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FLORIDA DERMAL INSTITUTE

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2290 North Ronald Reagan Blvd # 108

Longwood , Florida 32750

321-503-0600

Introduction

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

Additional information regarding this institution may be
obtained by contacting the Commission at 325 West Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400,
toll-free telephone number (888) 224-6684

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Students Will Be Notified Of Any Changes Made At This Institution

Florida Dermal Institute

Our Programs In Cosmetology, Barber Stylist, Nail Technology, Skin Care, And Full Specialist Are Developed To Help You Achieve Your Goals. Being Serious About Your Career Is A Start, But The Quality Of Training Is One Of The Most Important Parts Of Your Future Success. Our School Encourages An Attitude For Success. We Take Your Instruction, Future Careers And Commitments Seriously.

School Goals And Objectives

1. To Produce Skilled And Knowledgeable Professionals Who Will Be Prepared To The Cosmetology Industry, Barbering Industry And Related Industries.
2. Create The Best Learning Environment Available By Emphasizing Short-Term Progress, Individualized Attention, Progressive Teaching Methods And "Hand On" Education.
3. Respond To The Requests Of Business, Industry, And Other Agency's Specific Needs.
4. To Support Students In Accordance To Florida Dermal Institute Statement Of Faith & Purpose

Statement Of Purpose & Faith

Becoming A Successful Professional Is Not Just About Obtaining A Career. Growing Into A Successful Professional Is A Whole Body, Whole Mind, And Whole Spirit Development Process Where We Put Ourselves At Our Highest Good To Be Of Service To Others. The Mission Of Florida Dermal Institute Is To Provide A Spiritual Holistic Learning Environment Whereas Students Learn To Connect With Thier Purpose In The Chosen Professional Career. The Goal Of Florida Dermal Institute Is To Provide Students With The Skills, Knowledge, And Practical Clinical Experience Needed Ot Become Competent In Their Chosen Field: Skin Care, Nail Technology, Full Specialist, Barber Stylist, And Cosmetology.

Florida Dermal Institute Code Of Ethics

The Academy And All Staff Will:

Maintain Quality Education By Seeking To Improve Techniques Through Training Seminars, Abide By The Rules And Regulations Of The Department Of Education, And Commission Of Independent Education. The Academy And Staff Also Pledge To Advertise Truthfully And Honestly At All Times, And Above All Will Assist Each Student In Achieving Their Own Professional Goal.

Ownership & Governing Body

Florida Dermal Institute, L.L.C Formed Under The Laws Of The State Of Florida Is The Governing Body. We Have One Location In Longwood, Florida. The Registered Agent Of The Corporation Is Amanda Petrusa.

Policy Statement Of Nondiscrimination

The School Admits Students Of Any Race, Color, Sex, Age, Creed, And Religion, National Or Ethnic Origin To All The Rights, Privileges, Progress, And Activities In Our School Programs.

Handicap Facilities

The School Has Handicap Parking Areas, Ramps, And Wide Doorways To Assist Handicap Persons. The Licensing Requirements For Some Courses May Restrict Some Applicants. The School Director Can Supply The Physical Demands Of The Industry.

School Facilities

The School Facility Is A 2400 Square Foot Building With 40 Plus Parking Spaces And 2 Handicap Parking Spaces. The Parking Lot Has Street Lamps And Is Landscaped. The Interior Of The Building Consist Of 8 Cosmetology/Barbering Stations, 1 Hooded Dryers, A Reception Area, A Class Room With Tables And Chairs, 6 Treatment Rooms With Facial Beds, Hair Care Products And Hair Styling Tools For Student Use, An Administrative Office Area, A Library, A Dispensary Area, And A Restroom.

School Closing

If The School Closes Due To Extenuating Circumstances, The Student May Call (407) 923-3709 For Further Information. Circumstances Permitting, A Notice Will Be Posted At The School's Entrance.

Emergency Response And Evacuation

Should An Immediate Threat Occur On Campus*, The Staff Will Handle All Necessary Notifications. The Main Building Is Equipped With A Fire And Burglary Alarm System That Will Be Activated To Alert All. A Test Of This System Will Occur Periodically.

Weapons On Campus*

The Academy Has Zero Tolerance Regarding Items Deemed Weapons On Campus*. Local Police Are Permitted On Campus*, Building, Parking Lot Etc. Violation Will Result In Immediate Termination And Notification To Appropriate Authorities. Any Student Or Faculty Who Sees Or Hears Of Any Weapons Is Urged To Notify The Administrative Offices Immediately.

*Campus Is Identified As "Any Building Or Property Controlled By The School Within The Same Contiguous Geographic Area Used By The School For Its Educational Purpose.

Student Records (Ferpa)

Students And Parents/Guardians Of Dependent Minors Are Guaranteed The Right To Access And Review The Student's Educational File. Students Must Submit A Written Request To Review Their File To The School Director. The Student Will Be Granted Supervised Access To Their Records Within 5 Business Days Of The Request. Any Third Party Request For Information Will Require Written Authorization From The Student Or Parents/Guardians Of A Dependent Minor. Florida Dermal Institute Requires A Release Form Be Completed For Each Third Party Request Of Information. Florida Dermal Institute Provides Access To Student Records Without Written Consent To , The United States Department Of Education, The State Licensing Agency, And Any Other School Official. The School Maintains A Record Of All Release Forms And Requests For Information. A Record Will Be Maintained Of Any Disclosures In The Student's File. Students' Records Are Permanently Retained On Disk And Safely Stored In A Safety Deposit Box After Graduation Or Discontinuing. A Copy Of An Official Student's Transcript Will Be Provided For A Fee Of \$25 Provided That There Is No Balance Due To The School. If A Copy Of A Student's File Is Requested The Fee Will Be \$1 Per Page, Again Provided That There Is No Balance Due To The School.

Student & Career Services

A Job Book Available With Recent Job Opportunities._The School Does Not Guarantee Employment To It's Students ; However, The School Assists Students In Finding Employment. The Schools Placement Assistance Procedures Include Identifying. Career Services And Advising Students On Appropriate Means Of Realizing These Opportunities. There Is Job Book With Recent Job Opportunities. Student Services Offered To Assist Students With Academic Advisement, Financial Aid Advisement, And Placement Advisement.

Grading System

The Grading System Is Based On

"A" 90-100% "C" 75-79%

"B" 80-89%; "D" Below 75%.

The Minimum Passing Grade Is "C," 75-79%. A Report Of Grades Will Be Issued To Each Student At Evaluations. (See Satisfactory Progress Policy). All Academic Records Are Maintained Permanently. Passing Score For The Florida State Board Exam Is 75%.

Campus Security

The School Will Provide Timely Warning To The Campus Community Of Any Applicable Crimes That Have Been Reported To The Academy Or Local Police That Represent A Continued Threat To Students Or Staff. The Campus Does Not Employ Security Officials. The Security Is The Direct Responsibility Of Each Employee And Campus Administrator.

Identity Theft

To Prevent Identity Theft, A Student's Personal Information Is Maintained In Locked Rooms And Only Available To Authorized Personnel. Furthermore, Although The School Is A Low Risk Category (Per The Red Flag), The School Annually Reviews Its Policies. Students' Enrollment, Academic And Attendance Records Will Be Kept Permanently By The School. Personal Information From A Student's File That Is No Longer Needed Is Shredded To Prevent Identity Theft.

Drugs And Alcohol Policy

The School Operates As A Drug Free Facility. The Possession, Use Or Sale Of Drugs Or Alcoholic Substances Is Prohibited During School Time Or On School Premise. Any Violation Of This Policy Is Considered A Very Serious Offense. You Will Be Terminated Of Immediately And The Law Enforcement Department Will Be Notified.

There Is No On-Campus Drug And Alcohol Counseling. A List Of Off-Campus Agencies And Phone Numbers Is Available Upon Request.

