



BELLASA PROFESSIONAL INSTITUTE

A Unique Career,

For a Unique You,,.



CATALOG

2022-2023

**744 NE 125th Street
North Miami, FL 33161**

Phone (786) 631-5676

Fax (786) 513-3330

info@bellasaedu.com

Volume 12

Effective 01/01/2022



BEAUTY AND HEALTH EDUCATION

Bellasa Professional Institute License # 3367

- Barber
- Cosmetology
- Electrology
- Facial Specialist
- Full Specialist
- Nail Technology
- Medical Aesthetician Program
- Clinical Facial Specialist



Mission & Vision Statement	3
Licensure/ Accreditations	3
Administrative Staff and Faculty.....	3
History	4
Facilities	4
Handicap Facilities	4
Statement of Legal Control.....	4

ADMISSION

Admissions Requirements	4
Application Procedure	4
Enrollment	4
Payment of Tuition	4
Course Numbering System.....	4
Definition of Clock Hour	4
Disclosure Statement	4
Credit For Previous Experience or Training/transfer of credits between programs within the institution/change of program	5

GENERAL INFORMATION

Rules and Regulations	6
Academic Calendar.....	6
Holidays	6
Hours of Operation	6
Library Resources	6
Family Educational Rights and Privacy Act (FERPA).....	6
Complaints and Grievance Procedure.....	7
Student Housing	7
Dress Code	7
Transfer of Credit Earned	7
Student Placement.....	7

ACADEMIC INFORMATION

Leave of Absence	8
Academic Grading System.....	8
Attendance /Tardiness	8
Withdrawal / Readmission	8
Satisfactory Academic Progress	9
Graduation Requirements.....	10
Academic Advising/Tutoring	10
Media Center.....	10
Cancellation and Refund Policy	10
Transcripts and Diplomas.....	10
Office of Financial Aid.....	11
FASFA	12

PROGRAMS

Barber.....	13-14
Cosmetology.....	15-16
Electrology.....	17-18
Facial Specialist.....	19-20
Full Specialist.....	21-22
Nail Technology.....	23-24
Medical Aesthetician Program	25-29
Clinical Facial Specialist.....	30-33



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, **Olga Babani**

Placement Services, **Evahmaria Babani**

Financial Services, **Esther Babani**

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

Yenny Perez

Cosmetology Instructor

Cosmetology Lic # CL1236804

Hollywood Institute, Hollywood FL

Mara Diaz Flores

Cosmetology Instructor

Cosmetology Lic # CL1181652

Beauty School of America, Miami FL

Rosa Torres

Facial Specialist /Nail Instructor

Full Specialist Lic # FS 908607

Bellasa Professional Institute, North 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

Present a high school diploma, GED, or pass an Ability to Benefit (ATB) entrance test.

ATB entrance test requirements: Pass the Wonderlic Ability to Benefit Test with a minimum passing score of 200 for the Verbal portion, and 210 for the Quantitative portion of the exam.

Admissions Note: students enrolling with an ATB entrance test (instead of a High School Diploma or GED) are not eligible to apply for Federal Financial Aid.

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.

Evaluation of the validity of High School Diploma

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English. Pipo Academy will then confirm that the student is eligible for Postsecondary instruction. Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known, and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

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	CFS- Clinical Facial Specialist
COS - Cosmetology	NAIL - Nail Technology
ELE - Electrology	HIV - HIV/AIDS
FS- Facial Specialist	
FSP -Full Facial Specialist	
ELE - Medical Aesthetician Program (Electrology and Skin Care)	

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 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 always work in a professional manner.
5. All rules of Sanitation and Sterilization are to be followed. Students are responsible for their workstation, including the proper draping and preparation of 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 3:30 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/>

US Department of Education complaints
can be filed electronically via the Feedback
Center at:
<https://studentaid.gov/feedback-center/>

STUDENT HOUSING

Bellasa Professional Institute does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near 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 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 will not be 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.

Absences of fourteen (14) consecutive school days may result in the student be placed on warning for a period of 15 days to make up the class (es) missed. If the student has not made up those classes within those 15 days, the student will be put on probation and given 15 days to makeup classes. 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 25 hours per week should complete a 1,200 clock hour program within the Normal Completion Time of 12 months/48 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 18 months/72 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 15 hours weekly	18 months (75 weeks)	27 months (112 weeks)
Full Time 20 hours weekly	15 months (60 weeks)	22 ½ months (90weeks)

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; 900 hrs; 1050 hrs
Cosmetology	1200 Clock Hours	450 hrs; 900 hrs; 1050 hrs
Electrology	320 Clock Hours	160 hrs
Facial Specialist	260 Clock Hours	130 hrs
Full Specialist	600 Clock Hours	300 hrs
Nail Technology	240 Clock Hours	120 hrs
Medical Aesthetician Program	650 Clock Hours	325 hrs
Clinical Facial Specialist	600 Clock Hours	300 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** calendar 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 AID

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.

