



BELLASA PROFESSIONAL INSTITUTE

A Unique Career,

For a Unique You,,.



CATALOG

744 NE 125th Street
North Miami, FL 33161
Phone (786) 631-5676
Fax (786) 513-3330
info@bellasaedu.com

Volume 10
Effective 02/18/2019



BEAUTY AND HEALTH EDUCATION

Bellasa Professional Institute License # 3367

- ◆ BARBER
- COSMETOLOGY
- ELECTROLOGY
- FACIAL SPECIALIST
- FULL SPECIALIST
- NAIL TECHNOLOGY



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MISSION STATEMENT

Our mission is to develop highly skilled students who will be successful in demanding technical fields.

VISION STATEMENT

To be recognized as an Institution that prepares highly qualified students for immediate employment in technical occupations.

LICENSURE

Licensed by the Commission for Independent Education, Florida Department of Education.

License #3367.

Additional information regarding this institution may be obtained by Contacting the Commission at:

325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
toll free telephone number (888)224-6684.

www.fldoe.org

ACCREDITATION

Bellasa Professional Institute is approved by the Commission of the Council on Occupational Education.

Additional information regarding this institution may be obtained by Contacting the Commission at:

7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350

Telephone (Local): 770-396-3898

STAFF

Administrative

President & School Director, **Robert Babani**

Director of Education, **Evahmaria Babani**

Admission Services, **Evahmaria Babani**

Placement Services, **Robert Babani**

Financial Services, **Marisol Ferro**

Faculty

Johana Kulas, CME

Facial Specialist Instructor

Electrologist— Lic # EO 1855

Facial Specialist—FS860003

Medart Institute of Skin Care (Diploma), Hallandale, FL

Hollywood Institute Electrology (Diploma) Hollywood, FL

Kevin Reilley, CME

Electrology Instructor

Electrologist— Lic # EO 738

Hollywood Institute (Diploma), Hollywood, FL

Dalia Garciga

Nail/Cosmetology Instructor

Cosmetology Lic # CL1239805

La Belle Beauty School (Diploma), North Miami, FL

Yenny Perez

Cosmetology Instructor

Cosmetology Lic # CL1236804

Hollywood Institute, Hollywood FL

Rosa Torres

Facial Specialist Instructor

Full Specialist Lic # FS 908607

Bellasa Professional Institute, North Miami, FL

Rosa Espinal

Cosmetology Instructor

Cosmetology Lic # CL1172500

Sheridan Vocational School, Miami, FL

HISTORY

Bellasa Professional Institute was established in November 2011 as an educational center offering programs in healthcare and beauty education.

FACILITIES

Bellasa Professional Institute Main is located at 744 NE 125th Street, Miami Florida 33161. This location is easily accessible to major highways and location consists of 3000 square feet of classroom and practical areas with real-world equipment and a resource area.

The school is conditioned with equipment for student learning and practice. The modern facilities classrooms, clinical and treatment rooms allow the most up to date teaching methods. The school is proud of its small and specialized classes where students receive personalized instruction.

HANDICAP FACILITIES

Bellasa Professional Institute License # 3367 complies with all provisions of section 504 of the Rehabilitation Act of 1973 in that no qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

STATEMENT OF LEGAL CONTROL

Bellasa Professional Institute is a DBA of Laserdermadspa Inc. owned by Robert Babani. The director of the corporation is Robert Babani. The corporation address is 744 NE 125th Street, Miami FL 33161.

ADMISSIONS

ADMISSIONS REQUIREMENTS

Applicants for admission must possess a high school diploma or GED. Any persons under the age of 18 will be required to have parental approval. No students currently attending high school will be accepted. No person shall be excluded from participation or be subject to any form of discrimination because of race, color, sex, ethnic origin, religion, age, or disability.

APPLICATION PROCEDURE

Applicants are required to visit the school in person to meet with an admissions representative. The admissions representative will discuss career goals, programs, and provide a tour of the school for each applicant. The prospective student must complete an application for enrollment.

ENROLLMENT

Prospective students must make formal application to and be accepted by the school, as well as complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

PAYMENT OF TUITION

Payment of tuition is due in full, on or before the first day of class. Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid weekly to the school. Contracts are not sold to third parties, however, the School reserves the right to assign any unpaid balances to an outside agency for collections.

COURSE NUMBERING SYSTEM

The course numbering system uses a 5-6 digital alpha-numeric identifier. The prefixes represent the subject area. The suffixes are numbers that represent the sequence taught. The prefixes are as follows:

- BAR - Barber
- COS - Cosmetology
- ELE - Electrology
- FS - Facial Specialist
- FSP - Facial Specialist
- HIV - HIV/AIDS
- NAIL - Nail Technology

DEFINITION OF CLOCK HOUR

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

DISCLOSURE STATEMENT

Students enrolled in the Electrology program, Cosmetology, Facial Specialist, Nail Technology programs may be required to disclose criminal history when applying for licensure.

CREDIT FOR PREVIOUS TRAINING

Credit may be granted for training in another school. Documentary proof verifying completed hours for comparable course must be submitted prior to enrollment. Written practical tests will be given to the applicant provided they are properly registered at the school. The director will then administer the tests and determine what credit should be given. A maximum of 75% of previous credit will be awarded or transferred to the school.

TRANSFER OF CREDITS BETWEEN PROGRAMS WITHIN THE INSTITUTION

Bellasa Professional Institute offers transfer of credits between programs within the institution. Students enrolling in a new program will receive at time of enrollment applicable credits from previous programs completed at the institution.



GENERAL INFORMATION

RULES AND REGULATIONS

The Students are expected to conduct themselves in a manner that will reflect the integrity and professionalism of the school. Therefore, the following rules and regulations must be adhered to by all students. Any breach will subject the student to possible suspension for a period of time determined by the school director. The School reserves the right to terminate a student whose personal conduct is deemed unsatisfactory.

