



MIRACLE BEAUTY AND NAILS ACADEMY

3420 Holland Road
Suite 112 Virginia
Beach, VA 23452
(757) 368-3344

SCHOOL CATALOG 2024-2025



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“GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>”



Welcome Future Beauty Professional,

Let me congratulate you on your decision to pursue a career in the beauty, barber, and wellness industry. This catalog is designed to provide you with as much information as we can about your chosen course, course offerings, rules, regulations, and listings of student services available to you. We have made every effort to make this information relevant, accessible, and informative so that any questions you might have about our programs and the experience you will have here at Miracle Beauty and Nails Academy are adequately addressed.

Our programs are designed so that you get more than just the basics in relation to industry trends and innovations.

To maximize your time here at Miracle Beauty and Nails Academy, don't think of this as just a school. We want to be considered your industry career partner. So, during your time with us, we want you to focus on all aspects of your career; not just the technical side of the profession but learning the importance of communication for building your clientele, retaining them, and growing as successful as you desire in any area you choose.

Additionally, focus on mastery and not just task. Take advantage of all aspects of your education with us. We are here to help guide you and support your educational journey. Consider this the first leg of your successful path. If you focus on mastery, there will be no limit to the possibilities and opportunities available to you.

Finally, dive in. Immerse in all that Miracle Beauty and Nails Academy offers. We pride ourselves in building student success, one student at a time.

We wish you all the best in the upcoming months during your time with us, as well as all your future endeavors. You are just a few months away from fully stepping into the most beautiful profession.

Professionally Yours,

Oanh(Tina)Dang

Ms. Tina, Owner

Miracle Beauty and Nails Academy

VOLUME 1 ISSUE 9; Publication date: December 2024

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Published in Virginia Beach, Virginia

With the publication of this catalog all previous volumes become obsolete.

This catalog serves as a guideline of what Miracle Beauty and Nails Academy expects of its students. Miracle Beauty and Nails Academy reserves the right to modify its policies based on changes in accreditation requirements, state, or federal laws, or for any other reason at the discretion of Miracle Beauty and Nails Academy. Changes will be made with the approval of the appropriate state regulatory agency and Miracle Beauty and Nails Academy. The website address is www.miraclebeautyandnailsacademy.com

[Miracle Beauty and Nails Academy](#) certifies that this catalog content and policies are true and correct.



Mission

Our mission is to empower students in the cosmetic art field by producing technicians with standards in professionalism, ethical morals, and customer service. We promise to provide our students and customers with a clean, professional, and warm environment.

Mission: Goals

- To train students to pass the state licensure exam, as well as to be successful in the cosmetic art field.
- To instill students with professional skills, work habits, attitudes, safety practices, and awareness of their professional responsibilities.
- To provide up-to-date training with new techniques, practices, products, and reference materials so that students stay knowledgeable in their chosen field of study.
- To provide placement assistance and career information to ensure graduates are placed in their chosen field of study.

History | Ownership

Miracle Beauty and Nails Academy in Virginia Beach was founded in July 2001. Miracle Beauty and Nails Academy offers training in Cosmetology, Esthetics, Master Esthetician, Nail Technician, Wax Technician, Permanent Cosmetic Tattooing, Cosmetology Instructor, and Esthetics Instructor.

Main Campus/Corporate Office:

Miracle Beauty and Nails Academy
3420 Holland Road, Suite 112 Virginia
Beach, VA 23452

Administrative Office Hours:

Saturday and Sunday: Closed
Monday: 10 am – 6:00 pm
Tuesday through Friday: 10am – 7pm



Owner/CEO: Oanh (Tina) Dang

Responsibilities include overall operation of the school as operational manager, along with business and administrative services

Faculty and Staff:

Mrs. Oanh (Tina) Dang: CEO/Instructor of Cosmetology, Wax Technician, Nail Technician, Cosmetology Instructor, Permanent Cosmetic Tattooing, Master Permanent Cosmetic Tattooer, Esthetics Instructor, and Master Esthetician programs. Mrs. Dang maintains multiple licenses, which are as follows:

- Cosmetology and Cosmetology Instructor Certificate #120418138.
- Permanent Cosmetic Tattooing and Permanent Cosmetic Tattooing Instructor Certificate #1250000042.
- Master Permanent Cosmetic Tattooer and Master Permanent Cosmetic Tattooer Instructor Certificate #123000036.
- Esthetics and Esthetics Instructor Certificate #1262000162.
- Master Esthetician and Master Esthetician Instructor Certificate #1265000349

Ms. Lashawn Simmons: Director/Instructor of Cosmetology, Wax Technician, Nail Technician, and Cosmetology Instructor programs. (Cosmetology and Cosmetology Instructor Certificate #1204019487)

- Esthetics and Esthetics Instructor Certificate (License #126000262)

Mr. Nhat Le: Financial Aid Officer

Ms. Arieana: Receptionist

POWERS, DUTIES AND RESPONSIBILITIES

Owner/CEO: Oanh (Tina) Dang

Responsibilities include overall operation of the school as operational manager, along with business and administrative services.

Director: Lashawn Simmons

Responsibilities including but not limited to overseeing the daily operations of the school, assisting the CEO in all business and administrative duties. Overseeing and evaluating instructors, maintaining, and reporting payroll. School Certifying Official for Veterans.

Financial Aid Officer: Nhat Le

Responsibilities include assisting students with applying for financial aid (not assisting until the institution is approved, but has completed the training}

Receptionist: Arieana Simmons

Responsibilities include but are not limited to assisting the director and CEO with various daily operating procedures. Assisting prospective students with all phases of admissions and exit paperwork. Answering the phone, greeting, checking, and checking out clients. Maintaining, Ordering, and organizing supplies, retail, and inventory.



Facilities:

Miracle Beauty and Nails Academy is located at 3420 Holland Road Suites 112, Virginia Beach, VA 23452.

(Suite 112) Programs taught in this are Esthetics, Master Esthetician, Esthetics Instructor, Cosmetology, Wax Technician, Nail Technician. This suite has a reception/waiting area, two private classroom areas, cosmetology salon floor equipped with two professional shampoo bowls, four hairstyling, three-foot spas, three manicuring tables, for nailcare services, two skin care rooms equipped with professional skincare multifunctional machines, two restrooms, two utility closets and one student records closet and one administrative office.

The library/media center is in suite 112. The library area is equipped with a laptop that is available to students for research and school projects. The library also has books, magazines, audio/visual DVDs, and web-based materials that support and supplement the various programs offered. Miracle Beauty and Nails Academy is a member of the National Coalition of Esthetics Association, American Association for Cosmetology Schools to stay current within the Beauty Industry. Miracle Beauty and Nails Academy also has an account with Milady Cengage Learning, Milady Pro, and Your New School, who provides interactive webinars, both live and mannequin demonstrations, for students, staff, and instructors. Students are encouraged to avail themselves of the opportunity to use these resources.

This catalog is in English, and all courses and written materials are in English.

Career Opportunities

The licensed professional may choose from a variety of jobs within the Cosmetology and Cosmetology related field(s). The following vocations are options that may be considered upon graduation.

- **Cosmetology:** Professional Stylist, Skin Care Specialist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member/Examiner, Image Consultant, Retail Specialist.
- **Esthetics:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member, Examiner, Makeup Artist (Master Esthetician)
- **Master Esthetician:** Skin Care Specialist, Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member, Examiner, Makeup Artist (Esthetics)
- **Nail Technician:** Nail Technician, Spa Professional, Nail Art Specialist, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner.
- **Instructor** (both programs): Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner.



- **Wax Technician:** Spa Professional, Body Treatment Technician, Product Representative, Retail Specialist, Salon Owner or Manager, State Board Member/Examiner.
- **Permanent Cosmetic Tattooing:** Make-up artist, Platform Artist, Product Representative, Salon Owner or Manager, Image Consultant, Retail Specialist (Master Permanent Cosmetic Tattooer)

Job Demand

[The U.S. Department of Labor & Statistics](https://www.careerinfonet.org) provides current job information at <https://www.careerinfonet.org>. [This website includes information by job position to include state and national wages, occupation, profiles/ descriptions, state and national trends, knowledge, skills and abilities needed for each position.](#)

Additional Disclosure Information

Further information on potential employment for graduates can be found at www.onetonline.org.

Governing Agencies

Licensed by:

Department of Professional and Occupational Regulations
Perimeter Center, Suite 400
9960 Maryland Drive
Richmond, VA 23233
(804) 367-8509

Certified by:

Department of Veteran Services
900 East Main Street
Ground Floor
East Wing Richmond, VA 23216
(804) 786-0571



Admission Requirements

(All Applicants): Miracle Beauty and Nails Academy does not discriminate in its employment, admission, instruction, or graduation policies based on sex, race, age, color, ethnic origin, or religion. Miracle Beauty and Nails Academy does not recruit students enrolled in the same program from another institute. Also, potential students being interviewed are strongly encouraged to research and visit other schools before making a final decision. Miracle Beauty and Nails Academy declares that all the information given by its personnel verbally, written and electronic material is accurate and up-to-current. Miracle Beauty and Nails Academy accepts full responsibility and is liable for the acts of its admission personnel. Furthermore, Miracle Beauty and Nails Academy, its agents, or admission personnel shall not knowingly make any statement or representation that is false, inaccurate, or misleading regarding the school.

Miracle Beauty and Nails Academy requires that each student enrolling into the institution must:

- Be able to understand and complete an application for enrollment.
- Be at least 18 years of age. Proof of age can be shown through a driver's license, birth certificate, etc.
- Provide a federally issued photo identification, such as a driver's license, identity card, passport, etc.
- Provide proof of secondary education, such as a high school diploma, a GED® certificate, an official transcript showing secondary school completion, or a state certification of home-school completion.
 - *Should an enrolling student provide a foreign high school diploma, the applicant is responsible for obtaining an English translation of the document, along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from a licensed and approved agency, such as: World Educational Services (WES), Globe Language Services, and Josef Silny and Associates.*
- Submit a \$50 non-refundable application fee.
- No vaccinations are required for admissions.
- Veterans using educational assistance under either chapters 31 or 33 or chapter 35 must provide a certificate of eligibility no later than the first day of the course of education. Applicants will be permitted to attend the course, beginning when the student provides a COE (certificate of eligibility) until the earlier date VA provides payment to the school 90 days after the school certifies tuition and fees.
- Students admitted to a program but did not begin attendance because of military service due to relocation, or call to duty, may be allowed to defer their enrollment in the program if school administration is notified in writing.
- Students who receive VA education benefits are required to provide credit for evaluation to include military transcripts, if applicable.

Additionally, individuals enrolled into the Esthetics Instructor program or Cosmetology Instructor program must:

- Be licensed in the applicable field. *(For Instance: Esthetics Instructor students must have an esthetician license, etc.)*

Miracle Beauty and Nails Academy does not offer ABILITY TO BENEFIT. Students will be notified of acceptance via phone or in writing.

Providing false information for the purpose of gaining admission or access to financial assistance is a violation of law and could result in criminal prosecution as well as denial of admission or termination from Miracle Beauty and Nails Academy.

"This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency."

