academic standing according to the following grading chart:

Letter Grade	Numerical Percentage	Description	Quality Points
A	90 – 100%	Outstanding	4.0
B	80 - 89%	Above Average	3.0
C	70 – 79%	Average	2.0
D	60 – 69%	Below Average	1.0
Fail	0 – 59%	Failing	0.0
Pass	N/A	Pass	N/A
INC	N/A	Incomplete	N/A
W	N/A	Withdrawn	N/A
WC	N/A	Withdrawn – Cancel	N/A
Repeat	N/A	Repeated	N/A

**Failing (Fail):** A student who unsuccessfully completes a course and receives a 59% or lower in required course elements receives a failing grade (Fail) for the course. Students who receive a failing grade (Fail) in a required course must repeat the course and receive a passing grade or receive transfer credit for the course in order to graduate. When the student repeats the course with a passing grade or receives transfer credit, original failing grade will be changed to a repeated grade (Repeat) on the transcript.

**Passing (Pass):** A student who is granted credit for previous training or experiential training will have the relevant courses assigned a passing grade (Pass), which will not affect the student’s grade point average and will not affect this element of satisfactory progress.

**Incomplete (INC):** An incomplete grade (INC) signifies not all the required coursework was completed during the course. Students receiving an incomplete grade (INC) will have two weeks from the end of the academic module to complete the required course work which will lead to the removal of the incomplete grade. An incomplete grade (INC) will not be computed in the student’s grade point average if the completed work is finished within the time frame specified in the grading policy. For credit hour courses, if the incomplete work is not finished within this time frame, the incomplete grade (INC) will revert to a letter grade based on an

averaging of the grades achieved on all course work previously completed in the course. For clock hour courses, if the student did not complete the hours, the incomplete grade will become a Failing (F) grade.

**Withdrawal – Cancel (WC):** A student who elects to withdraw from his or her program of choice during the cancellation period will receive a withdrawal – cancel (WC) grade for all courses attempted or completed during the cancellation period. A grade of Withdrawal – Cancel (WC) will not count towards the quantitative evaluation.

**Withdrawal (W):** Students who are withdrawn from a course after the cancellation period will receive a withdrawal grade (W). In addition, students who are withdrawn from a program will receive a withdrawal grade (W) for all courses that were being attempted at the time of the withdrawal.

**Repeat (Repeat):** A student who repeats a previously attempted course will have the grade from the original attempt at the course changed to a repeated grade (Repeat) on the transcript.

### **CONSEQUENCES OF FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS**

**Financial Aid Warning (FA Warning) –** Students who fail to meet minimum requirements for completion or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Financial Aid Probation (FA Probation) –** Students who fail to meet minimum requirements for completion rate or academic progress after the warning period will be notified of their termination of eligibility for Federal Student Aid funds. If the student files an appeal of academic progress and prevails, they will be placed on probation and considered to be making satisfactory academic progress during the probationary period. Students on financial aid probation remain eligible for Federal Student Aid funds. Students must be placed on an academic plan and must be able to meet requirements set forth in the academic plan by the end of the probationary evaluation period. The student will be advised in writing on the actions required to attain satisfactory academic progress and maintain eligibility for Federal Student Aid by the next evaluation.

**Failed FA Probation or Exceeding 150% of the Program Length -** Students who fail probation will lose their eligibility for Federal Student Aid for the program in which they are enrolled. Within 5 business days the Campus Director will counsel the student and complete a “FA Ineligible Letter” to determine if student will continue their program on a cash payment plan or be dropped from the program. A signed copy must be emailed to SRC group. A cash payment plan will need to be in place within 5 business days from the original notification of FA Ineligible status notification. If not received by the timeline outlined above, the SRC will email a notification to the COO for final decision to allow an extension or proceed with dropping immediately.

**Maximum Timeframe (MTF) –** For a program measured in credits, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured in credits. MTF includes all hours attempted, which include successfully completed credits, transfer credits, withdrawals, and repeated classes.

For a program measured in clock hours, MTF is defined as a period that is no longer than 150% of the published length of the educational program, as measured by the number of scheduled clock hours the student is required to complete and expressed in calendar time.

**Quantitative Evaluation** - Students are required to complete a minimum of 66.67% of the scheduled clock hours or financial aid credits required based on the applicable program requirements to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The completion percentage is determined by dividing the total clock hours or financial aid credits attended/earned by the total number of clock hours or financial aid credits scheduled in the evaluation period. At the end of each evaluation period, Milan will determine if the student has maintained at least 66.67% cumulative completion rate which indicates that, given the same progression rate, the student will graduate within the maximum time frame [150%] allowed. Transfer clock hours or financial aid credits and those for which a student received a grade of "W," "I" or "R" will also be included in the Quantitative Evaluation.

**Qualitative Evaluation** The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students complete various in and out of class assignments, quizzes, projects, technical skills, and exams required for each course. Students are assigned theory study and a minimum number of practical assignments as required for course completion. Academic progression is evaluated after each course is completed. Students must maintain a grade point average of 2.0 or higher. Grades for Transfer clock hours or financial aid credits and Withdrawal (W), Withdrawal – Cancel (WC), Incomplete (INC) will not count towards Qualitative Evaluation. For Repeat classes, the latest grade will be included in the Qualitative Evaluation.

**Leave of Absence / Temporary Interruptions** – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic advising or review of material when resuming training.

**SAP Re-Entry** - Students who have violated FA Probation and have been dismissed shall not be readmitted to the same program if they have exceeded, or may exceed, MTF until they re-establish appropriate SAP standing (e.g., transfer credits, as appropriate).

### **Appeal Procedure**

A student who loses aid eligibility due to failure to maintain satisfactory academic progress may appeal the status. The student must submit a written appeal of the dismissal within one week of the date the school took action. The appeal should be addressed to the School Director. The reasons for which a student may appeal include death of a relative, an injury or illness of the student, death in the family, etc. Supporting documentation must accompany the written appeal. For example, an appeal based on illness of the student should include applicable medical documentation.

After successful appeal, with an academic plan, the student will be placed on *SAP Probation* for the following evaluation/payment period. The student must be at satisfactory academic progress at the end of the probationary period or financial aid eligibility will be terminated.

The student's appeal must address the following:

- The basis for the appeal – description of the special circumstances and;
- The reason why the student failed to meet the SAP standard(s) and;
- What has changed in the student's situation so that he or she will now be able to meet SAP standards?

Students are allowed one appeal to remain eligible for financial aid in an academic program.

Leave of Absence / Temporary Interruptions – For students returning from an approved leave of absence, their contract period and maximum time frame will be extended by the same number of days taken in the leave of absence. Reasonable provisions will be provided for LOAs or other temporary interruptions, such as academic

advising or review of material when resuming training.

SAP Re-Entry - Students who have violated FA Probation and have been dismissed shall not be eligible for financial aid in the same program of study. Students may have the opportunity to return in a different program of study and be eligible for financial aid with an additional Satisfactory Academic Progress appeal.

### **Re-enrollment/Re-entrance**

Re-enrollment or re-entrance will be approved only after evidence is shown to the director's satisfaction that conditions which caused the interruption or unsatisfactory progress have been corrected. Re-entering students return to the institution in the same progress status as when they left.

## **TEXAS DEPARTMENT LICENSING AND REGULATION (TDLR)**

### **Massage Therapy Academic Advising**

Massage Therapy students are also subject to the following academic standards.

### **Massage School Minimum Progress Standards.**

Appropriate standards must be implemented to ascertain the progress of the students enrolled. Each massage school shall have a progress evaluation system of a type and nature to reflect whether the student is making satisfactory progress to the point of being able to complete all subjects within the allotted time provided in the pre-enrollment information.

The progress evaluation system shall be based on grading periods. A grading period shall not cover more than 25% of the required program hours.

A student who is making unsatisfactory progress at the end of a grading period shall be placed on probation for the next grading period. If the student on probation achieves satisfactory progress for the subsequent grading period but has not achieved the required grades for overall satisfactory progress, the student may be continued on probation for one more grading period.

When a student is placed on probation, that student will be counseled before returning to class, and the date, action taken, and terms of the probation shall be clearly indicated on the appropriate permanent records.

If the student on probation fails to achieve satisfactory progress for the first probationary grading period, the student's enrollment may be terminated.

The enrollment of a student who fails to achieve overall satisfactory progress for the program at the end of two successive probationary grading periods shall be terminated.

A student whose enrollment was terminated for unsatisfactory progress may reenter after a minimum of one grading period.

Refunds shall be made in accordance with the massage school's refund policy. The effective date of termination for purposes of refunds shall be the last day of the last probationary grading period.

Refunds shall be made in accordance with §117.66 of this title (relating to Massage School Cancellation and Refund Policy).

A student who returns after the enrollment was terminated for unsatisfactory progress shall be placed on probation for the next grading period. The student shall be advised of this action and the student's file documented accordingly. If the student does not maintain satisfactory progress during or by the end of this probationary period, the student will be terminated.

## **ATTENDANCE POLICY**

### **Massage Therapy Program**

Massage Therapy students are also subject to the following academic standards.

The following outlines the minimum attendance standards. Milan Institute maintains attendance records for every class period.

The attendance policy shall require the termination of students who accumulate absences of:

- (1) 10 consecutive school days;
- (2) Milan Institute states that the date of determination that the student withdrew is no later than 14 days after the student's last date of attendance as determined by its attendance records.

**Absence** - Milan Institute expects students to attend all classes. The condensed nature of vocational training demands the same work attitudes required by employers.

Any time that a student misses time, they will be considered absent. Hours absent are deducted from total daily class time.

Example – Daily class time: 5 hours

Student misses 2 hours; time recorded in the Student Information System is 3 hours.

Student is considered absent for 2 hours.

### **Excused/ Unexcused absences**

Milan Institute does not differentiate between excused and unexcused absences. Students are expected to call in if absent, for courtesy and responsibility, as if they were in the work environment.

## **MAKE UP TIME**

***Make-up work shall not be authorized for the purpose of removing an absence.*** Hours are to be completed at school after normal class hours and must be supervised by an instructor approved for the subject being made up. Make-up hours must be completed by the last day of the module in which the absence occurred. A make-up form must be completed, dated, and signed by the supervising instructor and student. All absences must be made up in order to graduate from the Massage Therapy programs.

## **LEAVE OF ABSENCE –**

A leave of absence for reasonable purposes acceptable to the massage therapy educational program shall not exceed the lesser of thirty (30) school days or sixty (60) calendar days.

- (1) A student shall be granted only one leave of absence for each 12-month period.
- (2) Attendance records shall clearly show the dates for which the leave of absence was granted. A written statement as to why the leave of absence was granted, signed by both the student and the School Director of the massage therapy educational program indicating approval, shall be placed in the student's file.
- (3) If the student fails to return from leave, the student will be automatically terminated and a refund made in accordance with the massage school's refund policy. The effective date of termination shall be the last day of the leave of absence.

## **CHEATING POLICY**

Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false or misleading information to the school's instructors or administrative staff.

When a student is charged with cheating or plagiarism, and the instructor has proof to back up the charges, or a student admits to the charges when confronted, the instructor may handle the situation in the following ways:

1. Issue a written warning that will be put in the student's permanent academic file.
2. Issue the student an "F" or "0" on the assignment or test in question.
3. Issue the student an "F" for the entire class.
4. Refer the student to the School Director for disciplinary action, which may include suspension or dismissal from the school

## **REQUIRED STUDY TIME**

In order to complete the required class assignments, students are expected to spend outside time studying. The amount of time will vary according to individual student abilities. Students are responsible for reading all study materials issued by the instructor and completing homework assignments.

## **INTERNSHIP**

**Clinical Training** is offered on a different schedule than the classroom instruction. Students need to adjust their available hours when enrolled in Clinical Training. The School Clinic is normally open Tuesday thru Friday 1:00pm—9:30pm and Saturday from 9:00am—5:00pm. The normal progress through Clinical Training is 20 hours per week. Students may begin the Internship after successfully completing all other course requirements of the program. Students must complete the required practical services of the internship in order to graduate.

## **GRADUATION REQUIREMENTS**

Milan Institute will award a Certificate of Completion to all students who successfully complete all graduation requirements. The school requires all students to meet their financial obligations and complete a financial aid exit interview prior to graduation.

### **Massage Therapy - Certificate of Completion**

Students enrolled in the Massage Therapy program must pass all classes attempted, maintain a minimum 2.0 grade point average (70%/C), and complete 100% of the program hours. All required skills must be completed and verified by the instructor. Students must pass and receive certification in CPR and First Aid and complete 120 hours of clinical practice to be eligible for graduation.

Students interested in pursuing a career in the **Massage Therapy** field will be denied admissions to the school if convicted of a crime that is sexual in nature.

### **A person is ineligible for licensure:**

#### **Sec. 455.152. Ineligibility for Licensure**

(a) A person is not eligible for a license as a massage establishment, massage school, massage therapist, or massage therapy instructor if the person is an individual and has been convicted of, entered a plea of nolo contendere or guilty to, or received deferred adjudication for an offense under Chapter 20A, Penal Code, or Subchapter A, Chapter 43, Penal Code, or another sexual offense.

The agency that grants Massage Therapy licenses in the State of Texas (Texas Department of Licensing and Regulation) also performs a criminal history background check using fingerprints to determine an applicant's eligibility to obtain a massage therapy license. Some employers who seek to hire our graduates conduct detailed background checks before hiring applicants. Employers are reluctant to employ applicants who have been convicted of a crime.



## LICENSING REQUIREMENTS DISCLOSURE

The State of Texas requires a State license to practice as a Massage Therapist. You must be at least 18 years old to obtain a license. New rules were adopted effective January 1, 2009. All applicants must have satisfactorily completed massage therapy studies in an accepted course of instruction (500 or 500+ hour course) and must pass an acceptable national exam:

### Acceptable National Exams:

Federation of State Massage Therapy Boards (FSMTB) <http://www.fsmtb.org> 1-888-70-FSMTB  
Massage and Bodywork Licensing Examination (MBLEx)

Examination fees, locations of test sites, and information on disability accommodations are available through the website listed above.

To be eligible for a Massage Therapist license an applicant must:

- (1) submit a completed application on a department-approved form;
- (2) pay the fee required under §117.100;
- (3) be at least 18 years of age;
- (4) submit a transcript(s) of all relevant course work, acceptable to the department;
- (5) provide proof of successfully passing the required exam;
- (6) provide proof of successfully passing the jurisprudence exam;
- (7) successfully pass a criminal history background check performed by the department in accordance with the Act, the department's criminal conviction guidelines, and pursuant to Texas Occupations Code, Chapters 51 and 53; and
- (8) satisfactorily complete massage therapy studies in a minimum 500-hour department approved course at a licensed massage school in which includes at least:
  - (A) 200 hours of massage therapy techniques and theory and the practice of manipulation of soft tissue, with at least 125 hours of Swedish massage therapy techniques;
  - (B) 50 hours of Anatomy;
  - (C) 25 hours of physiology;
  - (D) 50 hours of kinesiology;
  - (E) 40 hours of pathology;
  - (F) 20 hours of hydrotherapy;
  - (G) 45 hours of massage therapy laws and rules, business practices and professional ethics;
  - (H) 20 hours of health, hygiene, first aid, universal precautions, and cardiopulmonary resuscitation (CPR); and
  - (I) 50-hour internship program.

Massage Therapist License--Examination Requirements:

- (a) Unless otherwise indicated, all applicants must:
  - (1) pass a massage therapy examination approved by the department before submitting an application for licensure; and
  - (2) pass the department's jurisprudence examination before a license will be issued.
- (b) Examinations approved by the department must be broadly recognized for licensure purposes by other states that regulate massage therapists.
- (c) Examination results must reflect that the applicant passed the examinations within two years of the application for licensure unless the applicant is currently licensed in another state or jurisdiction and is applying under §117.20.
- (d) A license will not be issued until the department receives acceptable confirmation of passing examination scores.

## **COSMETOLOGY COURSE OUTLINE**

**1000 HOURS**

**INSTRUCTOR'S NAME:** \_\_\_\_\_

### **DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

### **INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will receive distance education instruction via synchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### **PROGRAM RESOURCES:**

- *Milady's Standard Cosmetology 14<sup>th</sup> Edition*
- *Milady's Standard Foundations 1<sup>st</sup> Edition*
- *Milady Advanced Services: Eyelashes 1<sup>st</sup> Edition*

## SECTION A San Antonio, TX Only

- *State Board Rules and Regulations*

### REFERENCE MATERIALS:

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources, Reference Materials are subject to change.*

### GRADING PROCEDURES:

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required to be evaluated on campus at least once a month. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% – 100% **A**

80% – 89% **B**

70% – 79% **C**

60% - 69% **D**

Below 60% **F**

Below 70% **BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (academic and technical skills) must be passed with a 75% grade or higher**

### HOURS SUBJECT - UNIT

#### 700 THEORY AND RELATED PRACTICE

Anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory including haircutting; hairstyling; hair and scalp treatments, scalp massage, hair weaving, extensions, chemical textures and applications; skin care and related theory including makeup, face and neck massage and treatments; hair removal including facial hair removal, waxing, and removing body hair; nail care and related theory including manicuring, pedicuring, and artificial nails; business skills and establishment management including customer service and professional ethics.

***Distance Education Hours:230 hours***

#### 300 SPECIALTY PRACTICE AND RELATED THEORY

Eyelash semi-permanent extensions; advanced hair care and advanced chemical services; and related practices

***Distance Education Hours: 110 hours***

#### 1000 TOTAL HOURS

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*Distance Education Hours: 340 Hours*

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

## **REQUIRED TECHNICAL SKILLS EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of technical skill practice experiences for satisfactory skills development and graduation. Technical skills may be completed on mannequins, models, or clients when attending on campus. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skill practices may be scheduled BY THE INSTRUCTORS based on training NEEDS.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Students enter the skill information into the Learning Management System (CIMA) per the instructions for each skill. The instructor then grades the skill at the time the student performs the skill for immediate student feedback and in CIMA as well. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

**A satisfactory grade is based on meeting the minimum requirements in the following categories:**

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

## **PRACTICAL REQUIREMENTS CATEGORY DEFINITIONS**

- 100 CLIENT COMMUNICATIONS/PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the clients, build client retention, education clients on services and retail, client referrals, rebooking,
- 50 CHEMICAL FORMULATIONS:** Determining the proper use of chemicals; haircoloring, chemical waving and relaxing as it relates to the completed hair analysis and consultation. Advanced chemical mixing for hair color, chemical waving, and relaxing.
- 75 CHEMICAL TEXTURE SERVICES:** Restructuring, permanent waving straightening and relaxing. Advanced chemical texture service techniques to achieve multidimensional texture and design lines.  
*Please note: The shampoo is considered to be part of Chemical texture services and is not recorded separately.*
- 400 DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Includes client protection.
- 15 EYELASH EXTENSION APPLICATION:** Specialty related practice of the application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.
- 5 EYELASH EXTENSION REFILL APPLICATION:** Specialty related practice of a refill application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.

