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School Catalog • Volume 44

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(800) 324-9543



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

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A Welcome Message from the CEO

Welcome to Florida Academy, 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 is a reason we are an award-winning school. We provide up-to-date and current educational and teaching methods. We hope you enjoy spending some time in our classrooms and laboratory facilities.

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

Dr. Laurence J. Zielke, CEO
Florida Academy

History and Ownership

Florida Academy was founded in 1990 and was purchased in 1997 by Nornob Corporation, Inc., a Florida corporation. Since 2009 Nornob Corporation, Inc. has had two primary shareholders, Dr. Laurence J. Zielke and Michael L. Howell. Dr. Zielke holds a Bachelor of Arts from Centre College and a Juris Doctorate from the Louis D. Brandeis School of Law at the University of Louisville. Michael L. Howell owns and operates construction companies, assisted living communities, salons and spas in the southeastern United States.

Accreditation and Licensure

Accreditor

Florida Academy is accredited by the Commission of the Council on Occupational Education. Contact the Council on Occupational Education at:

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

Telephone: (770) 396-3898
FAX: (770) 396-3790
www.council.org

Licensure

Florida Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding Florida Academy may be obtained by contacting the Commission at:

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

Telephone: (850) 245-3200
(888) 224-6684 toll free

Approvals and Other Associations

Approvals

Department of Health-Division of Medical Quality Assurance, Board of Massage Therapy
4052 Bald Cypress Way, Bin #C06, Tallahassee, Florida, 32399-3256

Department of Business & Professional Regulation, Division of Professions, Board of
Cosmetology
Northwood Centre, 1940 N. Monroe Street, Tallahassee, Florida 32399-0790

National Center for Construction Education and Research-NCCER
13614 Progress Boulevard, Alachua, Florida 32615

Eligibility Provider

Southwest Florida Workforce Development Board, Inc.
9530 Marketplace Road, Suite 104, Fort Myers, Florida 33912

Department of Veteran Affairs-Florida Department of Veteran's Affairs-State Approving
Agency
11351 Ulmerton Road, Suite 311-K, Largo, Florida 33778

Associations

American Aestheticians Education Association
American Association of Cosmetology Schools
American Massage Therapy Association-Council of Schools
Associated Bodywork & Massage Professionals
Better Business Bureau of West Florida, Inc.
ESCO Institute-Heating, Ventilation and Air Conditioning
Florida Association of Postsecondary Schools and Colleges
Florida Association of Veterans Education Specialists
Florida State Massage Therapy Association
International Massage Association
Southwest Florida Air Conditioning Contractors Association

Changes in Programs and Catalogs

The information contained in this publication conforms with the rules and regulations of the Commission for Independent Education and complies with the eligibility requirements, standards, procedures, and obligations adopted by the member institutions of the Council on Occupation Education, and applicable state and federal statutes. Any Florida Academy policies and/or procedures that may be found to be in violation of such are hereby declared null and void and of no effect. The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this catalog will ordinarily be applied as stated, Florida Academy reserves the right to change this catalog, to include addenda, without notice to individual students. Every effort is made to keep students informed of any such changes.

Human Rights and Non-Discrimination

Florida Academy is committed to equal opportunity education and is guided in philosophy and practice by the principle that individuals will not be treated differently based on race, creed, religion, sex, age, national origin, disability, sexual orientation, or marital status. Florida Academy seeks to ensure that legitimate and reasonable access is available to all students and staff. Florida Academy is in compliance with *Title VI and VII of the Civil Rights Act of 1964*, as amended; the *Civil Rights Act of 1991*; *Executive Order 11246*, as amended; *Title IX of the Education Amendments of 1972*, as amended; *Section 504 of the Rehabilitation Act*; and *The Americans with Disabilities Act of 1990*. Florida Academy endeavors to provide reasonable accommodations to qualified students with disabilities. Please see the Florida Academy ADA Handbook for additional information. Florida Academy is an Equal Opportunity Employer.

ADA Compliance Coordinator:

Todd Clark-(239) 489-2282 ext. 113
president@florida-academy.edu

Title IX Compliance Coordinator:

Lisa LeClaire-Odar-(239) 489-2282 ext. 103
eddirector@florida-academy.edu

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Florida Academy receives a request for access. A student should submit to the registrar, head of the academic department, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Florida Academy to amend a record should write the Education Director, clearly identify the part of the record the student wants changed and specify why it should be changed.

If Florida Academy decides not to amend the record as requested, Florida Academy will notify the student in writing of the decision and the student's right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Florida Academy discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Florida Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Florida Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Florida Academy who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Florida Academy.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Florida Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Florida Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Philosophy, Purpose, Mission, Vision and Values

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, Medical Care by a Certified or Registered Medical Assistant and Cosmetology by a Licensed Cosmetologist or Barber 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 professional environment for learning.

Florida Academy is committed to offering comprehensive programs that integrate 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 those 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.

Purpose/Mission

Florida Academy strives to educate students to become highly skilled professionals who are sensitive to the needs of their clients and themselves. We encourage the greatest personal and professional growth for students by providing a nurturing and respectful education community.

Vision and Values

Vision: Florida Academy is 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. The school prepares students for personal and professional success by emphasizing work skills, accountability, and community involvement. **Values:** Florida Academy enhances the mission and vision by promoting the following values: engagement, community service, diversity, respect, and continuous quality improvement.

Facilities

Florida Academy 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 in The Colonial Center, 4387 Colonial Blvd., Fort Myers, FL 33966. 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 and vape-free atmosphere for practice, lecture, and study. Florida Academy consists of professional on-site clinics massage classrooms, skin care classrooms, makeup labs, multi-purpose classrooms, nail classrooms, salon, cosmetology classroom, 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, professional electric files, Suction and Atomizer Machines as found in modern spas, salons, and medical offices. Our full-service salon/barbershop holds custom fabricated stations, each complete with a hydraulic chair and mirror, as well as wash bowls, drying stations and color bar.