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education



benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>”

Additional Admissions Requirements for Foreign Students:

Miracle Beauty and Nails Academy accepts United States citizens and foreign nationals who are permanent residents (or have documented proof that they are in a candidacy/application part of the process), and foreign nationals with a valid non-immigrant status who are eligible to attend school. Foreign nationals may enroll if they possess a current visa and a valid I-94 (which allows attendance at school), which do not expire prior to their scheduled graduation date. Additional acceptable enrollments:

- ◆ US national (includes native of American Samoa or Swains Island)
- ◆ U.S. permanent resident for (551, I151, or I1551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card), also known as **Green Card**.
- ◆ Arrival-Departure record (i-94) from U.S. Citizenship and Immigration Services showing: Refugee.
 - ◆ Asylum Granted
 - ◆ Cuban Haitian Entrant (Status Pending) Conditional Entrant (valid if issued before 4/1/80)
 - ◆ Parolee-must be paroled for at least one year and must be able to provide evidence from USCIS that he/she is not in the U.S. for a temporary purpose and that he/she intends to become a U.S. citizen or permanent resident.
 - ◆ T-Visa (for victims of human trafficking) or parent holds a T-1 Visa and can produce certification letter from the U.S. Department of Health and Human Services.
 - ◆ "Battered Immigrant-Qualified Alien" who is a victim of abuse by a citizen or permanent resident spouse, or a child designated as such under the Violence against Women Act.
 - ◆ Citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or Republic of Palau
- ◆ Student has a "Notice of Approval to Apply for Permanent Residence" (I-171 or I-464)
- ◆ Student holds an A-1, A-2, A-3, E-1, G-1, G-2, G-3, G-4, H-1B, H-2A, H-2B, H-3, H-4, I, J-2, L, O, or R
- ◆ Deferred Action for Childhood Arrivals or undocumented Student (Dream Act)

At the current time, Miracle Beauty and Nails Academy is not approved to receive Title IV (Federal Financial Aid) through the Department of Education. Also, any available financial aid offered by the school or any scholarships that the school may offer is available to only those that qualify.

Additional Admission Requirements – Transfer Students

Miracle Beauty and Nails Academy may accept appropriate credit from other licensed schools for previous education. Miracle Beauty and Nails Academy does not guarantee the transferability of its credits to any other institution unless there is a written agreement with the institution. This school may accept credit from other licensed schools for previous education that is not more than two years old based on receiving official transcripts prior to any enrollment. Once the transcripts have been received, Miracle Beauty and Nails Academy evaluates the prior credit to determine how many hours will be accepted and applied towards the



program for which the applicant is seeking enrollment. The applicant is required to take a competency practical state board evaluation and multiple-choice assessment, to determine how many transfer credits/hours to be awarded. The contract length of the program is shortened by the number of hours accepted. The transfer hours accepted can be no more than 50% of the program. The school will not grant any credit for life or work experience.

This is documented on the student's enrollment agreement. The institution maintains the record of prior credit in the student's file.

Awarding Credits and/or Hours to Transfer Students: Please note Miracle Beauty and Nails Academy does accept school hours from another school for these programs based on the guidelines as set forth by the school licensing agency, DPOR. Furthermore, the institution does not accept transfer hours for the following programs: Cosmetology Instructor; Esthetics Instructor. Students who received VA education benefits are required to provide prior credit for evaluation to include military transcripts, if applicable.

Miracle Beauty and Nails Academy is authorized to, and does, accept transfer hours from students wishing to enroll in the following programs:

- Cosmetology
- Nail Technician
- Wax Technician
- Esthetics
- Master Esthetician
- Permanent Cosmetic Tattooing

The transfer hours accepted can be no more than 50% of the program. The school will not grant any credit for life or work experience.

Additional Admission Requirements – Re-Entry Students

Any student seeking re-entry must complete the required re-entry paperwork through the admissions office. Re-entry for any student will be determined depending on student status: such as current tuition payment, current academic requirements with a 75% minimum grade average, payment of a re-entry fee of \$50.00. A personal interview with the school administration will be conducted to determine the impact of absence from the program, the ability to resume study and reinstatement in the same program they had been enrolled in before the withdrawal. Students will be advised of their options when a program is no longer available or suitable.

Re-entry students will return to the same academic standing status as when they withdrew.

- When re-entering into the same program, all previous hours are honored. If re-entering the institution to enroll in another program, the hours awarded will be based on the new program's curriculum requirements. Re-entry hours awarded are identified on enrollment agreements.
- A student shall be entitled to reinstatement in the institution following the student's release or return from military service, which shall provide that a student is entitled to reinstatement without having to re-qualify for admission if:



- a. The student returns to the same institution after a cumulative absence of not more than five (5) years, and
 - b. The student provides notice of intent to return to the institution not later than three (3) years after completing the service period.
- **Deferral of Enrollment:** Students admitted to a program but did not begin attendance because of military service due to relocation, or call to duty, may be allowed to defer their enrollment in the program if school administration is notified in writing.
 - **Members of the Armed Forces,** including the reserve components and the National Guard, who enroll during education at the educational institution may be readmitted at such institution if such members are temporarily unavailable or must suspend such enrollment because of serving in the Armed Forces and otherwise accommodating such members during short absences because of such service.
 - Students must submit in writing a notice to preserve their prerogatives due to military relocation, call to duty etc. to be reinstated in a specific program for which the deferment is needed. Documents can be submitted in on the “Notice of Intent to Return to School”.
 - Students will be responsible for all books and supplies necessary for the program in which they are re-entering (except items included in the course cost).
 - Students will be charged according to price for new program and for needed hours for completion of course.
 - Outstanding tuition, and all outstanding fees must be paid in advance or satisfactory arrangements must be made with the administration to be readmitted to the school.
 - Students requesting to be admitted to the Academy must apply and pay the application fee of \$50.
 - Students wishing to transfer to another institution must pay all monies owed and all applicable requirements must be met for the hours to be released. There will be a \$50.00 fee for the official transcript. The school does not make any guarantee that another school must or will accept hours. It is at their sole discretion.
 - Miracle beauty and nails Academy offers classes across the subjects of Nail Technician Wax Technician, Cosmetology, Esthetics, Master Esthetician, Permanent Cosmetic Tattooing. We will not be offering all these classes concurrently, and any programs being offered will have their own separate instructors and instruction areas. There will be a minimum of 5- 10 students enrolled per program based on the demand for the program. ENROLLMENT OF SUPPORTED STUDENTS TO NON-SUPPORTED STUDENTS WILL NOT EXCEED 85% OF THE TOTAL ENROLLED.

Student Orientation:

All incoming Students must attend Orientation, which will be held on the students’ scheduled start date. During Orientation, the following topics are reviewed:

- ❖ Catalog
- ❖ Course Outline



- ❖ Annual Report/Outcomes Rates
 - Placement Rate, Graduation Rate, Licensure Rate
- ❖ Pre-requisites for employment
- ❖ Financial and Consumer Information
- ❖ Factors that may preclude an individual from obtaining employment, to include:
 - Licensure requirements,
 - Regulatory oversight restrictions
 - Physical requirements of the industry
 - Ability to meet requirements set forth by the employer.
- ❖ VOTER REGISTRATION- Students are encouraged to register and vote in state and federal elections. Voter Registration and Election Date information for the State of
- ❖ Virginia can be found at www.elections.virginia.gov/registration/ or by calling 1.800. 252.VOTE (8683). Voter registration for federal elections can be found at <https://www.usa.gov/register-to-vote> or by calling 1-844-USA-GOV1. For more information on voting, contact the Secretary of State's Office toll-free at 1.800. 252.VOTE (8683); or your local County Clerk, local County Elections Administrator, your County Voter Registrar (Tax Assessor-Collector), or

Washington Building
1100 Bank Street, First Floor
Richmond, VA 23219

512.463.5650 or
1.800.252.VOTE (8683)
Fax 512.475.2811, TTY 7.1.1

Attendance Policy:

All students are expected to attend all classes according to the schedule on their enrollment agreement. Attendance is required to maximize every educational opportunity and to ensure successful completion of their program. Students are required to maintain a cumulative attendance rate of 75% to be determined as making Satisfactory Academic Progress. Each student is required to clock in and out using the Time Clock System when entering and leaving the school, as well as for scheduled lunches. The institution utilizes a fingerprint clock system in which each student uses their fingerprint to clock in and out for arrivals, lunch breaks and departures. The time is recorded electronically and synced with the institutions' Smart System onto the students' permanent attendance records. At the end of each month the institution prints the monthly report and has students verify the hours, make any necessary corrections, and manually record the hours in each student's record. NOTE: As this institution records attendance on a clock hour basis, there is no such thing as "excused" versus "unexcused" absences. All absences will have a negative effect on the cumulative attendance average unless the student is on an approved Leave of Absence. The hours missed will have to be made up, according to the Make-up Work Policy. If a student does not complete their program by their scheduled graduation date, the student will be charged \$11.00 per hour for each hour over the scheduled contract date required for the student to complete. A student will have the opportunity to do make-up hours during their enrollment time.

Students found in violation of the Attendance Policy will be given.

1. Verbal Warning, (After 2 tardies per week)
2. Written Warning, (After verbal with continued tardy to include absences and returning late from lunch)



3. Placed on Mandatory Make Up Work / Suspension / Termination. (After verbal and written warning by school official. If students continue to be habitually tardy or absent, students will be advised by the instructor and director to attend mandatory make-up day.)

- Each student is required to sign in on the “STUDENT SIGN IN SHEET”, each day upon arrival, students are required to log out and in for lunch breaks; and log out at the end of the day.
- Each student is given a folder with a sign-in sheet to record their arrival, lunch breaks and departure each day. The folders are placed in the students’ mailbox and checked daily by a school official for accuracy.
- Students are to arrive at school on time. Repeated tardiness and absences may lead to suspension or termination.
- Absences/Tardiness is having any unexpected illness, planned doctors’ appointment, bereavement, early closures for daycare and child illness before or during normal operating hours or any personal emergencies. And / or any unplanned event that one cannot control such as oversleeping, non- accidental traffic issue etc.
- Students are only permitted to attend class during their regularly scheduled time. A student may not "show up" to school at their leisure and may not clock in more than 10 minutes earlier than their scheduled time. If a student wishes to come in during a non-scheduled time, they must submit a written request three school days in advance, and will, thereby, be held accountable for the attendance and tardy policies. If the student arrives during a nonscheduled time, they will not be able to attend class that day.
- Students who are absent for more than two 2 consecutive INSTRUCTIONAL days, will be telephoned and emailed by a school official. Verbal advisement will be implemented and documented in the student file.
- If a student is experiencing an unforeseen circumstance which falls into a permissible circumstance for which an LOA may be taken, the student will be advised on the steps for requesting an LOA and documentation will be placed in students file. Note: For VA students the SCO will report to the Dept. of Veteran Affairs after five 5 consecutive INSTRUCTIONAL days of absences.
- Students who are absent more than seven 7 consecutive INSTRUCTIONAL days, or 14 consecutive CALENDAR DAYS, whichever occurs first, AFTER THE LAST DAY ON WHICH THE STUDENT ACTUALLY ATTENDED THE SCHOOL, SHALL BE TERMINATED BY THE SCHOOL. Note: For VA students the SCO will report to the Dept. of Veteran Affairs after five 5 consecutive INSTRUCTIONAL days of absences.
- Students who are absent 7 consecutive INSTRUCTIONAL days, or 14 consecutive CALENDAR days, whichever occurs first, without any contact with the institution will be withdrawn from the program. A refund will be issued per the “Refund Policy”.

Make Up Work Policy:

The “make up work policy” affords students the opportunity to make up hours, work, and tests that they have missed. Students who miss hours, work, or fail a test must make it up prior to graduation to receive credit. The student is responsible for deciding with the instructor to schedule a time to make up hours, work and tests. Missed tests will be posted as a ZERO until the time that they are made up. Missed hours, work, and failed tests will adversely affect the student’s Attendance Average or Grade Point Average (GPA), as well as



Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours.

Graduation Requirements:

The graduation requirements for all courses are as follows:

- 1) Complete the required hours of training and exams.
- 2) Take and pass a final examination on practical procedures, and a final written exam with a minimum score of not less than 75%.
- 3) Fulfill all financial obligations to the school or have an approved payment plan in place prior to program completion.
- 4) Completion of an exit interview and required exit paperwork.

Upon graduation, a **CERTIFICATE OF COMPLETION** will be awarded.

Certification of hours will not be provided until all tuition charges have been paid-in-full or approved payment arrangements have been made. Payment arrangements must be made prior to program completion. The school will provide the student with the necessary information for state board testing once all obligations to the school have been met.