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- 5 **EYELASH EXTENSION REMOVAL:** Specialty related practice of removal of semi-permanent eyelash extensions
- 15 **EYELASH EXTENSION MAPPING:** Specialty related practice of semi-permanent eyelash extensions mapping.
- 20 **FACIALS:** Includes basic facials, facials with machines, mask facials, facial manipulation and massage; exfoliation, skin care.
- 25 **HAIR AND SCALP TREATMENT:** Scalp treatments, hot oil treatments, scientific brushing, scalp massage, deep conditioning. Advanced hair care and scalp treatments. *Please note: The shampoo is considered to be part of the hair and scalp treatment and is not recorded separately.*
- 30 **HAIR REMOVAL:** Removal of hair by the use of wax or tweezers.
- 75 **HAIR, SKIN, AND NAIL ANALYSIS:** Analyzing the client's hair, skin, and nails through the means of observation, touch, and use of magnification devices to determine the safest and most effective treatment for the desired result.
- 100 **HAIRCOLORING:** Temporary, semi-permanent, demi-permanent color, permanent color, bleaching, dimensional coloring, highlighting, other forms of creative and advanced haircoloring techniques. Includes pre-disposition and hair stand testing. *Please note: The shampoo is considered to be part of the haircoloring service and is not recorded separately.*
- 100 **HAIRCUTTING:** All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears. Advanced haircutting techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the haircutting service and is not recorded separately.*
- 160 **HAIRSTYLING:** Blow Drying, Curling Iron, hot combing, hair pressing, thermal waving, roller sets, finger waves, pin curls, arranging, dressing, comb outs, braids, etc. Advanced hairstyling techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the hairstyling service and is not recorded separately.*
- 5 **MAKEUP:** Make-up application
- 20 **MANICURES:** Plain and hot oil manicures, polishing, removal, and nail art.
- 8 **PEDICURES:** Plain and spa
- 15 **SALON BUSINESS:** Evaluated salon business projects, salon field trips, and other related business and establishment management education.
- 50 **SCULPTURED NAILS (individual nail)-** Artificial Nails, Acrylic, Nails, Nail Tips, Nail Wraps, Overlays

It is the responsibility of the student to record the skills completed in CIMA for an instructor to grade the skill. These records are saved in the CIMA LMS and monitored by the state regulatory agency. For a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

## **ESTHETICIAN COURSE OUTLINE**

**750 HOURS**

**INSTRUCTOR'S NAME:** \_\_\_\_\_

### **DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Facial or related career avenue. All classes are taught in English.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal, and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Facial Specialist or related position.

### **FORMAT:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### **PROGRAM RESOURCES:**

**Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA  
**State Board Rules and Regulations**

### **REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

### **METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### **TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (350 scheduled hours) and the end of the program (700 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 700 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

### **EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with a academic assessment. Technical skill assignments are

evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

**90% - 100% = A**

**80% - 89% = B**

**70% - 79% = C**

**60% - 69% = D**

**Below 60% = F**

**BELOW 70% BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**HOURS**

**SUBJECT - UNIT**

**50 ORIENTATION**

School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Hygiene and Good Grooming, Personality Development

**40 SANITATION/SAFETY**

Sanitation and Sterilization, Bacteriology, First Aid, Universal Precautions, Professional Responsibility

**90 ANATOMY AND PHYSIOLOGY**

Major Bones, Muscles, Nerves and Functions, Skin, Functions, Structure, Appendages, Disorders and Diseases, Conditions and Lesions, and Skin Analysis

**50 CHEMISTRY**

Organic and inorganic chemistry, forms of matter, pH and pH scale, Chemical Reactions, Chemicals and Cosmetics

**75 ELECTRICITY/MACHINES**

Electricity, Facial Machines and Related Equipment, Safety precautions.

**50 CLIENT CARE/CONSULTATION**

Evaluated presentations of student's ability to interact with the client build client retention, client referrals, client education on services and products, rebooking, etc., employee and client Relationship, treatment room

**225 FACIALS**

Types, Structure of the Skin, Massage Manipulations and Benefits and Safety precautions

**25 HAIR REMOVAL**

Hair Removal: Temporary, Waxing, Hair Growth, and Safety Precautions

**15 AROMATHERAPY**

Aromatherapy

**10 NUTRITION**

Nourishment, Skin Facts and Functions

**10 COLOR PSYCHOLOGY**

Color Theory, Warm and Cool Colors, Selecting Color

**75 MAKEUP**

Makeup Services, Artificial Eyelash Applications, Products, Corrective Makeup, Tools and Supplies, and Safety Precautions

**35      MANAGEMENT**

Salesmanship, Business Administration Related to Beauty, Salon Operations, Payroll Record Keeping & Taxes, Seeking Employment, Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.

**750      TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.



**PROGRAM TITLE: MANICURIST****600 hours****PROGRAM DESCRIPTION:**

The primary purpose of the Manicurist Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Manicurist or related career avenue. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the clients overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in nail technology and related fields.

**PROGRAM RESOURCES:**

- **Milady's Standard: CIMA Standard Nail Technology, 8th Edition**
- **State Board Rules and Regulations**

**REFERENCE MATERIALS:**

*Nail Structure and Product Chemistry, 2<sup>nd</sup> edition, Doulas Schoon, 2005, ISBN 9781401867096*  
*The Salon Professional's Guide to Foot Care, 1<sup>st</sup> edition, Godfrey Mix, 1999, ISBN 9781562533328*  
*Salon Ovations Q and A, 1<sup>st</sup> edition, 1996, Vicki Peters, ISBN 978156253266*  
*Milady's Guide to Owning and Operating a Nail Salon, 1<sup>st</sup> edition, 1994, Joanne Wiggins, 9781562532017*  
*Various Nail Related DVDs*  
*Milady Nail Technology DVDs*

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will practice technical skills both via distance education and on campus (technical skills practiced via distance education will only be practiced on mannequins; no live models or clients allowed). Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and

answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### TESTING POLICY:

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of the Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of the Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of technical skills. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required to be evaluated on campus. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

WRITTEN PRACTICAL	AND	
90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

### BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\*

\*All Assessments (practical and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

### HOURS SUBJECT - UNIT

#### 320 PROCEDURES

Basic Manicure and Pedicure, Oil Manicure, Removal of Stains, Repair Work, Hand and Arm Massage, Buffing, Application of Polish, Application of Artificial Nails, Application of Cosmetic Fingernails, Preparation to Build New Nail, and Application of Nail Extensions, Sculptured Nails, Tips, Wraps, Fiberglass/Gels, and Odorless Products

<b>100</b>	<b>BACTERIOLOGY, SANITATION, AND SAFETY</b> Definitions, Importance, Rules, Laws, Methods, Safety Measures, Hazardous Chemicals and Ventilation Odor in Salons
<b>80</b>	<b>PROFESSIONALISM PRACTICES</b> Manicuring as a Profession, Vocabulary, Ethics, Salon Procedures, Hygiene and Grooming, Professional Attitudes, Salesmanship and Public Relations
<b>70</b>	<b>ARMS AND HANDS</b> Major Bones and Functions, Major Muscles and Functions, Major Nerves and Functions, Skin Structure, and Functions, Appendages, Conditions and Lesions, Nail Structure, Composition, Growth, Regeneration, Irregularities and Diseases
<b>15</b>	<b>ORIENTATION, RULES, LAWS AND PREPARATION</b>
<b>15</b>	<b>EQUIPMENT, IMPLEMENTS AND SUPPLIES</b>
<b>600</b>	<b>TOTAL HOURS</b>

### REQUIRED TECHNICAL SKILL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of technical skill experiences for satisfactory skills development and graduation. These technical skills may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skills may be scheduled BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Only when the technical skill is evaluated as satisfactory or higher, will the instructor grade as completed. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria document. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

### TECHNICAL SKILL REQUIREMENTS CATEGORY DEFINITIONS

<b>35</b>	<b><i>BASIC MANICURE</i></b> Basic manicure, buffering, arm and hand massage, polish application; includes skin and nail analysis
<b>40</b>	<b><i>ADVANCED MANICURE</i></b>

Table set up; hot oil manicures; paraffin wax, scrubs, masks and treatments; hand and arm massage, reflexology; includes skin and nail analysis

**25**      ***BASIC PEDICURE***

Pedicure; foot massage, toenail trimming, includes skin and nail analysis etc.

**25**      ***ADVANCED PEDICURE***

Pedicure; paraffin wax, scrubs, masks and treatments; leg and foot massage, reflexology; includes skin and nail analysis

**630 (nails)**      ***ARTIFICIAL NAIL APPLICATION***

Nail tips; sculptured nails; artificial nail application; wraps or overlays on tips; gel; fiberglass or other methods of artificial nail extensions; repair techniques; and removal of stains

**200 (nails)**      ***NAIL ART/ADVANCED ENHANCEMENTS***

French manicure; free hand art; airbrushing, acrylic art, stripping, stones, decals, etc.

**300**      ***DISINFECTION AND SANITATION:***

The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.

**75**      ***CLIENT COMMUNICATIONS:*** Evaluated presentations of student's ability to

interact with the client build client retention, client referrals, client education on services and products, etc.

**25**      ***PROFESSIONAL PRACTICES:*** Evaluation of business administration performance

including reception procedures, inventory, telephone technique, salon business projects, salon field trip reports, etc.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

Satisfactory Academic Progress Evaluation Points, 25 Hour/24 Week Program:

1st Evaluation Point: 300 Hours/12 Weeks

2nd Evaluation Point: 690 Hours/24 Weeks

Satisfactory Academic Progress Evaluation Points, 20 Hour/30 Week Program:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks



## Section D – San Antonio Only

# Massage Therapy Program 600 Hours/30 Weeks Minimum

Massage Therapy is a healing art with a history going back thousands of years. The first written records of massage therapy are from China, but the benefits of massage therapy were well known across the entire world. Those traditions of long ago are the roots of modern-day massage therapy.

In many countries today, massage therapists work side by side with other medical professionals. The demand for massage therapists has greatly increased over the past few years with the renewed interest in health and well-being that is sweeping the country.

### OBJECTIVE:

The Massage Therapy Program is designed to meet the requirements of the Texas Department of Licensing and Regulation (TDLR) to become licensed as a Massage Therapist with the State of Texas. Upon completion of this program, the student will be eligible to apply and sit for an acceptable National exam required for licensure with the Texas Department of Licensing and Regulation (TDLR) .

*This program differs from the Basic Massage Therapy program in that it offers additional hours of instruction in Spa Techniques as well as additional Internship hours.*

Course Code	Course Title	Lecture Hours	Maximum DE Hours	Lab Hours	Internship	Total Hours
<b>PRE-REQUISITE</b>						
EST111	Essentials	50	40	30		80
<b>CORE</b>						
DCH111	Deep Tissue, Chair Massage, and Health and Hygiene	40	22	40		80
APR111	Anatomy and Physiology, Reflexology	62	52	18		80
PSM111	Pathology and Sports Massage Techniques	52	42	28		80
PPS111	Prenatal, Pediatric and Spa Techniques	37	32	43		80
BMT111	Business and Massage Techniques Practicum	42	37	38		80
<b>CLINICAL PRACTICE</b>						
MTI120	Internship	0	0	0	120	120
	<b>TOTAL</b>	<b>283</b>	<b>225</b>	<b>197</b>	<b>120</b>	<b>600</b>

## **MASSAGE THERAPY COURSE DESCRIPTIONS**

### **Essentials EST111**

This module is the entry point into the Massage Therapy program. It introduces students to anatomy, physiology, basic medical terminology, history of massage, introduction to massage protocols, and standards of ethics and professionalism. Students will gain familiarity with the major organ systems, cells, tissue, bones, muscles, joints, and other areas as well as basic technical knowledge, including an introduction to hygiene, sanitation methods, and safety standards. Students will learn the fundamental Swedish massage techniques, client protocol, draping, bodywork postures, and methods of recordkeeping. Students will gain an understanding of professional ethical behavior, boundary issues, and scope of practice, which will enable them to work more effectively with clients including Human Trafficking awareness.

### **Deep Tissue, Chair Massage, and Health and Hygiene DCH111**

#### ***Prerequisite: Essentials***

This module provides students with the skills to perform deep tissue and chair massage techniques, health and hygiene education, and kinesiology of the spine and thorax. Students will learn to perform deep tissue techniques for muscle redefinition by releasing stagnation, knots, and spasms that lie deep within the muscular tissue. In addition, they will develop therapeutic strategies to address acute and chronic muscular conditions while developing and maintaining proper body mechanics to prevent injury. During chair massage, defined as a compact, efficient style of bodywork performed through the clothing while the recipient is in a comfortable seated position, students will learn various techniques applied to the head, neck, shoulders, arms, and back while the client is sitting in a chair. Health and Hygiene education includes practical considerations such as clothing, jewelry, aerobic exercise, breathing exercises, yoga and meditation as well as postural integration techniques that balance, maintain and enhance the optimum stance and movement required when giving a massage while avoiding strain and injury to the therapist. Students will acquire a basic understanding of the disease process and how it affects the body. Students will learn and demonstrate the laws governing sanitation in the massage setting, practice basic sanitation techniques and develop a housekeeping plan. Cardiopulmonary (CPR) techniques and basic first aid procedures are presented.

### **Anatomy and Physiology, Reflexology APR111**

#### ***Prerequisite: Essentials***

This module offers massage therapy students an in-depth study of the organization and structure of the human body as well as the functions of the human body, reflexology, and kinesiology of the foot and leg and head and neck. Students will explore the major organ systems, explaining how and why the body works the way it does, with emphasis on the specialized needs of massage. In addition to exploring the body systems, students will study the physiological effects of massage on the body. Reflexology introduces students to the history, theory, and practice. Students will learn the zones on the feet, as well as the reflex points and their anatomical correspondences.

### **Pathology and Sports Massage Techniques PSM111**

#### ***Prerequisite: Essentials***

This module focuses on pathology for massage therapists, sports massage techniques including passive joint mobilization, and kinesiology of the shoulder and arm. During Pathology students will gain a basic understanding of the disease process and how it affects the body's functions. Students will learn the common diseases and disorders of each organ system, as well as indications and contraindications for massage. Students will study movement, including joint types, ranges of motion, and the lever-action muscle groups that act upon these joints. Students will be able to describe the interaction of agonistic, synergistic, and antagonistic muscle groups, and the interrelationship of these muscle groups. The focus on Sports Massage presents the benefits of massage used in conjunction with sports, considered by many athletes to be essential for peak performance with minimal risk of injury. Students will learn pre/post- sporting event massage techniques, as well as preventive and rehabilitation massage methods. Students will learn how to apply joint movements while the client remains passive (non-

## **Section D – San Antonio Only**

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moving or relaxed), leading to the loosening of holding patterns in various joints and resulting in a greater range of motion and reduced joint stress.

### **Prenatal, Pediatric and Spa Techniques PPS111**

#### ***Prerequisite: Essentials***

This module introduces students to prenatal and pediatric massage, kinesiology of the pelvis and thigh, hydrotherapy, aromatherapy and other popular spa techniques. Students will learn the applications of massage for the special needs of women during the prenatal and postpartum stages of pregnancy including the anatomical and physiological changes that occur with pregnancy while acquiring the massage skills appropriate for each stage of pregnancy. Indications and contraindications of massage during pregnancy will be covered as well as the signs and symptoms of high-risk pregnancies. In association with pregnancy massage, this technique to perform pediatric massage, including Swedish massage, relaxation techniques, and passive range-of-motion exercises will be presented. Students will be presented with an overview of the history, benefits, indications, and contraindications of aromatherapy, hydrotherapy, and spa techniques. Students will learn how to integrate the use of essential oils safely and effectively into a massage session, as well as learn the mechanisms and various forms of hydrotherapy, including therapeutic use of cold and hot applications, body wraps, scrubs, Hot Stones, and the use of hot and cold packs and compresses.

### **Business and Massage Techniques Practicum BMT111**

#### ***Prerequisite: Essentials***

This module focuses on massage business, kinesiology of the forearm and hand, and massage techniques practicum. Business concepts related to massage therapists include laws and ordinances governing massage therapy, legal structures, compliance with tax laws, business structures, career paths, business plans, marketing, practice building, office procedures, record keeping, professional affiliations, professional ethics and professional referrals. Students will learn how to communicate with clients and associates effectively and professionally, determine permit requirements, navigate legal aspects, and keep records. Students will gain an understanding of the professional standards, code of ethics, HIPAA, and scope of practice necessary to build a strong foundation for a successful career in massage therapy. During the massage practicum students will practice and improve their massage techniques with guided instructor support.

### **Clinical Internship MTI120**

#### ***Prerequisite: Essentials and Clinic Orientation***

Upon successful completion of the 480 hour classroom requirement, the student will begin the internship of the program. This course presents the opportunity for students to practice on clients drawn from the general public and to practice the techniques they have learned in their previous course work. Internship supervisors will evaluate the student intern and will provide further assistance in this hands-on practice. Students will fine-tune their communication and record-keeping skills with a wide variety of clients.

Milan Institute uses the following midpoints to evaluate Satisfactory Academic Progress:

600 Hour/30 Weeks Program:

1st Evaluation Period: 300 Hours/at least 15 Weeks

2nd Evaluation Period: 600 Hours/at least 30 Weeks



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# Administrative Medical Assistant

**780 Hours/36 Weeks/56 Quarter Credits/36 FA Units**



The Administrative Medical Assistant is a very important part of the medical office. He or she is normally the first and last person patients see when they come to a medical office. Doctors depend on their Administrative Medical Assistant every day for important and accurate patient information.

Administrative Medical Assistant duties vary from office to office, but normally include setting appointments, organizing patient files and information, completing insurance forms and information, patient billing, and medical coding. An Administrative Medical Assistant must understand and be able to interpret medical terminology and be comfortable working with the public.

## **Program Purpose and Mission**

The purpose and mission of the Administrative Medical Assistant program is to prepare students to enter the health professions field as an administrative medical assistant.

## **Program Description and Objectives**

The Administrative Medical Assistant program is designed to prepare students to enter the health professions field as an administrative medical assistant. Students will be able to function at an entry-level position in a variety of settings including, but not limited to, medical offices, hospitals and medical clinics.

## **Occupations and Standard Occupational Classification Codes**

Medical Records and Health Information Technician 29-2071.00, Medical Secretary 43-6013.00, Bill and Account Collector 43-3011.00, Executive Secretary and Administrative Assistant 43-6011.00, Receptionist and Information Clerk 43-4171.00, General Office Clerk 43-9061.00

## **Training Program:**

The training program is divided into seven learning units called modules. Students must complete Welcome to Milan and modules A through G starting with any module and continuing in any sequence until all seven modules are completed. Modules A through G stand alone and are not dependent upon previous training. Upon successful completion of Welcome to Milan and all modules, students participate in a 180-hour externship.

## **Course Descriptions**

### **Welcome to Milan WTM111**

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

### **Office Basics OBA112**

This course is designed to introduce students to the professional office environment. Whether centered on the medical community or general type office, students will build skills and a base understanding that relate to any administrative location. Appointment scheduling, customer service techniques, basic

## Section E-2 (Las Vegas and Merced Only)

business transactions, records / file management and workplace legal and ethical concepts are all addressed within the course. Also discussed are the basic principles behind office policies & procedures, along with a familiarization of automated equipment found in the office setting and an appreciation of the role in which the human relations department plays in a business setting. Students will gain knowledge of HIPAA and importance of confidentiality along with lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding skills.

