



# **SCHOOL CATALOG 2017**

Volume 40  
*Effective May 2017*

Main Campus located in Colonial Center  
4387 Colonial Boulevard | Fort Myers, FL 33966

[www.florida-academy.edu](http://www.florida-academy.edu)

239.489.2282 or 800.324.9543

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# **Florida Academy Welcomes You!**

Welcome to Florida Academy where, as you will witness during your time with us, our goal is to see each of our students succeed in their field of choice. Florida Academy prides itself on preparing students for success in various industries where there is proven growth. Indeed, by enrolling at Florida Academy you are preparing yourself for a lifetime of opportunity.

We know that you have many choices when it comes to your education, and we want to take a moment to thank you for choosing Florida Academy. In career education, reputation matters, and since our founding in 1990, Florida Academy's reputation is strong. There's a reason we are an award-winning school. We provide up-to-date and current educational and teaching methods, and hope you enjoy spending time in our modern classrooms and laboratory facilities.

We take great pride in the quality of our facilities, the equipment you'll learn to use, and the professionalism of our faculty and staff. We are here to provide you with the power to become career ready. So now we must ask, are you ready, too?

On behalf of the faculty and administration of Florida Academy, I welcome you and wish you nothing but the best in your future endeavors.

Dr. L.J. Zielke

President

## **HISTORY AND OWNERSHIP**

Founded in 1990, Florida Academy is licensed by the Commission for Independent Education, Florida Department of Education. In addition, Florida Academy is accredited by the Council on Occupational Education (COE) and is a member of:

American Aestheticians Education Association

American Association of Cosmetology Schools

American Massage Therapy Association – Council of Schools

Associated Bodywork & Massage Professionals

Associated Hair Professionals

Associated Skin Care Professionals

Better Business Bureau of West Florida, Inc.

ESCO Institute - Heating and Air Conditioning

Florida Association of Postsecondary Schools and Colleges

Florida State Massage Therapy Association

Greater Fort Myers Chamber of Commerce

International Massage Association

Southwest Florida Air Conditioning Contractors Association

Florida Academy is owned by Nornob Corporation, Inc., a Florida corporation, and has two primary shareholders, L.J. Zielke and Michael L. Howell. Dr. Zielke holds his Bachelor of Arts from Centre College, a nationally ranked top 50 liberal arts college, and his Juris Doctorate from the Louis D. Brandeis School of Law at the University of Louisville. Mr. Howell owns and operates hotels, assisted living communities, salons, and spas in the Southeastern United States.

Administrative offices, as well as student classrooms, labs, and clinic areas are located at 4387 Colonial Boulevard, Fort Myers, Florida 33966. We can be reached by telephone at (239) 489-2282 or toll-free at (800) 324-9543. Our fax number is (239) 489-4065.

The following is a list of the Administrative Staff and their respective titles:

L. J. Zielke - President

Cindi B. Thomas - Executive Director

Luis Amendariz - Educational Outcomes Director

Sharon Houseman - Operations Director

Bonnie Gotham – Business Office Manager

Carla Rodriguez - Financial Aid Director

Teresa Braun - Registrar

Quintana Goodley – Admissions Advisor

Linda Doherty – Admissions Advisor

Brad Davis - Community Relations

Jennifer McCoy – Bursar / Career Services Coordinator (Beauty & Wellness)

Stephen Brown – Career Services Coordinator (HVAC)

Sarah Dimaria – Skin Care & Nails Clinic Manager / Skin Care & Nails Program Chair

Rachael Dann – Massage Therapy Program Chair / Massage Therapy Clinic Manager

Lisa LeClaire-Odar - Cosmetology Program Chair / Salon Manager

Daniel Rooney - HVAC Program Chair

# FACILITIES

Our campus is conveniently located in Southwest Florida in the City of Fort Myers. We are close to the Gulf beaches and enjoy sunshine and moderate temperatures year round. There is easy access from Interstate 75 and Southwest Florida International Airport. Our campus is located in The Colonial Center, 4387 Colonial Blvd., Fort Myers, FL 33966, just minutes from Interstate 75. We are located in a fast growing part of town with many career schools, medical offices, and institutions of higher learning in the immediate area.

The campus offers a comfortable, smoke-free atmosphere for practice, lecture, and study. Florida Academy consists of four private therapy rooms for the professional on-site clinics, three independent massage classrooms, two independent skin care classrooms an individual skin care and makeup lab, one multi-purpose classroom, one independent nail classroom and salon, one independent cosmetology classroom and salon, two independent HVAC labs and classrooms, and administrative offices on our approximately 14,000 square feet campus.

Florida Academy's equipment is appropriate for professional training and consists of massage tables, massage chairs, bolsters, skeletons, TENS units, ultrasound, electrical stimulation equipment, hydrocollators, digital projectors, flat screen televisions/DVD's, and medical charts depicting the various aspects of the human anatomy. Additionally, we house equipment for facial stacks and steamers, Micro-Dermabrasion, High Frequency and Galvanic machines, LED Light Therapy, Telanigitron, Endermologic Equipment, Ultrasonic Skin Scrubbers, wax pots, hydraulic tables, wet tables, ergonomically correct manicure tables, pedicure Stations, UV Nail enhancement lights, Medicoil ProPower 520 professional electric files, Suction and Atomizer Machines as found in modern spas, salons, and medical offices. Our full service salon holds custom fabricated stations, each complete with a hydraulic chair and mirror, as well as wash bowls, drying stations, pedicure chairs, color bar, and washer & dryer. Our HVAC lab is equipped with air conditioning stations, heat pump stations, gas furnace stations, air distribution stations, electrical training stations, ferrous metal stations, copper and plastic pipe stations, brazing stations, refrigeration stations, compressors, and the associated tools and equipment necessary to perform training tasks and receive hands-on experience.

Florida Academy provides a Learning Resource Center on campus. The Resource Center hosts a variety of topic specific reference books, periodicals, and journals. Students have access to the library's three computers, free internet and printing capabilities, and have access to many CDs, DVDs, and videos that are topic specific.

The size of classes is limited and labs are sometimes augmented with a Lab Assistant or Teaching Assistant as needed. Small classes are beneficial in ensuring personal attention while maximizing personal growth potential.



## **PHILOSOPHY**

Florida Academy recognizes the need for skilled training in growing fields and understand that the skillful application of Massage Therapy by a Licensed Massage Therapist, Skin Care by a Registered Skin Care Specialist, Nail Care by a Registered Nail Technician, and Cosmetology by a Licensed Cosmetologist can have a positive influence on one's overall well-being. In addition, Florida Academy recognizes the need for skilled heating and air conditioning technicians. Our goal, therefore, is to assist students in achieving their potential in these career paths. The school, with modern classrooms and clinical practicum areas, provides students with a first-class environment for learning.

Florida Academy is committed to offering a comprehensive program that integrates with the personal maturation and intuitive development of its students. To achieve this, the students have access to an experienced and dedicated faculty, reference and video library, audio and visual aids, a knowledgeable administrative staff, and equipment and supplies similar to that found in a professional setting. We provide quality training, which relates to the individual needs of students, thereby enhancing their ability to comprehend and gain proficiency in their field of study.

## **MISSION STATEMENT**

Our mission is to educate students to become highly skilled professionals who have the ability to obtain gainful employment. We encourage personal and professional growth for students by providing a respectful educational community.

## **VALUES & VISION**

The training programs offered by Florida Academy are designed to prepare students for successful careers in their respective fields, many of which require state licensure. It is our goal that all students develop strong study skills and a strong work ethic that prepare them for gainful employment.

# **ACCREDITATION AND APPROVALS**

## **Council on Occupational Education (COE)**

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

770-396-3898

## **Florida Department of Education – Commission for Independent Education**

325 W. Gaines St., Suite 1414, Tallahassee, Florida 32399-0400

850-245-3200 Toll Free 888-224-6684

## **Department of Health – Division of Medical Quality Assurance, Board of Massage Therapy**

4052 Bald Cypress Way, Bin #C06, Tallahassee, Florida 32399-3256

## **Department of Business & Professional Regulation, Division of Professions, Board of Cosmetology**

Northwood Centre, 1940 N. Monroe St., Tallahassee, Florida 32399-0790

## **Department of Employment – Division of Vocational Rehabilitation**

Florida Academy is eligible to train clients eligible for Division of Vocational Rehabilitation benefits.

## **Department of Veterans Affairs**

Florida Department of Veteran's Affairs State Approving Agency.

11351 Ulmerton Road, Suite 311-K, Largo, FL 33778

**Southwest Florida Workforce Development Board, Inc.**

Florida Academy is eligible to train recipients of benefits from the Workforce Council of Southwest Florida.



# **FLORIDA ACADEMY HOLIDAYS OBSERVED**

Martin Luther King Day

President's Day

Good Friday

Easter

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving Break

Holiday Break

# **FLORIDA ACADEMY ACADEMIC CALENDAR**

## Massage Therapy Days

05/18/17	01/08/18
06/23/17	02/13/18
07/31/17	03/21/18
09/05/17	04/27/18
10/10/17	06/04/18
11/15/17	07/10/18

## Massage Therapy Nights

05/18/17	12/22/17
06/22/17	02/09/18
07/28/17	03/16/18
09/01/17	04/24/18
10/06/17	05/29/18
11/14/17	07/03/18

Innovative and Biologically Based Therapies

05/18/17	01/08/18
06/23/17	02/13/18
07/31/17	03/21/18
09/05/17	04/27/18
10/10/17	06/04/18
11/15/17	07/10/18

Nail Technology

05/08/17	09/28/17
06/06/17	10/26/17
07/05/17	11/29/17
08/02/17	01/10/18
08/30/17	02/08/18

Skin Care Days

05/09/17	11/30/17
06/07/17	01/11/18
07/06/17	02/09/18
08/03/17	03/12/18
08/31/17	04/11/18
09/29/17	05/09/18
10/27/17	06/07/18

Skin Care Nights

05/08/17	01/10/18
07/05/17	03/14/18
08/30/17	05/14/18
10/26/17	07/16/18

Professional Esthetics Days

05/05/17	11/29/17
06/05/17	01/10/18
07/07/17	02/08/18
08/02/17	03/09/18
08/30/17	04/10/18
09/28/17	05/08/18
10/26/17	06/06/18

Professional Esthetics Nights

09/28/17	10/04/18
11/30/17	12/06/18
02/12/18	02/18/19
04/12/18	04/17/19
06/11/18	06/13/19
08/08/18	

Diagnostic Priming Specialist

05/30/17	11/13/17
06/21/17	12/14/17
07/20/17	01/26/18
08/17/17	02/26/18
09/14/17	02/22/18
10/13/17	04/25/18

Cosmetology

05/29/17 01/22/18  
06/26/17 02/20/18  
07/24/17 03/19/18  
08/21/17 04/16/18  
09/18/17 05/14/18  
10/16/17 06/11/18  
11/13/17 07/09/18  
12/11/17

HVAC Advanced Fundamentals

05/07/17 10/11/17 02/28/18  
07/06/17 10/18/17 03/14/18  
07/19/17 11/01/17 03/28/18  
08/02/17 11/29/17 04/11/18  
08/16/17 01/03/18 04/25/18  
08/30/17 01/17/18 05/09/18  
09/13/17 01/31/18 05/23/18  
09/27/17 02/14/18 06/06/18

HVAC/R Technology Days

07/11/17 03/22/18  
11/06/17 07/23/18

HVAC/R Technology Nights

03/22/18 11/20/18  
07/23/18 04/02/19

# **ADMISSIONS REQUIREMENTS**

## **NON-DISCRIMINATION**

Florida Academy admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law.

Florida Academy follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.

## **GENERAL ADMISSIONS POLICIES**

Florida Academy continually strives to maintain an academic environment that is committed to higher learning and career development. We actively search for students who have sound study habits and a yearning for postsecondary education within a chosen field. Applicants who have attended another postsecondary institution must submit copies of all academic transcripts for consideration of previous credit prior to enrolling.

All applicants are required to have a personal interview with the Admissions Department. In the case that an applicant does not live in Southwest Florida, at the discretion of the Admissions Director, a telephone interview may be substituted in lieu of a personal interview.

Applicants are required to be in good health, free of communicable disease, and have the ability to fully participate in the discipline they are seeking entrance for. Applicants accepted recognize they must take personal care and must position themselves to thrive in an environment without risking injury to themselves or others. All applicants must be 18 years old by the first day of class. Admission to Florida Academy for those under 18 years of age is at the discretion of the President.

Florida Academy believes, based on previous experiences, that a high school diploma or GED certificate indicates a reasonable expectation for academic success. The belief is based on our years of successful completion rates and placement rates. Therefore, all applicants must complete an enrollment agreement and must have received either a high school diploma or a General Education Development (GED) certificate. Proof of High School Diploma or GED must be provided to the Registrar's office within 14 days of the student's first day of class. If the student does not provide proof of High School Diploma or GED, the student will be subject to disciplinary action, up to and including dismissal.

If additional information is required for the admission decision, the student will be promptly notified. Florida Academy encourages early enrollment so that students may prepare themselves and arrange their schedule to begin class. Late enrollment requires permission from the Operations Director or President.

The application fee will be payable upon the submission of the student's application for enrollment. Florida Academy has an application fee of \$50.00. The application fee will be refunded if the student elects to cancel their application within 3 business days of signing. All refunds will be issued within 30 days.

## **TRANSFER STUDENTS**

According to Florida Administrative Code, Standard 4, Rule 6E-2.004 (4) (j), students transferring from other schools are required to earn at least 25% of the hours required for completion of a program through instruction at the institution issuing the credential.

For all programs offered by Florida Academy, a transcript from the former school and a personal interview with the Admissions Department are required. An official transcript must be sent directly to Florida Academy from the prior institution. The prior institution must be licensed by the Florida Department of Education, or the equivalent licensing authority of the state in which the facility is located. If the state does not have a licensure board, the previous school must be accredited by an agency recognized by the U.S. Department of Education.

A copy of the prior institution's catalog must also be submitted so that the program content can be compared as a part of our transcript evaluation. Transcripts submitted by a school that awards "credit hours" will need to include conversion factors so that Florida Academy can properly equate credit hours to clock hours. A determination will be made, by Florida Academy, as to the number of credits which can be transferred as credit toward our program requirements. This determination is based on the course material previously taken and the length of time since the training was received.

Transcripts must be 10 years old or less to be considered for transfer credit to our institution. For transcripts that are 3-5 years old, credits will be discounted by 50%, and transcripts that are 6 -10 years old, credits will be discounted by 75%. The applicant may be asked to take written examinations, over course material, and secure an 80% on the exam to insure competency in cognitive areas of study, or to demonstrate hands-on proficiency. In this case, there is a \$50 examination fee that applies.

After transfer hours have been established and a personal interview with the Admissions Department has been successfully completed, the applicant will be charged for only the hours they need to complete Florida Academy's training requirements plus a \$50 Application Fee (non-refundable). The same refund policy that applies to program students applies to transfer students. Students may make application to take individual classes rather than a program, in special circumstances, and based on the availability of space.

Hours completed at this institution may or may not be accepted by transfer to another institution. Students planning to transfer out of this institution should verify, with the receiving institution, that hours will be accepted.



## **TRANSFER OF CREDIT FOR SKIN CARE POLICY**

The purpose of this transfer credit policy is to ensure that all students completing a Skin Care Program have sufficient knowledge and course hours to meet the Florida Board of Cosmetology's Administrative Criteria for skills, services, and hours that are necessary to obtain registration in the State of Florida.

The Registrar is responsible for reviewing all transcripts for the purpose of transfer of credit. Transcripts submitted to Florida Academy by a school that awards credit hours must include conversion factors so that Florida Academy can equate such "credit hours" with our program requirements of "clock hours." The Registrar determines the number of credits which can be transferred as credit toward our program requirements.

The Florida Board of Cosmetology does not recognize for reciprocity any training conducted outside of the United States or its territories.