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.

Based on enrollment, 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.

Administrative Directory

Florida Academy
4387 Colonial Boulevard
Fort Myers, FL 33966
www.florida-academy.edu

(239) 489-2282 Phone
(800) 324-9543 Toll Free Phone
(239) 489-4065 Fax

Administrative Staff Contact Information

Department	Staff Member	Ext.	Email Address
Admissions	Todd Clark	113	admissionsdirector@florida-academy.edu
	Quintana Goodley	115	
	Bonnie Brown	108	
Bursar	Ruth Watts	114	bursar@florida-academy.edu
Business Office	Natasha Martin	110	business@florida-academy.edu
Career Services	Ruth Watts/Natasha Martin	114	careerservices@florida-academy.edu
Compliance	Donna Smith	134	compliance@florida-academy.edu
Education	Lisa LeClaire-Odar	103	eddirector@florida-academy.edu
Financial Aid	Cateibra Parker	107	fa@florida-academy.edu
Front Desk/Reception	Dulce Ferrera	102	reception@florida-academy.edu
President	Todd Clark	113	president@florida-academy.edu
Registrar	Teresa Braun	112	registrar@florida-academy.edu

Holidays Observed

Holiday	2020 Student Holidays	2020 School Holidays
Veteran's Day	11/11/2020	N/A
Thanksgiving Break	11/25 - 11/27/2020	11/26 - 11/27/2020
Winter Break	12/20/2020 - 01/03/2021	12/24 - 12/25/2020 12/31/2020 - 1/3/2021

Holiday	2021 Student Holidays	2021 School Holidays
Martin Luther King, Jr. Day	1/18/2021	1/18/2021
Presidents' Day	2/15/2021	N/A
Good Friday	4/2/2021	N/A
Easter	4/5/2021	4/5/2021
Memorial Day	5/31/2021	5/31/2021
Independence Day	7/5/2021	7/5/2021
Labor Day	9/6/2021	9/6/2021
Veteran's Day	11/11/2020	N/A
Thanksgiving Break	11/24 - 11/26/2021	11/25 - 11/26/2021
Winter Break	12/19/2021 - 1/3/2022	12/24 - 12/27/2020 12/31/2020 - 1/3/2022

General Information

Accident or Illness

In case of serious accident or illness, students may be transported by ambulance, at their expense, to a nearby emergency room for treatment. Treatment by a physician and/or hospitalization is also at the student's expense. Florida Academy will notify the person(s) requested by the student. If the student is unable to communicate, Florida Academy will notify the emergency contact person(s) listed in the student's file.

Smoking Policy

Florida Academy has a restricted smoking policy. Florida Academy has ONE designated smoking area located between the Main Office building (Suite 100) and the HVAC Lab (Suite 105). Smoking (including electronic devices) is not permitted in any other area of the campus. Students, faculty or staff deemed in violation of the smoking policy are subject to disciplinary action at the discretion of the President or Education Director.

Emergencies on Campus

Florida Academy takes a multi-facet approach to the security of and access to all campus facilities. The facility is equipped with a security system that notifies local law enforcement or emergency services, if needed. It serves as not only an intruder alarm, but also as a fire and security system.

Florida Academy issues an Annual Campus Safety and Security Report detailing emergency, safety, and security procedures for the campus. All incoming students are issued a copy of the current report at Orientation and enrolled students and staff are emailed a copy annually of the updated report. Additional copies of the report are available on the school website or by request at the Front Desk. All students and staff are required to read and familiarize themselves with the policies and procedures in the Annual Campus Safety and Security Report.

Guests/Visitors on Campus

All guests utilizing services rendered by students or professional staff are to be escorted by a student, educator, or staff member. Members of the public are not permitted to be unescorted while on campus.

Parking on Campus

Florida Academy is provided designated parking areas by property management for students and staff. Maps of acceptable parking spaces are provided at Orientation and are available upon request at the Front Desk. Failure to adhere to allowable parking spaces notated on the map may result a vehicle being towed at the owner's expense.

English Proficiency

Florida Academy requires students to speak, write and correspond in English for all programs/courses. All programs/courses are taught in English.

Video Surveillance Policy

Florida Academy uses video surveillance to aid in the safety and security of faculty, staff, students, and visitors/guests. Surveillance excludes private areas such as restrooms and changing

rooms. Information obtained from video monitoring may be turned over to law enforcement to aid in investigations. Any decision to release video surveillance will be made by the President and/or CEO of Florida Academy.

Restroom Policy

All restrooms on campus at Florida Academy are single occupancy and gender neutral.

Change of Personal Information

Change of personal information request forms may be obtained from the Registrar. Please note that name change requests require proper documentation.

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.

Vaccination Policy

Florida Academy only requires vaccinations for students enrolling in the Comprehensive Medical Assisting program.

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 at <https://registertovoteflorida.gov/home> using a computer in the Student Resource Center or other internet connected devices.

Community Service

Florida Academy is committed to the community and expresses this through its on-going community involvement and participation. The school sponsors and contributes to charity and health related events. Our Educators speak to community service groups, healthcare groups, and others to establish liaisons between the community and the school.

Housing

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

Products

Florida Academy is a distributor 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 debit/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 own health insurance.

Directions

Florida Academy 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 Boulevard, West. Florida Academy is just minutes from I-75, past Winkler Avenue, located on the north side of Colonial.

From Downtown Fort Myers

Take Route 41 (Cleveland Avenue) to Colonial Boulevard. Turn 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 Boulevard. Florida Academy is located between Metro Parkway and Winkler Avenue Ext. on the north side of Colonial.

Admissions

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/Virtual 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 transcript(s) for all applicable institutions if requesting a transfer of credit(s) evaluation

Students must begin a new 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.

Note: For students enrolling in programs that require registration/licensure/certification in order to practice the profession, please be aware that criminal histories may prohibit students from acquiring professional credentials.