### **Business Technology BTC113**

This course will introduce the student to basic computer concepts and a functional knowledge in various types of computer hardware, software, networking systems and information storage devices. Microsoft Windows operating system is explored to enhance a students' knowledge and applied proficiency for working in a business setting. Students will be exposed to Microsoft Office with a detailed focus on understanding Outlook and PowerPoint as it pertains to the workplace. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding skills.

### **Information Coding ICO114**

This course develops the foundation for medical diagnosis and procedural coding. Students will gain knowledge and perform basic coding functions necessary for completion of medical insurance forms utilizing CPT procedural and ICD-9 / ICD-10 diagnosis coding materials. Lessons in ICD-10 applications will be discussed and practiced in detail. Also included is instruction in anatomy & physiology, medical terminology, and continued practice in basic keyboarding skills.

### **Insurance Theory INT115**

This course provides students with the basic knowledge of insurance forms encountered within the healthcare field through lecture as well as hands-on experience. Such forms as Universal, Worker's Compensation, Medicare, as well as HMO and PPO plans will be covered. Discussions centered around the affordable healthcare act will be a focal point towards gaining a deeper understanding of the laws and patient insurance coverage. Students will learn to obtain information from patient medical records and ledgers to complete insurance forms accurately. Students will be provided instruction on basic pharmacology and patient prescriptions for a deeper understanding of insurance formularies and payment coverage. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding.

### **Accounting Basics ACB116**

This course offers instruction on basic accounting techniques. Students will gain knowledge through lecture and hands-on applications that center on accounts payable and receivable systems. The ledger, revenue cycle, cash receipts / deposits, purchase cycles and basic budgeting skills will be covered. An overview of QuickBooks will be practiced familiarizing the student with accounting software found in the workplace. Microsoft Office with a detailed focus on Excel will aid students with a base understanding and practical knowledge of working business-related spreadsheets. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in keyboarding.

### **Computerized Billing COB117**

Students will learn the importance of patient billing and using billing software to produce invoices, record, and balance patient account information in the computer. Students are given hypothetical insurance billing situations and will use appropriate forms, codes, and procedures to process insurance claims for optimal reimbursement. Also included are lessons in anatomy & physiology, medical terminology, and continued practice in basic keyboarding techniques.

### **Office Communications OFC118**

Students will learn the different types of office and business communications used in today's workplace environment. Verbal and non-verbal communication techniques and cues will be discussed, along with e-mail and business communication etiquette. Students will learn basic commands and features associated with Microsoft Office, using Word software and will practice writing different types of memos, letters, business proposals and reports using proper grammar, punctuation, and universal business English. In addition to practicing transcription techniques, Self-esteem and human relations will also be covered in this module along with instruction in anatomy & physiology, medical terminology, and continued practice in basic keyboarding skills.

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## Administrative Medical Assistant Course Descriptions

### **Externship AXT119**

Students will use the skills and knowledge they have acquired throughout the program and work at an off-site medical facility to gain actual experience in a medical environment.

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**Section E-4 (las Vegas and Merced Only)**

**Administrative Medical Assistant**

<b>Course Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lecture Credits</b>	<b>Lab Hours</b>	<b>Lab Credits</b>	<b>Extern Hours</b>	<b>Total Hours</b>	<b>Total Credits</b>	<b>FA Units</b>
<b>PRE-REQUISITE</b>									
WTM111	Welcome to Milan	5	.5	0	0	0	5	.5	.25
<b>MODULE A</b>									
OBA112	Office Basics	60	6.0	25	1.25	0	85	7.25	4.25
<b>MODULE B</b>									
BTC113	Business Technology	60	6.0	25	1.25	0	85	7.25	4.25
<b>MODULE C</b>									
ICO114	Information Coding	60	6.0	25	1.25	0	85	7.25	4.25
<b>MODULE D</b>									
INT115	Insurance Theory	55	5.5	30	1.50	0	85	7.0	4.25
<b>MODULE E</b>									
ACB116	Accounting Basics	50	5.0	35	1.75	0	85	6.75	4.25
<b>MODULE F</b>									
COB117	Computerized Billing	50	5.0	35	1.75	0	85	6.75	4.25
<b>MODULE G</b>									
OFC118	Office Communications	60	6.0	25	1.25	0	85	7.25	4.25
AXT119	Externship	0	0	0	0	180	180	6.0	6.0
<b>TOTAL</b>		<b>400</b>	<b>40</b>	<b>200</b>	<b>10</b>	<b>180</b>	<b>780</b>	<b>56.0</b>	<b>36.0</b>

Satisfactory Academic Progress Evaluation Points:  
 1st Evaluation Point: 18 FA Units/18 Weeks  
 2nd Evaluation Point: 36 FA Units/36 Weeks

*Administrative Medical Assistant*

Veterans Satisfactory Academic Progress Evaluation Points:  
 1st Evaluation Point: 9 FA Units/9 Weeks  
 2nd Evaluation Point: 18 FA Units/18 Weeks  
 3rd Evaluation Point: 27 FA Units/27 Weeks  
 4th Evaluation Point: 36 FA Units/36 Weeks

## **COSMETOLOGY COURSE OUTLINE**

**1600 HOURS**

**INSTRUCTOR'S NAME:** \_\_\_\_\_

**DESCRIPTION:** The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is taught in minimum of 12 weeks for day students and 18 weeks for evening students, Phase 2 is the remainder of the course.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, and pedicures.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

**FORMAT:** The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### **PROGRAM RESOURCES:**

- **Milady's Standard Cosmetology 14<sup>th</sup> Edition utilizing CIMA**
- **Milady's Standard Foundations 1<sup>st</sup> Edition utilizing CIMA**
- ***State Board Rules and Regulations***

### **REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Resources are subject to change.*

### **GRADING PROCEDURES:**

SECTION F  
Las Vegas, NV ONLY

To determine academic progress, students are assigned theory study and a minimum number of technical skill performances. Theory is evaluated after each unit of study. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL:**

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

BELOW 60% F

BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\*

\*All Assessments (practical and/or written) must be passed with 75% or higher

**HOURS      SUBJECT - UNIT**

**160      THEORY - CLASSROOM INSTRUCTION**

Orientation, Career Information, State Laws and Regulations, Professional Image, First Aid, Safety, Chemistry, Electricity, Esthetics, Trichology, Chemical Hair Services, Haircutting, Hair Design, Hair Color, Nail Technology, Job Seeking and Professional Ethics, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Anatomy and Physiology, and OSHA

**60      INFECTION CONTROL AND PREVENTION, BACTERIOLOGY, and DECONTAMINATION**

Health, Public Sanitation, Disinfection Methods, Chemical Agents, Types, Classifications, Bacterial Growth, Biology, Infections, Infection Control, Products, Tools, Equipment Use and Safety, and Proper Storage.

**75      HAIR CARE - SHAMPOO, RINSES, SCALP TREATMENTS**

Types, Chemistry, Scalp Treatments & Manipulations, Hair Treatments, Related Knowledge, Analysis of the Skin & Scalp, Disorders of the Skin, Scalp, & Hair, Light Therapy and Safety Precautions.

**175      CHEMICAL HAIR SERVICES -TEXTURE SERVICES**

Classifications, Scalp & Hair Analysis, Chemistry of Permanent Waving and Relaxers, Principal Actions in Cold Waving, Curling Rods, Procedures Normal, Tinted, Bleached, Problem Hair, Sectioning, Wrapping, Test Curl, Solution Application, Processing and Neutralizing, Chemical Relaxing, including Sectioning, Stand Test and Application, Record Cards/Release Statements, Safety Precautions.

**200      CHEMICAL HAIR SERVICES -HAIR COLORING**

Classifications, Analysis of Hair, Chemistry of Color, Procedures Permanent Tints, Bleaching, Corrective Work, Removal of Chemicals, Record Cards/Release Statements, Safety Precautions.

**250      HAIR DESIGN - HAIRSTYLING**

Principles and Techniques of Wet Styling, Blow Drying and Waving, Finger Waving, Hairdressing, Artificial Hair.

SECTION F  
Las Vegas, NV ONLY

- 200 HAIRCUTTING**  
Principles and Techniques of Hair Design, Sectioning, Removing Length or Bulk with Razor, Scissors, Clippers, Thinning Shears, Cutting and Trimming Facial Hair, including Beard and Mustache, Eyebrow, Ear, and Nose Hair.
- 120 NAIL TECHNOLOGY SERVICES**  
Equipment, Implements, Cosmetics, & Materials, Types, Related Anatomy, Procedures, Repair Techniques, Diseases and Disorders of the Nail, Manicuring, Pedicuring
- 150 AESTHETIC SERVICES**  
Types, Chemistry of Cosmetics, Diseases and Disorders of the Skin, Structure of the Skin, Manipulations, Make-Up, Arches, Temporary Hair Removal, Lash and Brow Tints, Safety Precautions,
- 100 SALON BUSINESS (Management of a cosmetology establishment)**  
Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Telephone Use, Advertising, Sales, Communications, Public/Human Relations, Insurance, Salon Safety, Professional Ethics, Employee and Client Relationships, Client Communications, Public Relations, Salesmanship, and Seeking Employment. Client Communication
- 60 FIELD TRIPS AND MODELING**  
Students may participate in field trips after completing 160 hours of training. These field trips must be approved by the school and conducted under the direct supervision of a licensed instructor.
- 50 NEVADA RULES AND REGULATIONS**  
Provisions of NAC 644 and Chapter 644 of the NRS will be taught throughout the program in both theory and practical education.
- 1600 TOTAL HOURS**

# Dental Assistant



## 845 Hours/43 weeks

Dental Assistants perform a variety of duties in a dental office including assisting the dentist during the examination and treatment of patients by passing and receiving required instruments, using the HVE or other instruments to keep the patient's mouth clear, as well as taking dental radiographs. Dental Assistants also observe strict sterilization and infection control procedures, take dental impressions, remove sutures, give oral hygiene instructions and apply anesthetics to the gingiva (gums) and cavity preventatives to teeth are also performed. Dental Assistants can perform coronal polishing and apply dental sealants once they pass their state board exam.

Dental Assistants must be reliable, work well with others, and have good manual dexterity.

### Program Purpose and Mission

The purpose and mission of the Dental Assistant Program is to prepare students to function competently in entry-level positions in a dental office setting.

### Program Description and Objectives

The Dental Assistant Program is designed to prepare students to function competently in entry-level positions in a dental office setting. The program includes front office skills and the skills needed to assist the dentist during the preparation, examination and treatment of patients.

### Occupations and Standard Occupational Classification Codes

Dental Assistant 31-9091.00

### Funding Method

For Title IV purposes the funding method is based on Clock Hours.

### Training Program

The training program is divided into learning units called modules. Students must complete Strategies for Professional Success and Introduction to Dental Assistant courses prior to completing any core Dental Assistant courses. Students take the core Dental Assistant courses in any sequence until all courses are completed. All core Dental Assistant courses are stand alone and are not dependent upon previous training. Upon successful completion of Strategies for Professional Success, Introduction to Dental Assistant, and all core Dental Assistant courses, students participate in an externship.

### Course Descriptions

#### Strategies for Professional Success SPS 111

Strategies for Professional Success is an introductory course that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Strategies for Professional Success is designed to prepare students with the basic skills to be successful in school, career, and life by emphasizing flexibility, critical thinking, resiliency, accountability, and leadership. Students will receive basic technology training to successfully navigate their digital eBooks and resources. In addition to life strategies this course provides students an opportunity to begin preparing for externship and employment by focusing on skills necessary for career success. Students will practice completing job applications, resumes, cover letters, thank you notes, and practice interview techniques. Student will demonstrate professional appearance and workplace etiquette, understand the expectations of professional workplace communication including email and social media, recognize the effects of personal financial responsibility



## Section G-2 Merced Only

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### Dental Assistant Course Descriptions

and literacy, and gain knowledge of strategies for retaining employment.

#### **Introduction to Dental Assisting IDA121**

#### ***THIS COURSE MUST BE SUCCESSFULLY COMPLETED PRIOR TO STARTING ANY OTHER MODULES OF INSTRUCTION***

This course serves as an introduction to the program by training students on basic administrative skills, the Health Insurance Portability and Accountability Act, Anatomy (specializing in tooth, head, and neck), emergency and safety precautions/vital signs, CPR, basic chairside skills, instruments, tooth numbering, sterilization protocols, and infection control. Students will take an exam on Infection Control Procedures and upon successfully passing, receive a certificate of achievement

#### **Oral Pathology and Nutrition Unit OPN124**

completion of this course the student will understand how nutrition can affect oral conditions and explain the role of vitamins and minerals in the daily diet. Students will be able to describe the characteristics of gingivitis and describe oral conditions of patients with eating disorders. Students will be able to recognize the fundamentals of Pharmacology and Microbiology as it relates the field of dentistry. The student will be able to identify and manipulate dental materials used, such as bases and liners, temporary and permanent cements. Students will identify the roles of these materials in tooth restoration procedures. Instruction covers listing the indications and contraindications for the use of amalgam and composite resins, and gold and porcelain restorations.

#### **Dental Sciences DSC122**

Upon completion of this course, the student will know the basic anatomy and physiology of the head and neck; tooth morphology and understand the tissues of the tooth and its supporting structures. The student will also be able to identify the major muscles of the head and neck, explain the function of the temporomandibular joint (TMJ), and identify various landmarks of the face and oral cavity. The student will be able to perform dental charting procedures, recognize cavity classifications, and signs/symbols of patient charting. Students will practice their patient charting skills. The students will also be able to identify the various characteristics, form, and function of the primary and permanent dentition.

#### **Pre-Clinical Procedures PCP123**

Upon completion of this course, the student will understand the various methods of handling and disposing of Hazardous Materials, identifying proper personal protective equipment for the dental employee. This course will also discuss and demonstrate how to obtain a patient health and medical history, record the patient treatment in the patient file/record, and explain the dental assistant's role in oral diagnosis and treatment planning.

#### **Lab Procedures/Preventive LAB126**

Upon completion of this course and passing a written and practical exam, the student will be certified in coronal polish and dental sealant procedures. Students will understand the techniques, instrumentation, and materials involved in Coronal Polish and Pit and Fissure sealants procedures, as well as for dental pedodontic procedures, including fluoride treatments and stainless-steel crowns. At course conclusion, students will also be able to explain the laws as they pertain to reporting suspected child abuse. The RDA duties and skills utilized in these specialty areas will be emphasized. In addition, the student will be able to correctly assemble a restorative dental instrument tray, explain and/or describe the uses of each instrument and/or materials, including demonstrating the ability to assemble and place a Tofflemire matrix retainer. They will also be able to identify and demonstrate the use of a high speed, low speed and prophylaxis handpieces, as well as the care and maintenance of each.

## Section G-3

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### **Radiology RAD125**

Upon completion of this course and successfully passing a written and practical exam, the student will be certified in the state of California in Dental Radiography. Students will be able to operate dental x-ray equipment, understand and utilize radiation safety and processing procedures. The student will be able to perform procedures involved in exposing, processing, interpreting and evaluating dental radiographs, both manually and obtain digital radiological images. This course will also educate the student on properties and characteristics of radiation hazards, special radiographic techniques, Students will be required to expose radiographs on manikins and clinical patients.

### **Dental Specialties SPE127**

Upon completion of this course the student will be able to discuss the various DA and RDA duties routinely performed in the area of Dental Specialties. Endodontics, Dental Implants, and Oral Surgical procedure, including the legal considerations under which they are to be practiced, will be recalled and demonstrated as lab skills. Students will also receive instruction on the proper use of a conscious sedation/nitrous oxide and oxygen unit when patients undergo oral surgical procedures. Students will be able to understand the DA and RDA duties routinely performed in these specialty areas, Orthodontic and Periodontic procedures. Students will be able to take intra- and extra-oral photographs, as well as understand the legal considerations under which they are to be practiced. Emphasis is given to step-by-step procedures, which includes materials and instrumentations involved.

### **Clinical Externship DXT128**

Upon completion of this course, the student will be able to implement and utilize the appropriate skills, techniques and procedures in the dental clinic environment, as legally delegated to the DA/RDA by the state of California. Work experience is in a dental clinical setting under the direct supervision of the professional office manager, licensed dentist, or other office professional. Students are required to return to the campus weekly to submit timecards and evaluations. No more than 25% of extramural clinical instruction will take place in a specialty office.

**Section G-4**

<b>Course Code</b>	<b>Course Title</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Externship (Clinical) Hours</b>	<b>Total Hours</b>
<b>PRE-REQUISITES</b>					
SPS111	Strategies for Professional Success	40	0	0	40
IDA121	Introduction to Dental Assisting	45	15	0	60
<b>MODULE A</b>					
DSC122	Dental Sciences	65	15	0	80
<b>MODULE B</b>					
PCP123	Pre-Clinical Procedures	40	40	0	80
<b>MODULE C</b>					
OPN124	Oral Pathology & Nutrition	50	30	0	80
<b>MODULE D</b>					
PRE125	Radiology	25	55	0	80
<b>MODULE E</b>					
LAB126	Lab Procedures/Preventive	25	55	0	80
<b>MODULE F</b>					
SPE127	Dental Specialties	25	55	0	80
<b>EXTERNSHIP</b>					
DXT128	Clinical Externship	0	0	265	265
<b>TOTAL</b>		<b>315</b>	<b>265</b>	<b>265</b>	<b>845</b>

Satisfactory Academic Progress Evaluation Points:  
 1st Evaluation Point: 422.5 Hours/21.5 Weeks  
 2nd Evaluation Point: 845 Hours/43 Weeks

Veterans Satisfactory Academic Progress Evaluation Points:  
 1st Evaluation Point: 211.25 Hours/10.75 Weeks  
 2nd Evaluation Point: 422.5 Hours/21.5 Weeks  
 3rd Evaluation Point: 633.75 Hours/32.25 Weeks  
 4th Evaluation Point: 845 Hours/43 Weeks

**PROGRAM TITLE: ESTHETICIAN**

600 hours

CIP Code: 12.0409

Occupations and Standard Occupational classification codes

39-5000 Personal Appearance Workers

- 39-5090 Miscellaneous Personal Appearance Workers
  - 39-5091 [Makeup Artists, Theatrical and Performance](#)
  - 39-5094 [Skincare Specialists](#)

**INSTRUCTOR'S NAME:** \_\_\_\_\_**PROGRAM DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Esthetics or related career field. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal and makeup.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM RESOURCES:**

**Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA

**State Board Rules and Regulations** - [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)

**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)

**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Micro-dermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with a academic assessment. Technical skill assignments are

evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL****90% - 100% = A****80% - 89% = B****70% - 79% = C****60% - 69% = D****Below 60% = F****BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 70% or higher

**KNOWLEDGE AND SKILL OBJECTIVES:****100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 85 hours**Practical Instruction** – 75 Total Operations

75 Skin Analysis

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 10 hours**Practical Instruction** – 225 Operations

225 Disinfection and Sanitations

**350 HOURS: Technical Instruction and Practical Training in Skin Care**

**Skin Care** - Including chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Technical Instruction/Theory** –

70 hours: Facials

8 hours: Makeup

**Minimum Practical Instruction**- 205 Total Operations

45 Manual Facials

60 Chemical Facials

45 Electrical Facials

20 Makeup Applications

**Professional Development :** Including client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, salon and spa skills.

