



florida academy

SCHOOL CATALOG

2016

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

www.florida-academy.edu

239.489.2282 or 800.324.9543

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A Catalog is available to students prior to enrolling in Florida Academy.

Completing a program in a language other than English may reduce employability where English is required.

Florida Academy Welcomes You!

We welcome you to Florida Academy where our goal is to see each one of our students succeed in their chosen field. By enrolling at Florida Academy, you are setting yourself up for a lifetime of success in growing industries. We provide you with modern classrooms and relevant lab and clinical practicums to ensure you have a professional and motivational experience.

We take pride in the quality of the facility, the equipment and the professionalism of our staff and faculty. Each student receives hands-on assistance in pursuing the knowledge and skills necessary for employment in their chosen career field. We want you to enjoy the challenges of learning at Florida Academy, where you will have the chance to become career ready.

On behalf of the faculty and administration of Florida Academy, I wish you the best in your career studies during this important time in your life.

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, our school is accredited by the Council on Occupational Education (COE) and is a member of:

- American Aestheticians Education Association
- American Association of Cosmetology Schools
- Florida State Massage Therapy Association
- American Massage Therapy Association – Council of Schools
- Associated Bodywork & Massage Professionals
- Associated Skin Care Professionals
- Associated Hair Professionals
- International Massage Association
- The Hospital Based Network
- Greater Fort Myers Chamber of Commerce
- Better Business Bureau of West Florida, Inc.
- Southwest Florida Air Conditioning Contractors Association
- ESCO Institute - Heating and Air Conditioning

Florida Academy is owned by Nornob Corporation, Inc., a Florida corporation, and has two 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. Telephone: (239) 489-2282 or (800) 324-9543, Fax: (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, Chief Academic Officer
- Carla Rodriguez, Financial Aid Director
- Magdalena Guzman, Admissions Director
- Anna Burrelli, Director of Student Services/Registrar
- Brad Davis, Community Relations Specialist
- Krista Parent, Special Projects Coordinator
- Stephen Brown, Job Placement
- Teresa Braun, Education Coordinator
- Michael Kicklighter, Massage Director
- Lisa LeClaire-Odar, Cosmetology Director
- Daniel Rooney, HVAC Director

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 5 private therapy rooms for the Professional On-Site Clinics, 4 independent massage classrooms, 1 independent skin care classroom an individual skin care and makeup lab, 2 multi-purpose classrooms, 1 independent nail classroom and salon, 1 independent cosmetology classroom and salon, 2 independent HVAC labs and classrooms, and administrative offices in 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, as well as equipment for Micro-Dermabrasion, High Frequency and Galvanic machines, LED Light Therapy, Telanigatron, Endermologic Equipment, Ultrasonic Skin Scrubber, ergonomically correct Manicure tables, Pedicure Stations, UV Nail enhancement lights, Medicoool ProPower 520 professional electric files, Suction and Atomizer Machines as found in up-to-date spas, salons and medical offices plus a full array of other equipment needed in the industry. Our full service salon holds custom fabricated stations, each complete with a hydraulic chair, mirror, and custom cabinetry for tool and equipment storage, as well as wash bowls, drying stations, manicure stations, pedicure chairs, color bar and washer and 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 computer 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 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 achieve 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.

OBJECTIVES

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.

Florida Department of Education

Division of Blind Services Florida Academy is eligible to train persons eligible for Division of Blind Services benefits.

Southwest Florida Workforce Development Board, Inc.

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

HOLIDAYS OBSERVED

January 16, 2017
Martin Luther King Day
February 20, 2017
President's Day
April 14, 2017
Good Friday
April 17, 2017
Easter Monday
May 29, 2017
Memorial Day
July 4, 2017
Independence Day
September 4, 2014
Labor Day
November 10 (observed)
Veteran's Day
November 22-24, 2017
Thanksgiving Break
December 25, 2017 - January 5, 2018
Winter Break

ACADEMIC CALENDAR

MESSAGE DAY START DATES

1/30/2017
3/7/2017
4/11/2017
5/18/2017
6/23/2017
7/31/2017
9/5/2017
10/10/2017
11/5/2017
1/8/2018
2/13/2018
3/21/2018
4/27/2018
6/4/2018
7/10/2018

MESSAGE EVENING START DATES

1/31/2017
3/7/2017
4/11/2017
5/18/2017
6/22/2017
7/28/2017
9/1/2017
10/6/2017
11/14/2017

ESTHETICS & NAILS DAY STARTS

2/9/2017
3/10/2017
4/7/2017
5/9/2017
6/7/2017
7/6/2017
8/3/2017
8/31/2017
9/29/2017
10/27/2017
11/30/2017

ESTHETICS & NAILS EVENING STARTS

1/9/2017
3/9/2017
5/8/2017
7/5/2017
8/30/2017
10/26/2017
1/10/2018

COSMETOLOGY DAY START DATES

2/6/2017	7/24/2017
3/6/2017	8/21/2017
4/3/2017	9/18/2017
5/1/2017	10/16/2017
5/30/2017	11/3/2017
6/26/2017	

HVAC 210 START DATES

10/25/16
11/29/16
1/11/17
2/8/17
3/8/17
4/5/17
5/3/17
5/30/17
7/12/17
8/9/17
9/6/17
10/4/17
11/2/17
11/29/17

ADMISSIONS REQUIREMENTS

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.

Florida Academy provides equal admissions opportunity to all applicants. Qualified persons are selected without prejudice or discrimination by reason of race, age, sex, gender, color, religious belief, national or ethnic origin, or disability. 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.

All successful applicants are required to have a personal interview with the Admissions Department. If applicant does not live in Southwest Florida, a telephone interview may be conducted at the discretion of the Admissions office. 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 acceptance without risking injury to themselves or others. All applicants must be 18 years old by the first day of class. Admission to Florida Academy 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 proof of 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 and tuition and fees will be assessed appropriately. If acceptance cannot be determined while the student is on campus, notification will promptly be made by phone, email or mail. 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. A background check is required for applicants in the Massage Therapy programs.

The application fee will be payable upon submission of 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 by the previous school, which must be licensed by the Department of Education, or the equivalent licensing authority of that 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 school's catalog should also be submitted so that the program content can be compared as part of a transcript evaluation. Transcripts submitted by a school that awards "credit hours" will need to include conversion factors so that Florida Academy can equate their "credit hours" with our program hour requirements which are actual "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 will be made in view of the course material previously taken and the length of time since the training was received. Only transcripts that are 10 years old or less will be considered for transfer credit. 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. There is a \$50 examination fee that applies.

After transfer hours have been established and a personal interview with the Admissions Representative 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 the transfer credit policy is to insure that all students completing a Skin Care Program have sufficient knowledge and course hours to meet the Florida Board of Cosmetology administrative criteria for skills, services and hours that are necessary to obtain registration in the State of Florida. The Operations Director is responsible for reviewing all transcripts for the purpose of transfer of credit. Transcripts submitted 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 Operations Director 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 esthetics in Florida come to the school for review of their transcripts with the intent of obtaining Florida registration because they do not meet the requirements for 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 Operations Director or Chief Academy Officer at Florida Academy.

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 (5 hours) and HIV/AIDS (4 hours).

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 that hours will be accepted.

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.

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. 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. Upon final approval, 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 and return to complete their program more than one year later, must retake the respective portion of the program not originally completed by the student, perform and pass a hands-on demonstrative skills routine with the instructor and pass the course final.

FACULTY

In addition to being either full or part-time instructors, most Florida Academy faculty members also maintain private practices. This combination of continuous professional exposure, coupled with ongoing classroom involvement, produces a teaching bias toward the application of real-world subject matter. We are fortunate indeed to have a faculty that brings this real-world perspective to their teaching duties.

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. Teresa is the Education Coordinator at Florida Academy, 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.

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 obtained her education from 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 brings a broad and varied knowledge and expertise to our Professional Esthetics Program. 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 life style choices in the areas of stress management, weight and pain reduction, nutrition, and supplement choices, thereby optimizing personal wellness and preventing chronic disease. Other services offered in her practice are: TeleHealth, E-Health and Home Care, Lymphatic Drainage, Pharmacy Compounding and Development of Anti-Aging products for skin and hormone supplementation.

Laurie's diverse education and expertise adds a unique perspective to our Professional Esthetics Program. 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.

Sarah Dimaria, LMT, FS

With over 14 years experience and a graduate from 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 on the public. Sarah has a broad spectrum of experience and is energetic and passionate about this industry and education.

Joy Oehser, LMT, FS, COE, ITEC Diplomat

Joy is a native born resident of Fort Myers. She holds an international license in Massage and Esthetics. She also holds certifications in Clinical Oncology Esthetics, Body Wrapping, CND Shellac Master, Lymphatic Drainage, Reiki Master, Craniosacral Level 2 and Polarity. Joy has her own practice, which specializes in Therapeutic/Holistic healing of the body, mind and soul. She is extremely passionate about educating students and is currently teaching Esthetics and Nails in our night program.