Comprehensive Medical Assisting Admissions Requirements

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
- Submission of background check completed within 12 months of the anticipated start date. A fee of \$60.00 must be paid by applicant if choosing to utilize Florida Academy resources for the background check.
- Submission of a negative TB test.
- Submission of required vaccination records.
- Submission of a physical* conducted within 12 months prior to the start of the student's first term.
- Submission of a negative 5-panel drug screen.

**The physical submission requirement can be met through a variety of sources at the discretion of the applicant.*

(One TB test and one 5-panel drug screen are included in the program supply fee. Subsequent tests or screenings are the financial responsibility of the student.)

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.

5-Panel Drug Screen and TB Testing

Coastal Med Urgent Care
8291 Dani Drive Unit 100
Fort Myers, FL 33966
239-931-6049

Massage Therapy Admission Requirements

Submission of background check completed within 12 months of the anticipated start date. A fee of \$60.00 must be paid by applicant if choosing to utilize Florida Academy resources for the background check.

Admissions Policies for Students using Veteran Affairs (VA) Education Benefits

In addition to the General Admissions Policies, the following policies are required for compliance with the VA State Approving Agency of Florida.

- 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; or
 - 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; and/or
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

Reentry Admissions

- Any student seeking reentry must have approval of the Education Director and/or designee.
- Students may not reenter more than twice for the purpose of completing a prior program enrollment.
- Reentry students must meet with Financial Aid and/or Bursar prior to reentry, as applicable.
- Prior to reentry, students must bring current any prior financial arrangements made with the Bursar as well as make financial arrangements for any expected balance upon reentry.
- Students reentering after 365 calendar days must repeat any courses in which all 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.
- Submit a completed, signed Enrollment Agreement or Enrollment Agreement Addendum.

Transfer Policies

External Transfers

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 decision to award transfer credit is at the sole discretion of Florida Academy.

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 to equate such “credit hours” to “clock hours.” The Registrar determines the number of transferrable credits.

Florida Academy does not issue transfer credit for any courses taken outside of the United States or its territories.

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 seeking to transfer credit should verify transfer eligibility with the institution.

Schedule Changes

Students requesting a schedule change are required to meet with the Education Director for approval.

Internal Transfers

Students seeking to transfer programs within Florida Academy are required to meet with the Education Director for approval. If the transfer request is approved the student is required to pay the \$50.00 internal transfer fee and meet with Financial Aid and/or Bursar as applicable PRIOR to transferring from one program to another.

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.

Transfers between Skin Care, Professional Esthetics, or Diagnostic Priming Specialist will not be permitted after a student reaches 301 attended clock hours. Any exception due to extenuating circumstance must be documented and authorized by the President or Education Director of Florida Academy.

Note: This policy does not apply to external transfers to Florida Academy.

Transfers from Financial Aid Programs to Non-Financial Aid Programs

In adherence to Federal Student Aid (FSA) regulations, Title IV funds may not be applied to non-eligible programs. Students will not be allowed to transfer to a non-Title IV eligible program any clock/credit hours for which Title IV funds have been granted. To transfer clock/credit hours, all Title IV funding received for the Title IV eligible program MUST be returned to FSA.

No transfer credits/hours will be applied to the applicable non-Title IV program until funds received for the Title IV eligible program are returned to FSA and all outstanding balances from the withdrawal are paid in full.

- Students must withdraw from the Title IV program, sign Internal Transfer: Financial Aid Eligible Program to Non-Financial Aid Eligible Program: Student Acknowledge Form and pay any outstanding balance from withdrawal.
- An Academic Transfer Evaluation Form must be completed by the Program Chair for the new program.
- A new Enrollment Agreement must be completed for the new program with applicable credits for tuition and supplies.

Academics

Program/Course Start Dates

Florida Academy reserves the right to cancel/reschedule any program/course with fewer than ten enrolled students. Due to student demand, not all programs/courses are offered every term. All class start dates are subject to change. Please see Program Descriptions for program schedules, start dates and end dates.

Academic Calendar

Legend	
Student Holiday-No classes scheduled/school offices are open	
School Holiday-No classes scheduled/campus is closed	
Comprehensive Medical Assisting Class Start	
HVAC/R Technology and Restricted Barbering Class Start	
Cosmetology, Diagnostic Priming Specialist, Massage Therapy Day, Nail Technology, Professional Esthetics, and Skin Care Class Start	

2020		
Month	Day	Event
November	2	Class Start
November	9	Class Start
November	11	Veterans Day (Student Holiday)
November	25-27	Thanksgiving Break (Student Holiday)
November	26-27	Thanksgiving Break (School Holiday)
December	7	Class Start
December	21- Jan. 3	Winter Break (Student Holiday)

December	24-25	Winter Break (School Holiday)
December	31-Jan. 1	New Year's Eve/New Year's Day (School Holiday)
2021		
January	4	Classes Resume
January	4	Class Start
January	25	Class Start
January	18	Martin Luther King, Jr. Day (School Holiday)
February	1	Class Start
February	15	Presidents' Day (Student Holiday)
March	1	Class Start
March	1	Class Start
March	29	Class Start
March	29	Class Start
April	2	Good Friday (Student Holiday)
April	5	Easter-Observed (School Holiday)
April	26	Class Start
May	10	Class Start
May	24	Class Start
May	31	Memorial Day (School Holiday)
June	1	Class Start
June	21	Class Start
July	5	Independence Day-Observed (School Holiday)
July	19	Class Start
July	19	Class Start
August	2	Class Start
August	16	Class Start
September	6	Labor Day (School Holiday)
September	13	Class Start
September	27	Class Start
October	4	Class Start
October	11	Class Start
November	8	Class Start
November	11	Veterans Day (Student Holiday)
November	24-26	Thanksgiving Break (Student Holiday)
November	25-26	Thanksgiving Break (School Holiday)
December	6	Class Start
December	6	Class Start
December	20-31	Winter Break (Student Holiday)
December	23-24	Winter Break (School Holiday)
December	30-31	New Year's Eve/New Year's Day-Observed (School Holiday)
2022		
January	4	Classes Resume

Unit of Credit-Clock Hour

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 student clinic, one clock hour is awarded for each fifty-minute service.