**Technical Instruction/Theory** – 24 hours

**Minimum Practical Instruction-** 75 Total Operations

75 Professional Development

## **50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal Lash and Brow Beautification** –including removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Technical Instruction/Theory** – 15 hours

**Minimum Practical Instruction** – 55 Operations

55-Hair Removal

**Lash and Brow Beautification** - including tinting and perming eyelashes and brows and applying eyelashes to any person

**Technical Instruction/Theory** – 9 hours

**Minimum Practical Instruction** – 15 Operations

15- Lash and Brow Beautification

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

**Program Title: ESTHETICIAN 600 HOURS****PROGRAM DESCRIPTION:**

The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an esthetician or related career avenue. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services, work with facial machines, hair removal, and makeup.
5. Perform manipulative skills required for facial massage, effective use of required implements and equipment, proper application of make-up, unwanted hair removal, and lash/brow tinting.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Esthetics and related career fields.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**PROGRAM RESOURCES:**

- **Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA
- *State Board Rules and Regulations*

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**KNOWLEDGE AND SKILL OBJECTIVES:****HOURS**

- 41 SALON MANAGEMENT and PROFESSIONAL DEVELOPMENT:** Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills, Product knowledge, Client Assessment, tools and equipment use and safety, product knowledge. Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Client Communication, Business Administration, Seeking Employment, Job Readiness, Salesmanship, Insurance.
- 20 STATE LAW:** 644 NAC and NRS
- 35 THEORY SUBJECTS**
- **CHEMISTRY:** Theory of Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical exfoliation, physical and chemical changes of matter, pH and pH scale; chemical reactions and solutions/elements; compounds and mixtures.
  - **ELECTRICITY AND ENERGY:** Theory of the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment; Electricity and its effects on the skin; galvanic current; FDA; use of magnifying lamp and other energy sources.
  - **ANATOMY/PHYSIOLOGY/BACTERIOLOGY:** Theory of systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi; importance of water; nutrition for healthy skin and longevity
  - **SKIN DISEASE, DISORDERS, SKIN TYPING, PRODUCTS:** Wound healing and injuries; overview of diverse methods to evaluate skin, functional and performance ingredients.
- 46 INFECTION CONTROL and PROTECTION, DISINFECTION, AND SANITATION:** Theory and procedures to protect the health and safety of the consumer as well as the technician. Students will learn about the act of preventing the growth of germs and bacteria or destroying them to protect the health and safety of the consumer as well as the technician. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Disinfecting instruments and equipment will be emphasized throughout training.



- 108** **MANUAL FACIALS:** Theory and Practical Experiences of Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing and care, manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; other specialty components
- 111** **FACIALS with MACHINES:** Theory and practical experiences of Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing, and care, machine facials including the use of electrical/mechanical modalities and apparatuses including Microdermabrasion and other devices
- 47** **HAIR REMOVAL:** Theory and use of hard and soft waxes, tweezers, Brazilian waxing; speed waxing, sugaring, electric or manual and depilatories for removal of superfluous hair.
- 83** **MAKEUP and EYELASH APPLICATIONS:** Theory and skin analysis, complete and corrective makeup, eyelash application; eyelash and eyebrow tinting; eyebrow arching; lash techniques; body hair lightening
- 89** **FACIAL and SKIN TREATMENTS:** Theory and practice of client preparation; skin analysis and consultation; skin types; skin conditions and disorders; facial procedures; facial treatments with or without machines; overview of aromatherapy; clinical Exfoliation; packs and masks; wraps and scrubs; product recommendation
- 20** **MODELING AND FIELD TRIPS:** Volunteering for classroom practice of procedures and attending instructor supervised field trips
- 600** **TOTAL HOURS**

## TECHNICAL SKILLS EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of technical skill experiences for satisfactory skills development and graduation. Skills may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More skill practice may be schedule BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Technical Skills are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will grade each completed and submitted skill. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are based on state board guidelines and textbook procedures and industry standards. The criteria are explained to students and used uniformly when giving technical skill grades according to the following categories.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

## TECHNICAL SKILLS REQUIREMENTS

- 100 INFECTION CONTROL and PREVENTION, DISINFECTION, AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them to protect the health and safety of the consumer as well as the technician. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Disinfecting instruments and equipment will be emphasized throughout training.
- 80 MANUAL FACIALS:** Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing and care, manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; other specialty components
- 80 FACIALS with MACHINES:** Client preparation, treatment area setup, product selection, skin analysis/disorders/skin typing, and care, machine facials including the use of electrical/mechanical modalities and apparatuses including Microdermabrasion and other devices available.
- 80 HAIR REMOVAL:** Use of tweezers, hard and soft waxes, sugaring, electric or manual and depilatories for removal of superfluous hair.
- 40 MAKEUP and EYELASH APPLICATIONS:** Skin analysis, complete and corrective makeup, eyelash application, eyelash and eyebrow tinting, eyebrow arching, lash techniques, and body hair lightening.
- 80 FACIAL & SKIN TREATMENTS:** Client preparation, treatment area setup, product selection, skin analysis and consultation, skin types/conditions/disorders, facial procedures and treatments

with or without machines; clinical exfoliation, packs, masks, and scrubs, aromatherapy; and product recommendations

- 50 SALON MANAGEMENT & PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the client through client assessment, build client retention, educate client on additional services and products, rebooking, and exceeding the needs of the client. Demonstrating professionalism, ethics, communication skills, product knowledge, tools and equipment usage and safety, fundamentals of business management (inventory, reception desk procedures, salon business projects), and job readiness skills (mock interviews).
- 20 MODELING AND FIELD TRIPS:** Volunteering for classroom practice of procedures and attending instructor supervised field trips

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

Satisfactory Academic Progress Evaluation Points:

30 Week Program:

1st Evaluation Point: 300 Hours/15 Weeks

2nd Evaluation Point: 600 Hours/30 Weeks

**PROGRAM TITLE:** Manicurist Course

600 hours

CIP Code: 12.0410

Occupations and Standard Occupational classification codes

39-5000 Personal Appearance Workers

○ 39-5090 Miscellaneous Personal Appearance Workers

● 39-5092 [Manicurists and Pedicurists](#)**PROGRAM DESCRIPTION:**

The primary purpose of the Manicurist Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Nail Technician or related career avenue. An additional 200 hours spread through the program will provide students with creative techniques in Nail Air Brushing, Creative Nails, and Nail Art. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the clients overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in nail technology and related fields.

**PROGRAM TEXTS:****Milady's Standard:** Standard Nail Technology, 8th Edition utilizing CIMA**State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)**State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)**State Board Health and Training Course Exam Book:** [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)**REFERENCE MATERIALS:**

Nail Structure and Product Chemistry, Douglas Schoon

The Salon Professional's Guide to Foot Care, Godfrey Mix

Salon Ovations Q and A, Vicki Peters

Milady's Guide to Owning and Operating a Nail Salon, Joanne Wiggins

Various Videos and DVDs

Milady Nail Technology DVDs

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will practice technical skills both via distance education and on campus (technical skills practiced via distance education will only be practiced on mannequins; no live models or clients allowed). Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement,

discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of the Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of the Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skills. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required to be evaluated on campus. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100% = A

80% - 89% = B

70% - 79% = C

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher

**KNOWLEDGE AND SKILL OBJECTIVES:****100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 95 Total Operations

95 Nail and Skin Analysis

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 20 hours

**Practical Instruction** – 320 Operations

320 Disinfection and Sanitations

**200 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicure and Pedicure** - Including water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps

**Technical Instruction/Theory** - 50 hours

**Minimum Practical Instruction** – 620 Total Operations

60 Manicures

40 Pedicures

520 Artificial, Acrylic, and Nail Wrap Applications

**200 HOURS: Technical Instruction and Practical Training in Creative Nail Art Concepts and Salon Business**

**Creative Nail Art Concepts** - Including Creative Nail Designs, Air Brushing Techniques, and Nail Art

**Technical Instruction/Theory** – 20 hours

**Minimum Practical Instruction** – 900 Total Operations

900 Creative Nail Applications

**Salon Business and Professionalism** - Including business and communication skills, including professional ethics, customer service skills, decorum, record keeping, and client service records, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.

**Technical Instruction/Theory** – 30 hours

**Minimum Practical Instruction** – 60 Total Operations

60 Professional Development/Salon Business

# Massage Therapy

**740Hours/34 Weeks**



Massage Therapy is a healing art with a history going back thousands of years. The first written records of massage therapy are from China, but the benefits of massage therapy were well known across the entire world. Those traditions of long ago are the roots of modern-day massage therapy.

In many countries today, massage therapists work side by side with other medical professionals. The demand for massage therapists has greatly increased over the past few years with the renewed interest in health and well-being that is sweeping the country.

The mission of the program is to train students in the massage therapy skills necessary to function competently as a professional massage therapist in a variety of settings.

## **Program Mission**

The mission of the Massage Therapy program is to prepare the student to function competently as a professional massage therapist.

## **Program Purpose**

The primary purpose of the Massage Therapy program is to prepare the student in the best of Eastern, Western, ancient modalities, and the latest skills and techniques to function competently as a professional massage therapist.

## **Program Description and Objectives**

A program that prepares students to provide relief and improved health and well-being to clients through the application of manual techniques for manipulating skin, muscles, and connective tissues. The unique curriculum contains the best of Eastern, Western, ancient modalities and the latest skills and techniques. The student will receive ample hands-on training and knowledge required to function in a variety of settings including massage clinics, hospitals, doctors' offices, sporting events and more.

## **Occupations and Standard Occupational Classification Codes**

Massage Therapist 31-9011.00 CIP Code: 51.3501

## **Training Program**

This training program is divided into learning units called modules or course groupings. Students must complete in sequence Strategies for Professional Success and Essentials as prerequisites to any other modules. Students must complete all modules starting with a module or pre-determined course groupings and continue in sequence until all modules are completed. Modules are stand alone and are not dependent upon previous training. Students participate in an internship.

## **Course Descriptions**

### **Strategies for Professional Success SPS 111**

Strategies for Professional Success is an introductory course that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Strategies for Professional Success is designed to prepare students with the basic skills to be successful in school, career, and life by emphasizing flexibility, critical thinking, resiliency, accountability, and leadership. Students will receive basic technology training to successfully navigate their digital eBooks and resources. In addition to life strategies this course provides students an opportunity to begin preparing for externship and employment by focusing on skills necessary for career success.

## Massage Therapy Course Descriptions

Students will practice completing job applications, resumes, cover letters, thank you notes, and practice interview techniques. Student will demonstrate professional appearance and workplace etiquette, understand the expectations of professional workplace communication including email and social media, recognize the effects of personal financial responsibility and literacy, and gain knowledge of strategies for retaining employment.

### **Essentials EST113**

This module is the entry point into the Massage Therapy program. It introduces students to anatomy, physiology, medical terminology, history of massage, introduction to massage protocols, and standards of ethics and professionalism. Students will gain familiarity with the major organ systems, cells, tissue, bones, muscles, joints, and other areas as well as basic technical knowledge, including an introduction to hygiene, sanitation methods, and safety standards. Students will learn the fundamental Swedish massage techniques, client protocol, draping, bodywork postures, and methods of recordkeeping. Students will gain an understanding of professional ethical behavior, boundary issues, and scope of practice, which will enable them to work more effectively with clients.

### **Anatomy and Physiology ANP113**

This module offers massage therapy students an in-depth study of the organization and structure of the human body as well as the functions of the human body. Students will explore the major organ systems, explaining how and why the body works the way it does, with emphasis on the specialized needs of massage students. In addition to exploring the body systems, students will study the physiological effects of massage on the body.

### **Movement Arts MAR113**

In this module, students will be introduced to kinesiology, sports massage, and passive joint mobilization. Students will study movement, including joint types, ranges of motion, and the lever-action muscle groups that act upon these joints. Students will be able to describe the interaction of agonistic, synergistic, and antagonistic muscle groups, and the interrelationship of these muscle groups. The focus on Sports Massage presents the benefits of massage used in conjunction with sports, considered by many athletes to be essential for peak performance with minimal risk of injury. Students will learn pre/post- sporting event massage techniques, as well as preventive and rehabilitation massage methods. Students will learn how to apply joint movements while the client remains passive (non- moving or relaxed), leading to the loosening of holding patterns in various joints and resulting in a greater range of motion and reduced joint stress.

### **Pathology and Eastern Arts PEA113**

This module focuses on pathology for massage therapists as well as Shiatsu and Acupressure. During Pathology students will gain a basic understanding of the disease process and how it affects the body's functions. Students will learn the common diseases and disorders of each organ system, as well as indications and contraindications for massage. During the focus on Eastern Arts, students will learn the theory and practice of Shiatsu and Acupressure massage, including the foundations of traditional Chinese medicine including the classical theories of yin and yang, the five phases, the concept of Qi, meridian theory as it relates to massage, and breathing and mind-body centering techniques. Students will learn the basic skills and techniques enabling them to demonstrate a full body Shiatsu massage. Students will demonstrate hands on techniques for giving and receiving acupressure's therapeutic and transformational system of touch that promotes healing, increases energy, and relieves emotional stress.

### **Deep Tissue and Business DTM113**

This module provides students with the skills to perform various deep tissue massage techniques and focuses on Business Management and Law. Students will learn to perform deep tissue techniques for



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muscle redefinition by releasing stagnation, knots, and spasms that lie deep within the muscular tissue. In addition, they will develop therapeutic strategies to address acute and chronic muscular conditions while developing and maintaining proper body mechanics to prevent injury. Business Management and Law focuses on issues necessary to build and maintain a massage practice. Students will learn how to communicate with clients and associates effectively and professionally, determine permit requirements, navigate legal aspects, keep records, and understand tax information. Students will gain an understanding of the professional standards, code of ethics, and scope of practice necessary to build a strong foundation for a successful career in massage therapy. This module also provides education on HIPAA regulations.

### **Massage Therapy Course Descriptions**

#### **Massage Techniques and CPR MTC113**

In this module students will learn about various massage techniques including prenatal and pediatric, chair, and reflexology. Students will receive instruction on client evaluations using SOAP note format and complete CPR and First Aid education. Students will learn the applications of massage for the special needs of women during the prenatal and postpartum stages of pregnancy including the anatomical and physiological changes that occur with pregnancy while acquiring the massage skills appropriate for each stage of pregnancy. Indications and contraindications of massage during pregnancy will be covered as well as the signs and symptoms of high-risk pregnancies. In association with pregnancy massage, this technique to perform pediatric massage, including Swedish massage, relaxation techniques, and passive range-of-motion exercises will be presented. During chair massage, defined as a compact, efficient style of bodywork performed through the clothing while the recipient is in a comfortable seated position, students will learn various techniques applied to the head, neck, shoulders, arms, and back while the client is sitting in a chair. Along with the chair massage sequence, marketing techniques and strategies will be presented. Reflexology introduces students to the history, theory, and practice. Students will learn the zones on the feet, as well as the reflex points and their anatomical correspondences. While students massage routines on each other, they will receive instruction on properly completing client evaluations using intake forms and entering SOAP notes.

#### **Spa Techniques and Practical Anatomy STP113**

This module introduces students to aromatherapy, hydrotherapy, and other popular spa techniques as well as providing students hands on experience with practical anatomy application. Students will be presented with an overview of the history, benefits, indications, and contraindications of aromatherapy and hydrotherapy. Students will learn how to integrate the use of essential oils safely and effectively into a massage session, as well as learn the mechanisms and various forms of hydrotherapy, including body wraps, scrubs, Hot Stones, and the use of hot and cold packs and compresses. Practical Anatomy is designed to give students practical hands-on experience in locating, palpating, and defining the location of various muscles and anatomical landmarks, including a systematic investigation of the attachment sites and innervations of the major muscles relative to the different regions of the body.

#### **Clinical Internship MTC140**

Prerequisite: Essentials and Clinic Orientation

In the student clinic, students will have the opportunity to practice massage techniques that they have learned in their previous coursework. Students will be able to fine tune their communication and record-keeping skills with a wide variety of clients.

#### **Special Notice**

Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- (a) To hold himself or herself out or to use the title of “certified massage therapist” or “certified massage practitioner,” or any other term, such as “licensed,” “certified,” “CMT,” or “CMP,” in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- (b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

## Massage Therapy

<b>Massage Therapy 740-Hours</b>					
<b>Required Courses</b>					
<b>Course Name</b>	<b>Total Hours</b>	<b>Live Lecture</b>	<b>IDL Lecture</b>	<b>Lab</b>	<b>Clinic</b>
WTM111: Welcome To Milan	05	0	05	0	0
EST113: Essentials	85	30	20	35	0
ANP113: Anatomy and Physiology	85	0	80	5	0
MAR113: Movement Arts	85	0	45	40	0
PEA113: Pathology and Eastern Arts	85	0	40	45	0
DTM113: Deep Tissue and Business	85	0	50	35	0
MTC113: Massage Techniques and CPR	85	0	20	65	0
STP113: Spa Techniques and Practical Anatomy	85	0	25	60	0
MTC140: Clinical Internship • Can only accept 75-hours	140	0	0	0	140
<b>Total Required Course Hours</b>	<b>740</b>	<b>30</b>	<b>285</b>	<b>285</b>	<b>140</b>

Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 370 Hours/17 Weeks

2nd Evaluation Point: 740 Hours/34 Weeks

Veterans Satisfactory Academic Progress Evaluation Points:

1st Evaluation Point: 185 Hours/8.5 Weeks

2nd Evaluation Point: 370 Hours/17 Weeks

3rd Evaluation Point: 555 Hours/25.5 Weeks

4th Evaluation Point: 740 Hours/34 Weeks

# Medical Assisting

**780 Hours/36 Weeks/52 Quarter Credits/36 FA Units**



Medical assistants help doctors examine and treat patients, perform routine tasks, and keep the medical office running smoothly.

Duties vary from office to office, but normally include taking vital signs and information, taking medical histories, preparing patients for examinations, and assisting during the appointment.

Medical assistants may also take blood, give injections, take EKGs, remove sutures, collect and prepare laboratory specimens, instruct patients on special diets and medications, and sterilize medical instruments.

A medical assistant's job duties vary from day to day with each patient that comes into the office.

## Program Purpose and Mission

The primary purpose and mission of the Medical Assisting program is to prepare students to function competently in an entry-level position in a variety of medical settings.

## Program Description and Objectives

The Medical Assisting program is designed to prepare students to function competently in an entry-level position in a variety of medical settings. The program will include current medical information, demonstrations and practice of administrative, clinical and laboratory skills.

## Funding Method

For Title IV purposes the funding method is based on Quarter Credits.

## Occupations and Standard Occupational Classification Codes

Medical Assistant 31-9092.00, Medical Records and Health Information Technician 29-2071.00, Medical Secretary 43-6013.00, Receptionist and Information Clerk 43-4171.00

## Training Program

The training program is divided into seven learning units called modules. Students must complete Welcome to Milan and modules A through G, starting with any module and continuing in any sequence until all seven are completed. Modules A through G stand alone and are not dependent upon previous training. Upon successful completion of Welcome to Milan and all modules, students will participate in an externship.