Licensing Requirements:

Miracle Beauty and Nails Academy is licensed through the Department of Professional and Occupational Regulations (DPOR). Students will be provided with instruction that educates them on the requirements of DPOR as it relates to the program, the curriculum, and state board testing for licensing. Miracle Beauty and Nails Academy follows all required and applicable laws of DPOR and all other regulatory bodies that Miracle Beauty and Nails Academy is licensed.

Any student with a criminal conviction will be required to contact DPOR prior to enrolling to ensure that their conviction will not prohibit them from being licensed upon successful completion of their respective program.

Upon completion of the course, the student will be required to register, pay for, and pass a theory state board examination and/or a practical state board examination as a state requirement to receive their state license. The student is responsible for all applicable state board examination fees.

Optional Testing: Students will be able to schedule a mock test, courtesy of the school, to get prepared for state board testing.



Americans with Disabilities Act (ADA)

Miracle Beauty and Nails Academy is committed to equal education opportunity and does not discriminate on the basis of race, color, age, sex, gender, religion, sexual orientation, ethnic origin/national origin, disability, perceived gender, or gender identity. The school is responsible for ensuring that students with disabilities are provided Reasonable Accommodations that meet their corresponding needs (academic adjustments, auxiliary aids, and services). Student requests for accommodation will be considered under the Reasonable Accommodation Policy in compliance with the ADA, as amended, and Section 504 of the Rehabilitation Act of 1973 without discrimination. The need for Reasonable Accommodations depends upon the student's disability and is determined by the needs of the student, documentation from the student, and documentation from appropriate professionals. The determination of what specific accommodation will be provided will be based upon evaluation of the individual Student's documentation, personal needs, and academic requirements. A Student's Reasonable Accommodation may be subject to review and adjustment from time to time.

The school Director is generally designated as the Local Disability Compliance Coordinator. All requests for Reasonable Accommodation should be submitted to the Director.

Any qualified individual with a disability requesting accommodation or auxiliary aid or service should follow this procedure.

RESPONSIBILITIES OF STUDENTS WITH DISABILITIES:

- Meet all admission qualifications and be able to perform all items on the designated school forms with or without reasonable accommodations.
- Self-Identify as a Student with a disability.
- Complete the request for Reasonable Accommodation and provide documentation.
- Follow established procedures for requesting accommodation.
- Request accommodation in a timely manner by meeting with the Director
- Notify the Director if there are difficulties securing accommodation, or with the quality or effectiveness of the accommodation provided.
- If a request for Reasonable Accommodation is denied, file an appeal within 10 days of its denial, if you disagree with the denial.

RESPONSIBILITIES OF MIRACLE BEAUTY AND NAILS ACADEMY:

- Ensure the programs, services, and activities are accessible.
- Explore and provide appropriate Reasonable Accommodations that maintain the academic integrity of the educational program.
- Communication with the student with a disability about Reasonable Accommodations
- Ensure that all information will be maintained and used in accordance with applicable confidentiality requirements



Start Dates and Schedules:

The Academy operates continuously on the following schedule throughout the year except for ******"recognized holidays" as presented below. Classes are scheduled to begin on the first Monday of every month. In the event a class date falls on a scheduled holiday, in which the school is closed, the start date will occur on the second Monday of that scheduled month.

Programs are offered on the following schedules:

Full-Time (Monday through Thursday)

- 9:00 am – 3:00 pm with a half hour lunch

Part-Time Evening (Monday through Friday)

- 5:00 pm - 9:00 pm

Schedule Program Change:

Students who wish to transfer (change program or schedule) from one program to another program must put the request in writing and submit the request to the admissions office. The request is subject to being approved or denied. There must be 30 days in between schedule change requests. Requests will take 10 school days to become effective.

CLASS START DATES 2024

January 1, 2025	July 7, 2025**
February 3, 2025	August 4, 2025
March 3, 2025	Sept. 8, 2025**
April 7, 2025	October 6, 2025
May 5, 2025	November 3, 2025
June 2, 2023**	December 1, 2025

HOLIDAYS AND SCHOOL CLOSINGS 2022

New Year's (1/1/2025)	Independence Day (7/4/2025)
Martin Luther King (1/20/2025)	Labor Day (9/1/2025)
Presidents Day (2/17/2025)	Thanksgiving Break (11/27-28/2025)
Spring Break (4/07-4/12/2025)	Christmas Break (12/22-27/2025)
Memorial Day (5/26/2025)	
Juneteenth (06/19/2025)	
Summer Break (6/30-7/5/2025)	

() = Alternate Monday Start Date due to holiday**

All courses and schedules are available at a minimum class start. The school reserves the right to reschedule, postpone or cancel classes. The school offers makeup hours for students enrolled in classes who would like to make-up missed hours. Weather closures will follow the Virginia Beach public school closings. These are closures where the weather would interfere in your travel to the school location. **



Program Schedule of Fees:

COSMETOLOGY (1000 Hours)

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$340.00
Supplies	\$980.00
Tuition	\$15,000.00
Lab Fee	<u>\$750.00</u>
Total	\$17,170.00

ESTHETICS (600 Hours)

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$320.00
Tuition	\$9,000.00
Lab Fee	<u>\$650.00</u>
Kit/Supplies	<u>\$200.00</u>
Total	\$10,270.00

MASTER ESTHETICIAN (600 Hours)

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$300.00
Tuition	\$9,000.00
Lab Fee	<u>\$650.00</u>
Total	\$10,050.00

NAIL TECHNICIAN (150 Hours)

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$320.00
Tuition	\$4,500.00
Lab Fee	<u>\$420.00</u>
Kit/Supplies	<u>\$500.00</u>
Total	\$5,840.00

PERMANENT COSMETIC TATTOOING (200 Hours)

Application Fee of	\$50.00
Registration Fee	\$50.00
Books	\$150.00
Tuition	\$3,800.00
Lab Fee	<u>\$0.00</u>
Total	\$4,050.00

WAX TECHNICIAN (115 Hours)

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$185.00
Tuition	\$2,865.00
Lab Fee	<u>\$0.00</u>
Total	\$3,150.00

COSMETOLOGY INSTRUCTOR (400 Hours)

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$230.00
Tuition	\$4,800.00
Lab Fee	<u>0</u>
Total	\$5,130.00

Application Fee	\$50.00
Registration Fee	\$50.00
Books	\$230.00
Tuition	\$4,800.00
Lab Fee	<u>0</u>
Total	\$5,130.00

ESTHETICS INSTRUCTOR (400 Hours)



The application fee is non-refundable. Additionally, after 3 business days of signing the enrollment agreement, the registration fee, lab fee, and (if books and/or supplies have been issued and received by the student) books and/or supplies, will all be non-refundable VA student nonrefundable portion of the registration will not exceed \$10.00.



TEXTBOOK PRICES:

- Milady Standard Cosmetology, 13th Edition ISBN: 9781285769417 List Price: \$ 133.95
- Milady Standard Cosmetology Theory Workbook ISBN: 9781285769455 List Price: \$55.95
- Milady Standard Esthetics: Fundamentals 12th Edition (bundle) ISBN: 13-978-0-35747554-6 List Price: \$366.95
- Milady Standard Esthetics: Student Workbook ISBN: 9781111306915 List Price: \$88.95
- Milady Standard Nail Technician 8th Edition ISBN (bundle): 13-978-0-357-48365-7 List Price \$319.95
- Milady Standard Nail Technician: Student Workbook ISBN: 9781285080512 List Price: \$81.95
- Milady Master Educator, 3rd Edition ISBN: 9781133693697 List Price: \$230.90
- Milady Standard Cosmetology (workbook included), 13th Edition ISBN: 9781285769417 List Price: \$340.00
- Milady Standard Esthetics: Fundamentals (workbook included) 11th Edition ISBN: 9781111306892 List Price: \$300.00
- Milady Standard Nail Technician (workbook included) 8th Edition ISBN: 9781285080475 List Price \$230.00
- Milady Master Educator, 3rd Edition ISBN: 9781133693697 List Price: \$230.00
- Milady's Aesthetician Series Permanent Makeup ISBN: 97814011881733 List Price: \$54.95

If a student does not complete their program by their scheduled graduation date, the student will be charged \$11.00 per hour for each hour over the scheduled contract date required for the student to complete. A student will have the opportunity to make-up hours during their enrolled time.



PAYMENT PLAN:

Payment installments are available for students. The student must complete and sign a truth-in lending statement to make payment installments. We also offer payments through TFC Financing (3.5% interest rate).

PAYMENT OPTIONS: (minimum payments)

- \$125.00 WEEKLY
- 250.00 EVERY OTHER WEEK
- \$275.00 ON THE 1ST AND THE 15TH
- \$550.00 MONTHLY

PAYMENT METHOD:

- Cash
- Credit Cards, and cashier's checks

” This institution is approved to offer GI Bill® educational benefits by the Virginia State Approving Agency.”

If payment is not made upon the agreed date and schedule, there will be a \$25.00 late fee assessed. Payments are paid directly to the school for students with Post 911 GI Bill®. Students will not be charged fees that Post 911 GI Bill® pays directly to the school. If a scheduled payment is not made within 14 days after it is due, or approval revised payment plan is in place, the student will be suspended from their program until payments are made and account is current. After 30 days of non-payment, students will be withdrawn from program/school.

VA Delayed Payment Compliance:

Any covered individual attending or participating in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to education assistance under Chapters 31, 33 or 35 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – benefits” or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following date: The date on which payment from VA is made to the institution, OR 90 days after the date the institution and fees

Following the receipt of the certificate of eligibility. No penalty will be imposed, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or require the student to borrow additional funds due to the inability to meet their financial obligations to the institution because of delayed payments for education assistance under Chapters 30, 31, 33, or 35 unless the student is less than 100% covered. Payments are paid directly to the school for students with Post 911 GI Bill®. Students will not be charged fees that Post 911 GI Bill® pays directly to the school.

FINANCIAL ASSISTANCE

Financial Assistance is available to those who qualify through the Financial Aid Office. The Financial Aid Officer for your campus is listed in the *Administrative Staff and Faculty* section of this catalog.



- Veterans using Chapters 30, 31, 33, or 35 can only be charged in state tuition and fees according to the Veteran Access, Choice and Accountability Act of 2014 and the Colonel John M. McHugh Tuition Fairness Act of 2021 effective August 1, 2022, with amendments as required under 38 USC 3679:
- A veteran using educational assistance under either chapter 30 (Montgomery GI Bill®- Active-Duty Program) or (Post -9/11 GI Bill®), of Title 38, United States Code, who lives in the Commonwealth of Virginia (regardless of their formal state of residence) and enrolls in the school within three years of discharge from a period of active-duty service of 90 days or more.
- Anyone using transferred Post 9/11 GI Bill® benefits who lives in the state where the IHL is located, and the transferor is a member of the uniformed service serving on active duty.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. 3311(b) (9) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence).
- A spouse or child using benefits under Survivors' and Dependents' Education assistance (chapter 35) living in the Commonwealth of Virginia while attending a school located in the commonwealth of Virginia (regardless of their formal state of residence).
- An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of their formal state of residence) effective for courses, semesters, or terms beginning after March 1, 2019.
- Anyone described above remains continuously enrolled (other than during regularly scheduled breaks between courses, semester, or terms) at the same institution. The person so described must have enrolled in the institution before the expiration of the three years following discharge or release as described above and must be using educational benefits under either Chapters 30, 31, 33, or 35 of title 38, United States Code.

Grounds for Suspension:

The school reserves the right to suspend a student for any reason, including, but not limited to, the following:

- Failure to comply with the tardy/attendance policy of the school.
- Insubordination
- Refusal to accept a client for services.
- Cheating
- Theft
- Failure to make the required cash payments.