## **ESTHETICIANS TRANSFERRING TO FLORIDA**

Many practicing estheticians and facial specialists who move from other states and wish to practice find that they do not meet the requirements for endorsements in the State of Florida. Those practicing estheticians may come to Florida Academy for a review of their transcripts to find out what they are missing to keep them from receiving the endorsement.

Transcripts must be original documents affixed with an embossed school seal or an official school stamp, and must be mailed directly from the institution to the Registrar. Credits that are transferable will be assigned equal value for transcripts that are two years old or less. Transcripts that are 3-5 years old, credits will be discounted by 50%, and transcripts that are 6 -10 years old, credits will be discounted by 75%. Transcripts that are over 10 years old will not be accepted for transfer of credit.

If the candidate meets all criteria listed above, and most or all hours are transferable, the candidate is still required to attend the courses mandated by the State of Florida: Florida Law and Infectious Disease and Blood-borne Pathogens.

## **ESTHETICS TRANSCRIPTS FROM FOREIGN SCHOOLS**

Skin Care candidates whose transcripts are issued from schools located outside of the United States do not qualify for transfer of credit. Consequently, the candidate must attend one of the school's Skin Care Programs to obtain registration.

## **TRANSFER OF CREDIT TO ANOTHER INSTITUTION**

Educational institutions vary greatly in their practice of accepting transfer credit for courses completed at other institutions. The acceptance of transfer credits is always at the discretion of the institution to which a student transfers. Students planning to transfer out of Florida Academy should verify with the receiving institution which hours will be accepted.

## **POLICY FOR CHANGE OF PROGRAMS**

Florida Academy recognizes that from time-to-time students enroll in a program and later decide they would prefer to change to a different program offered by Florida Academy. In this case, the student must request a Change of Program form from the Operations Director.

Upon approval by the Operations Director, the student must take the approved Change of Program form to the Admissions Department to sign appropriate enrollment papers for the new program. A book list and supply list will be provided to the student by the Admissions Department. After this process is completed, the student will be transferred from one program to the other.

All hours attended and grades earned in the original course will transfer to the new program for the courses that are a part of the new program of study. Financial credit will be given for the course hours that were accepted toward the new program of study.

## **RETURNING STUDENTS**

Students of Florida Academy who do not complete their program within the first year and choose return to complete their program must retake the respective portion of the program not originally completed by the student. Additionally, the student must perform and pass hands-on, demonstrative skills routine with the instructor and pass the course final.

## **BACKGROUND CHECKS AND DRUG SCREENS**

Florida Academy places the safety and welfare of its students, faculty, and staff as a highest priority. Therefore, all students are subject to random drug screens as a condition of enrollment at Florida Academy. Drug screens can be issued with or without warning, and may be randomly applied.

Additionally, all Massage Therapy students are required by the State of Florida to submit for a background check. The cost is \$60 and is non-refundable.

## **FOREIGN TRANSCRIPTS**

Students with foreign educational credentials must submit authentic foreign academic documents from all upper secondary and post-secondary educational institutions. Students with foreign educational credentials will not be accepted for admission prior to validation that their foreign educational credentials are authentic and meet admission requirements. Any academic documents submitted for admissions consideration will be retained as property of the school and not returned to the student.

## **ENGLISH PROFICIENCY**

Florida Academy does not provide English As a Second Language instruction. Students are required to speak English in classes that are taught in English.

# **FINANCIAL AID INFORMATION**

## **FINANCIAL ASSISTANCE**

Financial Aid is available for those who qualify. Florida Academy participates in a variety of financial aid programs for the benefit of its students. Students must meet the eligibility requirements of these programs in order to participate. Florida Academy administers its financial aid programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial aid eligibility. In order to remain eligible for financial aid, a student must maintain satisfactory academic progress as defined in this catalog.

It is recommended that students apply for financial aid as early as possible in order to allow sufficient time for application processing. Financial aid must be approved, and all necessary documentation completed, before the aid can be applied toward tuition and fees. Financial aid is awarded on an award-year basis; therefore, it may be necessary to re-apply for aid for each award year. Students may have to apply for financial aid more than once during the calendar year, depending on their date of enrollment. Students who need additional information and guidance should contact the Financial Aid Office.

## **HOW TO APPLY**

Students who want to apply for federal aid must complete a Free Application for Federal Student Aid (FAFSA) each year. This application is available online at Florida Academy's website or at <http://fafsa.ed.gov>. FAFSA applications are processed through the United States Department of Education and all information is confidential. Additionally, students may meet with our Financial Aid Office to fill out an application. Students may have estimates prior to enrollment, but must be accepted before financial aid is packaged and processed.

## **DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)**

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance, and are subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the

lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding loans for first year-first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

Students may opt out of using the way the school has chosen to fulfill this requirement, simply by not accepting the books or the credit balance. However, keep in mind that opting out does not require the school to provide the student with an alternative delivery method.

## **FINANCIAL AID PROGRAMS**

### **FEDERAL PELL GRANT**

This grant program is designed to assist undergraduate students in need who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant. Eligibility is determined by a standard federal formula, which takes into consideration family size, income, and resources to determine need. The actual amount of the award is based upon the cost of attendance, enrollment status, and the amount of money appropriated by Congress to fund the program. The Federal Pell Grant makes it possible to provide a foundation of financial aid to help defray the cost of a postsecondary education. Unlike loans, the Federal Pell Grant does not usually have to be paid back.

### **FEDERAL DIRECT LOANS**

Federal Direct Loans are low-interest loans that are made to the student. The loan must be used to pay for direct (tuition and fees, books and supplies) and indirect (room, board, transportation, and personal expenses) educational expenses. Subsidized loans are based on need while unsubsidized loans are not. Repayment begins six months after the student graduates, withdraws from school, or falls below half-time enrollment status.

### **PARENT PLUS LOANS**

A federal Direct Parent Plus Loan is a low-interest loan available to parents of dependent undergraduate students. These loans are not based on need but when combined with other resources, cannot exceed the student's cost of attendance. A credit check on the parent borrower is required and either or both parents may borrow through this program. Repayment begins within 60 days of final disbursement of the loan within the loan period. However, parents may request deferment of payments while the student is attending at least half-time.

## **FLORIDA PREPAID: COLLEGE SAVINGS PLANS**

For students that have Florida Prepaid College Savings Plans, Florida Academy is an approved institution and is eligible to participate by allowing eligible students to use their plans at our school.

## **VETERANS EDUCATIONAL BENEFITS**

Florida Academy is approved by the Florida State Approving Agency for Veterans Affairs and participates in many Veterans Educational Benefit programs. Students interested in Veterans Educational Benefits should contact either the campus certifying official or the Financial Aid Department. Veterans who are unsure of their benefit eligibility or have additional eligibility questions should contact the Veterans Administration at (800) 827-1000 or (888) GI-BILL-1. Eligible students must maintain satisfactory academic progress and all applicable eligibility requirements to continue receiving Veterans Educational Benefits.

## **PAY-GO POLICY**

Tuition may be paid in monthly installments over the course of months enrolled at the school, at no interest. However, all costs must be paid in full before the last day of the course. If payment in full is not received per the payment agreement, the student may not receive their diploma and awards at graduation. Under no circumstance will a diploma be given or a transcript released until payment is made in full.

## **CANCELLATION POLICY**

An application fee is to be paid during the enrollment process. The application fee is nonrefundable except as follows:

1. If an application is not accepted by the school, all monies will be refunded to the applicant.
2. If an applicant requests cancellation within three calendar days after signing the Enrollment Agreement, the application fee is fully refundable.
3. An applicant may cancel enrollment at any time prior to the start of class. An applicant requesting such cancellation prior to the start of the class, but after the time listed in (2) above, shall be entitled to a refund of all monies paid, less the nonrefundable application fee as defined above.
4. Students who have not visited the school facility prior to enrollment will have the opportunity to cancel their enrollment without penalty within 72 hours following attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment prior to starting class.

5. If for any reason classes are cancelled by Florida Academy in advance of a start date, all monies paid will be refunded, including the application fee.

## **INSTITUTIONAL REFUND POLICY**

**ALL STUDENTS** - Should a student withdraw, cancel, or be terminated for any reason, all refunds will be made according to the following refund policy:

- Withdrawal or cancellation must be made in person or by Certified Mail.
- All tuition payments and the Application Fee will be refunded if the applicant: (a) is not accepted by the school, (b) withdraws or cancels within three (3) business days of signing the agreement, or (c) is informed of cancellation of classes by the school.
- The refund shall be made within thirty (30) days of the determination date of the applicable reason.
- Tuition and class fees are collected in advance of the start date. If a student does not begin classes or withdraws on the first day of classes, Florida Academy may retain \$100. Refunds for students who do not begin classes shall be made within thirty (30) days of the determination date applicable in this situation. In this situation, the Application Fee is non-refundable.
- If Florida Academy cancels a class for any reason, all monies paid will be refunded to the student. In this situation, the Application Fee is refundable. The refund shall be made within thirty (30) days of the determination date applicable in this situation. If a student leaves school, voluntarily or involuntarily, during the first 10% of the period of financial obligation, Florida Academy will refund at least 90% of the tuition. The refund shall be made within thirty (30) days of the date of determination.
- If a student leaves school, voluntarily or involuntarily, after the first 10% of the period of financial obligation and until the end of the first 25% of the period of financial obligation, Florida Academy will refund at least 50% of the tuition. The refund shall be made within thirty (30) days of the date of determination.
- If a student leaves school, voluntarily or involuntarily, after the first 25% of the period of financial obligation and until the end of the first 50% of the period of financial obligation, Florida Academy will refund at least 25% of the tuition. The refund shall be made within thirty (30) days of the date of determination.
- If a student leaves school, voluntarily or involuntarily, after the first 50% of the period of financial obligation, Florida Academy will retain all of the tuition and no refund shall be issued.

Students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the facilities and inspection of the equipment.

Any refund due will be made by Florida Academy timely and does not require any request from the student. Date of determination is (1) the date the school is notified by the student of their withdrawal or (2) the date Florida Academy determines the student is not actively participating and is determined withdrawn by the institution.

It is possible that a terminated student may owe Florida Academy a balance of funds not previously collected. Amounts owed will be due and payable per the terms stated on the student payment agreement.

## **RETURN OF TITLE IV FUNDS**

### **RETURN TO TITLE IV, TITLE IV STUDENTS ONLY**

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Direct Loans) and withdraw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

#### **The Return of Title IV Funds procedure is as follows:**

1. Determine the percentage of the payment period or period of enrollment completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.
  - If this percentage is greater than 60%, 100% is used in Step 3 below.
  - If this percentage is less than or equal to 60%, multiply the percentage of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period of period of enrollment as of the date the student withdrew.
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan



program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.

4. Distribute the unearned aid of the payment period back to the Title IV Programs:

Refunds will be returned in the following order:

1. Unsubsidized William Ford Direct Loans
2. Subsidized William Ford Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grant Program
5. Other Federal, State, Private, or Institutional Assistance
6. The Student

## **WITHDRAWAL DATE**

The withdrawal date used to determine when the student is no longer enrolled at Florida Academy is the date indicated in written communication by the student to the Director of Operation's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon federal regulations and institutional records.

For Federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

Please note that the above policy may result in a reduction in school charges that is less than the amount of Title IV financial aid that must be returned. Therefore, the student may have an outstanding balance due the school that is greater than that which was owed prior to withdrawal.

## **EXIT INTERVIEW**

All students – upon graduation, withdrawal, standard period of non-enrollment, as well as those students who stop attending, -- are required to receive exit counseling. Exit counseling reviews the amount of loan debt accrued while in college and provides payback and deferment options. Students can complete exit counseling in the Financial Aid Office and/or will receive an exit counseling packet in the mail.

## **ACADEMIC INFORMATION**

### **UNIT OF CREDIT**

Credits earned at Florida Academy are for determining progress towards program completion. Academic credit at Florida Academy is measured in Clock Hours. Typically, one clock hour of instruction is defined as fifty minutes of classroom instruction in the presence of an instructor. In the case of the student clinic, one clock hour is awarded for each fifty minute service. For example, classroom instruction is limited to six hours per calendar day and thirty hours per calendar week for massage programs.

### **COURSE NUMBERING SYSTEM**

Florida Academy uses a course numbering system that consists of a two to three-letter prefix followed by three numbers which indicates both the general area of study and general material of the course. This number is assigned for identification purposes rather than describing level or sequence.

# GRADING SCALE

A	90-100	Excellent
B	80-89	Good
C	70-79	Average
D	65-69	Below Average
F	0-64	Failure
I		Incomplete
LOA		Leave of Absence
W		Withdrawal
T		Transfer of Credit

A student who withdraws during a term will receive a grade of “W” which will not be calculated in the cumulative grade point average (GPA).

## GRADING SYSTEM

1. An “F” means the student has not satisfactorily met course requirements and must repeat the course.
2. An “I” is assigned only when a small amount of work is not completed due to illness or other reasons pre-authorized by the Operations Director. The student must complete all work within 30 days following the last class date. For purposes of grade point and satisfactory progress, the Incomplete grade will not be calculated. When all requirements are met, the “I” will be converted to a final grade and the GPA recalculated.
3. An “L” is assigned when a student has been granted a Leave of Absence.
4. A “W” is assigned for withdrawals. A grade of “W” will not be calculated in the cumulative grade point average (GPA).
5. A “T” is assigned when a student transfers credits from another institution.

## GRADE DISPUTES

Students who disagree with a grade they have received should contact the instructor of record in writing if they wish to discuss their concern. If the student is unable to resolve the dispute with the instructor, he or she should write a letter to the Program Chair no later than five school days following the end of the course explaining the reasons for the dispute. The Program Chair will either approve or deny the request after he or she investigates.

# ATTENDANCE

Regular classroom attendance is not only an essential ingredient for academic achievement, but is also a fundamental building block for success after graduation. Programs offered at Florida Academy are professional training courses. The cosmetology, massage, skin care, and nail technology courses are all pre-requisite to licensure or registration in the state of Florida. School policy and state law requires that we report accurate attendance to the appropriate licensure and registration boards reflecting how many class hours each student has actually attended.

Students who are not in attendance for any portion of a class will accrue time absent by the quarter hour as reflected on each daily roster. Instructors keep daily attendance records for all classes and each student also maintains their record of attendance. Any missed time must be made up to achieve satisfactory attendance.

Considering all programs are clock hour programs, students must attend and complete the required number of hours in order to successfully complete the program. Students must complete their course of study in a maximum timeframe of 150% of expected completion time for their course of study. Students missing more than 10 consecutive class days with no contact may be dismissed.

Florida Academy expects students to be on time for and attend all classes in our program. Our programs are designed to help students develop a strong work ethic and mirror the expectations of future employers.

## **Attendance is determined by the following guidelines:**

- If a student is not present for class, the student will receive an absence for that day.
- If a student arrives late for class, the student will receive a Tardy for that day. Tardy's are calculated based on fifteen minute increments. If a student is 15 minutes late for class, they will be docked 25% of the time period for that class meeting. If a student is 16 – 30 minutes late for a class, they will be docked 50% of the time period for that class meeting. Students are responsible for getting with the instructor to make up for missed material covered during the tardy time period.
- Early departures are calculated in fifteen minute increments as well. If a student leaves class thirty minutes early, they will be docked 50% of the time period for that class meeting. If a student leaves class fifteen minutes early, they will be docked 25% of the time period for that class meeting. Students are responsible for getting with the instructor to make up for missed material covered during the early departure time period.

**Please be advised that students may be placed on probation, suspension, or terminated due to lack of attendance.**

## **PROBATION**

If a student puts themselves in a situation where there is serious concern about a student's ability to successfully complete the program for any reason, the student may be placed on probation. If a student has less than a passing average at mid-term, the student may also be placed on academic probation for one month. If satisfactory improvement is not shown during the probationary period, the student may be terminated.

## **LEAVE OF ABSENCE**

Florida Academy permits students to request a leave of absence (LOA) for up to 180 days in any 12 month period. Students must provide proof of extenuating circumstances that require the students to interrupt their education. The LOA may be authorized as one period, or may be authorized as multiple Leaves of Absence.