NOTE: Bellasa Professional Institute does not participate in Federal Direct Loans

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.





RETURN TO TITLE IV (R2T4)
(FOR TITLE IV FINANCIAL AID)
(APPLIES TO THE PAYMENT PERIOD THE STUDENT IS IN AT WITHDRAWAL/ TERMINATION)

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

NOTE: Bellasa Professional Institute does not participate in the Federal Direct Loan Program so only Federal Pell Grant is used in this calculation.

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD.

When a student withdraws during the payment period the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student received (or the school or parent received on the student's behalf) less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she 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 completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period. If the student did not receive all the funds that he/she earned, the student may be due a Post withdrawal disbursement. If the Post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the academy).

The school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon withdrawal because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of the program before withdrawal, the student will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day. If the student receives (or the academy or parent receives on their behalf) excess Title IV program funds that must be returned, the academy must return a portion of the excess equal to the lesser of: the institutional charges multiplied by the unearned percentage of the student's funds, or the entire amount of excess funds. The academy must return this amount even if it didn't keep this amount of the student's Title IV program funds.

If the Academy 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, he/she (or the parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, the student makes 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 maximum amount of a grant overpayment that must be repaid is half of the grant funds the student received or was scheduled to receive. The student must make arrangements with the academy or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when a student withdraws are separate from any Institutional Refund Policy that the academy may have. Therefore, the student may still owe funds to the academy to cover unpaid institutional charges. The academy may also charge for any Title IV program funds that the school was required to return. If a student has questions about his/her Title IV program funds, he/she can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.



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

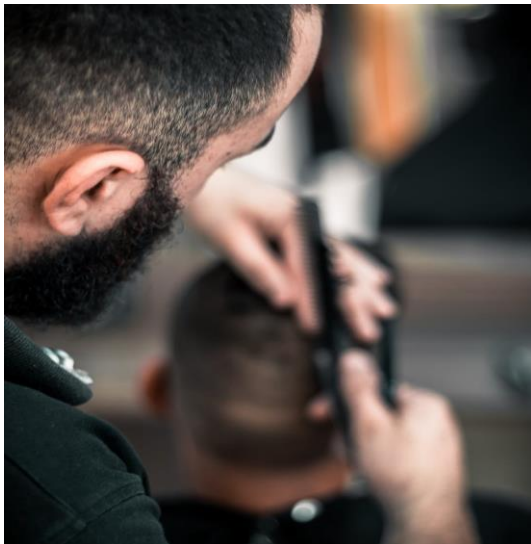
The barber program is to prepare students for entry level position as a barber. The theory classes include the biological study of the hair and its function. Instruction will also be given in chemistry, sterilization, bacteriology and hygiene. At the completion of this program, graduates will qualify 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	4,400.00
Book, Lab & T-Shirt	2,455.00
Registration fee	150.00
Other Costs	0.00
Cost of Attendance	\$7,005.00

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	9,000.00
Book	475.00
Registration Fee	150.00
Lab fees	1,580.00
Program Kit	2,500.00
School T-Shirt	25.00
Cost of Attendance	\$13,730.00



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	580	620

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 its 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

OBJECTIVE

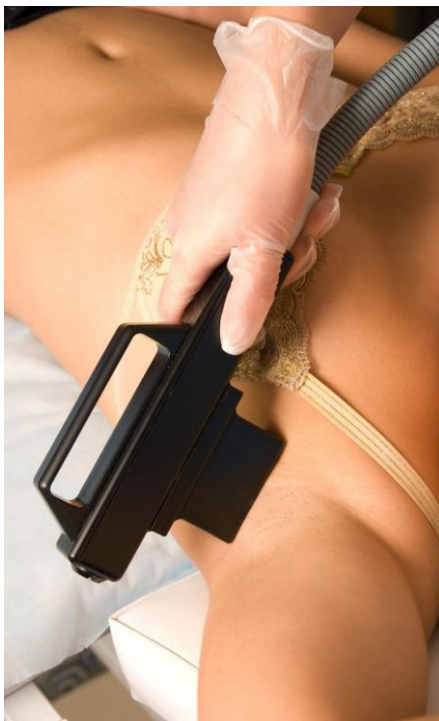
The program is designed to train students in permanent hair removal by electrolysis. The courses are designed to give the students a thorough entry-level preparation to work in the field of electrolysis. The modern short wave, blend, and galvanic methods are taught in small classes and students gain 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	4,180.00
Books, Lab & T-Shirt	875.00
Registration fee	150.00
Other Costs	0.00
Cost of Attendance	\$5,205.00