Nance Oldfield, FS, BW

Having 17 years experience as an Esthetician in Skin Care can inspire and motivate students. She has worked in Salon and Spa's, For Plastic Surgeons, owend her own business, Taught Skincare at 2 other National Schools, NIC certified by the National Interstate Council of State Boards of Cosmetology, a State Practical Examiner, MACS Missouri Association of Cosmetology Schools. Member of CEA Cosmetology Educators of America, Teachers Seminars of Sam Houston State University, Pivot Point Certified, Illinois Estheticians Society Planning Events Speaking to nurses, organizations and community groups on how to assess and conquer skincare concerns. She has trained with the top cosmeceutical product companies in major cities from California, Chicago to 5th Avenue in New York. Education is a constant in her career. A Member of the Plastic Surgical SkinCare Specialist and American Institute of Permanent Makeup, Makeup Artist with Jane Iredale Mineral Cosmetics, Advanced Medical Peels, Microdermabrasion, Advanced Waxing, Lumenis IPL, Sciton Lasers.

Kathlene Hooper, Cosmetologist, Barber

Kathlene has been in the industry for 3 year and is Florida Academy's Nail instructor. As a Cosmetologist/barber her passion for nails grew and is ready to help grow your passion for nails. She holds certifications with Redken, Tammy Taylor, Young Nail and CND shellac. She specializes in 3D art, nail enhancements and shellac.

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 as the Director of Massage Therapy

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 Therapy, Craniosacral Level 1 and Massage Cupping. Sue has over 12 years work experience in a Chiropractic Office as an LMT and a Chiropractic Assistant. Sue also holds her Naturopathic Doctorate from Trinity College of Natural Health.

Keith J. Walburn, DC, DIBCN

Dr. Walburn is a Chiropractic Physician and a Board Certified Chiropractic Neurologist. He received his professional education at Life Chiropractic College, Erdardt X-ray Seminar in Skeletal Radiology, and Bernau College, Fundamentals of Physical Therapy.

Dr. Walburn has extensive post-graduate continuing education in the areas of injury assessment, physical assessment, treatment and rehabilitation of the cervical spine; lumbar spine; and pelvis and shoulder dysfunctions. His specialty is in functional neurology, neuro-anatomy and neuropathology.

Dr. Walburn was a faculty member at the Northwestern Health Sciences University, Post Graduate Clinical Neurology, in Bloomington, Minnesota, and the Texas College of Chiropractic, Post Graduate Physical Rehabilitation, in Pasadena, Texas.

He has held various positions in the Florida Chiropractic Association (FCA) and is a past President. He was recognized by the FCA for outstanding achievement in 2003, 2004, 2005 and 2007. He is the Founder of the FCA Council on Clinical Neurology, as well as many other Awards and Honors he has received in both his professional and personal life. He has been an instructor and trainer since 1993 for the Florida Chiropractic Association as well as a Trainer and Rehab Instructor for the manufacturer of Theraband and BioFreeze. We welcome Dr. Walburn to our faculty and know that his knowledge and expertise in musculoskeletal anatomy, neurology, and rehabilitation is a valuable addition to our school. Dr. Walburn teaches in our Massage Therapy and Skin Care programs.

Eliane Oramas, LMT, FS

Eliane is from Caracas, Venezuela. 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.

Lisa LeClaire-Odar, Cosmetologist

A 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 for Certified Specialist, Art of Consultation, Color and Know Why, Design Certification, Principles of Haircolor, and Principles of Design. 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.

Travis Boone, Cosmetologist

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 attended the latest Vidal Sassoon cutting seminar in the fall of 2016.

Nijmeh "Star" Khamashta, Cosmetologist

Born in Los Angeles, CA and raised in Miami, FL, the beauty industry is her 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 there after, she got the opportunity to free-lance as a makeup artist for several other prestigious cosmetic lines. She didn't want her career to just be limited to one thing and end there, so she decided to take her career to the next level. She graduated Cosmetology school in 2008. She enjoys being able to teach others the tricks of the trade as she was once taught.

Daniel P. Rooney, HVAC

In addition to being our Director of HVAC Education, Mr. Rooney also serves as an HVAC Instructor. Teaching students 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."

Roger Bye, CSE, CSN, BTJ

Roger attended Air Academy HS, U.S. Airforce Academy, CO, and became a certified stationary engineer (CSE) for the city and county of Denver. Roger brings 36 years of commercial and industrial HVAC/R experience. He has trained hundreds of apprentices over the years, is a certified safety manager (CSM), and worked for the largest mechanical contractors in the Pacific NW, US Local 290 Building Trades Journeyman (BTJ), and worked for Carrier Corp. as a chiller mechanic.

Steve Russell, HVAC

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 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.

ADMINISTRATIVE POLICIES

Dress Code

Florida Academy tries to instill a learning environment that allows students to focus on their studies. One way that Florida Academy accomplishes this is to have a dress code policy. 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.

Grading Policy

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 Absense
W		Withdrawl
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).

Definition of Grades

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 satisfactory to the instructor under the authorization of 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 "I" grade will not be computed. 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 "TR" is assigned when a student transfers credits from another institution.

Probation

If there is serious concern about a student successfully completing 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 be placed on academic probation for one month. If satisfactory improvement is not shown during the probationary period, the student may be dismissed, a terminal action. There is no suspension.

Attendance

Programs offered at Florida Academy are professional training courses. The cosmetology, massage, skin care and nail technology courses are a prerequisite to licensure or registration as a massage therapist, cosmetologist, skin care specialist or nail technician. School policy and state law requires that we report to the appropriate State Board the number of class hours each student has attended.

Instructors keep attendance records for all classes and each student maintains their record of attendance. At the end of each month, the instructor and student reconciles their attendance records and the instructor signs the official copy which is maintained by the Operations Director. Students are required to maintain their copies to refer to as needed by the student. All missed class hours must be made up.

As 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. Adjustments are made according to change in status from full-time to part-time, etc.

We expect 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. If students show a pattern of missing classes, the instructor will discuss the problem. Should the problem persist, the Operations Director or other school administration will meet with the student to help resolve the attendance issue. A student may be placed on probation, suspension or terminated due to lack of attendance.

To make up missed class time the following options are available to students:

- Students may opt to take the exact same class the next time it is offered on the calendar to earn the missed hours (Mandatory to do so for classes deemed mandatory).
- Students may choose to take another class in the same subject and write a two page report covering the topic missed on the absent class (with instructor permission);
- Students may make up missed classroom hours by substituting additional clinic hours for the missed classroom hours with the report.

Tardiness: Students are tardy when they arrive late for class. Students who are tardy three times must make arrangements with the instructor to cover the missed material. Three such tardies requires an extra student clinic shift.

Early departure: Early departure will result in a tardy.

Withdrawal

Official withdrawal from any program must be communicated in person or by certified mail to the Operations Director or School President. The official withdrawal date is the date of receipt of notice. Financial agreements will be adjusted according to the refund policy dictated in this catalog. If the student has already begun the program and an official withdrawal notice has not been received, Florida Academy has selected fourteen (14) calendar days from the last date of actual class attendance as the unofficial date which a student is deemed to have withdrawn.

Leave of Absence

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

Prior to a leave of absence must being granted, students must request the LOA in writing. The written request should be given to the Operations Director. The request must fully explain the reasons for the leave of absence and the date of the expected to 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. An approved Leave of Absence will extend the student's contract end date up to the number of days they were absent, which will prolong their program of study. However, no additional institutional charges will be assessed for an approved leave of absence. Students on an approved leave of absence can receive their Pell Grant while on a LOA, if they are eligible to receive the funds.

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.

Institutional Refund Policy

All Tuition payments and the Application Fee will be refunded if the applicant (a) is not accepted by the school or (b) if the student withdraws or cancels within three (3) business days of signing the enrollment. Withdrawal or cancellation may be made in person, by electronic mail or by Certified Mail.

1. Refunds, when due, will be made without requiring a request from the student.
2. Refunds, when due, will be made within 30 days (1) of the last day of attendance if written notification of withdrawal has been provided to Florida Academy by the student, or (2) from the date Florida Academy terminates the student or determines withdrawal by the student.
3. Retention of tuition and class fees collected in advance for a student who does not commence class will not exceed \$50. Such refund will be made within 30 days of the class start date. The application fee is non-refundable.

Refunds for Classes Cancelled by Florida Academy

All funds collected by Florida Academy in advance of a start date of a program and Florida Academy cancels the class will be 100% refunded, including the Application Fee. The refund will be made within 30 days of the planned start date.

Refunds for Students Who Withdrew On or Before the First Day of Class

If tuition and class fees are collected in advance of the start date of a program and the student does not begin classes or withdraws on the first day of classes, all monies paid will be refunded except the application fee (not to exceed \$50). The refund for a student who does not begin classes shall be made within 30 days of the class start date. The application fee is non-refundable.

Refunds After Class Commences

1. A student leaving school voluntarily or involuntarily after the first day of class but prior to completing 60% of the program, will result in a ProRata refund computed on the number of hours completed to the total program hours;

2. After completing 60% of the program will result in no refund;
3. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received;
4. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

Students who have not visited the 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.

At the time of withdrawal, cancellation, dismissal or termination, amounts owed will be due and payable on the terms recited in the Student Enrollment Agreement pursuant to the refund policy as stated above.

