

May 2018.

CATALOG

Paramount Beauty Academy

1745 11TH Street
Portsmouth, Ohio 45662
740-353-2436/7 40-354-6134

"Excellence in Education"

NACCAS(National Accrediting Commission of Career Arts and Sciences)
Statements in this catalog reflect a correct description of the programs and policies of Paramount Beauty Academy. The school reserves the

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WELCOME

Visit our Web Site At www.paramountbeautyacademy.com

MISSION STATEMENT

Our mission is to graduate student with knowledge and skill necessary to pass the Ohio State Board of Cosmetology Examination and enter the profession of any branch of Cosmetology. To provide a surrounding of high standards so profession and business ethics, good manners, neat appearance , and cooperation may be achieved with emphasis on harmonious relationships between fellow students . Customers and faculty.

GENERAL INFORMATION

The purpose of this catalog is to help the prospective student make an informed choice regarding the training opportunities afforded by our school and to make clear the responsibilities and obligations of both the school and the student. All courses are taught in English.

All information contained herein pertains to the school and programs unless otherwise specifically indicated . Exceptions are clearly noted and are marked with an asterisk (*).

PHILOSOPHY

To provide training that is complete, relevant and inspiring for careers that make people look and feel better is as noble an endeavor as is the work for which the training is intended .

OPPORTUNITY

If you want to earn a good income, do something creative, have pride in your work, meet people and enjoy what you do, Cosmetology, Esthetics and Manicuring are each avenues of opportunity to a wide variety of fascinating positions. Being a stylist in a salon is just one of many. Positions are available as traveling stylists, teachers, color specialists, makeup consultants, nail artists, skin care technicians, Spa expert s, precision hair cutters, etc. , if you have been trained in a school that offers the relevant education and experience necessary for you to compete.

We extend a cordial invitation to you to visit our schools and see our programs in action! You will note busy clinics where students get much practical experience. While book work and lectures are important, our experience has proven there is no substitute for actually performing the services on live models (clients) , under close instructor supervision. This blend of training produces a graduate not only knowledgeable but also well- skilled to compete and succeed.

LICENSING

Our Cosmetology school is licensed by the Ohio State Board of Cosmetology, 1929 Gateway Circle, Grove City, Ohio 43123 6144663834.

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ACCREDITATION

Our school is nationally accredited by the (NACCAS) National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA 22314. 703-600-7600

ELIGIBILITY

Our school is recognized by the Secretary of Education, United States Department of Education, Washington D.C. as Institutions of Higher Education, eligible to participate in Federal Financial Aid.

EDUCATIONAL OBJECTIVES

The educational objectives of each course offered at our school are as follows:

1. To provide the requisite theoretical and practical training to enable the student to:
Satisfactorily complete the course.
Pass the required State exam. Obtain
one of the following licenses:
 - Advanced Cos-300 hour
 - Advanced Cosmetology
 - Advanced Esthetics
 - Advanced Nail Tech
 - Advanced Nail Tech-100
hour
 - Advanced Nail Tech/Advanced Esthetics Combo

 - Cosmetology

 - Manicuring
 - Secure entry-level employment
2. To provide the stimulus to encourage those students with higher goals to advance beyond the basics.

ADMISSION REQUIREMENTS

Further admissions requirements are:

1. Applicant must either be a high school graduate or possess a General Educational Development Certificate of High School Equivalence (GED). An applicant who submits a foreign high school diploma must also provide us with notarized documentation from an approved outside agency that is qualified to translate documentations into English to confirm the academic equivalency to a U.S. high school diploma.
2. Approved forms of age documentation are birth certificate, driver's license, government-issued identification or passport.
3. An applicant must have a viable reason to pursue the course, demonstrate a reasonable knowledge of the nature of the work involved, have a reasonable plan for completing the course and the intent of pursuing employment within the profession.
4. An applicant must have the means to pay tuition, fees and related expenses and must show financial stability and resources to reasonable ensure that lack of finances will not prevent graduation.

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5. An applicant must demonstrate housing and transportation stability including reasonable housing for the duration of the course, and dependable transportation to and from school.
6. Transfer students may be accepted at the sole discretion of the school, and contingent upon certain written stipulations, on a case by case basis. Any student accepted for transfer will receive full credit for hours recorded at the State Board. Academic hours will not be accepted from High School Career Tech Schools. A \$150 (money order or certified check) transfer fee must be submitted with the written request for transfer. The transfer fee is refundable should the student fail to meet general admissions requirements.
7. A student who withdrawals will be given consideration for reentry. Please refer to the reentry policy below.
8. We accept State of Ohio approved Certificates from Home Schooling and require a copy to be placed in student's file.
9. ATB students are not accepted.

Re-entry Policy

Any student considered withdrawn who subsequently requests readmission(re-entry) shall retain full credit for all monies paid to the school individually or by any other external source including federal aid. Upon compliance with the following guidelines the student will be readmitted without loss of previous hours clocked, provided the hours have not expired in accordance with State Law. Student reentry requests will be reviewed on an individual basis. All students must re-enter the institution in the same satisfactory academic progress (SAP) status as at the time of termination or withdrawal. Further, all re-entry students will be evaluated at the next scheduled evaluation due at the time of termination or withdrawal.

- A. A written request for reentry must be submitted to our administrators. Please ensure the following information is included with your reentry request:
 - a. Student name as it would appear in our records
 - b. Start date and last date of attendance
 - c. Current address and telephone number
 - d. The request to reenter
 - e. Reason(s) why the student withdrew from school
 - f. Written assurance of completion stating the concerns causing discontinuance have now been resolved and the student may proceed without interruption to training
- B. A \$150.00 reentry fee is required. The re-entry fee is refundable should the student fail to follow through with the reentry process.
- C. Applicants must attend a personal reentry interview
- D. A complete kit of equipment is required. Broken or missing items must be replaced prior to starting school.
- E. Applicants must attend and pass the reentry exam. Students who fail the reentry exam or students who have been discontinued over one year may be required to retake the Junior Program.
- F. Any previously withdrawn student shall be readmitted on a space availability basis, may incur a waiting period.
- G. Tuition will be figured on a pro-rata basis of the current program costs.

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- H. Financial aid assistance will be computed on an individual basis. Changes in financial aid eligibility and/or requirements may cause the student to personally pay the cost of their tuition.
- I. Paramount Beauty Academy reserves the right to refund reentry to any applicant who fails to meet the reentry criteria (items A through H) established. HOW TO MAKE APPLICATION

Application for enrollment may be made by contacting our office by e-mail or phone to schedule a personal interview for our academy.

CREDIT FOR PREVIOUS TRAINING

Transfer students may be accepted at the sole discretion of the school on a case by case basis. Any student accepted for transfer will receive full credit for hours recorded at State Board. (Academic hours will not be accepted from High School Career Tech Schools). A \$150 (money order or certified check) transfer fee must be submitted with the written request for transfer. The transfer fee is refundable should the student fail to meet general admissions requirements.

NON-DISCRIMINATION POLICY

Paramount Beauty Academy does not discriminate in its admission, instruction, or graduation policies on the basis of race, creed, color, religion, handicap, age, sex, country or ethnic origin.

SCHOOL CLOSURES/START DATES

The school is closed New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after, and Christmas Day. Other official school closures are announced in advance. The school may also be closed in the event of national, state or local declaration, inclement weather, or unavoidable circumstance. Such closures will be announced on local radio and TV stations.

This schools begins classes for all programs the first and third Tuesday of each month.

TRANSCRIPT POLICY

Upon graduation of each student, a complete record of grades and clock hours is sent to the appropriate regulatory agency. There is no charge for this service. This includes request for hours to be sent to another State.

GENERAL FACILITIES AND EQUIPMENT

School facilities are completely heated and air-conditioned. The school has a waiting area for patrons and a reception desk to assign student services. Our restroom facilities are all unisex. The school has complete facilities for the instruction of cosmetology, esthetics, and nail technicians. Theory classroom and facial rooms are also available for use in training. Our school has a locker and break area for student. Each student is assigned a personal locker.

Each student is provided with the specific equipment necessary for training through our dispensary, or by means of a personal kit of equipment, which becomes the property of the student upon receipt.

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SCHOLARSHIPS

Scholarships are available to prospective students during their senior year of high school. Qualifications include financial need, academic performance, attendance and interest in the field. One may obtain a scholarship application by contacting our Administrative Office. Upon receipt of a completed application, a personal interview will be scheduled by our admissions office. It is important to understand that the primary purpose of scholarships to encourage those individuals to attend our school who will likely graduate from our program and move on to successful careers and become lifetime ambassadors for our school. To this end, scholarships are awarded only to individuals who exhibit career interest. This policy is also attributable to any other form of school-sponsored tuition waiver, discount or award offered.

FINANCIAL AID

The financial aid available to those who qualify includes Pell Grants, Direct Stafford Loans and Federal Parent PLUS loans, school-sponsored Scholarships, and private aid. Information regarding eligibility, the procedures by which students may apply for financial aid, and the forms used to make application, are available at our Administrative Office. Additionally, students who receive a Federal Student Loans are required to complete an only entrance counseling interview prior to receiving their first loan disbursement and an online exit counseling interview prior to completing their course of study.

GRADUATION REQUIREMENTS

A DIPLOMA, ATTESTING TO THE COMPLETION OF THE COURSE, IS AWARDED TO THE STUDENT UPON COMPLIANCE WITH THE FOLLOWING GRADUATION REQUIREMENTS:

- J. The student must complete all required clock hours.
- K. The student must complete all required classes and pass all required test, including the final examination.
- L. The student must meet all obligations of any signed agreements with the school, including payment of all amounts due.
- M. The student must submit all required State Board forms and complete a FA Exit Interview if required.

STUDENT SERVICES

The administrative staff is available to students to assist with financial aid counseling regarding school and personal concerns, etc. Any student may schedule a conference with any member of our staff.

STUDENT CONDUCT/DISMISSAL POLICY/RULES AND REGULATIONS

1. Students must conduct themselves in a business-like manner at all times.
2. Students must be in uniform at all times unless specified by the director.
3. Tuition must be paid in accordance with the student contract.