1. Come to school as if you are going to work well-groomed, conservative hairstyle, clean nails, etc. Wear white lab coat or jacket when working on clients.
2. Daily attendance is required. Any excused absences must be made up, and all absences must be reported to the office by 9:30 am the day of the absence.
3. Tuition payments are due in the office every Monday (or Tuesday for night students).
4. All students are required to work in a professional manner at all times.
5. All rules of Sanitation and Sterilization are to be followed. Students are responsible for their workstation, including the proper draping and preparation of any and all surfaces, chairs and tables used upon service completion. All supplies used must be replaced immediately. Waste baskets must be emptied at the end of each day.
6. No food, drinks, or smoking is allowed during class or in work area at any time.



ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year. New classes begin weekly.

HOLIDAYS

The school observes the following Holidays and will be closed on those dates:

- New Year's Day
- Martin Luther King, Jr. Day (for students only)
- Memorial Day
- Independence Day
- Labor Day
- Veteran Day
- Thanksgiving Weekend
- Christmas Day

The School Director may declare additional Holidays. Will be announced at such time.

HOURS OF OPERATION

Bellasa Professional Institute offers day and evening classes. Day classes are scheduled from 9:30 a.m. to 2:30 p.m., Monday through Thursday. Evening classes are scheduled from 6:00 p.m. to 10:00 p.m., Monday through Thursday.

LIBRARY RESOURCES

The schoolhouses additional learning resources for students in the front office. Resources include texts, videos, dictionary, thesaurus, and program appropriate periodicals. The library is open during normal business hours as noted above.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Bellasa Professional Institute strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93-380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

COMPLAINTS AND GRIEVANCE PROCEDURE

Bellasa Professional Institute is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint and provide a written final resolution.

Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact:

Commission for Independent Education
of the Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, FL 32399
Toll free phone 888-224-6684 or
www.fldoe.org/policy/cie/file-a-complaint

or/and contact:

Commission of the Council on Occupational
Education
7840 Roswell Road, Building 300 Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790
<http://www.council.org/>

STUDENT HOUSING

Bellasa Professional Institute does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near to the school. Our office maintains a list of available locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.



DRESS CODE

Students are required to wear scrubs, with a cost of approximately \$20. All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in the school. Because of the nature of our work it is important to maintain a sterile environment.

TRANSFER OF CREDIT EARNED

The School cannot guarantee transferability of credits earned to any other educational institution. Any decision on the acceptance of credits earned at Bellasa Professional Institute is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

STUDENT PLACEMENT

The Placement Office assists students finding available positions. Graduates are encouraged to utilize the services of the Placement Office.

The School cannot guarantee employment for its graduates. However, due to the school's high standards and the individual attention given to each student, our graduates are well qualified.



ACADEMIC INFORMATION

LEAVE OF ABSENCE

Students who need to take a leave of absence from the school must submit, in writing, a signed request. Students on a leave of absence are not considered to be withdrawn from school. Students can only be granted one leave of absence per 12-month period, and the leave cannot exceed 180 days. Any student who does not return from their leave of absence on the scheduled date will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she is not returning. The withdrawal date for a student who does not notify the school that he/she is not returning will be the date of expiration of the approved leave of absence.

ACADEMIC GRADING SYSTEM

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	90% - 100%
B	80% - 89%
C	75% - 79%
F	0% - 74% *

(*) not passing

All students are required to have the 75% minimum passing score of 75 % in each program to pass. An overall grade of "C" or above is required to graduate.



ATTENDANCE/ TARDINESS

All students are expected to attend classes on a regular basis. Daily attendance is required and is taken by the instructor. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them. If satisfactory arrangements are not made, incomplete or failing grades may be assigned. Students who are unable to attend class should notify the school promptly. The institution excused absence policy states that the student cannot have more than 10% in absences for each payment period. Absences are represented in clock hours. If the class hours are not made up within these 30 days, the student will be dismissed from the school.

Students are expected to arrive to class on-time and prepared to learn. As tardiness causes the student to miss valuable instruction, and disrupts the class, any student who is tardy to class three (3) times will be counseled by the instructor. Any further tardiness will result in the student being required to make up hours and work missed at a scheduled time agreed upon by the instructor.

WITHDRAWAL/READMISSION

Students have the option to withdraw from the school at any time by giving written notification to the school administrative office. Students absent from school for a period of 14 consecutive days will be withdrawn. Upon withdrawal, the school's refund policy will apply, and arrangements must be made by the student to pay any balance due to the school. Students will not be permitted to re-enroll in the school with an outstanding balance. Any monies due to the student at the time of withdrawal, will be refunded to the student within 30 days of the withdrawal determination.

Students who withdraw from school may apply for readmission. Students must complete a new enrollment contract and will be charged current tuition and fees at the time of readmission. Students dismissed for academic or disciplinary reasons must meet with the school director and put in writing why they feel they should be readmitted. Any student with a past due balance will not be readmitted to the school until that such balance is paid in full.



SATISFACTORY ACADEMIC PROGRESS

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

The institution requires that all students be evaluated academically and attendance-wise every 450 scheduled hours. For programs less than 900 hours, students will be evaluated at the midpoint of the program. The institution evaluates each student's attendance with the purpose of completing the program in the required time frame.

Conversely, at the end of each evaluation period, a student should maintain a cumulative GPA of 75% and complete at least 67% of the scheduled clock hours, if these conditions are not met the academy will certify that the student is not making satisfactory progress.

Completion Time:
The academic policy of the institution requires that the maximum time to complete a program does not exceed the full time established, plus another half of the program (i.e., the same as 150%), as stipulated in the duration of each program. Students must complete their program of study in no more than 150% of the normal time. This is the maximum completion time. The schedule of the time frames means students should complete their clock hours within the normal completion time given for each schedule. A student who does not complete the program within the normal completion time frame has until the maximum time frame to complete the program.

For example, a student enrolled in a full time (FT) schedule of 20 hours per week should complete a 1,200-clock hour program within the Normal Completion Time of 15 months/60 weeks. Should there be a circumstance that prevents the student from completing within the Normal Completion Time; the student has a Maximum completion time of 22.5 months/90 weeks to do so. The chart below is based on a 1,200 hours program:

Normal and Maximum time frames for completion of a 1,200 clock hour program

Schedule 1,200 hours	Normal Completion Time	Maximum Completion Time
Full Time 20 hours weekly	15 months (60 weeks)	22.5 months (90 weeks)
Full Time 16 hours weekly	18 months (75 weeks)	28 months (112 weeks)

The accumulation of hours and the completion time for each program depends on the number of hours a student dedicates to attending the program weekly based on their schedule.