Miracle Beauty and Nails Academy has zero tolerance for any forms of violence or threats, offensive language, or aggressive behavior, bullying use of or possession of illegal substances or alcohol, possession of to inflict bodily harm, theft and fraud.) If anyone is suspected of any of these types of violations, they will be immediately suspended from school during an investigation. Once the investigation is complete and if the suspected party has been found to be in violation of the policy they will be terminated from the program.

Grounds for Termination:

The school may terminate a student prior to the completion of their program for one or more of the following:

- Failure to comply with the rules and regulations of the school.
- Failure to comply with the Drug Abuse Prevention policy.
- Insubordination



- Students who are absent seven (7) consecutive instructional days, or 14 consecutive calendar days, whichever occurs first, without any contact with the institution will be withdrawn from the program. A refund will be issued per the “Refund Policy.”
 - Note: For VA students, the SCO will report to the Dept. of Veteran Affairs after five (5) consecutive INSTRUCTIONAL days of absence.
- In the case of a Leave of Absence, failure to return on the scheduled date of return.
- Providing fraudulent information or documentation of requirements for admission or attendance.
- Hazing
- Conduct or conditions that pose a direct, adverse threat (including bullying, physical violence, or threats of violence towards other Students, guests or employees of Miracle Beauty and Nails Academy)
- Intentional destruction of school property, or destruction of other Students’ or staff members’ property.
- More than 2 suspensions for the same violation.

Students are responsible for their own educational equipment and personal belongings that may have been left in the school. These items must be removed by the Student from the School's premises within 30 days of their last day attendance of the equipment and personal belongings will be removed by the school and disposed of accordingly.

Refund Policy:

This policy complies with the policy mandated by Virginia State Board policy and the Virginia Department of Veterans Services.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid to the school.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$50 non-refundable application fee.

Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class, is entitled to a refund of all monies paid, less a minimum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

Withdrawal Procedure:

- 1) Official cancellation or withdrawal shall occur when a student is expelled from the school and/or withdraws.
- 2) A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the School. The notice must include the expected last date of attendance and be signed and dated by the student. The cancellation or withdrawal determination date will be determined by the postmark on written notification or the date the information is delivered to the school in person. The termination date used for refund calculation purposes is the last day of attendance.
- 3) For students who fail to return from a leave of absence, the withdrawal determination date will be the



earlier of the date the student notified the school that they will not return, or the date the student is scheduled to return from the leave of absence but failed to do so. The last day of attendance will be the termination date used for refund calculation purposes.

- 4) Unofficial withdrawals for clock hour students are determined by the school through monitoring clock hour attendance daily. Seven (7) consecutive instructional days of absence, or 14 calendar days of absence, whichever occurs first, with no contact with the school, will result in an unofficial withdrawal.
- 5) Refunds are calculated using the students' actual completed hours as of the student's last date of attendance. Total Time means the total hours of instruction for the Program in which the student is enrolled. Any refunds due to the student shall be refunded within forty-five (45) calendar days of a determination that a student has withdrawn, whether officially or unofficially.

Tuition refunds will be determined as follows: (Please note that the following text provides the minimum refund policy pursuant to Va. State requirements; the school may exceed these standards and be more generous to students. the school's refund policy must also comply with the state guidelines and be described in the enrollment agreement.) ***In the case of a VA student or termination, the school will perform the withdrawal calculation based on VA refund formula. Veterans refund will be based on a pro rata refund schedule***

Refund Schedule for all students is as follows:

Withdrawal before class beginning date: 100% Refund

Withdrawal of up to 25% of hours completed = 75% Refund

Withdrawal after 26 - 50% of hours completed = 50% Refund

Withdrawal after 51-75% of hours completed = 25% Refund

Withdrawal after 76% or more hours completed = NO REFUND

- If the school is permanently closed, or no longer offering instruction after a student has enrolled and instruction has begun, the school will provide a pro- rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution.
- If the selected Program is cancelled after the student's enrollment, but before the student starts class, the school shall provide Student with a full refund of all monies paid by the Student OR provide alternative means for the student's completion of the Program.
- If the School cancels a course and/or program and ceases to offer instruction after the Student has enrolled and instruction has begun, the school shall provide a completion of the course and/or program; OR provide a pro-rata refund for all Students transferring to another school based on the hours accepted by the receiving school OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.



➤ This refund policy applies to tuition and fees charged in the enrollment agreement. Application fees are non-refundable. Registration Fees, Lab Fees, Book Fees, and Supplies are nonrefundable after three (3) days. Other miscellaneous charges the student may have incurred at the institution (EG: Extra Kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the school's Enrollment Agreement. VA students non refundable portion of the registration fee will not exceed \$10.00.

In the event that the school unofficially withdraws a student from school, the school Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the termination date.

Any student that does not provide official notification of his or her intent to withdraw and is absent seven (7) consecutive instructional days or 14 consecutive calendar days (whichever occurs first), fails to maintain satisfactory academic progress, or fails to comply with the school's attendance will be subject to termination and considered to have unofficially withdrawn.



Leave of Absence Policy (LOA):

For those students who find it necessary to be out of school for an extended period, a leave of absence is available. Reasons for which a Leave of Absence is considered include Bereavement, Military Deployment, Maternity Leave, Illness/Hospitalization, and other special circumstances. A Leave of Absence must be requested in writing, a form is available from the Director. Leaves of Absence requests will only be approved for seven (7) or more calendar days. Leave of Absence requests are strongly discouraged during the "Beginning" phase of training. An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time during a program when a student is not in attendance. A LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during LOA.

A leave of absence must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

Miracle Beauty and Nails Academy requires that all requests for leaves of absence be submitted in advance in writing, include the reason for the student's request, and include the student's signature.

- ◊ A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institute, the student would not have been able to provide the request prior to the LOA in advance.
- ◊ Our school may grant a LOA to a student who did not provide prior to the LOA due to unforeseen circumstances if the institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institute to be the first date the student was unable to attend the institute because of the accident.

The student must follow the institute's policy in requesting the LOA. There must be reasonable expectations that the student will return from the LOA to request the LOA in advance. Approval of the students' request for an LOA is in accordance with the institute's policy.

The institute will not assess the student any additional institutional charges because of the LOA. Leaves of Absence, singular or combined with other leaves of absence, may not exceed 180 calendar days in any 12-month period. The minimum LOA allowed is for a period of seven (7) days. No federal student loan monies can be disbursed during a leave of absence.

A student granted a LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period to the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. If a student does not return to the institution, or takes an unapproved LOA, the withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.



Grievance Policy:

In accordance with the institution's objectives, Miracle Beauty and Nails Academy will make every effort to resolve student grievances. The school maintains an open-door policy regarding grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable.

- 1) A student is first encouraged to verbally discuss any concerns/grievances with his/her instructor.
- 2) If the concern/grievance is not resolved after this discussion, then the student must complete a Conflict Resolution form. This form is to be submitted to the school Admissions Representative, who then provides the form to the school Director.
- 3) Once the school Director has investigated the matter, a meeting between the Director and student is scheduled to discuss the grievance and findings of the investigation within 15 days of receiving the grievance. The meeting is documented on a Communication Log. If the matter is resolved, the resolution is documented and signed on the applicable area of the Conflict Resolution form.
- 4) If the matter is not resolved during this initial meeting, the grievance will be escalated to the CEO for continued investigation. Once the CEO has completed the investigation, a second meeting between the CEO, Director, and the student is scheduled to discuss the findings and resolution. Every attempt will be made to have the final response/meeting within 15 days of the grievance being escalated to the CEO. The meeting is documented on a Communication Log. If the matter is resolved, the resolution is documented and signed on the applicable area of the Conflict Resolution form.
- 5) If the student is unsatisfied at the conclusion of this process, grievance may be filed with the school's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement.

SAA Grievance Policy: *The Virginia State Approving Agency (SAA) is the approving authority of education and training programs for Virginia. The SAA office investigates complaints of GI Bill® Beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the SAA office via email at saa@dvs.virginia.gov.*

Governing Agencies is as follows:

Department of Professional and Occupational Regulations (DPOR)

Perimeter Center Ste. 400
9960 Maryland Drive
Richmond, VA 23233
(804)-367-8509



Department of Veteran Services

900 E. Main Street

Ground Floor

East Wing Richmond, VA 23216

(804)-786-0571

Family Education Rights and Privacy Act Policy: (FERPA)

In accordance with the Family Education Rights and Privacy Act, it is the policy of Miracle Beauty and Nails Academy to maintain confidentiality of information entrusted to it by eligible Students, prospective Students or parent/guardian(s) of a dependent minor child. Therefore, prior to each release of information an "Authorization for Release of Information" form must be filled out by the eligible Student for every request of Student information to a third party. Information is released only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the eligible Student or parent/guardian. An "Authorization for Release of Information" form is not required for Students, prospective Students, or guardian(s) of dependent minor Students wishing to review their own records or for legal or accreditation purposes. School staff members and administrators who the school deems to have a "legitimate educational interest" have access to Students' information, as required, to perform duties that are specific to their position. Section 99.37 of FERPA permits the school to disclose, upon request, directory information without the student's consent unless the student has otherwise directed the school in writing. Directory information may include Student's name, address telephone number, date and place of birth, field of study, dates of attendance (meaning a period during which a student attended and not specific daily records of a student's attendance) and degrees/awards received. FERPA also permits the release of personally identifiable, non-directory, information in connection with a health or safety emergency that presents imminent danger. Student or parent/guardian complaints regarding alleged FERPA violations can be filed in writing with the U.S. Department of Education's Family Policy Compliance Office.

A Student, or parent/guardian of dependent minor Student, may review the student's record by contacting the Director to make an appointment. The Director will be present during the review to provide supervision and interpretation. A Student shall be permitted to review his/her record on file with the school within seven (7) days after the school has received the student's written request to review his/her records in accordance with the manner set forth in this catalog or any supplement to this catalog. An eligible Student, or parent/guardian of a dependent minor Student, may seek to amend education records that the student or parent/guardian believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The school will decide on the student's request for amendment within 30 days of the request. If the School agrees that the information is accurate, misleading, or otherwise in violation of the privacy rights of the Student, the School will amend the



record accordingly and inform the parent or eligible Student in writing that the record was amended. If the School decides not to amend the record, the student has the right to a hearing within 30 days of the denial. The school will notify the parent or eligible Student of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible Student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the parent or eligible Student has the right to place a statement in the student's file contesting the information in the record.

Policy for Safeguarding Student Information:

Miracle Beauty and Nails Academy is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy follows FERPA guidelines and covers all student records in whatever form (hard copy, electronic). The school Director shall be responsible to coordinate the school's information security program. The Director shall, at least once every three (3) years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information. The risk assessment shall cover every relevant area of school operation, including employee training & management, network & software design, information processing storage, transmission and disposal, and ways to detect, prevent, and respond to attacks, intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted, or who do not enroll in the school, will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained for a minimum of 5yrs. in accordance with federal law, state law. Students shall receive notice of this policy at the time they enroll.

Miracle Beauty and Nails Academy shall only enter into service agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information. Cumulative education records/transcripts of the student's academic or coursework at the school shall be retained permanently in either hard copy form or in an electronic database with backup for each student after graduation or termination.

Employment Assistance/Career Counseling:

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting job openings on a career opportunities bulletin board located in all classrooms for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.



Student Dress Code:

Cosmetology, Barber, & Nail Technician:

- Black Shoes and Black Uniform Scrubs

Wax Technician,

Esthetics, and Master Esthetician:

- Black Socks, all Black Shoes, and White Scrubs

Permanent Cosmetic Tattooing and Master Permanent Cosmetic Tattooer:

- Burgundy Scrubs with Black Socks and all Black Shoes

Cosmetology Instructor and Esthetics Instructor:

- Must always dress in professional attire, Black slacks or skirts, blouse tops and jacket tops or dresses. No open toes are to be worn when performing practical training.