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

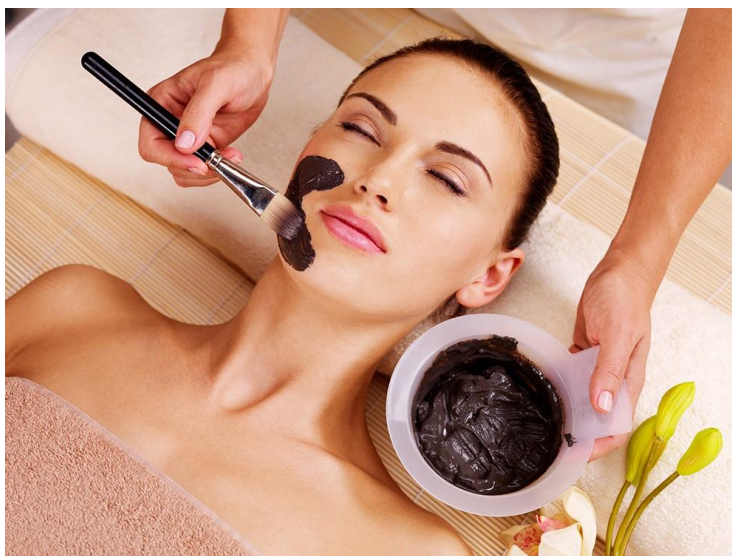
This program provides training in skin treatments teaching students the skin analysis and facial techniques to maintain the skin health with the proper cleansing methods, massage, and the use of machines for deep cleansing. Theory classes and hands-on practical applications give the students knowledge 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	\$2,080.00
Book	250.00
Registration fee	150.00
Kit & Lab	850.00
School T-Shirt	25.00
Cost of Attendance	\$3,350.00



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:

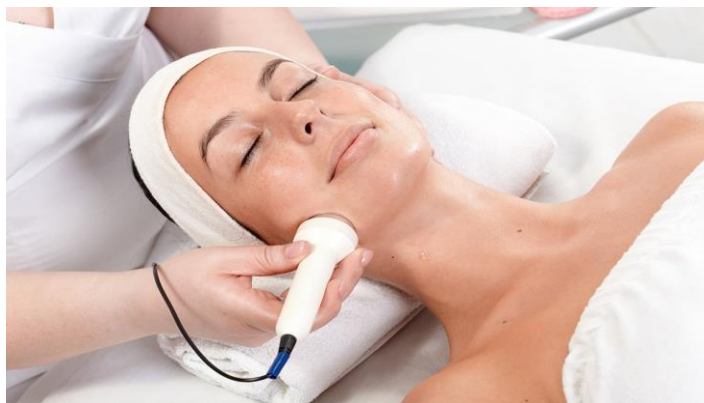
The program is designed to teach students the understanding and practical theory of the skin and the art and science of beautifying the nails, hands, and feet; to give a proper massage; and to use safety precautions and sanitation methods in manicuring, pedicuring and extending the nails. Techniques 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	5,000.00
Books	500.00
Registration Fee	150.00
Nail Kit	725.00
Lab fees	930.00
School T-Shirt	25.00
Cost of Attendance	\$7,330.00



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	207.5
			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	900.00
Registration Fee	150.00
Cost of Attendance	\$1,645.00



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	100	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.



Medical Aesthetician Program

PROGRAM BREAKDOWN BY COURSE				
Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
ELS100	Florida State Law and Regulations for Skincare	5		
ELS101	Bloodborne Pathogens HIV/AIDS for Skincare	4		
ELS102	Bacteriology, Sterilization, Hygiene and Sanitation	10		
ELS103	Chemistry, Product and Product Safety	8		
ELS104	Basic Electricity and Magnification	8		
ELS105	Disorders of the Skin	85		
ELS106	Basic Facials and Treatments, Consultation and Contraindications	66		
ELS107	Hair Growth, Removal and Waxing	2.5		
ELS108	Makeup Application and Cosmetic Treatments	2		
ELS109	Professional Ethics and History	2		
ELS110	Salon Management and Care	20		
ELS111	Basics of Nutrition	20		
ELS112	Skin Care Lab hours, Clinical Applications and Services	67.5		100
ELS113	Bloodborne Pathogens HIV/AIDS for Electrology/Laser	10		
ELS114	Florida State Law and Regulations for Electrology/Laser	10		
ELS115	Introduction to Electrology and History of Hair Removal	15		
ELS116	Basic Electricity and Chemistry, Equipment, Techniques and Procedures for Electrology	5		
ELS117	Bacteriology, Sanitation and Sterilization for Electrology	10		
ELS118	Integumentary System	10		
ELS119	Circulatory System	10		
ELS120	Endocrine System and Diseases of the Glands	10		
ELS121	Biology of Hair Growth and Disorders	10		
ELS122	Skin Assessment and Temporary Hair Removal	15		
ELS123	Consultations	5		
ELS124	Successful Business and Management	10		
ELS125	Laser and Light-based Hair Removal Introduction	10		
ELS126	Basic Electricity for Laser	10		
ELS127	Laser Safety	10		
ELS128	Patient Consultation and Today's Consumer Market	10		
ELS130	Electrology and Laser Lab Hours, Clinical Applications and Services	190		75
TOTAL:		650		175