Excused Absence:

The institution excused absence policy states that the student cannot have more than 10% in absences for each payment period. Absences are represented in clock hour. For example, a student enrolled in the Cosmetology Program cannot have more than 10% in absences (45 clock hours) within the payment period of 450 scheduled clock hours. See chart below for details.

Program	Hours	SAP Progress Evaluation at
Barber	1200 Clock Hours	450 hrs; 450 hrs; 300 hrs
Cosmetology	1200 Clock Hours	450 hrs; 450 hrs; 300 hrs
Electrology	320 Clock Hours	160 hrs; 160 hrs
Facial Specialist	260 Clock Hours	130 hrs; 130 hrs
Full Specialist	600 Clock Hours	300 hrs; 300 hrs
Nail Technology	240 Clock Hours	120 hrs; 120 hrs

Financial Aid Consequences of Failing to Satisfy Academic Progress Criteria

Warning: In order for students to receive financial aid, they must maintain Satisfactory Academic Progress (SAP) toward completion of their diploma. Satisfactory progress is evaluated at the end of each scheduled payment period. If satisfactory progress is not achieved at the end of the scheduled payment period the student will automatically be placed on Financial Aid Warning for one subsequent payment period. During this warning period, the student will receive any financial aid funds due to him/her. The student will have one academic term to meet Satisfactory Academic Progress. If SAP has been met, the student will be removed from Financial Aid Warning.

Probation: If a student fails to achieve SAP at the end of the Financial Aid Warning term, the student will be placed on SAP Probation and may lose eligibility for Title IV funds. Students who fail to regain SAP following one term of Financial Aid Warning may appeal for consideration to be placed on Financial Aid Probation. Students wishing to appeal must submit their written appeal within **10** calendars days of notification of the change in their Satisfactory Academic Progress. Students who successfully appeal may continue in their program with federal financial aid. Students who do not appeal or whose appeal is denied will be dismissed from the **institute**, or the student may select to continue in the program without federal financial aid.

Suspension: Students on Financial Aid Probation who fail to make SAP by the end of the term and/or fail to meet the terms of the Academic Probation Plan shall be placed on Financial Aid Suspension and may be **removed from the program**.

Appeals Process

Policy of the institution indicates that all students should have the right to appeal a decision that can harm his/her interests. Appeals must be received within 10 calendar days of notification of change in SAP status or dismissal.

A student may appeal the school's determination of unsatisfactory progress by submitting a written explanation of his/her reasoning to the Registrar's Department. The Registrar's Department will confer with the Executive Director, who will determine, in this case, the final decision. The student will be notified of the final determination within 10 days.

The institution reserves the right to suspend any student for lack of satisfactory progress, lack of payment, prolonged absences, excessive late arrivals and/or breach of the rules and regulations of the institute.

Readmission to the program

A student who withdraws from their respective program, due to unsatisfactory progress, may be re-admitted to the school on probation status. All former students who apply for readmission one year (i.e., 12 months) after the effective date of their withdrawal will be required to pay a readmission fee of \$50.00.



GRADUATION REQUIREMENTS

Students must complete all hours required for each program. A passing grade of at least 75% must be met in all required subjects. Students meeting the above requirements will be awarded a diploma for their completed program. No diplomas or transcripts will be released to students owing a financial obligation to the school.

ACADEMIC ADVISING/TUTORING

Students who are in need of academic advising will meet with the Education Director to discuss the need for additional tutoring or remediation. Academic advising and tutoring are offered to all students at no additional charge. All academic advising sessions are documented and maintained in the student's academic file.

MEDIA CENTER

Additional resource materials including professional reference books are available for student use.



CANCELLATION AND REFUND POLICY

Refunds, when due, are made within 30 days of (1) the last day of attendance if written notification has been provided to the institution by the student, or (2) are made within 30 days from the date the institution terminates the student or determines withdrawal by student. Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule.

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 50% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 50% of the program will result in no refund.
6. Termination Date: When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.
7. Refunds will be made within 30 days of termination of the student's enrollment or receipt of a Cancellation Notice from the student.

TRANSCRIPTS AND DIPLOMAS

A student may review their file in the office providing they have made an appointment with the director. After graduation or departure from the school a transcript or duplicate diploma may be requested. The school permanently maintains records of academic progress. Records of academic progress will be furnished to the student upon his or her request.

OFFICE OF FINANCIAL

The Federal Pell Grant is an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

WHO QUALIFIES FOR FINANCIAL AID

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

Be a U.S. citizen or eligible non-citizen

Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with-transfer program

Not be enrolled simultaneously in elementary or secondary school

Have a valid Social Security Number

Be registered with Selective Service, if required

Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs

Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder

Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program

Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid

Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable

Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid

Not be liable for an overpayment of a Title IV grant

APPLYING FOR FINANCIAL AID

The application process used by the University to perform the need analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA can be completed online by logging on to www.fafsa.gov. When completing the FAFSA, please use the University's school code **#042736**.

A student's income tax form (if filed) and/or parent's tax form(s) for the appropriate year are needed to complete the FAFSA. Students are encouraged to use the IRS Data Retrieval Tool when completing the FAFSA. This tool allows students and parents to access the IRS tax return information needed to complete the FAFSA and transfer the data directly to their FAFSA. If students need a copy of their tax return, they can call 1-800-829-1040 and request IRS tax transcript or go to the IRS website at www.irs.gov.

All students requesting federal loans must complete an Entrance Counseling and a Master Promissory Note (MPN) which can be found at <https://studentloans.gov>.

The student will also need to meet with a Financial Aid representative to fill out the Financial Aid forms and provide documentation for information entered on their FAFSA.