Unit of Credit-Credit Hour

A credit hour is equivalent to a minimum of the following: one quarter credit hour for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.

Grading Scale

Grade	Clock Hour/CGA	Credit Hour/GPA	General Meaning
A	90-100	4	Excellent
B	80-89	3	Above Average
C	70-79	2	Average
D	65-69	1	Below Average
F	0-64	0	Failure
I	n/a	n/a	Incomplete
LOA	n/a	n./a	Leave of Absence
W	n/a	n/a	Withdrawal
T	as applicable	as applicable	Transfer of Credit

Grading System

- An “F” means the student has not satisfactorily met course requirements and must repeat the course.
- 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.
- An “L” is assigned when a student has been granted a Leave of Absence.
- A “W” is assigned for withdrawals. A grade of “W” will not be calculated in the cumulative grade point average (GPA).
- A “T” is assigned when a student transfers credits from another institution.

Student: Teacher 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 15:1.

Licensure/Registration Requirements

Florida Academy's Massage Therapy, Skin Care, Cosmetology, Restricted Barbering and Nail Technology programs' curricula meet the state educational requirements for professional licensure or registration in the State of Florida. The institution has not made such a determination for any other state.

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, either 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 Educators involved can result in a failing grade or be reported to the Program Chair and/or the Educational Outcomes Manager for appropriate sanctions or disciplinary actions.

Florida Academy ascribes to 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.

Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the filesharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

<https://ifap.ed.gov/sites/default/files/attachments/2020-01/1920FSAHbkVol2Ch6.pdf>
<https://ifap.ed.gov/dear-colleague-letters/06-04-2010-gen-10-08-subject-institutional-requirements-combating>

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; however, some programs have specific grade point average requirements for meeting registration or licensure criteria. Please see Program Descriptions for specific program requirements.

Additionally, if the 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.

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.

Conduct and Attendance

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, faculty and staff. 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 school 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.

Dress Code

Students in medical assisting, massage, skin care, and nail technology must wear a Florida Academy logo scrub uniform with closed-toed shoes. The scrub tops and bottoms may be purchased in the bookstore. 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, black pants and closed-toed shoes. The black shirt may be purchased in the bookstore. 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.

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. Educators 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 Educational Benefits 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.

Veteran Educational Benefits Probation Policy

If a student utilizing VA Education benefits falls below the minimum CGPA, VA education benefits will be terminated until such time as the student meets the minimum CGPA.

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.

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 School 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 School 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 School President. Within five (5) days of the President's 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. In an instance where the matter to be resolved concerns the President, the student will initiate these steps with the school's CEO.

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 or school rules and regulations, 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.

Tuition and Fees

Program Tuition, Supplies and Fees

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.

Program*	Tuition	Supplies	Registration Fee**	Program Cost***
Comprehensive Medical Assisting	\$13,500.00	\$2,150.00	\$150.00	\$15,800.00
Cosmetology	\$13,050.00	\$1,945.00	\$150.00	\$15,145.00
Diagnostic Priming Specialist	\$13,093.50	\$3,500.00	\$150.00	\$16,743.50
HVAC/R Technology	\$13,500.00	\$805.00	\$150.00	\$14,455.00
Massage Therapy	\$9,050.00	\$1,410.00	\$150.00	\$10,610.00
Nail Technology	\$3,480.00	\$700.00	\$150.00	\$4,330.00
Professional Esthetics	\$8,700.00	\$1,700.00	\$150.00	\$10,550.00
Restricted Barbering	\$6,525.00	\$1,640.00	\$150.00	\$8,315.00
Skin Care	\$4,350.00	\$1,060.00	\$150.00	\$5,560.00

*Tuition, supplies, and registration fees are mandatory.

**Registration fee is non-refundable up to \$100.

***Total Program Cost does not account for any reduction in cost(s) for transfer credit(s). Total program cost does not include Other Fees as listed that may apply.

Other Fees

- **Repeat Course Fee** (Comprehensive Medical Assisting Only) - \$221.00 per credit hour (subject to course availability)
- **Reentry Fee** - \$100.00
- **Internal Transfer Fee** - \$50.00
- **Unreturned or Damaged Equipment or Resource Items** - The cost to replace or fix the item will be charged.
- **Late Charge** - A \$10.00 late fee will be charged after the fifteenth (15th) day that any tuition payment is delinquent.
- **Returned Check Fee** - A \$40.00 service charge will be charged for any checks presented to Florida Academy that do not clear the financial institution.
- **Charges for Exceeding Anticipated Completion Date for Clock Hour Programs**
Students, who do not complete an enrolled program by the *Scheduled Completion Date* listed on page one of the Agreement, are required to make cash payments for any hours or services not completed by this date. Payments are calculated as the average program hourly rate (Program Tuition/Total Clock Hours) multiplied by the number of outstanding clock hours. This payment obligation cannot be included in a financial aid package or VA educational benefits.

Program Supply Requirements

All programs require the following to be supplied by the student:

- Pens
- Pencils
- Highlighter
- Notebook
- Wireless device with internet, video, and audio capabilities.

The following chart lists program specific supplies to be supplied by the student:

Program	Program Specific Supplies
Comprehensive Medical Assisting	Calculator
Cosmetology	Black pants
Diagnostic Priming Specialist	4-6 hand towels (not white) 3 sets of twin sheets (not white)
HVAC/R Technology	Calculator (non-graphing, no printing capabilities) Jeans or slacks (no holes or rips) Closed-toed shoes
Massage Therapy	3 sets of twin sheets (not white)
Professional Esthetics	4-6 hand towels (not white) 3 sets of twin sheets (not white)
Restricted Barbering	Jeans or slacks (no holes or rips)
Skin Care	4-6 hand towels (not white) 3 sets of twin sheets (not white)

Financial Aid/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 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.

