



SCHOOL CATALOG

2020

Volume 43

Effective January 2020

"I certify that this catalog is true and correct in content and policy as required by 38 CFR 21.4253 (d)(1)".

4387 Colonial Boulevard
Fort Myers, FL 33966

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Published January 2020

Volume 43

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Florida Academy Welcomes You!

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

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

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

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

Dr. L.J. Zielke

CEO

HISTORY AND OWNERSHIP

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

American Aestheticians Education Association

American Association of Cosmetology Schools

American Massage Therapy Association – Council of Schools

Associated Bodywork & Massage Professionals

Associated Hair Professionals

Associated Skin Care Professionals

Better Business Bureau of West Florida, Inc.

ESCO Institute - Heating and Air Conditioning

Florida Association of Postsecondary Schools and Colleges

Florida State Massage Therapy Association

Greater Fort Myers Chamber of Commerce

International Massage Association

Southwest Florida Air Conditioning Contractors Association

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

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

Administrative Staff

L. J. Zielke – CEO, Title IX and VAWA Coordinator

Todd S. Clark – President

Lisa LeClaire-Odar – Education Director

Donna Smith – Compliance Director

Bonnie Gotham – Business Office Manager

Teresa Braun – Registrar

Steve Levine – Admissions Advisor

Quintana Goodley – Admissions Advisor

Ruth Watts – Bursar/Career Services Coordinator

Cateibra Parker – Financial Aid Director

Dulce Ferrera – Concierge

Sarah Dimaria – Skin Care Manager/Program Chair

Crystal Reis – Nail Clinic Manager/Program Chair

Danny Rooney – HVAC Program Chair

Facilities

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

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

Florida Academy's equipment is appropriate for professional training and consists of massage tables, massage chairs, bolsters, skeletons, TENS units, ultrasound, electrical stimulation equipment, hydrocollators, digital projectors, flat screen televisions/DVD's, and medical charts depicting the various aspects of the human anatomy. Additionally, we house equipment for facial stacks and steamers, Micro-Dermabrasion, High Frequency and Galvanic machines, LED Light

Therapy, Telanigitron, Endermologic Equipment, Ultrasonic Skin Scrubbers, wax pots, hydraulic tables, wet tables, ergonomically correct manicure tables, pedicure Stations, UV Nail enhancement lights, Medicoool ProPower 520 professional electric files, Suction and Atomizer Machines as found in modern spas, salons, and medical offices. Our full-service salon holds custom fabricated stations, each complete with a hydraulic chair and mirror, as well as wash bowls, drying stations, pedicure chairs, color bar, and washer & dryer. Our HVAC lab is equipped with air conditioning stations, heat pump stations, gas furnace stations, air distribution stations, electrical training stations, ferrous metal stations, copper and plastic pipe stations, brazing stations, refrigeration stations, compressors, and the associated tools and equipment necessary to perform training tasks and receive hands-on experience.

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

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

PHILOSOPHY

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

Florida Academy is committed to offering a comprehensive program that integrates with the personal maturation and intuitive development of its students. To achieve this, the students have access to an experienced and dedicated faculty, reference and video library, audio and visual aids, a knowledgeable administrative staff, and equipment and supplies like 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

Florida Academy strives to educate our students to become highly competent and confident skilled professionals who have the ability to obtain gainful employment. We encourage personal and professional growth for students by providing a respectful educational community.

VISION & VALUES

Vision: Florida Academy will be an institution committed to transforming people's lives through providing a learning environment that fosters personal commitment to students through active engagement by faculty, staff and alumni. We will prepare students for personal and professional success by emphasizing work skills, accountability, and community involvement.

Values: We will enhance our mission and vision by promoting the following values: engagement, community service, diversity, respect and continuous quality improvement.

ACCREDITATION AND APPROVALS

Florida Academy is accredited by the Commission of the Council on Occupational Education, an accrediting agency approved by the United States Department of Education. The Council on Occupational Education is an institutional accreditation agency; therefore, all programs offered at Florida Academy have been approved by COE.

Council on Occupational Education (COE)

7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350
770-396-3898



Florida Academy is licensed by the Commission for Independent Education, Florida Department of Education.

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

- **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

Florida Academy's Massage Therapy program is approved by:

- **Department of Health – Division of Medical Quality Assurance, Board of Massage Therapy**
4052 Bald Cypress Way, Bin #C06, Tallahassee, Florida 32399-3256
Florida Academy's Cosmetology program is approved by:
- **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.

Florida Academy is an eligible provider of VA education benefits as approved by:

- **Department of Veterans Affairs**
Florida Department of Veteran's Affairs State Approving Agency. 11351
Ulmerton Road, Suite 311-K, Largo, FL 33778
- **Southwest Florida Workforce Development Board, Inc.**
- Florida Academy is eligible to train recipients of benefits from the **Workforce Council of Southwest Florida.**

FLORIDA ACADEMY HOLIDAYS OBSERVED

December 22, 2019 - January 5, 2020 - Christmas Break
 January 20, 2020 - Martin Luther King Day
 February 17, 2020 - President's Day
 April 10, 2020 - Good Friday
 April 13, 2020 - Easter
 May 25, 2020 - Memorial Day
 July 3, 2020 Independence Day
 September 7, 2020 Labor Day
 November 11, 2020 Veterans Day
 November 25 - 27, 2020 Thanksgiving Break
 December 20, 2020 - January 3, 2021 - Christmas Break

FLORIDA ACADEMY PROJECTED ACADEMIC CALENDAR

Nail Tech Day (8 weeks)		Nail Tech Day P/T (10 weeks)		Skin Care Day (10 weeks)		Skin Care Day P/T (13 weeks)		Massage Day (20 weeks)		Massage Day P/T (25 weeks)	
Start	End	Start	End	Start	End	Start	End	Start	End	Start	End
<i>Published</i>		<i>Published</i>		<i>Published</i>		<i>Published</i>		<i>Published</i>		<i>Published</i>	
1/6/20	3/10/20	1/6/20	3/26/20	1/6/20	3/24/20	1/6/20	4/17/20	1/6/20	6/12/20	1/6/20	7/20/20
2/3/20	4/6/20	2/3/20	4/23/20	2/3/20	4/22/20	2/3/20	5/13/20	2/3/20	7/10/20	2/3/20	8/17/20
3/2/20	5/5/20	3/2/20	5/20/20	3/2/20	5/19/20	3/2/20	6/10/20	3/2/20	8/6/20	3/2/20	9/9/20
3/30/20	6/3/20	3/30/20	6/18/20	3/30/20	6/17/20	3/30/20	7/9/20	3/30/20	9/3/20	3/30/20	10/8/20
4/27/20	6/29/20	4/27/20	7/15/20	4/27/20	7/14/20	4/27/20	8/3/20	4/27/20	9/30/20	4/27/20	11/3/20
5/26/20(T)	7/28/20	5/26/20(T)	8/12/20	5/26/20(T)	8/11/20	5/26/20(T)	8/31/20	5/26/20(T)	10/28/20	5/26/20(T)	12/7/20
6/22/20	8/24/20	6/22/20	9/8/20	6/22/20	9/8/20	6/22/20	9/28/20	6/22/20	11/20/20	6/22/20	1/15/21
7/20/20	9/21/20	7/20/20	10/7/20	7/20/20	10/5/20	7/20/20	10/26/20	7/20/20	1/8/21	7/20/20	2/16/21
8/17/20	10/19/20	8/17/20	11/4/20	8/17/20	11/2/20	8/17/20	11/23/20	8/17/20	2/8/21	8/17/20	3/16/21
9/14/20	11/16/20	9/14/20	12/3/20	9/14/20	12/3/20	9/14/20	1/4/21	9/14/20	3/5/21	9/14/20	4/16/21
10/12/20	12/17/20	10/12/20	1/13/21	10/12/20	1/14/21	10/12/20	2/3/21	10/12/20	4/7/21	10/12/20	5/11/21
11/9/20	1/28/20	11/9/20	2/11/21	11/9/20	2/11/21	11/9/20	3/4/21	11/9/20	5/5/21	11/9/20	6/8/21

DPS 903 Day (30 weeks)		Cosmetology Day (40 weeks)		Cosmetology Day P/T (50 weeks)		HVAC/R Tech 600 Eve (27 weeks)		Comp. Medical Assist'g (40 weeks)	
Start	End	Start	End	Start	End	Start	End	Start	End
<i>Published</i>		<i>Published</i>		<i>Published</i>		<i>Published</i>		<i>Published</i>	
1/6/20	8/25/20	1/6/20	11/3/20	1/6/20	1/29/21	2/24/20	9/17/20	3/2/20	12/4/20
2/3/20	9/21/20	2/3/20	12/4/20	2/3/20	2/26/21	4/27/20	11/18/20	5/11/20	2/26/21
3/2/20	10/19/20	3/2/20	1/13/21	3/2/20	3/25/21	6/29/20	2/8/21	7/20/20	5/7/21
3/30/20	11/17/20	3/30/20	2/12/21	3/30/20	4/22/21	8/31/20	4/13/21	9/28/20	7/16/21
4/27/20	12/16/20	4/27/20	3/11/21	4/27/20	5/20/21	11/2/20	6/16/21	12/7/20	9/24/21
5/26/20(T)	1/28/21	5/26/20(T)	4/12/21	5/26/20(T)	6/21/21	1/25/21	8/19/21	3/1/21/21	12/3/21
6/22/20	2/25/21	6/22/20	5/7/21	6/22/20	7/16/21				
7/20/20	3/24/21	7/20/20	6/4/21	7/20/20	8/16/21				
8/17/20	4/23/21	8/17/20	7/2/21	8/17/20	9/14/21				
9/14/20	5/20/21	9/14/20	7/30/21	9/14/20	10/11/21				
10/12/20	6/17/21	10/12/20	8/30/21	10/12/20	11/8/21				
11/9/20	7/19/21	11/9/20	9/27/21	11/9/20	12/13/21				

ADMISSIONS REQUIREMENTS

NON-DISCRIMINATION

Florida Academy admits students without regard to race, gender, sexual orientation, religion, creed, color, national origin, ancestry, marital status, age, disability, or any other factor prohibited by law. Florida Academy follows the tenets and spirit of the Americans with Disabilities Act. Otherwise qualified individuals with physical or mental disabilities are eligible for admission on an equal basis with non-disabled applicants, considering reasonable accommodations for their limitations.