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4. Students must adhere to institutional attendance policies. A student is required to attend classes as schedule. If unable to attend class, the student is expected to notify the office by phone prior to 9 a.m.
5. Students who arrive at school late may stay at school if their excuse is one that would be acceptable at a job.
6. Students are permitted to leave the premises during lunch break, which is assigned and is 30 minutes.
7. Students must clock in themselves. Late clock in will be recognized at the next quarter hour. If a student clocks in for another student, both will be suspended for the remainder of the day.
8. Students may eat and drink in designated areas only. Students may not chew gum. Smoking is permitted outside the building in designated areas only.
9. Students may not linger in reception area, office or dispensary.
10. Any jewelry worn must be in good taste. Appropriate undergarments must be worn.
11. Students must clean up after themselves.
12. Each student is assigned duties that are their responsibility. These duties must be performed each day at the designated time.
13. Each student is responsible for their kit and for all tools and equipment required to be in it. Lost kit items must be replaced by the student. The kit must be kept clean at all times and is to be used to perform clinic services.
14. Alcoholic beverages and drugs are not permitted on the premises. No student is to be under the influence of drugs or alcohol during hours of attendance. Any student found in violation of the rule will be dismissed for a minimum of three days.
15. A student found to be involved in stealing will be expelled.
16. A lost and found is maintained. The instructors will handle items lost or left by students, clients, or visitors. Students finding an item are required to bring it to an instructor.
17. Students must receive permission from their instructor for personal services (Monday and Wednesday) if a student has failed their test the previous week, or did not complete a lab sheet, they may not have services performed the following week. There is a student fee for chemical and conditioning services that must be paid prior to receiving their service. Each student service must be recorded for review by the state inspector upon demand.
18. Student reprimand procedure:
The instructor will fill out an advising form that the student must sign. The report is to be kept in the students file.
 - 1st offense-clocked out one day
 - 2nd offense-clocked out 2 days
 - 3rd offense-clocked out 3 days
 - 4th offense-expelled from school
19. The institution is not responsible for items left behind after a student terminates enrollment. Items left more than 30 days will be disposed of at the schools discretion.
20. If a student wishes to make a change in their schedule, the request must be in writing and abide by guidelines in the catalog.
21. All decisions of the Director are final

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22. Any rules not specifically identified may be forced at the discretion of the school, owner, director or instructor.

Paramount Beauty Academy reserves the right to expel or suspend any student who habitually violates the school guidelines.

ATTENDANCE

Good attendance is vital to success in our professions. Therefore, attendance is monitored closely and students are advised when attendance falls below normal. Due to the importance of a strong foundation, Junior Training attendance is monitored closely and an attendance conference will be held after the student has been absent from junior class for more than 5% of the scheduled time. The student may be required to restart the program should the attendance exceed 10% of the scheduled Junior Training hours or consecutive days are missed. Attendance conferences are scheduled for senior students exhibiting a cause for concern regarding attendance. All absences are totaled on an hour basis.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardiness may be considered sufficient reason to schedule an absence conference. Generally, a student who arrives more than 30 minutes late to class or clinic will not be signed in. Exceptions are made only at the discretion of the instructor in charge.

LEAVE OF ABSENCE POLICY

Students are expected to attend on a continuous basis, and leaves are permitted only in cases of unusual and necessary circumstances. The contract Completion Date for any student taking an official Leave of Absence will be extended by the number of days of the Leave of Absence. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. The leave of absence form will serve as the addendum to the contract with the new contract completion date noted on the leave of absence.

Leave of Absence Guidelines:

- A. A student must submit in advance in writing, include the reason for the request and include the student's signature. There must be a reasonable expectation that the student will return from the leave before it will be approved. This institution may grant a leave of absence to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend (i.e. car wreck, hospitalization etc).
- B. Normally a leave of absence is restricted to between 30 and 60 calendar days. A student may request a waiver of this limitation for "good cause" by submitting a written request. Federal regulations dictate a maximum time for a leave of absence (180 days in a twelve month period) and our school is required to be in compliance with these regulations.
- C. Normally, only one leave will be granted during the time a student is enrolled. A student may request additional leave time if doing so would not violate Federal Regulations.
- D. Students receiving federal aid must adhere to federal regulations restricting leaves of absence. If a student request appears to jeopardize that student's eligibility for financial aid, the student will be made aware of this fact by the financial aid office before such leave is approved.

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- E. A student who receives an official leave of absence will be readmitted on the stipulated date of return without penalty or additional fees.
- F. A student who receives an official leave of absence is not considered to have withdrawn and no refund calculation is required at that time.
- G. A student must follow the school's policy of requesting a leave of absence or request waiver of item A before a leave of absence will be approved. A student who ceases attending without such written permission will be considered withdrawn after 30 days of non-attendance.
- H. Students who are on an official leave of absence from school may not loiter in or around the school premises unless on official school business. Additionally students on a leave of absence may not obtain clinic services, complimentary or paid.

Failure to return from a scheduled leave of absence on the return date indicated will result in immediate dismissal from school. The withdrawal date, for the purpose of calculating a refund will be determined as the last date of attendance.

MAKE-UP WORK POLICY

Students needing to make-up work due to absences or a failing grade, will be scheduled to do this at a time that is convenient for both the student and the school. Students may receive credit for time spent on this make-up work provided the maximum number of hours allowed by the Ohio State Board for that subject has not been clocked.

PRIVACY RIGHTS AND STUDENT ACCESS POLICY

The school will provide any student (or in case of a student who is under the age of 18 and a dependent minor, the student's parent or legal guardian), the opportunity to review the student's records, and to seek correction of information contained in those records, and will deny disclosure of information from the records to unauthorized persons without the signed, specific written consent of the student (or the student's parent or legal guardian if the student is a dependent minor). Authorized persons include the school staff, Ohio State of Cosmetology, National Accrediting Commission of Career Arts and Sciences staff and representatives, and other individuals permitted to access student records in accordance with FERPA. All student records are kept in our fire-resistant file cabinets and maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with the state and federal law. Any student (or eligible parent or guardian) wishing to review the appropriate file may schedule an appointment by making a written request to the Administrative Office. The review will be scheduled at a mutually convenient time within 30 days of the written request at which time the reviewer may request correction of, add a statement to, or request copies of any or all of the records. A charge of 50 cents per page will be made for copying such records.

REFUND POLICY

Applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that: 1) An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid. 2) A student (or in the case

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of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes. 3) A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the application fee of \$100.00 4) A student notifies the institution of his/her withdrawal in writing. 5) A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. 6) A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days). 7) In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person. Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

| PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM | TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN |
|---|--|
| 0.01% TO 0.4.9% | 20% |
| 5%TO09.9% | 30% |
| 10%TO 14.9% | 40% |
| 15%TO24.9% | 45% |
| 25%TO49.9% | 70% |
| 50%AND OVER | 100% |

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, 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 course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after, students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school or provide completion of the course or participate in a Teach-Out Agreement or provide a full refund of all monies paid. Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00 . This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (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 this enrollment agreement.

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ADDITIONAL EXPENSES

I have been informed of additional expenses related to my attendance including the cost of uniforms, shoes, writing materials, replacement of lost or damaged equipment, replacement of personal supplies or materials for my personal use, travel costs, graduation fees, meal costs, and child care if applicable. I understand and agree that these expenses are for goods and/or services for my personal use and represent costs to me to attend school above and beyond specific course fees that I have agreed to pay.

TITLE IV FEDERAL FINANCIAL AID (FFA)

Return of Title IV Federal Financial Aid (FFA): If Federal Financial Aid (FFA) is used to pay tuition for a student training, and the student does not complete that training, the student may be entitled to only a portion of that FFA, and the school must return to the appropriate FFA program and FFA exceeding that to which the student is entitled.

FOLLOWING IS THE FEDERAL POLICY FOR RETURN OF TITLE IV AID

The law specifies how a school is to determine the amount of Title IV financial aid a student earns if the student withdraws from school. The programs covered by this law are Unsubsidized, Subsidized Direct Stafford Loans, PLUS (parent) loans and Pell Grants.

The return of Federal Title IV Funds Policy applies to any student who receives Title IV funding and withdraws. The withdrawal process is defined as occurring when a student notifies, in written form, the Financial Aid Office of his/her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the school will determine the date of withdrawal as the date the student ceased attendance. The Return to Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return. This includes any money disbursed to the student as "personal living expenses." The amount of Title IV funds earned by a student is based on the amount of scheduled attendance by the student for that payment period. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student is scheduled to attend school through 60 percent of the payment period. If a student ceases to attend school after 60 percent of the payment period, the student earns 100 percent of the Title IV funds. If the student withdraws the amount of Title IV aid the student has earned up to that point is determined by a specific formula. If a student received (or the school or parent received on behalf of the student) less assistance than the amount the student earned, the student may be able to receive the additional funds. If the student received more assistance than the student earned, the excess funds must be returned by the school and/or the student.

The amount of assistance that the student has earned is determined on a pro rata basis. For example, if the student was scheduled 30% of the payment period the student earned 30% of the aid they were originally scheduled to receive. Once the student has been scheduled more than 60% of the payment period the student earns all the aid that the student was scheduled to receive for that period. If the

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amount of Title IV grant or loan funds disbursed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was disbursed is less than the amount the student earned, the student may be eligible to receive a post-withdrawal disbursement in the amount of the earned aid not received but otherwise eligible. If the post -withdrawal disbursement includes loan funds, the student may choose to decline the loan funds so that the student may not incur additional debt. The school may automatically use all or a portion of the student post-withdrawal disbursement (including loan funds, if the student accepts the funds) for tuition. For all other school charges, the school needs the student's permission to use the post-withdrawal disbursement. If the student does not give permission, the student will be offered the funds.

However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school. If it is determined that unearned Title IV funds must be returned , the responsibility is allocated between the school and the student. The school's responsibility for returning unearned funds is limited to the greater of the Title IV funds that the student was scheduled to receive that the student cannot earn once the student withdraws because of eligibility requirements. For example, if the student has not completed the first 30 days of the program before the student withdraws, the student will not earn any Direct Loan funds that the student would have received had the student remained enrolled past the 30th day.

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

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

The school must return this amount even if it didn't keep this amount of the student Title IV program funds.

If the school is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student must return, the student (or the parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student (or the parent for a PLUS Loan) will make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that the student must return is called an overpayment. The amount of a grant overpayment that the student must repay is half of the unearned amount. The student must make arrangements with the school or the Department of Education to return the unearned grant funds.

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

If a student has questions about Title IV program funds, students may call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913 or log on the Student Aid Site: www.studentaid.ed.gov.

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THE FOLLOWING IS THE FEDERAL POLICY FOR DISTRIBUTION OF RETURN OF TITLE IV:

Return of Federal Title IV funds will be distributed in the following order:

1. Unsubsidized Direct Stafford Loans(other than PLUS Loans)
2. Subsidized Direct StaffordLoans
3. Federal PLUS loans
4. Direct PLUS loans
5. Federal Pell Grant for which a Return is required.