STUDENTS RESPONSIBILITIES WITH THE OFFICE OF FINANCIAL AID

Protecting, maintaining, and renewing financial aid is a very important responsibility for all students. A student's financial aid responsibilities include the following:

Acknowledging and meeting all deadlines for applying /reapplying for Financial Aid

Providing complete and accurate information on the FAFSA and financial aid forms

Responding to all requests for additional documentation in a timely manner

Providing updated information when changes occur such as a withdrawal from University, a change in enrollment status, name, marital status or expected date of graduation

Being in good Academic Standing with the University as well as maintaining Satisfactory Academic Progress (SAP)

Reading all documents, the Office of Financial Aid sends to the student

Misreporting information for Federal Financial Aid is a violation of the law and is considered a criminal offense.

FAFSA

FREE APPLICATION FOR FEDERAL STUDENT AID



**THE FAFSA DETERMINES
HOW MUCH FINANCIAL AID
YOU MAY BE ELIGIBLE FOR.**



BARBER PROGRAM

1200 HOURS - 60 WEEKS

OBJECTIVE

The barber program is to prepare students for entry level position as a barber. The theory classes include the biological study of the hair and its function. Instruction will also be given in chemistry, sterilization, bacteriology and hygiene. At the completion of this program, graduates will qualify to apply for the state license examination and employment in the barber industry. A diploma will be awarded upon graduation from the barber program.

DESCRIPTION

The barber program is to prepare students for entry level position as a barber. The theory classes include the biological study of the hair and its function. Instruction will also be given in chemistry, sterilization, bacteriology and hygiene. At the completion of this program, graduates will qualify to apply for the state license examination and employment in the barber industry. A diploma will be awarded upon graduation from the barber program.



PROGRAM COST

Tuition	4400.00
Book, Lab & T-Shirt	547.00
Registration fee	100.00
Other Costs	0.00
Cost of Attendance	5047.00



PROGRAMA BREAKDOWN BY COURSE	LECTURE		CLINICAL		TOTAL
	HOURS	LAB	HOURS		
BAR 101 State Law & Rules	150	0	0		150
BAR 102 Safety, Sanitation & Sterilization	165	0	160		325
BAR 103 Shampooing & Rinsing	25	0	50		75
BAR 104 Hair Relaxing & Curling	15	0	35		50
BAR 105 Hair Coloring & Bleaching	50	0	100		150
BAR 106 Perming Waving	50	0	100		150
BAR 107 Haircutting	25	0	50		75
Taper Cuts	5	0	20		25
Free Hand	5	0	20		25
Shear Over Comb	5	0	20		25
Clipper Over Comb	5	0	20		25
Style Cuts (to include blow dry)	5	0	20		25
BAR 108 Hair Structure & Chemistry	30	0	20		50
BAR 109 Shaves or Mustache & Bear Trims	15	0	35		50
TOTAL Clock Hours 1200	550	0	650		1200



BAR-00-01 STATE LAWS & RULES (150 Hours)

The student understands the importance of the barber profession, its job opportunities, the barber program and licensing requirements. The student is taught Florida State statutes that regulate the Barber profession. At the end of this portion of the course the student has the ability to understand the local and state federal laws regulating the field and practice of the Barber Profession set by the Department of Business and Professional Regulation (DBPR).

BAR-00-02 SAFETY, SANITATION, STERILIZATION (325 Hours 30 Service)

The student is taught how bacteria affects public health and the way to prevent infection, learn and practice methods of personal, public and clinic hygiene and safety, the proper sanitation of shampoo bowls and workstations, as well as practicing daily disinfection of implements. Will know the categories of information required on Safety Data Sheets and understand laws and rules and the differences between them. Will know the types and classification of bacteria and define bloodborne pathogens and explain how they are transmitted. Students will learn to explain the differences between cleaning, disinfecting, and sterilizing, listing the types of disinfectants and the steps to use them properly.

BAR-00-03 SHAMPOOING AND RINSING (75 Hours 150 Service)

Proper techniques of shampooing hair are taught. The students learn the distinct types of shampoos, selection of proper shampoo based on client's need, shampooing and rinsing techniques, and the use of conditioners and cream rinses after shampooing. The student practices on manikins and other students in the classroom, and then on the clinic floor under the supervision of the instructor. The student practices first on manikins and other students in the classroom, and then on the clinic floor under the supervision of the instructor.

BAR-00-04 HAIR RELAXING & CURLING (50 Hours 50 Service)

Scalp treatments including massages, hair conditioners and scalp conditioners are taught. The student practices proper methods of scalp treatment and applications of hair care rinses.

BAR-00-05 HAIR COLORING AND BLEACHING (150 Hours 100 Service)

The students receive instruction on the theory of colors and lights, classification of hair coloring, preparation and application of permanents, semi-permanents, rinses and bleaches, and special problems related to hair coloring and bleaching. The students develop and perfect their skills with practice on manikins as well as on customers. After completing this lesson, the student will be able to: discuss the principles of color theory and relate their importance to hair coloring. Explain how the hair's porosity affects hair color, understand the types of melanin found in hair, identify levels and their role in formulating hair color, identify primary, secondary, and tertiary colors.

BAR-00-06 PERMANENT WAVING (150 Hours 100 Service)

Students will learn about the history of permanent waving, modern permanent waving chemistry, the physical and chemical actions of permanent waving lotion on the hair and permanent techniques.

BAR-00-07 HAIR CUTTING (75 Hours 400 Service)

The student will learn the elements and principles governing the art and science of hair sculpture, concepts, lines and geometric forms. Students are taught and practice three basic haircuts: solid, layered, and graduated forms. The students have adequate practice to master their hair shaping techniques by working on customers under the supervision of an instructor.

TAPER CUT (25 Hours)

FREE HAND (25 Hours)

SHEAR OVER COMB (25 Hours)

CLIPPER OVER COMB (25 Hours)

HAIR STYLING AND BLOW DRYING (25 Hours)

BAR-00-08 HAIR STRUCTURE & CHEMISTRY (50 Hours 20 Service)

Students are to define organic and inorganic chemistry, define matter and its states, describe the properties of elements, compounds, and mixtures, define PH, chemistry of water and applied chemistry to cosmetics. The students will be able to list the difference between organic and inorganic chemistry; categorize and give examples of different substances for the different status of matter and its states and summarize oxidation-reduction reactions; define the differences between pure substances and physical mixtures; evaluate the differences among solutions, suspensions and emulsions and will be able to define and understand pH and how the pH scale works.