GENERAL ADMISSIONS POLICIES

Florida Academy requires all students to be at least eighteen (18) years of age as of the first day of class. All admissions requirements must be met to enroll in any Florida Academy program of study to include:

- Personal interview with the admissions department
- Ability to meet participation expectations of the enrolled program
- Submit a completed, signed Enrollment Agreement
- Submit proof of a high school diploma, or its equivalent, or GED with a passing score
- Submit a valid photo identification
- Initial meeting with a Financial Aid representative and/or Bursar, as applicable
- Submit official transcripts for all applicable institutions if requesting a transfer of credits evaluation

Please refer to the School Catalog for program-specific admissions requirements. The student must begin a new course or program by the second (2nd) scheduled academic day of the latest scheduled course of the first term. Students must meet all admissions requirements within ten (10) consecutive calendar days of the class start.

ADMISSIONS POLICIES FOR STUDENTS USING VETERAN AFFAIRS (VA) EDUCATION BENEFITS

- The VA requires all previous transcripts be submitted for review of transferrable credit. A written record that clearly indicates that appropriate previous education and training has been evaluated and granted, with training time shortened and tuition reduced proportionately, will be maintained. This includes Joint Service Transcripts for students that served in the military. All transcripts must be received within the first two weeks of the student's program start date.
- A copy of the servicemember's DD-214 and/or Certificate of Eligibility
- Submission of form 22-1990, 22-1995, 22-5490, or 22-5495 to the VA. The correct form is dictated by benefit chapter being utilized and dependency status.
- In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:
 - Prevent the student's enrollment;
 - Assess a late penalty fee to the student;
 - Require the student to secure alternative or additional funding;
 - Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

TRANSFER STUDENTS

Students transferring from other schools are required to earn at least 25% of the required hours at Florida Academy for completion of a Florida Academy program. For transfer of credit consideration, an official transcript from the previous institution and a personal interview with the Admissions Department are required. An official transcript from a previous institution, accredited by an agency recognized by the U.S. Department of Education and licensed by the Florida Department of Education (or the equivalent licensing authority of the state in which the institution is located) must be submitted directly to Florida Academy.

Students must have completed previous coursework within five (5) years and submit an official transcript prior to the start of a program. Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration. The School Catalog lists program-specific requirements and other criteria, as applicable, which must be met before credit is awarded. The decision to award transfer credit is at the sole discretion of Florida Academy.

TRANSFER OF CREDIT FOR SKIN CARE POLICY

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

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

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

ESTHETICIANS TRANSFERRING TO FLORIDA

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

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

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

ESTHETICS TRANSCRIPTS FROM FOREIGN SCHOOLS

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

TRANSFER OF CREDIT TO ANOTHER INSTITUTION

Florida Academy does not make any representation or guarantee that coursework and/or credit earned at Florida Academy will transfer to another institution. Students wishing to transfer credit should verify with the receiving institution which hours will be accepted.

POLICY FOR CHANGE OF PROGRAMS

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

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

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

Students using VA education benefits must report all program changes to the VA. A copy of VA Form 22-1995 must be filed with the school certifying official and retained in the veterans file for audit purposes.

REENTRY STUDENTS

Any student seeking reentry must have approval of the Reentry Committee. Students may not reenter more than twice for the purpose of completing a prior program enrollment. Students reentering are responsible for paying all outstanding balances prior to reentry. Students reentering after 365 calendar days must repeat any courses in which all clock hours were not completed during previous enrollments. Students may be required to demonstrate mastery by achieving a satisfactory score on an assessment for courses previously completed. The assessment may be written and/or a skills proficiency demonstration. Students reentering a program will be charged a registration fee and a reentry fee.

BACKGROUND CHECKS AND DRUG SCREENS

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

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

If the background check reveals information that may be problematic and result in a denial of licensure by the Florida Board of Massage Therapy, then the Admissions Department discusses and notes those problematic issues for the student who must make the decision solely on his or her own whether to enroll into the program.

FOREIGN TRANSCRIPTS

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

ENGLISH PROFICIENCY

Florida Academy requires students to speak and write in English for all courses. Courses are taught in English.

FINANCIAL AID INFORMATION

FINANCIAL ASSISTANCE

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

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

HOW TO APPLY

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

DISBURSEMENT OF TITLE IV CREDIT BALANCE (BOOKS)

Regulations require that certain Pell Grant eligible students be provided by the 7th day of classes a means to obtain or purchase required books and supplies. This provision is available only to students who have submitted all required Title IV financial aid paperwork at least 10 days before the beginning of classes and who are anticipated to have a credit balance and are subject to certain other conditions. The amount advanced (or books provided) to eligible students for such purchases is the lesser of: the standard estimated book costs used in the school's Cost of Attendance, or the student's anticipated Title IV credit balance for the term (excluding loans for first year-first time borrowers). Determination of delivery of books or of the credit balance is determined by the school.

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

FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT

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

FEDERAL DIRECT LOANS

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

PARENT PLUS LOANS

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

FLORIDA PREPAID: COLLEGE SAVINGS PLANS

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

VETERANS EDUCATIONAL BENEFITS

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

PAY-GO POLICY

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

CANCELLATION POLICY

An applicant may cancel at any time prior to his/her program start date through the third scheduled class date. Any monies up to and including the third scheduled day of his/her program will be refunded. Beginning on the fourth scheduled day of his/her program, the refund policy will be implemented.

INSTITUTIONAL REFUND POLICY

ALL STUDENTS

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

- Withdrawal or cancellation must be made in person or by written notification.
- All tuition payments will be refunded if the applicant: (a) is not accepted by the school, (b) cancels within three [3] business days of signing this agreement, (c) cancels before the end of ten [10] consecutive calendar days, or (d) is informed of cancellation of classes by the school.
- The school may retain \$100.00 of the registration fee.

- The school does not refund for items already received by the student.
- The refund shall be made within thirty (30) calendar days of the determination date of the applicable reason.
- Tuition and class fees are collected upon start date. Refunds for students who do not begin classes shall be made within thirty (30) calendar days of the determination date applicable in this situation.
- If Florida Academy cancels a class for any reason, all monies paid will be refunded to the student. The refund shall be made within thirty (30) calendar days of the determination date applicable in this situation.
- If a student leaves school, voluntarily or involuntarily, after ten (10) consecutive calendar days in the first term or as of day one in subsequent periods, but through the first 60.0% of the period of financial obligation, the refund shall be pro-rata for that period. The refund shall be made within thirty calendar (30) days of the date of the determination.
- If a student leaves school, voluntarily or involuntarily, after 60.0% of the period of financial obligation, Florida Academy shall retain all the tuition for the period of obligation.

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

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

For students enrolled in credit hour programs, any attendance in a calendar week will be counted as a full week of attendance for refund purposes.

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

Florida Academy's period of financial obligation is based on the term for which to student is currently enrolled. For programs containing more than one term (a term for clock hour programs is defined as 300 hours), refund calculations will be determined by percentage of completion (POC) in the most current term of recorded attendance. POC for clock hour programs is defined as the number of actual hours attended divided by the number of scheduled hours, as of the last date of attendance, during the period of financial obligation. POC for credit hour programs is defined as the number of attended weeks divided by the total number of scheduled weeks in the period of financial obligation.

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 60.0%, 100% is used in Step 3 below.
 - If this percentage is less than or equal to 60.0%, multiply the percentage of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period of period of enrollment as of the date the student withdrew.
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.
4. Distribute the unearned aid of the payment period back to the Title IV Programs:

Refunds will be returned in the following order:

1. Unsubsidized William Ford Direct Loans

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

Be advised that this is only the Return to Title IV refund procedure. Once the institution determines the amount of Title IV aid retainable, the institution will then calculate the refund based on the Institutional Refund Policy. It is possible that a student could owe a balance to the school once the Title IV refund policy has been applied.

WITHDRAWAL DATE

The withdrawal date used to determine when the student is no longer enrolled at Florida Academy is the date indicated in written communication by the student to the Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon the student's last recorded date of attendance.

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

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

EXIT INTERVIEW

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

ACADEMIC INFORMATION

UNIT OF CREDIT

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

COURSE NUMBERING SYSTEM

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

Number sequence is not representative of any pre-requisites required for the program and is not part of the Florida course numbering system.

GRADING SCALE

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

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

GRADING SYSTEM

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

GRADE DISPUTES

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

ATTENDANCE

Regular classroom attendance is not only an essential ingredient for academic achievement but is also a fundamental building block for success after graduation. Programs offered at Florida Academy are professional training courses.