STUDENT SCHEDULES

We offer a variety of schedules. Deviations from the set schedules requiring special schedule arrangements must be approved administratively prior to enrollment. Consult your admissions representative to request a special schedule.

HOUSING

Although the school does not offer housing, information for affordable housing for our out-of-town students may be obtained through www.apartmentguide.com

ADMINISTRATIVE WAIVER

The school reserves the right to waive certain specific portions of the Catalog for good cause, provided doing so is not in violation of laws, regulations, or criteria with which the school must comply. In no event shall such waiver be construed to represent precedent or to negate the full force and effect of any portion of the Catalog.

STUDENT CONSUMER INFORMATION

Although much information is contained in this catalog and in our enrollment agreement, persons interested in obtaining more detailed facts may do so by submitting their request for such in writing or by telephone. Prospective students seeking to obtain this information, or a copy of the enrollment agreement, should address such requests to our office at 1745 11th Portsmouth, Ohio 45662 (740-353-2436). Enrolled student s should also address such request to the office. Paramount Beauty Academy is committed to providing all required information to students and prospective students, and to comply with all laws and regulations

CAMPUS SECURITY ACT OF 1990

Any interested applicant may receive details regarding our compliance with the Campus Security Act of 1990 by submitting a written request to our administrative office. This "act" mandates the publishing of specific crime statistics, even if a school has had no such crime, and requires the same statistics be published by small schools as is required of large universities.

For the period ending with December 31, 2014, our school reported O (zero) for all statistics, which included Criminal Offenses (murder, motor vehicle , theft ,burglary, sex offenses, robbery and

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aggravated assault) and Arrests for Crimes on Campus(liquor violations, drug violations and weapons violations).

INFORMATION ABOUT THE PROFESSIONS

The physical demands of the disciplines offered at our institution vary with the individual's schedule and types of services rendered. Most salon positions require standing for long periods, bending at the waist, and keeping the arms raised. Professional working with nail or skin care will spend most of their workdays seated. Some individuals find the cosmetology/barber styling professions physically tiring but proper work habits can help reduce fatigue and injury. Also, much of the work involves close-up detail, requiring good corrected vision and reasonable hand-eye co-ordination.

PROFESSIONAL SAFETY

Safety in the work place is very important. Students in our schools are trained in safety and sanitary procedures for their own protection and that of their clients. Safety and sanitary rules include: reading and following manufacturers' directions; wearing protective gloves, masks, etc. when necessary; keeping floors clear and dry; securing sharp or hot tools; keeping a first aid kit available; preventing the spread of disease through proper disinfection techniques; and maintaining good posture.

COMPENSATION

Success requires a good attitude, hard work and perseverance. Compensation varies with each job, and most salon positions begin with a minimum wage salary, which may be supplemented with a commission based upon the gross income provided to the salon by the stylist. It is important to realize that our industry is a career-growth industry, and you must expect it will take time to develop a large clientele and the substantial compensation for which our industry is noted. Other forms of compensation include booth rental, salary, and straight or escalating commission.

JOB PLACEMENT

Accreditation standards prohibit our school from guaranteeing employment to our graduates. However, the school does provide a list of available job openings as well as counseling assistance. Any student or graduate may obtain such a list and or counseling by submitting a written request to the Administrative office. Additionally, students are offered a variety of opportunities for exposure to salons through school sponsored activities, interning opportunities and individual salon visits.

EMPLOYMENT REQUIREMENTS

Employment requirements for cosmetology related professions may differ from most jobs due to the nature and traditions of the professions. Some requirements may include:

1. Work Scheduling:
Employee work schedules may include evenings and weekends in order to accommodate client's needs. Overtime may be part of the normal schedule in order to complete client services.
2. Client Retention Skills:

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Many businesses in the profession require that employees either bring an established clientele with them or are able to develop and maintain enough clients to meet business goals.

3. Professional Development:

Due to the constantly evolving state of the profession, employers (and license renewal) require continuing education. This might include mandated training through the business or employees may be required to attain the requisite education at their own cost and time.

Other professional employment requirements may include completing services within established time and meeting service and retail sales goals set by the employer.

OUTCOMES INFORMATION 2016

Schools are required to publish vital information which may have an impact on an individual student choosing to attend their institution. This information includes the outcomes of the school including completion, licensing and employment rates. The National Accrediting Commission of Career Arts & Sciences, which is recognized by the Federal Department of Education and accredits our school, has established minimum standards for these three areas, 50% completion, 70% licensing, and 60% placement. Our school exceeded all of these requirements.

2016 Outcome'

Completion 35%, Placement Rate 81, Licensure 82%(3 year averaging)

SPECIFIC COURSE OUTLINES

| | | |
|------------------------|--------------------|-----------------|
| COURSE TITLE: | Advanced Nail Tech | |
| REQUIRED HOURS: | 300 Clock Hours | |
| COST: | App fee: | \$ 100.00 |
| | Registration: | \$ 150.00 |
| | Tuition: | \$3747.98 |
| | Equipment: | \$1080.00 |
| | Tax | \$118.18 |
| | Lab Fee | \$250.00 |
| | Books | \$550.00 |
| | Total | \$5996.16 |

Over grad fees \$10.00/hour

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Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

Payments: 33.3% down is required before entering this program. The remainder will be in payments agreed upon with the administrator and student.

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STATE REQUIREMENTS:

In order to work as an Advanced Nail Tech in the State of Ohio, an individual must possess an Advanced Manicurist License. In order to obtain such a license an individual must take a written and practical examination conducted by the Ohio State Board of Cosmetology. To qualify for this examination the individual must have completed at least 300 clock hours of training in an Advanced Manicuring program in a license Cosmetology School, possess at least a tenth grade education, or equivalent, and be at least 16 years old.

EDUCATIONAL OBJECTIVE:

Ohio Advanced Nail Tech License

COURSE DESCRIPTION

Advanced Nail Tech is a limited practice of Cosmetology and deals primarily with the care of hands and fingernails. The course also teaches nail sculpting which is the application of artificial nails. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Manicuring salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a manicuring salon.

COURSE GOALS

The goals of the Advanced Nail Tech Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, and obtain a professional Advanced Nail Tech License, and secure entry level employment as an Advanced Nail Tech.

COURSE FORMAT:

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing with the following grading scale in effect:

93% - 100% = Excellent

85% - 92% = Very Good

75% - 84% = Satisfactory

0% - 74% = Failing

All theory, practical and examination grades are given as numerical with a scale of 0-100 points and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situation.

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ACADMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in school.

1. "Pass is defined as follows:
 - a. Individual Exams: A grade of 75% or better.
 - b. Cumulative Average A grade of 75% or better
2. "Required Examinations" areas follows:
 - a. Junior Final Exam
 - b. Senior Final Exam
 - c. Manager Examination

SYLLABUS

| <u>CONTENT OF UNITS OF INSTRUCTION</u> | | <u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u> | | |
|--|---------------|--|--------|-------|
| SUBJECT AREA | 100 HOUR CORE | Non-Clinic | Clinic | Total |
| Cosmetology Laws and Rules | | | | |
| Ohio Revised Code Statutes | | | | |
| Ohio Administrative Rules | | 10 | 20 | 30 |
| License and Permit Policy and Procedures | | | | |
| Continuing Education Policies and Procedures | | | | |
| Inspection and Enforcement Policy & Procedure | | | | |
| Public Health and Safety | | | | |
| Sanitation Practices & Procedures | | | | |
| Sterilization Practices & Procedures | | | | |
| Dispensary Operations & Procedures | | | | |
| Bacteriology, Contagious & Communicable Disease Control | | 10 | 20 | 30 |
| Salon Operations & Procedures | | | | |
| Consumer & Product Safety | | | | |
| Advanced Techniques | | | | |
| Advanced Anatomy of the Nails and Skin | | | | |
| Advanced Muscles and Massage Techniques | | | | |
| Advanced Pedicure Care and Services | | | | |
| Salon Supervision and Management | | 5 | 10 | 15 |
| Specialized equipment Use and Control | | | | |
| Product and Service Sales Training | | | | |
| Communication Skills | | | | |
| Flexible Learning Hours (25 hours) | | 10 | 15 | 25 |
| Flexible Learning Hours shall be used to create And Individualized Learning Plan If necessary | | | | |

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| | TOTAL | 35 | 65 | 100 |
|--|------------|----|--------|-------|
| CONTENTS OF UNITS OF INSTRUCTION | NON-CLINIC | | CLINIC | TOTAL |
| 200 HOUR CORE | | | | |
| SUBJECT AREA | | | | |
| Infection Control & Principles/ Practices | | | | |
| Bacteriology | 7.5 | | 15 | 22.5 |
| Dispensary Requirements & Operations | | | | |
| Anatomy | | | | |
| Bones, Muscles & Systems | | | | |
| Nervous System | 2.5 | | 5 | 7.5 |
| Joints Cartilage | | | | |
| Ligaments of the Hand, Arm, Foot & Leg | | | | |
| Massage | | | | |
| Client Health Issues & Pre- Screening | | | | |
| Preparation | | | | |
| Manipulations (Hand/Arm, Feet/Legs) | 2.5 | | 5 | 7.5 |
| Relaxation Treatments | | | | |
| Nail Care Procedures & Practices | | | | |
| Safety Precautions | | | | |
| Basic & Advanced Manicure | | | | |
| Basic & Advanced Pedicures | 13.75 | | 27.5 | 41.25 |
| Polish Application Techniques | | | | |
| Structure of the Nail | | | | |
| Diseases and Disorders, and Conditions (Hand, Arm, Foot,& Leg) | | | | |
| CHEMISTRY | | | | |
| Compounds and Mixtures | | | | |
| Nail Enhancements Composition | 2.5 | | 5 | 7.5 |
| Ingredients | | | | |
| Nail Cosmetics | | | | |
| NAIL ENHANCEMENTS | | | | |

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Application Process

Artificial Nail Structure

Preparation

Application 8.75 17.5 26.25

Removal

Nail Repairs

SPECIALIZED EQUIPMENT

Curing Methods 2.5 5 7.5

Drills/Advanced Tools

Safety & Effects

SALON OPERATIONS & COMMUNICATION SKILLS

Salon Operation & Management (Sales/ Consultation/ Career 5 10 15

Development/ Professional Image

Communication Skills (Listening Skills/Product & Service Education/ Consultation

COSMETOLOGY LAWS & RULES

Ohio Administrative Code/ Ohio Revised Code/Inspection & Enforcement 5 10 15

Continuing Education/Policies & Procedures

Human Trafficking (1Hour)