Tuition	<u>6260.00</u>
Fees	<u>150.00</u>
Books & Supplies	<u>1050.00</u>
Any Other Costs	<u>1445.00</u>
Total Program Cost	<u>8,905.00</u>

PROGRAM OBJECTIVE:

This program prepares students to become licensed Facial Specialist, Electrology and Laser Technicians for entry-level positions as licensed medical aestheticians.

Facials, electrolysis and laser hair removal are frequently combined in the beauty and health industry; consequently, our Medical Aesthetician graduate will be able to present a solid training and license in both areas to their future employers.

PROGRAM DESCRIPTION:

This program includes complete curriculum addressing the theory, understanding and practical experience required for a professional to work as a skincare specialist, as well as to perform electrology and laser services to clients. Graduates of this program will meet the State of Florida requirements for the Facial Specialist License, as well as the Florida Electrolysis Council Examination which is required for graduates to become approved to perform clinical and medical hair removal.

COURSE DESCRIPTION

ELS 100 Florida State Law and Regulation for Skincare

At the end of this portion of the course the student can understand the local, state or federal laws regulating the field and practice of Facial Specialist set by the department of business and professional regulation (DBPR)

ELS 101 Bloodborne Pathogens HIV/AIDS for Skincare

At the end of this portion of the course the student can understand the origin, transmission and prevention of HIV/AIDS required by Florida Statute

ELS 102 Bacteriology. Sterilization, Hygiene and Sanitation

At the end of this portion of the course the student can understand state laws and rules and the differences between them, list the types and classifications of bacteria, define hepatitis and HIV and explain how they are transmitted, explain the differences between cleaning, disinfecting, and sterilizing

ELS 103 Chemistry, Product and Product Safety

At the end of this portion of the course the student has the ability to understand how to define chemistry and its branches: organic and inorganic chemistry, explain matter and its structure, discuss the properties of matter and how matter changes, understand how acid, alkaline, and pH affects the skin, explain pH and the pH scale, explain the difference among solutions, suspensions, and emulsions.

ELS 104 Basic Electricity and Magnification

At the end of this portion of the course the student has the ability to understand how to define the nature of electricity and the two types of electric current, define electrical measurements, understand the principles of electrical equipment safety, describe the types of electrotherapy and their uses, explain electromagnetic spectrum and the visible spectrum of light, describe what the acronym laser stands for, describe the colors of light in LED therapy and their benefits for the skin.

ELS 105 Physiology and Histology of the Skin

At the end of this portion of the course the student has the ability to understand how to Explain the functions of the skin, Describe the layers of the skin, describe how skin gets its color, define collagen and elasticity, Name the glands of the skin. 6. Discuss how sun damage affects the skin, understand free radical damage, Understand the effects of hormones on the skin, Explain how the skin age

Facial Machines: At the end of this portion of the course the student has the ability to understand how to Identify the basic concepts of electrotherapy, Describe the contraindications for machines, understand how to maintain a hot-towel cabinet.



Disorders and Diseases of the Skin: At the end of this portion of the course the student has the ability to understand how to Understand the different types of skin lesions, Understand gland disorders, Understand skin inflammations, Recognize pigmentation disorders, Identify which disorders are contagious, Recognize potential skin cancer growths, Understand acne and the causes of the disorder, Recognize the different grades of acne, Identify common skin conditions and disorders, Know which disorders to refer to a physician.

ELS 106 Facial Treatments

At the end of this portion of the course the student has the ability to understand how to describe the benefits of a facial treatment, perform the facial set up procedures, explain the key elements of the basic facial treatment, understand the treatment needs for dry, dehydrated, mature, sensitive, and oily skin, describe acne facials and home-care, discuss men's skin care and treatments, perform the step-by-step facial treatment, understand extraction methods.

The Treatment Room: At the end of this portion of the course the student can understand how to understand the components of creating a professional atmosphere

Facial Massage: At the end of this portion of the course the student can understand how to describe the benefits of massage, understand the contraindications for massage, explain the different types of massage movements, describe alternative massage techniques, perform a facial massage.

Skin Analysis: At the end of this portion of the course the student can understand how to identify skin types, identify skin conditions

ELS 107 Hair Growth, Removal and Waxing

At the end of this portion of the course the student has the ability to understand how to understand the morphology of hair, explain the hair growth cycle, describe the methods of permanent and temporary hair removal, identify different hair removal equipment, tools, and accessories, name the contraindications for hair removal, provide a thorough client consultation before hair removal, safely perform basic face and body waxing techniques.