Regularly attending, then graduating from the cosmetology, massage therapy, skin care, and nail technology courses, is a pre-requisite to licensure or registration in the state of Florida. Florida Academy policy and regulatory compliance require that we report accurate attendance to the appropriate licensure and registration entities, reflecting how many class hours each student has actually attended in these programs.

Students in all clock hour programs who are not in attendance for any portion of a class will accrue time absent by the quarter hour as reflected on each daily roster. Instructors keep daily attendance records for all classes. This is posted in the student record maintained by the Registrar and becomes the official attendance record for each student. For clock hour programs, any missed time must be made up to in order to complete the program. Students enrolled in credit hour programs who miss time in classes will not be adequately prepared to achieve program expectations.

Students missing more than ten (10) consecutive calendar days may be dismissed. Students must complete their course of study in a maximum timeframe of 150% of expected completion time for their course of study. For clock hour programs, students must attend and complete all scheduled number of course hours to successfully complete the program.

Florida Academy expects students to be on time for and attend all classes in the program. Regular and consistent participation in each course helps each student develop a strong work ethic and mirror the expectations of future employers.

Veteran's Attendance Policy

Veterans enrolled in NCD programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed 30 percent of scheduled class clock hours in a month, or, where the course is less than one month in length, 30% of total approved course clock hours for the length of the program (days or weeks). Make-up time will not be included in calculating attendance for VA benefit purposes.

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.

Attendance is determined by the following guidelines:

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

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

PROBATION

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

LEAVE OF ABSENCE

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

Any planned leave of absence must be presented in writing to the Registrar two weeks prior to the onset of the request. The written request must fully explain the reasons for the request; include supporting documentation, the date of the expected leave, and the date of the return to school. After the request is completed a committee will meet and decide if the student has fulfilled all stipulations and grant or deny the LOA request.

In the case of an emergency, the LOA may be granted by school officials without the required two-week notice. Documentation (written or verbal) will be maintained by the school and an approved Leave of Absence will extend the student's contract end date through the leave of absence. Please be advised that any leave of absence will prolong your program end date. No additional charges will be added to your account as a result of your LOA.

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

Veterans and dependents will not receive VA educational benefits while on a leave of absence; enrollment must be terminated at the point of the last date of attendance.

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

Appeals must be submitted in writing within 5 days to the Educational Outcomes Manager and/or School President and must include documentation to substantiate the mitigating circumstances. Common mitigating circumstances are sickness of student or dependent, death in family, loss of home, but are not limited to these circumstances. In some circumstances, students deemed not making satisfactory progress may attend class during the next term on a conditional basis so they will not become behind in their studies. Students will receive notification of their appeals within 5 days of submission to the school.

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

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

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%.

ACADEMIC HONESTY POLICY

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

Our administration, faculty, and students believe strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas

and work. All members of the academic community, including faculty, students, and administrators, are expected to assist in maintaining the integrity of the school, which includes reporting incidents that violate the Academic Honesty Policy.

CODE OF CONDUCT

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

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

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

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

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

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

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

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

GRADUATION REQUIREMENTS

In order to graduate a student must have earned, at a minimum, an average final grade of 70% in their respective programs of study.

Additionally, if your program of study requires clinic time, all clinic time must be completed, and any absences or tardiness must be made up. If your program requires specific services, all required services must be completed. All students must be in good financial standing with the school to graduate.

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

FULL-TIME FACULTY LISTING

Theresa Alarcon-Skin

Theresa graduated from Florida Academy in 2007 after completing the skin care program. In 2008, Theresa worked in the Florida Academy professional clinic and eventually was promoted to Clinic Manager. While working in the clinic she also assisted graduates in establishing their salons and spas on a consulting basis. In 2016 she became a microblading artist from Real Brows 3-D. In 2018 she was certified in dermaplaning. Theresa brings a passion for education future professionals and helping others find their joy.

Sarah Dimaria - LMT, FS

With over 15 years of experience, and as a graduate of Florida Academy, Sarah is not only a Licensed Massage Therapist and Full Specialist, but she is also a certified Lash Specialist, Aromatherapist, and Licensed Body Wrapper. Formerly an employee of Walt Disney World, Sarah brings guest relations concepts to students and gives them a realistic way to work with the public. Sarah has a broad spectrum of experience and is energetic and passionate about this industry and education. Sarah currently serves as the Chair, Skin Care Programs.

Karen Dotter – Cosmetologist

Karen became a licensed cosmetologist while living in Long Island, NY. She attended Wilford Beauty Academy and graduated in 1989. After a few years she moved to Boca Raton, FL where she spent the next 25+ years as a hairstylist/colorist. Karen is a Redken trained professional. After the 25+ years in the industry Karen decided to retire from working behind the chair and begin a new career teaching the subject she loves so much. Karen enjoys and is fulfilled by passing on the knowledge she has learned and watching her students learn and grow into successful professionals.

Nijmeh "Star" Khamashta - Cosmetologist

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

Brittney Land - Cosmetologist

Brittney Land is Florida Academy alumni having graduated in 2016. She is passionate about all things hair: however most passionate about hair color! Brittney is not only a Redken specialist but is also certified in keratin complex and hairtalk extensions! She is 100% Redken obsessed and loves teaching students the ins and outs about all things Redken!! Besides all things hair in her life she also has a wonderful son and growing our family! Outside of teaching,

Brittney cuts hair behind the chair at her family's business, Epic Salon and Suites!

Tameesha Leach – Registered Medical Assistant

Tameesha has nearly eight years' experience as a Medical Assistant. She holds an Associate of Science degree in Medical Assisting from National College in Nashville, Tennessee. She is certified to teach CPR classes.

Eliane Oramas - LMT, FS

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

Crystal Reis – Nail Technician

Crystal created the Florida Academy Nail program in 2012. She has 24 years in the industry and has a passion for nails and she is ready to help grow her students' passion for nails, as well. She holds certifications with CND shellac and CND gels. Crystal loves teaching!

Daniel P. Rooney – HVAC

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

Robert Vos – LMT

Robert graduated from Florida Academy in 2002. Once licensed, he began his own business by doing chair massages at a restaurant in the evenings where he began to build his clientele for in-home massages. In 2003 Robert began working with AIDS afflicted clients. He opened an office in Fort Myers but soon discovered that his client base preferred in-home visits and has been running his business accordingly since then. In 2005 he began teaching at Heritage Institute and continued teaching massage with them until they closed their doors in 2016. Robert knew he loved teaching so when a position opened at Florida Academy, he joined the team in 2018. Having seen the power of touch on the many clients he has had over the years his passion for massage has grown and he is happy to be able to pass that passion on to his students.

PART-TIME FACULTY LISTING

Teresa Braun - FS, BW, BA

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

provides 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.

Lisa LeClaire-Odar - Cosmetologist

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

artistry. Lisa is a Cosmetology educator.

David McLoon-HVAC

David comes to us with a vast resume covering all aspects of the HVAC industry. Having worked in everything from service and installation to testing, he looks forward to passing along his 20 years of experience to his students in the HVAC department as an educator.

LJ Zielke-Law

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.

STUDENT SERVICES INFORMATION

STUDENT ORIENTATION

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

ACADEMIC ASSISTANCE

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

OFFICE HOURS

Florida Academy's Administrative Office hours are 9AM – 5PM, Monday through Friday excluding holidays and special circumstances. Departments offer extended hours for evening students on a rotation basis until 6PM. Other office hours may be available by appointment.

TRANSCRIPT PROCESS AND FEES

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

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

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

STUDENT SERVICES AND ACTIVITIES

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

STUDENT ADVISING

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

FERPA

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

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

1. Student name
2. Dates of attendance
3. Major fields of study, awards, and diploma or certificate received
4. Most recent previous institution attended
5. Company where student is placed in employment

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

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

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

STUDENT RECORDS AND SECURITY

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

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

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

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

CAREER SERVICES

The school will assist with job placement so long as the student meets all program requirements and graduates in good standing. **The school cannot guarantee employment and no guarantee of job placement or employment has been made**, is hereby made, or has been implied in connection with such training or by any affiliates of the school. However, Florida Academy assists graduating students and alumni in good standing with job placement assistance services.

GENERAL INFORMATION

DRESS CODE

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

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

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

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 Education Director, and disciplinary action may be taken. If it is necessary to take further disciplinary action, the student may be dismissed from the school at the President's discretion.

TEACHER: STUDENT RATIO

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

STUDENT GRIEVANCE PROCEDURE

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

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

Step 1 – Grievances or complaints involving an individual instructor or staff member should first be discussed with the individual involved. Grievances or complaints involving a policy or class should first be discussed with the individual

enforcing that policy, the class instructor, or the Program Chair. Alternatively, the student may submit the complaint to the Campus President.