## Course Descriptions

### Welcome to Milan WTM111

Welcome to Milan is an introductory orientation that is a pre-requisite for all students to successfully complete prior to beginning their subject matter course. Welcome to Milan is designed to prepare students with the basic knowledge of policies, procedures, and guidelines to be successful as a Milan Institute student.

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### Medical Assisting Course Descriptions

#### **Medical Office Communications MOC112**

Students will learn and demonstrate basic administrative skills used in the medical office setting and be able to demonstrate how to schedule appointments, to communicate over the phone, and to handle difficult patients. Students will be able to describe qualifications for success, to identify medical, legal and ethical boundaries, to demonstrate proper telephone techniques, to schedule and manage appointments and to perform the functions of medical office record keeping. Students also practice keyboarding to improve speed and accuracy.

#### **Insurance Coding INC113**

Students will learn about the different insurance available to patients and be able to recognize when to use each of them. Students will learn and demonstrate how to process insurance forms, to use insurance coding, and to perform bookkeeping skills. Students will be able to classify insurance providers in the following groups: individual, hospital, medical, surgical, outpatient, major medical, dental and special risk insurance. Students will define insurance terms such as carrier, provider, coverage, subscriber, contract, premium, deductible, UCR fees, coinsurance, and copayments. Students will be able to describe the process of insurance plans such as HMO, PPO, IPA, CHAMPUS and CHAMPVA. Students will perform insurance coding using CPT-4 and ICD-10 coding books.

#### **Pharmacology/Nutrition PHN114**

Students will be introduced to administering medications to a patient in a medical practice setting. Classes and uses of injections, oral medications and critical doses of medications will be covered. Students will be able to define pharmacology, list guidelines for administering and recording medications, describe the routes of medication administration, classify medications and their uses, list pharmacology abbreviations, convert mathematical doses, identify major nutrients, vitamins and minerals, list formulas and programs for weight loss, describe diseases caused from nutrition, and perform medication administrations.

#### **Anatomy/Physiology ANP115**

The student will learn and be able to identify the body systems and their structures and functions, as well as common diseases and treatments for the related body systems. Students will identify anatomical positions and points of reference on the human body; locate the four body cavities; name, locate and describe the functions of the ten major body systems. Students will be able to name, locate, and describe the functions of the major organs within the body systems and describe diseases and treatments related to the ten body systems. Students will be able to describe health education material for preventing diseases in the body systems.

#### **Medical Office Emergency Procedures MOE116**

Students will learn to distinguish an emergency from a non-emergency situation and act quickly when required. Students will learn and demonstrate the principles of assessment and triage and will learn how to use emergency equipment. Students will demonstrate how to develop a plan for emergencies and how to access community resources in dealing with emergencies. Students will also learn how to answer patient questions regarding diagnosis and treatment methods. Students will demonstrate knowledge of the uses of x-ray, ultrasound and fluoroscopy equipment and other tests and modalities used to serve the patient. Students will demonstrate how to prepare and maintain examination and treatment areas and assist with patient examination procedures and treatments.

#### **Electrocardiography/Hematology EKG117**

Students will be able to describe the reasons an EKG is performed and be able to perform a routine 12-lead EKG. Students will learn the components of blood; describe the basic blood testing procedures and their purposes; be able to define and demonstrate aseptic techniques and universal precautions; take vital signs and blood pressures; and perform invasive procedures. Students will be able to define hematology and its major components, functions, disease disorders and basic tests.

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## Medical Assisting Course Descriptions

### **Microbiology/Patient Preparation MPP118**

Students will learn and demonstrate the methods of infection control, universal precautions, and sterilization techniques. Students will learn the role of microorganisms in causing disease and have a basic understanding of bacterial growth, cultures, and specimen collection. Students will learn how to prevent spreading of disease-causing microorganisms and will demonstrate aseptic techniques. Students will demonstrate how to assist in minor in-office surgeries, including patient preparation, and be able to list basic medical instruments and their uses in the office. Students will learn and demonstrate how to position patients for exams and how to perform injections, anthropometric measurements, and vital signs.

### **Externship MXT119**

Students will use the skills and knowledge they have acquired throughout the program and work at an off-site medical facility to gain additional experience.

#### Satisfactory Academic Progress Evaluation Points:

- 1st Evaluation Point: 18 FA Units/18 Weeks
- 2nd Evaluation Point: 36 FA Units/36 Weeks

#### Veterans Satisfactory Academic Progress Evaluation Points:

- 1st Evaluation Point: 9 FA Units/9 Weeks
- 2nd Evaluation Point: 18 FA Units/18 Weeks
- 3rd Evaluation Point: 27 FA Units/27 Weeks
- 4th Evaluation Point: 36 FA Units/36 Weeks

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## Medical Assisting

Course Code	Course Title	Lecture Hours	Lecture Credits	Lab Hours	Lab Credits	Extern Hours	Extern Credits	Total Hours	Total Credits	FA Units
<b>PRE-REQUISITE</b>										
WTM111	Welcome to Milan	5	0.5	0	0.0	0	0.0	5	.05	.25
<b>MODULE A</b>										
MOC112	Medical Office Communications	45	4.5	40	2.0	0	0.0	85	6.5	4.25
<b>MODULE B</b>										
INC113	Insurance Coding	45	4.5	40	2.0	0	0.0	85	6.5	4.25
<b>MODULE C</b>										
PHN114	Pharmacology/Nutrition	45	4.5	40	2.0	0	0.0	85	6.5	4.25
<b>MODULE D</b>										
ANP115	Anatomy/Physiology	45	4.5	40	2.0	0	0.0	85	6.5	4.25
<b>MODULE E</b>										
MOE116	Medical Office Emergency Procedures	45	4.5	40	2.0	0	0.0	85	6.5	4.25
<b>MODULE F</b>										
EKG117	Electrocardiography/Hematology	45	4.5	40	2.0	0	0.0	85	6.5	4.25
<b>MODULE G</b>										
MPP118	Microbiology/Patient Preparation	45	4.5	40	2.0	0	0.0	85	6.5	4.25
MXT119	Externship	0	0.0	0	0.0	180	6.0	180	6.0	6.0
<b>TOTAL</b>		<b>320</b>	<b>32.0</b>	<b>280</b>	<b>14.0</b>	<b>180</b>	<b>6.0</b>	<b>780</b>	<b>52.0</b>	<b>36.0</b>

**PROGRAM TITLE:** NAIL TECHNOLOGY

600 hours

**INSTRUCTOR'S NAME:** \_\_\_\_\_**SCHEDULE:** \_\_\_\_\_**PROGRAM DESCRIPTION:**

The primary purpose of the Nail Technology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as a Nail Technologist or related career avenue. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of manicures, pedicures, nail tips, wraps, and nail enhancements
5. Perform the basic analytical skills to determine proper nail services and nail shaping for the clients overall image and needs.
6. Apply learned theory, technical information, and related matter to ensure sound judgments, decisions, and procedures to ensure continued career success, the graduate will continue to learn new and current information related to skills, trends and methods for career development in nail technology and related fields.

**PROGRAM TEXTS:**

- **Milady's Standard: Nail Technology 8<sup>th</sup> edition utilizing CIMA**
- ***State Board Rules and Regulations***

**REFERNCE MATERIALS:**

Nail Structure and Product Chemistry, The Salon Professional's Guide to Foot Care, SalonOvations Q and A, Milady's Guide to Owning and Operating a Nail Salon, Various DVDs, Milady Nail Technology DVDs

*Reference materials are subject to change.*

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Only 10% of the theory education is allowed to be taught via Distance Education. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of the Phase 1 module, at mid program (300 scheduled hours) and the end of the program (550 scheduled hours). Technical Skill competency will be evaluated at the completion of the Phase 1 module, at mid program and at the completion of approximately 550 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skills. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required to be evaluated on campus. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

<b>90% - 100%</b>	<b>= A</b>
<b>80% - 89%</b>	<b>= B</b>
<b>70% - 79%</b>	<b>= C</b>
<b>60% - 69%</b>	<b>= D</b>
<b>Below 60%</b>	<b>= F</b>

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**HOURS and SUBJECT**

<b>100</b>	<b>MANICURING:</b> Water and oil manicure, nail analysis, hand and arm massage
<b>70</b>	<b>PEDICURING:</b> Complete pedicure, nail analysis, foot and ankle massage
<b>210</b>	<b>WRAPS AND EXTENSIONS:</b> Liquid, gel, powder brush-ons; supplies, procedure, filing, fills, repairs, nail tips, wraps and repairs, nail analysis
<b>20</b>	<b>STATE LAW:</b> NRS Chapter 644, NAC Chapter 644, State Boards Rules and Regulations
<b>80</b>	<b>THEORY:</b> Classroom instruction in the science and practice of Nail Technology
<b>40</b>	<b>MODELING</b>
<b>80</b>	<b>SALON BUSINESS &amp; PROFESSIONAL DEVELOPMENT:</b> Fundamentals of Business Management, Opening a Salon, Business Plan, Written Agreements, Salon Operations (including disinfection and sanitation), Policies, Practices, Compensation Packages, Payroll Deductions, Taxes, Telephone Use, Advertising, Sales, Public/Human Relations, Employee and Client Relationships, Business Administration, Seeking Employment, Job Readiness,



Salesmanship, Insurance, Orientation, School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Image, Personality Development, Life Skills, Communication Skills, Business concepts and techniques

**600 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

## ***PROVISIONAL INSTRUCTOR COURSE OUTLINE***

**500 HOURS**

**INSTRUCTOR'S NAME:** \_\_\_\_\_

### **DESCRIPTION:**

The primary purpose of the Provisional Instructor Course is to train the student in the basic teaching skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as an Instructor or related career avenue. All classes are taught in English.

**OBJECTIVES:** Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skills necessary for teaching including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audio-visual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, communications skills and teaching methodologies to improve teaching skills.

### **FORMAT:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of demonstration and student participation. Student Provisional Instructors will demonstrate their level of competency through completion of required classroom and clinic student teaching activities. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

### **PROGRAM RESOURCES:**

- *Milady's Master Educator with MindTap*
- *State Board Rules and Regulations*

### **REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Resources subject to change due to availability.*

### **GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive teaching demonstrations will be conducted and evaluated during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass ALL written and practical teaching demonstrations evaluations prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (practical and/or written) must be passed with 75% or higher**

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**HOURS            SUBJECT/ UNIT**

**50            ORIENTATION**

- Introduction to the Standard of Conduct
- Course Overview
- Introduction to Textbook and Notebook Requirements
- Introduction to State Board Forms & Purpose
- Instructor Job Description
- Professional Hygiene and Good Grooming
- Cosmetology School Management
- Professional Ethics
- Compensation, Payroll packages, Payroll Record Keeping, and Taxes
- Seeking Employment
- State Board Laws and Regulations,
- Business Management, Communication, Organization, Academic Advising, Licensure Requirements

**225            INSTRUCTION & THEORY IN LAB/CLINIC OPERATIONS**

- Curriculum
- Teaching Methodologies
- Classroom Management
- Teaching and Presentation Techniques
- Materials, Equipment and Teaching Aids
- Developing Measurable Objectives for Performance
- Use of Questioning and Problem-solving Strategies
- Preparation of Lesson Plans
- Test and Grading Procedures
- Motivation and Learning
- Principles of Teaching

**225            CLASSROOM TEACHING & LAB/CLINIC MANAGEMENT**

- Conduct Assigned Theory and Practical Classes Under Instructor Supervision
- Take an Active Role in Lab/Clinic Management Under Instructor Supervision
- Complete the Student Instructor Notebook, Student assessment in Learning, Overall Progress, Program and Course Development

**500            TOTAL HOURS**

**ADVANCED COSMETOLOGY – COURSE OUTLINE**  
**1300 HOURS****INSTRUCTOR'S NAME:** \_\_\_\_\_**DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 3 sections – Phase 1, Phase 2, and Advanced. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models. Once a student has been scheduled for 1000 hours, the student begins the additional 300 hours of in-depth education. The additional 300 hours explores a deeper study into the subject matter to support career success by offering more diverse services to clients. Once a student begins the additional 300 hours, the student completes 30 hours of structured education in the following areas: Color Techniques, Styling Techniques, Hair Extensions Education, Tapers and Fades, and Skin Care. Once the student completes the structured 30 hours (Advanced Phase 1), the student will then practice those skills for the remaining 270 hours to complete the 1300 hour program.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

**FORMAT:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**PROGRAM RESOURCES:**

- *Milady's Standard Cosmetology 14<sup>th</sup> Edition utilizing CIMA*
- *Milady's Standard Foundations 1<sup>st</sup> Edition utilizing CIMA*
- *Milady Advanced Services: Eyelashes 1<sup>st</sup> Edition utilizing CIMA*
- *State Board Rules and Regulations*

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men’s Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo’s Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources, Reference Materials are subject to change.*

**GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

- 90% – 100% **A**
- 80% – 89% **B**
- 70% – 79% **C**
- 60% - 69% **D**
- Below 60% **F**

Below 70% **BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (technical and academic) must be passed with a 75% grade or higher**

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

**HOURS**

**SUBJECT - UNIT**

**920 HAIR CARE**

Cutting, Styling, Coloring, Chemical textures, and related theory and applications; business skills; professional development and salon management; health; safety; and laws

**100 NAIL CARE**

Manicuring and related theory and applications; business skills; professional development and salon management; health; safety; and laws

**280 SKIN CARE**

Facials, hair removal and related theory and applications; business skills; professional development and salon management; health; safety; and laws

**1300 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

Policy and Regulatory agencies require students to complete an established number of technical skill practice experiences for satisfactory skills development and graduation. Technical skills may be completed on mannequins, models, or clients when attending on campus. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skill practices may be scheduled BY THE INSTRUCTORS based on training NEEDS. All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Students enter the skill information into the Learning Management System (CIMA) per the instructions for each skill. The instructor then grades the skill at the time the student performs the skill for immediate student feedback and in CIMA as well. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

### ***TECHNICAL SKILL REQUIREMENTS – CATEGORY DEFINITIONS***

**100 CLIENT COMMUNICATIONS/PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the clients, build client retention, education clients on services and retail, client referrals, rebooking,

**50 CHEMICAL FORMULATIONS:** Determining the proper use of chemicals; haircoloring, chemical waving and relaxing as it relates to the completed hair analysis and consultation. Advanced chemical mixing for hair color, chemical waving, and relaxing.

**75 CHEMICAL TEXTURE SERVICES:** Restructuring, permanent waving straightening and relaxing. Advanced chemical texture service techniques to achieve multidimensional texture and design lines. Please note: The shampoo is considered to be part of Chemical texture services and is not recorded separately.

**400 DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Includes client protection.

**15 EYELASH EXTENSION APPLICATION:** Specialty related practice of the application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.

**5 EYELASH EXTENSION REFILL APPLICATION:** Specialty related practice of a refill application of semi-permanent eyelash extensions. Demonstration of separation and isolation during application.

**5 EYELASH EXTENSION REMOVAL:** Specialty related practice of removal of semi-permanent eyelash extensions

**15 EYELASH EXTENSION MAPPING:** Specialty related practice of semi-permanent eyelash extensions mapping.

**20 FACIALS:** Includes basic facials, facials with machines, mask facials, facial manipulation and massage; exfoliation, skin care.

**25 HAIR AND SCALP TREATMENT:** Scalp treatments, hot oil treatments, scientific brushing, scalp massage, deep conditioning. Advanced hair care and scalp treatments. Please note: The shampoo is considered to be part of the hair and scalp treatment and is not recorded separately.

**30 HAIR REMOVAL:** Removal of hair by the use of wax or tweezers.

**75 HAIR, SKIN, AND NAIL ANALYSIS:** Analyzing the client's hair, skin, and nails through the means of observation, touch, and use of magnification devices to determine the safest and most effective treatment for the desired result.

**100 HAIRCOLORING:** Temporary, semi-permanent, demi-permanent color, permanent color, bleaching, dimensional coloring, highlighting, other forms of creative and advanced haircoloring techniques. Includes pre-disposition and hair stand testing. Please note: The shampoo is considered to be part of the haircoloring service and is not recorded separately.

**100 HAIRCUTTING:** All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears. Advanced haircutting techniques using multiple tools to achieve multidimensional texture and design lines. Please note: The shampoo is considered to be part of the haircutting service and is not recorded separately.

**160 HAIRSTYLING:** Blow Drying, Curling Iron, hot combing, hair pressing, thermal waving, roller sets, finger waves, pin curls, arranging, dressing, comb outs, braids, etc. Advanced hairstyling techniques using multiple tools to achieve multidimensional texture and design lines. Please note: The shampoo is considered to be part of the hairstyling service and is not recorded separately.

**5 MAKEUP:** Make-up application

**20 MANICURES:** Plain and hot oil manicures, polishing, removal, and nail art.

**8 PEDICURES:** Plain and spa

**15 SALON BUSINESS:** Evaluated salon business projects, salon field trips, and other related business and establishment management education.

**50 SCULPTURED NAILS (individual nail)-** Artificial Nails, Acrylic, Nails, Nail Tips, Nail Wraps, Overlays

**25 CHEMICAL EXFOLIATIONS** in advanced portion of the curriculum

**15 MICRODERMABRASIONS** in advanced portion of the curriculum

**5 KERATIN TREATMENTS** in advanced portion of the curriculum

**30 STYLING TECHNIQUES** in advanced portion of the curriculum

**25 COLOR TECHNIQUES** in advanced portion of the curriculum

**20 SUPPLEMENTAL HAIR EXTENSIONS** in advanced portion of the curriculum

**50 FADES, TAPERS, LINE-UPS** in advanced portion of the curriculum

It is the responsibility of the student to record the skills completed in CIMA for an instructor to grade the skill. These records are saved in the CIMA LMS and monitored by the state regulatory agency. For a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.



**PROGRAM TITLE: ADVANCED COSMETOLOGY**

1300 hours

CIP Codes: 12.0401 and 12.0414

Occupations and Standard Occupational classification codes

39-5000 Personal Appearance Workers

- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
  - 39-5012 [Hairdressers, Hairstylists, and Cosmetologists](#)
- 39-5090 Miscellaneous Personal Appearance Workers
  - 39-5091 [Makeup Artists, Theatrical and Performance](#)
  - 39-5092 [Manicurists and Pedicurists](#)
  - 39-5093 [Shampooers](#)
  - 39-5094 [Skincare Specialists](#)

**PROGRAM MISSION:**

The mission of the program is to train students in the Cosmetology skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

The primary purpose of the Advanced Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in entry level positions in Cosmetology or related career field.

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 3 sections – Phase 1, Phase 2, and Advanced. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models. Once a student has been scheduled for 1000 hours, the student begins the additional 300 hours of in-depth education. The additional 300 hours explores a deeper study into the subject matter to support career success by offering more diverse services to clients. Once a student begins the additional 300 hours, the student completes 30 hours of structured education in the following areas: Color Techniques, Styling Techniques, Hair Extensions Education, Tapers and Fades, and Skin Care. Once the student completes the structured 30 hours (Advanced Phase 1), the student will then practice those skills for the remaining 270 hours to complete the 1300 hour program.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Cosmetologist, Hairstylist, and Hairdresser 39-5012.00; Manicurist and Pedicurist 39-5092.00, Skin Care Specialist 39-5094.00

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with all grades 75% or higher in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of 75% or higher on both practical and written exams prior to graduation.