Voter Registration

If You Are Not A Registered Voter And Would Like To Be You Can Register At The Following Locations: County Voter Office, Libraries, Post Office And On The Web At www.Sos.State.Fl.Us If You Need Help Contact The Admissions Office.

Vaccination Policy

Florida Dermal Institute Has No Required Vaccination Policy To Enrollment Of Any Classes.

Admission Requirements

The Minimum Requirements For Acceptance For All Programs Greater Than 450 Hours Are As Follows:

1. Proof Of Age (Birth Certificate, Driver's License Etc.)
1. An Applicant Must Be Beyond The Compulsory Age (16 Years Of Age) Of Attendance At A Secondary Institution In Order To Be Admitted.
2. Proof Of High School Diploma, Completion From High School, Or Ged. An Applicant To Any Program Who Has Not Yet Obtained A Ged Or Who Cannot Provide Proof Of Graduation May Obtain Ged Testing Information From The Admissions Department*.
3. Students Without Proof Of High School Completion Or Ged Are Admitted By Demonstrating Ability To Benefit. The Ability Is Measured Through Wonderlic Basic Skills Test, Forms Iv & V With A Passing Score Of 15 Correct. Admittance Into Programs Using The Test Of Adult Basic Education (Tab 9/10) Test Require A Passing Score Of:

COURSE	MATH	LANGUAGE	READING
COSMETOLOGY	LEVEL 8	LEVEL 8	LEVEL 9
FULL SPECIALIST	LEVEL 8	LEVEL 8	LEVEL 9
BARBER STYLIST	LEVEL 9	LEVEL 9	LEVEL 9

Transfer Policy

Transfer Credits May Be Allowed If The Student: 1. Can Produce A Transcript From A Licensed School Approved By That State, 2. Transcripts Must Reflect A Gpa Of 75% Or More, 3. Be Evaluated By Our School Director Via A One Time Written Exam In Both Theory And A Practical Performance And Must Pass With A Score Of 75% To Receive Credit For Transfer Hours, 4. Student May Not Receive More Than 75% Of The Program Hours In Transfer Credits. Regarding The Transfer Of Credit Both To And From The Institution, The Transfer Credit Is Up To The Receiving Institution. There Is No Guarantee That Credits From This School Could Be Transferred To Another Institution. Our Academy Does Not Recruit Students Already Attending Or Admitted To Another School Offering Similar Program Of Study. If Evaluation Is Above 75%, All Contracts Would Reflect Credit For Transfer Hours Up To 75% Of Program And Proration Of Current Tuition For Remaining Hours. The Evaluation Exam Is Only Offered One Time And There Are No Appeals Or Repeats. If Transcripts Cannot Be Obtained Due To School Closing Or Destruction Of Records, Etc... Transfer Hours May Be Considered Through Certification From The State Board Of Cosmetology And/Or The Barber Board Or Any State Regulatory Board.

Reentry

A Student Who Has Been Canceled Or Been Terminated And Desires To Reenter The Program Of Study Must Notify The School, Meet With The Director And Show Cause Why He/She Should Be Reinstated. The Decision Of The Director Is Final. A Re-Enrollment Fee Of \$100.00 Will Be Charged.

Graduation Requirements

The Following Must Be Completed Before Graduation:

1. Required Clock Hours
2. Required Clinic Services
3. All Written Exams All Financial Obligations

Course Numbering System

Cip (Classified Instructional Program) Code - #01

The Soc Code Numbers For The Courses Offered Are As Follows:

The Course Numbers For The Courses Offered Are As Follows:

COURSE NUMBER	SOC CODES
C100 – COSMETOLOGY	39-5012
B200 - BARBER STYLIST	39-5011
N300 - NAIL TECHNOLOGY	39-5090
S400 - SKIN CARE	39-5094
FS800 - FULL SPECIALIST	

All Course Descriptions Are Numbered Sequentially.

Completing A Course Or Program In A Language Other Than English May Reduce Employability Where English Is Required.

Cosmetology

(SOC 39-5012)

(Program Code #01)

CIP Code 12.00401

1200 Hours* (Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction)

Educational Objectives & Program Description

The Objective Of The Cosmetology Program Is To Train The Student In The Skills Needed To Meet The Competencies For Examination By The Florida State Board Of Cosmetology And Prepare The Student For Employment In The Various Avenues Of The Field Such As: Stylist, Colorist, Product Demonstrator, Salon Manager Or Owner. The Program Of Study Includes: Florida Law, Sanitation & Sterilization, Facials, Hair Shaping, Scalp Treatments, Hair Care Rinsed, Shampoos, Hair Arranging, Chemical Waving, Hair Coloring, Chemical Relaxing, Hair Removal, Manicuring, Pedicuring, Nail Extensions, And Salon Management.

Each Of The Objectives Listed Will Be Covered In Theory And Practical Instruction.

Instructional Methods Used Throughout The Course Include Lecture, Hands

On And Visual Aids Such As Dvd's And Internet Resources, And Learning Management System

*One Clock Hour Consists Of 50 Minutes Of Instruction With Access To An Instructor Plus Appropriate Breaks.

Outline

C100.1 Florida Law: To Present An Overview Of Cosmetology Law Hiv/Aids And Rules And Regulations In Relation To Consumer Protection For Both Health And Economic Matters (10 Hours – No Service)

C100.2 Hiv/Aids: To Understand The Modes Of Transmission, Infection Control, Procedures, Clinical Management And Prevention Of Hiv And Aids (4 Hours – No Service)

C100.3 Sanitation & Sterilization: To Use Chemical Agents To Sanitize Implements And Equipment In The School To Promote And Protect Good Health In The Community (90 Hours/ o Lab/ No Service)

C100.4 Facials & Hair Removal: To Gain Information And Knowledge Of Anatomy And To Give A Facial Massage Treatment Using Oils, Creams, Lotions , Or Other Preparations To Properly Protect The Client From Significant Damage And To Describe Chemicals, Implements And Techniques Used In Hair Removal. (35 Hours/ 15 Hours Lab – 10 Services)

C100.5 Hair Shaping: To Use Hair Shaping Implements And Supplies In Cutting The Clients Hair In A Requested Style(S) In Specific Times Between 15 And 30 Minutes. (125 Hours/ 75 Hours Lab – 75 Services)

C100.6 Scalp Treatments & Hair Care Rinses: Through Knowledge Of Anatomy, Provide A Beneficial Service Of Stimulation To Contribute To A Healthy Scalp And To Select A Specific Treatment That Will Improve The Appearance Of Client's Hair Following Proper Safety Precaution In Application Procedure. (10Hours/15 Hours – 45 Services)

C100.7 Shampoo & Rinses: To Understand The Chemistry Of Products And To Use Shampoo And Chemicals In Cleansing The Scalp And Hair In Preparation For Additional Hair Services. (75 Hours/25 Lab Hours – 50 Services)

C100.8 Arranging: To Arrange Client's Hair Into A Style Of The Clients' Choice Through The Development Of Dexterity, Coordination And Strength In Creating Designs And Patterns In The Hair. (75 Hours/ 200 Lab Hours – 300 Services)

C100.9 Hair Coloring: To Change The Client's Hair Color Through The Use Of Semi-Permanent And Lightening Products Following Proper Steps To Safeguard The Client In Giving The Desired Service. To Understand The Chemistry Of Color. (150 Hours/ 90 Lab Hours – 45 Services)

C100.10 Chemical Waving & Relaxing/Straightening: To Use Professional Implements In Waving And Relaxing The Hair To Make It More Manageable And Durable For The Client From One Style To Another. To Understand The Chemistry Of Permanent Waves And Relaxers. (70 Hours/ 130 Lab Hours – 65 Services)

C100.11 Manicure, Pedicure, & Nail Extensions: To Gain Professional Information To Give All Services To Clients By Using Proper Procedures, Use Of Implements And Proper Supplies. To Improve The Appearance Of Their Hands And Feet By Following Proper Safety Precautions. (15 Hours/ 35 Lab Hours = 20 Services)

C100.12 Career Development & Salon Management: To Learn The Basic Principles Needed To Own And Operate A Salon As A Successful Business. (46 Hours/O Lab Hours/O Services)

Graduation

Please Refer To Page 10 For The Grading System And Page 13 For The Graduation Requirements.