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 or 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:

- a) Unsubsidized William Ford Direct Loans
- b) Subsidized William Ford Direct Loans
- c) Direct PLUS Loans
- d) Federal Pell Grant Program
- e) Other Federal, State, private or institutional assistance.
- f) The Student

Be advised that this is only the Return to Title IV refund. Once Florida Academy determines the amount of Title IV aid that we may retain, the institution will then calculate the institutional refund policy. It is possible that a student may owe a balance to the school once the Title IV refund policy has been applied.

Graduation/Diplomas

Successful completion means cumulative passing grades of 70% in massage and HVAC programs, 75% in cosmetology, skin care programs and nail technician programs; clinics completed, absences and tardiness, if any, made up, the school's rules and regulations (as set forth in the school catalog and policies and procedures) met and full compliance with any and all financial arrangements. Massage programs require taking a Florida Board of Massage-approved exam as a requirement for graduation. The graduation ceremony will be conducted on a date set by the school, at which time diplomas and excellence in academic performance will be recognized. There will also be special recognition given to students who have distinguished themselves in other areas. Florida Academy is proud of the students who have dedicated themselves to achieving the academic and attendance goals set forth by the school.

Clock Hours

A clock hour is awarded for each fifty minutes of classroom instruction in the presence of an Instructor. In the case of Student Clinic, one hour is awarded for each 50 minute service. Classroom attendance is limited to six (6) hours per calendar day and thirty (30) hours per calendar week for massage programs. Courses are assigned a number. This number is assigned for identification purposes rather than describing a level or sequence.

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: failure to show academic progress, failure to fulfill financial agreements, failure to attend class for fourteen (14) 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.

Student Complaints/Grievance Procedure

Florida Academy offers a learning and working environment that is professional, safe and supportive of both students and staff in their respective endeavors. To help preserve this atmosphere, there is a specific, well-defined and effective process in place for handling and resolving complaints.

If a student has an academically related grievance regarding a faculty member, the student should speak with the faculty member regarding the issue. If that step does not resolve the issue, the student is to see the Operations Director to discuss the grievance or file a formal complaint. If the complaint is regarding the Operations Director and the student is unable to resolve the concern, the student is to bring the concern to the President.

If a student has a concern or grievance regarding anything other than academic, the issue should be addressed first with the Operations Director, and if unresolved, with the President.

A formal complaint/grievance must be put in writing to assure that the school official fully understands the complaint in its entirety. A response will be due to the student within 10 business days. If the student believes help is needed in writing the complaint, the school official will help the student draft the complaint.

If a grievance is not settled to the student's satisfaction, as a final resort, the student may contact the following school governing bodies: The Florida Department of Health – Board of Massage Therapy (850-488- 0595) for massage students, The Division of Professions – Board of Cosmetology (850-847-1395) for cosmetology, skin care and nail tech students.

To file a complaint with the Commission for Independent Education you should write a formal complaint including the following information:

1. The nature of the complaint.
2. The date(s) of the occurrence of the problem(s).
3. The name(s) of the individual(s) involved in the problem(s), not hearsay.
4. Evidence that the Institution's complaint procedure was followed prior to contacting CIE and the complaint should be signed and return address and telephone number provided. The address and phone number for CIE can be found on page 7 of this catalog.

Student : Teacher Ratio

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

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 Chief Academy Officer. 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 web site.

Student Services & Activities

Our students range from age 18 to 70 and they have come from a wide range of backgrounds. A partial list of occupations held by those who have attended our school include: registered nurses, chiropractors, physical therapists, nail technicians, cosmetologists, business administrators, emergency medical technicians, engineers, educators, firemen, professional dancers, waiters and waitresses, retail clerks, construction workers and people newly entering the working world fresh out of high school. Despite their difference in age, experience, education, etc., the students bond together – often forming long-lasting friendships. Our students experience not only an academic growth, but also a personal one. The people in these programs develop substantial additional confidence in themselves as they learn to connect through others.

Student Advising

Occasionally, students may encounter difficulty with their personal lives, academic or financial affairs. Students experiencing problems should contact their Instructor or the Operations Director for direction. The Academy has the ability to make arrangements for student tutoring at no additional cost if needed. In the event financial impediments arise, students are asked to schedule an appointment with the School Director for a confidential referral to a professional in the local area. The Administration will also make available to students the names of local practitioners who offer counseling and other professional services for those needing occasional or on-going therapy and/or counseling. Florida Academy does not have any trained counselors on staff and only provides academic advising to students.

Student Records

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.

All State Board applications and accompanying paperwork are provided upon graduation at no charge. In addition, graduates are provided with one official transcript. Subsequently, additional copies of all official or unofficial transcripts may be obtained or forwarded by giving the school a written request. There is a \$20 service fee for each transcript requested and three weeks notice is required. Official transcripts are only released to third parties and only upon receipt of a written request by the student.

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.

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, hospital groups and others in an effort to establish liaisons between the community and the school.

Products

Florida Academy is a source of the required textbook package. 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.

Placement

Florida Academy employs a Career Services Director, commonly referred to as a Student Services Coordinator. This position's 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 Placement 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.

Financial Aid

Florida Academy offers US Department of Education Title IV programs for those students who qualify. We participate in Pell Grant and Direct Student Loan programs. Students interested in applying may utilize the services of our Financial Aid Department.

The basis for determining eligibility for any Title IV financial aid program is to complete the federal application either on line or by paper copy. From the initial application, an ISIR/SAR is generated and the expected family contribution (EFC) is calculated. A SAR/ISIR that has an asterisk (*) next to the EFC has been selected by the Department of Education for verification. The purpose of verification is to ensure that the information used to calculate the EFC is correct.

Students who have been selected for verification will be notified by phone call, letter or email by Florida Academy and will have 14 days from date of notification to provide the required documentation to the Financial Aid Office or make arrangement with Financial Aid to obtain the required documentation.

However, if the student has extenuating circumstances that will cause a delay in packaging within 30 days of their start date, a payment plan may be required before the student starts class. Once verification has been completed, the aid office will make necessary changes or corrections as warranted. It is important to realize that anytime changes are made, the Department of Education may select the SAR/ISIR for verification of different items. Once the SAR/ISIR is valid and complete, an award letter will be created and the student will be notified of their eligibility.

Environment

Code of Conduct for Faculty, Staff and Students

1. Student, faculty and staff behavior must be professional and courteous at all times.
2. Faculty and student cell phone are to be used for educational use only.
3. Obscene or foul language will not be tolerated.
4. All firearms and deadly weapons of all types are prohibited on the school's premises or parking areas.
5. Drugs/alcohol is not permitted in any area of the facility, including parking lots. School sponsored activities are considered as part of the facility. Anyone under the influence of any controlled substance, without benefit of a doctor's prescription, will not be allowed to enter the facility. We will refer anyone with a suspected substance abuse problem to the appropriate local mental health agency for counseling.
6. Faculty and students are expected to uphold high standards of personal integrity. Any form of cheating or academic dishonesty is unacceptable.
7. Regular attendance and active participation in every class is essential.
8. Faculty and students must be willing to explore different points of view.
9. High standards of personal hygiene are essential.
10. No fraternization between faculty and students while enrolled in Florida Academy.
11. Professional boundaries must be maintained with students, faculty, staff or clinic clients.
12. Satisfactory progress must be maintained in class or clinic.
13. Financial obligation to the school must be met.

Anyone not in compliance with the Code of Conduct may be placed on warning, probation or dismissed from Florida Academy. Management makes the final decision regarding which action will be taken.

Institutional Standards of 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 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 67% for each term. The 67% 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 massage therapy, at a minimum, must maintain a 70% average at the end of each term. Skin care (Esthetics) 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 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 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 students 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.

Procedure for Confidentiality of Student Records

Student academic records are the responsibility of the Operations Director 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, Graduate Placement Director, Records Manager, Chief Academic Officer 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, etc. 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 bookkeeper.

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 Resource Center.

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.

Office Hours

Florida Academy's administrative office hours are 9AM - 5PM, Monday through Friday. Other times may be available by appointment.



PROGRAMS

HISTORY AND FUTURE OF MASSAGE THERAPY

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 phenomena 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 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. Should a re-take be failed, the student has one more opportunity to pass the examination. When possible, a different test will be given (same difficulty). The averaged grade 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 for a course during any term 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.

Students failing midterms or final examinations may re-take the failed exam only once and it must be retaken within 48 hours of the original test (unless there are extreme mitigating circumstances). The re-take must be proctored and arranged with the instructor.

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 any massage program, students must achieve an overall minimum of 70% as their final grade. The minimum amount of hours required in each course is as follows: Anatomy & Physiology; 150, Massage Theory & History; 100, Clinical Practicum; 125, Allied Modalities; 76, Business; 15, Hydrotherapy; 15, Florida Laws and Rules; 10, Professional Ethics; 4, HIV/AIDS; 3, and Medical Errors; 2.

THERAPEUTIC MASSAGE & ALLIED MODALITIES

900 HOURS

Objective: To prepare students for successful careers as Massage 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 plan 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 Advanced Massage Techniques and Medical Massage 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 Therapeutic Massage & Allied Modalities 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.