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

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

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

Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (Local): 770-396-3898
Telephone (Toll-Free): 800-917-2081
Fax: 770-396-3790

DISMISSAL / TERMINATION

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

VOTER REGISTRATION

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

COMMUNITY SERVICE

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

HOUSING

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

PRODUCTS

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

INSURANCE

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

DIRECTIONS

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

Directions from the North, South, East or West

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

From Downtown Fort Myers

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

From Cape Coral

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



PROGRAMS

ALL FLORIDA ACADEMY PROGRAM POLICIES ARE PUBLIC AND CONSISTENTLY APPLIED

INNOVATIVE AND BIOLOGICALLY BASED THERAPIES

(This program is not eligible for Title IV education benefits)

Objective: To prepare students for successful careers as licensed Massage Therapists and entry level Skin Care Specialist. 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. Students successfully completing the program will also 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: The Innovative and Biologically Based Therapies program combines disciplines from massage therapy and skin care. During the massage therapy portion, students receive instruction in the techniques of basic Swedish Massage as well as Allied Modalities. The skin care portion consists of basic training concentrating on the outer most 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 Number	Course Name	Hours
MT600	Theory and History of Massage and IBBT	113
AP101	Biological Anatomy, Physiology, and Pathology	80
AP102	Biological Anatomy, Physiology, and Kinesiology	84
AM300	Innovative and Biologically Based Allied Modalities	76
MTLAB	Clinic Rotation 1: Foundational	72
MTCLINIC	Clinic Rotation 2: Enhancement and Refinement	57
BUS501	Business	21
HYDRO	Theory & Practice of Hydrotherapy	15
ME	Medical Errors	2
MBLEX	MBLEX Preparatory Academy	60
LAW02	Regulatory Compliance – Florida Law	10
IDBP100	Infectious Disease and Blood-borne Pathogens	5
LAW	Regulatory Compliance-Florida Law	5
BE005	Sanitation and Infection Control	10
ETHICS	Ethics and Professionalism	5
BE711	Basic Sciences	9
BE817	Electricity/Machines	8
BE018	Hair Removal	13
BE220	Skin Care	151

BE006	Basic Anatomy & Physiology	6
BE023	Basic Business	12
BW345	Body Wrapping	18
CLINICM	Clinic Practical	68
TOTAL HOURS:		900

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

TUITION

Innovative and Biologically Based Therapies

Registration Fee	\$150.00
Supply Fee	\$2,200.00
Tuition	\$11,475.00
TOTAL:	\$13,825.00

INNOVATIVE AND BIOLOGICALLY BASED THERAPIES – 900 Hours

DAY PROGRAM

Day students attend the 900 hour Innovative and Biologically Based Therapies program from 9:00 am to 3:30 pm Monday through Friday, with an anticipated duration of approximately 35 weeks.

MESSAGE THERAPY

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

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

Course Number	Course Name	Hours
MT600	Theory & History of Massage and Innovative and Biologically Based Therapies	113
AP101	Biological Anatomy, Physiology, and Pathology	80
AP102	Biological Anatomy, Physiology, and Kinesiology	84
AM300	Innovative and Biologically Based Allied Modalities	76
MTLAB	Clinic Rotation 1: Foundational	72
MTCLINIC	Clinic Rotation 2: Enhancement and Refinement	57
BUS501	Business	21
IDBP100	Infectious Disease and Blood-borne Pathogens	5
ETHICS	Ethics and Professionalism	5
LAW02	Regulatory Compliance – Florida Law	10
HYDRO	Theory & Practice of Hydrotherapy	15
ME	Medical Errors	2
MBLEX	MBLEX Preparatory Academy	60
TOTAL HOURS:		600

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

TUITION

Massage Therapy

Registration Fee	\$150.00
Supply Fee	\$1,410.00
Tuition	\$9,050.00
TOTAL:	\$10,610.00

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.

STATE LICENSURE FOR FLORIDA

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

The Board is located at:

4042 Bald Cypress Way, Bin#C06

Tallahassee, Florida 32399

Telephone (850) 488-0595

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

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

MBLEX EXAM

The MBLEx is recognized by the State of Florida as its state board exam for massage licensure. The massage program is structured to prepare participants to successfully pass the MBLEx board exam. Applying for and taking the Massage & Bodywork Licensing Examination (MBLEx) must be completed by the student after completing 500 clock hours but before graduating from the program.

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

MASSAGE THERAPY – 600 hours

DAY PROGRAM

Day students attend class from 9:00 am to 3:30 pm Monday through Friday, with an anticipated duration of approximately 21 weeks.

PART TIME DAY PROGRAM

Part time students will attend class from 9:00 a.m. to 3:30 p.m. and study hall from 3:30 to 5:30 Monday, Tuesday, and Thursday with an anticipated duration of approximately 25 weeks.

TEXT BOOKS FOR MASSAGE THERAPY

Theory & Practice of Therapeutic Massage (Beck)
ISBN 978-1-285-18755-6 Sixth Edition

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

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.

SKIN CARE

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 Facial 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, threading, sugaring, 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 Number	Course Name	Hours
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	5
BE005	Sanitation and Infection Control	10
ETHICS	Ethics and Professionalism	5
BE711	Basic Sciences	9
BE817	Electricity/Machines	8
BE018	Hair Removal	3
BE220	Skin Care	151
BE006	Basic Anatomy & Physiology	6
BE023	Basic Business	12
BW345	Body Wrapping	18
CLINICE	Clinic Practical	68
	TOTAL HOURS:	300

TUITION

Skin Care

Registration Fee	\$ 150.00
Supply Fee	\$1,060.00
Tuition	\$4,350.00
TOTAL:	\$5,560.00

PROFESSIONAL ESTHETICS

Objective: This program will introduce program participants to the theories and practices of skin care and nails as it meets and exceeds Florida’s requirements for Full 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 and nail industries by demonstrating proficiency and confidence in facials, waxing, masques, galvanic, micro-dermabrasion, body wraps, peels, make-up, manicures, pedicures, acrylic, gel, nail wraps, polishing, nail art, tips, sculpts, and maintaining the integrity of the nail . Upon successful completion of the program and meeting all the course requirements; students will be issued a diploma.

Notice to Students: A student that withdraws from this program prior to completion will not receive certificates for ANY portion of the program.

Description: This 600-clock hour program includes the study of anatomy, physiology and pathology as it relates to the body, nails and skin. Students will learn sanitation; disease prevention; waxing, eyelash and brow tinting, sugaring and threading; manual and mechanical facial and body treatments and techniques, including ultrasonic mechanical facials, superficial peels, manicures, pedicures, acrylic, gel, nail wraps, polishing, nail art, and sculpts. This program also requires clinical experience in class where program participants will perfect their performance skills and be ready to work in any professional esthetic or nail industry. Students can graduate from this program with the hours necessary for Florida registration as a Full Skin Specialist, Nail Specialist and Body Wrapper as well as certifications in Microdermabrasion; LED/Ultrasonic; Microcurrent; Basic, Makeup; Threading and Sugaring.

Course Number	Course Name	Hours
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	5
BE005	Sanitation and Infection Control	10
ETHICS	Ethics and Professionalism	5
BE711	Basic Sciences	9
BE817	Electricity/Machines	8
PP018	Hair Removal	3
BE220	Skin Care	151
BE006	Basic Anatomy & Physiology	6
BE023	Basic Business	12
BW345	Body Wrapping	18
CLINICE	Clinic Practical	68
NS205	Sanitation and Infection Control	4
BE024	Basic Business	40
NS210	Physical Science of Nails	6
NS206	Anatomy	6
NS207	Skin Structure and Growth	6
NS208	Nail Structure and Growth	6

NS209	Nail Disease	6
NS211	Nail Product and Chemistry	6
NS212	Basic Electricity	6
NS217	Monomers and Polymers	6
NS213	Manicures	22
NS214	Pedicures	23
NS219	Creative Touch	6
NS218	UV Light & Gel	12
NS216	Nail Tips & Wraps	12
NS222	Salon Business	12
NAILC2	Nail Clinic	121
	Total	600

TUITION

Professional Esthetics

Registration Fee	\$ 150.00
Supply Fee	\$2,365.00
Tuition	\$8,700.00
TOTAL:	\$11,215.00

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.

TEXTBOOKS FOR SKIN CARE

Skin Care

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

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

Professional Esthetics

Standard Nail Technology (Milady) – Seventh Edition, ISBN 9781337287746

Standard Nail Technology Workbook (Milady) – Seventh Edition, ISBN 9781285080512

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

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

STATE LICENSURE FOR FLORIDA

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

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

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

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

SKIN CARE SCHEDULING

Skin Care – 300 hours

DAY PROGRAM

Day students attend class from 9:00 a.m. to 3:30 p.m. Monday through Friday, with an anticipated duration of approximately 11 weeks.

PART TIME DAY PROGRAM

Part time students will attend class from 9:00 a.m. to 5:30 p.m. Monday, Tuesday, and Thursday, with an anticipated duration of approximately 13 weeks.

EVENING PROGRAM

Evening students attend class from 5:30 p.m. to 10:00 p.m. Monday, Tuesday, and Thursday, with an anticipated duration of approximately 22 weeks.

Professional Esthetics – 600 hours

DAY PROGRAM

Day students attend class from 9:00 am to 3:30 pm Monday through Friday, with an anticipated duration of approximately 21 weeks.

PART TIME DAY PROGRAM

Part time students will attend class from 9:00 a.m. to 5:30 p.m. Monday, Tuesday, and Thursday, with an anticipated duration of approximately 25 weeks.

EVENING PROGRAM

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

MAKE-UP ARTISTRY

DIAGNOSTIC PRIMING SPECIALIST

Objective: Students will gain the application techniques and skills to work in the lucrative Make-Up industry in Southwest Florida. Students will learn in an environment which mirrors a traditional workplace and learn how to successfully start and maintain their own business. A wide variety of topics are covered to gain competency in skin care and the entire "make-up look"- natural make-up, 100% corrective, make-up for internet and cable broadcast, camera-ready make-up, techniques to use in fashion and working with professional photographers, wedding or special occasions make-up, and basic to advanced skin care treatments. Upon successful completion of the program and meeting all the course requirements, students will be issued a diploma.