It is recommended that students apply for financial aid as early as possible 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.

Program	Title IV Eligible*	VA Benefits Eligible**
Comprehensive Medical Assisting	x	x
Cosmetology	x	x
Diagnostic Priming Specialist		x

HVAC/R Technology (Hybrid & Resident)	x	x (Resident Only)
Program	Title IV Eligible*	VA Benefits Eligible**
Massage Therapy	x	x
Nail Technology		x
Professional Esthetics	x	x
Restricted Barbering	x	x
Skin Care		x
*Financial Aid is available for those who qualify.		
**Eligibility is based on qualifying requirements.		

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.

Eligibility

To receive Title IV student financial assistance, a student must meet all the following requirements:

1. Have financial need, which is determined by subtracting the expected family contribution from the cost of education.
2. Have a high school diploma, or a GED®.
3. Be enrolled as a regular student working toward a degree or certificate in an eligible program.
4. Maintain satisfactory academic progress.
5. Sign a statement of educational purpose and a certification statement on overpayment and default (both are found on the Free Application for Federal Student Aid [FAFSA]).
6. Be admitted to Florida Academy.
7. Be registered with Selective Service, if required.
8. Be a United States citizen or eligible non-citizen.

Verification of Eligibility

Federal regulations require that certain information on selected applications be verified. Students whose applications are selected by the United States Department of Education for verification are required to document the accuracy of application information, such as adjusted gross income, taxes paid, number of family members, untaxed income, and other information from tax transcripts, and any other documentation as requested by the Financial Aid department. Students cannot be certified as eligible for financial aid until the verification process has been completed.

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 the school 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 the student fails to make the agreed up monthly payments, students may be withheld from attending classes until payments are current. Per the Attendance Policy, students missing more than ten (10) consecutive calendar days may be dismissed. 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.

Notice of Student Aid Penalties for Drug Law Violations

The following information is required by the U.S. Department of Education to be provided to every student upon enrollment. Florida Academy distributes this information during the enrollment process, on our website underneath disclosures, and in our official school catalog.

A student is ineligible to receive Title IV, Higher Education Opportunity Act (HEA) program funds, if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs[1] for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA program funds.

Conviction Type	Times	Ineligible for Title IV funds period
Conviction for Possession of Illegal Drugs	1 st time	One (1) year after date of conviction
	2 nd time	Two (2) years after date of second (2 nd) conviction
	3 or more times	Indefinitely after the date of the third (3 rd) conviction
Conviction for Sale of Illegal Drugs	1 st time	Two (2) years after the date of conviction
	2 or more times	Indefinitely after the date of the second (2 nd) conviction

If a student successfully completes a drug rehabilitation program[2] after the student's most recent drug conviction, the student regains eligibility on the date the student successfully completes the program.

When a student loses eligibility for Title IV, HEA program funds, due to drug law violations while enrolled at Florida Academy, the student will be notified by letter sent by U.S. mail of loss of eligibility and advised on ways to regain eligibility.

[1] An illegal drug is a controlled substance and does not include alcohol or tobacco.

[2] A drug rehabilitation program is one which includes at least two (2) unannounced drug tests, has received or is qualified to receive funds and insurance directly or indirectly under a Federal, State, or local government program, is administered or recognized by a Federal, State, or local government agency or court and by a Federally- or State-licensed hospital, health clinic, or medical doctor.

Institutional/Financial Aid Refund Policies

Institutional Refund Policy

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

Refunds will be returned in the following order:

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.

Satisfactory Academic Progress (SAP)

Federal Regulation 34 CFR 668.34 requires Florida Academy to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for the purpose of administration of financial assistance under the programs authorized by Title IV of the Higher Education Act. The programs subject to this rule include, but are not limited to Federal PELL Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Direct Loans, and some State and Institutional aid. Failure to meet the requirements listed below will result in the suspension of financial aid eligibility. This policy applies to all educational programs offered at Florida Academy.

Monitoring Financial Aid Progress

Each financial aid recipient will have progress monitored at the end of the term, beginning with the first credit/clock hour attempted as a certificate-seeking student. If, at the end of a term, the student has not met the required standards, the student will be placed on Financial Aid Warning for one term. (See Required Standards.) If the student does not achieve SAP at the end of the Warning term, eligibility for federal and state financial assistance will be suspended until the student returns to SAP status of clear (see SAP definition).

Note: A transfer student's eligibility for all federal aid including Direct Loans is based on their successfully completed transfer courses accepted and courses taken at Florida Academy that meet or could have met the student's currently declared program of study requirements. These credits are used to establish their cumulative grade point average and completion rate as documented in the student's record in the Student Record System.

Clock Hour Measurement Standards

SAP for a clock hour program is evaluated at the point when the student successfully completes the scheduled clock hours for each payment period.

1. Qualitative - Grade Point Average

Certificate students must maintain an average of at least 70% for each payment period as well as a cumulative grade average (CGA) of 70% or higher.

2. Quantitative - Pace of Progress

Students must successfully complete at least 67% of their cumulative attempted clock hours to stay on pace with the Maximum Time Frame requirements described below.

- Attempted clock hours are the hours a student attends each payment period.
- Transfer clock hours accepted toward the student's program are included in both the attempted clock hours and completed clock hours.
- Absences must be made up as all program hours are required for completion.
- Grades of Incomplete are counted as attempted but not completed. If a student subsequently completes the course requirements and wants to request a recalculation of the percentage completed, the student must notify the Financial Aid Office.

3. Maximum Time Frame

Financial aid recipients must complete their program requirements within 150% of the time it normally takes to complete the certificate program (as measured in clock hours). A student must complete a total of 600 clock hours before attempting 900 clock hours ($600 \times 150\% = 900$).