Any requests for leaves of absence must be presented in writing to the Operations Director two weeks prior to the onset of the request. The written request must fully explain the reasons for the request; include supporting documentation, the date of the expected leave, and the date of the return to school.

In the case of an emergency, the LOA may be granted by school officials by speaking with the student over the phone. Documentation will be maintained by the school and an approved Leave of Absence will extend the student's contract end date through the leave of absence. Please be advised that any leave of absence will prolong your program end date. No additional charges will be added to your account as a result of your LOA.

Students on an approved leave of absence are not considered to be withdrawn and will not be subject to any increase in tuition or change in graduation requirements that may have occurred during their LOA. However, if a student does not return from an approved LOA on the date agreed upon, the student will be withdrawn. If the student later returns to Florida Academy after being withdrawn, they will be considered a re-entering student and will be subject to increases in tuition or changes in their program of study.

# SATISFACTORY ACADEMIC PROGRESS

Florida Academy measures satisfactory academic progress by considering student's quantitative (attendance) and qualitative (grades) components. Since the school measures these components in clock hours, the school must measure both components at the mid-point of the program. It is important to realize that all students must complete their training within a 150% maximum time frame of the expected time to complete their program of study. To evaluate the quantitative (attendance) element of satisfactory academic progress, students must attend a minimum of 70% for each term.

The 70% only serves as a quantitative minimum standard to evaluate if a student is progressing in their program toward meeting the maximum timeframe.

Example: 600 clock hour programs must be completed in no more than 900 clock hours; 900 clock hour programs must be completed in no more than 1250 clock hours.

The quantitative and qualitative standards used to judge satisfactory academic progress includes all periods of a student's enrollment. However, Florida Academy has a policy for a student who changes program of study. It does not include in the calculation of a student's academic standing the hours and grades that do not count toward the student's new program of study. Similarly, Florida Academy counts those transfer credits that apply toward the student's program of study.

Students enrolled in IBBT/Massage Therapy and HVAC programs, at a minimum, must maintain a 70% average at the end of each term. Skin care (Priming), Cosmetology, and Nail Technology programs require a minimum of 75% to be eligible for registration in the State of Florida. Any student not meeting satisfactory progress at the end of a term either in attendance or grades will be placed on probation or be dismissed from Florida Academy. Any student placed on academic warning is eligible to receive Title IV financial aid during the subsequent term. A student on probation is ineligible for any Title IV aid for the subsequent term, and until the student is determined to be making satisfactory academic progress. However, any student determined not to be meeting SAP requirements based on the quantitative or qualitative components and placed on probation, may appeal the decision based on mitigating circumstances within 5 business days of the date of the notification letter informing the student of the FA probation or probation status. If the appeal is successful, the student may receive Title IV aid during the probationary term. Should the student fail to meet SAP in any of the components at the end of the probationary period, the student will be dismissed from school and is unable to re-apply for admission for a minimum of one term. Such a student will not be eligible to receive Title IV financial aid until all hours from previous terms are completed satisfactorily at the student's expense. Florida Academy permits appeals of adverse academic progress determinations only for mitigating circumstances.

Appeals must be submitted in writing within 5 days to the Operations Director and/or School President and must include documentation to substantiate the mitigating circumstances. Common mitigating circumstances are: sickness of student or dependent, death in family, loss of home, but are not limited to these circumstances. In some circumstances, students deemed not making satisfactory progress may attend class during the next term on a conditional basis so they will not get

behind in their studies. Students will receive notification of their appeals within 5 days of submission to the school.

Appeals will be considered by a committee determined by management of Florida Academy. Students may request to appear before the SAP Committee.

Withdrawals or Incompletes have no effect on satisfactory progress. A withdrawn student may apply to re-enter Florida Academy. If the application to re-enter their program of study is successful, the student may re-enter at the point they withdrew, if they choose. Students do not receive incompletes since they must pass to exit. Florida Academy does not offer remedial coursework. In some cases it is determined by the school that student will benefit from course repetitions. In such cases, the course repetition does not affect the student's academic progress and the student is not required to pay for their repeat.

## **ACADEMIC HONESTY POLICY**

All students are expected to adhere to the standards as set forth in the Academic Honesty Policy. Students are expected to demonstrate academic integrity by completing their own work assignments and assessments. Effective planning and progress must be accomplished for students to be successful in their program of study. Submission of work from another person, whether it is from printed sources or someone other than the student, previously graded papers, papers submitted without proper source citation, or submitting the same paper to multiple courses without the knowledge of all instructors involved can result in a failing grade or be reported to your Program Chair and/or the Educational Outcomes Manager for appropriate sanctions or disciplinary actions.

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the academic community, including faculty, students, and administrators, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Academic Honesty Policy.

## **CODE OF CONDUCT**

Florida Academy is an academic community committed to the educational and personal growth of its students. Behavior that infringes upon rights, safety or privileges, or that impedes the educational process is unacceptable and may lead to sanctions up to and including expulsion.

Florida Academy believes strongly in promoting the development of personal, professional, and social responsibility. Florida Academy also believes in a humanistic approach to discipline conducive to academic pursuits. However, Florida Academy recognizes that its responsibility for the protection of personal and institutional rights and property is a primary focus of the disciplinary process.

Therefore, the Florida Academy administration reserves the right to develop any policy or take any action(s) deemed appropriate to maintain the safety and well-being of any or all students. Student conduct offenses may be related to persons, property, campus operations, health or safety of students, faculty, and staff.

All students are expected to respect the rights of others and are held responsible for conforming to the laws of the United States, local, and state governments. Students are expected to conduct themselves in a manner consistent with the best interests of Florida Academy and of the student body.

Florida Academy reserves the right to dismiss a student, visitor, or employee for any of the following reasons:

- Possession of firearms or deadly weapons on campus property
- Failure to maintain SAP
- Failure to pay college fees and/or tuition by applicable deadlines
- Disruptive behavior
- Willful noncompliance
- Willful and persistent profanity or vulgarity
- Open and/or persistent defiance of authority and/or persistent disrespect of personnel or students
- Posing a danger to the health or welfare of students or other members of the campus community
- Theft, on or off campus
- Any form of assault
- State and Federal drug laws violations
- Written, electronic or social media abuse, bullying, harassment, disparagement or threats
- Failure to comply with the policies and procedures of Florida Academy

The list of examples is not intended to be all-inclusive, and Florida Academy reserves the right to act in the best interest of the students, faculty, and staff and may deem actions committed by a student to be a conduct violation, although the action does not appear on a list of examples.

Violation of the conduct policy is grounds for suspension of privileges, up to and including dismissal from the institution.



# GRADUATION REQUIREMENTS

In order to graduate, a student must have earned the following final percentages in their respective programs of study:

- Massage / IBBT – 70%
- Cosmetology – 75%
- Skin Care / Diagnostic Priming – 75%
- Nail Technician – 75%
- HVAC – 70%

Additionally, if your program of study requires clinic time, all clinic time must be completed and any absence or tardy must be made up. All students must be in good financial standing with the school to graduate.

Graduation ceremonies will be set and announced during the course of the program and will include the presentation of diplomas and other academic excellence awards.

## FACULTY LISTING

### **Travis Boone - Cosmetologist**

Travis is originally from the Philadelphia area where he attended the Gordon Phillips School of Beauty, receiving his cosmetology license in the fall of 1998. Prior to settling down in the Fort Myers area he has worked in high end salon and spas in both the Philadelphia and Chicago areas. Over the past 18 years, Travis has trained with Redken, Wella, Bumble & Bumble, Schwarzkopf, and Goldwell. After completing the Goldwell Colour Trilogy he received his color specialist certification in 2005. His passion is in hair design, and in keeping up on the current trends. He also attended the latest Vidal Sassoon cutting seminar in the fall of 2016. Travis is a member of our Cosmetology faculty.

### **Teresa Braun - FS, BW, BA**

Teresa is a graduate of Florida Academy of Massage and Skin Care and is a Florida registered Skin Care Specialist. She is Nationally Certified and holds certification in Clinical Oncology Esthetics, Full Specialist, and Body Wrapping. She is also a Permanent Make-Up artist. In addition to being our Registrar, Teresa sometimes teaches skin care courses, and has her own professional practice. She

performs facials, body treatments, waxing, and permanent make-up. Coming full-circle, she now teaches what she loves to do most. Teresa received her BA from West Virginia University.

### **Sarah Dimaria - LMT, FS**

With over 14 years experience, and as a graduate of Florida Academy, Sarah is not only a Licensed Massage Therapist and Full Specialist, but she is also a certified Lash Specialist, Aromatherapist, and Licensed Body Wrapper. Formerly an employee of Walt Disney World, Sarah brings guest relations concepts to students and gives them a realistic way to work with the public. Sarah has a broad spectrum of experience and is energetic and passionate about this industry and education. Sarah currently serves as our Skin Care Program Chair and Clinic Manager.

### **Kathlene Hooper - Cosmetologist, Barber**

As a Nail Technician, Cosmetologist, and Barber, Kathleen has a passion for nails and she is ready to help grow her students' passion for nails as well. She holds certifications with Redken, Tammy Taylor, Young Nail, and CND shellac. She specializes in 3D art, nail enhancements, and shellac.

### **Nijmeh "Star" Khamashta - Cosmetologist**

Born in Los Angeles, CA and raised in Miami, FL, the beauty industry is Star's passion. Her passion was so strong, she decided to pursue her first job working for a prestigious cosmetic line learning the tricks of the trade in the makeup world. Shortly thereafter, she got the opportunity to free-lance as a makeup artist for several other prestigious cosmetic lines. Star graduated Cosmetology school in 2008, and she enjoys being able to teach others the tricks of the trade as a member of our Cosmetology faculty.

### **Michael A. (Tony) Kicklighter - LMT**

Originally from Savannah, Georgia, Tony moved to the Fort Myers area in 1998 and is a Licensed Massage Therapist. He has several years of massage teaching experience coupled with 17 years as a practicing massage therapist specializing in myofascial release, neuromuscular, pain management and trigger point therapies. In addition to his teaching responsibilities, Tony maintains a successful practice in the Fort Myers area, which brings real life unique experiences to his classrooms, to the benefit of his students. As an outstanding graduate of Florida Academy, we are delighted to have him join our faculty in Massage Therapy.

### **Laurie J. Krause - LPTA, Cosmetologist, FS**

Laurie is a Physical Therapy Assistant, Emergency Medical Technician, Certified Personal Trainer, Cosmetologist, and Florida registered Skin Care Specialist. She attended Broward Community College, Edison State College, Florida Academy and Fort Myers Beauty Academy. Laurie currently teaches in our Skin Care department but qualifies for assignment in the Massage Therapy Programs. Laurie also brings a broad and varied knowledge and specific expertise to our institution as a Skin Care educator. She currently has her own practice, Dr. Gerken's Health Services, where she consults with clients and gives them the information they need to make better lifestyle choices in the areas of stress management, weight and pain reduction, nutrition, and supplement choices, thereby optimizing personal wellness and preventing chronic disease. Laurie's diverse education and

expertise adds a unique perspective to our programs. Her focus on skin health from “the inside out” is one that her students will come away with and hopefully apply in their own practices and salons.

### **Lisa LeClaire-Odar - Cosmetologist**

A highly qualified hair designer and make-up artist who has specialized and extensively worked in this industry for over 20 years, Lisa has been trained through Redken as a Certified Specialist. She has attended the Redken Artist Conference working with some of the top leaders in the industry. She currently has her own business in hair design and makeup artistry. Lisa is a Cosmetology educator and Program Chair for Cosmetology.

### **Nance Oldfield - FS, BW**

Having 17 years of experience as an Esthetician in Skin Care, Nance inspires and motivates Skin Care students. She has worked in salons and spas, for plastic surgeons, owned her own business, is NIC certified by the National Interstate Council of State Boards of Cosmetology, is a State Practical Examiner for MACS (Missouri Association of Cosmetology Schools), a member of CEA (Cosmetology Educators of America), and is Pivot Point Certified. She has trained with the top cosmeceutical product companies in major cities from LA, Chicago, to 5th Avenue in New York. Education is a constant in her career. She is a member of the Plastic Surgical Skincare Specialists and American Institute of Permanent Makeup. Nance is a specialist in Advanced Medical Peels, Microdermabrasion, Advanced Waxing, Lumenis IPL, and Sciton Lasers. Students benefit greatly from her vast knowledge and career experiences.

### **Eliane Oramas - LMT, FS**

Eliane is from Caracas, Venezuela and is a Massage Therapy instructor. She has been in the beauty and wellness industry for the past 11 years, after obtaining her massage license, skin care registration, and nail tech registration. Teaching nails, skin care, and massage has been her passion since the beginning of her career. She is a natural therapeutic specialist and has a warm sincere approach towards beautifying the soul through wellness and the appearance of the body as a whole.

### **Rodeen Palmer – FS**

Rodeen comes to us with nearly thirty years of experience in Skin Care and works as an evening Skin Care instructor. Rodeen received her CIDESCO International Esthetics license from the London School of Beauty located in London, England. Rodeen previously taught at the Catherine Hinds Institute of Esthetics in Massachusetts prior to moving to Florida.

### **Joyce Pasquino – Cosmetologist**

Joyce comes to us with almost fifty years of experience in Skin Care and Cosmetology. She's worked in all aspects of the business from being a salon owner to being an educator, and she brings all of that knowledge to share with her students at Florida Academy as a Skin Care instructor.

### **Daniel P. Rooney - HVAC**

In addition to being our HVAC Program Chair, Mr. Rooney also serves as an HVAC Instructor. Educating students in the HVAC/R trade is one of his favorite things to do, and he takes great pride in educating the next generation of HVAC/R Technicians. Mr. Rooney has over 30 years industry experience with 20 years of technical education experience. He graduated from ITT Technical Institute Indiana in HVAC/R, has received numerous "Service Training Excellence Awards," was "National Trainer of the Year" for Carrier Corporation, and received "The State of Indiana Governor's Award for Vocational Education Excellence."

### **Steve Russell - HVAC**

Steve is a faculty member in our HVAC Department and is a former MCAA Business Owner with over 35 years' experience in the Mechanical/HVAC/R Industry and 20 years of HVAC instructing. He is a 25 Year member of Local Union #25 (Building Trades Journeyman Steam Fitter). Steve carries a Master Plumber, Master Mechanical, Master Refrigeration, Master Hydronic Licenses with a Bachelors in Electro-Mechanical Engineering from Western IL University and many associated trade accreditations.

### **William Sharpless III – HVAC**

Bill comes to us with over twenty years of experience in the HVAC/R industry. He's worked in everything from service to sales and marketing and is a perfect fit here at Florida Academy in our HVAC Department as an Educator.

### **Michael Stott – HVAC**

Mike comes to us with a vast resume' covering all aspects of the HVAC industry. Having worked in everything from service and installation to testing, he looks forward to passing that along to his students in the HVAC Department as an Educator.

### **Sue Varney - ND, BS LMT, FS, MS, CNHP, CNHC**

Sue is an instructor in our Massage and Skin Care programs teaching Massage, Anatomy and Physiology, Allied Modalities, and working as needed in the Student Clinics or substituting in Skin Care classes. She is a licensed Massage Therapist, registered Skin Care Specialist and is a certified Body Wrapper, Medical Massage Practitioner, Reiki Master, Repetitive Use Injury Therapist, Craniosacral Level 1 and Massage Cupping practitioner. Sue has over 12 years work experience in a Chiropractic Office as a LMT and a Chiropractic Assistant. Sue also holds her Naturopathic Doctorate from Trinity College of Natural Health.

# **STUDENT SERVICES INFORMATION**

## **STUDENT ORIENTATION**

Prior to beginning classes at Florida Academy, all new students attend an orientation program. Orientation facilitates a successful transition into Florida Academy. New students are required to attend regardless of their prior college experience. At orientation, students are acquainted with the campus, the administrative staff, the faculty and their peers. The administrative departments explain the ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, the Director of Admissions and Program Chair will meet with the student during the first week of class to ensure all relevant information is reviewed.