Description: This program consists of 903 clock hours of in-depth study for success in the lucrative world of skin care and make-up. Students will start with the basics of skincare, advanced skin care and makeup. Upon completion of the program graduates will be proficient in facials, body treatments, waxing, eyelash and brow tint, mechanical facials with the use of microdermabrasion, ultrasonic scrubber, galvanic, high frequency and microcurrent; advanced peels, lymphatic drainage, advanced facial massage techniques, alternative therapies, body treatments, advanced spa services, working with physicians, advanced product ingredients, advanced skin conditions, aromatherapy, business bootcamp, and Makeup- beauty essentials, airbrush, bridal, studio, high fashion, essentials of hair and portfolio. From the basics of self-protection from AIDS and blood borne pathogens, students are taught how to recognize problem areas, correction, and skin analysis and treatments to successfully complete the desired skin and/or make-up artistic look. Additionally, graduates are eligible to receive Florida Registration in Body Wrapping, Facial Specialist Registration and MUD diploma. Each class provides hands on practice of techniques building to the Portfolio Development course which will serve as their entry Professional Portfolio for potential employers or clients. This program also provides a solid base of business and marketing information including liability and business insurance requirements, strategic planning and goal setting to insure success.

Course Number	Course Name	Hours
MU190	Beauty Essentials	84
EST150	Application/Facial Techniques & Allergy Indicators	108
MU220	Airbrushing	40
MU250	Bridal Make-Up	40
MU260	Studio Make-Up	40
MU270	High-Fashion Trends Make-Up	40
MU255	Essentials of Hair	75
SCI201	Product Chemistry	45
SCI209	Epilation	58
SCI101	Blood-borne Pathogens	22
SCI111	Electricity	41
SCI120	Theories of Disease and Disorders	85
PRACTICUM	CLINIC	68
BW141	Body Wrapping Techniques	32
BUS155	Business and Marketing	40
CAPSTONE	Capstone	50
BUS270	Portfolio Development	35
	Total Hours	903

TUITION

Diagnostic Priming Specialist

Registration Fee	\$ 150.00
Supply Fee	\$3,500.00
Tuition	\$13,093.50
TOTAL:	\$16,743.50

TEXTBOOKS FOR DIAGNOSTIC PRIMING

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

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

Skin Care Beyond Basics (Less) ISBN 1435487451 4th Edition

Skin Care Beyond Basics Workbook (Less) ISBN 1453487444 4th Edition

MAKE-UP ARTISTRY SCHEDULING

Diagnostic Priming Specialist – 903 hours

Day students attend class from 9:00 am to 3:30 pm Monday through Friday, with an anticipated duration of approximately 32 weeks.

NAIL TECHNOLOGY

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 the history of nail technology; career opportunities in the industry; identify skin and nail structures along with disorders and diseases; explain and understand the difference between monomer liquid and polymer powder enhancements, UV gel enhancements and soakable gel polish products; use appropriate implements and tools based on the client needs; demonstrate classic nail styles along with creative nail art; explain the basic procedures of infection control; perform manicures and pedicures; and thoroughly complete a client consultation.

Description: The nail program consists of 240 clock hours of training. Students begin by learning life skills, consultation methods, sanitation and disinfection practices, nail structure and growth, and diseases and disorders. 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, ergonomics, nail techniques 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 Number	Course Name	Hours
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	5
NS205	Sanitation and Infection Control	4
ETHICS	Ethics and Professionalism	5
NS210	Physical Science of Nails	6
NS206	Anatomy	6
NS207	Skin Structure & Growth	6
NS208	Nail Structure and Growth	6
NS209	Nail Disease	6
NS211	Nail Product & Chemistry	6
NS212	Basic Electricity	6
NS217	Monomers & Polymers	6
NS213	Manicures	22
NS214	Pedicures	23
NS219	Creative Touch	6
NS218	UV Light & Gel	12
NS216	Nail Tips & Wraps	12
NS222	Salon Business	12
NAILC3	Nail Clinic	86
TOTAL HOURS:		240

TUITION

Nail Technology	
Registration Fee	\$ 150.00
Supply Fee	\$ 700.00
Tuition	\$3,480.00
TOTAL:	\$4,330.00

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

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

TEXT BOOKS FOR NAIL TECHNOLOGY

Standard Nail Technology (Milady) – Seventh Edition, ISBN 9781337287746
Standard Nail Technology Workbook (Milady) – Seventh Edition, ISBN 9781285080512

Nail Technology Class Schedule

DAY

Class meets from 9:00 a.m. to 3:30 p.m. each day, Monday through Friday, with an anticipated duration of approximately 8 weeks.

PART TIME DAY

Part time class meets from 9:00 a.m. to 5:30 p.m. on Mondays, Tuesdays, and Thursdays, with an anticipated duration of approximately 10 weeks.

EVENING

Evening class meets from 5:30 p.m. to 10:00 p.m. on Mondays, Tuesdays, and Thursdays, with an anticipated duration of approximately 18 weeks.

State Registration for Florida

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

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

COSMETOLOGY

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.

Upon successful completion of the program and meeting all the course requirements, students will be issued diplomas.

Description: The 1200 clock hour 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 Number	Course Name	Hours
LAW	Regulatory Compliance – Florida Law	5
IDBP100	Infectious Disease and Blood-borne Pathogens	5
CF205	Sanitation and Infection Control	27
CM100	Communications	6
CF110	Orientation to the Trade	6
CF150	Anatomy & Physiology	6
CF180	Life Skills	6
CF200	Chemistry	6
CF250	Professional Image	6
CF300	Basics of Electricity	6
CF350	Employment	6
CF400	Makeup	27
CF450	Business in the Industry	6

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

TUITION

Cosmetology	
Registration Fee	\$ 150.00
Supply Fee	\$ 1,945.00
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.

Cosmetology Class Schedule

DAY

Class meets from 9:00 a.m. to 3:30 p.m. each day, Monday through Friday, with an anticipated duration of approximately 40 weeks.

PART TIME DAY

Part time class meets from 9:00 a.m. to 5:30 p.m. on Monday, Tuesday, and Thursday, with an anticipated duration of approximately 50 weeks.

State Registration for Florida

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

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

487-1395

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

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

HVAC ADVANCED FUNDAMENTALS

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, R410A Safety Certification, OSHA 10-Hour Survey Card, and Florida Academy HVAC Advanced Fundamentals Diploma.

Course Number	Course Name	Hours
COR101F	Basic Safety & OSHA 10 Hour Safety	14
COR102F	Introduction to Construction Math	10
COR103F	Introduction to Hand Tools	7
COR104F	Introduction to Power Tools	7
COR105F	Introduction to Construction Drawing	10
COR106F	Basic Communication Skills	7
COR107F	Basic Employability Skills	7
COR108F	Introduction to Materials Handling	5
CORLABF	Core Laboratory	5
HVAC201F	Introduction to HVAC Trade	7
HVAC202F	Trade Math	10
HVAC203F	Copper and Plastic Piping Practices	5
HVAC204F	Soldering and Brazing	7
HVAC205F	Ferrous Metal Piping	5
HVAC206F	Basic Electricity	14
HVAC207F	Introduction to Cooling	28
HVAC208F	Introduction to Heating	14
HVAC209F	Air Distribution Systems	14

HVAC210F	EPA608	7
HVAC212F	R410A Safety	7
HVLAB1F	HVAC Laboratory I	20
TOTAL HOURS:		210

TUITION

HVAC ADVANCED FUNDAMENTALS

Registration Fee	\$150.00
Supply Fee	\$500.00
Tuition	\$10,445.00
TOTAL:	\$11,095.00

DAY

Class meets from 8:00 a.m. to 5:30 p.m. each day, Monday through Friday, with an anticipated duration of approximately 5 weeks.

HVAC/R TECHNOLOGY

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

Course Number	Course Name	Hours
COR101	Basic Safety & OSHA 10 Hour Safety	13.5
COR102	Introduction to Construction Math	9
COR103	Introduction to Hand Tools	4.5
COR104	Introduction to Power Tools	4.5
COR105	Introduction to Construction Drawing	4.5
COR106	Basic Communication Skills	4.5
COR107	Basic Employability Skills	4.5
COR108	Introduction to Materials Handling	4.5
CORLAB	Core Laboratory	20
HVAC201	Introduction to HVAC Trade	9
HVAC202	Trade Math	9
HVAC203	Copper and Plastic Piping Practices	4.5
HVAC204	Soldering and Brazing	4.5
HVAC205	Ferrous Metal Piping	4.5
HVAC206	Basic Electricity	13.5
HVAC207	Introduction to Cooling	13.5
HVAC208	Introduction to Heating	13.5
HVAC209	Air Distribution Systems	9
HVLAB1	HVAC Laboratory I	49.5

HVAC301	Commercial Airside	9
HVAC302	Chimneys, Flues, and Vents	9
HVAC303	Introduction to Hydronic Systems	9
HVAC304	Air Quality Equipment	9
HVAC305	Leak, Evacuation, Recovery, and Charging	27
HVAC306	Alternating Current	27
HVAC402	Compressors	27
HVAC401	Refrigerants and Oils	27
HVAC403	Metering Devices	27
HVAC311	Heat Pumps	27
HVAC312	Basic Installation and Maintenance	13.5
HVAC313	Sheet Metal Duct Systems	13.5
HVAC314	Fiberglass and Flexible Duct Systems	13.5
HVAC210	EPA608	27
HVAC212	R410A Safety	18
HVLAB2	HVAC Laboratory II	116.5
	TOTAL HOURS:	600

TUITION

HVAC/R Technology

Registration Fee	\$ 150.00
Supply Fee	\$805.00.00
Tuition	\$13,500.00
TOTAL:	\$14,455.00

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.