Cosmetologist: After The Completion Of The Required 1200 Hours And Satisfactory Passing With Practical And Written Examinations With At Least 75%, (See Early Graduation), A Diploma Will Be Issued To The Student. The Student Will Then Be Eligible For The Florida Board Of Cosmetology Exam 21F-24-.02, After Registration And Payment Of The \$63.50 Examination And License Fee. Students Are Responsible For State Application Fee As Well As Testing Fees. After Passing The Florida Board Exam, A Student Is Duly Licensed To Practice In The State Of Florida. Passing Score For The Florida State Board Exam Is 75%. A Social Security Card Is Required For State Licensure And Applicants Must Submit Answers To Criminal Background Questions On State Application.

Early Graduation Requirements

Student's May Challenge State Board Provide They Meet The Criteria Set Forth By The Board Of Cosmetology. 1000 Hours Must Be Completed. If Student Dosen't Pass State Board Exam On

The First Attempt They Must Complete 200 Hours Of Training Inorder To Retest With The Board Of Cosmetology. Student Will Be Responsible For Paying The Full Tution If They Challenge State Board. Student Will Also Be Responsible For Paying A Prorated Portion Of The 200 Hours.

Barber Stylist

(SOC 39-5011)

(Program Code#01)

(CIP Code 12.0402)

1200 HOURS* (Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction)

Educational Objectives & Program Descriptions

The Objective In The Barber Program Is To Train The Student In The Skills Needed To Meet The Competencies For Examination By The Florida State Board Of Barbering And Prepare The Student For Employment In The Various Avenues Of The Field Such As: Hair Cutter, Stylist, Colorist, Salon Manager Or Owner. The Barber Stylist Program Shall Include Leaning How To Shampoo, Color, Relax, And Straighten Hair Anlong With Shaving, Facials, Scalp Treatments And The Care And Styling Of Wigs.

Each Of The Objectives Listed Will Be Covered In Theory And Practical Instruction.

Instructional Methods Used Throughout The Course Include Lecture, Hands

On And Visual Aids Such As Dvd's And Internet Resources, And Learning Management System

*One Clock Hour Consists Of 50 Minutes Of Instruction With Access To An Instructor Plus Appropriate Breaks.

Outline

B200.1 Florida Laws & Rules: To Present An Overview Of Barber Rules And Regulations In Relation To Consumer Protection For Both Health And Economic Matters. Also To Understand The Modes Of Transmission, Infection Control, Procedures, Clinical Management And Prevention Of Hiv And Aids. (75 Theory/75 Lab Hours – No Services)

B200.2 Safety, Sanitation & Sterilization: To Use Chemical Agents To Sanitize Implements And Equipment In The School To Promote And Protect Good Health In The Community. (200 Hours/ 125 Lab Hours – No Service)

B200.3 Hair Structure & Chemistry: To Present An Overview Of The Structure Of The Hair And Effects Of Chemistry As It Relates To Hair And Products Used. (50 Hours/o Lab –No Services)

B200.4 Hair Cutting: To Use Various Hair Cutting Implements And Supplies In Cutting The Clients Hair In A Requested Style(S) In Specific Times Between 15 And 30 Minutes. Techniques

Include Taper Cuts And Style Cuts (To Include Blow Drying). (50 Hours/150 Lab Hours – 300 Services)

B200.5 Shampoos: To Use Shampoo And Other Cleaning Agents To Cleanse The Scalp And Hair In Preparation For Additional Hair Services. (15 Hours/ 60 Lab Hours– 50 Services)

B200.6 Chemical Services: To Change The Structure Of The Hair Through The Use Of Chemicals Such As Relaxers, Permanent Waves And Curls To Create A New Style And To Make Hair More Manageable And Durable For Clients To Change From One Style To Another. To Change The Client's Hair Color Through The Use Of Semi-Permanent, Permanent And Lightening Products Following Proper Steps To Safeguard The Client In Giving The Proper Service. (135 Hours/ 215 Lab Hours – 105 Services)

B200.7 Shaving, Beard & Mustache Trimming: To Use Various Implements In The Grooming And Styling Of Beards, Mustaches, And Facial Hair. (25 Hours/ 25 Lab Hours – 25 Services)

Graduation

Please Refer To Page 10 For The Grading System And
Page 13 For The Graduation Requirements.

Barbers:

After The Completion Of The Required 1200 Hours And Satisfactory Passing A Practical And Written Examination With At Least 75%, (See Early Graduation), A Diploma Will Be Issued To The Student. The Student Will Then Be Eligible For The Florida Board Of Barber Exam 61G3-16.001, After Registration And Payment Of \$223.50, If Applying Between April 1st Of Even Years Through July 31st Of Odd Years; Or \$176.50 If Applying Between August 1st Of Odd Years Through March 31st Of Even Years, Examination And Registration Fee. Students Are Responsible For State Application Fee As Well As Testing Fees. After Passing The Florida Board Exam, Student Is Duly Licensed To Practice In The State Of Florida. Passing Score For The Exam Is 75%.. A Social Security Card Is Required For State Licensure And Applicants Must Submit Answers To Criminal Background Questions On State Application.

Early Graduation Requirements

Student's May Challenge State Board Provide They Meet The Criteria Set Forth By The Barber Board. 1000 Hours Must Be Completed. If Student Dosen't Pass State Board Exam On The First Attempt They Must Complete 200 Hours Of Training Inoder To Retest With The Barber Board. Student Will Be Responsible For Paying The Full Tution If They Challenge State Board. Student Will Also Be Responsible For Paying A Prorated Portion Of The 200 Hours.

Nail Technology

(SOC 39-5090)

(Program Code #01)

(CIP Code 51.3501)

240 Hours*(Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction)

Educational Objective & Program Description

The Objective In The Nail Technology Program Is To Train The Student In The Skills Needed To Meet The Competencies And Prepare The Student For Employment In The Various Avenues In The Field Such As: Nail Technician, Salon Manager Or Owner. The Student Will Learn Safety And Sanitation, Proper Use Of Manicuring Implements, Supplies, Sanitation Procedures, Artificial Nails, Florida Law And Hiv/Aids.

Each Of The Objectives Listed Will Be Covered In Theory And Practical Instruction.

Instructional Methods Used Throughout The Course Include Lecture, Hands

On And Visual Aids Such As Dvd's And Internet Resources, And Learning Management System

*One Clock Hour Consists Of 50 Minutes Of Instruction With Access To An Instructor Plus Appropriate Breaks.