## **ACADEMIC ASSISTANCE**

Students seek help and advice during their education for many reasons. Every effort is made to develop a relationship with the student body so individuals feel comfortable in requesting and receiving assistance. The academic personnel are responsible for providing academic assistance and should be consulted when assistance is desired. Referrals to outside agencies may also be provided as needed.

## **OFFICE HOURS**

Florida Academy's Administrative Office hours are 9AM – 5PM, Monday through Friday. Other office hours may be available by appointment.

## **TRANSCRIPT PROCESS AND FEES**

An official transcript is maintained for each student. The transcript provides a complete record of all courses, grades, and credits earned. If you are not current on any outstanding balance, the school will not release the diploma or official transcript, and will not allow the student to participate in the graduation ceremony. However, there are two exceptions to this policy:

- Transcripts may be released for a student to document eligibility to sit for a licensing, certification, or registry exam.
- The transcript must be released to a potential employer.

Additionally, all state board applications and accompanying paperwork are provided upon graduation at no charge. Graduates in good standing are provided one official transcript. Any additional copies of official or unofficial transcripts can be obtained through the Registrar's office for a \$25 service fee. Please allow three weeks for processing. Official transcripts are only released to third parties and only upon receipt of a written request by the graduate.

## **STUDENT SERVICES AND ACTIVITIES**

Our students range from age 18 to age 70 and come from a wide variety of socioeconomic backgrounds. Our students range from recent high school graduates to physical therapists and nurses to construction workers and servers and retail clerks. There's always a place here for you at Florida Academy if you are ready to work hard and pursue your education. Our students tend to bond together during their time here, often forming life-long relationships. Occasionally, Career Services will organize activities for all students to get to know one another and foster friendships outside of school. See any Career Services employee for information.

## **STUDENT ADVISING**

We understand that occasionally, students might encounter difficulties with their personal lives, academic or financial affairs. Any student experiencing issues should contact the Director of Operations for advising during this difficult time. A lot of times we have lots of ways to help, but unless someone reaches out we never know that there is a need. In the event personal or financial issues arise, students should schedule an appointment with the Director of Operations for a confidential referral to a professional in the local area. Additionally, Florida Academy can make referrals to local practitioners who offer counseling services whenever necessary.

## **FERPA**

### ***Records and the Family Educational Rights and Privacy Act of 1974 (FERPA)***

In compliance with the Family Educational Rights and Privacy Act of 1974, Florida Academy gives notice that the following types of information will be released to the general public and agencies without the written consent of the student:

1. Student name
2. Dates of attendance
3. Major fields of study, awards, and diploma or certificate received

4. Most recent previous institution attended
5. Company where student is placed in employment

Students currently enrolled may request that all or part of the above information be withheld from the public by filing a written request with the Operations Director. Such a request will remain in effect during the enrollment period unless the student requests its removal in writing, except as authorized under the law. Such exceptions include, but are not limited to, agencies duly conducting authorized audits of school records, compliance with a legally authorized court order, school officials with legitimate educational interest, financial aid to a student, and accrediting organizations. Students have a right to inspect, review, and request copies of and challenge the contents of their educational records by making a written request to the Registrar. However, no student file may leave the school building nor are documents to be taken from the file.

Florida Academy permits a student to examine such requested records within 30 days of receipt of a written request. Students have the right to request that the school correct records which they believe to be inaccurate or misleading. If Florida Academy does not agree with the student and decides not to amend the record, then the student has a right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to put a written statement with the record setting forth their view about the contested information.

Unless otherwise noted, students grant Florida Academy the right to use their names, pictures, and placement information in advertising/marketing materials and on the school's website.

## **STUDENT RECORDS AND SECURITY**

Permanent student educational records are filed and maintained at the administrative office of Florida Academy for each individual student. Students are permitted to view their records, by appointment during regular school hours. Student records are considered confidential and for the sole use of Florida Academy staff.

Student academic records are the responsibility of the Registrar and are confidential. They are maintained in a locked file room, in locked files at the administrative office of Florida Academy. Access to these records is limited to the Operations Director, Registrar, Business Office Manager, Educational Outcomes Manager, Executive Director or President of Florida Academy or any agent acting on their behalf.

Florida Academy is protected by a security system that monitors for unlawful entering, inside motion when alarm is set. Further, the building has an alarm system that goes directly to the local fire department and is equipped with a sprinkler system in case of fire. The school is located in a business district and is not included in any flood plan for the area.

Florida Academy has a networked database for administrative record keeping such as student personal information, daily attendance, grades, honors, credential received, and date of awarding, among other items. The school's server backs up electronic data. Currently student ledgers are maintained by electronic means using Diamond educational database system and accounting of funds is also maintained and reconciled by a corporate accountant.

## **CAREER SERVICES**

Florida Academy employs Career Services Coordinators whose primary responsibility is to provide career assistance services to graduating students and alumni. These services include instruction in resume' writing, preparation of cover letters, interviewing techniques, and networking skills. Special attention is given to developing professionalism in our graduates.

The Career Services Office continually works and communicates with potential employers attempting to match their specific employment needs to the appropriate graduate. As a result of these well-tended lines of communication, we both seek out and receive notices of a variety of available positions.

The school provides placement assistance for its graduates, but makes no promise or guarantee of employment. Graduates in good standing may continue to use any and all of our placement resources indefinitely at no charge.

## **GENERAL INFORMATION**

### **DRESS CODE**

Students in massage, skin care, and nail technology must wear a Florida Academy logo scrub uniform with closed-toed shoes (tennis/athletic shoes or crocs, for example). The scrub tops and bottoms may be purchased in the book store. Students are responsible for purchasing their own closed toe shoes. This dress code also applies to the student clinic.

Students in cosmetology must wear a Florida Academy black shirt and black pants.

The black shirt may be purchased in the book store. Students are responsible for purchasing their own black pants. This dress code also applies to the student clinic.

Finally, students in HVAC must wear a Florida Academy shirt, and work-style clothing appropriate for lab setting (steel toe boots are encouraged, not mandatory).

Long hair is to be pulled back and secured. If hair length is below the shoulder blades, it also should be tied up so that it does not fall off the shoulder when performing services.



Students must keep their hands clean and well groomed. Acrylic and false nails must be properly manicured for students in the massage therapy, nail and skin care programs.

Failure to follow the dress code will result in being sent home from class and appropriate disciplinary action taken. A second dress code violation will result in the student being sent home and a written disciplinary incident report placed in the student's permanent record. A third dress code violation will result in a formal meeting between the student and the Operations Director, and disciplinary action may be taken. If it is necessary to take further disciplinary action, the student may be dismissed from the school at the President's discretion.

## **TEACHER: STUDENT RATIO**

Florida Academy offers an intimate educational environment that provides a professional, safe, and supportive structure for its students with a student to teacher ratio for laboratory averaging 1:15.

## **STUDENT GRIEVANCE PROCEDURE**

Many student complaints can be resolved through discussion with the appropriate instructor or staff member and the use of this grievance policy, and we encourage students to make contact at the first indication of a problem or concern. This section describes the steps the student should follow so that the problem can be fully and fairly investigated and addressed. The student will not be bound by any resolution unless the student agrees to accept it. If the student does not accept a proposed conclusion or resolution, then the student may pursue the matter in accordance with Florida Academy's Grievance Policy. Please note that this grievance policy is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, or career service assistance, or the educational process or other school matters.

The student must agree to participate in good faith in this grievance policy. We will receive all information submitted by the student concerning a grievance in strict confidence and we and the student agree to maintain confidentiality in the grievance policy. No reprisals of any kind will be taken by any party of interest or by any member of Florida Academy Administration against any party involved. We will investigate all complaints or grievances fully and promptly. So long as the student pursues this grievance procedure to its conclusion, the period during which the student is pursuing this process will not count toward any statute of limitations relating to the student's claims.

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual enforcing that policy, the class instructor, or the Program Chair. Alternatively, the student may submit the complaint to the Campus President.

Step 2 – If the matter is not resolved to the student's satisfaction in Step 1, the student may submit a written, dated and signed statement of the grievance or complaint and a description of the actions that have taken place thus far to the next level of authority directly or through the Campus President.

Step 3 – If the matter is not resolved to the student’s satisfaction in Step 2, the student’s next step is to submit a written, dated and signed statement to the Campus President. Within five (5) days of the Presidents receipt of the written statement, the President will arrange for a preliminary meeting with the student to discuss the grievance, and the President will thereafter conduct an investigation, including providing the student with a full and fair opportunity to present evidence relevant to the matter. The President will render his/her decision in writing within ten (10) business days after concluding his/her investigation, setting out the President’s findings, conclusions, and reasoning. The President’s decision will be final. The student’s written complaint, together with the President’s decision, will become a permanent part of the files of the parties involved. This grievance procedure is designed to address problems promptly and without undue delay. In order to achieve that, the student must initiate Step 1 within ten (10) business days of the incident or circumstance(s) giving rise to the complaint, and must initiate each other Step within ten (10) business days after receiving a response or if more than twenty (20) business days have passed with no response. If the student fails to take any of the steps in this procedure within the required timeframes, then the student will be deemed to have accepted the resolution last proposed by Florida Academy.

The time periods set forth in this policy can be extended by mutual consent of Florida Academy and the student. If a student does not feel that the school has adequately addressed a complaint or concern, the student may contact The Council on Occupational Education. All complaints must be in written form, with permission from the complainant(s) for the Council to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Council. Please direct all inquiries to:

### **Council on Occupational Education**

#### Address

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

#### Phone Numbers

Telephone (Local): 770-396-3898  
Telephone (Toll-Free): 800-917-2081  
Fax: 770-396-3790

## **DISMISSAL / TERMINATION**

Florida Academy reserves the right to dismiss or terminate any student prior to completion of their program, for any of the following reasons: violation of code of conduct, failure to show academic progress, failure to fulfill financial agreements, failure to attend class for ten (10) consecutive calendar days without prior authorization from administration, having a weapon on campus without written permission, the unlawful possession, use or distribution of illicit drugs and/or alcohol on school property or as part of any school activity, tampering with attendance sheets or quiz/exam answer sheets or administrative records, not wearing official uniform in classroom or student clinic or any behavior which may be detrimental to the reputation of Florida Academy. Harming one's self or another, displaying any inappropriate behavior in the classroom, displaying inappropriate behavior to any student, staff or faculty member, being disruptive to the learning environment, or being found in violation of local, state or federal law may also result in dismissal. In extreme cases, it may be necessary to take immediate disciplinary action. A dismissed student's tuition refund is calculated in accordance with the refund policy.

## **VOTER REGISTRATION**

If you have not registered to vote in the State of Florida, you may see the financial aid office for assistance. Florida Academy has voter registration forms available for student use. Also, you may register to vote online using a computer in the Student Resource Center.

## **COMMUNITY SERVICE**

Florida Academy is committed to the community and expresses this through its on-going community involvement and participation. We sponsor and contribute to charity and health related events. Our Instructors are found speaking to community service groups, healthcare groups, and others in an effort to establish liaisons between the community and the school.

## **HOUSING**

Florida Academy will provide, upon request, extended stay hotel options, apartment information, publications, and introductions to qualified local realtors. The school will also post requests for shared accommodations of "wanted to rent" notices.

## **PRODUCTS**

Florida Academy is a source of the required textbook package and we also provide school uniforms. In addition, we stock a limited line of charts, flashcards, lotions, etc. and offer, through an order process, a complete line of touch therapy equipment, supplies, and advanced reference texts which are available to the public as well as our students. We are also distributors for several national brands of massage tables and chairs, as well as a variety of cosmetology, skin care, and nail products. Purchases may be made by cash, check or credit card.

## **INSURANCE**

All students of Florida Academy are covered by the school's liability policy that exceeds state requirements. The coverage is provided at no additional expense to the students. Students, however, are responsible for their health insurance.

## **DIRECTIONS**

Florida Academy's main campus is located between Metro Parkway and Winkler Avenue Ext. on the North Side of Colonial Boulevard.

### **Directions from the North, South, East or West**

From Interstate 75: exit 136 Colonial Blvd., West. Florida Academy is just minutes from I-75 past Winkler Avenue Ext., located on the North side of Colonial.

### **From Downtown Fort Myers**

Take Route 41 to Colonial Blvd. Make a left onto Colonial Blvd. Florida Academy is located between Metro Parkway and Winkler Avenue Ext. on the North Side of Colonial

### **From Cape Coral**

Take the Midpoint Bridge (Veterans Parkway) into Fort Myers. Veterans Parkway turns into Colonial Blvd.



## **PROGRAMS**

**ALL FLORIDA ACADEMY PROGRAM POLICIES ARE PUBLIC AND  
CONSISTENTLY APPLIED**

# **HISTORY AND FUTURE OF MASSAGE THERAPY AND INNOVATIVE & BIOLOGICALLY BASED THERAPIES**

The ancient art of massage has been rediscovered by our modern world and has become mainstream as it is increasingly accepted by the medical and medical insurance industries. Even professional sports teams added Massage Therapists to their personal training staffs. Now, virtually every professional football, baseball, basketball, etc., sports team has a cadre of Massage Therapists on their staff. The United States Olympic Team has Massage Therapists as part of the medical team.

One of the biggest and most beneficial phenomenon's in massage circles is the recent and unprecedented acceptance of Massage Therapy by the mainstream medical community. It has become commonplace to find Licensed Massage Therapists working with Chiropractic Doctors and receiving referrals from Medical Doctors.

Indeed, Massage Therapy has arrived and the knowledge of its benefits is growing unbelievably quickly. In our Student Clinic, we see people, almost on a daily basis, who are having their first massage and most of them come to us through word of mouth. The last statistic available to us stated that 80 percent of the adults in the country have never had a massage, and there are no statistics on children and infants – so the untapped potential is great indeed. We are in a field that has achieved wide acceptance and over the next several years will experience positive growth.

## **MASSAGE AND IBBT POLICY**

Florida Academy recognizes that our programs consist of many examinations both practical and written. Most of our student population is non-traditional and work full-time and/or are parents. As a result, we have developed a liberal policy for the re-taking of daily failed examinations for students enrolled in programs requiring 600 clock hours or more. Mid-term and final examinations are not included. Quizzes are expected to be taken on the day they are given.

Any failed examination may be re-taken after 24 hours. When possible, a different test will be given (same difficulty).

The highest grade of the two tests will be recorded. Make-up examinations must be taken within one week of the student returning to class. If a make-up examination is failed, the student only has one re-take available to better the recorded grade.

A maximum of five failed examinations may be re-taken during a course and must be arranged with the instructor. The re-take may not be taken during the normal class time and must be proctored by the instructor or school administration.

Final anatomy and physiology as well as massage grades are determined based on quiz average, mid-term, practical and final examinations. The practical examination is given to ascertain that graduates are able to perform basic massage techniques and are ready to be accepted as State Board applicants.

To pass these programs, students must achieve an overall minimum of 70% as their final grade.

## **.INNOVATIVE AND BIOLOGICALLY BASED THERAPIES**

### **900 HOURS**

*Objective:* To prepare students for successful careers as Innovative and Biologically Based Therapists with knowledge in all aspects of the massage and spa industries. Students will learn techniques from basic Swedish massage through advanced deep tissue and medical massage techniques as well as learning to develop a treatment plans to address specific musculoskeletal conditions. Upon completion of the program and meeting all the course requirements, students will be prepared and eligible to submit their diploma and certification in Innovative and Biologically Based Therapies and transcripts from Florida Academy and receive their license as a licensed massage therapist upon passing a Florida Board of Massage Therapy approved exam and applying for licensure to the Florida Department of Health to become Licensed Massage Therapists.

*Description:* The Innovative and Biologically Based Therapies program combines disciplines in the 900 clock hour program with intensive training concentrating on the body and supporting structures and requisite training to administer massage and determine and develop specific treatment plans for musculoskeletal conditions.