Flexible Learning Hours shall be used to create an Individualized Learning Plan or Internship Hours will be designated as flexible learning hours. (50 Hours) 25 25 50

75 125 200

TOTAL

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Sanitation & Bacteriology; Public Health & Safety

Bacteriology

Sanitation/Disinfection Practices and Procedures Dispensary Requirements & Operation

Bacteriology/Contagious and Communicable Disease Control Salon Operations 7 Procedures

Consumer and Product Safety

Anatomy & Physiology

Bones, Muscles, Joints, Cartilage, Ligaments of Hands Leg, Arm & Foot

Chemistry

Basics of Chemistry Nail Products

Nail Cosmetics and Ingredients

Advanced Techniques

Advanced Anatomy of Nail and Skin Advanced Muscles and **Massage** techniques

Circulatory System

Nervous System Structure

of the Nail

Disorders and Diseases of the Skin and Nail

Advanced Pedicure Care and Service

Salon Supervision and Management

Product and Service Sales Training

Hand, Arm, & Leg Massage

Client Consultation

Massage Manipulations

Preparation, procedure, Techniques

Salon Operations, Career and Communications

Human Relations

Personality/Presentation

Salon Operations Management

Sales/Interpersonal Skills

Compensation and Payroll

Career and Employment Opportunities

Artificial Nails

Types and Styles

Artificial Nail Anatomy

Artificial nail Composition

Preparation, Application, Removal Repairs

Specialized Equipment

Specialized Equipment

Electric Filing System

Procedures for Use

Safety Standards

Manicuring Procedures

Safety Precautions

Basic and Hot Oil Manicure Procedures

Men's Manicuring

Pedicuring

Application of Polish

Nail Bleach Applications

Special Problems

Cosmetology Laws and Rules

Ohio Revised Code Statutes

Ohio Administrative rules

License and permit policy and Procedures

Continuing Education Policy & Procedure

Inspection and Enforcement Policy & Procedure

Human Trafficking Awareness

Review and Testing

Practical and Written Testing

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SPECIFIC COURSE OUTLINE

| | | |
|-----------------|------------------------------|-----------|
| COURSE TITLE: | Advanced Nail Tech 100 hours | |
| REQUIRED HOURS: | 100 Clock Hours | |
| COST: | Registration | \$150.00 |
| | Application | \$100.00 |
| | Lab Fee | \$100.00 |
| | Tuition | \$1000.00 |
| | Books | \$550.00 |
| | TAX | \$39.74 |
| | Equipment: | 0.00 |
| | Over Grad fees \$10.00/hour | Total |

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds. Payments: 33.3% down is required before entering this program. The remainder will be in payments as agreed upon with the administrator and student.

Occupation Summary Report (SOC 39-5092.00) <http://www.onetonline.org/link/summary/39-5092.00>

STATE REQUIREMENTS:

In order to work as an Advanced Nail Tech 100hour in the State of Ohio, an individual must possess a Advanced Nail Tech License and take the additional 100 hour advanced class. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Board of Cosmetology . To qualify for such examination, the individual must have completed at least 200 clock hours of training in a manicuring program in a licensed Cosmetology School, possess at least a high school diploma or GED, or its equivalent, and be at least 16 years old.

EDUCATIONAL OBJECTIVE:

Ohio Advanced Nail Tech License

COURSE DESCRIPTION:

Advanced Nail Tech is a limited practice of Cosmetology, and deals primarily with the care of hands and fingernails. The course also teaches advanced nail sculpting, which is the application of artificial nail. This course goes beyond entry level and trains the student in the basic skills needed for gainful employment in a Cosmetology or Manicuring salon.

COURSE GOALS:

The goals of the Advanced Nail Tech 100 Hour Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Advanced Nail Tech 100 hour, and secure entry level employment as a manicurist.

COURSE FORM AT:

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision . It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models(under supervision of licensed instructors) and testing.

GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing with the following grading scale in effect:

93% - 100 % = (Excellent)

85% - 92% = Very Good

75% - 84% = Satisfactory

0% - 74% = Failing

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All theory, practical and examination grades are given as numerical with a scale of 0-100 points and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

ACADMIC REQUIREMENTS:

All students shall take and pass all required examination in order to continue in school.

1. "Pass" is defined as follows:
 - A. Individual Exams: a grade of 75% or better
 - B. Cumulative average: a grade of 75% or better
2. Required Examinations are as follows:
 - A. Junior Final Examination
 - B. Senior Final Examination

SYLLABUS
ADVANCED NAIL TECH 100 HOUR

| <u>CONTENT OF UNITS OF INSTRUCTION</u> | <u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u> | | |
|--|---|-----------|------------|
| SUBJECT AREA 100 HOURS | Non-Clinic | Clinic | Total |
| Cosmetology Laws and Rules | | | |
| Ohio Revised Code Statutes | | | |
| Ohio Administrative Rules | | | |
| License and Permit Policy and Procedures | 10 | 20 | 30 |
| Continuing Education Policies & Procedures | | | |
| Inspection and Enforcement Policy & Procedure | | | |
| Public Health and Safety | | | |
| Sanitation Practices & Procedures | | | |
| Sterilization Practices & Procedures | 10 | 20 | 30 |
| Dispensary Operations & Procedures | | | |
| Bacteriology, Contagious & Communicable Disease Control | | | |
| Consumer & Product Safety | | | |
| Advanced Techniques | | | |
| Advanced Anatomy of Nails and Skin | | | |
| Advanced Muscles and massage Techniques | | | |
| Advanced Pedicure Care and Services | | | |
| Salon Supervision and Management | 5 | 10 | 15 |
| Specialized Equipment Use and Control | | | |
| Product and Service Sales Training | | | |
| Communication Skills | | | |
| Flexible Learning Hours | 15 | 10 | 25 |
| Flexible Learning Hours shall be used to create an Individualized Learning Plan If necessary. | | | |
| TOTAL | 40 | 60 | 100 |

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Sanitation & Bacteriology, Public Health & Safety
Bacteriology
Sanitation/Disinfection Practices and Procedures
Dispensary Requirements & Operations
Bacteriology/Contagious and Communicable Disease
Control Salon Operations & Procedures
Consumer and Product Safety

Safety precautions
Basic and Hot Oil Manicure Procedures
Application of Polish
Special Problems
Nail Bleach Applications
Men's Manicuring
Pedicuring
Nail Cosmetics
Nail Repair
Nail Bleach Applications
Product and service sales training

Anatomy & Physiology

Bones, Muscles, joints, Cartilage, ligaments of Hand/,leg,
Arm & foot

Circulatory System **Manicuring Procedures**

Nervous System

Structure of the Nail
Disorders and Diseases of the skin and nail

Salon Operations, career and Communications

Human Relations
Personality/Presentation
Sales/Interpersonal Skills

Compensation and Payroll

Career and Employment Opportunities
Manicuring Pedicuring
Nail Cosmetics
Nail Repair
Nail Bleach Applications
Product and service sales training

Manicuring Procedures

Safety precautions
Basic and Hot Oil Manicure Procedures Application of
Polish
Special Problems
Nail Bleach Applications Men's

Nervous System

Structure of the Nail
Disorders and Diseases of the skin and nail

Salon Operations, career and Communications

Human Relations
Personality/Presentation
Sales/Interpersonal Skills

Compensation and Payroll

Career and Employment Opportunities

Artificial Nails

Types and Styles

Specialized Equipment

Specialized Equipment

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Artificial Nail Anatomy Artificial Nail Composition
Preparation, Application, Removal Repairs

Chemistry

Basics of Chemistry

Nail Products

Nail Cosmetics and Ingredients

Review and Testing

and Written

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Electric Filing System Procedures for Use Safety Standards

Cosmetology Laws and Rules Ohio Revise Code Statues Ohio Administrative Rules Human Trafficking awareness
license and Permit Policy & Procedures Continuing Education Policy and Procedure
Inspection and Enforcement

SPECIFIC COURSE
OUTLINE

| | | | |
|-----------------|--------------------|--|-------------|
| COURSE TITLE: | Advanced Esthetics | | |
| REQUIRED HOURS: | 750 Clock Hours | | |
| COST: | Registration: | | \$150 |
| | Application:: | | \$100 |
| | Tuition: | | \$11,580 |
| | Books | | \$700 |
| | Equipment: | | \$1250 |
| | TAX | | \$141.38 |
| | Lab | | \$300.00 |
| Total | | | \$14,221.38 |

Over grad fees \$15.44/hour

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.
SOC: 39-5094.00

STATE REQUIREMENTS:

In order to work as an Advanced Esthetician in the State of Ohio, an individual must possess an Advanced Esthetics License. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Board of Cosmetology. To qualify for such examination, the individual must have completed at least 750 clock hours of training in Advanced Esthetics in a licensed Cosmetology School, possess at least a high school diploma or GED, or its equivalent, and be at least 16 years old.

EDUCATIONAL OBJECTIVE

Ohio Advanced Esthetics License

COURSE DESCRIPTION

Esthetics is a limited practice of Cosmetology and deals only with skin care. The Advanced Esthetics Course teaches both basic and advanced skills. This course goes beyond entry level, and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own an Esthetics salon.

COURSE GOALS

The goals of the Advanced Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio Examination, obtain an "Advanced Esthetician License, and secure entry level employment as an Advanced Esthetician.

COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A

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grade of 75% or better is considered passing with the following grading scale in effect:

93% - 100% = Excellent

85% - 92% = Very Good

75% - 84% = Satisfactory

0% - 74% = Failing

All theory, practical and examination grades are given as numerical with a scale of 0-100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

ACADEMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in school.