Outline

N300.1 Manicuring: To Gain Professional Information To Give All Services To Clients By Using Proper Procedures, Use Of Implements And Proper Supplies. Also Improve The Appearance Of Hands By Following Proper Safety Precautions. (20 Services – 20 Lab Hours)

N300.2 Pedicuring: To Gain Professional Information To Give All Services To Clients By Using Proper Procedures, Use Of Implements And Proper Supplies. Also Improve The Appearance Of Feet By Following Proper Safety Precautions. (10 Services – 10 Lab Hours)

N300.3 Polishing & Nail Art: Learning Designs, French, And American Polish Styles. (10 Services – 5 Lab Hours)

N300.4 Tips With Overlay: To Apply Artificial Nails Using Tips With An Acrylic Overlay. (15 Services – 37.5 Lab Hours)

N300.5 Sculpting: Application Of Artificial Nails Using A Form. (15 Services – 37.5 Lab Hours)

N300.6 Nail Wraps And/Or Mending: Working With Silks To Wrap Or Repair Nails. (10 Services – 15 Lab Hours)

N300.7 Fill Ins: Procedure To Fill In Acrylic Nails. (10 Services – 10 Lab Hours)

N300.8 Artificial Nail Removal: Procedure To Safely Remove Artificial Nails. (5 Services – 5 Lab Hours)

N300.9 Sanitation: Understanding Bacteria, Disinfectants And Use, Cleanliness. (4 Theory Hours)

N300.10 Ethics: Records, Owning Or Operating A Salon. (2 Theory Hours)

N300.11 Nail Theory: Any And All Related Subjects Including Nail Disorders And Diseases. (85 Theory Hours)

N300.12 Florida Law: To Present An Overview Of Cosmetology Law Hiv/Aids And Rules And Regulations In Relation To Consumer Protection For Both Health And Economic Matters (5 Theory Hours – No Service)

N300.13 Hiv/Aids: To Understand The Modes Of Transmission, Infection Control, Procedures, Clinical Management And Prevention Of Hiv And Aids (4 Theory Hours – No Service)

Graduation

Please Refer To Page 10 For The Grading System And
Page 13 For The Graduation Requirements.

Nail Technician:

After Completion Of The Required 240 Hours And Services, And Satisfactory Passing Of Both Practical And Written Examinations With At Least 75%, A Diploma Will Be Issued To The Student. The Student Will Then Be Eligible To Register With The Department Of Professional Regulation For The Nail Technician Specialty. The Registration Fee Is \$75.00. Students Are Responsible For State Application Fee. A Social Security Card Is Required For State Licensure And Applicants Must Submit Answers To Criminal Background Questions On State Application.

Skin Care

(SOC 39-5094)

(Program Code #01)

(CIP Code 12.0409)

300 Hours (Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction)

Educational Objective & Program Outline

The Objective Of The Skin Care Program Is To Gain Information And Knowledge To Give A Facial Massage Treatment Using Oils, Creams, Lotions, Or Other Preparations To Properly Protect The Client From Significant Damage And To Describe Chemicals, Implements And Techniques Used In Hair Removal.

The Performance Objective Is To Use The Materials And Equipment Required To Give Facials And To Perfect Procedures And Manipulations: To Use The Proper Steps And Safety Precautions In Giving Facial Treatments For Varied Types Of Skin; To Analyze And Correct Improper Brow Shaping; And To Remove Superfluous Hair On The Head, Face, Or Neck Through Epilation And/ Or Depilatory, Excluding Electrolysis.

The Course Includes The Study Of Skin And Its Functions, Disorders, Landmarks, Treatments, Of Skin Types, Massage, Wax, Tweezing, Sanitation, Florida Law, And Hiv/Aids
Each Of The Objectives Listed Will Be Covered In Theory And Practical Instruction.

Instructional Methods Used Throughout The Course Include Lecture, Hands

On And Visual Aids Such As Dvd's And Internet Resources, And Learning Management System

*One Clock Hour Consists Of 50 Minutes Of Instruction With Access To An Instructor Plus Appropriate Breaks.

Outline

S400.1 Skin Care, Diseases And Disorders: To Explain The Structure And Function Of Skin. Also, To Describe Diseases Of The Glands And To Recognize Lesions. (85 Theory Hours)

S400.2 Facials: Facial Techniques And Contradictions. (66 Theory Hours – 40 Services, 40 Lab Hours)

S400.3 Product Knowledge: To Describe Products Used And The Purpose And Chemistry Of Each. (8 Theory Hours)

S400.4 Lash And Brow Tinting: (5 Lab Hours – 10 Services)

S400.5 Eyelash Application: Including Strip Eyelashes, Individual Eyelashes And Semi-Permanent. (10 Services, 10 Lab Hours)

S400.6 Make-Up: To Apply Make-Up For Both Day And Nighttime Looks. (2 Theory Hours – 10 Services, 5 Lab Hours)

S400.7 Manual Extractions: Clearing A Clogged Or Compacted Pore By Manual Or Mechanical Means. (1.25 Lab Hours – 5 Services)

S400.8 Hair Removal: To Describe The Proper Steps In Removing Hair Through Tweezing, Threading, Sugaring, And Waxing. (2.5 Theory Hours – 20 Services, 5 Lab Hours)

S400.9 Safety And Electricity: To Understand The Safety Precautions To Follow And The Use And Set Up Of Electrical Apparatus In Hair Removal. (8 Theory Hours – 5 Services, 1.25 Lab Hours)

S400.10 Body Treatments: Learning Techniques Using Wraps And Mud. (5 Theory Hours – 5 Services, 15 Lab Hours)

S400.11 Microdermabrasion: Learning Exfoliation Using A Machine. (5 Theory Hours – 5 Services, 15 Lab Hours)

S400.12 Sanitation: Understanding Bacteria, Disinfectants And Use, Cleanliness. (10 Theory Hours)

S400.13 Ethics/Salon Management: Records, Owning Or Operating A Salon. (2 Theory Hours)

S400.14 Florida Law: Present An Overview Of Cosmetology Law Hiv/Aids And Rules And Regulations In Relation To Consumer Protection For Both Health And Economic Matters (5 Theory Hours)

S400.15 Hiv/Aids: To Understand The Modes Of Transmission, Infection Control, Procedures, Clinical Management And Prevention Of Hiv And Aids (4 Theory Hours)

Graduation

Please Refer To Page 10 For The Grading System And
Page 13 For The Graduation Requirements.

Skin Care:

After The Completion Of The Required 300 Hours, 50 Services And Satisfactory Passing Both The Written And Practical Examinations With At Least A 75%, A Diploma Will Be Issued. The Student Will Then Be Eligible To Register With The Department Of Professional Regulations For The Skin Care Specialty. The Registration Fee Is \$75.00. Students Are Responsible For State Application Fee. A Social Security Card Is Required For State Licensure And Applicants Must Submit Answers To Criminal Background Questions On State Application.

Full Specialist

(Program Code #01)

(CIP Code 12.0499)

600 Hours* (Clock Hour means a period of 60 minutes with a minimum of 50 minutes of instruction)

Educational Objective & Program Description

The Objective In The Full Specialist Program Is To Train The Student In The Skills Needed To Meet The Competencies In The Workforce And Prepare The Student To Seek Employment In The Various Salons And Spas Or To Become A Salon Manager Or Owner. The Course Includes The Study Of Skin And Its Functions, Disorders, Glands, Treatment Of Skin Types, Massage, Waxing, Tweezing, Proper Use Of Manicuring Implements, Supplies, Procedures, Artificial Nails, Sanitation, Florida Law And Hiv/Aids.

Each Of The Objectives Listed Will Be Covered In Theory And Practical Instruction.

Instructional Methods Used Throughout The Course Include Lecture, Hands

On And Visual Aids Such As Dvd's And Internet Resources, And Learning Management System

*One Clock Hour Consists Of 50 Minutes Of Instruction With Access To An Instructor Plus Appropriate Breaks.