DAY PROGRAM

Day students attend class from 9:00 am to 3:30 pm Monday through Friday, with an anticipated duration of approximately 22 weeks.

EVENING

Evening class meets from 5:30 p.m. to 10:00 p.m. from Monday through Friday, with an anticipated duration of approximately 27 weeks.

Comprehensive Medical Assisting

Objective: The CMA program is designed to prepare students for successful careers as medical assistants with knowledge in pertinent aspects in the healthcare field. Students will learn skills that prepare them to perform administrative and clinical duties required in the daily operation of a healthcare facility. Upon completion of the program and meeting all the course requirements, students will receive a Comprehensive Medical Assisting diploma and will be prepared and eligible to submit their diploma and transcript to take the registered medical assistant certification examination through American Medical Technologist (AMT). Upon successful completion of this examination, students will obtain the Registered Medical Assistant (RMA) credential.

Description: Students who complete the 61-credit hour/750-clock hour Comprehensive Medical Assisting program will be able to demonstrate performance of appropriate medical and communication skills necessary in a medical office or clinic environment. Students will also be able to describe the legal and ethical principles that affect the role of a medical assistant and be able to apply procedures while complying with established risk management and safety practices. Prior to graduation, students are required to complete an externship under the guidance of area experts. Students will work directly with other medical personnel and patients for real-life experience.

Course Number	Course Name	Credit Hours	Clock Hours
BUS110	Keyboarding	4	50
BUS115	Career Development	4	40
BUS130	College Success Skills	2	20
MED100	Medical Terminology	4	40
MED105	Anatomy and Physiology	4	40
MED110	Medical Math	2	20
MED202	Medical Billing & Insurance Procedures	4	40
MED215	Medical Records Management	4	40
MED220	Medical Administrative Procedures	4	40
MED230	Clinical Procedures I	4	50
MED235	Clinical Procedures II	4	50
MED240	Laboratory Procedures	4	50
MED250	Pharmacology	4	40
MED260	Healthcare Law & Ethics	4	40
MED270	Medical Assistant Certification Review	4	40
MED295	Externship	5	150
	Total Hours:	61	750

TUITION

Registration Fee	\$ 150.00
Supply Fee	\$ 2,150.00
Tuition	\$13,500.00
TOTAL:	\$15,800.00

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 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.

Comprehensive Medical Assisting Program Requirements

In order to fulfill the requirements of the Comprehensive Medical Assisting program at Florida Academy, students must be able to meet the physical and mental demands associated with the profession. Examples of areas reviewed and considered include, but are not limited to, the following qualities.

- Satisfactory physical condition
- Strength and endurance
- Balance and coordination
- Current immunizations and flu vaccination
- Communication skills

To meet clinical and externship courses requirements, program applicants must submit a current background check and a current general physical examination that includes a 5-panel drug screen. Program students must submit a negative tuberculosis (TB) skin test completed within twelve (12) months prior to registering for Medical Assisting Externship (MED295). Specific test type requirements will be discussed during the student's first term. These requirements can be met through a variety of sources at the discretion of the applicant. Local resources for each area are listed below.

Local Resources

Background Check

- Castlebranch (https://www.castlebranch.com/online_submission/package_code.php)
Enter the Florida Academy school code (FL33) in the package code box when registering.
The cost is \$60.00 and is nonrefundable.

General Physical Examination and 5-Panel Drug Screen; TB Testing

- Florida Department of Health
3920 Michigan Avenue
Fort Myers, FL 33916
239-332-9501
- Med Express (All Locations)
<https://www.medexpress.com/>

Credential Offered

Students meeting all the graduation requirements for the Comprehensive Medical Assisting program will receive a Florida Academy Diploma and will be eligible for the following:

Registered Medical Assistant (RMA) Requirements

Individuals wishing to apply to sit for the RMA exam administered by American Medical Technologists (www.americanmedtech.org) must fulfill these requirements:

- Graduate from an accredited postsecondary institution whose medical assisting program has a minimum of 720 hours of instruction.
- Submit an application within four years of graduating from an approved training program.

The application cost to sit for the exam includes the exam fee and the first year's membership fee to American Medical Technologist. The cost for the first application is included in the supply fee charged to students.

Comprehensive Medical Assisting Class Schedule Options

FULL-TIME DAY (40 weeks)

On-site classes can be scheduled 9:00 a.m. to 5:30 p.m., Monday-Friday. The externship is subject to the schedule agreed upon with the externship site.

FULL-TIME EVENING (60 weeks)

On-site classes can be scheduled 5:30 p.m. to 10:00 p.m., Monday-Friday. The externship is subject to the schedule agreed upon with the externship site.

PART-TIME DAY (up to 80 weeks)

On-site classes can be scheduled 9:00 a.m. to 5:30 p.m., Monday-Friday. The externship is subject to the schedule agreed upon with the externship site.

PART-TIME EVENING (up to 80 weeks)

On-site classes can be scheduled 5:30 p.m. to 10:00 p.m., Monday-Friday. The externship is subject to the schedule agreed upon with the externship site.

COURSE NUMBERING SYSTEM

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

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

COURSE DESCRIPTIONS

MT600 Theory & History of Massage and Innovative and Biologically Based Therapies Hours: 113 Clock Hours

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

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

AP101 Biological Anatomy, Physiology, and Pathology Hours: 80 Clock Hours

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

AP102 Biological Anatomy, Physiology, and Kinesiology: 84 Clock Hours

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

AM300 Innovative and Biologically Based Allied Modalities Hours: 76 Clock Hours

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

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

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

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

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

MBLEX: MBLEX Preparatory Academy Hours: 60 Clock Hours

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

MTLAB Clinic Rotation 1: Foundational Hours: 72 Clock Hours

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

MTCLINIC Clinic Rotation 2: Enhancement and Refinement Hours: 57 Clock Hours

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

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

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

HYDRO: Theory & Practice of Hydrotherapy Hours: 15 Clock Hours

Students learn the science and use of water both internally and externally, in any of its three forms – solid, liquid or vapor – in the treatment of disease, trauma and stress.

Lecture and demonstration is given in the methods heat is transferred, the technique of local thermal procedures, techniques of sprays and douches and the rationale of hydrotherapy. This is a required course for Florida licensure.

IDBP100: Infectious Disease and Blood-borne Pathogens Hours: 5 Clock Hours

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

LAW: Regulatory Compliance – Florida Law Hours: 5 Clock Hours

Florida Statutes and the Rules and Regulations are presented in lecture and thoroughly discussed in class. Each student learns the laws and rules governing the field of skin care as set forth by the State of Florida. This is a required course for Florida licensure as a skin care specialist.

LAW02: Regulatory Compliance – Florida Law Hours: 10 Clock Hours

The requirements of the Florida Massage Practice Act (Chapter 480) of the Florida Statutes and the Rules and Regulations of 61G-11 are presented in lecture and thoroughly discussed in class. Each student learns the laws and rules governing the field of massage therapy or skin care as set forth by the State of Florida. This is a required course for Florida licensure as a massage therapist or skin care specialist.

ME: Medical Errors Hours: 2 Clock Hours

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

Innovative and Biologically Based Therapies Clinic: Clinical Rotation 3: Mastery of Clinical Skills: 144 Clock Hours

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

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

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

ETHICS: Ethics and Professionalism Hours: 5 Clock Hours

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

AIBT: Beyond Trigger Points: Advanced Innovative and Biologically Based Therapies Hours: 156

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

BUS500: Business Hours: 24 Clock Hours

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

BUS501: Business Hours: 21 Clock Hours

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

CLINICM: Clinical Practical 76 Clock Hours

This course provides practical, hands-on techniques to demonstrate protocols, procedures and process in massage.

CLINICE: Clinical Practical 68 Clock Hours

This course provides practical, hands-on techniques to demonstrate protocols, procedures and process in esthetics.

NS205: Sanitary Science Hours: 4 Clock Hours

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

MU190-Beauty Essentials 84 Clock Hours

This is an introduction to beauty make-up with an emphasis on the techniques required today in the beauty, entertainment and fashion industries. Regardless of which of these areas you intend to work in, mastery of beauty make-up is a must. In this course you will start by learning facial analysis, base matching and

application, correction, contours, highlights, and focus on eyes and lips. This course finishes with complete makeup applications ranging from 100% percent corrective to natural makeup.

EST150-Application/Facial Techniques and Allergy Indicators 108 Clock Hours

Students will be introduced to skin care techniques that influence, change, or enhance make-up applications: lymphatic drainage facial massage and techniques for acne, rosacea, scarring and pigmentation defects. Students will also be introduced to skin allergies and various techniques for working with skin allergies, identifying make-up ingredient content, and how to minimize allergic reactions.

MU220-Airbrushing 40 Clock Hours

Prerequisite: Completion of Beauty Essentials (MU 190)

Airbrushing has become one of the premiere ways of applying makeup. In this course, we demystify the tool and demonstrate how to care for and maintain the tool. In addition, we teach the techniques to apply beautiful, flawless beauty makeup. Learn the techniques that are being required by demanding clients and major studios.