Students study Anatomy and Physiology of the entire body and are trained in basic Swedish Massage in addition to modalities for Deep Tissue Massage, Medical Massage for Injuries such as Sports Massage, Body Mechanics, Myofascial Release, Neuromuscular and Muscle Kinesiology to name a few. The program provides supervised Student Clinics similar to professional practice in order to gain real-world skills in an appropriate environment.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
MT600	Theory & History of Massage and IBBT	113
AP101	Biological Anatomy, Physiology, and Pathology	80
AP102	Biological Anatomy, Physiology, and Kinesiology	84

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
AM300	Innovative and Biologically Based Allied Modalities	76
MTLAB	Clinic Rotation 1: Foundational	72
MTCLINIC	Clinic Rotation 2: Enhancement and Refinement	57
BUS500	Business	24
IDBP100	Infectious Disease and Blood-borne Pathogens	3
ETHICS	Ethics and Professionalism	4
LAW	Regulatory Compliance – Florida Law	10
HYDRO	Theory & Practice of Hydrotherapy	15
ME	Medical Errors	2
MBLEX	MBLEX Preparatory Academy	60
AIBT	Beyond Trigger Points: Advanced IBBT	156
IBBTCLINIC	Clinical Rotation 3: Mastery of Clinical Skills	144
<b>TOTAL HOURS:</b>		<b>900</b>

While as a student at the school or upon graduation, Florida Academy will pay once for student's examination fee to MBLEx. Upon successful completion of graduation requirements and licensure examination, the student will receive a massage table and the Florida Department of Health application fee.



# MASSAGE THERAPY

## 600 HOURS

*Objective:* To prepare students for successful careers as licensed Massage Therapists. Upon successful completion of the program and meeting all the course requirements, students will be issued a diploma and will be prepared to take a Florida Board of Massage Therapy approved exam and apply for licensure to the Florida Department of Health to become Licensed Massage Therapists.

*Description:* The Massage Therapy Training Program includes 600 clock hours of instruction. Students receive instruction in the techniques of basic Swedish Massage as well as Allied Modalities. Students also learn proper communication and boundary and complete work in a supervised Student Clinic that provides students with real-world skills in an environment that replicates a spa and massage clinic.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
MT600	Theory & History of Massage and IBBT	113
AP101	Biological Anatomy, Physiology, and Pathology	80
AP102	Biological Anatomy, Physiology, and Kinesiology	84
AM300	Innovative and Biologically Based Allied Modalities	76
MTLAB	Clinic Rotation 1: Foundational	72
MTCLINIC	Clinic Rotation 2: Enhancement and Refinement	57
BUS500	Business	24
IDBP100	Infectious Disease and Blood-borne Pathogens	3
ETHICS	Ethics and Professionalism	4
LAW	Regulatory Compliance – Florida Law	10
HYDRO	Theory & Practice of Hydrotherapy	15
ME	Medical Errors	2
MBLEX	MBLEX Preparatory Academy	60
	<b>TOTAL HOURS:</b>	<b>600</b>

While as a student at the school or upon graduation, Florida Academy will pay once for student's examination fee to MBLEx. Upon successful completion of graduation requirements and licensure examination, the student will receive a massage table and the Florida Department of Health application fee.

## **TUITION**

### **Innovative and Biologically Based Therapies**

Application Fee	\$50.00
Supply Fee	\$1,738.00
Tuition	\$12,550.00
<b>TOTAL:</b>	<b>\$14,338.00</b>

### **Massage Therapy**

Application Fee	\$50.00
Supply Fee	\$1,738.00
Tuition	\$9,050.00
<b>TOTAL:</b>	<b>\$10,838.00</b>

Florida Academy has the right to hold graduation certificates, transcripts, and training equipment until students have paid, in full, all financial obligations to the school, returned any and all school property, completed a financial aid exit interview and completed the Graduate Employment exit interview in order to complete their graduation requirements.

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.

# STATE LICENSURE FOR FLORIDA

To practice massage therapy in the State of Florida, a practitioner must be licensed by the Board of Massage Therapy, a division of the Florida Department of Health.

The Board is located at:

4042 Bald Cypress Way, Bin#C06

Tallahassee, Florida 32399

Telephone (850) 488-0595

In order for a candidate to sit for a Florida Board of Massage Therapy approved examination, the following requirements must be met:

1. The successful completion of a massage program of study at a Board approved massage therapy school.
2. Must be at least 18 years of age.
3. Must submit an application to take the Board approved exam.

## MBLEX EXAM

The MBLEx is recognized by the State of Florida as its state board exam for massage licensure. The massage program is structured to prepare participants to successfully pass the MBLEx board exam. Florida Academy students are required to take Massage Bootcamp while in school and successfully score 80% on two practice exams before applying to take the MBLEx.

The massage program is also structured to help qualify participants to eventually become nationally certified under NCBTMB standards if they so desire.

# **MASSAGE THERAPY SCHEDULING**

## **DAY PROGRAM**

Day students attend the 900 hour Innovative and Biologically Based Therapies program from 9:00 am to 3:00 pm Monday through Friday, with an anticipated duration of 35 weeks.

## **EVENING PROGRAM**

The 600 hour program, Massage Therapy is offered as an evening program. Full-Time Evening students attend class from 5:30 pm to 10:00 pm Monday through Friday, with an anticipated duration of approximately 28 weeks.

## **EXTENDED EVENING PROGRAM**

Part-time/variable schedule is only for evening students. The student attends three evenings per week for an anticipated duration of approximately 47 weeks.

## **TEXT BOOKS FOR MASSAGE**

Mosby's Fundamentals of Therapeutic Massage (Sandy Fritz) ISBN - 13: 978-0-323-07740-8 -Fifth Edition

Trail Guide to the Body (Biel)

ISBN: 978-0-9826634-0-0 – Fifth Edition, 2015

Trail Guide to the Body Workbook (Biel)

ISBN: 978-0-9826634-1-7 – Fifth Edition, 2015

Condition Specific Massage Therapy (Bucci) ISBN: 9781582558073

Human Body in Health & Disease (Patton and Thibodeau) ISBN-978-0-323-10124-0 - Sixth Edition

Physical Agents Theory & Practice (Behrens) ISBN: 9780803683167

# **SKIN CARE NOW AND IN THE FUTURE**

Our program is structured to provide our students with the latest information on the skin and its care, as well as to train them how to perform the most in demand procedures and services. Over the past several years, there has been a proliferation of establishments, both locally and nationally, offering skin care treatments and services. Another indication of skin care's new prominence is its inclusion in many health care facilities, from doctor offices to dental practices. Moreover, Dermatologists and Plastic Surgeons devote ever-increasing portions of their practice to spa-like services and the sale of skin care products. Additionally, today nearly every area cosmetic and plastic surgery practice has added some type of skin care treatment regime to its surgery practice. There is indeed science coupled with art in this exciting and exploding new field.

Our school is equipped with modern equipment, including High Frequency, Galvanic, Epiwave, LED, Microcurrent, Ultrasonic Scrubber, Tanglatron, Micro-Dermabrasion and Endermologie machines to provide hands-on training of electronic therapy treatments, as well as a dedicated makeup bar and wet table for body treatments, as found in prestigious and spas, salons, and medical offices.

We know that quality instruction, provided by true professionals, is central to getting the education students deserve – and will need – to become successful practitioners. Our graduates can be found working today in resort spas and salons, country clubs, and medical facilities or operating their own successful businesses.

## **SKIN CARE POLICY**

To pass each portion of the program curricula, a student must achieve a minimum of 75% as their final grade. The final examination will be taken during class on the scheduled day.

Missing a final will require making arrangements with the Instructor and must be taken within one week. Quizzes can only be taken on the day they are given. Make-up quizzes must be arranged with the Instructor and may not be taken during class. If a student fails a quiz, it can be re-taken after 24 hours. However, it must be re-taken no later than one week prior to the final exam.

Throughout the program, students are given close supervision and continuous feedback. The support for each other helps create an environment where each student has the maximum opportunity for learning.

# DIAGNOSTIC PRIMING SPECIALIST

## 903 HOURS

*Objective:* This program exceeds Florida's requirements for skin care specialist registration, body wrapping registration, and permanent makeup registration, or eyelash extension certification. This program furthers the students' course of study to facilitate the students' career path in spas, med-spas and doctors' offices. Students will learn in an environment which mirrors a traditional workplace and develop sound study and work habits. Graduates will be skilled with services necessary to be successfully employed in the esthetics industry by demonstrating proficiency and confidence in facials, waxing, masques, galvanic, micro-dermabrasion, body wraps and peels. Additionally graduates will be able to demonstrate their knowledge to work in medical esthetic procedures with advanced peels and exfoliation techniques under the supervision of a doctor.

*Description:* This skin care program consists of 903 hours of in-depth study of skin care techniques. Students will graduate from this program with the hours necessary for Florida registration as a Skin Care Specialist, Body Wrapper and Permanent Makeup Artist -or- Certification as Eyelash Extensionist, as well as certifications in Microdermabrasion; Epiwave Ultrasonic Facial; LED/Ultrasonic; Microcurrent; Basic, Advanced and Airbrush Makeup; Advanced Hair Removal Techniques in Waxing, Threading, Sugaring and Speed Waxing; and Advanced Chemical Peels.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	3
DP005	Sanitary Science	10
ETHICS	Ethics and Professionalism	6
DP711	Pure Sciences	33
DP139	Applied Sciences	36
DP817	Electrical Energy/Appliances	63
DP220	Derma Provisions	192
DP127	Integument Diligence	84
DP189	Filament Elimination	36

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
DP223	Alternative Therapies	24
DP158	Therapeutic Modalities	60
DP146	Advanced Systems of the Human Body	63
DP230	Corporate Enterprise & Commerce	30
BW345	Body Wrapping	18
CLINICPRAC	Clinic Practical	90
DIAGPRAC	Diagnostic Practical	60
MICROPIG	Micropigment Specialist	90
TOTAL HOURS:		903

\*\* Students will obtain a Florida Tattoo License before working on live skin in the Micropigment Specialist course.\*



# PROFESSIONAL ESTHETICS

## 600 HOURS

*Objective:* This program will introduce program participants to the theories and practices of skin care as it meets and exceeds Florida's requirements for skin care specialist registration. Students will learn in an environment which mirrors a traditional workplace and develop sound study and work habits. Graduates will be skilled with services necessary to be successfully employed in the esthetics industry by demonstrating proficiency and confidence in facials, waxing, masques, galvanic, micro-dermabrasion, body wraps, peels, and make-up.

*Description:* This skin care program includes the study of anatomy, physiology and pathology as it relates to the body and skin. In addition, students will learn sanitation; disease prevention; advanced face, neck and décolleté skin care techniques; manual lymphatic drainage; waxing, speed waxing and alternative hair removal techniques such as sugaring and threading; manual and mechanical facial and body treatments and techniques, including ultrasonic and Epiwave mechanical facials; lash extensions, superficial peels, as well as marketing and business promotion. This program also requires 99 hours of clinical experience in class where program participants will perfect their performance skills and be ready to work in any professional esthetic industry. Students will graduate from this program with the hours necessary for Florida registration as a Full Specialist, Nail Specialist and Body Wrapper as well as certifications in Microdermabrasion; Epiwave Ultrasonic Facial; LED/Ultrasonic; Microcurrent; Basic, Makeup; Advanced Hair Removal Techniques in Waxing, Threading, Sugaring and Speed Waxing; and Advanced Chemical Peels.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	3
BE005	Sanitation / Infection Control	10
ETHICS	Ethics and Professionalism	6
PP711	Pure Sciences	33
PP817	Electricity/Machines	27
PP018	Hair Removal	24
PP220	Skin Care	132
PP096	Advanced Topics	12
PP023	Business	30

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
BW345	Body Wrapping	18
CLINICPRAC	Clinic Practical	60
NS067	Nail Diagnostics	24
NS117	Nail Chemistry	18
NS148	Nail Implementation	96
NS202	Nail Business	12
NAILCLINIC	Nail Clinic	90

TOTAL HOURS: 600

# SKIN CARE

## 300 HOURS

*Objective:* To prepare students for entry-level careers as skin care specialists. Upon successful completion of the program and meeting all the course requirements, students will be issued diplomas and receive their paperwork for Florida registration as Skin Care Specialists as issued by the Florida Department of Business and Professional Regulation, Florida Board of Cosmetology.

*Description:* This skin care program consists of 300 clock hours of basic training concentrating on the outer most layers of the skin primarily located on the face, neck and décolleté. Courses and techniques taught in this program include anatomy and physiology of body and skin, sanitation principles and techniques, skin diseases and disorders, basic facial massage training, facial and body waxing, lash and brow tinting, body treatments, preventative care for the skin, product selection and retailing for treatments to keep skin healthy and attractive. Completion of this program will provide you with a basic working knowledge of the skin care profession to work in a salon or spa.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	3
BE005	Sanitation and Infection Control	10
ETHICS	Ethics and Professionalism	6
BE711	Basic Sciences	9
BE817	Electricity/Machines	45
BE018	Hair Removal	12
BE220	Skin Care	114
BE006	Basic Anatomy & Physiology	6
BE023	Basic Business	12
BW345	Body Wrapping	18
CLINICPRAC	Clinic Practical	60
	<b>TOTAL HOURS:</b>	<b>300</b>

# TUITION

## **Diagnostic Priming Specialist**

Application Fee	\$50.00
Supply Fee	\$2,545.00
Tuition	\$12,550.00
TOTAL:	\$15,145.00

## **Professional Esthetics**

Application Fee	\$50.00
Supply Fee	\$1,500.00
Tuition	\$9,050.00
TOTAL:	\$10,600.00

## **Skin Care**

Application Fee	\$50.00
Supply Fee	\$600.00
Tuition	\$4,550.00
TOTAL:	\$5,200.00

Florida Academy has the right to hold graduation certificates, transcripts and training equipment until students have paid, in full, all financial obligations to the school, returned any and all school property, completed a financial aid exit interview and completed the Graduate Employment exit interview in order to complete their graduation requirements.

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.

# TEXT BOOKS FOR SKIN CARE

## ***Skin Care Specialist***

Fundamentals/Standard Esthetics (Gerson) ISBN: 9781111306892 – Eleventh Edition, 2013

Fundamentals/Standard Esthetics-Workbook (Gerson) ISBN: 9781111306915 – Eleventh Edition, 2013

## ***Professional Esthetics***

Advanced Esthetics (Milady)  
ISBN: 978111139094 – Second Edition, 2013

Fundamentals/Standard Esthetics (Gerson) ISBN: 9781111306892 – Eleventh Edition, 2013

Fundamentals/Standard Esthetics-Workbook (Gerson) ISBN: 9781111306915 – Eleventh Edition, 2013

Skin Care & Cosmetic Ingredients Dictionary (Milady) ISBN: 9781285060798 – Fourth Edition, 2015

## ***Diagnostic Priming Specialist***

Advanced Esthetics (Milady)  
ISBN: 978111139094 – Second Edition, 2013

Fundamentals/Standard Esthetics (Gerson) ISBN: 9781111306892 – Eleventh Edition, 2013

Fundamentals/Standard Esthetics-Workbook (Gerson) ISBN: 9781111306915 – Eleventh Edition, 2013

Skin Care & Cosmetic Ingredients Dictionary (Milady) ISBN: 9781285060798 – Fourth Edition, 2015

# STATE LICENSURE FOR FLORIDA

To be registered in the State of Florida as a Skin Care Specialist, a practitioner must be registered by the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street Tallahassee, Florida 32399  
Telephone (850) 487-1395

In order for a candidate to register in Florida, the following requirements must be met:

1. The successful completion of a Skin Care Specialist program of study at a licensed school.
2. Must be at least 18 years of age.
3. Must submit an application and requisite fee.

## SKIN CARE SCHEDULING

### **Skin Care – 300 hours**

#### DAY PROGRAM

Day students attend class from 9:00 a.m. to 3:00 p.m. Monday through Friday, with an anticipated duration of approximately 11 weeks.