Outline

Fs800.1 Manicuring: To Gain Professional Information To Give All Services To Clients By Using Proper Procedures, Use Of Implements And Proper Supplies. Also Improve The Appearance Of Hands By Following Proper Safety Precautions. (20 Services – 20 Lab Hours)

Fs800.2 Pedicuring: To Gain Professional Information To Give All Services To Clients By Using Proper Procedures, Use Of Implements And Proper Supplies. Also Improve The Appearance Of Feet By Following Proper Safety Precautions. (10 Services – 10 Lab Hours)

Fs800.3 Polishing & Nail Art: Learning Designs, French, And American Polish Styles. (10 Services – 5 Lab Hours)

Fs800.4 Tips With Overlay: To Apply Artificial Nails Using Tips With An Acrylic Overlay. (15 Services – 37.5 Lab Hours)

Fs800.5 Sculpting: Application Of Artificial Nails Using A Form. (15 Services – 37.5 Lab Hours)

Fs800.6 Nail Wraps And/Or Mending: Working With Silks To Wrap Or Repair Nails. (10 Services – 15 Lab Hours)

Fs800.7 Fill Ins: Procedure To Fill In Acrylic Nails. (10 Services – 10 Lab Hours)

Fs800.8 Artificial Nail Removal: Procedure To Safely Remove Artificial Nails. (5 Services – 5 Lab Hours)

Fs800.9 Nail Theory: Any And All Related Subjects Including Nail Disorders And Diseases. (85 Theory Hours)

Fs800.10 Skin Care, Diseases And Disorders: To Explain The Structure And Function Of Skin. Also, To Describe Diseases Of The Glands And To Recognize Lesions. (85 Theory Hours)

Fs800.11 Facials: Facial Techniques And Contradictions. (66 Theory Hours – 40 Services, 40 Lab Hours)

Fs800.12 Product Knowledge: To Describe Products Used And The Purpose And Chemistry Of Each. (8 Theory Hours)

Fs800.13 Lash And Brow Tinting: (5 Theory Hours – 10 Services)

Fs800.14 Eyelash Application: Including Strip Eyelashes, Individual Eyelashes And Semi-Permanent. (10 Services, 10 Lab Hours)

Fs800.15 Make-Up: To Apply Make-Up For Both Day And Nighttime Looks. (2 Theory Hours – 10 Services, 5 Hours)

Fs800.16 Manual Extractions: Clearing A Clogged Or Compacted Pore By Manual Or Mechanical Means (1.25 Hours – 5 Services)

Fs800.17 Hair Removal: To Describe The Proper Steps In Removing Hair Through Tweezing & Waxing. (2.5 Theory Hours – 20 Services, 5 Lab Hours)

Fs800.18 Safety And Electricity: To Understand The Safety Precautions To Follow And The Use And Set Up Of Electrical Apparatus In Hair Removal. (8 Theory Hours – 5 Services, 1.25 Lab Hours)

Fs800.19 Body Treatments: Learning Techniques Using Wraps And Mud. (5 Theory Hours – 5 Services, 15 Lab Hours)

Fs800.20 Microdermabrasion: Learning Exfoliation Using A Machine. (5 Theory Hours – 5 Services, 15 Lab Hours)

Fs800.21 Sanitation: Understanding Bacteria, Disinfectants And Use, Cleanliness. (14 Theory Hours)

Fs800.22 Ethics: Records, Owning Or Operating A Salon. (4 Theory Hours)

Fs800.23 Florida Law: To Present An Overview Of Cosmetology Law Hiv/Aids And Rules And Regulations In Relation To Consumer Protection For Both Health And Economic Matters (10 Theory Hours – No Services)

Fs800.24 Hiv/Aids: To Understand The Modes Of Transmission, Infection Control, Procedures, Clinical Management And Prevention Of Hiv And Aids (4 Theory Hours – No Services)

Fs800.25 Business & Career Development: In Addition To Salon Ethics, Resume Writing, Interviewing Skills, Receptionist Skills, Salon Management. (64 Theory Hours – No Services)

Graduation

Please Refer To Page 10 For The Grading System And
Page 13 For The Graduation Requirements.

Full Specialist:

After Completion Of The Required 600 Hours And Services, And Satisfactory Passing Of Both Practical And Written Examinations With At Least 75%, A Diploma Will Be Issued To The

Student. The Student Will Then Be Eligible To Register With The Department Of Professional Regulation For The Full Specialist. The Registration Fee Is \$75.00. Students Are Responsible For State Application Fee. A Social Security Card Is Required For State Licensure And Applicants Must Submit Answers To Criminal Background Questions On State Application. A Social Security Card Is Required For State Licensure And Applicants Must Submit Answers To Criminal Background Questions On State Application

Satisfactory Academic Progress Policy

The Satisfactory Academic Policy Is Consistently Applied To All Students Enrolled At The School. It Is Printed In The Catalog To Ensure That All Students Receive A Copy Prior To Enrollment. The Policy Complies With The Guidelines Established The Federal Regulations Established By The United States Department Of Education.

Evaluation Periods

Students Are Evaluated For Satisfactory Academic Progress As Follows:

Barber Stylist/Cosmetology	1200 Clocked (Actual) Hours
Skin Care	300 Clocked (Actual) Hours
Nail Technology	240 Clocked (Actual) Hours
Full Specialist/Massage	600 Clocked (Actual) Hours

***Transfer Students** – The Established Evaluation.

Evaluations Will Determine If The Student Has Met The Minimum Requirements For Satisfactory Academic Progress. The Frequency Of Evaluations Ensures That Students Have Had At Least One Evaluation In The Course.

Attendance Progress Evaluations

Students Are Required To Attend A Minimum Of 67% Of The Hours Possible Based On The Applicable Attendance Schedule In Order To Be Considered Maintaining Satisfactory Attendance Progress. Evaluations Are Conducted At The End Of Every Evaluation Period To Determine If The Student Has Met The Minimum Requirements. The Attendance Percentage Is Determined By Dividing The Total Hours Accrued By The Total Number Of Hours Scheduled. At The End Of The Evaluation Period, The School Will Determine If The Student Has Maintained A 67% Cumulative Attendance Since The Beginning Of The Course Which Indicates That, Given The Same Attendance Rate, The Student Will Graduate Within The Maximum Time Frame Allowed.

Maximum Time Frame

The Maximum Time (Which Does Not Exceed 150% Of The Course Length) Allowed To Complete Each Course At Satisfactory Academic Progress Is Stated Below:

Course Weeks	Course Hours	Hours Per Week	Minimum Weeks	Maximum
Cosmetology	1200	Ft	30	40
		$\frac{3}{4}$	24	50
85		Pt	16	75
116				
Barber Stylist	1200	Ft	30	40
		$\frac{3}{4}$	24	50
82		Pt	16	75
116				

Maximum Time Frame Cont...

Nail Technology	240	Ft	30	8	12
		$\frac{3}{4}$	24	10	
16		Pt	12	20	
30					
Skin Care	300		16	19	32
Full Specialist	600	Ft	34	19	41
		Pt	16	38	
58					

The Maximum Time Allowed For Transfer Students Who Need Less Than The Full Course Requirements Or Part-Time Students Will Be Determined Based On 67% Of The Scheduled Contracted Hours.

Students Who Have Not Completed The Course Within The Maximum Time Frame May Continue As A Student At The Institution However They Must Pay 15.00 Per Hour For Each Hour Not Completed By Graduation Date Unless Extenuating Circumstances Have Been Evaluated And Accepted.

Academic Progress Evaluations

The Qualitative Element Used To Determine Academic Progress Is A Reasonable System Of Grades As Determined By Assigned Academic Learning. Students Are Assigned Academic Learning And A Minimum Number Of Practical Experiences. Academic Learning Is Evaluated After Each Unit Of Study For All Programs Over 450 Hours. Practical Assignments Are Evaluated As Completed And Counted Toward Course Completion Only When Rated As Satisfactory Or Better (The Computer System Will Reflect Completion Of The Practical Assignment As 100% Rating). If The Performance Does Not Meet Satisfactory Requirements, It Is Not Counted And The Performance Must Be Repeated. For All Programs Over 450 Hours, At Least One Comprehensive Practical Skills Evaluation Will Be Conducted During The Course Of Study. Practical Skills Are Evaluated According To Text Procedures And Set Forth In Practical Skills Evaluation Criteria Adopted By The School. Students Must Maintain A Written Grade Average Of 75% And Pass A Final Written And Practical Exam Prior To Graduation. Students Must Make Up Failed Or Missed Tests And Incomplete Assignments. Numerical Grades Are Considered According To The Following Scale:

90 – 100	A	Excellent
80 – 89	B	Very Good
75 – 79	C	Satisfactory
74 And Below		Unsatisfactory

Determination Of Progress Status

Students Meeting Minimum Requirements For Academics And Attendance At The Evaluation Point Are Considered To Be Making Satisfactory Academic Progress Until The Next Scheduled Evaluation. Students May Receive A Hard-Copy Of Their Satisfactory Academic Progress Determination At The Time Of Each Of The Evaluations. Students Deemed Not Maintaining Satisfactory Academic Progress May Be Terminated, Unless The Student Is On Warning Or Has Prevailed Upon Appeal Resulting In A Status Of Probation.