**PROGRAM RESOURCES:**

- Milady's Standard Cosmetology 14th Edition utilizing CIMA
- Milady's Standard Foundations 1st Edition utilizing CIMA
- State Board Rules and Regulations - [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- State Board Health and Training Course: [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- State Board Health and Training Course Exam Book: [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (1250 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 1250 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100% = A

80% - 89% = B

70% - 79% = C\*

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (technical and/or academic knowledge) must be passed with 75% or higher to graduate

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

**KNOWLEDGE AND SKILL OBJECTIVES:**

**100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 340 Operations

340 Disinfection and Sanitations

**38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations

50 Professional Development

**262 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 245 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)

85 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** - 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services

80 Haircoloring

**150 HOURS: Technical Instruction and Practical Training in Skin Care Services**

**Skin Care Services:** Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Technical Instruction/Theory** – 44 hours

**Practical Instruction** – 75 Total Operations

60 Facials (Manual, Chemical, and Electrical)

15 Makeup Applications

**50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal and Lash and Brow Beautification**:- Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Technical Instruction/Theory** – 10 hours

**Practical Instruction** - 60 Operations

40 Hair Removal

20 Lash and Brow Beautification

**100 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicuring and Pedicuring**: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Technical Instruction/Theory** – 41 hours

**Practical Instruction** - 155 Operations

20 Manicures

15 Pedicures

120 Nail Wraps, Acrylic and Artificial nails.

**Advanced Cosmetology Education Technical Skills Requirements:****Styling Techniques Education, including Keratin Treatments**

**Technical Instruction/Theory** – 6 hours

**Practical Instruction** – 35 Operations

5 Keratin Treatments

30 Advanced Styling Techniques

**Color Techniques Education**

**Technical Instruction/Theory** – 6 hours

**Practical Instruction** – 25 Operations

25 Advanced Color Techniques

**Hair Extensions Education**

**Technical Instruction/Theory** – 8 hours

**Practical Instruction** - 20 Operations

20 Supplemental Hair Extensions Applications

**Tapers and Fades Education**

**Technical Instruction/Theory** – 4 hours

**Practical Instruction** - 50 Operations

50 Tapers, Fades, Line ups

**Skin Care Education**

**Technical Instruction/Theory** – 6 hours

**Practical Instruction** – 40 Operations

15 Microdermabrasions

25 Chemical Exfoliation

**1300 TOTAL HOURS**

**PROGRAM TITLE: COSMETOLOGY**

1000 hours

CIP Codes: 12.0401

Occupations and Standard Occupational classification codes

39-5000 Personal Appearance Workers

- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
  - 39-5012 [Hairdressers, Hairstylists, and Cosmetologists](#)
- 39-5090 Miscellaneous Personal Appearance Workers
  - 39-5091 [Makeup Artists, Theatrical and Performance](#)
  - 39-5092 [Manicurists and Pedicurists](#)
  - 39-5093 [Shampooers](#)
  - 39-5094 [Skincare Specialists](#)

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM RESOURCES:**

- **Milady's Standard Cosmetology 14th Edition utilizing CIMA**
- **Milady's Standard Foundations 1st Edition utilizing CIMA**
- **State Board Rules and Regulations - [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)**
- **State Board Health and Training Course: [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)**
- **State Board Health and Training Course Exam Book: [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)**

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled

hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

### EVALUATION METHODS:

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C*
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and/or written) must be passed with 75% or higher to graduate

### KNOWLEDGE AND SKILL OBJECTIVES:

#### 100 HOURS: Technical Instruction and Practical Training in Health and Safety

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

#### 100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 340 Operations

340 Disinfection and Sanitations

#### 38 HOURS: Technical Instruction and Practical Training in Professional Development

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations

50 Professional Development

**262 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 245 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)

85 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** - 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services

80 Haircoloring

**150 HOURS: Technical Instruction and Practical Training in Skin Care Services**

**Skin Care Services:** Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Technical Instruction/Theory** – 44 hours

**Practical Instruction** – 75 Total Operations

60 Facials (Manual, Chemical, and Electrical)

15 Makeup Applications

**50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal and Lash and Brow Beautification-** Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Technical Instruction/Theory** – 10 hours

**Practical Instruction** - 60 Operations

40 Hair Removal

20 Lash and Brow Beautification

**100 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicuring and Pedicuring:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Technical Instruction/Theory** – 41 hours

**Practical Instruction** - 155 Operations

20 Manicures

15 Pedicures

120 Nail wraps, Acrylic and Artificial nails.

**1000 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.



**PROGRAM TITLE: BARBERING**

1000 hours

CIP Code: 12.0402

Occupations and Standard Occupational classification codes

- 39-5000 Personal Appearance Workers
  - 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
    - 39-5011 [Barbers](#)

**PROGRAM DESCRIPTION:**

The primary purpose of the Barbering Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barbering or related career fields. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 360 hours taught in a minimum of 12 weeks for Day Sessions and 18 weeks for evening students.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, shaving techniques, and facial services.
5. Perform the basic analytical skills to determine proper hairstyle and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**PROGRAM RESOURCES:**

- **Milady Standard Professional Barbering:** Scali-Sheahan, Maura. New York: Cengage Publishing.
- **State Board Rules and Regulations -** [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- **State Board Health and Training Course:** [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- **State Board Health and Training Course Exam Book:**  
[https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Professional Men's Services: Haircutting, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Peels and Peeling Agents, Art of African Hair Design, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will practice technical skills both via distance education and on campus (technical skills practiced via distance education will only be practiced on mannequins; no live models or clients allowed). Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (950 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 950 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study with a written assessment. All academic (theory) tests are completed and monitored by a qualified instructor. Students participating in distance education will be required to be evaluated on campus at least once a month. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C*
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (technical skills and academic knowledge) must be passed with 75% or higher to graduate

**KNOWLEDGE AND SKILL OBJECTIVES:****100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

**115 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 400 Operations

400 Disinfection and Sanitations

**38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations  
50 Professional Development

**317 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 75 hours

**Practical Instruction** – 320 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)  
160 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** – 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services  
80 Haircoloring

**230 HOURS-Technical Instruction and Practical Training in Shaving and Trimming of the Beard**

**Shaving and Trimming of the Beard:** Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

**Technical Instruction/Theory** – 107 hours

**Practical Instruction** – 140 Operations

60 Facials  
80 Shaving Techniques

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

It is the responsibility of the student to request that an instructor evaluates the technical skills and/or procedures upon completion to receive proper credit. Technical Skill credit will not be given for skills and/or procedures that are not immediately evaluated by an instructor. In order for a student to graduate, all required technical skills must be completed with at least Satisfactory progress to be counted for course completion.

**1000 TOTAL HOURS**

## **BARBER COURSE OUTLINE**

**1000 HOURS**

**INSTRUCTOR'S NAME:** \_\_\_\_\_

### **DESCRIPTION:**

The primary purpose of the Barber Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Barber or related career field. All classes are taught in English. The course is divided into 2 sections – Phase 1 and Phase 2. Phase 1 is 300 hours taught in a minimum of 10 weeks for 30-hour students and 15 weeks for 20-hour students, Phase 2 is the remainder of the program. Students must complete all Phase 1 requirements (hours, skills, and academic exams) as well as complete a Phase 1 technical skills exam and academic exam at 75% or higher before moving to Phase 2 to practice skills on clients.

### **OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice proper grooming and effective communications skills and visual poise.
- Understand employer/employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barber and related fields.

### **INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on campus education. Students will receive distance education instruction via synchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

### **PROGRAM RESOURCES:**

- *Milady's Standard Cosmetology 14<sup>th</sup> Edition*
- *Milady's Standard Foundations 1<sup>st</sup> Edition*
- *Milady Standard Barbering 6<sup>th</sup> Edition- Chapters:*
  - *Shaving and Facial Hair Design*
  - *Implements, Tools and Equipment*
  - *The History of Barbering*
  - *The Business of Barbering*
  - *Men's Haircutting and Styling*

## Section S Texas

- *Men's Hair Replacement*
- *State Board Rules and Regulations*

### REFERENCE MATERIALS:

*In the Bag, Playing it Safe, Professional Men's Services: Haircutting, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Peels and Peeling Agents, Art of African Hair Design, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

### GRADING PROCEDURES:

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Students participating in distance education will be required to be evaluated on campus at least once a month. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

### GRADING SYSTEM:

#### WRITTEN AND PRACTICAL

90% – 100% **A**

80% – 89% **B**

70% – 79% **C**

60% - 69% **D**

Below 60% **F**

Below 70% **BELOW STANDARDS/NEEDS IMPROVEMENT\***

**\*All Assessments (academic and technical skills) must be passed with a 75% grade or higher**

### HOURS SUBJECT - UNIT

#### 700 THEORY AND RELATED PRACTICE

Anatomy and physiology; diseases and disorders of the skin, scalp, hair and nails; chemistry ( haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation, health, safety, first aid, laws and rules; tools and equipment; hair care and related theory including haircutting; hairstyling; hair and scalp treatments, scalp massage, hair weaving, extensions, chemical textures and applications; skin care and related theory including makeup, face and neck massage and treatments; hair removal including facial hair removal, waxing, and removing body hair; nail care and related theory including manicuring, pedicuring, and artificial nails; business skills and establishment management including customer service and professional ethics.

*Distance Education Hours: 230 hours*

#### 300 SPECIALTY PRACTICE AND RELATED THEORY

Shaving with any razor type and razor techniques; mustache and beard care; advanced haircare and men's haircutting; and related practices.

*Distance Education Hours: 110 hours*

#### 1000 TOTAL HOURS

*Distance Education Hours: 340 Hours*

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

## REQUIRED TECHNICAL SKILL EXPERIENCES

Policy and Regulatory agencies require students to complete an established number of technical skill practice experiences for satisfactory skills development and graduation. Technical skills may be completed on mannequins, models, or clients when attending on campus. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skill practices may be scheduled BY THE INSTRUCTORS based on training NEEDS.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Students enter the skill information into the Learning Management System (CIMA) per the instructions for each skill. The instructor then grades the skill at the time the student performs the skill for immediate student feedback and in CIMA as well. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skill Competency Evaluation Criteria. The criteria are explained to students and used uniformly when giving technical skill grades according to the following scale.

**A satisfactory grade is based on meeting the minimum requirements in the following categories:**

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

## PRACTICAL REQUIREMENTS CATEGORY DEFINITIONS

- 30 BEARD AND MUSTACHE DESIGN:** Specialty related practice of treating a person's mustache or beard by arranging, beautifying, coloring, processing, styling, trimming, or shaving with a razor of any type.
- 45 CHEMICAL FORMULATIONS:** Determining the proper use of chemicals in haircoloring, chemical waving and relaxing as it relates to the completed hair analysis and consultation. Advanced chemical mixing for haircolor, chemical waving, and relaxing.
- 65 CHEMICAL TEXTURE SERVICES:** Including restructuring, permanent waving straightening and relaxing. Advanced chemical texture service techniques to achieve multidimensional texture and design lines. ***Please note: The shampoo is considered to be part of the chemical texture service and is not recorded separately.***
- 100 CLIENT COMMUNICATIONS/PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the clients, build client retention, education clients on services and retail, client referrals, rebooking,
- 400 DISINFECTION AND SANITATION:** The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria. Includes client protection.
- 20 FACIALS:** Includes basic facials, facials with machines, mask facials, facial manipulation and massage; exfoliation, skin care.
- 25 HAIR AND SCALP TREATMENT:** Scalp treatments, hot oil treatments, scientific brushing, scalp massage, deep conditioning. Advanced haircare and scalp treatments. ***Please note: The shampoo is considered to be part of the hair and scalp treatment and is not recorded separately.***
- 30 HAIR REMOVAL:** Removal of hair by the use of wax or tweezers, eye lash application.

## Section S Texas

- 75 **HAIR, SKIN, AND NAIL ANALYSIS:** Analyzing the client's hair, skin, and nails through the means of observation, touch, and use of magnification devices to determine the safest and most effective treatment for the desired result.
- 90 **HAIRCOLORING:** Temporary, semi-permanent, demi-permanent color, permanent color, bleaching, dimensional coloring, highlighting, other forms of creative and advanced haircoloring techniques. Includes pre-disposition and hair stand testing. *Please note: The shampoo is considered to be part of the haircoloring service and is not recorded separately.*
- 140 **HAIRCUTTING:** All forms of sectioning and/or removing length or bulk from the hair using professional implements such as razor, scissors, clippers, or thinning shears. Advanced haircutting techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the haircutting service and is not recorded separately.*
- 140 **HAIRSTYLING:** Blow Drying, Curling Iron, hot combing, hair pressing, thermal waving, roller sets, finger waves, pin curls, arranging, dressing, comb outs, braids, etc. Advanced hairstyling techniques using multiple tools to achieve multidimensional texture and design lines. *Please note: The shampoo is considered to be part of the hairstyling service and is not recorded separately.*
- 5 **MAKEUP:** Make-up application
- 20 **MANICURES:** Plain and hot oil manicures, polishing, removal, and nail art.
- 8 **PEDICURES:** Plain and spa
- 15 **SALON BUSINESS:** Evaluated salon business projects, salon field trips, and other related business and establishment management education.
- 50 **SCULPTURED NAILS (individual nail)-** Artificial Nails, Acrylic, Nails, Nail Tips, Nail Wraps, Overlays
- 90 **SHAVING TECHNIQUES:** Specialty related practice of shaving a person's face, neck, mustache, or beard with a razor of any type.

It is the responsibility of the student to record the skills completed in CIMA for an instructor to grade the skill. These records are saved in the CIMA LMS and monitored by the state regulatory agency. For a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

**PROGRAM TITLE: ADVANCED COSMETOLOGY**

1300 hours

CIP Codes: 12.0401 and 12.0414

Occupations and Standard Occupational classification codes

39-5000 Personal Appearance Workers

- 39-5010 Barbers, Hairdressers, Hairstylists and Cosmetologists
  - 39-5012 [Hairdressers, Hairstylists, and Cosmetologists](#)
- 39-5090 Miscellaneous Personal Appearance Workers
  - 39-5091 [Makeup Artists, Theatrical and Performance](#)
  - 39-5092 [Manicurists and Pedicurists](#)
  - 39-5093 [Shampooers](#)
  - 39-5094 [Skincare Specialists](#)

**PROGRAM MISSION:**

The mission of the program is to train students in the Cosmetology skills necessary to pass the State Board examination and to obtain related employment in the field.

**PROGRAM PURPOSE:**

The primary purpose of the Advanced Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in entry level positions in Cosmetology or related career field.

**PROGRAM DESCRIPTION:**

The primary purpose of the Cosmetology Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in Cosmetology or related career field. All classes are taught in English. The course is divided into 3 sections – Phase 1, Phase 2, and Advanced. Phase 1 is 360 hours taught in a minimum of 12 weeks for 30-hour students and 18 weeks for 20-hour students. Once a student completes the Phase 1 foundational education requirements including hours, technical skills, academic exams, and technical skills exams at 75% or higher the student may move to Phase 2 to practice technical skills on clients, mannequins, and models. Once a student has been scheduled for 1000 hours, the student begins the additional 300 hours of in-depth education. The additional 300 hours explores a deeper study into the subject matter to support career success by offering more diverse services to clients. Once a student begins the additional 300 hours, the student completes 30 hours of structured education in the following areas: Color Techniques, Styling Techniques, Hair Extensions Education, Tapers and Fades, and Skin Care. Once the student completes the structured 30 hours (Advanced Phase 1), the student will then practice those skills for the remaining 270 hours to complete the 1300 hour program.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer-employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Cosmetologist, Hairstylist, and Hairdresser 39-5012.00; Manicurist and Pedicurist 39-5092.00, Skin Care Specialist 39-5094.00

**REQUIREMENTS FOR COMPLETION OF THE PROGRAM:**

Students must complete all subjects outlined in their designated program with all grades 75% or higher in any subject to be eligible for graduation. All students are required to pass the school's final examination with a grade of 75% or higher on both practical and written exams prior to graduation.



**PROGRAM RESOURCES:**

- Milady's Standard Cosmetology 14th Edition utilizing CIMA
- Milady's Standard Foundations 1st Edition utilizing CIMA
- State Board Rules and Regulations - [https://www.barbercosmo.ca.gov/laws\\_regs/act\\_regs.pdf](https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf)
- State Board Health and Training Course: [https://www.barbercosmo.ca.gov/schools/healthsafety\\_textbook.pdf](https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf)
- State Board Health and Training Course Exam Book: [https://www.barbercosmo.ca.gov/schools/student\\_booklet.pdf](https://www.barbercosmo.ca.gov/schools/student_booklet.pdf)

**REFERENCE MATERIALS:**

*In the Bag, Playing it Safe, Waxing Made Easy, Professional Men's Services: Haircutting, Step by Step Make up Videos, Art of Dressing Long Hair, Braids and Updo's Made Easy, The Cutting Book, Hair Coloring Hands On, Hair Care and Product Dictionary, Cosmetology Dictionary, Microdermabrasion, Peels and Peeling Agents, Nail Structure and Product Chemistry, Art of African Hair Design, Nail Questions and Answers Book, Wall Charts for Anatomy and Physiology, various subject relevant DVDs/Video and Online resources. Reference materials subject to change.*

**METHODS OF PRESENTATION:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**TESTING POLICY:**

Theory knowledge will be evaluated after each unit of study. Students will also be required to pass comprehensive academic exams at the end of each Phase 1 module, at mid program (500 scheduled hours) and the end of the program (1250 scheduled hours). Technical Skill competency will be evaluated at the completion of each Phase 1 module, at mid program and at the completion of approximately 1250 scheduled hours. A student must complete the minimum hours in each content area to graduate and be eligible to take the state board academic exam.

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skill competency evaluations. Theory is evaluated after each unit of study with an academic assessment. Technical skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two technical skill competency evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures and as set forth in the technical skill competency evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL academic and technical skill competency evaluation prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:****WRITTEN AND PRACTICAL**

90% - 100% = A

80% - 89% = B

70% - 79% = C\*

60% - 69% = D

Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (technical and/or academic knowledge) must be passed with 75% or higher to graduate

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

**KNOWLEDGE AND SKILL OBJECTIVES:**

**100 HOURS: Technical Instruction and Practical Training in Health and Safety**

**Health and Safety Considerations** – Anatomy (hair/skin/nails), chemistry and chemical safety, electricity and electrical safety, and State Board Laws and Regulations.

**Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, protection from hazardous chemicals, preventing chemical injuries, preventing communicable diseases, safety data sheets, basic labor laws, health and safety laws and regulations, and physical and sexual assault awareness.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 100 Total Operations

75 Hair, Skin, and Nail Analysis

25 Chemical Formulations

**100 HOURS: Technical Instruction and Practical Training in Disinfection and Sanitation**

**Disinfection and Sanitation** - Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

*Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.*

**Technical Instruction/Theory** – 15 hours

**Practical Instruction** – 340 Operations

340 Disinfection and Sanitations

**38 HOURS: Technical Instruction and Practical Training in Professional Development**

**Professional Development**– communication skills, personal and professional ethics, customer service skills, client communication, decorum, record keeping, client service records, rules and regulations, field trips, job readiness skills, and seeking employment.