Course	Subject	Hours
MT600	Massage Theory & History	113
AP100	Anatomy & Physiology	72
K200	Kinesiology	78
AM300	Allied Modalities	36
PATH400	Pathology	40
MTLAB	Student to Student Clinic Practicum	65
MTCLINI	Student Clinic Practicum (Clients)	60
BUS500	Business	40
HIV/AIDS	HIV/AIDS	3
ETHICS	Professional Ethics	6
LAW	Florida Law & Rules	10
HYDRO	Hydrotherapy Theory & Practice	15
ME	Medical Errors	2
MBLEX	MBLEX Bootcamp	60
TRACK A*		250
TM900	Medical Massage Modalities	50
TMCLINIC	Medical Massage Clinic (Clients)	
TRACK B*		300
Skin Care Program	<i>See Page 38</i>	

Total: 900

** Students can choose Track A (Medical Massage) or Track B (Skin Care).*

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 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.

Course	Subject	Hours
MT600	Massage Theory & History	113
AP100	Anatomy & Physiology	72
K200	Kinesiology	78
AM300	Allied Modalities	36
PATH400	Pathology	40
MTLAB	Student to Student Clinic Practicum	65
MTCLINI	Student Clinic Practicum (Clients)	60
BUS500	Business	40
HIV/AIDS	HIV/AIDS	3
ETHICS	Professional Ethics	6
LAW	Florida Law & Rules	10
HYDRO	Hydrotherapy Theory & Practice	15
ME	Medical Errors	2
MBLEX	MBLEX Bootcamp	60

Total: 600

TUITION

Therapeutic Massage & Allied Modalities

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$1,738.00
Tuition	\$12,550.00
TOTAL:	\$14,338.00

Massage Therapy

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$1,738.00
Tuition	\$9,050.00
TOTAL:	\$10,838.00

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.

Tuition Payment Options for Therapeutic Massage & Allied Modalities and Massage Therapy Programs

PAY-GO PLAN

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.

Payment made two weeks or less prior to graduation must be paid by cash, credit card, money order or cashier's check.

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.

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 it's 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 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 Therapeutic Massage and Allied Modality program from 9:00 am to 3:00 pm Monday through Friday, with an anticipated duration of 33 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 27 weeks.

EXTENDED EVENING PROGRAM

Part-time/variable schedule is only for evening students. The student attends two to three evenings per week for an anticipated duration of approximately 46 weeks.

In addition, senior students, after "qualification", will be required to perform eighty-five (85) hours of services on the community at large in our on-premise Massage Student Clinic.

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 was when the State of Florida required HMOs to allow their members five visits annually to a Dermatologist without a referral from their primary care physician. And, Dermatologists 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.

ADVANCED ESTHETICS

903 HOURS

Objective: This program exceeds Florida's requirements for skin care specialist registration, bodywrapping registration, nail technician 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, medi-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 the 600-hr Professional Esthetic program plus an additional 240 hours consisting of course requirements necessary for nail technology or paramedical esthetics and, depending on which elective is chosen, either permanent makeup or eyelash extensions. Students will graduate from this program with the hours necessary for Florida registration as a Skin Care Specialist, Nail Specialist, Bodywrapper 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.

Course	Subject	Hours
FLLAW	Florida Law and Rules	5
HIV/AIDS	HIV/AIDS	5
EST603	Sanitation/Infection Control	17
ETHICS	Ethics	2
EST617	Basics of Electricity	41
EST609	Facial Techniques and Contraindications	150
EST605	Product Chemistry and Knowledge	45
EST627	Hair Removal	58
EST629	Advanced Makeup	48
EST633	Skin Theory Disease and Disorders	112
BW643	Body Wrapping Treatments	62
EST651	Medical Services	30
EST657	Alternative Therapies	18
EST661	Business and Marketing	40
NT217**	Nail Theory, Practice and Related Subjects	240**
EST975	Lash Extension Specialist*	30*
EST977	Micropigment Specialist*	30*
EST999**	Paramedical Esthetics	240**

Total: 903

* Choice of either Lash Extension Specialist or Micropigment Specialist for 30 hours.

** Choice of either Nail Theory, Practice and Related Subjects or Paramedical Esthetics for 240 hours.

PROFESSIONAL PRIMING SPECIALIST

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 an in-depth 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 as 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 (Skin and Nails) and Bodywrapper 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.

Course	Subject	Hours
FLLAW	Florida Rules & Regulations	5
SCETHICS	Ethics	6
SCHIV/AIDS	HIV/AIDS	3
PP005	Sanitation & Infection Control	10
PP007	Chemistry	6
PP009	Nutrition	6
PP010	Histology	15
PP011	Skin Disease & Disorders	6
PP008	Basic Electricity	6
PP017	Machines	21
PP018	Hair Removal	24
PP012	Skin Analysis	12
PP013	Product Ingredients	12
PP014	Treatment Room	6
PP015	Basic Facial	30
PP016	Facial Massage	12
PP020	Makeup	30
PP019	Advanced Topics	6
PP006	Cells & Body Systems	6
PP021	Career Planning	15
PP023	Skin Care Business	15
BW343	Body Wraps	18
CLINICAL	Clinical Practicals	60
PRACTICAL	Practical Hands On/Friends & Family	30
		Total: 600

SKIN CARE SPECIALIST

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.

Course	Subject	Hours
FLAW	Law: Regulatory Compliance	5
SC/ETHICS	Ethics	6
SC/HIV/AIDS	HIV/AIDS	3
BE005	Sanitary Science	10
BE007	Physical Science	6
BE009	Nutrition	6
BE0010	Histology	6
BE011	Skin Diagnostics	6
BE008	Basic Electricity	3
BE017	Machines	15
BE018	Hair Removal	12
BE012	Assessing the Skin	6
BE013	Product Ingredients	6
BE014	Treatment Room	6
BE015	Basic Facial	6
BE016	Facial Massage	6
BE020	Makeup	6
BE019	Advanced Topics	6
BE006	Anatomy & Physiology	6
BE021	Career Planning	6
BE023	Production & Distribution	6
BW341/BW343	Body Wraps	12
CLHANDSON	Clinical Hands On	60
PRFF	Practical Friends & Family	30
CLPRACTICALS	Clinical Practicals	60

Total: 300

TUITION

Advanced Esthetics

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$2,545.00
Tuition	\$12,550.00
TOTAL:	\$15,145.00

Professional Priming Specialist

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$1,500.00
Tuition	\$9,050.00
TOTAL:	\$10,600.00

Skin Care Specialist

Application Fee (<i>non-refundable</i>)	\$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.

Tuition Payment Options for all Esthetics Programs

PAY-GO PLAN

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.

Payment made two weeks or less prior to graduation must be paid by cash, credit card, money order or cashier's check.

TEXT BOOKS FOR ESTHETICS

Skin Care Specialist

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

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

Professional 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

Advanced 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

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.

ESTHETICS SCHEDULING

Skin Care Specialist - 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 10 weeks.

EVENING PROGRAM

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

Professional Priming Specialist- 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 20 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 43 weeks.

Advanced Esthetics- 900 hours

DAY PROGRAM

Day students attend class from 9:00 am to 3:00 pm Monday through Friday, with an anticipated duration of approximately 30 weeks.

EVENING PROGRAM

The extended schedule is 3-4 evenings a weeks, 5:30 p.m. to 10:00 p.m., based on chosen program track.

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.

Course	Subject	Hours
NS205	Sanitation	6
NS206	Anatomy	6
NS207	Skin Structure, Growth & Nutrition	6
NS208	Nail Structure & Growth	6
NS209	Nail Disease	6
NS210	Physical Science of Nails	6
NS211	Nail Product & Chemistry	6
NS217	Monomers/Polymers	6
NS212	Basic Electricity	3
NS215	Electric Filing	3
NS213	Manicures	30
NS214	Pedicures	30
NS219	Creative Touch	6
NS216	Nail Tips / Wraps	6
NS218	UV Light / Gel	12
NS222	Salon Business	6
NS220/NS221	Seeking Employment / On the Job	6
NAILCLINIC	Nail Clinic	90
		Total: 240

TUITION

Nail Technology

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$300.00
Tuition	\$2,740.00
TOTAL:	\$3,090.00

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.

Class Schedule

DAY

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

EVENING

Evening class meets from 5:30 p.m. to 10:00 p.m. on Tuesdays for 54 weeks.

Tuition Payment Options for Nail Technology Program

Tuition may be paid in weekly or monthly installments over the course at no interest. However, all costs must be paid in full prior to graduation. No diploma will be given or transcript released until payment is made in full.

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.

Course	Subject	Hours
FLLAW	Florida Law and Rules	5
COS/HIV/AIDS	HIV/AIDS	5
COS/ETHICS	Ethics	6
CF407	Anatomy and Physiology	18
CF411	Product Chemistry and Knowledge	8
CF414	Basics of Electricity	10
CF415	Skin Care and Facials	59
CF421	Hair Removal	20
CF423	Makeup	24
NC235	Nail Theory Practice and Related	64
COS1	History and Career Opportunities	6
COS2	Tricology	36
COS3	Hair Styling, Shaping and Arranging	297
COS4	Guest Service and Handling	48
COS5	Hair Cutting Techniques	212
COS6	Hair Color	162
COS7	Chemical Retexture, Relaxing and Straightening	172
COS8	Wigs and Hair Extensions	3
COS9	Job Skills, Salon Business, Retail and Marketing	12
COS10	State Board and Preparation	33

Total: 1200

TUITION

Cosmetology

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$2,045.00
Tuition	\$13,050.00
TOTAL:	\$15,145.00

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.