BAR-00-09 SHAVING, MUSTACHES, BEARDS AND TRIMS (50 Hours 100 Service)

Students will learn the utilization of different tools for shaving, bacteriology and sanitation for application of shaving cream and instruments. The student learns and practices the technique of shaping mustaches and beards for different facial forms. Sculpture concepts, lines and geometric forms are studied.



COSMETOLOGY PROGRAM

1200 HOURS – 60 WEEKS

OBJECTIVE

The cosmetology program is to prepare students for entry level position as a cosmetologist in salon and spa or other beauty facilities. The theory classes include the biological study of the hair and its function. Instruction will also be given in chemistry, sterilization, bacteriology and hygiene. At the completion of this program, graduates will qualify to apply for the state license examination and employment in the beauty industry. A diploma will be awarded upon graduation from the cosmetology program.

DESCRIPTION

This program is offered 20 hours per week for a total of 60 weeks. Students will receive quizzes, tests, and practical evaluation in each course. This program consists of 1200 hours and 620 hour/service on hands on instruction and practice of applied application.



PROGRAM COST

Tuition	9000.00
Book	180.00
Registration Fee	100.00
Lab fees	400.00
Program Kit	1300.00
School T-Shirt	20.00
Cost of Attendance	\$11000.00



PROGRAM BREAKDOWN BY COURSE	LECTURE HOURS	LAB HOURS	SERVICES
COS101 HIV/AIDS	4		
COS102 FLORIDA LAW	15		
COS103 Bacteriology, Sanitation and Sterilization	20		
COS104 Hair and Scalp Treatment	20	45	45
COS105 Draping, Shampoo and Rinsing	15	50	50
COS106 Hair Cutting/Shaping	125	75	75
COS107 Hair Styling	110	300	300
COS108 Chemical relaxing/Straightening and Waving	70	65	65
COS109 Hair Coloring	70	45	45
COS110 Manicure, Pedicure and Nail Extensions	56	20	20
COS111 Facials, Make-Up and Hair Removal	50	20	20
COS112 Salon Management	25		
Total Clock Hours	1200	620	580

COURSE DESCRIPTION

COS101 HIV/AIDS

Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute, "guidelines" and principle of cleanliness and safety. The different procedures for protection against the spread of disease.

COS102 FLORIDA LAW

Students will learn the laws and regulations pertaining to Cosmetology, as set by the Department of Business and Professional Regulations. Student will study Professional Ethics.

COS103 BACTERIOLOGY, SANITATION AND STERILIZATION

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

COS104 HAIR AND SCALP TREATMENT

This unit will introduce all basic aspects of the hair and scalp: principles, techniques, properties, growth, analysis, treatments, hair loss, etc. Hair and scalp disorders will also be examined. The students will be given the knowledge of the different products and manipulations.

COS105 DRAPING, SHAMPOO AND RINSING

The students will learn proper hair maintenance and the objective of the wash, the frequency, the products designed for each type of condition or alteration. Students will learn the structure of the face and neck: bones, muscles, and nerves. Students will also learn effective means of manipulating the scalp to maintain muscle tone and increase blood circulation.

COS106 HAIR CUTTING/SHAPING

Students will learn hair cutting for women, men and children, and the various hair cutting methods used in the industry. Principles and techniques of hair cutting are covered.

COS107 HAIR STYLING

Principles and techniques of hair styling are covered. Styling methods will be taught; differences in blow-drying and roller styling; types of roller sets. This unit will also cover principles and techniques of hair extensions. The differences in roller styling; blow-drying; types of roller sets; styling methods and designs.

COS108 CHEMICAL RELAXING/STRAIGHTENING AND WAVING

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

COS109 HAIR COLORING

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

COS110 MANICURE, PEDICURE AND NAIL EXTENSIONS

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

COS111 FACIALS MAKE UP AND HAIR REMOVAL

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

COS112 SALON MANAGEMENT

Students will be introduced to salon management. Emphasis will be placed on rules for professional behavior with clients, employers, and co-workers. Salon safety and professional appearance will also be covered.



ELECTROLOGY PROGRAM

320 HOURS – 16 WEEKS

OBJETIVE

The program is designed to train students in permanent hair removal by electrolysis. The courses are designed to give the students a thorough entry-level preparation to work in the field of electrolysis. The modern short wave, blend, and galvanic methods are taught in small classes and students gain hands-on experience through clinical applications. Upon successful completion of the program, graduates may apply for the state licensing exam and the national certification testing. A diploma will be awarded upon graduation from the program.

DESCRIPTION

This program consisting of 120 hours of theory and 200 hours of applied practical training. A diploma will be awarded upon graduation from the program.

PROGRAM COST

Tuition	4180.00
Books, Lab & T-Shirt	277.00
Registration fee	100.00
Other Costs	0.00
Cost of Attendance	\$4557.00



PROGRAM BREAKDOWN BY COURSE	LECTURE HOURS	LAB HOURS	SERVICES
HIV102 Bloodborne Pathogens Training for Electrology: HIV/AIDS	5		
ELE110 Introduction to Electrology and History of Hair Removal	15		
ELE115 Florida State Law & Regulations Governing Electrology	5		
ELE120 Basic Electricity and Chemistry for Electrology, Equipment, Techniques, and Procedures	5		
ELE130 Bacteriology, Sanitation, and Sterilization	7		
ELE135 Integumentary System	6		
ELE140 Circulatory System	6		
ELE145 Endocrine System and Diseases of the Glands	6		
ELE150 Biology of Hair Growth and Disorders	10		
ELE155 Skin Assessment, Skin Type, Effect of all Modalities of Temporary Hair Removal	20		
ELE160 Consultations, Medical History, Contraindications and Complications	20		
ELE165 Clinic and Office Management, Ethics, Bookkeeping and Patient Management	5		
ELE 170 Laser and light-based hair removal physics	5		
ELE 171 Laser safety and precautions	5		
ELE175 Clinical Applications & Lab Hours (200 hours):		200	75
Total Clock Hours	320	200	75