1. "Pass" is defined as follows:
 - a. Individual Exams: a grade of 75% or better
 - b. Cumulative Average: a grade of 75% or better
2. "Required Examinations" are as follows:
 - a. Junior Final Examination
 - b. Periodic Senior Evaluations (must pass a minimum of 2)
 - c. Senior Final Examination
 - d. Advanced Examination

SYLLABUS

CONTENT OF UNITS OF INSTRUCTION

HOURS-DEVOTED TO UNITS OF INSTRUCTION

| | NON-CLINIC | CLINIC | TOTAL |
|---|------------|--------|-------|
| 750 HOUR ADVANCED ESTHETICS | | | |
| Infection Control & Principles/Practices | | | |
| Bacteriology | | | |
| Dispensary Requirements & Operations | 32 | 63 | 95 |
| Anatomy | 7.5 | 15 | 22.5 |
| Head | | | |
| Bones (Full Body) | | | |
| Muscles, Nerves, Cells, Tissues,(Full Body) | | | |
| Specialized Equipment | 7.5 | 15 | 22.5 |
| Electricity (Principles/Safety/Effects/Therapies | | | |
| Ultra Violet & Ingra-red Light Therapies) | | | |
| Safety & Effects | | | |
| Massage | 15 | 30 | 45 |
| Client Health Issues & Pre-Screening | | | |
| Preparation | | | |
| Manipulations | | | |
| Relaxation Treatments | | | |
| Chemistry | 7.5 | 15 | 22.5 |
| Compounds and Mixtures | | | |
| Water, Chemistry and Effects | | | |
| Ingredients | | | |
| Cosmetics | | | |
| Skin Care Procedures & Practices | 50 | 100 | 150 |
| Skin Theory (Anatomy of the Skin/Body | | | |
| Systems/Cells/Tissues | | | |
| Diseases, Disorders, and Conditions | | | |
| Basic Facials (Techniques/Treatments/Facial Make-up | | | |
| Health History | | | |

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 Brow Tinting
 Hair Removal

Study of Skin

Skin Theory(Histology, Structure, Functions
 Nutrition
 Skin Analysis
 Diseases and Disorders

30.75 63.75 94.50

Make-Up

Equipment Implements and products
 Artificial Lashes/Extensions
 Theory
 Application (Corrective, Day/Night, Theatrical

18.75 34.25 53

Salon Operations & Communication Skills

Salon Operation & management (Sales/
 Consultation/Career
 Development/Professional Image)
 Communication Skills(Listening Skills/Product & Service
 Education/ Consultation'

10 20 30

Cosmetology Laws & Rules

Ohio Administrative Code/Ohio Revised Code/Inspection
 & Enforcement
 Continuing Education/ Policies
 Human Trafficking (1 Hour)

22 43 65

Flexible Learning Hours 150

**Flexible Learning hours will be used to create an
 Individualized Learning Plan if necessary.
 Internship hours will be designated as flexible
 learning hours.**

75 75 150

TOTOL 276 474 750

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Sanitation/Disinfection
Practice & procedures
Dispensary
Requirements &
Operations
Bacteriology/Contagious
& Communicable
Disease Salon
Operations &
Procedures
Consumer and Product
Safety

Anatomy & Physiology

Head
Bones, Muscles,
Nerves, Cells, Tissues
(full body) Advanced
Treatment of Muscles
and Nerves

Bacteriology

Specialized Treatments

Brow Tinting/Waxing
Artificial Lashes
Chemical Peels
Aromatherapy
Safety and Effects

Massage

Client Health Issues

Preparation

Massage Manipulations/Relaxation

Chemistry

Compounds and Mixtures
Chemistry and Effects
Ingredients
Cosmetics

Facial

Preparation
Client Consultation
Equipment
Basic/Advanced Facial and Body Treatments
Hair Removal: Waxing/Tweezing

Salon Operations, Careers, Communications Skills

Human Relations
Personality/Presentation
Salon Operations Management
Sales/Interpersonal Skills
Compensation and Payroll
Career and Employment Opportunities

Specialized Equipment

Electricity
Ultra-Violet and Infra-Red ray light
Specialized Equipment types/Microdermabrasion
Procedures for Use
Safety Standards

Cosmetology Laws and Rules

Ohio Revised Code Statutes
Ohio Administrative Rules
License and Permit Policy & Procedures Continuing
Education Policy and Procedure Inspection and
Enforcement Policy and Procedures Human
Trafficking awareness

Review and Testing

Practical and Written Testing

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Skin Types/Conditions
Histology
Nutrition
Diseases and Disorders
Advanced Anatomy of the Skin

Make-up

Equipment, implements and products
Airbrush Makeup
Color Coordination and Contouring
Corrective Make-up
Eye-Makeup

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SPECIFIC COURSE OUTLINES

| | | |
|-----------------|---|-------------|
| COURSE TITLE: | Advanced Nail Tech/Advanced Esthetics Combo | |
| REQUIRED HOURS: | 1050 | |
| COST: | Registration | \$150 |
| | Application | \$100 |
| | Lab | \$500 |
| | Tuition | \$12,883.50 |
| | Books | \$1000 |
| | Equipment | \$2400 |
| | Tax | \$246.50 |
| | Total | \$17,280.00 |

Over Grad fees \$12.27/hour

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds SOC:39-5094.00

STATE REQUIREMENTS:

In order to complete this course in the State of Ohio, an individual must possess an Advanced Nail Tech license as well as an Advanced Esthetics license. To qualify for the examinations, the individual must have completed at least 750 hours of training in Advanced Esthetics and 300 hours of training in Advanced Nail Tech from a licensed Cosmetology School and possess at least a high school diploma or GED, or its equivalent, and be at least 16 years old.

EDUCATIONAL OBJECTIVE

Ohio Advanced Nail Tech and Advanced Nail Tech License.

COURSE DESCRIPTION

Esthetics is a limited practice of Cosmetology and deals only with skin Care. A manicurist deals primarily with the care of hands and fingernails. This teaches nail sculpting and application of artificial nails. Both courses train the student not only in the basic skills needed for gainful employment in a Cosmetology or Manicuring salon but also in the advanced techniques and knowledge necessary to work in, manage, or own a manicuring/Esthetics salon.

COURSE GOALS

The goals of the Advanced Nail Tech/Advanced Esthetics Combo are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examinations, and obtain a professional Advanced Nail Tech License and Advanced Esthetics License and secure entry level employment in their field.

COURSE FORMAT

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of license instructors) and testing.

GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point

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system. A grade of 75% or better is considered passing with the following grading scale in effect:

93% - 100% = Excellent

85% - 92% = Very Good

75%-84% = Satisfactory

0%-74%- Failing

All theory, practical and examination grades are given as numerical with a scale of 0-100 points and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations.

ACADEMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in school

1. Pass is defined as follows:
 - a. Individual Exams: a Grade of 75% or better
 - b. Cumulative Average A grade of 75% or better
2. Required Examinations are as follows:
 - a. Junior Final Exam
 - b. Senior Final Exam
 - c. Manager Examination

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SVLLABUS/Advanced Esthetics Combo
CONTENT OF UNITS OF INSTRUCTION
HOURS-DEVOTED TO UNITS OF INSTRUCTION

| | NON-CLINIC | CLINIC | TOTAL |
|--|------------|--------|-------|
| Infection Control & Principles/Practices | | | |
| Bacteriology | 15 | 30 | 45 |
| Dispensary Requirements & Operations | | | |
| Anatomy | | | |
| Head | 7.5 | 15 | 22.5 |
| Bones (Full Body) | | | |
| Specialized Equipment | | | |
| Electricity (Principles/Safety/Effects/Therapies) | | | |
| Ultra Violet & Infra-Red Light Therapies | 7.5 | 15 | 22.5 |
| Safety & Effects | | | |
| Massage | | | |
| Client Health Issues & Pre- Screening | | | |
| Preparation | 15 | 30 | 45 |
| Manipulations | | | |
| Relaxation Treatments | | | |
| Chemistry | | | |
| Compounds and Mixtures | | | |
| Water, Chemistry, and Effects | 7.5 | 15 | 22.5 |
| Ingredients | | | |
| Cosmetic | | | |
| Skin Care Procedures & Practices | | | |
| Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissues | | | |
| Diseases and Disorders, Conditions | | | |
| Basic Facials (Techniques/ Treatments, Facial Makeup, Hair | | | |
| Removal | | | |
| Health History | | | |
| Brow Tinting | | | |
| Hair Removal | 50 | 100 | 150 |
| Study Of Skin | | | |
| Skin Theory (Histology, Structure, Functions) | | | |
| Nutrition | 13.75 | 27.5 | 41.25 |
| Skin Analysis | | | |
| Diseases and Disorders | | | |
| Make- Up | | | |
| Equipment, Implements, and Products | | | |
| Artificial Lashes/Extensions | 18.75 | 37.5 | 56.25 |
| Theory | | | |
| Application (Corrective, Day/Night, Theatrical | | | |
| Salon Operations & Communication Skills | | | |
| Salon Operations and Management(Sales/Consultation/Career | | | |
| Development/ Professional Image' | 10 | 20 | 30 |
| Communication Skills (Listening Skills/Product & Service | | | |
| Education/ Consultation | | | |
| Cosmetology Laws and Rules | | | |
| Ohio Administrative Code/ Ohio Revised Code/ Inspection & | | | |
| Enforcement | 5 | 10 | 15 |
| Continuing Education/Policies & Procedures | | | |
| Human Trafficking (1 Hour) | | | |

Flexible Learning Hours 150
Flexible Learning hours will be used to create an Individual Learning Plan.
Internship hour will be designated as flexible learning hour

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150 HOUR ADVANCED ESTHETICS

Cosmetology Laws and Rules

Ohio Revised Code Statutes

150 Hour Advanced Esthetics

| | | | |
|--|------|----|------|
| Ohio Administrative Rules | 12.5 | 25 | 37.5 |
| License and Permit Policy and Procedures | | | 5 |
| Continuing Education Policies & Procedures | | | |
| Inspection and Enforcement Policy & Procedures | | | |

Public Health and Safety

| | | | |
|---|------|----|------|
| Sanitation Practices & Procedures | | | |
| Sterilization Practices & Procedures | | | |
| Dispensary Operations & Procedures | 12.5 | 25 | 37.5 |
| Bacteriology, Contagious & Communicable Disease Control | | | |
| Salon Operations and Procedures | | | |
| Consumer & Product Safety | | | |

Advanced Techniques

| | | | |
|--|------|----|------|
| Advanced Anatomy of the Skin | | | |
| Advanced Treatment to Muscles and Nerves | | | |
| Advanced Facial and Body Treatment | | | |
| Salon Supervision and Management | 12.5 | 25 | 37.5 |
| Specialized Equipment Use and Control | | | |
| Product Service and Sales Training | | | |
| Communication Skills | | | |

FLEXIBLE LEARNING HOURS 37.5

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Salon Operations & Procedures Consumer and Product Safety

Anatomy & Physiology

Head

Bones, Muscles, Nerves, Cells, Tissues (full body) Advanced Treatment of Muscles and Nerves

Specialized Treatments Brow Tinting/Waxing Artificial Lashes Chemical Peels Aromatherapy
Safety and Effects

Massage

Client Health Issues Preparation

Massage Manipulations/Relaxation

CHEMISTRY

Compounds and Mixtures

Chemistry and Effects

Ingredients

Cosmetics

Facial

Preparation

Client Consultation

Equipment

Basic/Advanced Facial and Body Treatments

Hair Removal/Waxing/Tweezing

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Advanced Anatomy of the Skin