ELS 108 Makeup Application and Cosmetic Treatments

At the end of this portion of the course the student has the ability to understand how to demonstrate an understanding of cosmetic color theory, describe warm and cool colors, describe the different types of cosmetics and their uses, prepare the makeup station and supplies for clients, perform a makeup consultation, determine a client's needs, and fill out a client chart, demonstrate how to choose products and colors and then apply them using the appropriate techniques, identify different facial features, identify the ideal brow shape measurements, demonstrate procedures for basic corrective makeup.

ELS 109 Professional Ethics and History

At the end of this portion of the course the student can understand how to explain the characteristics of a professional image, understand the importance of professional hygiene, demonstrate proper standing and sitting posture, understand how personal conduct affects professional image. The student can understand how to list the basic principles of selling products and services in the salon.

ELS 110 Salon Management and Care

At the end of this portion of the course the student can understand the importance of effective communication for a long-lasting relationship with clients and coworkers. They will be able to conduct a client consultation and handle communication barriers. They will be able to describe the necessary qualities necessary to be successful in a service profession; describe the types of ownership under which a skin care salon or spa may operate and understand the importance business plan

ELS 111 Basics of Nutrition

At the end of this chapter the students will know the basic principles and the benefit of maintaining their health and well-being at work for their clients and the longevity of their careers. They will be able to: understand that making the right nutritional choices and drinking plenty of water is a good place to start. Explain the healthy professional, discuss nutritional needs, describe how immunity keeps the body safe, explain when to take a sick day, identify common beauty professional issues and protect themselves with proper body mechanics.

ELS 112 Clinical Training for the Skincare Section of Program



SECTION II – ELECTROLOGY

ELS 113 Bloodborne Pathogens Training for Electrology: HIV/AIDS

At the end of this section the student will learn and understand the origin, transmission, and prevention of HIV/AIDS and other bloodborne pathogens required by Florida Statute guidelines of sanitation and safety. As well to learn the different procedures for protection against the spread of diseases.

ELS 114 Florida State Law and Regulations Governing Electrology

Florida Law & Statutes, federal laws set by the Department of Business and Professional Regulation (DBPR) insurance liability and other governing organizations linked to Electrology, are the primary topics in this section. In addition, the students have opportunities to review the process and requirements for the state exam.

ELS 115 Introduction to Electrology and History of Hair Removal

In this section the student is instructed on the history of electrolysis, development of hair removal techniques in ancient and present times; types of used currents, galvanic patterns, pre-treatment disorders, skin disorders, and skin diseases as well practical application techniques, modes and needles, and general treatment procedures; along with the principles of practice for electrologists, treatment goals and customer satisfaction.

ELS 116 Basic Electricity and Chemistry for Electrology, Equipment, Techniques, and Procedures

This lecture is focused in those principles based on the electricity and the appropriate practice, functions of electrical equipment and the impact of electricity on the skin. The students are introduced to different methods such as blending, types of blend epilators, thermolysis and the impact it has in the electrology.

ELE 117 Bacteriology, Sanitation & Sterilization for Electrology

Students will learn universal concepts related with the infection control standards of the American Electrology Association as well the correct use of sterilization equipment, state laws, rules, and the differences between them. Specify the types and classifications of bacteria, hepatitis, HIV and explain how they are transmitted plus the differences between cleaning, disinfecting, and sterilizing.

ELS 118 Integumentary System

This section identifies the skin, its annexes and explains their functions. By the end of this lecture the student should be able to name the layers of the epidermis, name appendages within the dermis, list the major functions of the skin, name components of the pilosebaceous unit, name the three stages of hair growth, describe how skin gets its color, name the glands of the skin.

ELS 119 Circulatory System

This lecture relates to treatment considerations for electrologists along with the nervous system and the involvement of pain. The primary function of the vascular and circulatory system in the maintenance of good health will be taught.

ELS 120 Endocrine System and Diseases of the Glands

In this portion the students learn the essentials of the endocrine system: glands, hormones, and diseases that result when there is an imbalance or dysfunction in the system. Students are also educated on the guidelines for assessing the skin prior to performing permanent hair removal and identifying the indications and contraindications for treatment.

ELS 121 Biology of the Hair Growth and Disorders

Biology of the hair growth and the recognition of glandular imbalances are covered in this course, as well as how to use that knowledge to develop treatment strategies. By the end of this chapter, the students should be able to identify the basic causes of hirsutism, the basic causes of hypertrichosis, differentiate between the two conditions of hypertrichosis and recognize when a condition may signal the need for further medical evaluation.