COURSE DESCRIPTION

HIV102 Bloodborne Pathogens Training HIV/AIDS The study of the growth and transmission of the AIDS virus, legal and ethical implications for client care, and prevention of diseases by blood borne pathogens. (Prerequisite: None)

ELE110 Introduction to Electrology and History of Hair Removal This course explores the basic concepts of electrology including the types of current used, procedures for temporary hair removal, and the development of hair removal techniques in ancient and present times. (Prerequisite: None)

ELE115 Florida State Laws and Regulations Governing Electrology Students are instructed in the rules and regulations set by the State of Florida and the other governing bodies to include Electrolysis standards, training, and licensure. (Prerequisite: None)

ELE120 Basic Electricity and Chemistry for Electrology, Equipment, Techniques, and Procedures This course introduces students to the sources and types of electricity, the three modalities used in electrology, the types of equipment and safety precautions for the Electrologist. Additionally, students will be instructed in electrical and chemical effects on the skin. (Prerequisite: None)

ELE130 Bacteriology, Sanitation, and Sterilization Students will learn different types of bacteria, bacterial growth and symptoms of bacterial infections. They will learn all the approved methods of sterilization, types of disinfectant agents used in Electrology facilities, and the precautions related to sterilization and sanitation. (Prerequisite: None)

ELE135 Integumentary Systems Students will learn the structure and function of hair and skin relating to Electrology and histology of the follicle and associated organs. (Prerequisite: None)

ELE140 Circulatory Systems Students will be instructed in the primary function of the vascular and circulatory systems and in the maintenance of good health. (Prerequisite: None)

ELE145 Endocrine Systems and Diseases of the Glands Students will learn the elements of the endocrine system and the glands which cause excess hair growth, types of glandular disease, and the effects of hormonal changes on hair growth. (Prerequisite: None)

ELE150 Biology of Hair Growth and Disorders This course details the biological makeup of hair follicles and their development. Students will explore dermatology and skin disorders. Students will learn to recognize abnormal skin conditions and suggest appropriate treatment options. (Prerequisite: None)

ELE155 Skin Assessment and Temporary Hair Removal Students will learn to analyze skin and differentiate skin types and assess the effects of temporary hair removal to apply proper treatment procedures and machine settings. (Prerequisite: None)

ELE160 Consultations This course teaches students the professional aspects of personal and phone consultations regarding assessment, contraindications, supplying information essential to the client's informed consent and providing a clean and relaxed atmosphere conducive to the client's overall comfort. (Prerequisite: None)

ELE165 Successful Business Management Students will be introduced to the requirements and regulations for starting and/or managing an electrology clinic. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. (Prerequisite: None)

ELE175 Clinical Applications & Lab Hours Coordination Skills with probe holder and forceps (5 hrs), Insertions (15 hrs), Sanitation / Sterilization procedures (10 hrs), Hands on equipment instruction (Galvanic) (5 hrs), Hands on equipment instruction (Thermolysis)(5 hrs), Hands on equipment instruction (Blend) (5 hrs), Client Pre/Post treatment (5 hrs), Client Assessment (10 hrs), General Treatment Procedures (105 hrs), Consultation (15), Visuals/Library (10hrs), Review/Exam Preparation (10 hrs)



FACIAL SPECIALIST PROGRAM

260 HOURS—13 WEEKS

OBJECTIVE

This program provides training in skin treatments teaching students the skin analysis and facial techniques to maintain the skin health with the proper cleansing methods, massage, and the use of machines for deep cleansing. Theory classes and hands-on practical applications give the students knowledge and experience to gain entry level employment in the skin care field. Upon completion of this program a diploma will be awarded and graduates will qualify to apply for State Registration as a Facial Specialist.

DESCRIPTION

This program consisting of 140 hours of theory and 140 hours of applied practical training. A diploma will be awarded upon graduation from the program.

PROGRAM COST

Tuition	\$2080.00
Book	180.00
Registration fee	100.00
Kit & Lab	300.00
School T-Shirt	20.00

Cost of Attendance \$2680.00



PROGRAM BREAKDOWN BY COURSE		LECTURE HOURS	LAB HOURS	SERVICES
FSP010 Florida State and Regulations		5		
HIV101 HIV/AIDS Training		4		
FSP120 Bacteriology, Sterilization, Hygiene and Sanitation		10		
FSP130 Chemistry, Product and Product Safety		8		
FSP135 Basic Electricity, Lighting and Magnification		8		
FSP145 Skin Theory, Basic Dermatology, Skin Disorders and Skin Diseases		85		
FSP150 Basic Facial and Treatments, Consultation, Contraindications		66		
FSP155 Hair Growth, Removal and Waxing		2.5		
FSP160 Make-Up Application and Cosmetology Treatments		2		
FSP165 Professionalism, Ethics and Salon Management		2		
FSP170 Applied Clinical Training	(100 Services)		67.5	100
Total Clock Hours	260	192.5	67.5	100

COURSE DESCRIPTION

FSP010 Florida State Law & Regulations

The study of Florida state laws regulating the field and practice of skin care set by the Department of Professional Regulations. (Prerequisite: None)

HIV101 HIV/AIDS Training The study of the law, awareness, and precautions for the prevention of HIV/ AIDS transmission and other bloodborne pathogens.