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., Thurs, from 5:30 p.m. to 10:00 p.m. and Saturdays from 9 a.m. to 4 p.m.

Tuition Payment Options for Cosmetology Program

Tuition may be paid in weekly or monthly installments over the course at no interest. However, all costs must be paid in full prior to graduation. No diploma will be given or transcript released until payment is made in full.

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 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.

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: NATE-approved NCCER HVAC Technician Level One Certificate, NCCER CSSO Certificate, NCCER Core Curriculum Certificate, EPA 608 Certification, OSHA 10-Hour Certification and Florida Academy HVAC Technician Certificate.

Course	Subject	Hours
COR101	Basic Safety & OSHA 10 HR 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	Laboratory	5
HVAC201	Introduction to HVAC Trade	7
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
HV1LAB	Laboratory	20

Total: 210

HVAC/R TECHNOLOGY

900 HOURS

Objective: The school's HVAC/R Technology Program provides training for entry level "first-year journeyman" employment in the construction maintenance and Heating, Ventilation, Air Conditioning and Refrigeration (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 knowledge of both residential and commercial HVAC systems, refrigeration systems, troubleshooting systems, mechanics and issues and acquire knowledge associated with green-technology building systems. Students will also 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 to earn 12 certificates: NCCER HVAC/R Technician Level Core, One, Two, Three and Four, EPA 608 Certification, R410A Safety Certification, Florida Academy HVAC Technician Levels One, Two, Three and Four Certificates and the OSHA 10 Hour Construction Site Safety.

Course	Subject	Hours
CC101	Basic Safety & OSHA 10 Hour	14
CC102	Construction Math	10
CC103	Introduction to Hand Tools	7
CC104	Introduction to Power Tools	7
CC105	Introduction to Construction Drawings	10
CC106	Basic Communication Skills	7
CC107	Basic Employability Skills	7
CC108	Introduction to Materials Handling	5
CCLAB	Labratory	20
HV101	Introduction to HVAC Trade	7
HV102	Trade Math	10
HV103	Copper and Plastic Piping Practices	5
HV104	Soldering and Brazing	7
HV105	Ferous Metal Piping	5
HV106	Basic Electricity	14
HV107	Introduction to Cooling	28
HV108	Introduction to Heating	14
HV109	Air Distribution Systems	14
HV1LAB	Laboratory	20
HVEPA	EPA608	7
HV410A	R-410A Safety	7
HV201	Commercial Airside	14
HV202	Chimneys, Flues and Vents	7
HV203	Introduction to Hydronic Systems	7
HV204	Air Quality Equipment	7
HV205	Leak Detection, Evacuation, Recovery & Charging	21
HV206	Alternating Current	7

HV207	Basic Electronics	7
HV208	Introduction to Control Circuit Troubleshooting Troubleshooting	28
HV209	Gas Heat	14
HV210	Troubleshooting Cooling	21
HV211	Heat Pumps	21
HV212	Basic Installation and Maintenance Practices	17
HV213	Sheet Metal Duct Systems	7
HV214	Fiberglass and Flexible Duct System	7
HV2LAB	Laboratory	43
HV301	Refrigerant and Oils	14
HV302	Compressors	14
HV303	Metering Devices	14
HV304	Retail Refrigeration Systems	21
HV305	Commercial Hydronic Systems	14
HV306	Steam Systems	14
HV307	Planned Maintenance	21
HV308	Water Treatment	14
HV309	Troubleshooting Electronic Controls	14
HV310	Troubleshooting Oil Heating	14
HV311	Troubleshooting Heat Pumps	14
HV312	Troubleshooting Accessories	14
HV3LAB	Labratory	43
HV401	Construction Drawing	21
HV402	System Balancing	21
HV403	Indoor Air Quality	14
HV404	Energy Conservation Equipment	14
HV405	Building Management Systems	21
HV406	System Startup and Shutdown	21
HV407	Heating and Cooling System Design	21
HV408	Commercial and Industrial Refrigeration System	21
HV409	Alternative Heating and Cooling Systems	14
HV410	Introducation to Supervisory Skills	14
HV4LAB	Labratory	43

Total: 900

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 8 certificates: NCCER Core Curriculum, NCCER HVAC Levels One and Two, EPA 608 Certification, R410A Safety Certification, OSHA 10 Hour Construction Site Safety Certification and Florida Academy HVAC Technician Levels One and Two.

Course	Subject	Hours
BC01	Basic Safety & OSHA 10 Hour Safety	14
BC02	Construction Math	14
BC03	Introduction to Hand Tools	14
BC04	Introduction to Power Tools	14
BC05	Introduction to Construction Drawings	14
BC06	Basic Communication Skills	14
BC07	Basic Employability Skills	14
BC08	Introduction to Materials Handling	14
BCLAB	Laboratory	21
TT101	Introduction to HVAC Trade	14
TT102	Trade Math	14
TT103	Copper and Plastic Piping	14
TT104	Soldering and Brazing	14
TT105	Ferrous Metal Piping	14
TT106	Basic Electricity	21
TT107	Introduction to Cooling	28
TT108	Introduction to Heating	14
TT109	Air Distribution Systems	14
TTLAB1A	Laboratory 1A	21
TTLAB1B	Laboratory 1B	41
TT201	Commercial Airside	14
TT202	Chimneys, Flues and Vents	14
TT203	Introduction to Hydronic Systems	14
TT204	Air Quality Equipment	14
TT205	Leak, Evacuation, Recovery and Charging	28
TT206	Alternating Current	14
TT207	Basic Electronics	14
TT208	Intro to Control Circuit Troubleshooting	28

TT209	Troubleshooting Gas Heat	28
TT210	Troubleshooting Cooling	28
TT211	Heat Pumps	28
TT212	Basic Installation and Maintenance	14
TT213	Sheet Metal Duct Systems	14
TT214	Fiberglass and Flexible Duct Systems	14
TT2LAB	Laboratory	34
EPA608	EPA 608	21
R410A	R410A Safety	21
		TOTAL: 684

TUITION

HVAC/R 900 Hour

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$1,350.00
Tuition	\$25,575.00
TOTAL:	\$26,975.00

HVAC/R 684 Hour

Application Fee (<i>non-refundable</i>)	\$50.00
Supply Fee	\$1,350.00
Tuition	\$17,100.00
TOTAL:	\$18,500.00

HVAC ADVANCED FUNDAMENTALS

Application Fee (<i>non-refundable</i>)	\$50.00
Tuition	\$14,945.00
TOTAL:	\$14,995.00

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.

Tuition Payment Options for all HVAC Programs

PAY-GO PLAN

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.

Payment made two weeks or less prior to graduation must be paid by cash, credit card, money order or cashier's check.

COURSE DESCRIPTIONS

MT600 Massage Theory & History

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.

AP100 Anatomy & Physiology

Hours: 72

Students explore the anatomy and physiology 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.

PATH400 Pathology

Hours: 40

In conjunction with the Anatomy and Physiology course, students study the abnormal functioning of the body. 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.

AM300 Allied Modalities

Hours: 36

In conjunction with Pathology, 36 additional hours of Allied Modalities are required for students to meet requirements for Florida licensure.

Cupping- 6 Hours: 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 1&2- 12 Hours: 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: 6 Hours: 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- 6 Hours: 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: 6 Hours: 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.

K200: Kinesiology

Hours: 78

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”.

MBLEX: MBLEX Bootcamp

Hours: 60

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

MTLAB Student to Student Practicum

Hours: 65

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 Student Clinical Practicum

Hours: 60

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 85 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.

HIV: HIV/AIDS Education**Hours: 3**

Students are instructed about 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: Florida Laws & Rules**Hours: 10**

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 as set forth by the State of Florida. This is a required course for Florida licensure as a massage therapist.

ME: Medical Errors**Hours: 2**

In this class, you 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.

TMCLINIC: Advanced Clinical**Practicum Hours: 50**

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 50 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: Professional Ethics**Hours: 6**

In this course, students will learn the value and importance of establishing professional boundaries in their massage 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 become most vulnerable when making decisions about how to handle various situations that can arise around the professional relationship they have with their clients.

TM900: Beyond Trigger Points: Musculoskeletal Conditions, Myofascial Release, Neuromuscular and Muscle Kinesiology Techniques**Hours: 250**

Beyond Trigger Points is an advanced course only offered in the Therapeutic Massage & Allied Modality program. Students receive in depth instruction in deep tissue, myofascial release, neuromuscular and muscle kinesiology techniques. Additional instruction allows students to develop touchability skills in situational settings and develop treatment plans for the musculoskeletal conditions.

FLLAW: Florida Law and Rules**Hours: 5**

A comprehensive understanding of Florida Law and Rules regarding Esthetics in the state of Florida.

SC/PE/AE/HIV/AIDS: HIV/AIDS**Hours: 5**

Students are instructed about 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.

SC/CF405: Sanitation / Infection**Control Hours: 11**

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

ETHICS: Ethics**Hours:2**

In this course, students will learn the value and importance of establishing professional boundaries in their massage 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 become most vulnerable when making decisions about how to handle various situations that can arise around the professional relationship they have with their clients.

CF414: Basics of Electricity**Hours: 10**

Students will be 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.