Warning

Students Who Fail To Meet Minimum Requirements For Attendance Or Academic Progress Are Placed On Warning And Considered To Be Making Satisfactory Academic Progress While During The Warning Period. The Student Will Be Advised In Writing On The Actions Required To Attain Satisfactory Academic Progress By The Next Evaluation. If At The End Of The Warning Period, The Student Has Still Not Met Both The Attendance And Academic Requirements, He/She May Be Terminated

Probation

Students Who Fail To Meet Minimum Requirements For Attendance Or Academic Progress After The Warning Period Will Be Placed On Probation And Considered To Be Making Satisfactory Academic Progress While During The Probationary Period, If The Student Appeals The Decision, And Prevails Upon Appeal. Additionally, Only Students Who Have The Ability To Meet The Satisfactory Academic Progress Policy Standards By The End Of The Evaluation Period May Be Placed On Probation. Students Placed On An Academic Plan Must Be Able To Meet Requirements Set Forth In The Academic Plan By The End Of The Next Evaluation Period. Students Who Are Progressing According To Their Specific Academic Plan Will Be Considered Making Satisfactory Academic Progress. The Student Will Be Advised In Writing Of The Actions Required To Attain Satisfactory Academic Progress By The Next Evaluation. If At The End Of The Probationary Period, The Student Has Still Not Met Both The Attendance And Academic Requirements Required For Satisfactory Academic Progress Or By The Academic Plan, He/She Will Be Determined As Not Making Satisfactory Academic Progress And, If Applicable, Students Will Be Terminated

Re-Establishment Of Satisfactory Academic Progress

Students May Re-Establish Satisfactory Academic Progress, As Applicable, By Meeting Minimum Attendance And Academic Requirements By The End Of The Warning Or Probationary Period.

Interruptions, Course Incomplete's, Withdrawals

If Enrollment Is Temporarily Interrupted For A Leave Of Absence, The Student Will Return To School In The Same Progress Status As Prior To The Leave Of Absence. Hours Elapsed During A Leave Of Absence Will Extend The Student's Contract Period And Maximum Time Frame By The Same Number Of Days Taken In The Leave Of Absence And Will Not Be Included In The Student's Cumulative Attendance Percentage Calculation. Students Who Withdraw Prior To Completion Of The Course And Wish To Re-Enroll Will Return In The Same Satisfactory Academic Progress Status As At The Time Of Withdrawal.

Appeal Procedure

If A Student Is Determined To Not Be Making Satisfactory Academic Progress, The Student May Appeal The Determination Within Ten Calendar Days. Reasons For Which Students May Appeal A Negative Progress Determination Include Death Of A Relative, An Injury Or Illness Of The Student, Or Any Other Allowable Special Or Mitigating Circumstance. The Student Must Submit

A Written Appeal To The School On The Designated Form Describing Why They Failed To Meet Satisfactory Academic Progress Standards, Along With Supporting Documentation Of The Reasons Why The Determination Should Be Reversed. This Information Should Include What Has Changed About The Student's Situation That Will Allow Them To Achieve Satisfactory Academic Progress By The Next Evaluation Point. Appeal Documents Will Be Reviewed And A Decision Will Be Made And Reported To The Student Within 30 Calendar Days. The Appeal And Decision Documents Will Be Retained In The Student's File. If The Student Prevails Upon Appeal, The Satisfactory Academic Progress Determination Will Be Reversed And The Student Will Be Allowed To Remain In School

Noncredit, Remedial Courses, Repetitions

Noncredit, Remedial Courses, And Repetitions Do Not Apply To This Institution. Therefore, These Items Have No Effect Upon The School's Satisfactory Academic Progress Standards.

Transfer Hours

With Regard To Satisfactory Academic Progress, A Student's Transfer Hours Will Be Counted As Both Attempted And Earned Hours For The Purpose Of Determining When Allowable Maximum Time Frame Has Been Exhausted.

Refund Policy – Notice Of Cancellation

For Applicants Who Cancel Enrollment Or Students Who Withdraw From Enrollment A Fair And Equitable Settlement Will Apply. The Following Policy Will Apply To All Terminations For Any Reason, By Either Party, Including Student Decision, Course Or Program Cancellation, Or School Closure. Any Monies Due The Applicant Or Students Will Be Refunded Within 30 Days Of Official Cancellation Or Last Date Of Attendance Of The Student. Official Cancellation Or Withdrawal Shall Occur On The Earlier Of The Dates That:

1. An Applicant Is Not Accepted By The School. The Applicant Shall Be Entitled To A Refund Of All Monies Paid.
2. A Student (Or In The Case Of A Student Under Legal Age, His/Her Parent Or Guardian) Cancels His/Her Enrollment In Writing Or In Person Within Three Business Days Of Signing The Enrollment Agreement. In This Case All Monies Collected By The School Shall Be Refunded, Regardless Of Whether Or Not The Student Has Actually Started Classes.

3. A Student Cancels His/Her Enrollment After Three Business Days Of Signing The Contract But Prior To Starting Classes. In These Cases He/She Shall Be Entitled To A Refund Of All Monies Paid To The School Less The Registration Fee In The Amount Of \$100.

4. A Student Notifies The Institution Of His/Her Withdrawal In Writing.

5. A Student On An Approved Leave Of Absence Notifies The School That He/She Will Not Be Returning. The Date Of Withdrawal Shall Be The Earlier Of The Date Of Expiration Of The Leave Of Absence Or The Date The Student Notifies The Institution That The Student Will Not Be Returning.

6. A Student Is Expelled By The School. (Unofficial Withdrawals Will Be Determined By The Institution By Monitoring Attendance At Least Every 30 Days.)

7. In Type 2, 3, 4 Or 5, Official Cancellations Or Withdrawals, The Cancellation Date Will Be Determined By The Postmark On The Written Notification, Or The Date Said Notification Is Delivered To The School Administrator Or Owner In Person. The Last Date Of Attendance Can Be An Official Cancellation Date If Notified On That Day.