#### EVENING PROGRAM

Evening students attend class from 5:30 p.m. to 10:00 p.m. Monday, Wednesday and Thursday.

### **Professional Esthetics - 600 hours**

#### DAY PROGRAM

Day students attend class from 9:00 am to 3:00 pm Monday through Friday, with an anticipated duration of approximately 21 weeks.

#### EVENING PROGRAM

The extended schedule is 3 evenings a weeks, 5:30 p.m. to 10:00 p.m., with an anticipated duration of approximately 44 weeks.

### **Diagnostic Priming Specialist - 903 hours**

#### DAY PROGRAM

Day students attend class from 9:00 am to 3:00 pm Monday through Friday, with an anticipated duration of approximately 32 weeks.

#### EVENING PROGRAM

The extended schedule is 3 evenings a week, 5:30 p.m. to 10:00 p.m...

# NAIL TECHNOLOGY

## 240 HOURS

*Objective:* To prepare students for successful careers as nail technicians. Upon successful completion of the program and meeting all course requirements, students will be issued diplomas and transcripts that will be attached to their applications for registration as Florida registered Nail Technicians. After completing this course graduates should be able to: discuss and describe history of nail technology; identify skin and nail structures along with disorders; explain the difference between acrylic, UV gels and shellac; use appropriate implements and tools based the client needs; demonstrate classic nail styles along with advanced nail art; explain the basic procedures of infection control; perform wet or dry manicures and pedicures; and thoroughly complete a client consultation.

*Description:* The nail program consists of 240 hours of training. Students begin by learning structures and disorders of the skin and nails. Program curricula include the demonstration of various techniques and artwork followed by supervised practice. This course establishes a foundation for further study and provides a common orientation and language for all students. Emphasis is placed on sanitation, sterilization, ergonomics and communication with every client to ensure their satisfaction. As the course progresses, students will be encouraged to use their own creativity and ideas to create nail masterpieces.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	4
NS205	Sanitation and Infection Control	4
ETHICS	Ethics and Professionalism	2
NS210	Physical Science of Nails	6
NS208	Nail Structure and Growth	6
NS209	Nail Disease	6
NS211	Nail Product & Chemistry	6
NS212	Basic Electricity	6
NS215	Electric Filing	3
NS217	Monomers & Polymers	6
NS213	Manicures	30

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
NS214	Pedicures	30
NS219	Creative Touch	6
NS218	UV Light & Gel	12
NS216	Nail Tips & Wraps	6
NS222	Salon Business	6
NAILCLINIC	Nail Clinic	96
TOTAL HOURS:		240

## **TUITION**

### **Nail Technology**

Application Fee	\$50.00
Supply Fee	\$300.00
Tuition	\$2,740.00
<b>TOTAL:</b>	<b>\$3,090.00</b>

Florida Academy has the right to hold graduation certificates, transcripts and training equipment until students have paid, in full, all financial obligations to the school, returned any and all school property, completed a financial aid exit interview and completed the Graduate Employment exit interview in order to complete their graduation requirements.

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.

## **Nail Technology Class Schedule**

### **DAY**

Class meets from 9:00 a.m. to 3:00 p.m. each day, Monday through Friday. The course is 8 weeks long.

### **EVENING**

Evening class meets from 5:30 p.m. to 10:00 p.m. on Mondays, Wednesdays, and Thursdays for 18 weeks.



## **State Registration for Florida**

To be registered in the State of Florida as a Nail Technician, a student graduate must submit their application to the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street Tallahassee, Florida 32399  
Telephone (850) 487-1395

In order for a candidate to register in Florida, the following requirements must be met:

1. The successful completion of a Skin Care Specialist program of study at a licensed school.
2. Must be at least 18 years of age.
3. Must submit an application and requisite fee.

# COSMETOLOGY 1200 HOURS

*Objective:* The Cosmetology program objective is to prepare students for successful careers in the cosmetology industry. Upon completion of the cosmetology program requirements, the student graduate should:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communication skills, visual poise, and proper grooming.
3. Respect the need to deliver worthy service for value received in an employer-employee relationship.
4. Perform the basic manipulative skills in the areas of hair care, skin care, and nail care services to achieve the best total look for each client.
5. Perform the basic analytical skills to determine appropriate hair care, skin care, and nail care services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions and procedures.

*Description:* The Cosmetology Program educates the student, through both theory based and hands-on based curriculum, in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in entry-level cosmetology skills, as well as obtain licensure and gainful employment in the field of cosmetology. Students also learn proper skills, techniques and communication in a supervised Student Clinic that provides students with real-world skills in an environment that replicates a salon.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
LAW	Regulatory Compliance – Florida Law	6
IDBP100	Infectious Disease and Blood-borne Pathogens	6
CF205	Sanitation and Infection Control	27
CM100	Communications	6
CF110	Orientation to the Trade	6
CF150	Anatomy & Physiology	6
CF180	Life Skills	6
CF200	Chemistry	6
CF250	Professional Image	6
CF300	Basics of Electricity	6
CF350	Employment	6
CF400	Makeup	27

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
CF450	Business in the Industry	6
COS01	Properties of the Hair and Scalp	37
COS02	Scalp Care	31
COS03	Product Knowledge	12
COS04	Hair Design	12
COS05	Hair Cutting Techniques	183
COS06	Hair Color	153
COS07	Hair Styling	396
COS08	Braiding & Extensions	6
COS09	Wigs & Additions	6
COS10	Chemical Texture	101
NS300	Nail Theory & Practice	92
COS20	Skin Care	51
	<b>TOTAL HOURS:</b>	<b>1200</b>

# TUITION

## **Cosmetology**

Application Fee	\$50.00
Supply Fee	\$2,045.00
Tuition	\$13,050.00
<b>TOTAL:</b>	<b>\$15,145.00</b>

Florida Academy has the right to hold graduation certificates, transcripts and training equipment until students have paid, in full, all financial obligations to the school, returned any and all school property, completed a financial aid exit interview and completed the Graduate Employment exit interview in order to complete their graduation requirements.

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.

## **Cosmetology Class Schedule**

### **DAY**

Class meets from 9:00 a.m. to 3:00 p.m. each day, Monday through Friday.

### **EVENING**

Evening class meets Tues., Wed., and Thurs., from 5:30 p.m. to 10:00 p.m. and Saturdays from 9 a.m. to 4 p.m.

## **State Registration for Florida**

To be registered in the State of Florida as a Cosmetologist, a student graduate must submit their application to the Board of Cosmetology, Department of Business and Professional Regulation. The Board is located at:

1940 North Monroe Street Tallahassee, Florida 32399

Telephone (850) 487-1395

In order for a candidate to register in Florida, the following requirements must be met:

1. The successful completion of a Cosmetology program of study at a licensed school.
2. Must be at least 18 years of age.
3. Must submit an application and requisite fee.

# HVAC ADVANCED FUNDAMENTALS

## 210 HOURS

*Objective:* The school’s Heating, Ventilation, and Air Conditioning Programs provide training for entry level “apprentice to first-year journeyman” employment in the construction maintenance and Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) industries.

*Description:* Students who enroll in the HVAC Advanced Fundamentals Course will acquire the skills and knowledge associated with the installation, maintenance and servicing of HVAC equipment in 210 clock hours over the course of approximately 4 weeks. Students will have a thorough understanding of the heating and cooling cycles and various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students also will study the principles and concepts associated with the EPA Section 608 Universal Certification and, if successfully pass the EPA Universal examination, will graduate with their EPA Universal Certification. Upon successful completion of this course of study, students have the ability in this course to earn 6 certifications/recognitions: NATE-approved NCCER HVAC Technician Level One Certificate, R410A Safety Certification, NCCER Core Curriculum Certificate, EPA 608 Certification, OSHA 10-Hour Survey Card, and Florida Academy HVAC Advanced Fundamentals Diploma.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
COR101	Basic Safety & OSHA 10 Hour Safety	14
COR102	Introduction to Construction Math	10
COR103	Introduction to Hand Tools	7
COR104	Introduction to Power Tools	7
COR105	Introduction to Construction Drawing	10
COR106	Basic Communication Skills	7
COR107	Basic Employability Skills	7
COR108	Introduction to Materials Handling	5
CORLAB	Core Laboratory	5
HVAC201	Introduction to HVAC Trade	7

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
HVAC202	Trade Math	10
HVAC203	Copper and Plastic Piping Practices	5
HVAC204	Soldering and Brazing	7
HVAC205	Ferrous Metal Piping	5
HVAC206	Basic Electricity	14
HVAC207	Introduction to Cooling	28
HVAC208	Introduction to Heating	14
HVAC209	Air Distribution Systems	14
HVAC210	EPA608	7
HVAC212	R410A Safety	7
HVLAB1	HVAC Laboratory I	20
	TOTAL HOURS:	210

# HVAC/R TECHNOLOGY 684 HOURS

*Objective:* The school's HVAC/R Technology Program provides training for entry level employment in the construction maintenance and Heating, Ventilation, Air Conditioning (HVAC/R) industries.

*Description:* Students who enroll in the HVAC/R Technology Program will acquire knowledge of the heating and cooling cycles with various phases of the fundamental principles of controls and electrical systems associated with HVAC systems. Students also will acquire both residential and commercial HVAC systems troubleshooting mechanical and electrical systems. Students will also study the principles and concepts associated with the EPA Section 608 Certification and, if successfully passed, will obtain EPA Universal Certification. Upon successful completion of this course of study, students have the ability to earn 7 certificates/recognitions: NCCER Core Curriculum, NCCER HVAC Levels One and Two, EPA 608 Certification, R410A Safety Certification, OSHA 10 Hour Survey Card, and Florida Academy HVAC/R Technology Diploma.

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
COR101	Basic Safety & OSHA 10 Hour Safety	14
COR102	Introduction to Construction Math	14
COR103	Introduction to Hand Tools	14
COR104	Introduction to Power Tools	14
COR105	Introduction to Construction Drawing	14
COR106	Basic Communication Skills	14
COR107	Basic Employability Skills	14
COR108	Introduction to Materials Handling	14
CORLAB	Core Laboratory	21
HVAC201	Introduction to HVAC Trade	14
HVAC202	Trade Math	14
HVAC203	Copper and Plastic Piping Practices	14
HVAC204	Soldering and Brazing	14



<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
HVAC205	Ferrous Metal Piping	14
HVAC206	Basic Electricity	21
HVAC207	Introduction to Cooling	28
HVAC208	Introduction to Heating	14
HVAC209	Air Distribution Systems	14
HVAC301	Commercial Airside	14
HVAC302	Chimneys, Flues, and Vents	14
HVAC303	Introduction to Hydronic Systems	14
HVAC304	Air Quality Equipment	14
HVAC305	Leak, Evacuation, Recovery, and Charging	28
HVAC306	Alternating Current	14
HVAC307	Basic Electronics	14
HVAC308	Control Circuit Troubleshooting	28
HVAC309	Troubleshooting Gas Heat	28
HVAC310	Troubleshooting Cooling	28
HVAC311	Heat Pumps	28
HVAC312	Basic Installation and Maintenance	14
HVAC313	Sheet Metal Duct Systems	14
HVAC314	Fiberglass and Flexible Duct Systems	14
HVAC210	EPA608	21
HVAC212	R410A Safety	21
HVLAB1	HVAC Laboratory I	21

<b>Course Number</b>	<b>Course Name</b>	<b>Hours</b>
HVLAB2	HVAC Laboratory II	41
HVLAB3	HVAC Laboratory III	34
	<b>TOTAL HOURS:</b>	<b>684</b>

## **TUITION**

### **HVAC/R 684 Technology**

Application Fee	\$50.00
Supply Fee	\$1,350.00
Tuition	\$17,100.00
<b>TOTAL:</b>	<b>\$18,500.00</b>

### **HVAC ADVANCED FUNDAMENTALS**

Application Fee	\$50.00
Tuition	\$14,945.00
<b>TOTAL:</b>	<b>\$14,995.00</b>

Florida Academy has the right to hold graduation certificates, transcripts and training equipment until students have paid, in full, all financial obligations to the school, returned any and all school property, completed a financial aid exit interview and completed the Graduate Employment exit interview in order to complete their graduation requirements.

The Institution reserves the right to modify tuition and fees. Any student who withdraws and subsequently re-enters the program is subject to the cost of attendance at the time of re-enrollment.

## COURSE NUMBERING SYSTEM

Florida Academy's course numbering system is designed only to represent the course student is enrolled in for identification purposes. Number sequence is not representative of any pre-requisites required for the program.

**Note:** The institution reserves the right to reschedule any course that is scheduled for fewer than ten students. Due to course scheduling and student demand, not all courses are available or offered every term

## **COURSE DESCRIPTIONS**

### **MT600 Theory & History of Massage and IBBT Hours: 113**

Students begin classes by learning the experience of giving and receiving full body massage. Program curricula include the demonstration of techniques based on traditional Swedish massage. This course establishes a foundation for further study and provides a common orientation and language for all students. There is an emphasis on becoming increasingly comfortable with touch as well as developing sensitivity, awareness, intuition and other skills which make up the art of massage.

Lecture topics covered include screening, history taking, documentation and charting, draping and advanced positioning techniques. Students learn range of motion, body mechanics, client consultation, medical terms, muscle and nerve disorders and specialized massage. Techniques for intermediate massage are demonstrated.

### **AP101 Biological Anatomy, Physiology, and Pathology Hours: 80**

Students explore the anatomy, physiology, and pathology of the normal functioning of the systems of the human body. Emphasis, in this course, is on the musculoskeletal, skeletal and nervous systems. Lecture content and style are oriented to help the student appreciate the relationship between the “science” of the body systems and the “art” of body therapy.

### **AP102 Biological Anatomy, Physiology, and Kinesiology: 84**

In conjunction with the Anatomy and Physiology course requirements, students study kinesiology. A major objective of this program is to provide students with an in-depth understanding of principles for the safe and effective practice of bodywork and guidelines for contraindications. Kinesiology is the study of muscles and muscle movement. Students learn the names and locations of the various skeletal muscles of the body, as well as the actions of those muscles. Kinesiology is a component of Anatomy and Physiology and is important and necessary for massage therapists to know as they are considered “muscle specialists”.

### **AM300 Innovative and Biologically Based Allied Modalities Hours: 76**

*Cupping: Based on the ancient art of stationary Chinese Cupping, massage cupping uses vacuum suction cups to loosen tissues and drain excess fluids from the body. Students learn various introductory massage cupping techniques and apply them to each other in class.*

*Hot Stone: A very popular request in salons and massage establishments, warm stone massage utilizes warmed stones which are used to massage the body, adding an element of therapeutic heat to the massage. Students learn the indications and contraindications to warm stone massage, as well as contrast therapy, and massage techniques. In this class, students are introduced to a basic warm stone routine and practice on each other in class. This is a basic class and does not qualify the students to perform this modality without additional training and/or certification.*

*Aromatherapy: Aromatherapy is the use of essential oils for therapeutic effects. Essential oils have been revered for their fragrance and their restorative effects on the body, mind, and spirit for thousands of years.*

*Reflexology: Students will explore the ancient art of Reflexology. In this portion of the course, the student gains a basic knowledge of the location of reflex zones of the hands and feet along with some basic therapeutic techniques and routine that can be applied in the professional setting.*

*Pregnancy: Students learn the indications and contraindications for pregnancy (prenatal) massage, as well as various positions for pregnant clients, such as side-lying and semi-reclining. Advanced draping and bolstering techniques are also taught for the comfort and safety of the client. This is a basic class and does not qualify the students to perform this modality without additional training and/or certification.*

### **MBLEX: MBLEX Preparatory Academy Hours: 60**

The MBLEx Preparatory Academy is a course designed to prepare students for their licensure examination for graduation from the IBBT and Massage Therapy programs. Students are required to pass two consecutive practice exams with an 80% or higher before taking the actual MBLEx exam.

### **MTLAB Clinic Rotation 1: Foundational Hours: 72**

Students begin their Student Clinical Practicum in conjunction with their Massage Theory & History course (MT600). Students participate in supervised practice as new techniques are introduced.