SAP Payment Periods-Clock Hour Programs

Program	1st Payment Period	2nd Payment Period
Cosmetology	451	901
Diagnostic Priming Specialist	451	901
HVAC/R Technology	300	n/a
Massage Therapy	300	n/a
Nail Technology	120	n/a
Professional Esthetics	300	n/a
Restricted Barbering	300	n/a
Skin Care	150	n/a
*Financial Aid is available for those who qualify.		
**Eligibility is based on qualifying requirements.		

Credit Hour Measurement Standards

SAP for credit hour programs is evaluated at the end of each term. Students must meet ALL the following minimum standards:

1. Qualitative - Grade Point Average

Florida Academy uses the student's grade point average (GPA) to measure qualitative progress. Remedial/Developmental Education hours are included in this measure. A student must maintain a grade point average dependent upon the total number of hours attempted as indicated:

Total Credit Hours Attempted	Required Minimum Cumulative GPA
1 to 24	1.50
25 to 45	1.75
46 or more	2.00

2. Quantitative - Pace of Progress

Florida Academy is required to establish and evaluate the maximum time frame in which students must complete their educational programs and the pace of completion that ensures completion of the programs within that time frame. Florida Academy requires that all financial aid recipients successfully complete a cumulative minimum of 67% of the credit hours attempted (total hours earned divided by total hours attempted).

3. Maximum Time Frame

Financial aid recipients must also complete their program within 150% of the credits required to do so. Remedial/Developmental Education hours are excluded for these calculations. For example, a certificate program of 60 credit hours must be completed within 90 credit hours.

Credits Used

Students who attend other colleges must submit all prior transcripts for evaluation. Students who are enrolled concurrently in another college must notify Florida Academy. The courses accepted as transfer credit by Florida Academy that meet declared program of study requirements will be considered in the evaluation of progress. All successfully completed transfer courses accepted and courses taken at Florida Academy that meet or could have met the student's declared program of study requirements will be included in determining Satisfactory Academic Progress (SAP).

Program Changes

Students will be awarded Title IV funding for a maximum of four unique programs of study at Florida Academy. A student may appeal this loss of eligibility if the student has documentable mitigating circumstances which directly caused the program changes. For more information, please refer to the appeal process. Program changes after the effective date of this policy will be counted toward the number of changes allowed.

Course Repetitions

Under HEA regulations, a Title IV recipient is permitted to repeat a course in which a failing grade was previously earned without limit, except as imposed by the SAP standards. Once a student has earned a grade of A, B, C, D, or F, one repeat of the course is permitted to be counted toward calculating Title IV aid eligibility enrollment for the term. All subsequent attempts of that course are ineligible for Title IV funding.

Financial Aid Warning Term

Students must meet all the SAP required standards to be considered in Financial Aid Satisfactory Academic standing. Students who are found to not be in Financial Aid Satisfactory Academic standing at the end of any term are automatically placed on warning for their subsequent term of enrollment, except when the student reaches or exceeds the 150% maximum time frame allowed for his/her program or the students PELL Grant disbursements meet the lifetime eligibility limit (600% of a full time PELL Grant award). Students who are enrolled during the financial aid warning term may receive Title IV aid, as long as they are otherwise eligible. Students are notified via email of the warning status.

During the warning term the student must successfully work to regain SAP by meeting the required completion rate standard (67%) and the graduated grade point average required for the

number of credits attempted (see chart). If the student does not meet the required standards during the term of warning, he or she will no longer be eligible for Title IV aid.

Financial Aid Probation Term

Students who fail to meet all the SAP standards after the warning term are only eligible to receive further Title IV aid if they successfully appeal for federal aid reinstatement. A student who does not have an approved appeal will be unable to receive any Title IV aid (PELL Grant, SEOG, Direct Loans, and College Work Study). Students must agree to and follow an approved academic plan which is developed with an academic advisor and submitted with their appeal documentation for review and approval of the Appeal Committee. Students are notified via email of the probation status. Conditions of an approved appeal are determined by the Appeal Committee and provided via email to the student. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study ((34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B)).

Financial Aid Suspension

Students who do not regain SAP after a term of warning will have Title IV aid suspended because they are no longer eligible. Students who reach or exceed maximum time frame for their program of study (150% of the required credits) will have their Title IV aid eligibility suspended. Students who no longer have sufficient credits/clock hours of potential eligibility remaining to complete their declared program of study will have their Title IV aid suspended ((34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B)).

SAP Appeals

Title IV applicants and recipients who are not in financial aid satisfactory academic standing due to circumstances beyond their control may appeal their statuses by accessing the SAP appeal process. Extenuating circumstances beyond the student's control that directly impacted progress must be explained and documented. All students who are eligible to submit an appeal must also submit a completed academic plan. In order to develop the academic plan, the student must meet with an academic advisor and comply with all associated requirements. When an appeal is approved, the student must adhere to the associated academic plan and the conditions listed in the approved appeal letter. Florida Academy reviews SAP progress at the end of each term of enrollment for all students, including those on financial aid probation. Students who follow their approved academic plans and meet the conditions of their approved appeals will continue to receive aid for which they are eligible until their status changes or they complete their program of study. Students meeting the conditions of their approved appeal must submit a continuing appeal.

*Documented extenuating circumstances might include, but are not limited to:

1. Serious illness or injury to the student;
2. Serious illness, injury, or death of a student's immediate family member (parent, sibling, spouse, children); or
3. Special documented circumstances of a unique and substantial nature.

All SAP appeals will be evaluated by the SAP appeals committee or its designee.

Reinstatement from Financial Aid Suspension

Students who fail to maintain a successful completion rate and/or cumulative GPA while on Probation will be suspended from future financial aid and must return to Good Standing at their own expense prior to being eligible to receive financial aid in a future semester.

Please note: Reinstatement does not pertain to the suspension for exceeding the maximum time frame (150%). Students are responsible for notifying the Financial Aid office when their grades are brought into compliance with the policy. Financial aid is not retroactively paid for any periods of enrollment during which the student is not eligible.