MU250-Bridal Make-Up 40 Clock Hours

Prerequisite: Completion of Beauty Essentials (MU 190)

Learn the techniques used in a successful consultation with a bride and family members. We will focus on the lucrative world of wedding and special occasion make-up and the requirements to successfully run a bridal makeup business.

MU260-Studio Make-Up 40 Clock Hours

Prerequisite: Completion of Beauty Essentials (MU 190)

In this course students are exposed to film and television production and the make-up required for today's demanding set. Students will learn how to work with high-definition cameras and will learn what is required for make-up application. We will also be focusing on the no make-up look.

MU270-High Fashion Make-Up Trends 40 Clock Hours

Prerequisite: Completion of Beauty Essentials (MU 190)

Learn the techniques employed by professional make-up artists in the editorial and advertising industries. In this course, students will learn how to work on set and create make-ups that can be used in fashion or editorial, and learning what a professional photographer requires to create imagery that stands out. Students will also develop their eye for make-up and learn what to lookout for in their own pictures.

MU255-Essentials of Hair 75 Clock Hours

Students will learn to create modern styles, as well as edgy and creative hair designs using hot tools, roller sets, and hair braiding. As part of this course, students are required to complete hair and make-up projects which relate to on-the-job experience. After completion of this course, students are eligible for registration in the State of Florida for hair braiding.

SCI201-Product Chemistry 45 Clock Hours

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

SCI209-Epilation 58 Clock Hours

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

SCI101-Bloodborn Pathogens 22 Clock Hours

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

SCI111-Electricity 41 Clock Hours

Students are given a clear understanding of the basics of electricity and how it relates to skin care and make-up application with the use of different machines, using different modalities to best effect the skin.

SCI120-Theories of Disease and Disorders 85 Clock 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 that mitigate, if not eliminate, these disorders will be taught, discussed and practiced in class.

PRACTICUM-Clinic 68 Clock Hours

Students spend time applying knowledge of make-up application and techniques for the purpose of advancing to the Capstone with an end goal of successfully completing their portfolio.

BSW141-Body Wrapping Treatments & Benefits 32 Clock Hours

Body Wrapping is a treatment program that uses presoaked wraps for the purposes of cleansing and beautifying the skin. Students will learn the techniques used for proper body wrapping processes as well as the benefits of different herbs, mud, and salt/sugar solutions.

BUS155-Business and Marketing 40 Clock Hours

In this course, students will learn what is involved in starting, building and maintaining a professional business including, but not limited to: taxes, income and expense reporting, bookkeeping and accounting methods, liability and business insurance requirements, marketing, choosing a business location, making business cards and brochures and professional networking. Students will learn the importance of strategic planning and goal setting when developing and building a business “from the ground up” to insure success.

CAPSTONE-Capstone 50 Clock Hours

Students spend time improving areas of opportunity specific to their needs in order to prepare for their photo sessions and complete their portfolios.

BUS 270-Portfolio Development 35 Clock Hours

Prerequisite: Completion of MU 190-Beauty Essentials; EST 150-Application/Facial Techniques and Allergy Indicators; MU 220-Airbrushing 40 Hours; MU 250-Bridal Make-Up 40 Hours; MU 260-Studio Make-Up 40 Hours; MU 270-High Fashion Make-Up Trends; MU 255-Essentials of Hair; PRACTICUM-Clinic; CAPSTONE-Capstone

Students are pushed to their creative limits in this fast-paced course. Students will be guided to design and create looks for multiple photo-shoots. Students will work with models and photographers to create a professional quality portfolio.

BW345: Body Wrapping Clock Hours 18

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

DIAGPRAC: Diagnostic Practical Clock Hours: 60

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

MICROPIG: Micropigment Specialist Clock Hours: 90

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

NS067: Nail Diagnostics Clock Hours: 24

Students learn the basics of skin and nail anatomy and how it relates to nail services. They will further their knowledge on the structure of the nail and how the nail grows and be able to distinguish different nail diseases while making determinations on whether to proceed with services or refer to a doctor. Students learn all functions of the skin.

Students leave being able to explain why skin health is important, explain disorders of the skin and prescribe how proper nutrition can help maintain balance.

NS117: Nail Chemistry Clock Hours: 18

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

NS148: Nail Implementation Clock Hours: 96

Students are shown the Milady's standard techniques to perform basic manicures, pedicures and how to adapt to each client. They are given basic information on how electricity works and what machines can be used for their nail services. Students learn how to pick the best nail file for them and the proper way to use it on each client.

Students learn to demonstrate their creative talents with nail art and polish, gel, acrylic or various other products. Students perform fiberglass and silk wraps on natural or artificial nails and demonstrate applying different Gel products on natural or artificial nails. Students leave being able to repair damaged nails, do sculpting with gel or acrylic nails, apply an overlay to natural nails, and do fading techniques.

BE005: Sanitation & Infection Control Clock Hours: 10

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

PP711: Pure Sciences Clock Hours: 33

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

PP817: Electricity/Machines Clock Hours: 27

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

PP018: Hair Removal Clock Hours: 24

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

PP220: Skin Care Clock Hours: 132

Students will use various methods to assess and analyze the skin and its functions and they will be able to recommend proper treatments and get rid of any impactions in the skin. Students will be given a clear understanding of the effects of major ingredients of skin care products and which are appropriate for

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

PP096: Advanced Topics Clock Hours: 12

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

PP023: Business Clock Hours: 30

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

NS222: Salon Business Clock Hours: 12

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

NAILC1: Nail Clinic Clock Hours: 117

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

NAILC2: Nail Clinic Clock Hours: 121

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

NAILC3: Nail Clinic Clock Hours: 86

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

BE711: Basic Sciences Clock Hours: 9

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

BE817: Electricity/Machines Clock Hours: 8

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

BE018: Hair Removal Clock Hours: 3

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

BE220: Skin Care Clock Hours: 151

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

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

BE006: Basic Anatomy & Physiology Clock Hours: 6

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

BE023: Basic Business: Clock Hours 1 2

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

BE024: Business: Clock Hours 40

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

CF205: Sanitary Science Clock Hours: 27

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

NS206: Anatomy: Clock Hours 6

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

NS207: Skin Structure & Growth Clock Hours: 6

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

NS208: Nail Structure & Growth Clock Hours: 6

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

NS209: Nail Disease Clock Hours: 6

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

NS210: Physical Science of Nails Clock Hours: 6

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

NS211: Nail Product & Chemistry Clock Hours: 6

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

NS217: Monomers & Polymers Clock Hours: 6

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

NS212: Basic Electricity Clock Hours: 6

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

NS215: Electric Filing Clock Hours: 3

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

NS213: Manicures Clock Hours: 22

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

NS214: Pedicures Clock Hours: 23

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

NS219: Creative Touch Clock Hours: 6

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

NS216: Nail Tips & Wraps Clock Hours: 12

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

NS218: UV Light & Gel Clock Hours: 12

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

CF110: Orientation to the Trade Clock Hours: 6

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

CM100: Communications Clock Hours: 6

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

CF150: Anatomy & Physiology Clock Hours: 6

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

CF180: Life Skills Clock Hours: 6

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

CF200: Chemistry Clock Hours: 6

Students learn basic chemistry and how it applies to cosmetology.

CF250: Professional Image Clock Hours: 6

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

CF300: Basics of Electricity Clock Hours: 6

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

CF350: Employment Clock Hours: 6

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

CF400: Makeup Clock Hours: 27

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

CF450: Business in the Industry Clock Hours: 6

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

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

Upon completion, students are able to: name and describe the structures of the hair root, list and describe the three layers of the hair shaft, describe the three types of side bonds in the cortex, list the factors that should be considered in a hair analysis, describe the hair growth cycles, discuss the types of hair loss and their causes, describe the options for hair loss treatment and recognize hair and scalp disorders commonly seen in the salon and know which can be treated by cosmetologists.

COS02: Scalp Care Clock Hours: 31

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

COS03: Product Knowledge Clock Hours: 12

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

COS04: Hair Design Clock Hours: 12

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

COS05: Hair Cutting Techniques Clock Hours: 183

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

COS06: Hair Color Clock Hours: 153

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

COS07: Hair Styling Clock Hours: 396

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

COS08: Braiding & Extensions Clock Hours: 6

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

COS09: Wigs and Additions Clock Hours: 6

In this course, students learn to explain the differences between human and synthetic wigs, describe the

two basic categories of wigs, explain various types of hair pieces and uses, and explain the different methods of attaching extensions.

COS10: Chemical Texture Clock Hours: 101

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

COS20: Skin Care Clock Hours: 51

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

NS300: Nail Theory & Practice Clock Hours: 92

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

COR101F: Basic Safety and OSHA 10 HR Safety Clock Hours: 14

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

COR102F: Introduction to Construction Math Clock Hours: 10

From basic addition to multiplying fractions and more, this course prepares students to do the calculations they'll be performing on the job site.

COR103F: Introduction to Hand Tools Clock Hours: 7

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

COR104F: Introduction to Power Tools Clock Hours: 7

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

COR105F: Introduction to Construction Drawings Clock Hours: 10

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

COR106F: Basic Communication Skills Clock Hours: 7

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

COR107F: Basic Employability Skills Clock Hours: 7

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

COR108F: Introduction to Materials Handling Clock Hours: 5

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

CORLABF: Core Laboratory Clock Hours: 5

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

HVAC201F: Introduction to the HVAC Trade Clock Hours: 7

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

HVAC202F: Trade Math Clock Hours: 10

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

HVAC203F: Copper & Plastic Piping Practices Clock Hours: 5

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

HVAC204F: Soldering and Brazing Clock Hours: 7

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

HVAC205F: Ferrous Metal Piping Clock Hours: 5

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

HVAC206F: Basic Electricity Clock Hours: 14

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

HVAC207F: Introduction to Cooling Clock Hours: 28

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

HVAC208F: Introduction to Heating Clock Hours: 14

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

HVAC209F: Air Distribution Systems Clock Hours: 14

Students are taught the properties of air distribution systems in order to become familiar with the

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

HVAC210F: EPA 608 Clock Hours: 7

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

HVAC212F: R410A Safety Clock Hours: 7

Students study to receive their R410A Safety Certification.