ELS 122 Skin Assessment and Temporary Hair Removal

Assessing the client both before and after treatment is the focus of the course. Students will learn to assess the client's understanding and readiness to receive a treatment. By the end of this course students should be able to conduct a client consultation, select the best modality for a client's treatment, know how to deliver electrolysis to all areas of the face and body, understand basic electrolysis techniques, provide appropriate pre-treatment and after are including advising clients on home care.

ELS 123 Consultations

Students learn to assess the client both before, and after treatment, with an emphasis on evaluating results and soliciting client feedback to determine the client's experience.

ELS 124 Successful Business Management

This course focuses on all aspects of the business of electrology. Students learn about professionalism and ethics, professional organizations, and continuing education. Students are educated on what to consider when starting a business, writing a business plan, promoting a business, keeping accurate records, and developing standards for everything from consent forms to marketing.

ELS 125 Laser and Light-Based Hair Removal Introduction

This course focuses in the philosophy following the progress of the laser. The procedures that liberate and intense pulsating beam of light to remove unwanted hair.

Students are trained how the intense heat of the laser damage the hair follicle to inhibit future hair growth.

Description of Laser which is an acronym that stands for Light Amplification by Stimulated Emission of Radiation. The energy generated by lasers, the meaning of radiation which is often misinterpreted because the term is also used to describe radioactive materials or ionizing radiation, how the energy moves from one location to another by conduction, convection, and radiation and the definition of nanometer which is the unit used to express a laser's wavelength.

By the end of this chapter students should be able to understand the main concept behind laser hair removal as a selective photothermolysis (SPTL), the matching wavelength of light and pulse duration to acquire the best possible results. And the Food and Drug Administration (FDA) regulations.

ELS 126 Basic Electricity for Laser

This lecture is focused in those principles based on the electricity and the appropriate practice, functions of electrical equipment and the impact of electricity on the skin. The students are introduced to types of currents, measurement of electricity, laser physics, characteristic of how a laser works, photothermolysis and types of lasers.

At the end of this the student has the ability to understand how to define the nature of electricity and the two types of currents, laser measurements, laser types and their uses.

ELS 127 Laser Safety

This lecture is focused in the safe design, use and implementation of lasers to minimize the risk of laser accidents, especially those involving eye injuries. Damage mechanisms, maximum permissible exposure, government regulations, and lasers classifications.

At the end of this the student can differentiate the highest power of a light source that is considered safe, the different jurisdictions, standards bodies, legislation, and government regulations define classes of laser according to the risks associated with them and define required safety measures for people who may be exposed to those lasers.

ELS 128 Patient Consultation and Today's Consumer Market

This lecture is focused in one of the most important steps between the laser technician and the client.

The consultation permits the technician to know their client skin type and is an opportunity for better understanding what the treatment will involve.

Once the technician knows how to adjust the treatment to fit the unique characteristics of each client, the treatment will be conducted safe and effective. As well the current market for laser hair removal

At the end of this the student can understand the discomfort or pain that the client could expect; how many sessions the client may need; effectiveness of Laser Hair Removal according to the client skin type; possible side effects and how to prepare the sessions.

Clinical Facial Specialist

Course Number	Course Title	Clock Hours	Credit Hours	Services (If Applicable)
CFS 100	Florida State Law & Regulations	5		
CFS 105	Bloodborne Pathogens, HIV/AIDS	4		
CFS 110	Bacteriology, Sterilization and Sanitation	10		
CFS 115	Chemistry, Products and Product Safety	8		
CFS 120	Basic Electricity, Lighting and Magnification	8		
CFS 125	Skin Theory, Basic Dermatology, Skin Disorders, Diseases	85		
CFS 130	Basic Facial, Treatments, Consultations, Contraindications	66		
CFS 135	Hair Growth Removal & Waxing	2.5		
CFS 140	Makeup Application & Cosmetic Treatments	2		
CFS 145	Professional Ethics, History and Care	2		
CFS 150	Salon Management	20		
CFS 155	Salon Retail	20		
CFS 160	APPLIED CLINICAL TRAINING	67.5		
	Facial manual and mechanical			40
	Set up, use and maintenance of electrical devices			5
	Hair removal, tweezing, waxing, threading, sugaring			20
	Manual extractions			5
	Makeup application daytime and night time			10
	Lash and brow tinting			10
	Eyelash application, individual and semi-permanent			10
CFS 165	Advanced Facial Techniques	20		
CFS 170	Advanced Skincare Massages	10		
CFS 175	Advance Facial Devices	20		
CFS 180	Ayurveda Theory and Treatments	10		
CFS 185	Botanical and Aroma Therapy	10		
CFS 190	Alternative Therapies	10		
CFS 195	Spa Treatments	20		
CFS 200	Advanced Makeup	30		
CFS 205	Working in a Medical Setting	10		
CFS 210	Medical Interventions	10		
CFS 215	APPLIED CLINICAL TRAINING	150		
	Advanced facials			40
	Advanced skincare massage			20
	Advanced facial devices			20
	Ayurveda treatments			10
	Botanical and aromatherapy			5
	Alternative therapies			5
	Spa treatments			10
	Advance makeup			30
	Medical settings and involvements			10
	Total	600		250