Make-up

Equipment, implements and products Airbrush Makeup

- Color Coordination and Contouring Corrective Make-up

Eye-Makeup

Salon Operations, Careers, Communications Skills

Human Relations Personality/Presentation

Salon Operations Management Sales/Interpersonal Skills Compensation and Payroll

Career and Employment Opportunities

Specialized Equipment

Electricity

Ultra-Violet and Infra-Red ray light

Specialized Equipment types/Microdermabrasion Procedures for Use

Safety Standard

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| CONTENT OF UNITS OF INSTRUCTION 300 Hours | HOURS DEVOTED TO UNITS OF INSTRUCTION | | |
|---|---------------------------------------|--------|-------|
| | None Clinic | Clinic | Total |
| Cosmetology Laws and Rules | | | |
| Ohio Revised Code Statutes | | | |
| Ohio Administrative Rules | 12.5 | 25 | 37.5 |
| License and Permit Policy and Procedure | | | |
| Continuing Education Policies & Procedures | | | |
| Inspection and Enforcement Policy & Procedure | | | |
| Public Health & Safety | | | |
| Sanitation Practices & Procedures | | | |
| Sterilization Practices & Procedures | 12.5 | 25 | 37.5 |
| Dispensary Operations & Procedures | | | |
| Bacteriology, Contagious & Communicable Disease Control | | | |
| Salon Operations and Procedure | | | |
| Consumer & Product Safety | | | |
| ADVANCED TECHNIQUES | | | |
| Advanced Anatomy of Hair & Scalp | | | |
| Advanced Haircutting and Styling | | | |
| Advanced Chemical Services | | | |
| Salon Supervision and Management | | | |
| Specialized Equipment Use and Control | | | |
| Product and Service Sales Training | | | |
| Communication Skills | | | |
| Sanitation & Bacteriology Public Health & Safety | | | |
| Bacteriology | | | |
| Sanitation/Disinfection Practices and Procedures | | | |
| Dispensary Requirements & Operation | | | |
| Bacteriology/Contagious and Communicable Disease Control | | | |
| Salon Operations & Procedures | | | |
| Consumer and Product Safety | | | |
| Anatomy & Physiology | | | |
| Bones, Muscles, Joints, Cartilage, Ligaments of Hands | | | |
| Leg, Arm & Foot | | | |
| Circulatory System | | | |
| Nervous System | | | |
| Structure of the Nail | | | |
| Disorders and Diseases of the Skin and Nail | | | |
| Hand, Arm, & Leg Massage | | | |
| Client Consultation | | | |
| Massage Manipulations | | | |
| 50 | 100 | 150 | |
| Manicuring Procedures | | | |
| Safety and Precautions | | | |
| Basic and Hot Oil Manicure Procedures | | | |
| Application of Polish | | | |
| Special Problems | | | |
| Nail Bleach Application | | | |
| Mens Manicuring | | | |
| Pedicuring | | | |
| Nail Cosmetics | | | |
| Nail Repair | | | |
| Product and service sales training | | | |
| Salon Operations, Career and Communication | | | |
| Human Relations | | | |
| Personality/Presentation | | | |
| Sales/Interpersonal Skills | | | |
| Artificial Nails | | | |
| Types and Styles | | | |
| Artificial Nail Anatomy | | | |
| Artificial Nail Composition | | | |
| Preparation, Application, Removal, Repairs | | | |

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Review and Testing

Practical and Written
Enforcement Policy

Artificial Nail Anatomy

Artificial nail Composition

Preparation, Application, Removal Repairs

Manicuring Procedures

Safety Precautions

Basic and Hot Oil Manicure Procedures

Men's Manicuring

Pedicuring

Application of Polish

Special Problems

Chemistry

Basics of Chemistry

Nail Products

Nail Cosmetics and Ingredients

Advanced Techniques

Advanced Anatomy of Nail and Skin

Advanced Muscles and **Massage** techniques

Advanced Pedicure Care and Service

Salon Supervision and Management

Product and Service Sales Training

Salon Operations, Career and Communications

Human Relations

Personality/Presentation

Salon Operations Management

Sales/Interpersonal Skills

Compensation and Payroll

Career and Employment Opportunities

Specialized Equipment

Specialized Equipment

Electric Filing System

Procedures for Use

Safety Standards

Cosmetology Laws and Rules

Ohio Revised Code Statues

Ohio Administrative rules

License and permit policy and Procedures

Continuing Education Policy & Procedure

Inspection and Enforcement Policy & Procedure

Human Trafficking Awareness

Review and Testing

Practical and Written Testing

May 4 , 2017

SPECIFIC COURSE OUTLINE

| | | | |
|-----------------|----------------------|--|-------------|
| COURSE TITLE: | Advanced Cosmetology | | |
| REQUIRED HOURS: | 1800 Clock Hours: | | |
| COST: | Registration: | | \$150.00 |
| COST: | Application: | | \$100.00 |
| | Tuition: | | \$18544.60 |
| | Books: | | \$650.00 |
| | Equipment: | | \$1550.00 |
| | Tax: | | \$159.50 |
| | Lab Fee | | \$500.00 |
| Total | | | \$21,654.10 |

Over grad fees \$10.31/ hour

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds.

SOC 39-5012.00

STATE REQUIREMENTS:

To obtain an Advanced Cosmetologist license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Board of Cosmetology, as well as a written test in Advanced Skills. Applicants for this examination must have completed the Advanced Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years old.

EDUCATIONAL OBJECTIVE

Ohio Advanced Cosmetologist license

COURSE DESCRIPTION:

Advanced Cosmetology is the full practice of Cosmetology, and deals with both basic and advanced skills. This course goes beyond entry level. And trains the student not only the basic skills needed for gainful employment in a cosmetology salon, but also in the advanced techniques and knowledge necessary to work in, manage, or own a Cosmetology salon.

COURSE GOALS:

The goals of the Advanced Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Cosmetologist License, and secure entry level employment as an Advanced Cosmetologist.

COURSE FORMAT:

The course is taught in the English language with lecture, student practice, and clinic experience under instructor supervision. It follows a sequence from primary subject to advanced in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

GRADING POLICY

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = Excellent

85% - 92% = Very Good

75% - 84% = Satisfactory

0% - 74% = Failing

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All theory, practical, and examination grades are given as numerical with a scale of 0-100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

ACADEMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in school

1. "Pass" is defined as follows:
 - a. Individual Exams: A grade of 75% or better
 - b. Cumulative Average: A grade of 75% or better
2. "Required Examinations" are as follows:
 - a. Junior Final Examination
 - b. Senior Final Examination
 - c. Advanced Examination

SYLLABUS

| <u>CONTENT OF UNITS OF INSTRUCTION</u> | <u>HOURS DEVOTED TO UNITS OF INSTRUCTION</u> | | |
|---|---|---------------|--------------|
| | NON-CLINIC | CLINIC | TOTAL |
| 1800 Hour Cosmetology | | | |
| Infection Control & Principles /Practices | 15 | 100 | 115 |
| Bacteriology | | | |
| Dispensary Requirements | | | |
| Properties of the Hair and Scalp | | | |
| Trichology | | | |
| Draping Techniques/Client protection | 30 | 100 | 130 |
| Shampoos/Rinsing/ treatments | | | |
| Disorders/Diseases/Conditions | | | |
| Chemistry (Basic/ph) | | | |
| Hair Procedures & Practices | | | |
| Styling & Finishing (Roller Setting/Hair Molding | | | |
| Thermal; Styling (Thermal Iron/ Straightening/ | 230 | 430 | 660 |
| Blow Dry Techniques | | | |
| Formal Styling (Braiding/Wigs/Hair Pieces & | | | |
| Hair Additions | | | |
| Haircutting Basics | | | |
| Haircutting Techniques & Tools (shears/Razor | | | |
| Texturizing/Clippers/Trimmers | | | |
| Chemical Procedures & Practices | | | |
| Chemical Texturizing (Permanent Wave/Chemical Relaxer | 120 | 340 | 360 |
| Curl Reforming/Corrections | | | |
| Hair Coloring (Dimensional Coloring Techniques/Corrections] | | | |
| Manicure & Pedicure Procedures & Practices | | | |
| Structure of nails (Anatomy of Bones, Skin & Muscles | 30 | 160 | 90 |
| Disease, Disorders, and Conditions | | | |
| Basic Manicure and Pedicure | | | |
| Manicure and pedicure (Tools/Equipment) | | | |
| Hand/Arm/Foot/Leg Massage | | | |
| Artificial Nail Enhancements/Maintenance | | | |
| Skin Care Procedures & Practices | | | |
| Skin Theory (Anatomy of Skin/Body Systems/Cells/Tissue | | | |
| Diseases disorders and conditions | | | |
| Basic Facials (Techniques/Treatments/ | 30 | 110 | 90 |
| Facial Make-Up and Hair Removal | | | |
| Relaxation Treatments/Health History | | | |
| Electricity (Principles/Safety/Effects Therapies | | | |

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Salon Operations & Communication Skills

| | | | |
|---|----|----|----|
| Salon Operations & Management (Sales/ Consultation Career Development/Professional Image Communication Skills (Listening Skills/Product & Service Education/Consultation | 30 | 60 | 90 |
|---|----|----|----|

Cosmetology Laws & Rules

| | | | |
|--|---|----|----|
| Ohio Administrative Code/Ohio Revised Code/Inspection And Enforcement Continuing Education/Policies & Procedures Human Trafficking (1 Hour) | 5 | 10 | 15 |
|--|---|----|----|

Flexible Learning Hours 375

| | | | |
|---|------------|-------------|-------------|
| Flexible Learning Hours will be used to create Individualized Education Plan or Internship Hours | 490 | 1310 | 1800 |
|---|------------|-------------|-------------|

Sanitation & Bacteriology, Public Health & Safety

Bacteriology
Sanitation/Disinfection Practices and Procedures
Dispensary Requirements & Operations
Bacteriology/Contagious and Communicable Disease Control
Salon Operations & Procedures
Consumer and Product Safety

Scalp Care

Anatomy Head
Structure Hair
Shampoos, rinses, conditioners, scalp
treatments Massage
Disorders/Diseases/Conditions
Chemistry/pH/Ingredients

Hair I

Wet Styling, Fingerwaves, Pin Curls, Rollers, Wraps
Thermal Styling, Blow Drying, Curling/Flat irons
Haircutting, Hair trimming
Updos/Braids
Care of Wigs, Postitches, Pressing

Skin Care

Anatomy of Body
Facial and Make-up
Masks and Packs
Eyebrow Arching
Waxing(lip, eyebrow ,leg)
Body Massage
Health Concerns