FSP120 Bacteriology, Sterilization, Hygiene and Sanitation This course teaches students about bacteria and how to prevent the spread of disease including the proper methods of sterilization and hygiene. (Prerequisite: None)

FSP130 Chemistry, Products, and Product Safety This course instructs student on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type. (Prerequisite: None)

FSP135 Basic of Electricity, Lighting and Magnification The proper use and measurement of electricity in working with the skin are examined. Students will be taught polarity and the different types of current used in skin care. (Prerequisite: None)

FSP145 Skin Theory, Basic Dermatology, Skin Disorders, and Skin Disease Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin. (Prerequisite: None)

FSP150 Basic Facials and Treatments, Consultations, Contraindication The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment. (Prerequisite: None)

FSP155 Hair growth, Removal, and Waxing This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal. (Prerequisite: None)

FSP160 Make-up Application and Cosmetology Treatments Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup. (Prerequisite: None)

FSP165 Professionalism, Ethics, and Salon Management Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed and regulations and office procedures are reviewed. (Prerequisite: None)

FSP170 Applied Clinical Training (100 services) Students will practice practical hands-on applications of all subjects taught in program on fellow students and clients. (Prerequisite: All didactic courses)



FULL SPECIALIST PROGRAM

ELIGIBLE FOR FINANCIAL AID

600 CLOCK HOURS—30 WEEKS

OBJECTIVE:

The program is designed to teach students the understanding and practical theory of the skin and the art and science of beautifying the nails, hands, and feet; to give a proper massage; and to use safety precautions and sanitation methods in manicuring, pedicuring and extending the nails. Techniques will be learned in identifying nail diseases, the basic type of artificial nails and nail extensions. At the completion of this program, graduates will qualify to apply for state registration and employment in the beauty industry. A diploma will be awarded upon graduation from the program.

DESCRIPTION:

The full specialist program consists of 600 clock hours, 392.5 hours of theory

PROGRAM COST

Tuition	\$5000.00
Books	360.00
Registration Fee	100.00
Nail Kit	170.00
Facial Specialist	250.00
Lab fees	600.00
School T-Shirt	20.00
Cost of Attendance	\$6500.00



PROGRAM BREAKDOWN BY COURSE	LECTURE HOURS	LAB HOURS	SERVICES
FS100 Florida State Law & Regulations (Nail tech)	5		
FS101 HIV/AIDS	4		
FS102 Sanitation & Sterilization	4		
FS103 Ethics & Shop Management (Nail Tech)	2		
FS104 Manicures		20	20
FS105 Pedicures		10	10
FS106 Tips with Overlay		37.5	15
FS107 Sculpting		37.5	15
FS108 Nail Wraps & Mending		15	10
FS109 Nails Capping & Fill Ins		10	10
FS110 Artificial Nail Removal		5	5
FS111 Nail Theory, Disorders & Diseases of the Nail	85		
FS112 Polish & Nail Art		5	10
FS113 Florida State Law & Regulations (Skin Care)	5		
FS114 Bloodborne Pathogens. HIV/AIDS	4		
FS115 Skin Theory, Disease and Disorders of the Skin	50		
FS116 Basic Dermatology, Skin Disorders	15		
FS117 Anatomy & Massage Manipulations	10		
FS118 Consultations	5		
FS120 Physiology & Endocrinology (Diseases of the Glands)	5		
FS121 Bacteriology, Sterilization, Hygiene	10		
FS122 Chemistry & proper Use of Products	8		
FS123 Hair Removal (Body Waxing & Brow Shaping)	2.5		
FS124 Make-Up Application and Cosmetic Treatments	2		
FS125 Electricity, Lighting & Magnification	8		
FS126 Professional Ethics	2		
FS127 Facial Techniques and Contraindications	66		
FS128 Salon Management	60		
FS129 Salon Retail	40		
FS130 Applied Clinical Training/Services: (See Details on page 16)		67.5	100
Total Clock Hours	600	392.5	195



COURSE DESCRIPTION

FS100 FLORIDA STATE LAW & REGULATION (NAIL TECH) Students will learn what is necessary to comply with local, state, and federal regulations and laws.

FS101 HIV/AIDS Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute.

FS102 SANITATION & STERILIZATION Students will learn the guideline and principle of cleanliness and safety. The different procedures for protection against the spread of disease.

FS103 ETHICS & SHOP MANAGEMENT Students will learn the Business aspect in the field of cosmetology. Maintaining accurate records, managing personnel, and selling products.

FS104 MANICURES Students will learn all the abilities of a manicurist, proper use of implements and material used when doing a manicure.

FS105 PEDICURE Students will learn the basic procedure when conducting a pedicure, equipment, implements and materials.

FS106 TIPS WITH OVERLAY Students will learn how to extend the natural nail artificially by using tips, buffing, applying nail glue, placing the tips and filling.

FS107 SCULPTING The students are taught how to create and extension using only the acrylic liquid. Students learn the precautions and proper procedure to sculpting nails in different types of nail beds. Supplies and chemistry of acrylic nails.

FS108 NAIL WRAPS & MENDING Students will learn to wrap nails with the four types of wraps and how to repair natural nails.

FS109 NAIL CAPPING & FILL INS Students will learn how to maintain the artificial nail using the acrylic to fill in between the new growth area of the nail.

FS110 ARTIFICIAL NAIL REMOVAL Students will learn the proper procedure to removing acrylic nails.

FS111 NAIL THEORY, DISORDERS & DISEASES OF THE NAIL Students will learn and study about the structure of the nail. The technical terms, the parts of the nail, defining the types of disorders and handling customer with nail disorders.

FS112 POLISH & NAIL ART Students will learn the creative part of nail painting, from what supplies to use to the applicant. Application of nail tapes, gems and foil is studied and practiced. The use of air brush for decoration is reviewed.

FS113 Florida State Law & Regulations (SKIN CARE) The study of all laws pertaining to Skin Care set by the Department of Professional Regulations.

FS114 Bloodborne Pathogens Training: HIV/AIDS This course teaches the students the origin, transmission, and prevention of HIV/AIDS as required by Florida Statute.

FS115 Skin Theory Skin Theory, Diseases and Disorders of the skin.

FS116 Basic Dermatology and Skin Disorder The Study and understanding the composition of the skin, learn to recognize diseases, disorders of the skin, and recognize skin types.

FS117 Anatomy & Massage Manipulations The study and understanding the bones, muscles and nerves of the face and neck. Means of manipulation of the face to maintain muscle tone and increase circulation. Using the correct products for the skin.

FS118 Consultations Student will learn how to handle a consultation in person or by telephone.

FS120 Physiology & Endocrinology (Diseases of the Glands) Student will learn histology of the skin and hair. Understanding the composition, structure and function of the skin will help the students know what effects the service performed will have on the client's skin. Endocrinology will include the study of the endocrine glands and their function.