PROGRAM COST:

Tuition	7,000.00
Fees	150.00
Books, Supplies, Kit, Lab	2,480.00
Total Program Cost	\$9,630.00

PROGRAM OBJECTIVE:

The objective of the program is to provide a high learning development that instructs students with advance techniques to achieve their personal and professional goals to attain a high-quality position and make their goals in realities. The program will provide training in skin treatments, skin analysis, facial techniques to keep a healthy skin applying the proper cleansing techniques, facial massage, machines, and the proper perform of advanced esthetics techniques, such as advanced clinical treatments, advanced products and equipment, well-being assessments and suitable protocols. Theory classes and hands-on practical applications will provide the student the skills and experience to work in a clinical or medical setting. upon completion of this program a diploma will be award and graduates will qualify to apply for State Registration as a Facial Specialist.

PROGRAM DESCRIPTION:

The Clinical Facial Specialist program, is an on campus program of 600-hours, consisting of 382.5 hours of theory and practical lecture and 217.5 hours of hands on instruction. Florida State requires a minimum of 260 hours to be completed in a basic esthetician program as a licensed Facial Specialist and this program offers a 340 additional hours to complete the Clinical Facial Specialist; program includes instruction in advanced anatomy and physiology, skin properties and disorders, sanitation and infection control, advanced facial treatments, spa body treatments, advanced extractions, corrective makeup, chemical peels, microdermabrasion, lymphatic drainage and advanced massage techniques, pre- and post-operative esthetic skin care, client/patient evaluation and care, applicable Florida laws and regulations, and business practices.

A diploma will be awarded upon graduation from the program.



Course Outline

Clinical Facial Specialist

Advance Facial Techniques

In modern times as the present, a successful skincare professional must be able to fulfill varied treatments for demanding and anxious clients looking to look healthier and younger. The more techniques are known, the more personalized options are offered to the clients according to the skin type and its condition.

Classify and employ variations in skin treatments to achieve goals, develop and employ protocols for specific skin conditions, identify sensitive skin and its issues, perform manual microdermabrasion, select and employ superficial peels that are appropriate for the client and allowed in the skincare practice, precautions and conditions associated with peels and exfoliation, select and demonstrate different mask technologies.

Milady Standard Advanced Esthetics Ch. 16

Advanced Skincare Massages

Growing in knowledge and expertise is an important part of esthetician's profession. Massage is a significant part of services and affects clients on many levels. It has the psychological effects of exfoliation, emptying sebaceous glands, relaxing muscles and smoothing the skin, stimulating the circulation of blood and lymph, distribution of nutrients and removal of waste products from the skin. A great massage keeps clients coming back again and again and being able to offer facial massages combined with specialized treatments attracts more customers and indulge current clientele.

At the end of this chapter the esthetician will be trained to demonstrate advanced facial massage movements to be incorporated into their current massage, diagram advanced neck and décolletage, demonstrate how to add appropriate massage movements into back treatments, identify movements that meet specific client needs, explain the procedure for a Shiatsu face massage, list the steps for a reflexology ear massage, discuss when to incorporate stones into facial massage, complete a manual lymph drainage of the face and describe machine-aided lymph drainage of the face.

Milady Standard Advanced Esthetics Ch. 17

Advanced Facial Devices

As aestheticians proceed to use more sophisticated devices, they need to have greater knowledge of the benefits, risks and dangers of equipment and devices in the market. And even more because clients make decisions based on internet, television, fashion magazines and makeovers, estheticians must intervene as advocates recommending only safe procedures that bring benefits and effectiveness.

Therefore a training with a qualified professional will give them the accurate skills and knowledge to name the steps involved in purchasing cosmetic technology, describe the technique for facial rejuvenation using an IPL, list the advantages of an LED facial treatment, explain the different types of microdermabrasion devices, explain the use of ultrasonic devices, discuss microcurrent treatments, describe the steps used with advanced electrodesiccation devices, describe dermaplaning and its use, understand skin needling, discuss your scope of practice in a medi-spa environment.

Milady Standard Advanced Esthetics Ch.18

Ayurveda Theory and Treatment

Is an ancient healing art, originating from India which means “the knowledge of life”. This technique is based on knowing how to live, how to be well, relaxation and manifest our own beauty. Ayurveda is at present a well-established modality in the spa and beauty industry. Estheticians should study and understand Ayurveda theory and treatments to be a valuable, successful and knowledge in the field of esthetics. Gaining an understanding of the theory of Ayurveda will help you discuss Ayurveda's history and treatments, identify qualities of Ayurvedic treatments, describe how the five elements form the three doshas and the positive qualities of each of the doshas as they relate to clients, name lifestyle choice and habits that disrupt the doshas and cause problems, describe how customizing treatments can help balance the doshas, discuss the benefits of Ayurvedic treatments and define the types of Ayurvedic services that are offered.