**Technical Instruction/Theory** – 25 hours

**Practical Instruction** – 50 Total Operations

50 Professional Development

**262 HOURS: Technical Instruction and Practical Training in Hair Styling Services**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.

**Technical Instruction/Theory** – 76 hours

**Practical Instruction** – 245 Total Operations

160 Hairstyling (Shampoo is included with hairstyling; it is not recorded separately)

85 Haircuts

**200 HOURS: Technical Instruction and Practical Training in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

**Technical Instruction/Theory** - 73 hours

**Practical Instruction** - 135 Total Operations

55 Chemical Texture Services

80 Haircoloring

**150 HOURS: Technical Instruction and Practical Training in Skin Care Services**

**Skin Care Services:** Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

**Technical Instruction/Theory** – 44 hours

**Practical Instruction** – 75 Total Operations

60 Facials (Manual, Chemical, and Electrical)

15 Makeup Applications

**50 HOURS: Technical Instruction and Practical Training in Hair Removal and Lash and Brow Beautification**

**Hair Removal and Lash and Brow Beautification**:- Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.

**Technical Instruction/Theory** – 10 hours

**Practical Instruction** - 60 Operations

40 Hair Removal

20 Lash and Brow Beautification

**100 HOURS: Technical Instruction and Practical Training in Manicure and Pedicure**

**Manicuring and Pedicuring**: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.

**Technical Instruction/Theory** – 41 hours

**Practical Instruction** - 155 Operations

20 Manicures

15 Pedicures

120 Nail Wraps, Acrylic and Artificial nails.

**Advanced Cosmetology Education Technical Skills Requirements:****Styling Techniques Education, including Keratin Treatments**

**Technical Instruction/Theory** – 6 hours

**Practical Instruction** – 35 Operations

5 Keratin Treatments

30 Advanced Styling Techniques

**Color Techniques Education**

**Technical Instruction/Theory** – 6 hours

**Practical Instruction** – 25 Operations

25 Advanced Color Techniques

**Hair Extensions Education**

**Technical Instruction/Theory** – 8 hours

**Practical Instruction** - 20 Operations

20 Supplemental Hair Extensions Applications

**Tapers and Fades Education**

**Technical Instruction/Theory** – 4 hours

**Practical Instruction** - 50 Operations

50 Tapers, Fades, Line ups

**Skin Care Education**

**Technical Instruction/Theory** – 6 hours

**Practical Instruction** – 40 Operations

15 Microdermabrasions

25 Chemical Exfoliation

**1300 TOTAL HOURS**

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**ADVANCED ESTHETICIAN COURSE OUTLINE**  
**900 HOURS**

INSTRUCTOR'S NAME: \_\_\_\_\_

**PROGRAM DESCRIPTION:**

The purpose of the Advanced Esthetician Course is to train the student in not only the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career avenue, but to also provide the student additional advanced knowledge and skills to be competitive in the ever growing and evolving skin care profession. Advanced Esthetician students will learn about advanced treatments and devices within the scope of a licensed Esthetician. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic and advanced skin care services, work with facial devices, hair removal, and makeup.
5. Perform manipulative skills required for facial massages, effective use of required implements, products and equipment, proper application of make-up, unwanted hair removal, and lash/brow tinting.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Facial Specialist or related position.

**OCCUPATIONS AND STANDARD OCCUPATIONAL CLASSIFICATION CODES:**

Skin Care Specialist 39-5094.00

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Spa equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills on ground. Students will receive distance education instruction via a modified synchronous methodology. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations.

**PROGRAM RESOURCES:**

**Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA

**Milady's** Advanced Esthetics utilizing CIMA

**TDLR Rules and regulations** - <https://www.tdlr.texas.gov/barbering-and-cosmetology/laws-rules.htm>

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of practical performances. Theory is evaluated after each unit of study. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be

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repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the practical skills evaluation criteria adopted by the school. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

<b>90% - 100%</b>	<b>= A</b>
<b>80% - 89%</b>	<b>= B</b>
<b>70% - 79%</b>	<b>= C</b>
<b>60% - 69%</b>	<b>= D</b>
<b>Below 60%</b>	<b>= F</b>

**BELOW 70% BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered**

**HOURS SUBJECT – UNIT**

*Milan Institute utilizes synchronous distance education, using a Learning Management System coupled with a web-based attendance monitoring system, to facilitate academic education up to the total lecture hours listed per course.*

<b>50</b>	<b>ORIENTATION</b> School Rules and Regulations, Professional and Personal Development, Professional Ethics, Professional Hygiene and Good Grooming, Personality Development,
<b>45</b>	<b>SANITATION/SAFETY</b> Sanitation and Sterilization, Bacteriology, First Aid, Universal Precautions, Professional Responsibility
<b>111</b>	<b>ANATOMY AND PHYSIOLOGY</b> Major Bones, Muscles, Nerves and Functions, Skin, Functions, Structure, Appendages, Disorders and Diseases, Conditions and Lesions, and Skin Types and Analysis
<b>93</b>	<b>CHEMISTRY</b> Organic and inorganic chemistry, biochemistry, forms of matter, pH and pH scale, Chemical Reactions, Chemicals and Cosmetics, Exfoliation
<b>145</b>	<b>ELECTRICITY/MACHINES</b> Electricity, Facial Machines and Related Equipment, Advanced Spa Treatments, Advanced Facial devices (NanoInfusion, LED Light Therapy), Safety precautions.
<b>50</b>	<b>CLIENT CARE/CONSULTATION</b> Evaluated presentations of student's ability to interact with the client build client retention, client referrals, client education on services and products, rebooking, etc., employee and client relationship, treatment room
<b>212</b>	<b>FACIALS</b> Types, Structure of the Skin, Massage Manipulations and Benefits, advanced facial techniques, and Safety precautions
<b>25</b>	<b>HAIR REMOVAL</b> Hair Removal: Temporary, Waxing, Hair Growth, and Safety Precautions
<b>15</b>	<b>AROMATHERAPY</b> Aromatherapy
<b>16</b>	<b>NUTRITION</b> Nourishment, Skin Facts and Functions, Wellness Management
<b>10</b>	<b>COLOR PSYCHOLOGY</b> Color Theory, Warm and Cool Colors, Selecting Color

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**75 MAKEUP**

Makeup Services, Artificial Eyelash Applications, Products, Corrective Makeup, Tools and Supplies, and Safety Precautions

**53 MANAGEMENT**

Salesmanship, Business Administration Related to Beauty, Salon Operations, Payroll Record Keeping & Taxes, Seeking Employment, Evaluation of business administration performance including reception desk procedures, inventory, telephone technique, salon business projects, salon field trip reports, Advanced Education and Employment Opportunities, Financial Skills, Marketing, etc.

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

Once a student has been scheduled for 750 hours, the student begins the additional 150 hours of in-depth education. The additional 150 hours explores a deeper study into the subject matter to support career success by offering more diverse services to clients. Once a student begins the additional 150 hours, the student completes 25 hours of structured education in the following areas: Body Hair Removal (including Brazilian Waxing). Chemical Exfoliation (including using Pro Power Peel), Advanced Education including Microcurrent, LED Light Therapy, Ultrasonic and Microsonic, and medical esthetics. Once the student completes the structured 25 hours (Advanced Phase 1), the student will then practice those skills for the remaining 125 hours to complete the 900 hour program.

*Note: All advanced technical skills require sanitation and disinfection to be performed both before and after the skill. To receive credit for an advanced technical skill, sanitation and disinfection must be practiced. Any technical skill that does not include proper sanitation and disinfection will not receive credit and must be repeated.*

**Phase 1 – 25 hours - Advanced Spa Treatments including NanoInfusion, LED Light Therapy, Advanced Chemical Exfoliation, and Advanced Hair Removal**

**Week 1 – 75% of Phase 1 is hands on education; recommend first week on campus**

- Advanced Esthetician Equipment, Field Trip to Med Spa, and BT Tools –8 hours
  - o Theory Chapter - Advanced Facial Devices – Ch 18
  - o Theory Chapter - Working in a Medical Setting – Ch 24
- Chemical Exfoliation including Pro Power Peel- 8 hours
  - o Theory Chapter - Advanced Facial Techniques – Ch 16
  - o Theory Chapter - Skin Care Products: Chemistry, Ingredients, & Selection – Ch 12
- Body Hair Removal Techniques including Brazilian Waxing with models – 9 hours
  - o Theory Chapter – Advanced Hair Removal – Ch 19

Theory Education/Academic Knowledge –

Week 2 -

Changes in Esthetics – Advanced Education and Employment Opportunities – Ch 1  
Advanced Spa Treatments – Ch 21

Week 3 -

Wellness Management – Ch 9  
Skin Disorders – Ch 10  
Skin Types – Ch 11

Week 4

Light Energy – Ch 8  
Chemistry and Biochemistry – Ch 7

Week 5

Financial Business Skills – Ch 29  
Marketing – Ch 30

Week 6

Estheticians working in a Medical Setting\*  
Pharmacology for Estheticians – Ch 15

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Medical Terminology – Ch 25

Medical Intervention – Ch 26

\*This module requires a field trip to a local medical offices offering advanced skin care procedures

Technical Skills –

40 Advanced Facials (using NanoInfusion, LED Therapy, and other advanced devices)

15 Advanced Chemical Exfoliations

5 Body Hair Removal

**900 TOTAL HOURS**

**Program Title: ADVANCED ESTHETICIAN****900 HOURS****PROGRAM DESCRIPTION:**

The purpose of the Advanced Esthetician Course is to train the student in not only the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Advanced Esthetician or related career avenue, but to also provide the student advanced knowledge and skills to be competitive in the ever growing and evolving skin care profession. Advanced Esthetician students will learn about advanced treatments and devices within the scope of a licensed Advanced Esthetician. All classes are taught in English.

**PROGRAM OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform basic and advanced skin care services including client consultation, skin analysis, pre and post-treatment protocols, contraindications, patient record-keeping safety protocols including laser safety and maintenance as well as infection control.
5. Perform manipulative skills required for facial treatments, effective use of required implements, products and equipment, chemical and machine exfoliation hair removal, procedures, advanced treatments and modalities using advanced equipment, dermaplaning, extractions, and skin needling.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, and methods for career development in Advanced Esthetics and related career fields.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Spa equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

**PROGRAM RESOURCES:**

- **Milady's Standard:** Esthetics for Milady Standard Esthetics, 12th Edition utilizing CIMA
- **Milady's:** Advanced Esthetics utilizing CIMA
- *State Board Rules and Regulations*

**REFERENCE MATERIALS:**

*Make up DVDs, Skin Care Dictionary, Hair Removal Technique, Aromatherapy, The SPA Encyclopedia, Advance Face/Body Treatment, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, Microdermabrasion and DVD, Chemical Peel and Exfoliation and DVD, Skin Type and Aging Analysis and DVD, various subject relevant media resources, and online resources.*

**EVALUATION METHODS:**

To determine academic progress, students are assigned theory study and a minimum number of technical skills. Theory is evaluated after each unit of study. All academic (theory) tests are completed and monitored on campus by a qualified instructor. Technical Skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the technical skill does not meet satisfactory requirements, it is not counted and the technical skill must be repeated. Comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must pass ALL written and technical skills exams prior to graduation. Students must make up failed or missed tests and incomplete assignments. Tests/assignments not completed will be recorded as a zero (0) and calculated into the student's GPA. Numerical grades are considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**  
**90% - 100% = A**



80% - 89% = B  
 70% - 79% = C  
 60% - 69% = D  
 Below 60% = F

**BELOW 70% = BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (technical skills and/or written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**KNOWLEDGE AND SKILL OBJECTIVES:  
 HOURS**

**12 STATE LAW:** 6644 NAC and NRS State Board Practice (12 hours)

**117 THEORY SUBJECTS**

- **STATE LAW:** 6644 NAC and NRS Theory (6 hours)
- **CHEMISTRY:** Theory of Chemical composition and purpose of cosmetic, nail, hair and skin care preparations; chemical makeup, chemical exfoliation, physical and chemical changes of matter, pH and pH scale; chemical reactions and solutions/elements; compounds and mixtures, biochemistry.
- **ELECTRICITY AND ENERGY:** Theory of the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment; Electricity and its effects on the skin; galvanic current; FDA; use of magnifying lamp and other energy sources.
- **ANATOMY/PHYSIOLOGY/BACTERIOLOGY:** Theory of systems, cells, tissues, and organs; types and classifications of bacteria, viruses and fungi; importance of water; nutrition for healthy skin and longevity
- **SKIN DISEASE, DISORDERS, SKIN TYPING, PRODUCTS:** Theory of wound healing and injuries; overview of diverse methods to evaluate skin, functional and performance ingredients.
- **FACIALS AND FACIAL TREATMENTS:** Theory of the treatment area setup, product selection, skin analysis/disorders/skin typing and care, manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; spa specialty treatments
- **HAIR REMOVAL:** Theory of using depilatories, hard and soft waxes, tweezers, dermaplane and lasers for removal of superfluous hair.
- **MEDICAL FOCUS FOR ESTHETICIANS:** Working in a medical setting, medical terminology, medical intervention, post and pre-medical treatments, pharmacology, wellness management
- **ADVANCED FACIAL DEVICES:** Theory and knowledge of Cool Sculpting, Cryotherapy, Body Contouring, Fibroblast, Microsonic, Ultrasonic, Skin needling, Microneedling, Cavitation, Lasers, intense pulsed light (IPL), Radio Frequency, Microcurrent, LED
- **LASER SAFETY AND DEVICE MAINTENANCE**
- **CHEMICAL EXFOLIATION:** Understanding peels - Alpha hydroxy acids, beta hydroxy acids, trichloroacetic acids, blended acid peels
- **SALON MANAGEMENT AND PROFESSIONAL DEVELOPMENT** - Orientation, School Rules and Regulations, Professional Development, Ethics, and Image, Life Skills, Communication Skills, Product Knowledge, Client Assessment, Licensing Requirements and Regulations, Laws, Salon Operations, Policies, Practices, Employee and Client Relationships, Financial Business and Marketing, Seeking Employment, Career Planning, Social Media Marketing, Employment Opportunities.

**31 SALON MANAGEMENT and PROFESSIONAL DEVELOPMENT:**

**Technical Skills Practice Requirements**

**50 - SALON MANAGEMENT & PROFESSIONAL DEVELOPMENT:** Evaluated presentations of student's ability to interact with the client through client assessment, build client retention, educate client on additional services and products, rebooking, and exceeding the needs of the client. Demonstrating professionalism, ethics, communication skills, product knowledge, tools and equipment usage and safety,

fundamentals of business management (inventory, procedures, social media), and job readiness skills (mock interviews).

- 30 INFECTION CONTROL and PROTECTION, DISINFECTION, AND SANITATION:** Theory (6 hours) to protect the health and safety of the consumer as well as the technician. Students will learn about the act of preventing the growth of germs and bacteria or destroying them to protect the health and safety of the consumer as well as the technician. Students must perform daily sanitation and safety procedures on implements, equipment and facilities to prevent the spread of disease and bacteria. Disinfecting instruments and equipment will be emphasized throughout training.

**Technical Skills Practice Requirements**

**INFECTION CONTROL and PREVENTION, DISINFECTION, AND**

**SANITATION: All technical skills require sanitation and disinfection to be performed**

**both before and after the skill. To receive credit for a technical skill, sanitation and**

**disinfection must be practiced. Any technical skill that does not include proper sanitation and disinfection will not receive credit and must be repeated.**

- 100 FACIALS AND ADVANCED FACIAL TREATMENTS:** Practical Experiences of Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin Analysis, skin disorders, skin typing, contraindications, patient record keeping; manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; other specialty components

**Technical Skill Practice Requirements**

**75- FACIALS AND ADVANCED FACIAL TREATMENTS:** Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin analysis, disorders, skin typing, contraindications, patient record keeping, manual facials including cleansing, scientific manipulations, packs and masks, and massaging of the body/face, facial and back movements, selecting and incorporating movements; shiatsu for the face; reflexology for the face; stones for estheticians; thermotherapy and pressure therapy; other specialty components

- 200 ADVANCED FACIAL TREATMENTS AND MODALITIES INCORPORATING ADVANCED DEVICES:** Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin analysis/disorders/skin typing, contraindications, patient record keeping, the use of direct current, indirect current, cryotherapy, lasers, intense pulsed light, radio frequency, ultrasound, plasma, body sculpting, skin needling, and light therapy.

**Technical Skill Practice Requirements –**

**125 - ADVANCED FACIAL TREATMENTS AND MODALITIES INCORPORATING**

**ADVANCED DEVICES:** Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin analysis/disorders/skin typing, contraindications, patient record keeping, facials incorporating direct current, indirect current, cryotherapy, lasers, intense pulsed light, radio frequency, ultrasound, plasma, body sculpting, skin needling, and light therapy.

- 50 MACHINE EXFOLIATION** Practical experiences of Client consultation, preparation, treatment area setup, product selection, skin analysis, disorders, skin typing, contraindications, patient record keeping, machine exfoliation includes the use of electrical/mechanical modalities and apparatuses including Microdermabrasion.

**Technical Skill Practice Requirements –**

**35- MACHINE EXFOLIATION:** Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin analysis/disorders/skin typing, contraindications, patient record keeping, machine exfoliation includes the use of electrical/mechanical modalities and apparatuses including Microdermabrasion.

- 25 EXTRACTIONS:** Use of manual or mechanical implements to clear a clogged or compacted pore.

**Technical Skills Practice Requirements -**

**75- EXTRACTIONS:** Using of mechanical implement or manual process to clear a clogged or compacted pore during a facial

- 100 HAIR REMOVAL:** Use of depilatories, hard and soft waxes, tweezers, dermaplane and lasers for removal of superfluous hair.

**Technical Skills Practice Requirements -**

**40- HAIR REMOVAL:** Using of tweezers, hard and soft waxes, and depilatories for removal of superfluous hair

**30- DERMAPLANING** – Use of a Dermaplane to remove hair

**30- HAIR REMOVAL UTILIZING LASER TECHNOLOGY:** Client consultation, preparation, treatment area setup, product selection, skin analysis, disorders, skin typing, and contraindications, machine facials using a lasers

**200 CHEMICAL EXFOLIATION:** Practice of Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin analysis, skin types, contraindication, and disorders, chemical exfoliation using alpha hydroxy, acids, beta hydroxy acids, trichloroacetic acids, and blended acid peels, product recommendations; patient record keeping.

**Technical Skill Practice Requirements**

**150 – CHEMICAL EXFOLIATION:** Client consultation, pre and post-treatment protocols, treatment area setup, product selection, skin analysis, skin types, contraindication, and disorders, facial procedures and treatments with or without machines; chemical exfoliation using alpha hydroxy, acids, beta hydroxy acids, trichloroacetic acids, and blended acid peels, packs, masks, and scrubs, aromatherapy; product recommendations; patient record keeping.

**35 MODELING AND FIELD TRIPS:** Volunteering for classroom practice of procedures and attending instructor supervised field trips, field trips to medical facilities offering advanced services

**900 TOTAL HOURS**

### **REQUIRED TECHNICAL SKILL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of technical skill experiences for satisfactory skills development and graduation. Technical Skills may be completed on mannequins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More technical skills may be scheduled BY THE INSTRUCTORS based on training NEEDS.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement.