FS121 Bacteriology, Sterilization, Hygiene Application of sterilization and sanitation methods. Classification of pathogenic bacteria and how pathogenic bacteria causes diseases.

FS122 Chemistry & proper Use of Products Students will learn the composition of cosmetics. Effect of chemistry of cosmetics on the skin, safety of cosmetics and skin preparation.

FS123 Hair Removal (Body Waxing & Brow Shaping) Student will learn three methods of hair removal, tweezing, waxing and chemical depilatories. Safety of waxing and chemical depilatories.

FS124 Make-Up Application and Cosmetic Treatments The students will learn the correct application of makeup, how to use the color wheel, daywear make-up, evening make-up and procedures of make-up.

FS125 Electricity, Lighting & Magnification Student will learn polarity and current flow, measurements of electricity and safety precautions.

FS126 Professional Ethics Students will learn professional ethics, integrity and attitudes. Setting up a Salon or starting business, State Regulations, obtaining proper licenses, advertising, record keeping, insurance and compensation package and payroll deductions.

FS127 Facial Techniques and Contraindications The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment.

FS128 Salon Management Students will be introduced to the proper salon organization, bookkeeping, taxes requirement, employee hiring, type of insurance, appointments, site selection and telephone techniques.

FS129 Salon Retail Students will learn product knowledge, storage, and inventory display, inventory pricing and good selling skills.

FS130 Applied Clinical Training/Services Students will practice applications of all subjects taught on fellow students and clients. Facials, manual and mechanical, including masks, packs or treatments which must be performed on a variety of skin types including normal, dry, combination, problem and mature skin (40 hours, 40 services). Set Up, use and maintenance of electrical devices (1.25 hours, 5 services). Hair removal, including tweezing, waxing, threading and sugaring (5 hours, 20 services). Make-Up Applications for both daytime and nighttime looks (5 hours, 10 services). Lash and Brow tinting (5 hours, 10 services). Eyelash application, Including strip lashes, individual lashes and semi-permanent lashes (10 hours, 10 services). Manual Extractions (1.25 hours, 5 services)



NAIL TECHNICIAN PROGRAM

240 HOURS - 12 WEEKS

OBJECTIVE:

This program is designed to teach students the art and science of beautifying the nails, hands, and feet; to give a proper massage; and to use safety precautions and sanitation methods in manicuring, pedicuring and extending the nails. Techniques will be learned in identifying nail diseases, the basic type of artificial nails and nail extensions. At the completion of this program, graduates will qualify to apply for state registration and employment in the beauty industry. A diploma will be awarded upon graduation from the program.

DESCRIPTION:

The nail program consists of 240 clock hours, 100 hours of theory and 140 hours of lab. It also has 80 services to be performed in class.



PROGRAM COST

Tuition	\$595.00
Book, Lab, Program Kit T-Shirt	480.00
Registration Fee	100.00
Cost of Attendance	\$1175.00



PROGRAM BREAKDOWN BY COURSE	LECTURE HOURS	LAB-HOURS	SERVICES
NAIL 101 HIV/AIDS	4		
NAIL 102 Sanitation & Sterilization	4		
NAIL 103 Ethics & Shop Management	2		
NAIL 104 Manicure		20	20
NAIL 105 Pedicure		10	10
NAIL 106 Tips with Overlay		37.5	15
NAIL 107 Sculpting		37.5	15
NAIL 108 Nail Wraps & Mending		15	10
NAIL 109 Nail Capping & Fill Ins		10	10
NAIL 110 Artificial Nail Removal		5	5
NAIL 111 Nail Theory, Disorders & Diseases of the Nail	85		
NAIL 112 Polish & Nail Art		5	10
NAIL 113 Florida State Law & Regulations	5		
Total Clock Hours	240	140	95

COURSE DESCRIPTION

NAIL101 HIV/AIDS:

Students will learn the origin, transmission and prevention of HIV/AIDS required by Florida Statute

NAIL102 SANITATION & STERILIZATION:

Students will learn the guideline and principle of cleanliness and safety. The different procedures for protection against the spread of disease.

NAIL103 ETHICS & SHOP MANAGEMENT:

Students will learn the Business aspect in the field of cosmetology. Maintaining accurate records, managing personnel, and selling products.

NAIL104 MANICURES:

Students will learn all the abilities of a manicurist, proper use of implements and material used when doing a manicure.

NAIL105 PEDICURE:

Students will learn the basic procedure when conducting a pedicure, equipment, implements and materials

NAIL106 TIPS WITH OVERLAY:

Students will learn how to extend the natural nail artificially by using tips, buffing, applying nail glue, placing the tips and filling.

NAIL107 SCULPTING:

The students are taught how to create and extension using only the acrylic liquid. Students learn the precautions and proper procedure to sculpting nails in different types of nail beds. Supplies and chemistry of acrylic nails.

NAIL108 NAIL WRAPS & MENDING:

Students will learn to wrap nails with the four types of wraps and how to repair natural nails.

NAIL109 NAIL CAPPING & FILL INS:

Students will learn how to maintain the artificial nail using the acrylic to fill in between the new growth area of the nail.

NAIL110 ARTIFICIAL NAIL REMOVAL:

Students will learn the proper procedure to removing acrylic nails.

NAIL111 NAIL THEORY, DISORDERS & DISEASES OF THE NAIL:

Students will learn and study about the structure of the nail. The technical terms, the parts of the nail, defining the types of disorders and handling customer with nail disorders.

NAIL112 POLISH & NAIL ART:

Students will learn the creative part of nail painting, from what supplies to use to the applicant. Application of nail tapes, gems and foil is studied and practiced. The use of air brush for decoration is reviewed.

NAIL113 FLORIDA STATE LAW & REGULATION:

Students will learn what is necessary to comply with local, state, and federal regulations and laws.





Bellasa Professional Institute

**744 NE 125th Street
North Miami, FL 33161
(786) 631-5676
Fax (786) 513-3330
info@bellasaedu.com
rbabani@bellasaedu.com**