All Programs:

- All students' hair must be pinned up off the face and neck during hands on performances.

School uniforms must always be worn. No jeans are permitted (except assigned dress down days). On the day of dressing down, no open toe shoes, or crocs, sleeveless top sweats, shorts, head gear (unless reason discussed with director, or skirts more than "1" above the knees are permitted. Uniforms must always be clean and free of stains. If uniforms become stained, faded, or damaged, a new uniform must be purchased by the student.

Student Services, Housing and Counseling:

The school conducts an orientation program on the first day of class, which provides information about the instructional programs, goals of each course, policies affecting students, and services available to students. Students have access to advice from the instructional faculty regarding their program of study, and progress, before class starts or after regular instructional time has ended for the day. Administrative staff are accessible for financial affairs, housing, placement, or other areas in which the student may need assistance (including referral to professional assistance) when necessary. Students whose progress on the course is unsatisfactory are advised and provided with any additional assistance available. When requested, the school may aid and advise in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.



Campus Crime Statistics & Security Information:

A handout detailing campus crime statistic is provided at the time of enrollment and is also made available upon request from the school Director.

REPORTING A CRIME OR AN EMERGENCY

Any person in immediate danger or having an emergency should contact local police immediately by dialing 911. All crimes should be reported to a school official, along with local authorities once a crime has taken place. Miracle Beauty and Nails Academy will not be held responsible for any personal incident but must be made aware of any alterations that all faculty and students may be involved in on school property.

Campus Owner
Oanh "Tina" Dang
(757)559-8009

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the academy will, without delay, consider the safety of the community:

- 1) Confirm the existence of a significant emergency or dangerous situation.
- 2) Determine the appropriate facility to receive an emergency notification.
- 3) Determine the content of the notification and initiate the notification system.

SAFETY TIPS

Here are some safety tips for personal safety and loss prevention:

- ✓ Protect your possessions: always keep book bags and purses with you or locked in a secure place.
- ✓ When working late or attending evening classes, always have a buddy system. Never leave the building without someone else with you.
- ✓ Walk with other people whenever possible and avoid alleys and poorly lit or deserted parking lots and streets.
- ✓ Walk with confidence: show you are alert and in control. Be aware of your surroundings.
- ✓ If you think someone is following you, abruptly switch directions or cross the street.
- ✓ Have your car or house keys available before you reach your door.
- ✓ Don't flash large amounts of cash or other valuable objects.
- ✓ Avoid using ID tags with your name, address, or license number on your keys; if lost, they could lead to theft.
- ✓ Keep car doors and windows locked.
- ✓ If your purse or wallet is stolen, don't fight for it. Rather than risk personal injury, release it and report the incident to local police and school personnel.

Control <http://www.abc.state.va.us/education.html>



Treatment and Counseling Resources

Safe Horizon

www.safehorizon.org

(800)621- HOPE (4673)

Domestic Violence Hotline

www.thehotline.org

(800)799-7233

National Sexual Assault Hotline

www.rainn.org

(800)-656- HOPE (4673)

Drug Abuse Prevention:

Miracle Beauty and Nails Academy actively supports the prevention of drug and alcohol abuse. Employees and students are provided with the school's policy on drug and alcohol abuse via the catalog and printed literature. A list of agencies and counselors is also available on the state website DrugAbuse.com for personal assistance and is available to any employee or student requesting assistance.

Miracle Beauty and Nails Academy is a Drug Free Environment and will not tolerate any drug use on or off the premises. Random drug tests may be done and/or you may be required to get a drug test. Violators will be terminated immediately.

If a student or employee is suspected of being intoxicated or having any level of alcohol in their system while present in school, they will be required to have an alcohol and/or drug test done. If it is verified that students have violated these rules, as per the Termination policy, they will be terminated. Students will receive a written notice of termination with reason for termination. Students may request information in writing regarding termination and will be provided with such information.

Miracle Beauty and Nails Academy prohibits the unlawful possession, use or distribution of drugs and alcohol by students and/or employees on the school property or as a part of a school activity; including but not limited to: barbiturates, marijuana (also known as: weed or cannabis), cocaine (crack), methamphetamine (meth, crystal meth), alcohol (beer, liquor).

- Virginia Code Sanctions 18.2-250 assigns possession of a schedule 1 or 2 controlled substance as a class 5 felony which could lead to 2 to 10 years in prison and/or a fine up to \$2,500.
- Schedule 1 Controlled substances include heroin, cocaine, LSD, and methamphetamine.
- For another Virginia drug see website www.Virginia-criminallawlawyer.com

Drinking and drug abuse can impair a student's and employee's ability to perform his or her full potential as a beauty



professional. And places the client and oneself in harm's way. Miracle Beauty and Nails Academy employees and students are encouraged not to use, nor abuse pain relievers, controlled substances, and alcohol while on or off schools' premises. Miracle Beauty and Nails Academy conducts training sessions with its employees during quarterly meetings. These training sessions are designed to set clear expectations and penalties, to identify students and employees who are at risk of delinquent behavior; weave research-based prevention curriculum into the school day. The school encourages staff-leaders to be advocates for student safety on campus; and involve family members, if possible, in an intervention program when a student or employee is caught using drugs and alcohol. New students' enrollees and employees are made aware of the school's drug prevention policy via pre-enrollment, orientation, and/or first day of hire.

The Risks:

- Alcohol
 - "a depressant that decreases the responses of the central nervous system."
 - "Excessive drinking can cause liver damage and psychotic behavior."
 - "Risk of injury or death"
 - "Memory defects"
 - "Impaired vision, motor coordination"
 - "Risk of stroke"
 - "Heart failure"
 - "blackouts"
 - "seizures"
- Controlled Substances
 - "Severe mood swings" (cocaine)
 - "One use could cause death" (cocaine)
 - "Poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions" (barbiturates)
 - "One use could cause multiple and dramatic behavioral changes" (LSD / PCP)
- Other resources can be found at the US Department of Health and Human Resources at nscadilsamhsa.gov.
- (citation: information provided by: Union University (uu.edu))

Treatment Resources for Alcohol and Drug Addiction:

National Traffic Highway Safety Commission: "stop Impaired Driving"

<http://www.stopimpaireddriving.org>

Virginia Department of Alcoholic Beverage Control

<http://www.abc.state.va.us/education.html>

Substance Abuse and Mental Health Services Association

1-800-662-4357

www.samhsa.gov

Alcoholics Anonymous

4968 Euclid Road Suite F



Virginia Beach, VA 23462 (757) 490-3980

Virginia Sexual and Domestic Violence

1-800-838-8238

www.vsdvalliance.org

Miracle Beauty and Nails Academy conducts a bi-annual review of its drug prevention policy for effectiveness and implements changes to ensure that any disciplinary sanctions are enforced, by its Administration and employees.

Office Responsible:	DIRECTOR
Area Information is located:	CONFERENCE ROOM
Date document was last updated:	JUNE 8, 2024
Date Policy and procedure was last updated	July 8, 2024

OSHA Requirements:

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in cosmetology/related training. During the course, students learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

Miracle Beauty and Nails Academy Rules & Regulations:

- Students agree to attend class regularly, as scheduled on enrollment agreement, and as may appear on all bulletins and notices.
- Students are to arrive at school on time. Repeated tardiness and absences may lead to suspension or termination.
- Students are only permitted to attend class during their regularly scheduled time. A student may not "show up" to school at their leisure and may not clock in more than 10 minutes earlier than their scheduled time. If a student wishes to come in during a non-scheduled time, they must submit a written request three school days in advance, and will, thereby, be held accountable for the attendance and tardy policies. If the



student arrives during a nonscheduled time, they will not be able to attend class that day.

- Students must arrive at school in proper uniform, neatly groomed, with black shoes and socks. No head gear such as "du rags" or scarves. No open toe shoes or crocs.
- Students are to be in their area of study (classroom or library) or are assigned to an area of practice during class hours.
- Students are to show up with all kits, supplies, and materials needed for the course of enrollment. *In addition, if a client should arrive, or is scheduled, and the student does not have necessary supplies, they will be required to purchase supplies from the school, if applicable.
- Students will be assigned duties to perform daily; your duty must be done before leaving that day. School officials must give approval to clock out for the day.
- Students are to be dismissed for lunch by the instructor at the same time, unless working on a client, or completing scheduled training, lunch begins at the time of dismissal. If a student is not clocked in a half hour, or one-hour, after dismissal for lunch (depending on the length of their enrolled lunch break), they will be considered late.
- Students are not to clock out for lunch, or leave the building at any time, unless they have been dismissed from school by a school official. All duties must be checked, and BLUE folder must be verified.
- Students must maintain an average grade of 75% or higher to be deemed to make satisfactory academic progress.
- If a student fails to turn in special assignments three days after the original due date, the student will automatically receive a "0" as the grade.
- The school is not responsible for any lost or damaged property in the school during school hours or items left at school. This includes books, manikins, etc. You are encouraged to write your name on all your suppliers. A locker is provided for students to store possessions during your class. You are responsible for providing the lock.
- When a student has been given an assignment by the instructor, the student is expected to promptly execute and complete the assignment. When the student has finished the assignment, the student shall come to the instructor for further assignments.
- Students must maintain at least a 75% attendance average to be deemed making satisfactory academic progress.
- Students are to maintain a professional attitude and behave in a professional manner (no profanity, gossiping, and no arguing). Cell phones are not allowed to be used on the student clinic floor.
- Students are allowed to perform services on each other if there are no customers. This will only be allowed at designated times. Students will not choose when to perform services on each other. Students must be in a designated area when performing services.
- No change or representation in the contract will be recognized, unless made in writing and signed by both parties. Students are responsible for their own equipment and personal property.
- Students must obey all rules of personal hygiene, sanitation, and sterilization while in school.



- Students will not be permitted to class without a clean, proper uniform and necessary equipment and supplies.

Basic services are free. These services include shampoo and basic styles, basic facials, facial waxing, and all nail services. All other services are 50% off.

- Students are responsible for making payments on due dates. Late payment results in a non-refundable \$25.00 late fee. Students must request in writing time off and get written approval from the school official.
- Disrespecting or insubordination of school officials will not be tolerated and may lead to termination.
- Cellular phones must keep on vibrating and cannot be used during classroom time.
- Students who fail to comply with the rules and regulations of the school may be suspended and/or terminated and charged according to the refund policy.

COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS

Miracle Beauty and Nails Academy prohibits unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing. Miracle Beauty and Nails Academy also prohibits the illegal downloading of unauthorized distribution of copyrighted material using the school's information technology system.

Students found to be in violation of the "Copyright Infringement Policy" may be subject to civil and criminal liabilities. As well as the following:

1st Offense – Verbal Warning

2nd Offense – Written Warning

3RD Offense – Automatic Termination and charged per the refund policy.

DEFINITIONS

Copyright owner means the owner of a copyright of a nondramatic musical or similar work recognized and enforceable under the copyright laws of the United States pursuant to Title 17 of the United States Code, P.L. 94-553 (17 U.S.C & 101 ET SEQ.).



Satisfactory Academic Progress Policy:

Satisfactory Academic Progress (SAP) is required for all enrolled students. All students are provided with access to the catalog and SAP policy prior to enrollment. Students have access to the SAP evaluations, as they are provided to the students at each evaluation point, within seven (7) school business days. All students are required to comply with SAP policy, as set forth by the U.S. Department of Education.

REQUIREMENTS

To meet SAP, all enrolled Students must meet both of the following:

Qualitative Academic Requirement – 75% Cumulative Grade Average

Quantitative Attendance Requirement – 75% Cumulative Attendance Average

School holidays are not considered in the calculation of quantitative attendance. Course incomplete and noncredit remedial courses are not applicable and have no effect on SAP standards. Clock hours or credits accepted from another school toward the student’s educational program are counted as attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on contracted hours.

Students meeting the minimum requirement at any evaluation are making SAP until the next scheduled evaluation.