Milady Standard Advanced Esthetics Ch. 23

Botanicals and Aromatherapy

Throughout history, plants have provided humans with food, shelter, clothing, medicine, energy and skincare. Today there is increased mindfulness of how botanicals and their extracts work to create health and well-being of the body and skin. This knowledge will help the esthetician enhance personalized botanical formulas for precise treatments results and define herbal ingredients and extracts, discuss benefits and uses of botanicals in skin care, identify plant compounds, discuss the methods of botanical extraction, name 11 botanicals for skin care, discuss aromatherapy and essential oils, explain the sense of smell and olfactory response, discuss essential oils and their chemistry, list contraindications to essential oils, name 13 essential oils, discuss how essential oils are blended, prepare recipes for skin and spa, discuss issues surrounding an aromatherapy practice, describe a holistic consultation, discuss legal considerations of using essential oils and botanicals.

Milady Standard Advanced Esthetics Ch. 13

Alternatives Therapies

This is another dynamic that is essential to health and well-being, wellness treatments enhance facials by reducing stress and anxiety. These treatments provide the opportunity to work with clients on a weekly basis and have the potential to be a lucrative addition to the spa menu. It is very important to have the skills and the knowledge to identify the relationship between energy balance and complementary therapies, explain how alternative therapies benefit daily life demonstrate a mini-wellness treatment, explain the effects of stress on the mental, emotional, and physical bodies, select complementary wellness products for home care to retail, discuss the chakra system and its associated colors, endocrine glands, and organs in the physical body and describe how color relates to selecting your gemstone collection.

Milady Standard Advanced Esthetics Ch. 22

Spa Treatments

The spa industry has shown tremendous growth and the demand for relaxing treatments is on the rise as busy, stressed consumers are looking for relaxation and rejuvenation. To be a knowledgeable, successful and responsible professional in the field of esthetics, is essential for the professional esthetician is required to have the proper skills and knowledge in spa body treatments, discuss the differences in spa types and services, identify the table that best suits the needs for spa treatments, describe client preparation, treatment suitability, and confidentiality and privacy issues, construct a chart identifying the supplies and equipment needed for spa treatments.

Milady Standard Advanced Esthetics Ch. 21

Advanced Makeup

Makeup artistry goes beyond the knowledge of skin tones, face shapes, and product application. The results from skincare can take time to become visible, but the world of makeup offers the opportunity to show clients immediate results, which builds client retention and profitability. Makeup has a tendency to be a happy service so to manage to keep customers happy and financial gains requires additional knowledge, high-level skills and having the mastery to define and evaluate mineral makeup and application techniques, employ mineral makeup camouflage techniques to hide a skin discoloration, identify products and equipment used for airbrush makeup, use the techniques needed to achieve a desired look, apply maximum-coverage makeup to hide a tattoo, design and create a custom stencil for fantasy makeup or body painting. discuss the differences between airbrushing makeup and spray tanning and explain basic permanent cosmetic procedures and training protocols.

Milady Standard Advanced Esthetics Ch. 20

Working in a Medical Setting

Over the past several decades the esthetic procedures have augmented the connection between health and beauty professionals, thus, creating a high growth in the recognition of the important role of a professional aesthetics in medical settings.

It is essential for the professional esthetician to have the solid knowledge and skills of the different disciplines, services, functions and options to work in a medical setting. Have the empowerment to explain how estheticians work with physicians, name the key personnel in a medical esthetic setting, discuss common misconceptions in the field of medical esthetics, explain what the term scope of practice means for estheticians, list the various types of medical esthetic practices, name the various procedures performed in a medical practice, discuss the difference in training and education for physicians and estheticians, consider best practices for interfacing with medical professionals, discuss the role of HIPAA in the medical esthetics practice, explain the scientific method, discuss the importance of medical record keeping and explore legalities in the medical esthetic environment.

Milady Standard Advanced Esthetics Ch. 24

Medical Interventions

Although standards of facial beauty differ from country to country and culture to culture, there are basics that define beauty. That basis include symmetry, balance, proportion, and harmony. A professional of the aesthetics should have the knowledge of the medical interventions because at present regardless the career goals estheticians have to answer questions about many medical interventions available in the current market. It is important to understand the different medical interventions so that the esthetician can provide the client with accurate information and be able to discuss medical procedures, how they differ from esthetic procedures, and how they are used.

Milady Standard Advanced Esthetics Ch. 26



Bellasa Professional Institute

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