Standards of Academic Progress for VA Educational Benefits

Students receiving VA educational benefits must maintain a minimum CGA of 70% (Clock Hour Programs) or GPA of 2.0 (Credit Hour Courses) each month and must adhere to VA attendance requirements.

- VA educational benefits will be terminated when CGA/GPA fails to meet SAP at the end of the payment period (Clock Hour) or term (Credit Hour).
- A VA student whose education benefits were terminated due to unsatisfactory progress may petition the school to be recertified after attaining an approved CGA/GPA.
- Veterans enrolled in NCD programs will have their VA education benefits terminated for unsatisfactory attendance when accumulated absences, tardiness, and class cuts exceed 30% of scheduled class clock hours. Make-up time will not be included in calculating attendance for VA benefit purposes.
- Benefit terminations due to attendance 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 veteran meeting attendance standards, as defined, for one month after being terminated for unsatisfactory attendance.

Student Services

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 Title IX and 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 Education 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

Florida Academy students range from age 18 and up and come from a wide variety of socioeconomic backgrounds. There is always a place here for new students at Florida Academy, regardless of background, if ready to work hard and pursue an education. Students tend to bond together during their time here, often forming life-long relationships. Occasionally, Career Services and the administration 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

Occasionally, students might encounter difficulties with their personal lives, academic performance, or financial affairs. Any student experiencing issues should contact the Education Director or Program Chair for advising during this difficult time. In the event personal or financial issues arise, students should schedule an appointment with the Education Director for a confidential referral to a professional in the local area. Additionally, Florida Academy refers students to local practitioners who offer counseling services whenever necessary.

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, 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 and 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 the 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.

Information Technology Resources

Acceptable Use Policy

These guidelines are to assist with the interpretation and administration of the Acceptable Use Policy for Information Technology Resources. They outline the responsibilities each student or employee assumes when using information technology resources. The purpose of information technology resources is to provide educational resources for Florida Academy students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. Florida Academy expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and Florida Academy policies and standards. This policy outlines the standards for acceptable use of Florida Academy information technology resources, which includes, but is not limited to, equipment, software, networks, data, and telephones. This policy applies to all users of Florida Academy information technology resources, including the faculty and staff, students, guests, organizations, and individuals accessing external network services, such as the Internet via Florida Academy facilities. Violation of this policy may result in suspension or revocation of user privileges, administrative discipline, or immediate termination of the violator's relationship with Florida Academy and could lead to criminal and civil prosecution. Acceptable use of the

any activity that is not listed here that violates local, state, or federal laws is also considered a violation of the Florida Academy Acceptable Use Policy for Information Technology Resources.

User Responsibilities

Use of Florida Academy information technology resources is permitted based on acceptance of the following, specific responsibilities, and the understanding that computer use may be monitored. Use of any information technology resource is only as permitted. Examples of prohibited us include:

- unauthorized use of any specified resource;
- unauthorized connection to or use of the administrative network or server. (Access to the Florida Academy student network with a personal device through an appropriate wireless portal is permitted);
- using someone else's account and password or sharing an account and password with someone else;
- accessing files, data, or processes without authorization; and
- purposely seeking out, exploit, or seek to exploit security flaws to gain system or data access.

Information technology resources should only be used for the intended purpose. For example, it is unacceptable to:

- send forged email;
- use electronic resources to harass or stalk other individuals;
- send bomb threats or hoax messages;
- send chain letters that may interfere with the system's efficiency;
- intercept or monitor any network communications intended for others;
- use computing or network resources for commercial advertising or other commercial purposes;
- attempt to circumvent security mechanisms;
- use privileged access for other than official duties;
- use previous privileges after graduation, transfer, or termination; and
- use network resources to download news, music, graphics, or other communications not related to Florida Academy activities.

Protect the access and integrity of information technology resources. For example, it is unacceptable to:

- knowingly release a virus that damages or harms a system or network;
- prevent others from accessing an authorized service;
- attempt to deliberately degrade performance or deny service;
- corrupt or misuse information;
- alter or destroy information without authorization; and
- engage in spamming (sending an annoying or harassing message to a large group of people).

Respect the privacy of others. For example, it is unacceptable to:

- access or attempt to access another individual's password or data without explicit authorization;
- access or copy another user's electronic mail, data, programs, or other files without

- permission;
- use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language;
- continue sending e-mail messages to someone after being told to stop; and
- post derogatory information or statements about a person.

Abide by applicable laws and Florida Academy policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software. For example, it is unacceptable to:

- illegally upload or download copyrighted music, movies, software, etc.;
- make more copies of licensed software other than the license allows;
- plagiarize works that published on the Internet; and
- deliberately upload, download, distribute, or possess pornographic material.

System Administrators' Responsibilities

System administrators and providers of Florida Academy information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Individuals in these positions are granted appropriate access to resources for their intended purpose and only when required to maintain the system. Any private information viewed in carrying out these duties must be treated confidentially unless it relates to a violation or the security of the system. Although information technology providers throughout Florida Academy are responsible for preserving the integrity and security of resources, security can be breached through actions beyond administrators' control. Users are urged to take appropriate precautions-safeguarding accounts and passwords and promptly reporting any misuse or violations of the policy.

Violations

Every member of the Florida Academy community has an obligation to report suspected violations of the guidelines above or of the Acceptable Use Policy for Information Technology Resources. Reports should be directed to the department responsible for the system involved. Reported violations will be addressed in conformance with published Florida Academy policy.