Students who do not meet academic requirements or attendance requirements as of the evaluation may lose eligibility (private pay and VA Benefit assistance) funds and may be subject to termination from the program.

GRADING PROCEDURE

Students receive several theory and practical assessments during each required course in their respective programs. Evaluation, feedback, and grades are given to the student for each assessment. Work is graded using the following grading scale:

EXCELLENT – 100-93 || VERY GOOD – 92-85 || SATISFACTORY – 84-75 || UNSATISFACTORY – 74 and Below

EVALUATION PERIODS (Clock hours – Actual Hours)

Program	Evaluation Period Hours/Weeks	Program	Evaluation Period Hours/Weeks
Esthetics	300 and 9 weeks	Wax Technician	57 and 1.5 weeks
Master Esthetician	300 and 9 weeks	Esthetics Instructor	200 and 6 weeks
Nail Technician	75 and 4 weeks		
Cosmetology Instructor	200 and 6 weeks	Permanent Cosmetic Tattooing	100 and 4 weeks

Academic Year = 900 Clock Hours over 26 Academic Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. The frequency ensures that students have had at least one evaluation



midpoint.

MAXIMUM TIME FRAME

The maximum time frame for program completion for all programs is 133%.

Course Name	Actual Hours/Weeks	Program Hours	Maximum Wks./Hours
Cosmetology	Full Time/22 Hours/45.45 weeks	1000 Hours	60.45 weeks/1330 Hours
Cosmetology	Part Time/ 20 Hours/50 weeks	1000 Hours	66.5 weeks/1330Hours
Nail Technician	Full Time/22 Hours/6.81 weeks	150 Hours	9.05 weeks/199.50 Hours
Nail Technician	Part Time/20 Hours/7.5 weeks	150 Hours	9.97 weeks/199.50 Hours
Esthetics	Full Time/22 Hours/27.27 weeks	600 Hours	36.27 weeks/798 Hours
Esthetics	Part Time/20 Hours/30 weeks	600 Hours	39.9 weeks/798 Hours
Master Esthetician	Full Time/22 Hours/27.27 weeks	600 Hours	36.27weeks/798 Hours
Master Esthetician	Part Time/20 Hours/30 weeks	600 Hours	39.9 weeks/798 Hours
Wax Technician	Full Time/22 Hours/5.2 weeks	115 Hours	6.95 weeks/152.95
Wax Technician	Part Time/20 Hours/5.75 weeks	115 Hours	7.64weeks/152.95
Permanent Cosmetic Tattooing	Full Time/Hours/28/7.14 weeks	200 Hours	9.50 weeks/266 Hours
Master Permanent Cosmetic Tattooer	Full Time/28 Hours/7.14 weeks	200 Hours	9.50 weeks/266 Hours
Cosmetology Instructor	Full Time/22 Hours/18 weeks	400 Hours	24.18 Weeks/532 Hours
Cosmetology Instructor	Part Time/20 Hours/20 weeks	400 Hours	26.6 Weeks/532 Hours
Esthetics Instructor	Full Time/22 Hours/18 weeks	400 Hours	24.18 Weeks/532 Hours
Esthetics Instructor	Part Time/20 Hours/20 weeks	400 Hours	26.6 Weeks/532 Hours

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 75% of the scheduled contracted hours.

All students who have not completed the course within the maximum time frame will be terminated. All students are permitted to apply for re-entry to re-enroll as a student at the institution on a cash pay basis. Please see Re-Entry Policy.

FINANCIAL AID WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making Satisfactory Academic Progress during the warning period. Financial Aid Warning allows the student to be eligible for aid within a pay period and maybe assigned without an appeal.

The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. Students using VA education benefits will be terminated if satisfactory academic progress is not met.

FINANCIAL AID PROBATION

Students (private pay, and VA Benefits), who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making Satisfactory Academic Progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be



advised in writing of the actions required to attain Satisfactory Academic Progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required to achieve satisfactory academic progress or by the academic plan, he/she will be determined to NOT making Satisfactory Academic Progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish Satisfactory Academic Progress, Title IV aid and VA Benefits, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

1. Making up missed tests and assignments and increasing average grade to 75% or better, and/or
2. Increasing quantitative attendance to 75%.

Please note at any point a student re-establishes satisfactory academic progress, financial aid will not be retroactive during the period the student was not eligible for financial aid.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal. Students who drop and reenroll within 180 days will enter a new enrollment with the same tuition rate as they were previously enrolled.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the students' situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NON-CREDIT, REMEDIAL COURSES, REPITITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's previous re-entry hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.



Additional Information and School Activities:

- ❖ The training motivates students to take the initiative, be responsible, and to make sound business decisions. These techniques especially benefit the student who is searching to make their dream a reality.
- ❖ Minimal school assignments will be given for completion at home. Students will have allotted classroom time to read and complete study guides.
- ❖ Miracle Beauty and Nails Academy provides scheduled times and days, before or after school, for students requiring additional assistance (at the students' request). This time can be used for academic advising and/or tutoring.
- ❖ The Official School Transcripts fee is \$50.00. Transcripts will only be released when all fees are paid in full.
- ❖ Students may bring in family members or friends to practice services on. Please be advised, you must schedule them through the school, and they will be required to pay for the service they receive. Family members will receive a 25% discount on weekdays and a 10% discount on weekends (Friday and Saturday).

PROGRAM OUTLINES

FORMAT	EVALUATION PROCEDURES	TEXTBOOKS
<ul style="list-style-type: none"> • Program Outlines and Lesson Plans • Lectures • Practical Demonstrations • Audio-Visual materials • Mannequin and live model practical and clinic workshops • Written and Practical Evaluations 	<ul style="list-style-type: none"> • Testing in both theory, practical and clinical areas • Examinations after each unit of the program • Monthly Practical/Clinic Workshops • Mock State Board Class • Final Examination 	<ul style="list-style-type: none"> • Milady Standard Textbooks • Milady Standard Workbooks



Cosmetology Program Outline (1000 Hours)

DESCRIPTION:

The Cosmetology Course is a 1000-hour course designed to train students to become a licensed Cosmetologist upon graduation.

In the Cosmetology course, we emphasize the development of your attitude, appearance, and behavior. These traits, coupled together, will help make you a successful Cosmetologist. Ethics, standards, principles of safety, and general first aid treatment are also studied. These classes consist of the principles and techniques involved in the basic procedures of hair and nail care; the fundamentals of hair styling and shaping, and manicures and pedicures are introduced. Mannequins, classmates, and the public are utilized by the students to develop manipulative skills and to practice these procedures. Also, you will be introduced to thermal services and skin care. Students will receive extensive training in chemical services.

Upon completion of the course, students will receive a certificate of completion and will qualify to take a state board test to become licensed as a Cosmetologist. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours, and the total tuition is based on the cost of the course and not credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure 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 cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING 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. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning



methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	--UNSATISFACTORY

Cosmetology: (1000 hours)

Cosmetology: (1000 hours)

1. Orientation and business topics (45 hours)

- a. School policies
- b. Salon Management
- c. Sales, inventory, and retailing
- d. Taxes and payroll
- e. Insurance
- f. Client records and confidentiality
- g. Professional ethics and practices

2.Laws and Regulations (10 hours)

3. General Sciences (55 hours)

- a. Principles and practices of infection control
- b. Safety Data Sheet (SDS)
- c. Chemical usage and safety

4. Applied Sciences (40 hours)

- a. Anatomy, physiology and histology



- 5. Shampooing, rinsing, and scalp treatments for all hair types including textured hair (25 hours)**
 - a. Client consultation and analysis
 - b. Procedures, manipulations, and treatments

- 6. Hair styling for all hair types, including textured hair (65 hours)**
 - a. Finger waving, molding, and pin curling

 - b. roller curling, combing, and brushing.
 - c. heat curling, waving, braiding, and pressing.

- 7. Hair cutting for all hair types, including textured hair (125 hours)**
 - a. Fundamentals, materials, and equipment
 - b. Procedures

- 8. Permanent waving and chemical relaxing for all hair types, including textured hair (115 hours)**
 - a. chemistry
 - b. Supplies and equipment
 - c. Procedures and practical application

- 9. Hair coloring and bleaching for all hair types, including textured hair (160 hours)**
 - a. basic color theory
 - b. supplies and equipment
 - c. procedures and practical application

- 10. Wigs, hair pieces and related theory (15 hours)**
 - a. Types
 - b. Procedures

- 11. Straight razor use and shaving (20 hours)**

- 12. Manicuring and pedicuring (75 hours)**
 - a. Nail theory, nail structure, and composition
 - b. Nail procedures, including manicuring, pedicuring, and nail extensions
 - c. Electric filing

- 13. Skin care (160 hours)**
 - a. Client skin analysis and consultation
 - b. Effleurage and related movements and manipulations of the face and body
 - c. cleansing procedures
 - d. Mask
 - e. Extraction techniques
 - f. Machines, equipment and electricity
 - g. manual facials and treatments
 - h. Machine, electrical facials and treatments
 - i. General procedures and safety measures



14. Makeup (35hours)

- a. Setup, supplies, and implements
- b. Color theory
- c. Consultation
- d. General and special occasion application
- e. Camouflage
- f. Application of false lashes and lash extensions
- g. Lash and tinting
- h. Lash perming
- i. Lightning of the hair on the body except scalp
- j. General procedures and safety measures

15. Body and other treatments (20hours)

- a. Body treatments
- b. Aromatherapy
- c. General procedures and safety measures

16. Hair removal (35 hours)

- a. Client consultation and analysis
- b. Waxing
- c. Mechanical hair removal
- d. Tweezing and threading
- e. Chemical hair removal



PERFORMANCE REQUIREMENTS

COSMETOLOGY:	
Shampooing, rinsing, and scalp treatment (all hair types including textured hair)	20
Hair Styling for all hair types including textured hair	60
Hair cutting for all hair types including textured hair	60
Permanent Waving – chemical relaxing for all hair types including textured hair	60
Hair coloring and bleaching, for all hair types including textured hair	50
Wigs, hair pieces, and related theory	5
Straight razor shaving on face and neck	12
Manicuring and pedicuring	15 procedures
Wig Care, Styling, Placing on Model	5
Individual sculptured nails and nail Tips	30
Body and other treatments	5
Makeup	20
Skincare	15
Hair removal	15
TOTAL	367



Esthetics Program Outline (600 Hours)

DESCRIPTION:

The Esthetics Course is a 600-hour course designed to train students to become licensed Estheticians upon graduation. In Esthetics the primary purpose is to train the students in the advanced manipulative skills, safety judgements, proper work habits and desirable attitudes necessary to obtain an advanced position as an Esthetician, a Skin Care Therapist, or another related career avenue.