EST307: Facial Techniques and Contraindications**Hours:112**

Students are taught the theory, basic techniques of various facial treatments which are the core procedures of a skin care/facial specialist. Students will also learn additional advanced techniques that build upon the basic procedures initially taught, and will spend additional time performing those advanced techniques during class time.

CF411: Product Chemistry and Knowledge**Hours: 8**

Students will be given a clear understanding of the effects of major ingredients of skin care products on the skin and which are appropriate for each skin type. Students will also learn the difference between organic and inorganic products and substances, and their impact on the skin when applied topically. Students will perform facials on each other using fruit and other food products as a lab project in this class.

CF421: Hair Removal**Hours: 20**

Students are taught the methods available, and techniques used for superfluous hair removal. The primary method taught is waxing through the use of soft and hard waxes, but other methods will also be taught and will include such techniques as sugaring and threading.

CF423: Basic Makeup**Hours: 24**

Students will be taught basic and advanced make-up application techniques as well as the many different types of make-up and when it would be appropriate to use them. Various techniques in shading, camouflage and feature enhancement will be taught as well as demonstrations and hands-on labs during class.

CF417: Skin Theory Disease and Disorders**Hours: 85**

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, alcohol, etc. Numerous therapies, products and techniques that mitigate, if not eliminate, these disorders will be taught, discussed and practiced in class. Mechanical techniques used will include but are not limited to galvanic, high frequency electrical current, vacuum suction and ultrasonic blading. Pre- and post-operative care will also be discussed for disorders requiring surgical intervention in medical offices.

BW317: Body Wrapping**Treatments Hours: 12**

Students are instructed in the theory and techniques of body wraps, salt and sugar scrubs, and other spa techniques. The classic spa body wrap is used to detoxify the body and hydrate, tone and tighten the skin. The compression technique is an all-natural and effective way to achieve inch reduction, detoxifies the body, cleanse and rejuvenate the skin. Students will learn to use a steam tent, plastic wrap technique, as well as dry and wet table techniques using muds, clays and various essential oil blends. Students will receive a license as a "Licensed Body Wrapper" in the State of Florida, upon graduation.

EST343: Business and Marketing**Hours: 6**

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the profession of skin care.

Students are prepared for the professional environment they will encounter in the workplace. The importance of a polished appearance, pleasant manners, clear established boundaries, and good communication skills are emphasized as being mandatory to the success throughout the training program as well as in specific sessions with our Placement Director.

The ability to be a good salesperson is a prerequisite to being a successful practitioner. Students will be taught the techniques for success in this important area and then be able to apply this knowledge during their time in student clinic. Students will be given direction on the basic business principles of operating their own businesses. They will receive specific instruction in the areas of accounting, finance, insurance, tax law, business licensure and marketing. Students will be required to create a business brochure/menu as well as a business card.

PE/CF405: Sanitation/Infection Control**Hours: 17**

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

EST617: Basics of Electricity**Hours:41**

Students will be 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

EST609: Facial Techniques and Contraindications**Hours: 150**

Students are taught the theory, basic techniques of various facial treatments which are the core procedures of a skin care/facial specialist. Students will also learn additional advanced techniques that build upon the basic procedures initially taught, and will spend additional time performing those advanced techniques during class time.

EST605: Product Chemistry and Knowledge**Hours: 45**

Students will be given a clear understanding of the effects of major ingredients of skin care products on the skin and which are appropriate for each skin type. Students will also learn the difference between organic and inorganic products and substances, and their impact on the skin when applied topically. Students will perform facials on each other using fruit and other food products as a lab project in this class.

EST627: Hair Removal**Hours: 58**

Students are taught the methods available, and techniques used for superfluous hair removal. The primary method taught is waxing through the use of soft and hard waxes, but other methods will also be taught and will include such techniques as sugaring and threading.

EST629/CF424: Advanced Makeup**Hours: 48/30**

Students will be taught basic and advanced make-up application techniques as well as the many different types of make-up and when it would be appropriate to use them. Various techniques in shading, camouflage and feature enhancement will be taught as well as demonstrations and hands-on labs during class.

EST633: Skin Theory Disease and Disorders**Hours: 112**

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, alcohol, etc. Numerous therapies, products and techniques that mitigate, if not eliminate, these disorders will be taught, discussed and practiced in class. Mechanical techniques used will include but are not limited to galvanic, high frequency electrical current, vacuum suction and ultrasonic blading.

BW641: Body Wrapping**Treatments Hours: 32**

Students are instructed in the theory and techniques of body wraps, salt and sugar scrubs, and other spa techniques. The classic spa body wrap is used to detoxify the body and hydrate, tone and tighten the skin. The compression technique is an all-natural and effective way to achieve inch reduction, detoxifies the body, cleanse and rejuvenate the skin. Students will learn to use a steam tent, plastic wrap technique, as well as dry and wet table techniques using muds, clays and various essential oil blends. Students will receive a license as a "Licensed Body Wrapper" in the State of Florida, upon graduation.

EST651: Medical Services**Hours: 30**

Students have the choice to learn either Permanent Makeup or Eyelash Extensions. Students that choose the Permanent Makeup Class will learn the latest in permanent makeup and micropigmentation technology. Training includes sessions on eyebrows; eyeliner and lip liner application; use of pigments, needles, and topical numbing; eyeliner including lash enhancements, wide liner, and regular eyeliner; brows; lips including liner, fade-in and full lips; color theory; brow design; blend techniques; and aftercare. Students that choose the Eyelash Extensions Class will learn eyelash extension theory; health and safety; advanced lash techniques; and hands-on learning that includes 20 applications.

EST652: Chemical Peels**Hours: 30**

Students are introduced to various Chemical Peels; what their functions and ingredients are and what skin type to apply each peel to.

EST657: Alternative Therapies**Hours: 18**

Students are introduced to various styles and techniques that include Shirolira, Reiki, Shiatsu. They will learn about Chakras, Marma points and Meridians.

EST661: Business and Marketing**Hours: 40**

Students are taught the requirements of the State of Florida, as prescribed by the Department of Business and Professional Regulation. The rules and regulations are presented in lecture and open class discussion, so each student becomes familiar with the laws and rules governing the profession of skin care.

Students are prepared for the professional environment they will encounter in the workplace. The importance of a polished appearance, pleasant manners, clear established boundaries, and good communication skills are emphasized as being mandatory to the success throughout the training program as well as in specific sessions with our Placement Director.

The ability to be a good salesperson is a prerequisite to being a successful practitioner. Students will be taught the techniques for success in this important area and then be able to apply this knowledge during their time in student clinic. Students will be given direction on the basic business principles of operating their own businesses. They will receive specific instruction in the areas of accounting, finance, insurance, tax law, business licensure and marketing. Students will be required to create a business brochure/menu as well as a business card.

NT217: Nail Theory, Practice and Related Subjects**Hours: 240**

Students are instructed in the expectations and requirements for nails, history of the nail and the professional image, general anatomy and physiology, anatomy and structure of the skin and skin disorders, anatomy and structure of nails and nail disorders, chemistry of nail products, types of nail products, manicuring, pedicuring, acrylic overview, basics of electricity, electric filing, nail tips and wraps, sculpts/monomer/polymer, UV gels, color theory and nail art/3D/embellishments.

EST999: Paramedical Esthetics**Hours: 240**

In this course, students will learn how to work in clinical and healthcare settings to assist physicians with pre-op and post-op skin care regimes. Students will learn medical terminology and patient care, as well as advanced skincare techniques such as dermaplaning, camouflage makeup, and advanced chemical skin peels and microdermabrasion combinations.

EST975: Lash Extension Specialist**Hours: 30**

Students will be taught how to apply individual lashes using the most recent application techniques with different lengths and types of lashes.

EST977: Micropigment Specialist**Hours: 30**

Students are taught a variety of application techniques for tattooing permanent makeup to the eyebrows, eyes and lips, students work on practice skin and clients.

Law: Regulatory Compliance**5 Hours**

A comprehensive understanding of the laws and rules governing the field of Esthetics as set forth by the State of Florida

Ethics**6 Hours**

Students will learn the value and importance of establishing professional boundaries in their skin care practice. They are presented with fictitious scenarios and asked to discuss their ideas of “right and wrong” behaviors. Students learn moral principles viewed as either standard conduct that has been constructed for them or as the body of obligation and duties that a particular profession/ society requires of its members and each can be very different from each other. They will learn that not all moral questions can be “black or white” that there are “gray areas” about how to handle various situations that can arise around the professional relationship they have with their clients.

HIV/AIDS**3 Hours**

Students are instructed about the illness, Acquired Immune Deficiency Syndrome, FL Omnibus AIDS Act, informed of the causes, modes of transmission, progression of HIV infection and AIDS, antibody testing, counseling, treatments and other post infection care for the above listed and other Blood borne Pathogens

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

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

BE007 / PP007: Chemistry**3 / 6 Hours**

Students learn the basics of chemistry with its relationship to product ingredients and how it reacts with the skin

PP009: Nutrition**6 Hours**

Students learn how nutrition affects the body and skin

PP010:Histology:**15 Hours**

Students learn the intricate makeup of the skins layers and their respective purpose

BE011 / PP011: Skin Disease & Disorders**6 Hours**

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, alcohol, etc. Numerous therapies, products and techniques mitigate, if not eliminate, these disorders and will be discussed and practiced in class.