- Cancellations After Attendance Has Begun Up To And Including 40% Completion Of The Program, Will Result In A Pro Rata Refund Computed On The Number Of Scheduled Hours To Be Completed Up To The Last Date Of Attendance Plus The Amount For Textbooks, Kit, Lab Fee And Educational Materials Issued And Accepted By The Student, Plus The Registration/Enrollment Fee, And Plus A Termination Fee Of \$150. More Than 40% Program Completion Will Result In No Refund.
- All Refunds Will Be Calculated Based On The Students Last Date Of Attendance. Any Monies Due To The Student Who Withdraws Shall Be Refunded Within 30 Days Of The Determination Date That A Student Has Withdrawn, Whether Officially Or Unofficially. The Date Of Determination May Also Be The Last Date Of Attendance Provided Notification Is Given On That Day. In The Case Of Disabling Illness Or Injury, Death In The Student's Immediate Family Or Other Documented Mitigating Circumstances, A Reasonable And Fair Refund Settlement Will Be Made. If The School Permanently Closes Or No Longer Offering Instruction After A Student Has Enrolled, The School Will Provide A Full Refund Of All Monies Paid Or Completion Of The Course At A Later Time.
- Or Provide Course Completion Through A Pre-Arranged Teach Out Agreement With Another Institution. If The Course Is Canceled Subsequent To A Student's Enrollment And Or Before The Course Or Program Has Begun, The School Will Either Provide A Full Refund Of All Monies Paid Or Completion Of The Course At A Later Time.
- Students Who Withdraw Or Terminate Prior To Course Completion Are Charged A Cancellation Or Administrative Fee Of \$150.00. This Refund Policy Applies To Tuition And Fees Charged In The Enrollment Agreement. Other Miscellaneous Charges The Student May Have Incurred At The Institution (Eg: Extra Kit Materials, Books, Products, Unreturned School Property, Etc.) Will Be Calculated Separately At The Time Of Withdrawal. All Fees Are Identified In The Catalog And In This Enrollment Agreement.
- If A School Cancels A Course And/Or Program And Ceases To Offer Instruction After Student Has Enrolled And Instruction Has Begun, The School Shall At Its Option:

- a) Provide Completion Of Course Or Program.
- b) Participate In Teach Out.
- c) Provide A Full Refund Of All Monies Paid

Class Cancellation Policy

The School Has The Right To Cancel Any Class Offered Seven (7) Days Prior To Schedule Start Date Due To Non-Sufficient Enrollment For That Class. A Full Refund Will Then Be Issued To The Student.

Reentry

A Student Who Has Been Canceled Or Been Terminated And Desires To Reenter The Program Of Study Must Notify The School, Meet With The Director And Show Cause Why He/She Should Be Reinstated. The Decision Of The Director Is Final. A Re-Enrollment Fee Will Be Charged.

Payments

Tuition And Fees Are Due And Payable In Full The First Day Of Classes; However, The Student At The School's Option May Pay A Registration Fee And Down Payment. The Balance Will Be Paid In Monthly Or Weekly Installments Until All Tuition And Fees Are Paid In Full As Specified On The Enrollment Contract. If A Tuition Payment Is More Than 3 Business Days Late From The Original Due Date, A Late Charge In The Amount Of 10% Of The Payment Due Will Be Added To The Payment.

All Payments Are Due According To Your Enrollment Contract And Paid In Full Prior To Graduation. Any Student Not Completing The Prescribed Program, In The Time Allowed Per Contract, Other Than Extenuating Circumstances, Will Be Charged An Additional Rate Of \$15.00 Per Hour For All The Hours Needed To Complete Their Program. Payments May Be Made By Cash, Check, Money Order, Or Credit Cards,

Enrollment Agreement

Upon Enrollment The Student Agrees To Attend Classes Regularly As Scheduled By The School, To Prepare All Lessons And Perform All Duties, To Abide By The Rules And Regulations Of The School And To Fulfill Their Responsibilities As Per The Enrollment Agreement. Enrollment Time Is Defined As The Time Elapsed Between The Actual Starting Date And The Date Of The Student's Last Physical Day Of Attendance In School, Regardless Of The Time Actually Spent In Class.

Housing

The School Does Not Have Its Own Dormitories, But Will Assist Students With A List Of The Housing Facilities Within The School's Vicinity

Starting Classes / Holidays

Florida Dermal Institute Schedules Classes 7 Days A Week. **We Have Open Enrollment For All Of Our Programs (Your Class Begins When You Register)** Schedules For Programs Vary.

The Following Holidays Florida Dermal Institute Will Be Closed: Thanksgiving, Christmas Through New Year's Day, Fourth Of July, Memorial Day And Labor Day. **A Student May Enter The Programs Year Round.** The Date Of Completion Is Determined By The Start Date, Program Length And Scheduled Hours.

Rules And Regulations

1. All Students Must Obey All Rules Of Personal Hygiene, Sanitation, And Personal Conduct.
2. Students Must Be In The Classroom And Prepared To Begin Promptly At The Scheduled Time.
3. Tuition Payments Are Expected Without The Student Being Reminded And Made On The Same Time Each And Every Week Or Month.
4. A Phone Call Is Required Whenever A Student Is Going To Be Late Or Absent.
5. Visitors Are Not Permitted Past The Lobby.
6. Students Will Be Allowed Personal Services Only With The Permission Of The Instructor.
7. Gum Chewing Is Not Permitted.
8. All Breaks Are Given At The Discretion Of The Instructor.
9. No Eating In The School.
10. Students Must Perform Assigned Duties From The Daily Roster In Compliance With Sanitation And Sterilization Regulations. Each Student Is Responsible For His Or Her Work Area. Stations Are To Be Cleaned And Sanitized At The End Of The Day And All Equipment Removed Daily.
11. All Equipment And Supplies Used At The School Must Be School Approved.
12. Each Student Is Responsible For His Or Her Own Equipment. Misuse Of Another Person's Belongings Or Use Of Items Without Permission Will Not Be Tolerated. The School Is Not Responsible For Theft. Monitor Your Own Equipment.
13. School Attire: White Scrubs Are Required For All Students
14. Shoes Must Be Worn. No Shower Shoes.
15. Students Will Always Conduct Themselves In A Professional Manner. No Profanity, Insubordination, Or Refusal Of Any Assignment Will Be Tolerated.
16. Students Are Encouraged To Seek Counsel With A Staff Member In The Event Of A Personal Or Academic Problem Which Could Affect Their Behavior Or Performance.
17. Students Who Are Absent Are Expected To Make Up All Work And Assignments Before Graduation. These Assignments Are To Be Obtained From The Instructor. Make Up Hours Are At The Discretion Of The School.

18. Tardiness: Any Student Who Accumulates 3 Or More Tardiness Incidents In A Month May Be Counseled. Continual Tardiness Could Be Grounds For Termination.
19. Attendance/Class Cut/Make Up: Because A Contract Hour System Is Used, All Curriculum Hours Must Be Made Up Prior To Graduation. Students Must Remain 67 % Of Their Scheduled Hours As Per The Satisfactory Progress Policy. There Are No Class Cuts. Only Medical, Deaths Or Extenuating Circumstances Are Excused. All Other Reasons Are Unexcused.
20. If Any Student Should Have Any Grievances, They Can Be Brought To The Attention Of The School Director In Writing First. Secondly To The Commission For Independent Education. This Policy Is Also Posted On The School Bulletin Board. Additional Information Regarding This Institution May Be Obtained By Contacting The Commission For Independent Education. Student Must Follow The Order And Exhaust Each One Before Moving On To The Next. (See Pg 3 Of Catalog For Commission For Independent Education Contact Info)
21. Make Up Hours Are Available During Only Specified Time At The Discretion Of The School.
22. Our Training Requires Hands-On Participation In Our Clinic Area To Prepare You With Employable Skills. Participation Is Mandatory.

Grounds For Dismissal

1. Not Maintain Satisfactory Progress
2. Non Payment Of Tuition
3. Breaking Rules And Regulations
4. Continual Tardiness And Absence From Theory And Clinical Services.
5. Low Grade Due To Lack Of Effort After Special Tutoring And Counseling.
6. Using Profanity Or Involved In Immoral Conduct On Or Near School Premises.
7. Use Of Chemical Dependencies On Or Near The Vicinity Of The School Premises.
8. Signing Someone Else In Or Out On The Time Sheet.
9. Fighting On School Premises, Whether They Are Physical Or VerbaL.

Tuition/Books/Registration Fees

Cosmetology Program Fees(See Page 37 Of Catalog For Additional Program Costs)

* *Registration Fees Are Non-Refundable After 3 Business Days Of Signing The Enrollment Agreement.*

** Cima Beauty & Wellness For Milady Standard Cosmetology 24 Months \$375.00

TUITION	\$12,900.00
REGISTRATION FEE *	\$100.00

Barber Stylist Program Fees(See Page 37 Of Catalog For Additional Program Costs)

* Registration Fees Are Non-Refundable After 3 Business Days Of Signing The Enrollment Agreement.