Salon Operations, Career and Communication Skills

Human Relations
Personality/Presentation
Salon Operations Management
Sales/Interpersonal Skills
Compensation and payroll component
Career and Employment Opportunities

Cosmetology Laws and Rules

Ohio Revised Code Statutes
Ohio Administrative Rules
License and Permit Policy and Procedures
Continuing Education Policy and Procedure
Inspection and Enforcement Policy and Procedures
Human Trafficking Awareness

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Hair II

Permanent Wave Chemical Relaxing Tinting, Bleaching, Foiling

Manicuring

Hand, Arm, Leg, Foot Massage

Basic water, Oil Manicure Techniques Anatomy of Nails, Bones, Skin, Muscles Artificial Nail Applications

| | |
|------------------------|--------------------|
| COURSE TITLE: | Cosmetology |
| REQUIRED HOURS: | 1500 Clock Hours |
| Registration Fee: | \$150.00 |
| Application Fee: | \$100.00 |
| Tuition | \$17465.00 |
| Books | \$650.00 |
| Equipment: | \$1550.00 |
| Tax: | \$159.50 |
| Lab | \$500.00 |
| TOTAL: | \$20,074.50 |

Over grad fees \$11.31/hour

Acceptable methods of payment for all fees are: cash, credit card, money order, check, eligible Title IV funds
SOC 39-5012

STATE REQUIREMENTS:

In order to work as a cosmetologist in a licensed cosmetology salon, in the State of Ohio, an individual must possess a Cosmetology license. To obtain such a license, an individual must take, and pass, a written and practical examination conducted by the Ohio State Board of Cosmetology. Applicants for this examination must have completed the Cosmetology course, possess at least a tenth grade education, or its equivalent, and be at least 16 years of age.

EDUCATIONAL OBJECTIVE:

Ohio Cosmetology license

COURSE DESCRIPTION:

Cosmetology is the full practice of Cosmetology dealing with operator skills. This course is designed to give students quality training in the basic skills of the art and science of Cosmetology.

COURSE GOALS:

The goals of the Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Cosmetology License, and possess the knowledge and skills needed to work in a Cosmetology salon.

COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advance in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A Grade of 75% or better is considered passing, with the following grading scale in effect.

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- 93% - 100% :: Excellent
- 85% - 92% :: Very Good
- 75% - 84% = Satisfactory
- 0% - 74% = Failing

All theory, practical and examination grades are given as numerical with a scale of 0-100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations.

ACADEMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in school.

1. "pass" is defined as follows:
 - A. Individual Exams: A grade of 75% or better
 - B. Cumulative Average: A grade of 75% or better
2. "Required Examinations" are as follows:
 - A. Junior Final Examination
 - B. Periodic Senior Evaluations (must pass a minimum of 2)
 - C. Senior Final Examination

Sanitation & Bacteriology, Public Health & Safety

Bacteriology
 Sanitation/Disinfection Practices and Procedures Dispensary Requirements & Operations
 Bacteriology/Contagious and Communicable Disease Control Salon Operations & Procedures
 Consumer and Product Safety

Scalp care Anatomy Head Structure Hair

Shampoos, rinses, conditioners, scalp treatments Massage
 Disorders/Diseases/Conditions Chemistry/pH/Ingredients

Hair I

Skin Care

Anatomy of Body Facial and Make-up Masks and Packs Eyebrow Arching
 Waxing(lip ,eyebrow ,leg) Body Massage
 Health Concerns

Salon Operations, career and Communication Skills

Human Relations Personality/Presentation Salon Operations Management
 Sales/Interpersonal Skills Compensation and payroll component career and Employment Opportunities

Cosmetology Laws and Rules

SYLLABUS

| COSMETOLOGY CLINIC HOURS | | SYLLABUS THEORY HOURS |
|---------------------------------|------------|----------------------------------|
| Infection Control | 28 | 49 |
| Properties of Hair & Scalp | 30 | 120 |
| Hair procedures & Practices | 80 | 330 |
| Chemical Procedures & Practices | 88 | 308 |
| Manicure & Pedicure | 32 | 37 |
| Skin Care | 37 | 108 |
| Salon Operations | 48 | 105 |
| Cosmetology Laws | 49 | 50 |
| Human trafficking | 1 | |
| Total | 393 | 1107 |

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Wet Styling, Fingerwaves, Pin Curls, Rollers, Wraps Thermal Styling, Blow Drying, Curling/Flat irons Haircutting, Hair trimming
Updos/Braids
care of Wigs, Postitches, Pressing

Hair II

Permanent Wave Chemical Relaxing Tinting, Bleaching, Foiling

Manicuring

Hand, Arm, Leg, Foot Massage

Basic water, Oil Manicure Techniques Anatomy of Nails, Bones, Skin, Mus Ohio Revised Code
Statutes Ohio Administrative Rules

License and Permit Policy and Procedures Continuing Education Policy and Procedure Inspection and Enforcement
Policy and Procedures Human Trafficking Awareness

Review and Testing

Practical and Written Testing

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| | |
|------------------------|------------------------|
| COURSE TITLE: | Advanced Cos-300 Hour |
| REQUIRED HOURS: | 300 Hours |
| COST: | Registration: \$150.00 |

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| | | |
|---|--|---|
| Acceptable methods of order, check, eligible Title IV SOC 39-5012.00 | Application: \$100.00 Tuition: \$3300.00 Lab: \$200.00 Equipment: \$100.00 Books: \$100.00 Tax \$14.50 Total: \$3964.50 Overgrad fees \$11.00 | payment for all fees are: cash, credit card, money funds. 300 hour license, you must have previously obtained hours) |
| STATE REQUIREMENTS: To obtain an Advanced Cos a Cosmetology license (1300 | | |
| EDUCATIONAL OBJECTIVE: Ohio Advanced Cosmetologist License | | |

COURSE DESCRIPTION:

Advanced Cosmetology -300 hours allows the student to expand their knowledge of Cosmetology and widen their portfolio with more advanced techniques.

COURSE GOALS:

The goals of the Advanced Cosmetology Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, and obtain an Advanced Cosmetologist License and secure entry level employment as an Advanced Cosmetologist.

COURSE FORMAT:

The course is taught in the English language with lecture, student practice and clinic experience under instructor supervision. It follows a sequence from primary subject to advance in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice, and testing.

GRADING POLICY:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

- 93% - 100% :: Excellent
- 85% - 92% :: Very Good
- 75% - 84% = Satisfactory
- 0% - 74% = Failing

All theory, practical and examination grades are given as numerical with a scale of 0-100 points, and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

Academic Requirements:

All students shall take and pass all required examinations in order to continue in school.

1. Pass is defined as follows:
 - a. Individual exams a grade of 75% or better.
 - b. B. Cumulative Average; a grade of 75% or better,.
2. Required Examinations are as follows:
 - A. Junior final examination
 - B. Periodic senior evaluations
 - C. Senior final exam
 - d. Advanced exam

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SYLLABUS

Content of Units of Instruction Hours Devoted to Units of Instruction

300 hours non clinic clinic total

Cosmetology Laws and Rules

Ohio revised code

Ohio Administrative Rules

License and permit Policy

Continuing Education Policies and Procedures 12.5 25 37.5

Inspection and Enforcement Policy

Public Health and Safety

Sanitation practices and procedures

Sterilization Practices and Procedures

Dispensary Operations and Procedures

Bacteriology, Contagious and Communicable Disease Control 12.5 25 37.5

Salon Operations & Procedures

Consumer Product Safety

Advanced Hair Cutting

Advanced Chemical Services

Salon Supervision and Management

Specialized Equipment use and control 50 100 150

Product and Service Sales Training

Communication Skills

Total 75 150

Flexible Learning Hours 75

Flexible Learning Hours will be used to create an individualized learning plan

Sanitation & Bacteriology, Public Health and Safety

Skin Care

Anatomy of Body

Facial and Make-up

Masks and Packs

Bacteriology

Sanitation/Disinfection Practices and procedures

Dispensary Requirements & Operations

Bacteriology/Contagious and communicable disease Control

Thermal Styling, Blow Drying, Cyurling/Flat Irons

Salon Operations & procedures

Haircutting, hair trimming

Consumer and product safety

updos/braids

Care of wigs, stitches, pressing

Scalp Care

Anatomy

Structure of Hair

Shampoos

Massage

Disorders/diseases/conditions

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Hair I

West styling, fingerwaves, pin Curls, Rollers, Wraps

Eye eyebrow arching, Waxing(lip, eyebrow,leg) body

Massage

Health Concerns

Salon Operations, Career and Communication Skills

Human relations

Personality/presentation

Salon Operations Management

Sales/Interpersonal Skills Compensation

And payroll component career and employment opportunities

Cosmetology Laws and Rules

Ohio Revised Code Statutes

Ohio Administrative Rules

License and Permit Policy and Procedures continuing Education Policy and procedure inspection and Enforcement Policy and Procedures

Human Trafficking Awareness

Hair II

Permanent Wave

Chemical Relaxing

Tintin, Bleaching, Foiling

Manicuring

Hand, arm, leg, foot massage

Review and Testing

Practical and written testing

May 4, 2017

SPECIFIC COURSE OUTLINE

Course title: Manicuring
Required Hours: 200 hours

| | | |
|-------|--------------|-----------|
| Cost: | Registration | \$150.00 |
| | Application | \$100.00 |
| | Lab Fee | \$200.00 |
| | Tuition | \$2000.00 |
| | Books | \$500.00 |
| | Equipment | \$1080.00 |
| | Tax | \$114.55 |
| | Total | \$4144.55 |

STATE REQUIREMENTS

In order to work as a manicurist in the State of Ohio, an individual must acquire 200 hours and pass the test for their license. In order to obtain such a license, an individual must take a written and practical examination conducted by the Ohio State Board of Cosmetology. Must possess at least a 10th grade education (Paramount Beauty Academy requires a High School Diploma or GED) or its equivalent, and be at least 16 years old.

Educational Objective:
Ohio Manicuring License

Course Description

Manicuring is a limited practice of Cosmetology, and deals primarily with the care of Hands and fingernails. The course also teaches advanced nail sculpting, which is the application of artificial nail. This course goes beyond entry level and trains the student in the basic skills needed for gainful employment in a cosmetology or manicuring salon.

Course Goals

The goals of the manicuring course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a professional Manicurist License and secure entry level employment as a manicurist.

Course Format

The course is taught in the English language using a combination of lecture, demonstration and clinic experience under instructor supervision. It follows a sequence from primary subject to those more advanced, in accordance with established instructional techniques including lecture, demonstration, visual aids, textbook review, actual practice on live models (under supervision of licensed instructors) and testing.