Technical Skill assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the technical skill does not meet satisfactory requirements, it is not counted and the technical skill must be repeated. Technical skills are evaluated according to text procedures, technical skill standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements
3. Client Communications (if applicable)
4. Desired Results

It is the responsibility of the student to keep records of the applications performed which are verified by an instructor. These records are recorded in the Learning Management System CIMA. In order for a student to graduate, all required technical skills must be rated at least Satisfactory to be counted toward course completion.

**EYELASH EXTENSION COURSE OUTLINE****320 HOURS****INSTRUCTOR'S NAME:** \_\_\_\_\_**DESCRIPTION:**

The primary purpose of the Eyelash Extension Course is to train the student in the basic manipulative skills, safety, sanitation, and disinfection judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions as an Eyelash Extension Specialist or related career avenue. All classes are taught in English. Phase 1 foundational education is 60 hours and is comprised of 30 hours theory including Paris Lash Academy video training and 30 hours of practice. Phase 2 Theory will be via Distance Education with four (4) hours per week dedicated to academic knowledge. Students must complete all Phase 1 requirements before moving to Phase 2.

**OBJECTIVES:**

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic skin care services related to eyelash extension application.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as an Eyelash Extension Specialist or related position.

**INSTRUCTIONAL METHODS:**

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related learning methods are used in the course.

Students participating in hybrid distance education will be incorporating both distance education and on ground education. Students will practice technical skills on campus. Students will receive distance education instruction via asynchronous methodology. Students and instructors will interact virtually at least every 50 minutes via video lecture, question and answer sessions, situational problem scenarios, collaborative assignments, student presentations, discussion boards, participation in an activity or other means to verify active engagement in the curriculum leading to meeting learning outcomes and course objectives. Students will use a Learning Management System (LMS) to complete assignments, activities, readings, discussions, collaborations, etc. Instructors monitor in real time student participation with live engagement, discussions, and collaborations. Students are required to attend specified distance education sessions with a qualified instructor to be eligible for clock hours.

**PROGRAM TEXTS:**

**Milady's Standard:** Milady's Advanced Services: Eyelash Extensions  
**State Board Rules and Regulations**

**REFERENCE MATERIALS:**

*Paris Lash Academy videos, Skin Care Dictionary, Common Skin Disease, Skin Care and Cosmetic Ingredients, Face Shapes, Skin Lesions, Anatomy and Physiology Wall Charts, and various subject relevant media resources, and online resources.*

**GRADING PROCEDURES:**

To determine academic progress, students are assigned theory study and a minimum number of technical performances. Theory is evaluated after each unit of study. Theory exams are completed on campus and monitored by a qualified instructor. Technical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive technical skills evaluations will be conducted during the course of study. Technical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in the technical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70% and pass a FINAL written and technical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are

considered according to the following scale:

**GRADING SYSTEM:**

**WRITTEN AND PRACTICAL**

90% - 100%	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

**BELOW 70% BELOW STANDARDS/NEEDS IMPROVEMENT\***

\*All Assessments (practical and written) must be passed with 75% or higher

**\*\* Once an assessment has been scheduled a grade will be recorded. If the student does not attempt the assessment, a zero grade will be entered.**

**HOURS SUBJECT – UNIT**

**80 THEORY AND RELATED PRACTICE:**

Eye shapes and eyelash growth; supplies and related equipment; contagious diseases and adverse reactions; sanitation, first aid, health and safety, client protection, business management, laws, and rules.

**Phase 1 Theory – 13 hours**

**Phase 2 Theory Distance Education – 32 hours**

**Technical Skills- 35 hours**

**240 SPECIALTY PRACTICE AND RELATED THEORY:**

Semi-permanent eyelash extension isolation, separation, and application including client communication, eyelash mapping, eyelash fills and eyelash removals.

**Phase 1 Theory – 10 hours**

**Phase 2 Theory Distance Education – 16 hours**

**Technical Skills – 214 hours**

**320 TOTAL HOURS**

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.

**REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients. The requirements listed by category are the MINIMUM experiences that each student must successfully complete prior to graduation. More practices may be schedule BY THE INSTRUCTORS based on training NEEDS and clientele volume.

All assignments must be completed by each student as agreed upon in the Enrollment Agreement. Technical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. The instructor will indicate the grade, the month and year in which it was completed, and the instructor initials in the applicable category. Technical skills are evaluated according to text procedures and industry performance standards. These criteria are stated in the Technical Skills Evaluation Criteria document. The criteria are explained to students and used uniformly when giving technical grades according to the following scale.

A satisfactory grade is based on meeting the minimum requirements in the following categories:

1. Preparation, Infection Control and Client Safety
2. Technique and Use of Implements

- 3. Client Communications (if applicable)
- 4. Desired Results

**REQUIREMENTS**

- 20 EYELASH MAPPINGS
- 20 CLASSIC EYELASH APPLICATIONS: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 20 VOLUME LASH APPLICATION: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 14 EYELASH FILLS: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 10 EYELASH REMOVALS: Client Consultation, Choosing the Proper Extension, contraindications, preparation for extensions, Client Aftercare, Troubleshooting
- 140 SANITATION/DISINFECTION: The act of preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment and facilities to prevent the spread of disease and bacteria.
- 50 CARE OF CLIENT/CLIENT COMMUNICATIONS: Evaluated presentations of student’s ability to interact with the client, build client retention, client referrals, client education on services and products, rebooking, etc.

It is the responsibility of the student to submit the technical skill into the digital record of the applications performed which are verified by an instructor. In order for a student to graduate, all required technical skills must be rated at least Satisfactory to be counted for course completion.

I hereby understand the above requirements and agree to comply with same.

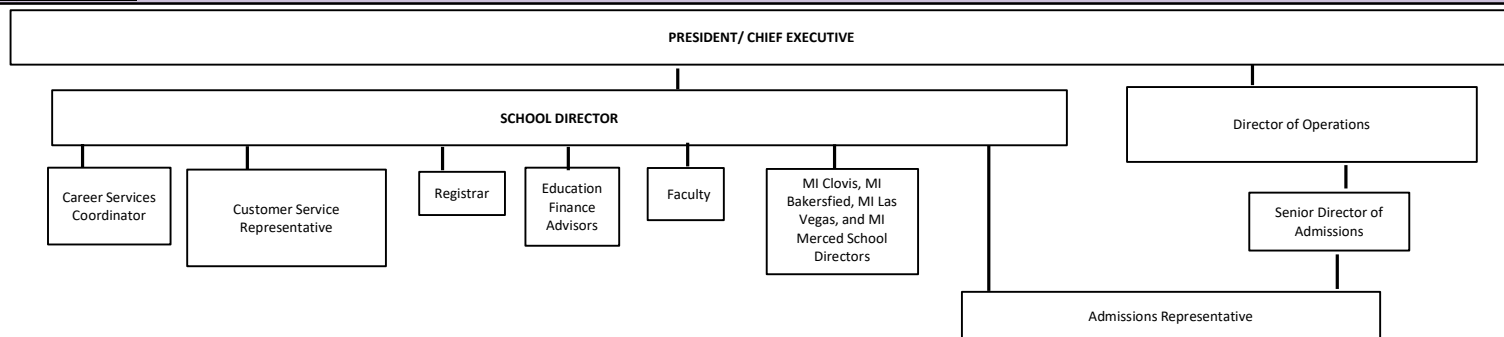
**Catalog Insert I - Staff Insert**

Amarillo College of Hairdressing, Inc.  
 Milan Institute  
 6804 Ingram Road  
 San Antonio, TX 78238  
 P: (210) 647-5100 F: (210) 706-3190

Effective: January 1, 2025

[WWW.MILANINSTITUTE.EDU](http://WWW.MILANINSTITUTE.EDU)

**Organizational Chart**



**Administration**

President/Chief Executive Officer	Gary Yasuda	Senior Director of Admissions	Patricia Villegas
Director of Operations	Ben Corchado	Director of Education	Jean Rydahl
Chief Operations Officer	Val Robinson		

**School Administration**

School Director	Jenn Alcoser	Education Finance Advisor	Guadalupe Arredondo
Education Leader	Jimmy Barocio	Education Finance Advisor	Chelsea Bradberry
Assistant Director of Admissions	Bianca Mendiola	Career Services Coordinator	Dorothy Duran
Admission Representative	Lauren Alexa Martinez	Lead Customer Service Specialist	Erica Encinas
Admission Representative	Stephanie Limon	Customer Service Specialist	Arianna Rubio
Admission Representative	Roxanne Escamilla	Customer Service Specialist	Sylvia Tenorio
Registrar	Guadalupe Morales	Customer Service Specialist	Marisela Briseno-Hernandez
Inventory Specialist	Jennifer Gonzales	Customer Service Specialist	Maria Ramos

**Faculty**

**Cosmetology, Esthetician, and Manicurist Programs**

**Full Time Faculty**

Diana Alacon	Cosmetology certificate from Vogue Beauty College. Cosmetology Instructor Certificate from Southwest Texas Junior College
Juan Nunez	Cosmetology Certificate and Cosmetology Instructor certificate from Southwest School of Business
Theresa Young	Cosmetology Certificate from Kauffman Beauty College; Cosmetology Instructor certificate from Kauffman Beauty College
Naomi Randall	Cosmetology Certificate from Career You College, Cosmetology Instructor certificate from Milan Institute
Cesar Altamirano	Manicurist certificate from Milan Institute of Cosmetology
Katrina Warner	Cosmetology certificate from Milan Institute. Cosmetology Instructor Certificate from Milan Institute
Bridgette Houston	Cosmetology certificate from Baldwin Beauty College
Fiona Henry	Cosmetology certificate from SUNY Brockport EOC, Cosmetology Instructor certificate from University of Cosmetology Arts and Sciences
Sierra Olvera	Cosmetology Certificate from San Antonio Beauty College, Manicurist certificate from Milan Institute
Angela Bates	Cosmetology Certificate Paul Mitchell the School, Cosmetology Instructor Certificate University of Cosmetology Arts and Sciences
Ariana Franco	Esthetician Certificate Tricoci University of Beauty Culture, Cosmetology Instructor Illinois Beauty College
Brianna Boyd	Cosmetology Certificate Aveda Institute, Barber Certificate Paul Mitchell the School
Amy Graves	Cosmetology Certificate Paul Mitchell the School
Diana Castillo	Manicurist Certificate Vogue College of Cosmetology, Manicurist Instructor Certificate Vogue College of Cosmetology
Araceli Rodriguez	Cosmetology Certificate Cosmetology School of Fort Worth
Monica Urbina-Mann	Cosmetology certificate from University of Cosmetology Arts and Sciences, Cosmetology Instructor certificate from University of Cosmetology Arts and Sciences
Jillian Sunker	Esthetics Certificate, Camelot International
DeAnde L. Shuler	Class A Barber Certificate from Top of the Line Barber School
Mariah Rodriguez	Manicurist Certificate from Milan Institute
Linda Lopez	Eyelash Extension Instructor Cosmetology certificate from Marinello School of Beauty Sacramento, Master Educator certificate Citrus Heights Beauty College
Wendy Mays	Cosmetology Certificate from Williams School of Cosmetology Kansas City MO, Cosmetology Instructor Certificate from Parris 2 Beauty School North Kansas City MO, Barber Certificate Roffler's School of Hair Design In Kansas City KS
Gigi Villanueva	Esthetician Certificate from Paul Mitchell the School San Antonio, Cosmetology Certificate from the Salon Professional Academy of San Antonio, Cosmetology Instructor Certificate from the Salon Professional Academy of San Antonio
Elizabeth Romero	Cosmetology Certificate from Rizzieri Aveda School of Beauty and Wellness
Tacorria Venson	Ethetics Certificate Aveda Corpus Christi Dallas

**Massage Therapy Program**

**Full Time Faculty**

Linda Prock	Massage Therapy certificate from Texas Massage Institute
Kreig Peterson	Massage Therapy instructor certificate from Ariana Institute for Massage Therapy Instructors.
Ruben Hernandez	Massage Therapy Certificate from Milan Institute

## Catalog Insert II - Cost Insert

Amarillo College of Hairdressing, Inc.  
 Milan Institute  
 6804 Ingram Road  
 San Antonio, TX 78238  
 P: (210) 647-5100

Effective: January 1, 2024

[WWW.MILANINSTITUTE.EDU](http://WWW.MILANINSTITUTE.EDU)

### Program Costs

Program	Effective Date	Books and Materials	Lab Fee	Tuition Cost	Total Cost
<i>Advanced Cosmetology</i>	1/1/2025	\$3,015.20	\$350.00	\$16,269.80	<b>\$19,635.00</b>
<i>Advanced Esthetician (TX)</i>	1/1/2025	\$2,768.05	\$350.00	\$14,574.45	<b>\$17,692.50</b>
<i>Barbering</i>	1/1/2025	\$1,630.22	\$350.00	\$15,941.78	<b>\$17,922.00</b>
<i>Cosmetology</i>	1/1/2025	\$2,047.91	\$350.00	\$15,421.09	<b>\$17,819.00</b>
<i>Esthetician</i>	1/1/2025	\$1,610.26	\$350.00	\$13,489.74	<b>\$15,450.00</b>
<i>Eyelash Extension</i>	1/1/2025	\$475.31	\$100.00	\$4,574.69	<b>\$5,150.00</b>
<i>Manicurist</i>	1/1/2025	\$1,331.33	\$350.00	\$8,309.67	<b>\$9,991.00</b>
<i>Massage Therapy</i>	1/1/2025	\$935.25	\$350.00	\$9,564.75	<b>\$10,850.00</b>

**Books costs - Students have the option to purchase required books and materials separately; see**

**Over Contract Fees:** Students who do not complete their program\* within the total scheduled hours as stated in the Enrollment Agreement, will be charged an extra \$10 for each hour attended over the scheduled hours. There is a two-week grace period for programs that are less than 750 hours long and a four-week grace period for programs that are 900 hours or longer.

\*Not applicable to DA, MA, AMA



**CATALOG INSERT III - CALENDAR INSERT**

Amarillo College of Hairdressing, Inc. d/b/a  
**MILAN INSTITUTE**  
 6804 Ingram Road, San Antonio, TX 78238  
 P: (210) 647-5100 F: (210) 647-5101  
[www.milaninstitute.edu](http://www.milaninstitute.edu)

Effective: January 1, 2025

Business Hours  
 Monday-Friday 8:00am-9:30pm

**CLASS START CALENDAR**

2025	Cosmetology, Advanced Cosmetology & Barbering - Day (Mon-Fri)	Cosmetology & Advanced Cosmetology - Day (Wed-Fri)	Cosmetology, Advanced Cosmetology & Barbering - Evening	Esthetician & Advanced Esthetician - Day (T-Fri)	Esthetician & Advanced Esthetician - Day (Mon-Wed)	Esthetician & Advanced Esthetician - Evening	Eyelash Extension Evening	Manicurist - Day (Mon-Wed)	Manicurist - Evening	Massage Therapy - Day
January	1/13/2025	1/15/2025	1/6/2025 1/27/2025	No Start	1/13/2025	1/21/2025	1/13/2025	1/27/2025	1/21/2025	1/6/2025
February	2/10/2025	2/12/2025	2/18/2025	2/4/2025	2/18/2025	No Start	2/3/2025 2/24/2025	2/24/2025	2/24/2025	2/4/2025
March	3/10/2025	3/12/2025	3/10/2025	3/11/2025	3/24/2025	3/3/2025	3/17/2025	3/24/2025	3/31/2025	3/5/2025
April	4/7/2025	4/9/2025	4/21/2025	4/15/2025	4/28/2025	4/14/2025	4/7/2025 4/28/2025	4/21/2025	No Start	4/2/2025 4/30/2025
May	5/5/2025	5/7/2025	5/12/2025	5/20/2025	No Start	5/27/2025	5/19/2025	5/19/2025	5/5/2025	5/29/2025
June	6/2/2025 6/30/2025	6/4/2025	6/2/2025 6/23/2024	6/24/2025	6/2/2025	No Start	6/9/2025 6/30/2025	6/16/2025	6/9/2025	6/26/2025
July	7/28/2025	7/2/2025 7/30/2025	7/14/2025	7/29/2025	7/7/2025	7/7/2025	7/21/2025	7/14/2025	7/14/2025	7/24/2025
August	8/25/2025	8/27/2025	8/25/25	No Start	8/11/2025	8/18/2025	8/11/2025	8/11/2025	8/18/2025	8/21/2025
September	9/22/2025	9/24/2025	9/15/2025	9/2/2025	9/15/2025	9/29/2025	9/2/2025 9/22/2025	9/8/2025	9/22/2025	9/22/2025
October	10/20/2025	10/22/2025	10/6/2025 10/27/2025	10/7/2025	10/20/2025	No Start	10/13/2025	10/6/2025	10/27/2025	10/20/2025
November	11/17/2025	11/19/2025	11/17/2025	11/11/2025	11/24/2025	11/10/2025	11/3/2025	11/3/2025	No Start	11/17/2025
December	12/15/2025	No Start	No Start	No Start	No Start	No Start	12/1/2025	12/1/2025	12/1/2025	12/16/2025

If classes are cancelled due to extenuating circumstances, notification will be announced through the local media and a message will be placed on the school's phone system.

**HOLIDAY SCHEDULE**

2025 STUDENT HOLIDAY CALENDAR	
Winter Break Cont - (students unscheduled)	1/1/2025
New Year's Day - CLOSED	1/1/2025
Martin Luther King, Jr. Day - CLOSED	1/20/2025
President's Day - CLOSED	2/17/2025
Memorial Day - CLOSED	5/26/2025
Independence Day - CLOSED	7/4/2025
Labor Day - CLOSED	9/1/2025
Thanksgiving - CLOSED	11/27/2025-11/30/2025
Winter Break - (students unscheduled)	12/21/2025-12/31/2025
Christmas Day - CLOSED	12/25/2025

**CLASS SCHEDULES**

**Massage Therapy** - Day classes are held Monday thru Thursday 8:00 am - 1:00 pm.  
 Evening classes are held Monday thru Thursday 5:30 pm to 10:30 pm.

**Barbering** - Day classes are held Monday thru Friday 8:00 am - 2:30 pm  
 Evening classes are held Monday thru Friday 5:30 pm - 9:30 pm.

**Manicurist** - Day classes are held Monday thru Wednesday 8:00 am - 4:50 pm  
 Evening classes are held Monday thru Friday 5:30 pm - 9:30 pm.

**Esthetician & Advanced Esthetician** - Day classes are held Tuesday thru Friday 9:00am - 3:45 pm or Monday thru Wednesday 8:00 am - 4:50 pm.  
 Evening classes are held Monday thru Friday 5:30 pm - 9:30 pm.

**Cosmetology & Advanced Cosmetology**- Day classes are held Monday thru Friday 8:00 am - 2:30 pm or Wednesday thru Friday 8:00 am - 6:30 pm.  
 Evening classes are held Monday thru Friday 5:30 pm - 9:30 pm.

**Eyelash Extension** - Evening classes are held Monday thru Friday 5:30pm -9:30pm