### **MTCLINIC Clinic Rotation 2: Enhancement and Refinement Hours: 57**

Once cleared by the instructor, this course involves the student, working under the supervision of the Student Clinic instructor, in a professional environment, at our on premise clinic. The student will be required to perform virtually all the duties that are generally required in a private practice, from scheduling appointments to providing client therapy sessions to housekeeping duties. Rules requiring high standards of professional dress, personal conduct and proper etiquette are rigidly enforced.

This invaluable experience includes performing approximately 57 one-hour massage therapy sessions on actual paying clients, most of which are supplied by the school, but some of which may, and should be, “recruited” by the student.

Students are given some flexibility in scheduling their time in the clinic so as to accommodate their personal schedules; however, once committed to, it is expected the schedule will be adhered to regardless of personal conflicts.

### **HYDRO: Theory & Practice of Hydrotherapy Hours: 15**

Students learn the science and use of water both internally and externally, in any of its three forms – solid, liquid or vapor – in the treatment of disease, trauma and stress. Lecture and demonstration is given in the methods heat is transferred, the technique of local thermal procedures, techniques of sprays and douches and the rationale of hydrotherapy. This is a required course for Florida licensure.

### **IDBP100: Infectious Disease and Blood-borne Pathogens Hours: 3/4/6**

Students are instructed on the illness, Acquired Immune Deficiency Syndrome, informed of the causes, modes of transmission, progression of HIV infection and AIDS, AIDS antibody testing, counseling, treatments and other post-infection care. Instruction is also given regarding other Blood borne Pathogens and on the Florida Omnibus AIDS Act.

### **LAW: Regulatory Compliance – Florida Law Hours: 10/5/6**

The requirements of the Florida Massage Practice Act (Chapter 480) of the Florida Statutes and the Rules and Regulations of 61G-11 are presented in lecture and thoroughly discussed in class. Each student learns the laws and rules governing the

field of massage therapy or skin care as set forth by the State of Florida. This is a required course for Florida licensure as a massage therapist or skin care specialist.

**ME: Medical Errors Hours: 2**

In this class, students will master factors that may contribute to medical errors; learn the difference between preventable and un-preventable adverse events; safety practices and procedures; treatment protocols and contraindications for treatments. This course is mandatory to become a Licensed Massage Therapist.

**IBBTCLINIC: Clinical Rotation 3: Mastery of Clinical Skills Hours: 144**

This course involves the student, working under the supervision of the Student Clinic instructor, in a professional environment, at our on premise clinic. Rules requiring high standards of professional dress, personal conduct and proper etiquette are rigidly enforced.

This invaluable experience includes performing approximately 144 one-hour massage therapy sessions on actual paying clients most of which are supplied by the school, but some of which may, and should be, “recruited” by the student.

This course allows students to develop specific treatment plans based on specific symptoms for musculoskeletal conditions. Students will practice additional modalities such as Sports Massage, Myofascial Release, Neuromuscular and Muscle Kinesiology, to name a few. Students are given some flexibility in scheduling their time in the clinic so as to accommodate their personal schedules; however, once committed to, it is expected the schedule will be adhered to regardless of personal conflicts.

**ETHICS: Ethics and Professionalism Hours: 2/4/6**

In this course, students will learn the value and importance of establishing professional boundaries in their massage or skin care practices. Students will be presented with fictitious scenarios and asked to discuss their ideas of what they consider to be “right and wrong” behaviors. Students will learn that moral principles can be viewed either as the standard of conduct that individuals have constructed for themselves or as the body of obligations and duties that a particular profession/society requires of its members and that each view can be very different from the other. Students will learn that not every answer to a moral question is necessarily “black or white” and that it is in the “gray areas” that massage therapists and skin care specialists become most vulnerable when making decisions about how to handle various situations that can arise around the professional relationship they have with their clients.

**AIBT: Beyond Trigger Points: Advanced IBBT Hours: 156**

Students receive in depth instruction in deep tissue, myofascial release, neuromuscular and muscle kinesiology techniques. Additional instruction allows students to develop touch ability skills in situational settings and develop treatment plans for the musculoskeletal conditions.

**BUS500: Business Hours: 24**

This course provides information on marketing, office practices, resumes, starting your own business, and bookkeeping.

**DP005/NS205: Sanitary Science Hours: 10/4**

Students are instructed about methods of sanitation and sterilization for the protection of the client and the technician.

**DP711: Pure Sciences Hours: 33**

Students learn the basics of chemistry with its relationship to product ingredients and how it reacts with the skin, how nutrition affects the body and skin along with the intricate makeup of the skins layers and their respective purpose.

Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition and lack of hydration to damage caused by sun exposure, smoking, and alcohol. Numerous therapies, products and techniques mitigate, if not eliminate, these disorders and will be discussed and practiced in class.

**DP139: Applied Sciences Hours: 36**

This is a comprehensive look at skin diseases and disorders showing how skin care, products and home care can help treat, prevent or heal some of these conditions and to recognize when to refer to a doctor. Students learn the inner workings of the cell and how it relates to the skin as a whole and how products will affect it. Also, students will cover how the product reacts once it has penetrated the skin for better product selection and long term effects. Students will understand how food affects the outer and inner workings of the skin for all ages and skin types.

**DP817: Electrical Energy/Appliances Hours: 63**

Students are given a clear understanding of the basics of electricity and how it relates to skin care with the use of different machines, using different modalities to best effect the skin. Students are taught a variety of different machines to help them better a client's skin based on need and availability, these may include, but are not limited to,



Microdermabrasion, Galvanic, High Frequency, Vacuum, Ultrasonic, LED and Microcurrent. Students discuss the different types of machines that are used in a medical setting and students learn if they need further certification to use them in the State of Florida. Students also learn the use of micro current lifting and LED lights for more advanced facials and then apply this information to layer services to best benefit the client.

**DP220: Derma Provisions Hours: 192**

Students will use various methods to assess and analyze the skin and its functions and they will be able to recommend proper treatments and get rid of any impactions in the skin. Students will be given a clear understanding of the effects of major ingredients of skin care products and which are appropriate for each skin type. Students will learn the difference between organic and inorganic products and ingredients along with their impact on the skin when applied topically. Students learn the most ergonomic way to set up their treatment room whether it is for facials or waxing or any other skin care service provided. Students cover the Milady's standards for basic facials which are the core procedures of a skin care specialist and will be taught basic theory and hands on techniques. Students will garner proper techniques and styles to bring youth and vitality to the client's skin. The course finishes with basic makeup application using highlighting and contouring, focusing on everyday looks to evening looks while blending and using brushes and the color wheel.

**DP127: Integument Diligence Hours: 84**

Students will learn how to best treat health challenged skin with proper techniques and products, learn different ways to analyze skin and learn the best treatment protocols for the different skin types. Students will know what the actual ingredients in the products do once they enter the skin, how active ingredients differ from inactive and which are better to use on different skin types. Students will learn about essential oils, their benefits and features, mixing tinctures and how to blend for the best results for natural healing. Students learn which services are appropriate for different skin types and health challenges and which products will accomplish the desired outcome. Students focus on best treatment protocols for each skin type, using new treatment concepts, alternative massage techniques and cocktail services.

**DP189: Filament Elimination Hours: 36**

Students will learn the different types of wax and removal techniques for all basic hair removal including sugaring and threading along with more advanced types of hair removal including modified bikinis and Brazilian waxing.

**DP223: Alternative Therapies Hours: 24**

Students learn the different types of Spa treatments that are available, showing different techniques, depending on the areas to be treated. Student are educated on alternative treatments including Marma points, Reiki treatments, and Chakras and the different Doshas and how they affect the skin, the elements and how they relate to skin issues and types.

**DP158: Therapeutic Modalities Hours: 60**

Students will learn the different types of doctors they are able to work for and what services they can provide. Students learn how the different types of over the counter and prescribed medications affect the skin and what products to choose for use. Students will learn the types of services that may be used while working alongside or as a part of the medical team. Students are shown how to read and write the proper medical terminology along with learning the varying types of injectables used, when to intervene with medical treatments or regular services that are within their scope. Students learn the different types of facial surgeries, pre and post op treatments and understand a student's place in a medical setting. This course will help students learn how to use all the different tools, techniques and products to give the client the best treatments available. Also, students will have a basic understanding on how to interact, treat, and maintain health challenged skin.

**DP146: Advanced Systems of the Human Body Hours: 63**

Students learn general information on the different body systems and how they relate to skin care, how hormones affect the skin and its reaction to products; how the facial muscles work to better their massage movements; and to help with some machines to better client services. Students learn how the heart, veins and arteries work alongside the lymphatic system to enhance their massage to include pressure point and lymphatic drainage; how the digestive system effects the way products interact with the skin; and the basics of the human skeleton, concentrating on the head, neck and shoulders.

**DP230: Corporate Enterprise & Commerce Hours: 30**

Students are taught resume building, making business cards, rebooking and interviewing techniques to help when looking for employment and retaining clients. How to retail out products and up-sell services to enhance their profit margins are also covered. Students learn how to create a business plan to help them build a better future either for themselves, or as business owners.

**BW345: Body Wrapping Hours: 18**

Students learn basic information on body wrapping and are able to demonstrate different types of body wraps, the application and clean up using a wet bed for mud, and the proper application of salt or sugar scrubs.

**CLINICPRAC: Clinic Practical Hours: 90/60**

Students will be able to demonstrate all aspects of skin care by setting up stations, performing client consultations, and performing facials pertaining to skin type. Client skin analysis, use of machines, sanitary procedures, waxing different body parts, and product sales are covered.

**DIAGPRAC: Diagnostic Practical Hours: 60**

Students practice on each other the different treatment protocols using different techniques, advanced massage, alternative therapies, and different machines. Students learn to layer different techniques and cocktail different machines to customize the facial to each client.

**MICROPIG: Micropigment Specialist Hours: 90**

Students are given the state mandated biomedical class before working on live skin. Students are then taught the machine method, soft tap method, and the microblading technique to apply pigment into the skin. Students also learn colorizing for proper color application into the brows, eyeliner, lips areola, and scar tissue.

**NS067: Nail Diagnostics Hours: 24**

Students learn the basics of skin and nail anatomy and how it relates to nail services. They will further their knowledge on the structure of the nail and how the nail grows and be able to distinguish different nail diseases while making determinations on whether to proceed with services or refer to a doctor. Students learn all functions of the skin. Students leave being able to explain why skin health is important, explain disorders of the skin and prescribe how proper nutrition can help maintain balance.

**NS117: Nail Chemistry Hours: 18**

Students get a basic understanding of chemistry and how it relates to nail care; learn the different ingredients of products and how they relate to each service provided; and understand how to use these products to improve nail services by doing nail enhancements on natural nails.

**NS148: Nail Implementation Hours: 96**

Students are shown the Milady's standard techniques to perform basic manicures, pedicures and how to adapt to each client. They are given basic information on how electricity works and what machines can be used for their nail services. Students learn how to pick the best nail file for them and the proper way to use it on each client. Students learn to demonstrate their creative talents with nail art and polish, gel, acrylic or various other products. Students perform fiberglass and silk wraps on natural or artificial nails and demonstrate applying different Gel products on natural or artificial nails. Students leave being able to repair damaged nails, do sculpting with gel or acrylic nails, apply an overlay to natural nails, and do fading techniques.

**BE005 / PP005: Sanitation & Infection Control Hours: 10**

Students are instructed on the various methods of sanitation, sterilization and disinfection, and will learn which method to use for proper protection to the client and technician.

**PP711: Pure Sciences Hours: 33**

Students learn the basics of chemistry with its relationship to product ingredients and how it reacts with the skin, how nutrition affects the body and skin and the intricate makeup of the skins layers and their respective purposes. Students learn to recognize the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition and lack of hydration to damage caused by sun exposure, smoking, and alcohol. Numerous therapies, products and techniques mitigate, if not eliminate, these disorders and will be discussed and practiced in class.

**PP817: Electricity/Machines Hours: 27**

Students are given a clear understanding of the basics of electricity and how it relates to skin care with the use of different machines, using different modalities to best effect the skin. Students are taught a variety of different machines to help them better a client's skin based on need and availability, these may include, but are not limited to, Microdermabrasion, Galvanic, High Frequency, Vacuum, Ultrasonic, LED and Microcurrent.

**PP018: Hair Removal Hours: 24**

Students will learn the different types of wax and removal techniques for all basic hair removal including sugaring, threading and speed waxing.

**PP220: Skin Care Hours: 132**

Students will use various methods to assess and analyze the skin and its functions and they will be able to recommend proper treatments and get rid of any impactions in the skin. Students will be given a clear understanding of the effects of major ingredients of skin care products and which are appropriate for each skin type. Students will learn the difference between organic and inorganic products and ingredients along with their impact on the skin when applied topically. Students learn the most ergonomic way to set up their treatment room whether it is for facials or waxing or any other skin care service provided. Students cover the Milady's standards for basic facials which are the core procedures of a skin care specialist and will be taught basic theory and hands on techniques. Students will garner proper techniques and styles to bring youth and vitality to the client's skin. The course finishes with basic makeup application using highlighting and contouring, focusing on everyday looks to evening looks while blending and using brushes and the color wheel.

**PP096: Advanced Topics Hours: 12**

Students learn the different types of doctors they are able to work for and what services they are able to provide within their scope of practice. Students also learn general information on the different body systems and how they relate to skin care.

**PP023: Business Hours: 30**

Students are taught resume building, making business cards, rebooking and interviewing techniques to help them when searching for employment and while retaining clients. They also learn how to retail out products and up-sell services to enhance their profit margins.

**NS222: Salon Business Hours: 6**

Students learn the ins and outs of building their business, how to increase their sales and how to rebook clients. Students learn how to build resumes and create business cards. Students are taught how to interview and be prepared to perform services on paying clients.

**NAILCLINIC: Nail Clinic Hours: 96**

Students perform all aspects of services they have been trained to apply on each other, friends and family, and paying clients.

**BE711: Basic Sciences Hours: 9**

Students learn the basics of chemistry with its relationship to product ingredients and how it reacts with the skin. Students are instructed in the most common disorders of the skin which may be caused by a variety of factors ranging from improper nutrition and lack of hydration to damage caused by sun exposure, smoking, and alcohol. Numerous therapies, products and techniques mitigate, if not eliminate, these disorders and will be discussed and practiced in class.

**BE817: Electricity/Machines Hours: 45**

Students are given a clear understanding of the basics of electricity and how it relates to skin care with the use of different machines, using different modalities to best effect the skin. Students are taught a variety of different machines to help them better a client's skin based on need and availability, these may include, but are not limited to, Microdermabrasion, Galvanic, High Frequency, Vacuum, Ultrasonic, LED and Microcurrent.

**BE018: Hair Removal Hours: 12**

Students learn the different types of wax being used and removal techniques for all basic hair removal including sugaring and threading.

**BE220: Skin Care Hours: 114**

Students will use various methods to assess and analyze the skin and its functions and they will be able to recommend proper treatments and get rid of any impactions in the skin. Students will be given a clear understanding of the effects of major ingredients of skin care products and which are appropriate for each skin type. Students will learn the difference between organic and inorganic products and ingredients along with their impact on the skin when applied topically. Students learn the most ergonomic way to set up their treatment room whether it is for facials or waxing or any other skin care service provided. Students cover the Milady's standards for basic facials which are the core procedures of a skin care specialist and will be taught basic theory and hands on techniques. Students will garner proper techniques and styles to bring youth and vitality to the client's skin. The course finishes with basic makeup application using highlighting and contouring, focusing on everyday looks to evening looks while blending and using brushes and the color wheel.

**BE006: Basic Anatomy & Physiology Hours: 6**

Students learn general information on the different body systems and how they relate to skin care.

**BE023: Basic Business Hours: 12**

Students are taught resume building, making business cards, rebooking and interviewing techniques for utilization when searching for employment and retaining clients. They are also taught how to retail out products and up-sell services to enhance their profit margins.