BE008 / PP008: Basic Electricity**3 / 6 Hours**

Students will be 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

BE017 / PP017: Machines**42 / 21 Hours**

Students are taught a variety of different machines to help them better their clients’ skin based on need and availability, these may include, but not limited to, Microdermabrasion, Galvanic, High Frequency, Vacuum, and Ultrasonic

BE018 / PP018: Hair Removal**12 / 24 Hours**

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

BE012 / PP012: Skin Analysis**6 / 12 Hours**

Students will use various methods to assess and analyze the skin and its functions, they will be able to recommend proper treatments and get rid of any impactions in the skin

BE013 / PP013: Product Ingredients**6 / 12 Hours**

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.

BE014 / PP014: Treatment Room**6 Hours**

Students will 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

BE015 / PP015: Basic Facial**15 / 30 Hours**

Students will learn the Milady's standards for basic facials which are the core procedures of a skin care specialist, you will be taught basic theory and hands on techniques

BE016 / PP016: Facial Massage**6 / 12 Hours**

Students will garner proper techniques and styles to bring youth and vitality to the client's skin

BE020 / PP020: Makeup**15 / 30 Hours**

Students will learn basic makeup application using highlighting, contouring, every day look to an evening look, blending, brushes and the color wheel

PP019: Advanced Topics**6 Hours**

Students will learn the different types of doctors and services you are able to provide within your scope of practice

PP006: Cells & Body Systems**6 Hours**

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

BE021 / PP021: Career Planning**6 / 15 Hours**

Students are taught resume building, making business cards, rebooking and interviewing techniques to help when looking for employment and retaining clients

BE023 / PP023: Skin Care Business**6 / 15 Hours**

Students are taught how to retail out products and up-sell services to enhance their profit margins and pay checks

BW341/BW343: Body Wraps**18 Hours**

Students will learn basic information and be 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

BE006: Anatomy & Physiology**6 Hours**

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

CLINICAL PRACTICALS:**60 Hours**

Students will take the theoretical information they have been given and begin the practical application on each other along

PRACTICAL HANDS ON/FRIENDS & FAMILY:**60 / 30 Hours**

Students will invite friends and family to hone their skills for the practical application of all they have learned

NS206: Anatomy**6 Hours**

Students will learn the basics of skin and nail anatomy and how it relates to nail services

NS207: Skin Structure, Growth & Nutrition**6 Hours**

Student will learn functions of skin. Explain why skin health is important, disorders of the skin and how proper nutrition can help maintain balance

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

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

NS209: Nail Disease**6 Hours**

The students will 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**6 Hours**

Basic understanding of chemistry and how it relates to nail care

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

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

NS217: Monomers/Polymers**6 Hours**

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

NS212: Basic Electricity**3 Hours**

Students are given basic information on how electricity works and can be used for their nail services

NS215: Electric Filing**3 Hours**

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

NS213: Manicures**30 Hours**

Students will be shown the Milady's standard techniques to perform basic manicures and how to adapt to each client

NS214: Pedicures**30 Hours**

Students are shown the proper way to use Milady's standard techniques to perform pedicures on different clients

NS219: Creative Touch**6 Hours**

Students will be able to demonstrate their creative talents on nail art with polish, gel, acrylic and various other products

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

Students will be able to perform fiberglass and silk wraps on natural or artificial nails

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

Students will be able to demonstrate and apply different Gel products on natural or artificial nails

Repair, Sculpt, Overlay, Fade: Students will learn how to repair damaged nails, do sculpting with gel or acrylic nails, apply an overlay to natural nails and do fading techniques

NS222: Salon Business**6 Hours**

Students will learn the ins and outs of building your business, how to increase your sales and rebook clients

NS220/NS221: Seeking Employment/On the Job**6 Hours**

Students will learn how to build Resume and business cards, interview and be prepared to perform services on paying clients, market yourself and the business

NAIL CLINIC:**Hours: 90**

Students will perform all aspects of services they have been trained to apply for successful completion of program on each other, friends and family and paying clients

COS1 History and Career Opportunities**Hours: 2**

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

COS2 Tricology**Hours: 36**

In this course, students will (1) name and describe the structure of the hair root, (2) list the factors that should be considered in a hair analysis, (3) describe the hair growth cycles, (4) describe the options of hair loss treatment, (5) recognize hair and scalp disorders commonly seen in the salon and the school and know which can be treated by a cosmetologist.

COS3 Hair Styling, Shaping and Arranging

Hours: 297

In this course, students will (1) describe the possible sources of the hair design operation, (2) list the five elements of hair design, (3) list the five principals of hair design, (4) understand the influence of the hair type on hair style, (5) identify different facial shapes and demonstrate how to design hair styles to enhance or camouflage facial features, and (6) explain design considerations for men.

COS4 Guest Service and Handling

Hours: 48

In this course, students will learn (1) professional communication methods, (2) learn computer software programs to schedule, check in/out guests, (3) understand the fee for service model, including handling money and making change, (4) learn telephone skills, sales and communication techniques.

COS5 Hair Cutting Techniques

Hours: 212

In this course, students will (1) identify the reference points on the head form and understand their role in hair cutting, (2) define angles, elevation and guidelines, (3) list the factors involved in a successful client consultation, (4) explain the various use of tools in haircutting, (5) name three things to ensure good posture and body position while cutting hair.

COS6 Hair Color

Hours: 162

In this course, students will identify (1) natural hair color and tone, (2) types of hair color, (3) principals and techniques of temporary, semi-permanent, permanent colors, (4) lightening, (5) tinting, (6) toning, (7) highlighting, (8) special effects, (9) hair color safety precautions, color procedures

COS7 Chemical Retexture, Relaxing and Straightening

Hours: 172

In this course, students will explain the structure and purpose of each hair layer (2) Explain the chemical actions that take place during permanent waving, (3) explain the difference between alkaline and true acid wave, (4) explain the purpose of neutralization in permanent waving, (5) describe how Thio relaxers straighten hair, (6) describe how hydroxide relaxers straighten hair, (7) describe curl reforming and what it is best used for.

COS8 Wigs and Hair Extensions

Hours: 3

In this course, students will explain the (1) explain the difference between human and synthetic wigs, (2) describe the two basic categories of wigs, (3) explain various types of hair pieces and uses, (4) explain the different methods of attaching extensions.

COS9 Job Skills, Salon Business, Retail and Marketing

Hours: 12

In this course, students will (1) distinguish the types of salon ownership, (2) identify two options for going into business for yourself, (3) list the habits of a good salon team player, (4) list the most effective ways to build a client base, (5) describe the different salon business categories, (6) write a cover letter and resume and prepare an employment portfolio.

COS10 State Board and Preparation

Hours: 33

In this course, students will understand what is involved in securing the required credentials in cosmetology in your state and know the process for taking and passing your state licensing examination.

CC101/BC01 Basic Safety and OSHA 10 HR Safety**Hours: 14**

Complies with OSHA-10 training requirements. Explains the safety obligation of workers, supervisors and managers to ensure a safe work place. Discusses the causes and results of accidents and the impact of accident costs.

CC102 / COR102/BC02 Introduction to Construction Math**Hours: 10 / 5 / 14**

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

CC103 / COR103 / BC03 Introduction to Hand Tools**Hours: 7 / 3 / 14**

Covers a basic toolbox worth of equipment with color pictures of the tools and illustrations of how to use them. Also covers maintenance instructions and safety tips.

CC104 / BC04 Introduction to Power Tools**Hours: 7 / 14**

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. Also covers maintenance instructions and safety tips.

CC105 / BC05 Introduction to Construction Drawings**Hours: 10 / 14**

Introduces trainees to the different types of plans and how they represent a finished building. Shows the parts of blueprints in detail, including symbols, the title block, and gridlines.

CC106/ COR107 / BC06 Basic Communication Skills**Hours: 7 / 2 / 14**

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

CC107 / BC07 Basic Employability Skills**Hours: 7 / 14**

Identifies the roles of individuals and companies in the construction industry. Introduces trainees to critical thinking and problem-solving skills and computer systems and their industry applications.

CC108 / COR106 / BC08 Introduction to Materials Handling**Hours: 5 / 2 / 14**

Recognizes hazards associated with materials handling and explains proper materials handling techniques, equipment and procedures.

HVAC 101/HV101/HVAC201 /TT101 Introduction to the HVAC**Trade Hours: 8 / 7 / 10 / 14**

This course is for the HVAC Advanced Fundamentals and 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.

HVAC 102 / HV102 / HVAC202 / TT102 Trade Math**Hours: 5 / 10 / 5 / 14**

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.

HVAC 103 / HV103 / HVAC203 / TT103 Copper & Plastic Piping Practices**Hours: 10 / 5 / 10 / 14**

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.

HVAC 104 / HV104 / HVAC204 / TT104 Soldering and Brazing**Hours: 10 / 7 / 10 / 14**

Covers tools, materials and safety precautions and depicts step-by-step procedures for soldering and brazing.

HVAC 105 / HV105 / HVAC205 / TT105 Ferrous Metal**Piping Hours: 10 / 5 / 10 / 14**

Introduces the student 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.