** Cima Beauty & Wellness For Milady Standard Barbering 24 Months \$375.00

Isbn-10: 1305663993 Isbn-13: 9781305663992 \$255.95 ©2017

TUITION	\$12,900.00
Registration. Fee *	\$100.00

Nail Technology Program Fees(See Page 37 Of Catalog For Additional Program Costs)

* Registration Fees Are Non-Refundable After 3 Business Days Of Signing The Enrollment Agreement.

* Cima Beauty & Wellness For Milady Standard Nail Technology Book Bundle Isbn: 9780357812884 & Isbn-13: 9781337786621© 2021 Isbn: 9781337287739 \$375.00

TUITION	\$1700.00
Registration Fee *	\$100.00

Skin Care Program Fees(See Page 37 Of Catalog For Additional Program Costs)

* Registration Fees Are Non-Refundable After 3 Business Days Of Signing The Enrollment Agreement.

* Mindtap Esthetics For Milady Standard Esthetics: Fundamentals

Isbn-Isbn: 9780357479889 Isbn-Isbn: 9781337095143 Retail\$375.00 Copyright 2020

Tuition	\$2500.00
Registration Fee *	\$100.00

Full Specialist Program Fees (See Page 37 Of Catalog For Additional Program Costs)

* Registration Fees Are Non-Refundable After 3 Business Days Of Signing The Enrollment Agreement

** Books Used – Cima For Milady Standard Esthetics: Fundamentals Isbn-Isbn: 9780357479889 Isbn-Isbn:

9781337095143 Retail\$375.00 Copyright 2020 **In-House Textbook Includes Material On The Structure Of The Nails, Disorders And Diseases Of The Nails, Manicure And Pedicure Procedures,©2018

Tuition	\$5900.00
Registration Fee *	\$100.00

Makeup Hours Fees / Additional Fees

For All Programs Not Completed Within The Contracted Period, Other Than Extenuating Circumstances, An Additional Charge At The Rate Of \$15.00 Per Hour Will Be Charged. We Encourage Good Attendance. Other Fees May Include A Termination Fee Of \$150 Or A Change Of Contract Fee Of \$100.

Additional Program Costs

Student's Will Be Notified Of Any Cost Changes Made At This Institution

PROGRAM	Costs due to School						Additional Outside Costs to Student		
	TUITION	REG FEES	LAB FEES	Online Learning & Textbook	KIT*		SCRUBS*	Application to State of Florida for Licensing*	HIV/AIDs Class
COSMETOLOGY	\$12,900.00	\$100.00	\$400.00	\$375	\$750.00		\$25.00	\$63.50	\$15.00
BARBER STYLIST	\$12900.00	\$100.00	\$400.00	\$375	\$650.00		\$25.00	\$223.50	\$15.00
FULL SPECIALIST	\$5900.00	\$100.00	\$750.00	\$375 \$375	\$900.00		\$25.00	\$75.00	\$15.00
SKIN CARE	\$2500.00	\$100.00	\$450.00	\$375	\$650.00		\$25.00	\$75.00	\$15.00
NAIL TECHNOLOGY	\$1700.00	\$100.00	\$350.00	\$375	\$350.00		\$25.00	\$75.00	\$15.00

*Costs That **May** Be Associated With Programs. These Costs Are Not Specified On Enrollment Contract However Student Must Confirm By Signature Knowledge Of All Associated Program Costs Prior To Signing Enrollment Contract.

Books And Kits And Scrubs Can Be Purchased Through The School Or Obtained Outside Of The School By Each Student. Student Must Have Complete Kit, The Necessary Book And/Or Learning Management System, And Scrubs On Their First Day Of Class. Kits May Be Purchased Directly Through Sally's Beauty Supplies, Dermalogica, And Sunny's Nails. Books May Be Purchased Through Cengage Learning And Scrubs May Be Purchased Through Walmart.

State Licensing Costs

Refer To Catalog For State Requirements And Fees: Cosmetology; Pg16, Barber Stylist; Pg18, Nail Technology; Pg 20, Skin Care; 22, Full Specialist; Pg24. State Licensing Is Not Mandatory To Graduate However State Licensing Required To Work In The Fields Of Cosmetology, Barber Stylist, Full Specialist, Skin Care & Nail Technology In The State Of Florida.

The Kit, Books, And Scrubs Are A Separate Charge And Are Not Included Into The Cost Of Tuition. If Purchasing Books, Kits, Supplies Or Uniforms Through The School, All Sales Are Final And Non-Refundable After Attendance Has Begun. Students Are Not Required To Purchase Their Kit And Books Through The School. If They Chose Not To Purchase The Kits And Books Through The School, They Must Obtain All Necessary Items, Books And Supplies Prior To Starting Class.

Programs Which Exceed State Requirements

PROGRAM	Institution Hours	State Requirements	RATIONALE
Full Specialist	600	500	WE TEACH BODY WRAPPING AND ADVANCED SPA BUSINESS FOR BETTER EMPLOYABLE SKILLS
SKIN CARE	300	220	WE TEACH ADVANCED SKINCARE & BUSINESS FOR BETTER EMPLOYABLE SKILLS
NAIL TECHNOLOGY	240	120	WE TEACH ADVANCED NAIL TECHNOLOGY & BUSINESS FOR BETTER EMPLOYABLE SKILLS

Catalog Insert A

Faculty Listing

Staff	Positions	Licenses
Amanda Petrusa	Admissions Director Instructor: Cosmetology, Barber Stylist, Skin Care, Full Specialist, Nail Technology Diploma From Academy Of Career Training Bachelors Of Arts In Psychology From Rollins College	CI0224067 BB8897126
Maria Garcia (Substitute)	Instructor: Nails, Skin Care, & Full Specialist Diploma From Academy Of Career Training	Fv9581653 Fb9750679

Catalog Insert B**Hybrid Courses****Skin Care, Nail Technology, Cosmetology & Barber Stylist**

Hybrid courses (also known as blended courses) replace a portion of traditional face-to-face instruction with web-based online learning (e.g., video lectures, online discussions, or activities)

Student Records**Retention of Records:**

All records shall be retained indefinitely or submitted to Commission for Independent Education upon closure. The following records will be retained electrically and available for upon request to the Commission for Independent Education:

1. Prior Learning Transcripts For Which Credit Has Been Awarded Toward Program At Florida Dermal Institute
2. Institutional Transcript
3. Signed Enrollment Contract
4. Pre-Enrollment Receipt
5. Student Evaluations And Grade Sheet
6. Service Sheets

Equipment Requirements:

Students Enrolled In Hybrid Courses Must Have Access To The **Necessary Equipment** To Fulfill The Requirements Of Their Course.

Operating Systems

Windows – Windows 7, 8, 8.1, 10

Macintosh – macOS 10.13, 10.12 / OS X 10.10 -10.11 (High Sierra, Sierra, Yosemite, El Capitan)

Chrome – Chrome OS

Mobile – iOS 6+, Android (see below note for browsers)

Browsers

Windows – Firefox (latest and next-to-latest version), Chrome (latest and next-to-latest version), Internet Explorer 11 (For Win 7, 8.1, and 10 only; limited functionality may exist), Microsoft Edge 13-15

Macintosh – Firefox (latest and next-to-latest version), Chrome (latest and next-to-latest version), Safari 10.0+

Mobile – Safari 9+ (may provide limited functionality). Firefox and Chrome are valid browsers for Android use, however usage is too low to warrant functionality testing. Thus, Android devices are not officially supported at this time.

MindTap is browser-based and runs on a variety of browsers. When newer versions of a browser release, MindTap no longer supports the oldest version.

Consumer Information**Reporting Period July 1, 2021- June 30, 2022**

Graduation Rate	Placement Rate
98.81%	62.40%