**NS208: Nail Structure & Growth Hours: 6**

Students further their knowledge on the structure of the nail and how the nail grows.

**NS209: Nail Disease Hours: 6**

Students learn to distinguish different nail diseases and make determinations on whether to proceed with services or refer to a doctor.

**NS210: Physical Science of Nails Hours: 6**

Students leave this course with a basic understanding of chemistry and how it relates to nail care.

**NS211: Nail Product & Chemistry Hours: 6**

Students learn the different ingredients of products and how they relate to each service provided.

**NS217: Monomers & Polymers Hours: 6**

Students learn how to use products to improve nail services by doing nail enhancements on natural nails.

**NS212: Basic Electricity Hours: 6**

Students learn basic information on how electricity works and how it can be used for their nail services.

**NS215: Electric Filing Hours: 3**

Students are taught how to pick the best nail file for them and the proper way to use it on each client.

**NS213: Manicures Hours: 30**

Students learn Milady's standard techniques to perform basic manicures and how to adapt the concepts for each client.

**NS214: Pedicures Hours: 30**

Students learn Milady's standard techniques to perform pedicures and how to adapt the concepts for each client.

**NS219: Creative Touch Hours: 6**

Students learn being able to demonstrate their creative talents on nail art with polish, gel, acrylic, and various other products.

**NS216: Nail Tips & Wraps Hours: 6**

Students learn to perform fiberglass and silk wraps on natural or artificial nails.

**NS218: UV Light & Gel Hours: 12**

Students are taught to demonstrate and apply different Gel products on natural or artificial nails. Students also learn how to repair damaged nails, do sculpting with gel or acrylic nails, apply an overlay to natural nails, and utilize fading techniques

**CF110: Orientation to the Trade Hours: 6**

This course is designed to describe the origins of personal beautification and career opportunities available to a licensed cosmetologist.

**CM100: Communications Hours: 6**

In this course, students learn proper communication skills to use when working with clients and coworkers alike.

**CF150: Anatomy & Physiology Hours: 6**

Upon completion, students are able to define and explain the importance of anatomy and physiology to the cosmetology profession, describe cells and their structure, define tissue and identify the types of tissues found in the body, and name the eleven main body systems while explaining their basic functions.

**CF180: Life Skills Hours: 6**

Students are able to list the principles that contribute to personal and professional success, create a mission statement, explain how to set short-term and long-term goals, discuss the most effective ways to manage time, define ethics, and list the characteristics of a healthy, positive attitude.



**CF200: Chemistry Hours: 6**

Students learn basic chemistry and how it applies to cosmetology.

**CF250: Professional Image Hours: 6**

Upon completion of this course, students will understand personal hygiene, be able to explain the concept of dressing for success, and demonstrate an understanding of ergonomic principles and ergonomically correct postures and movements.

**CF300: Basics of Electricity Hours: 6**

Upon completion, students are able to define electricity and the two types of current, define electrical measurements, understand the principles of electrical equipment safety, define the main electric modalities used in cosmetology, describe other types of electrical equipment, explain the electromagnetic spectrum, and describe the types of light therapy and their benefits.

**CF350: Employment Hours: 6**

In this course, students begin to understand what is involved in securing the required credentials for cosmetology in their state and learn the process for taking and passing their state licensing examination. They begin to start networking and preparing to find a job, are able to describe the different salon business categories, learn to write a cover letter and resume, and understand how to explore the job market.

**CF400: Makeup Hours: 27**

Students learn to work with basic makeup application using highlighting, contouring, everyday looks and evening looks, blending, brush variations, and the color wheel.

**CF450: Business in the Industry Hours: 6**

In this course, students will learn to distinguish the types of salon ownership, identify two options for going into business for themselves, list the habits of a good salon team player, list the most effective ways to build a client base, describe the different salon business categories, and write a cover letter and resume and prepare an employment portfolio.

**COS01: Properties of the Hair and Scalp Hours: 37**

Upon completion, students are able to: name and describe the structures of the hair root, list and describe the three layers of the hair shaft, describe the three types of side bonds in the cortex, list the factors that should be considered in a hair analysis, describe the hair growth cycles, discuss the types of hair loss and their causes, describe the

options for hair loss treatment, and recognize hair and scalp disorders commonly seen in the salon and know which can be treated by cosmetologists.

**COS02: Scalp Care Hours: 31**

Students learn to explain the two most important requirements for scalp care; describe the benefits of scalp massage; know how to treat scalp and hair that are dry, oily, or dandruff ridden; explain the role of hair brushing to a healthy scalp; discuss the uses and benefits of the various types of shampoo and conditioner; demonstrate the appropriate draping for a basic shampoo and draping for a chemical service; and demonstrate the Three-Part Procedure and explain why it is useful.

**COS03: Product Knowledge Hours: 12**

Upon completion, students are able to identify the different products available to them for use, use the individual products and their specific usage and combinations, and provide information to consumers interested in various products.

**COS04: Hair Design Hours: 12**

In this course, students learn to describe the possible sources of hair design inspiration, list the five elements and principles of hair design, understand the influence of hair type on hairstyle, identify different facial shapes and demonstrate how to design hairstyles to enhance or camouflage facial features, and explain design considerations for men.

**COS05: Hair Cutting Techniques Hours: 183**

In this course, students learn to identify the reference points on the head form and understand their role in hair cutting; define angles, elevation and guidelines; list the factors involved in a successful client consultation; explain the various use of tools in haircutting; and name three things to ensure good posture and body position while cutting hair.

**COS06: Hair Color Hours: 153**

In this course, students identify natural hair color and tone, types of hair color, principals and techniques of temporary, semi-permanent, permanent colors, lightening, tinting, toning, highlighting, special effects, and hair color safety precautions and color procedures.

**COS07: Hair Styling Hours: 396**

In this course, students learn finger waving, pin curls, roller setting, hair wrapping, and various blow-dry styling techniques. Students also learn to demonstrate the proper use of thermal irons, hair pressing, and the differences between hard and soft pressing.

**COS08: Braiding & Extensions Hours: 6**

Upon completion, students are able to explain how to prepare the hair for braiding, demonstrate the procedure for cornrowing, and demonstrate the procedure for extensions.

**COS09: Wigs and Additions Hours: 6**

In this course, students learn to explain the differences between human and synthetic wigs, describe the two basic categories of wigs, explain various types of hair pieces and uses, and explain the different methods of attaching extensions.

**COS10: Chemical Texture Hours: 101**

In this course, students explain the structure and purpose of each hair layer explain the chemical actions that take place during permanent waving, explain the difference between alkaline and true acid wave, explain the purpose of neutralization in permanent waving, describe how Thio relaxers straighten hair, describe how hydroxide relaxers straighten hair, and describe curl reforming and what it is best used for.

**COS20: Skin Care Hours: 51**

Upon completion, students: understand the importance of skin analysis and client consultation and understand contraindications and the use of health screening forms to safely perform facial treatments. Students are able to list and describe various skin types and conditions, describe different types of products used in facial treatments, perform a client consultation, identify the various types of massage movements and their physiological effects, understand the basic types of electrical equipment used in facial treatments, and understand the basic concepts of electrotherapy and light therapy techniques.

**NS300: Nail Theory & Practice Hours: 92**

In this course, students learn nail structure and growth, nail disorders and diseases, manicuring, pedicuring, nail tips and wraps, monomers and polymers, and UV Gels.

**COR101: Basic Safety and OSHA 10 HR Safety Hours: 14**

This course complies with OSHA-10 training requirements and explains the safety obligation of workers, supervisors and managers to ensure a safe work place. This course discusses the causes and results of accidents and the impact of accident costs.

**COR102: Introduction to Construction Math Hours: 10/14**

From basic addition to multiplying fractions and more, this course prepares students to do the calculations they'll be performing on the job site. Topics include multiplication tables and unit conversion charts.

**COR103: Introduction to Hand Tools Hours: 7/14**

This course covers a basic toolbox of equipment with color pictures of the tools and illustrations of how to use them. Maintenance instructions and safety tips are also covered.

**COR104: Introduction to Power Tools Hours: 7/14**

This course provides pictures and how-to-use instructions for tools powered by electricity, batteries, and pressurized air, such as drills, saws, grinders and sanders, and other common construction equipment. Maintenance instructions and safety tips are also covered.

**COR105: Introduction to Construction Drawings Hours: 10/14**

Students are introduced to the different types of plans and how they represent a finished building. This course shows the parts of blueprints in detail, including symbols, the title block, and gridlines.

**COR106: Basic Communication Skills Hours: 7/14**

During this course, students are provided with techniques for communicating effectively with co-workers, employers and potential employers, through concepts of attitude, work ethic, teamwork, telephone skills and interpersonal skills.

**COR107: Basic Employability Skills Hours: 7/14**

This course identifies the roles of individuals and companies in the construction industry. Students are introduced to critical thinking and problem-solving skills, and computer systems and their industry applications.

**COR108: Introduction to Materials Handling Hours: 5/14**

Students learn to recognize hazards associated with materials handling and explain proper materials handling techniques, equipment and procedures.

**COR109: Core Laboratory Hours: 5/21**

Students complete hands-on skills competency tests to ensure retention of core course material.

**HVAC201: Introduction to the HVAC Trade Hours: 7/14**

This course provides an overview of basic concepts and environmental concerns relating to heating, ventilating, and air conditioning in the commercial and residential areas. Information is presented regarding the responsibilities and leadership abilities in relation to organizing and directing workers and operations.

**HVAC202: Trade Math Hours: 10/14**

This course expands the knowledge learned in the Intro to Construction Math course. Emphasis is placed on the metric system. Also introduced are concepts concerning scientific notation, powers and roots, algebra, geometry and trigonometry.

**HVAC203: Copper & Plastic Piping Practices Hours: 5/14**

This course teaches the applications, preparation, and joining of copper and plastic piping to: correctly measure the diameter of copper tubing, cut and ream copper tubing using a tubing cutter, correctly bend copper tubing, using bending tools, make a swage joint in a section of copper tubing, make and join flare connections, join two sections of tubing using a compression fitting, and cut and join two sections of plastic pipe using appropriate fittings.

**HVAC204: Soldering and Brazing Hours: 7/14**

Tools, materials and safety precautions are covered and step-by-step procedures for soldering and brazing are depicted.

**HVAC205: Ferrous Metal Piping Hours: 5/14**

During this course, the student is introduced to methods and procedures used in ferrous metal piping practices, including identifying types of carbon steel pipe, pipe sizes and weights, and pipe fittings, as well as learning to cut, ream, thread and assemble steel pipe.

**HVAC206: Basic Electricity Hours: 14/21**

Students are introduced to electricity, electrical circuits, and the electrical components of HVAC systems. Students use Ohm's law to calculate current, voltage and resistance; use the power formula to calculate how much power is consumed by a circuit; and understand how to use a multimeter and ammeter.

**HVAC207: Introduction to Cooling Hours: 28**

This course provides an overview of the basic refrigeration cycle and the major components, accessories, and control devices of a cooling system. Students learn to

use temperature and pressure measuring instruments to make readings at key points in the refrigeration cycle while understanding the temperature and pressure relationships at key points in the refrigeration cycle. Students learn to identify compressors, condensers, evaporators, metering devices, controls and accessories. Students also understand how to use a sight glass and moisture/liquid indicator to determine the operating conditions of an air conditioning system and service valves to gain access to an air conditioning system in order to measure pressures using a gauge manifold set.

#### **HVAC208: Introduction to Heating Hours: 14/14**

In this course, students are taught the operation and maintenance of gas, oil, and electric furnaces while learning the components of a gas furnace and oil furnace and the purpose and function of each component. Students can use a manometer to measure and adjust manifold pressure on a gas furnace, including filter replacement, cleaning of components and temperature measurements. Students are able to identify symptoms of combustion problems in an oil furnace and learn to perform preventative maintenance procedures on an oil furnace.

#### **HVAC209: Air Distribution Systems Hours: 14**

Students are taught the properties of air distribution systems in order to become familiar with the operation, layouts, types of equipment, and installation practices used for air distribution systems installed in the different regions of the country. Students learn to assemble duct and fittings and assemble flexible duct. Students also learn installation of insulation and vapor barriers on metal ducts while explaining the installation of fittings and transitions used in duct systems, and the installation of diffusers, registers, and grills used in duct systems. Students can use a manometer to measure static pressure, velocity pressure and total pressure in a duct system. The use of velometers to measure the velocity of airflow at the output of air system supply diffusers and registers is also covered.

#### **HVAC210: EPA 608 Hours: 7/21**

EPA-Approved Section 608 certification is needed to service building air conditioning and refrigeration systems. Technicians receiving a Universal Certification are certified to recover refrigerant during the maintenance, service or repair of small appliances, high-pressure equipment and low-pressure equipment. Upon successful completion, students are certified to work on any type of air conditioning and refrigeration equipment except for motor vehicle air conditioning.

#### **HVAC212: R410A Safety Hours: 7/21**

Students study to receive their R410A Safety Certification.

**HVAC301: Commercial Airside Hours: 14**

This course describes the systems, equipment and operating sequences used in a variety of commercial airside system configurations such as constant volume single zoned and multi-zone, VVT, VAV and dual duct VAV.

**HVAC302: Chimneys, Flues, and Vents Hours: 14**

Topics covered include the principles of venting fossil fuel furnaces and the proper methods for selecting and installing vent systems for gas fired heating equipment.

**HVAC303: Introduction to Hydronic Systems Hours: 14**

Students are introduced to hot water heating systems, focusing on safe operation of the low pressure boilers and piping systems commonly used in residential applications.

**HVAC304: Air Quality Equipment Hours: 14**

This course covers the basic principles, process and devices used to control humidity and air clean lines as well as devices used to conserve energy in HVAC systems.

**HVAC305: Leak Detection, Evacuation, Recovery, and Charging Hours: 28**

Students learn the basic refrigerant handling and equipment servicing procedures to service HVAC systems in an environmentally safe manner.

**HVAC306: Alternating Current Hours: 14**

Topics covered include transformers, single phase and three phase power distribution, capacitors, the theory and operation of induction motors, and the instruments and techniques used in testing AC circuits and components and electrical safety.

**HVAC307: Basic Electronics Hours: 14**

This course explains the theory of solid state electronics as well as the operation, use and testing of the various electronic components used in HVAC equipment.

**HVAC308: Control Circuit Troubleshooting Hours: 28**

Students learn the operation, testing and adjustment of conventional and electronic thermostats as well as the operation of common electrical, electronic and pneumatic circuits used in HVAC systems.

**HVAC309: Troubleshooting Gas Heat Hours: 28**

Tools, instruments and techniques used in troubleshooting gas heating appliances including how to isolate and correct faults are covered.

**HVAC310: Troubleshooting Cooling Hours: 28**

Covers the basic techniques and equipment used in troubleshooting cooling equipment, focusing on analyzing system temperatures and pressures in order to isolate faults.

**HVAC311: Heat Pumps Hours: 28**

Principles of reverse cycle heating are covered and the operation of the various types of heat pumps and how to analyze heat pump control circuits are described.

**HVAC312: Basic Installation and Maintenance Hours: 14**

In this course, students learn the application and installation of various types of fasteners, gaskets, seals and lubricants as well as the installation and adjustment of different types of belt drives, bearings and couplings.

**HVAC313: Sheet Metal Duct Systems Hours: 14**

This course covers layout, fabrication, installation and insulating of sheet metal ductwork and system components.

**HVAC314: Fiberglass and Flexible Duct Systems Hours: 14**

Layout, fabrication, installation and joining of fiberglass ductwork and fittings are covered.

**HVLAB1: HVAC Laboratory I Hours: 20/21**

Students complete HVAC skill competencies in a supervised, safety first setting.

**HVLAB2: HVAC Laboratory II Hours: 41**

Students complete HVAC skill competencies in a supervised, safety first setting.

**HVLAB3: HVAC Laboratory III Hours: 34**

Students complete HVAC skill competencies in a supervised, safety first setting.