HVAC 106 / HV106 / HVAC206 / TT106 Basic Electricity**Hours: 30 / 14 / 35 / 21**

Introduces the student to electricity, electrical circuits, and the electrical components of HVAC systems. Uses Ohm's law to calculate current, voltage and resistance. Use the power formula to calculate how much power is consumed by a circuit. Understand how to use a multimeter and ammeter.

HVAC 107 / HVAC207 Introduction to Cooling/Leak Detection, Evacuation, Recovery and Charging**Hours: 40 / 45**

Provides an overview of basic refrigeration cycle and the major components, accessories and control devices of a cooling system. Use temperature and pressure measuring instruments to make readings at key points in the refrigeration cycle. Understand the temperature and pressure relationships at key points in the refrigeration cycle. Identify compressors, condensers, evaporators, metering devices, controls and accessories.

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.

HV107 / TT107 Introduction to Cooling**Hours: 28 / 28**

This course is for the HVAC Advanced Fundamentals student and provides an overview of basic refrigeration cycle and the major components, accessories and control devices of a cooling system. Use temperature and pressure measuring instruments to make readings at key points in the refrigeration cycle. Understand the temperature and pressure relationships at key points in the refrigeration cycle. Identify compressors, condensers, evaporators, metering devices, controls and accessories. 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.

HVAC108 / HV108 / HVAC208 / TT108 Introduction to Heating

Hours: 20 / 14 / 25 / 14

This course is for the HVAC Advanced Fundamentals student and teaches the operation and maintenance of gas, oil, and electric furnaces. Learn the components of a gas furnace and oil furnace and the purpose and function of each component. Use a manometer to measure and adjust manifold pressure on a gas furnace, including filter replacement, cleaning of components and temperature measurements. Identify symptoms of combustion problems in an oil furnace. Learn and perform preventative maintenance procedures on an oil furnace.

HVAC 109 / HV109 / HVAC209 / TT109 Air Distribution Systems

Hours: 10 / 14 / 10 / 14

Teaches students in 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. Assemble duct and fittings. Assemble flexible duct. Learn installation of insulation and vapor barriers on metal ducts. Explain the installation of fittings and transitions used in duct systems, and the installation of diffusers, registers, and grills used in duct systems. Use of manometer to measure static pressure, velocity pressure and total pressure in a duct system. Use of velometer to measure the velocity of airflow at the output of air system supply diffusers and registers.

HVAC 110 / HVEPA / HVAC210 EPA 608 Studies

Hours: 10 / 7 / 25

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. That is, they are certified to work on any type of air conditioning and refrigeration equipment except motor vehicle air conditioning.

HVAC211 OSHA 10 Hour Survey

Hours: 10

OSHA 10 hour safety certification.

HVAC212 R410A Studies

Hours: 10

R410 Studies

HV201 / TT201 Commercial Airside

Hours: 14 / 14

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.

HV202 / TT202 Chimneys, Vents and Flues

Hours: 7 / 14

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

HV203 / TT203 Introduction to Hydronic**Systems Hours: 7 / 14**

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

HV204 / TT204 Air Quality**Equipment Hours: 7 / 14**

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.

HV205 / TT205 Leak Detection, Evacuation, Recovery and Charging**Hours: 21 / 28**

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

HV206 / TT206 Alternating Current**Hours: 7 / 14**

Covers 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.

HV207 / TT207 Basic Electronics**Hours: 7 / 14**

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

HV208 / TT208 Introduction to Control Circuit Troubleshooting**Hours: 28 / 28**

Covers 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.

HV209 / TT209 Troubleshooting Gas Heating**Hours: 14 / 28**

Covers tools, instruments and techniques used in troubleshooting gas heating appliances including how to isolate and correct faults.

HV210 / TT210 Troubleshooting Cooling**Hours: 21 / 28**

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

HV211 / TT211 Heat Pumps**Hours: 21 / 28**

Covers the principles of reverse cycle heating, describes the operation of the various types of heat pumps and describes how to analyze heat pump control circuits.

HV212 / TT212 Basic Installation and Maintenance Practices**Hours: 14 / 14**

Covers 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.

HV213 TT213 Sheet Metal Duct Systems**Hours: 7 / 14**

Covers layout, fabrication, installation and insulating of sheet metal ductwork and system components.

HV214 / TT214 Fiberglass and Flexible Duct Systems**Hours: 7/ 14**

Covers the layout, fabrication, installation and joining of fiberglass ductwork and fittings.

HV301 Refrigerants and Oils**Hours: 14**

Covers characteristics and applications of the current generation of refrigerants including both pure and blended refrigerants. Also provides extensive coverage of lubricating oils used in HVAC systems.

HV302 Compressors**Hours: 14**

Explains the operating principles of the different types of compressors used in comfort air conditioning and refrigeration systems.

HV303 Metering Devices**Hours: 14**

Covers the operating principles, application, installation and adjustment of the various types of fixed and adjustable expansion devices used in HVAC systems.

HV304 Retail Refrigeration Systems**Hours: 21**

Introduces the product refrigeration components and systems such as reach in coolers and freezers commonly used in markets.

HV305 Commercial Hydronic Systems.**Hours: 14**

Covers the various types of boilers, components and piping systems used in commercial heating applications.

HV306 Steam Systems**Hours: 14**

Covers operating principles, piping systems, components and preventive maintenance.

HV307 Planned Maintenance**Hours: 21**

Describes the purpose of planned maintenance and outlines the procedures for serving gas and oil furnaces, electric heating equipment, cooling equipment and heat pumps.

HV308 Water Treatment**Hours: 14**

Covers the kinds of water problems encountered in heating and cooling systems.

HV309 Troubleshooting Electronic Controls**Hours: 14**

Explains how to analyze circuit diagrams for electronic and micro-processors based controls used in HVAC systems.

HV310 Troubleshooting Oil Heating**Hours: 14**

Covers how to identify the common causes of problems in oil furnaces and how to isolate and correct faults in the systems.

HV311 Troubleshooting Heat Pumps**Hours: 14**

Reviews heat pump operation and control circuits, how to isolate and correct faults.

HV312 Troubleshooting Accessories**Hours: 14**

Covers how to troubleshoot and correct faults of humidifiers, electronic air cleaners, economizers, zone controls HRV's and ERV's.

HV401 Construction**Drawings Hours 21**

Covers how to interpret drawings used in commercial construction including mechanical drawings, specifications, shop drawings and as-builts.

HV402 System Balancing**Hours: 21**

Covers air properties and gas laws as well as how to use psychrometric charts, tools and test instruments.

HV403 Indoor Air Quality**Hours: 14**

Defines the issues associated with indoor air quality and its effect on the health and comfort of building occupants.

HV404 Energy Conservation Equipment**Hours: 14**

Covers heat recovery / reclaim devices and other energy recovery equipment.

HV405 Building Management Systems**Hours: 21**

Explains how computers and microprocessors are used to manage zoned HVAC systems, network protocols, controllers and communication via internet and wireless.

HV406 System Startup and Shutdown**Hours: 21**

Covers procedures for the startup of hot water, steam, chilled water and forced air systems and includes procedures for extended shutdown.

HV407 Heating and Cooling System Design**Hours: 21**

Identifies and explains the factors that affect heating and cooling loads and the calculations involved.

HV408 Commercial and Industrial Refrigeration Systems**Hours: 21**

Expands the study of product and process refrigeration, cold storage and transportation.

HV409 Alternative Heating and Cooling Systems**Hours: 14**

Describes alternative devices used to reduce HVAC energy consumption.

HV410 Introduction to Supervisory Skills**Hours: 14**

Covers the principles and skills required for project planning, scheduling and estimating.

Course Numbering System

Florida Academy's course numbering system is designed only to represent the course the student is enrolled in for identifying purposes. Number sequence is not representative of any prerequisites required for the programs.

VETERAN-SPECIFIC POLICIES

Veteran's Attendance Policy

Veterans enrolled in NCD programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed 20 percent of scheduled class clock hours in a month, or, where the course is less than one month in length, 20% of total approved course clock hours for the length of the program (days or weeks).

The termination will be reported to the Department of Veterans Affairs (VA) within 30 days of the Veteran's last date of attendance. And will reflect that last date of the students' class attendance before violating the policy.

A veteran may be recertified for VA education benefits at the beginning of the term or, where a school does not operate on a term basis, 30 days following the termination of benefits due to unsatisfactory attendance after showing that the cause of unsatisfactory attendance has been removed. This is done by the veterans meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

Veteran's Makeup Hours Policy

Florida Academy requires all makeup hours to be completed before the last day of the program. Students may opt to take the exact same class the next time it is offered on the calendar to earn the missed hours. All mandatory classes must be made up in the exact same mandatory class that was missed. If a student is regularly and repeatedly in need of making up time missed from his/her scheduled class, a change in schedule will be considered to accommodate the students' needs. VA education benefits cannot be paid for makeup hours.

Standards of Academic Progress for VA Students

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 70% each month.

A VA student whose CGPA falls below 70% at the end of each month will be placed on academic probation for a maximum of two consecutive months of enrollment. If the VA student's CGPA is still below 70% at the end of two consecutive months of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 70%.

Veteran's Credit for Previous Education or Training

Students must report all education and training. The school must evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified.

Florida Academy, 4387 Colonial Blvd, Fort Myers, Florida, 33966, is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding our institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free (888)224-6684.