Upon completion of the course, students will receive a certificate of completion and will qualify to take a state board test to become licensed as an Esthetician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of skin care, hair removal and makeup.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure 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 Esthetics and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING 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 comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	----UNSATISFACTORY

Esthetics: (600 hours)

School Orientation (1hour)

1. Business topics (24 hours)

- a. school policies
- c. sales, inventory and retailing
- d. taxes and payroll
- e. insurance
- f. client records and confidentiality
- g. professional ethics and practices

2. Laws and regulations (10 hours)

3. General Sciences (80 hours)

- a. bacteriology
- b. microorganisms
- c. infection control, disinfection, sterilization
- d. occupational Safety and Health Administration (OSHA) requirements
- e. Material Safety Data Sheet (MSDS)
- f. general procedures and safety measures
- g. cosmetic chemistry
- h. Products and ingredients
- i. Nutrition

4. Applied sciences (95 hours)

- a. anatomy and physiology
- b. skin function and structure
- c. skin types
- d. skin conditions
- e. diseases and disorders of the skin

5. Skin care (255 hours)

- a. health screening
- b. skin analysis and consultation
- c. effleurage and related movements and manipulations of the face and body
- d. cleansing products
- e. masks
- f. extraction techniques
- g. machines, equipment, and electricity



- h. manual facials and treatments
- i. machine, electrical facials and treatments
- j. general procedures and safety measures

6. Makeup (65 hours)

- a. set up, supplies. And implements.
- b. color theory
- c. consultation
- d. general and special occasion application
- e. camouflage
- f. application of false lashes and lash extensions
- g. lash and tinting
- j. general procedures and safety measures

7. Body and other treatments (20 hours)

- a. body treatments
- b. body wraps
- c. body masks
- d. body scrub
- e. aromatherapy
- f. general procedures and safety measures

8. Hair removal (50 hours)

- a. types of hair removal
- b. wax types
- c. tweezing
- d. chemical hair removal
- e. mechanical hair removal
- f. general procedures and safety measures

PERFORMANCE REQUIREMENTS

ESTHETICS:	
Consultation, cleansing and analysis of the face and body	35
Manual facials and treatments	65
Machine and electrical facials and treatments	50
Body Treatments and Back Treatments	20
Makeup	25
Hair Removal	25
TOTAL	220



Master Esthetician Program Outline (600 Hours)

DESCRIPTION:

The Master Esthetician Course is a 600-hour course designed to train students to become licensed Master Estheticians upon graduation. In Master Esthetician, the primary purpose is to train the students in advanced manipulative skills, safety judgements, proper work habits and desirable attitudes necessary to obtain an advanced position as a Master Esthetician, Medical Esthetics Technician, a Skin Care Therapist, or another related career avenue.

Upon completion of the course, students will receive a certificate of completion and will qualify to take a state board test to become licensed as a Master Esthetician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of advanced skin care and modalities, advanced procedures and chemical exfoliation and lymphatic drainage.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure 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 Master Esthetician and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING 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. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	----UNSATISFACTORY

School Orientation (1hour)

1. Advanced business, subject, and infection control – 44 hours

- a. School policies and procedures.
- b. Professional ethics and practices.
- c. Ethical and professional practices.
- d. Insurance and liability conduct.
- e. Confidentiality and Health Insurance Portability and Accountability Act of 1996 Privacy Rules (HIPAA);
- f. Client records and documentation.
- g. Microbiology and Bacteriology.
- h. Infection control, disinfection, and sterilization.
- i. Occupational Safety and Health Administration (OSHA), U.S. Food and Drug Administration (FDA); and Material Safety Data Sheet (MSDS);
- j. Personal protective equipment.

2. State laws, rules, and regulations – 10 hours

3. Advanced Anatomy and Physiology – 65 hours

- a. Advanced anatomy and physiology.
- b. Advanced skin structure and functions.
- c. Advanced skin typing, and condition.
- d. Advanced disease and disorders.
- e. Advanced cosmetic ingredients.
- f. Pharmacology.
- g. Advanced homecare.

4. Advanced skin care and advance modalities – 90 hours

- a. Introduction to microdermabrasion and dermaplaning.
- b. Indication and contraindication for crystal microdermabrasion.
- c. General procedure and safety measures for crystal microdermabrasion.
- d. Indication and contraindication for crystal – free microdermabrasion and dermaplaning.
- e. General procedure and safety for crystal – free microdermabrasion and dermaplaning.



- f. Equipment safety: crystal and crystal – free microdermabrasion and dermaplaning.
- g. Waste disposal, Occupational Safety and Health and Administration.
- h. Introduction to micro-dermabrasion techniques and proper protocols.
- i. Machine parts, operation, protocols, care, waste disposal and safety.
- j. Practical application and consultation for crystal micro-dermabrasion.
- k. Practical application and consultation for crystal – free microdermabrasion and dermaplaning.
- l. Pretreatment and posttreatment of microdermabrasion.

5. Advanced procedures and chemical exfoliation – 270 hours

- a. Advanced skin analysis and consultation and health screening and documentation.
- b. Advanced procedures and light treatments, light- emitting diode (LED), intense pulse light device (IPL);
- c. Advanced manual, machine, and electric treatment, micro current, and ultrasound.
- d. Introduction to chemical exfoliation and peels of epidermis.
- e. Fundamentals of skin care are associated with chemical exfoliation and peels and wound healing.
- f. Pretreatment and posttreatment of chemical exfoliation and peels.
- g. Accessing suitability and predicting chemical exfoliation efficacy.
- h. General practical application and consultation protocols.
- i. Practical application and consultation for enzymes, herbal exfoliation, and vitamin- based peels.
- j. Indication and contraindication for enzymes, herbal exfoliation, and vitamin – based peels.
- k. General procedures and safety measures for herbal exfoliation and vitamin – based peels.
- l. Pretreatment and posttreatment for herbal exfoliation and vitamin- based peels.
- m. Practical application and consultation for alpha hydroxyl peels.
- n. Indication and contraindication for alpha hydroxyl peels.
- o. General procedures and safety measures for alpha hydroxyl peels.
- p. Pretreatment and posttreatment for alpha hydroxyl peels.
- q. Practical application and consultation for alpha hydroxyl peels.
- r. Indications and contraindication for beta hydroxyl peels.
- s. General procedures and safety measures for beta hydroxyl peels.
- t. Pretreatment and posttreatment for beta hydroxyl peels.
- u. Practical application and consultation for Jessner and Modified Jessner peels.
- v. Indication and contraindication for Jessner and Modified Jessner peels.
- w. General procedures and safety measures for Jessner and Modified Jessner peels.
- x. Pretreatment and posttreatment for Jessner and Modified Jessner peels.
- y. Practical application and consultation for trichloroacetic acid peels.
- z. Indication and contraindication for trichloroacetic acid peels.
- aa. General procedures and safety measures for trichloroacetic acid and peels.
- bb. Pretreatment and posttreatment for trichloroacetic acid and peels.

6. Lymphatic System – 120 hours

- a. Introduction to the lymphatic system.
- b. Tissues and organs of lymphatic system.
- c. Functions of lymphatic system.
- d. Immunity.
- e. Etiology of edema.
- f. Indication and contraindication for lymphatic drainage.



- g. Lymphatic drainage manipulations and movement.
- h. Face and neck treatment sequence.
- i. Lymphatic drainage on the trunk and upper extremities.
- j. Lymphatic drainage on the trunk and lower extremities.
- k. Cellulite.
- l. Using lymphatic drainage with other treatments.
- m. Machine – aided lymphatic drainage.

PERFORMANCE REQUIREMENTS

MASTER ESTHETICIAN:	
Advanced Treatment	40
Microdermabrasion	50
Chemical Exfoliation	75
Lymphatic Drainage	50
TOTAL	215



Nail Technician Program Outline (150 Hours)

DESCRIPTION:

Nail Technician is a 158-hour course designed to train students to become licensed Nail Technicians upon graduation. The Nail Technician Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Nail Technician or a related career field.

Upon completion of the course, students will receive a certificate of completion and will qualify to take a state board test to become licensed as a Nail Technician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure 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 Technician and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING 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. Clinical 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 comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated



according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100 -----EXCELLENT
85 - 92 -----VERY GOOD
75 - 84 -----SATISFACTORY
74 and BELOW ----UNSATISFACTORY

Nail Technician Outline: (150 hours)

- 1. School Orientation (1 hour)**
 - a. School Policies

- 2. State law, regulations, and professional ethics (4 hours)**

- 3. Sterilization, sanitation, bacteriology, and safety (35 hours)**
 - a. Microbiology
 - b. Infection control
 - c. Safety and first aid
 - d. Disinfection
 - e. Sterilization
 - f. Equipment

- 4. Anatomy and Physiology (15 hours)**
 - a. Building blocks of human anatomy
 - b. Basic body systems

- 5. Diseases and disorders of the nail (10 hours)**

- 6. Nail Theory and nail structure and composition (10 hours)**
 - a. composition of the nail
 - b. nail structure
 - c. nail growth

- 7. Nail Procedures, and Nail Enhancements (75 hours)**
 - a. fundamentals of sculptured nails
 - b. Sculptured nail systems
 - c. Sculptured nail procedures

PERFORMANCE REQUIREMENTS

Manicures	30
Pedicures	15
Individual sculptured nails/nail tips	200
Individual removals	10
Individual nail wraps	20
TOTAL	275



Permanent Cosmetic Tattooing Program Outline (200 Hours)

DESCRIPTION:

Permanent Cosmetic Tattooing is a 100-hour course designed to train students to become licensed Permanent Cosmetic Tattooing Tattooists upon graduation. The Permanent Cosmetic Tattooing Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Permanent Cosmetic Tattooing or a related career field. Any person desiring to enroll in the Permanent Cosmetic Tattooing school shall be required to provide documentation of satisfactory completion of health education on blood borne disease and CPR certification. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

Upon completion of the course, students will receive a certificate of completion and will qualify to take a state board test to become licensed as a Permanent Cosmetics Tattooer. The state of Virginia currently requires to satisfactorily complete a minimum of five hours of health education to include but not limited to blood borne disease, sterilization, and aseptic techniques related to tattooing, first aid and CPR during their licensed term. Documentation of training completion shall be provided at the time of renewal along with the required fee. CEUs to maintain license. The license must be renewed every two years by paying the necessary fee.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of micro-blading and micro-shading of the eyebrows, eye-lining of the upper and lower lid, lip lining and lip shading.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure 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 Permanent Cosmetic Tattooing and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING 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. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning



methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	----UNSATISFACTORY

Permanent Cosmetic Tattooing: (200 hours)

School Orientation (1 hour)

- 1. School Orientation (1 hour)**
 - a. School policies
- 2. Virginia Tattooing laws and regulations (10 hours)**
- 3. Machine and Devices (15 hours)**
 - a. Coil machine
 - b. Hand device; and
 - c. other devices
- 4. Anatomy (20 hours)**
 - a. Layers of skin
 - b. Parts and functions of skin
 - c. Diseases
- 5. Color Theory (10 hours)**
 - a. Skin and pigment color
 - b. Handling and storage of pigments
- 6. Transmission cycle of infectious diseases (15 hours)**



7. Immunization (15 hours) a. Types of immunizations; and client

8. Sanitation and disinfection (15 hours)

Definition of terms

- a. Sterilization
- b. Disinfection and disinfectant
- c. Sterilizer or sterilant
- d. Antiseptic
- e. Germicide
- f. Décontamination
- g. Sanitation
- h. The use of steam sterilization equipment and techniques
- i. The use of sanitation equipment
- j. Preservice sanitation procedure
- k. Post service sanitation procedure

9. Safety (10 hours)

- a. Proper needle handling and disposal
- b. Blood spill procedures
- c. Equipment and instrument storage
- d. First Aid

10. Bloodborne Pathogen standards (10 hours)

- a. OSHA and CDC bloodborne pathogen standards
- b. Overview of compliance requirements
- c. Disorder and when not serving a client.
- d. Client consultation sheet including health form.