HVLAB1F: HVAC Laboratory I Clock Hours: 20

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

COR101: Basic Safety and OSHA 10 HR Safety Clock Hours: 13.5

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

COR102: Introduction to Construction Math Clock Hours: 9

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

COR103: Introduction to Hand Tools Clock Hours: 4.5

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

COR104: Introduction to Power Tools Clock Hours: 4.5

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

COR105: Introduction to Construction Drawings Clock Hours: 4.5

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

COR106: Basic Communication Skills Clock Hours: 4.5

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

COR107: Basic Employability Skills Clock Hours: 4.5

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

COR108: Introduction to Materials Handling Clock Hours: 4.5

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

COR109: Core Laboratory Clock Hours: 20

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

HVAC201: Introduction to the HVAC Trade Clock Hours: 9

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

HVAC202: Trade Math Clock Hours: 9

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

HVAC203: Copper & Plastic Piping Practices Clock Hours: 4.5

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

HVAC204: Soldering and Brazing Clock Hours: 4.5

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

HVAC205: Ferrous Metal Piping Clock Hours: 4.5

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

HVAC206: Basic Electricity Clock Hours: 13.5

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

HVAC207: Introduction to Cooling Clock Hours: 13.5

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

HVAC208: Introduction to Heating Clock Hours: 13.5

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

HVAC209: Air Distribution Systems Clock Hours: 9

Students are taught the properties of air distribution systems in order to become familiar with the

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

HVAC210: EPA 608 Clock Hours: 27

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

HVAC212: R410A Safety Clock Hours: 18

Students study to receive their R410A Safety Certification.

HVAC301: Commercial Airside Clock Hours: 9

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

HVAC302: Chimneys, Flues, and Vents Clock Hours: 9

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

HVAC303: Introduction to Hydronic Systems Clock Hours: 9

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

HVAC304: Air Quality Equipment Clock Hours: 9

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

HVAC305: Leak Detection, Evacuation, Recovery, and Charging Clock Hours: 27

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

HVAC306: Alternating Current Clock Hours: 27

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

HVAC311: Heat Pumps Clock Hours: 27

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

HVAC312: Basic Installation and Maintenance Clock Hours: 13.5

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

HVAC313: Sheet Metal Duct Systems Clock Hours: 13.5

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

HVAC314: Fiberglass and Flexible Duct Systems Clock Hours: 13.5

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

HVAC402: Compressors Clock Hours: 27

Compressors create the pressure differential in the system that allows refrigerant to move through the metering device and through the condenser and evaporator coils where heat is exchanged. Because the compressor is the most expensive component in most HVAC systems, it is important that technicians be able to correctly diagnose and correct problems that can affect compressor operation to avoid a costly compressor replacement.

HVAC401: Refrigerants and Oils Clock Hours: 27

Discusses the refrigerants and oils used in modern refrigeration and air conditioning systems. Today, new technologies and stringent environmental laws are driving changes in the HVAC industry. Older refrigerants that damage the environment are being phased out and replaced with more environmentally-friendly refrigerants. These new refrigerants often require new compressor lubricating oils. These modern refrigerants and oils also have new handling and service requirements with which technicians must be familiar.

HVAC403: Metering Devices Clock Hours: 27

Introduces metering devices used in the mechanical refrigeration cycle. The primary function of metering devices is presented, along with related components such as the distributor.

HVLAB1: HVAC Laboratory I Clock Hours: 49.5

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

HVLAB2: HVAC Laboratory II Clock Hours: 116.5

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

BUS110: Keyboarding: 4 Credit Hours/50 Clock Hours

This course provides the student with the keyboarding exercises to bring keyboarding skills to at least 30 wpm. The student will have the opportunity for lecture and training to complete lessons in the Keyboarding program.

Prerequisite: None

BUS115: Career Development: 4 Credit Hours/40 Clock Hours

This course teaches students to design and produce an individual career action plan through self-assessment, career planning and academic work. Emphasis is placed on assisting students on identifying their individual marketable skills, venues on locating available job positions, writing resumes, correspondence, and interviewing skills. *Prerequisite: Must be taken within last two terms*

BUS130: College Success Skills: 2 Credit Hours/20 Clock Hours

This course teaches the student how to develop tools that will form the cornerstone of their personal foundation for college success. Students will identify both the positive and challenging changes that come with the transition to college and learn how to manage these changes. Methods will be discussed on how to be better equipped to incorporate school responsibilities into a busy life. *Prerequisite: None*

MED100: Medical Terminology: 4 Credit Hours/40 Clock hours

This course provides the student with the study and practical application of the medical language in the healthcare fields while incorporating body structure and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive, genitourinary and integumentary systems. *Prerequisite: None*

MED105: Anatomy & Physiology: 4 Credit Hours/40 Clock Hours

This course covers the study of the organization, structure and function of the human body. Cells, tissues, organs and an overview of all body systems are included, with emphasis on the interaction of the body systems in maintaining homeostasis. Pathological conditions, causes, and treatments, that affect the body, are discussed.

Prerequisite: None

MED110: Medical Math: 2 Credit Hours/20 Clock Hours

This course is designed to teach the students fundamental mathematical concepts. These fundamental concepts will be the building blocks for calculation of adult and child drug dosage calculations. *Prerequisite: None*

MED202: Medical Billing & Insurance Procedures: 4 Credit hours/40 Clock Hours

This course is designed to instruct the student on all aspects of Medical Billing in a physician's office including CMS 1500 form and the software example used to complete the forms. *Prerequisite: None*

MED215: Medical Records Management: 4 Credit Hours/40 Clock Hours

This course will introduce students to the administrative and clinical electronic health record using MOSS 3.0 software. Transitioning from paper charts to electronic health records will be covered. Emphasis will be placed on privacy, confidentiality and security of the electronic health record. *Prerequisite: None*

MED220: Medical Administrative Procedures: 4 Credit Hours/40 Clock Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone technique, procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection, and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program. *Prerequisite: None*

MED230: Clinical Procedures I: 4 Credit Hours/50 Clock Hours

This course introduces students to the clinical procedures performed in the healthcare facility. Principles of asepsis, infection control and bloodborne pathogen training will be covered. Students will learn how to obtain vitals, patient history, and assist with exams. *Prerequisites: MED100, MED105*

MED235: Clinical Procedures II: 4 Credit Hours/50 Clock Hours

This course is a continuation of MED230 in teaching additional clinical procedures that are performed in the healthcare facility. Students will be trained on the Needlestick Safety Act and learn how to administer injections. Diagnostic testing such as EKG & Pulmonary Function Tests will be covered. Assisting with minor surgery, application of cold & heat therapy, ambulation, emergency preparedness and first aid will be taught in this course. Students will obtain training and certification in CPR. *Prerequisite: MED230*

MED240: Laboratory Procedures: 4 Credit Hours/50 Clock Hours

This course introduces students to basic laboratory procedures performed in a physician's office or other healthcare facilities. Students will be taught how to properly collect, process and test specimens. Phlebotomy techniques are taught, including venipuncture and capillary puncture. Students will learn how to use a microscope in performing a urinalysis, as well as, the use of other laboratory machines. Microbiology and hematology are covered in this course. CLIA requirements, quality control and laboratory safety are reviewed. *Prerequisite: None*

MED250: Pharmacology: 4 Credit Hours/40 Clock Hours

This course is designed to teach the students basic information regarding drug names, classifications, and effects on the human body. Responsibilities and principles of medication preparation, administration, and safety will be covered. *Prerequisites or Corequisites MED100, MED110*

MED260: Healthcare Law & Ethics: 4 Credit Hours/40 Clock Hours

This course introduces the students to the foundations of law and ethics in a healthcare setting. Topics covered include medical records, informed consent, HIPAA, professional liability, and medical malpractice. Students will review workplace legalities, death and dying, and healthcare trends and forecasts. *Prerequisite: None*

MED270: Medical Assistant Certification Review: 4 Credit Hours/40 Clock Hours

This course was designed as a review course for the CMA or RMA examination as well as a review of all skills necessary to be successful as a Medical Assistant in a clinical or administrative setting. All medical assisting major content areas are covered throughout the course in the form of review lectures and hands-on performance of core competencies. The course is divided into three parts: general review, administrative review and clinical review. Professional development topics are also discussed. *Prerequisites: MED235, MED240, must be taken within final two terms*

MED295: Externship: 5 Credit Hours/150 Clock Hours

Externship will be at a practicing healthcare facility. Student will need to demonstrate thorough understanding of skills that have been taught throughout the curriculum. Additionally, student will be required to participate in

business office duties under supervision by physician and/or appointed, qualified staff. Specific duties will be based on patient and practice needs. This will give students firsthand knowledge working with medical patients and gaining experience in a real-world job. *Prerequisites: BUS110, BUS115, MED215, MED220, MED235, MED240, MED250, MED260*