Grading Policy

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, A grade of 75% or better is considered passing with the following grading scale in effect:

93%-100%= Excellent
85%-92%= Very Good
75%-84%= Satisfactory
0%-74%= Failing

All theory practical and examination grades are given a numerical with a scale of 0-100 and individual segments are weighted proportionally. A grade of 75% is considered passing in all such situation. Clinic grades, due to the nature of working with the public, are given as approved or unapproved.

Academic Requirements:

All students shall take and pass all required examination in order to continue in school

1. Pass is defined as follows:
 - a. Individual exams: a grade of 75% or better
 - b. Cumulative average: a grade of 75% or better
2. Required Examinations are as follows:
 - a. Junior Final Examination
 - b. Senior Final Examination

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SYLLABUS MANICURING COURSE

| CONTENT OF UNITS OF INSTRUCTION UNITS OF INSTRUCTION | HOURS DEVOTED TO | | |
|---|------------------|--------|-------|
| | NON-CLINIC | CLINIC | TOTAL |
| Sanitation & Bacteriology:public Health Safety | 10 | 14 | 24 |
| Anatomy & Physiology | 10 | 4 | 14 |
| Hand arm and leg massage | 10 | 10 | 20 |
| Artificial Nails | 10 | 24 | 34 |
| Manicuring Procedures | 10 | 18 | 28 |
| Advanced Techniques | 4 | 6 | 10 |
| Career Communication Skills | 0 | 30 | 30 |
| Specialized Equipment | 4 | 0 | 4 |
| Cosmetology Laws | 14 | 14 | 28 |
| Testing | 8 | 0 | 8 |
| Totals | 80 | 120 | 200 |

Sanitation & Bacteriology, Public health & Safety
 Bacteriology
 Sanitation/disinfection practices and procedures
 Dispensary Requirements & Operations
 Bacteriology/Contagious and Communicable Disease
 Control Salon Operations and Procedures
 Consumer and Product Safety

Manicuring Procedures
 Safety precautions
 Basic and hot oil Manicure Procedures
 Application of Polish
 Special Problems
 Nail Bleach applications
 Mens Manicuring
 Pedicuring
 Nail Cosmetics
 Nail Repair
 Nail Bleach Applications
 Product and service sales training

Anatomy and Physiology
 Bones, Muscles, joints, cartilage, ligaments of hand, leg
 Arm & foot
 Circulatory system
 Nervous system
 Disorder and Diseases of the skin and nail

Salon Operations, Career and Communications
 Human Relations
 personality/presentation
 Sales/interpersonal skills
 Compensation and payroll

Artificial Nails
 Types and Styles
 Artificial Nail anatomy
 Artificial Nail Composition
 Preparation, application, removal repairs

Specialized Equipment
 specialized Equipment
 Electric Filing system
 Procedures for Use
 Safety Standards

Chemistry
 Basics Chemistry
 Nail products
 Nail Cosmetics and Ingredients

Cosmetology Laws and Rules
 Ohio Revise Code Statues
 Ohio Administrative Rules
 Human Trafficking awareness
 License and permit policy & Procedures
 Continuing Education policy and procedure
 Inspection

Review and Testing
 Practical and written
 Enforcement policy

Additional fees: Transcript Fee \$10.00 Certificate \$10 Make-up Tests \$10

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SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for satisfactory academic progress as follows:

Advanced Cosmetology(1800 Hours) 450 Actual Hours, 900 Actual Hours, 1350 Actual Hours, 1800 Actual Hours

Cosmetology(1500 Hours) 375 Actual Hours, 750 Actual Hours, 1125 Actual Hours, 1500 Actual Hours

Advanced Nail Tech/Advanced Esthetics Combo(1050) Hours 262 Actual Hours, 525 Actual Hours, 787 Actual Hours, 1050 Actual Hours

Advanced Esthetics(750 Hours)188 Actual Hours, 375 Actual Hours, 563 Actual Hours, 750 Actual Hours

Advanced Nail Tech(300 Hours) 75 Actual Hours, 150 Actual Hours, 225 Actual Hours, 300 Actual Hours

Advanced Cos(300 hours) 75 Actual Hours, 150 Actual Hours, 225 Actual Hours, 300 Actual Hours

Manicuring(200 hours) 50 Actual Hours, 100 Actual Hours, 150 Actual Hours, 200 Actual Hours

Advanced Nail Tech-100 Hour(100 Hours), 25 Actual Hours, 50 Actual Hours, 75 Actual Hours, 100 Actual Hours

- Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student had met minimum requirements for satisfactory progress. The frequency of the evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule In order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for student to complete each course at satisfactory academic progress is stated below:

COURSE

| MAXIMUM SCHEDULE HOURS | | FULL TIME NORMAL/MAXIMUM | PART TIME NORMAL/MAXIMUM |
|---|------------|---------------------------------|---------------------------------|
| Advanced Cosmetology | 2700 | 15 months/23 months | 30 months.45 months |
| Cosmetology | 2250 | 12.5 months/18.75 months | 25 months/37.5 months |
| Advanced Cos | 450 | 2.5 months/3.75 months | 5 months/7.5 months |
| Advanced Nail Tech/Advanced Esthetics Combo | 1575 | 10.5 months/15.25 months | 21 months/30.5 months |
| Advanced Esthetics | 1125 | 7.5 months/11.25 months | 15 months/22.5 months |
| Advanced Nail Tech(300 hrs) | 450 | 2.5 months/3.75 months | 5 months/7.5 months |
| AdvancedNail Tech(100 hrs) | 150 | 1.75 months/2.5 months | 3.5 months/5months |
| Manicuring(200 hours) | 300 | 2.5 months/3.75 months | 5 months/7.5 months |

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence.

ACADEMIC PROGRERSS EVALUATIONS

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

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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 course of study. Practical skills are evaluated according to the 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. Student 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 |
| 74AND BELOW | UNSATISFACTORY |

Determination OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not making Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Student who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 has 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.

PROBATION

Students 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 progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Student 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 for satisfactory academic progress or by the academic plan, he. /she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISH OF SATISFACTORY ACADEMIC PROGRESS

Student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWLS

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 lapsed during a leave of absence will extend the students contract period and maximum timeframe by the same number of days taken in the leave of absence and will not be included in the students cumulative attendance percentage calculation. Student who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

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APPEAL PROCEDURE

If a student is determined not to 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 mitigating circumstance. The student must submit a written appeal to the school or 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 student's 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

ATTENDANCE POLICY

To progress, a student must attend regularly. Although some reasons for absence are considered acceptable, there is

a limit to the number of "excused" absences allowed. Beyond this limit, experience has shown that the student is not able to progress regardless of the reason for absence. For this reason, attendance policies are strictly enforced.

Attendance is evaluated in accordance with the Satisfactory Academic Progress Policy at the appropriate hours for your program.

To assist students with maintaining satisfactory attendance (67% cumulative), monthly absences exceeding 20% of total monthly scheduled time may be cause for the "Absence Conference Policy" to be in effect.

Your Enrollment Agreement indicates the time allowed to complete the course and a completion date. This date represents the time it would take you, attending all scheduled hours, to complete the course, and make allowance for normal absence as well as scheduled holidays. You must complete by this date in order to avoid the additional training fees indicated on your Enrollment Agreement. The school reserves the right to dismiss any student who has not completed the course by the contracted completion date.

The student is required to attend 2(two) scheduled Saturdays per month. In the case of a month with S Saturdays, the first Saturday of that month is a required Saturday.

Students will be deemed tardy if they do not appear on time for class or clinic. Excessive tardys may be considered sufficient reason to schedule an absence conference.

OVERGRAD FEES

Advanced Nail Tech 300 Hours-\$10.00 per hour
Advanced Nail Tech 100 Hours-\$10.00/hour
Advanced Esthetics-\$15.44
Advanced Nail Tech/Advanced Esthetics Combo-\$12.27/hour
Advanced Cosmetology 1800 Hours-\$10.31 /hour
Cosmetology 1500 hours-\$11.31/ hour
Advanced Cos-300 hours-\$11.00/hour

ABSENCE CONFERENCE POLICY

FIRST CONFERENCE-Upon exceeding the stated absence limits, a conference may be held to determine the reasons and the probability of improvement. The staff member conducting the conference will provide alternative schedules and/or other solutions to assist the student in eliminating the poor attendance pattern.

SECOND CONFERENCE-If a student continues poor attendance following the first conference, another conference may be scheduled. Action taken as result of a second conference: Student will not be permitted to receive student services until they have attended one month of acceptable attendance: student will be terminated from the intern program.

THIRD CONFERENCE-If attendance does not improve after two conferences, a third conference will be held with the following consequences: student will not be permitted to receive student services until they have attended one month of acceptable attendance; student will be required to complete a minimum 500 word written report on "The importance of Good Attendance in the Work Place". This report will be due ten days from the conference date. Students not completing this assignment will be scheduled for a fourth attendance conference.

FOURTH CONFERENCE: If for any reason a fourth attendance conference is necessary, the student will be scheduled for a Disciplinary Hearing and the student's desire to complete the course and ability to benefit from the training will be scrutinized. The school may take whatever action it feels at its' discretion, is justified up to and including dismissal.

Student should avoid unnecessary absence. Although the preceding represents MINIMUM standards, the school reserves the right to dismiss or suspend any student exhibiting an inability to attend school regularly.

ACADEMIC POLICY

All students shall take and pass all required examinations. Required examinations are Junior Final examinations, Senior Final Examinations and Advanced Examination (if applicable).

"Pass" is defined as follows:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 75% or better is considered passing, with the following grading scale in effect:

93% - 100% = Excellent

85% - 92% = Very Good

75% - 84% = Satisfactory

0% - 74% = Failing

Senior students are assigned theory and practical assignments and are evaluated at the end of each assignment period. Students are required to receive a final overall grade of 75% on all required evaluation elements and receive a 75% cumulative (start date to evaluation date) academic grade.

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ADMINISTRATION

President/CEO Owner-Joyce Goddard
Vice President-Owner- Homer Goddard
Executive Director-Deborah Moore
Financial Aid-Virginia White
Education director/instructor-Angela Lute
Instructor-Kim Osborn
Instructor-Miranda Lute

The start date for all programs is the 1st and 3rd Tuesday of every month. Night class is available for the Cosmetology Program only on Monday, Tuesday, Thursday from 5p.m. to 9p.m. and 2 scheduled Saturday's per month.

INSTRUCTORS

Angela Lute

Kim Osborn

Miranda Lute

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