11. Anesthetics (10 hours)

- a. Use
- b. Types
- c. Application
- d. Removal

1. Record of client's services performed and date.

- e. Proper Preparation (personal appearance station, making appointments and Salon ethics)

12. Equipment (4 hours)

- a. Gloves
- b. Masks
- c. Apron
- d. Chair
- e. Lighting
- f. Worktable

13. Professional Standards (20hours)

1. History of permanent cosmetic tattooing
2. Ethics
3. Recordkeeping
- a. Client health history
 1. Consent forms



- b. Preparing the station, making appointments, salon ethics.
- c. Maintaining professional appearance, notifying clients of schedule changes.
- d. Promoting the services of the salon and establishing clientele.
- e. Salon management
- f. Licensing requirements
- g. Taxes

14. Permanent Cosmetic Tattooing (50 hours)

- a. Client consultation
- b. Client health form
- c. Client disclosure form
- d. Client preparation
- e. Drawing and Mapping
- f. Sanitation and safety precaution g. Implement selection and use.
- g. Proper use of equipment
- h. Material selection and use
- i. Eyebrows
- j. Microblading
- k. Lip Coloring
- l. Lip Linings
- m. Scalp pigmentation

PERFORMANCE REQUIREMENTS

(TWO EYEBROWS COUNTS AS ONE PERFORMANCE; TWO EYE LINERS COUNTS AS ONE PERFORMANCE ONE LIP COUNTS AS ONE PERFORMANCE)

Students must complete a total of 50 performances shall be completed as part of the permanent cosmetic tattooing. instruction including two (2) eyebrows, two (2) microblading procedures, two (2) lip liners one lip color and one full lip

Eyebrows	20
Eyeliner	15
Lip coloring/lip liner	15
Total	50



Wax Technician Program Outline (115 Hours)

DESCRIPTION:

Wax Technician is a 115-hour course, training students to become licensed wax technicians. Students learn about professional image, decontamination as well as hair removal techniques by using wax. Students will be trained on strip wax as well as hard wax. Students will also be trained in safety on clients as well as for themselves. It is also important that with the skills taught to the students that they are also taught the importance of business. Therefore, their studies will include the business aspects of the industry, starting with client consultation, and proper record keeping for business.

Upon completion of the course, students will receive a certificate of completion and will qualify to take a state board test to become licensed as a Wax Technician. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of basic hair removal, using hard and strip wax.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matters to assure 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 Wax Technician and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING 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. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system



of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences.

Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written 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:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	----UNSATISFACTORY

Wax Technician: (115 hours)

School Orientation (1hour)

1. Orientation (9 hours)

- a. school policies
- b. state law, regulations, and professional ethics
- c. personal hygiene

2. Skin care and treatment (15 hours)

- a. analysis
- b. anatomy and physiology
- c. diseases and disorders of the skin
- d. health, sterilization, bacteriology and safety including infectious disease control measures.
- e. procedures
- f. temporary removal of hair

3. Skin theory, skin structure and composition (20 hours)

4. Client consultation (15 hours)

- a. health conditions
- b. skin analysis
- c. treatments
- d. client expectations
- e. health forms and questionnaires

5. Waxing procedures (20 hours)

- a. fundamentals
- b. safety rules
- c. procedures

6. Wax treatments (20 hours)

- a. analysis
- b. disorders and diseases



- c. manipulations
- d. treatments

7. Salon management (15 hours)

- a. business ethics
- b. care of equipment

PERFORMANCE REQUIREMENTS

WAX TECHNICIAN	
Arms	4
Back	2
Bikini Area	6
Brows	12
Chest	1
Facial	6
Leg	3
Underarm	2
TOTAL	36



Cosmetology Instructor Program Outline (400 Hours)

DESCRIPTION:

Pre-Requisite: Students must have completed the Cosmetology course and have obtained the applicable license. The Cosmetology Instructor course teaches students how to be a professional instructor in the Cosmetology field. They learn to identify the characteristics of their students as well as different learning abilities. Students will also learn to write lesson plans, design tests, study guides, and worksheets. In addition, they will grade tests and learn how to properly maintain students' records.

Upon completion of the course, students will receive a certificate of completion, and will qualify to become licensed as an Cosmetology Instructor. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Educate students in the field of cosmetology on hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps, which addresses specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by



the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	----UNSATISFACTORY

Cosmetology Instructor: (400 hours)

School Orientation (1 hour)

School Orientation (1 hour)

1. Orientation (24 hours)

- a. school policies
- b. qualifications and characteristics of a master's educator
- c. constant pursuit of knowledge
- d. effective time management and organized work methods

2. Curriculum (25 hours)

- a. desired performance goals
- b. profile of the master educator
- c. education relationships
- d. developing a dynamic program of study.

3. Course Outline and Development (10 hours)

4. Lesson Planning (10 hours)

- a. desired performance goals
- b. Creating lesson plans
- c. developing monthly calendars.

5. Classroom Management (10 hours)

- a. desired performance goals
- b. managing the atmosphere.
- c. considers the environment.
- d. adult learner characteristics
- e. student demographics
- f. teaching material

6. Teaching Techniques (15 hours)

- a. desired performance goals
- c. history of teaching
- d. manual facials and treatments



- e. machine, electrical facials, and treatments
- f. general procedures and safety measures

7. Methods of instruction (15 hours)

- a. desired performance goals
- b. group discussion
 - c. role playing
 - d. window panning
 - e. mind mapping
 - f. visualization
 - g. workbooks and partially complete handouts.
 - h. mnemonics
 - i. games, group, synergy, and competitions

8. Learning Styles (20 hours)

- a. learning style profiles
- b. multiple intelligence
- c. verbal/linguistic intelligence
- d. logical/mathematical intelligence
- e. intrapersonal intelligence
- f. body/kinesthetic intelligence
- g. interpersonal intelligence
- h. musical/rhythmic intelligence
- i. naturalist intelligence
- j. how to identify preferred intelligences.
- h. developing intelligence.
- i. combining intelligence.

9. Learning Disabilities (3 hours)

- a. special needs of accessibility

10. Teaching Aids (3 hours)

- a. developing and using educational aids.
- b. uses educational aids and technology

11. Developing, administering, and grading examinations (5 hours)

- a. desired performance goals
- b. teaching testing skills
- c. preparing
- d. on test day
- e. deductive reasoning
- f. test taking strategies.
- g. educator strategies

12. School Administration (3 hours)



- a. desired performance goals
- b. employee handbook
- c. what's in the grade?
- d. what to grade?
- e. sample grading procedures
- f. when to grade.

13. Recordkeeping (3 hours)

- a. desired performance goals
- b. importance of recordkeeping
- c. purchase and inventory records
- d. service records
- e. the front desk
- f. booking appointments
- g. use of the telephone in the school
- h. incoming phone calls
- i. booking appointments by phone
- j. handling complaints by telephone
- k. Selling in the school.
- l. promoting the student salon in the community.

14 Laws and Regulations (3 hours)

- a. VA laws and regulations

15. Presentation of theoretical subjects (50 hours)

- a. communication skills
- b. C R E A T E
- c. what makes a powerful presentation?
- d. powerful openings
- e. building powerful content.

16. Presentation of practical subjects (50 hours)

- a. desired performance goals
- b. interactive lecture
- c. demonstration and practice
- d. equipment
- e. supplies

17. Supervision of clinic floor: and (100 hours) desired performance goals

- a. desired performance goals
- b. student salon teaching
- c. the three elements of zone teaching
- d. supervising

18. Practicum Teaching (50 hours)



- a. desired performance goals
- b. practical skills training
- c. student salon philosophy
- d. the essence of teamwork

- e. what does the public see?
- f. the warm reception
- g. high-tech, high touch safety
- h. recordkeeping requirements
- i. efficient dispensary
- j. cultivating satisfied clients.
- k. recognizing new clients.
- l. tender, loving client care
- m. interacting with clients
- n. building a successful clientele.
- o. rebooking clients for future services
- p. encouraging repeat clients.
- r. upgrading client tickets.



Esthetics Instructor Program Outline (400 Hours)

DESCRIPTION:

Pre-Requisite: Students must have completed the Esthetics or Master Esthetician course and have obtained the applicable license.

The Esthetics Instructor course teaches students how to be a professional instructor in the Esthetics field. They learn to identify the characteristics of their students as well as different learning abilities. Students will also learn to write lesson plans, design tests, study guides, and worksheets. In addition, they will grade tests and learn how to properly maintain students' records.

Upon completion of the course, students will receive a certificate of completion and will qualify to become licensed as an Esthetics Instructor. The state of Virginia currently does not require CEUs to maintain license. The license must be renewed every two years by paying the necessary fee. The school works on clock hours and the total tuition is based on the cost of the course and not the credit hours.

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. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Educate students in the field of esthetics on hair removal, skin care and makeup

REFERENCES: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps, which addresses specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinical equipment, implements, and products are comparable to those used in industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans, which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, projects, activities, and other related learning methods are used in the course.

GRADING PROCEDURES: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning 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 (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must



maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	-----EXCELLENT
85 - 92	-----VERY GOOD
75 - 84	-----SATISFACTORY
74 and BELOW	----UNSATISFACTORY

Esthetics Instructor (400 hours)

School Orientation (1 hour)

1. Orientation (24 hours)

- a. school policies
- b. qualifications and characteristics of a master educator
- c. constant pursuit of knowledge
- d. effective time management and organized work methods

2. Curriculum (25 hours)

- a. desired performance goals
- b. profile of the master educator
- c. education relationships
- d. developing a dynamic program of study.

3. Course Outline and Development (10 hours)

4. Lesson Planning (10 hours)

- a. desired performance goals
- b. creating lesson plans
- c. developing monthly calendars.

5. Classroom Management (10 hours)

- a. desired performance goals
- b. managing the atmosphere.
- c. considers the environment.
- d. adult learner characteristics
- e. student demographics
- f. teaching material

6. Teaching Techniques (15 hours)

- a. desired performance goals
- c. history of teaching
- d. manual facials and treatments
- e. machine, electrical facials, and treatments
- f. general procedures and safety measures



7. Methods of instruction (15 hours)

- a. desired performance goals
- b. group discussion
 - c. role playing
 - d. window panning
 - e. mind mapping
 - f. visualization
- g. workbooks and partially complete handouts.
- h. mnemonics
- i. games, group, synergy, and competitions

8. Learning Styles (20 hours)

- a. learning style profiles
- b. multiple intelligence
- c. verbal/linguistic intelligence
- d. logical/mathematical intelligence
- e. intrapersonal intelligence
- f. bodily/kinesthetic intelligence
- g. interpersonal intelligence
- h. musical/rhythmic intelligence
- i. naturalist intelligence
- j. how to identify preferred intelligences.
- h. developing intelligence.
- i. combining intelligence.

9. Learning Disabilities (3 hours)

- a. special needs of accessibility

10. Teaching Aids (3 hours)

- a. developing and using educational aids.
- b. the use of educational aids and technology

11. Developing, administering, and grading examinations (5 hours)

- a. desired performance goals
- b. teaching testing skills
- c. preparing
- d. on test day
- e. deductive reasoning
- f. test taking strategies.
- g. educator strategies

12. School Administration (3 hours)

- a. desired performance goals
- b. employee handbook



- c. what's in the grade?
- d. what to grade?
- e. sample grading procedures
- f. when to grade.

13. Recordkeeping (3 hours)

- a. desired performance goals
- b. importance of recordkeeping
- c. purchase and inventory records
- d. service records
- e. the front desk
- f. booking appointments
- g. use of the telephone in the school
- h. incoming phone calls
- i. booking appointments by phone
- j. handling complaints by telephone
- k. Selling in the school.
- l. promoting the student salon in the community.

14 Laws and Regulations (3 hours)

- a. VA laws and regulations

15. Presentation on theoretical subjects (50 hours)

- a. communication skills
- b. C R E A T E
- c. what makes a powerful presentation?
- d. powerful openings
- e. building powerful content.

16. Presentation on practical subjects (50 hours)

- a. desired performance goals
- b interactive lecture
- c. demonstration and practice
- d. equipment
- e. supplies

17. Supervision of clinic floor: and (100 hours) desired performance goals

- a. desired performance goals
- b. student salon teaching
- c. the three elements of zone teaching
- d. supervising

18. Practicum Teaching (50 hours)

- a. desired performance goals
- b. practical skills training



- c. student salon philosophy
- d. the essence of teamwork
- e. what does the public see?
- f. the warm reception
- g. high-tech, high touch safety
- h. recordkeeping requirements
- i. efficient dispensary
- j. cultivating satisfied clients.
- k. recognizing new clients.
- l. tender, loving client care
- m. interacting with clients
- n. building a successful clientele.
- o. rebooking clients for future services
- p. encouraging repeat clients.
- r. upgrading client tickets.