Faculty

Part-Time

Educator	Cred.	Modality	Institution	City	ST
Arias, Xiomar	Dip.	Full Specialist	Florida Academy	Fort Myers	FL
Barry, Michael	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Braun, Teresa	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
	Dip.	Nail Specialist	Salon Professional Academy	Fort Myers	FL
	Cert.	Oncology Esthetics	Oncology Training International	Bonita Springs	FL
	Cert.	Nationally Cert. Master Esth.	NCEA	N/A	N/A
Kelly, Michaila	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
LeClaire-Odar, Lisa	Dip.	Cosmetology	Sunstate Academy	Fort Myers	FL
Maldonado, Christina	Dip.	Medical Assisting	Cape Technical College	Cape Coral	FL
	Cert.	CCMA, CPT, CET	National Healthcareer Assoc.	Leawood	KS
Manzer, Dena	Dip.	Cosmetology	HBK Academy	Indianapolis	IN
McGill, John	AAB	Business	Wesley College	Dover	DE
	Cert.	HVAC	Hodgson Vo-Tech	Glasgow	DE
	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
McLoon, David	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Miller Jr., Jack	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL
	Cert.	Manual Lymph Drainage	Academy of Lymphatic Studies	Palm Beach Gardens	FL
Ortegon, Paul	Dip.	HVAC	Florida Academy	Fort Myers	FL
	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Rooney, Danny	Dip.	HVAC Technician	ITT Technical Institute	Indianapolis	IN
	Cert.	OSHA Instructor	USF OTI Education Center	Wesley Chapel	FL
	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Sharpless, William	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Stenukinis, Michele	AOS	Occupational Therapy	Heritage College	Fort Myers	FL

Full-Time

Educator	Cred.	Modality	Institution	City	ST
Alarcon, Theresa	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
DiMaria, Sarah	Dip.	Massage Therapy	Space Coast Health Institute	W. Melbourne	FL
	Dip.	Full Specialists	Florida Academy	Fort Myers	FL
Khamashta, Nijmeh	Dip.	Cosmetology	Sunstate Academy	Fort Myers	FL
Land, Brittney	Dip.	Cosmetology	Florida Academy	Fort Myers	FL
Leach, Tameesha	AAS	Allied Health	National College of Business and Tech.	Nashville	TN
	RMA	Reg. Medical Assisting	American Medical Technologists	n/a	n/a
	Cert.	BLS, CPR, First Aid	American Heart Association	n/a	n/a

Oramas, Eliane	Dip.	Massage Therapy	Bonita Sprgs. School of Mass. & Beauty	Bonita Springs	FL
	Dip.	Full Specialists	Bonita Sprgs. School of Mass. & Beauty	Bonita Springs	FL
Reis, Crystal	Dip.	Nail Specialist	Dream Nail Academy	Orange City	FL
	Cert.	Master Pedicurist	North American School of Pedology	Ontario	BC
Sheehan, Kathryn	Dip.	Diagnostic Priming Specialist	Florida Academy	Fort Myers	FL
	Cert.	Florida Facial/Full Specialists	Elite Professional Education, LLC	Ormond Beach	FL
Sutherland, Jared	Dip.	Classic Cutting/Color	Vidal Sassoon Academy	Los Angeles	CA
	Cert.	Classic Cutting	Graham Webb International Academy of Hair	Washington	DC
	Cert.	Regional Educator Bootcamp	Graham Webb International Academy of Hair	Washington	DC
	Cert.	Color Keys I & II	L'Oréal Professional	Paris	FR
Vos, Rob	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL

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www.florida-academy.edu

Programs of Study

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

Program Listings

Course Numbering

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.

Program	Tuition	Supplies	Registration Fee	Program Cost**
Comprehensive Medical Assisting	\$13,500.00	\$2,150.00	\$150.00	\$15,800.00
Cosmetology	\$13,050.00	\$1,945.00	\$150.00	\$15,145.00
Diagnostic Priming Specialist	\$13,093.50	\$3,500.00	\$150.00	\$16,743.50
HVAC/R Technology	\$13,500.00	\$805.00	\$150.00	\$14,455.00
Massage Therapy	\$9,050.00	\$1,410.00	\$150.00	\$10,610.00
Nail Technology	\$3,480.00	\$700.00	\$150.00	\$4,330.00
Professional Esthetics	\$8,700.00	\$1,700.00	\$150.00	\$10,550.00
Restricted Barbering	\$6,525.00	\$1,640.00	\$150.00	\$8,315.00
Skin Care	\$4,350.00	\$1,060.00	\$150.00	\$5,560.00
*Total Program Cost does not account for any reduction in cost(s) for transfer credit(s).				

Program	Program Length**
Comprehensive Medical Assisting	61 Credit Hours/760 Clock Hours
Cosmetology	1200 Clock Hours
Diagnostic Priming Specialist	903 Clock Hours
HVAC/R Technology	600 Clock Hours
Massage Therapy	600 Clock Hours
Nail Technology	240 Clock Hours
Professional Esthetics	600 Clock Hours
Restricted Barbering	600 Clock Hours
Skin Care	300 Clock Hours
**Program length is based on scheduled class times.	

Comprehensive Medical Assisting

Objective

The Comprehensive Medical Assisting 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 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 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.

Credentials Issued Upon Successful Completion

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.

Textbooks and Supplies

Comprehensive Medical Assisting- Textbooks	ISBN	Author	Publisher
Keyboarding Course (20th Edition) Lessons 1-25	9781337114448	Vanhuss, et al.	Cengage Learning
Principles of Pharmacology for Medical Assisting (6th Ed.)	9781305859418	Rice	Cengage Learning
On Course: Strategies for Creating Success in College, Career, and Life (9th Ed.)	9780357022757	Downing, Brennan	Cengage Learning

Medical Language Focus on Terminology (3rd Ed.)	9781305119130	M. Moisio, E. Moisio	Cengage Learning
Body Structures and Functions Updated (13th Ed.)	9780357022368	Scott, Fong	Cengage Learning
Comprehensive Medical Assisting: Administrative & Clinical Competencies (6th Ed.)	9781305964907	Lindh, et al.	Cengage Learning
Law, Liability & Ethics for Medical Office Professionals (6th Ed.)	9781337090117	Flight, Pardew	Cengage Learning
Your Career: How to Make it Happen (9th Ed.)	9781305494862	Harwood, et al.	Cengage Learning
MindTap Medical Office Simulation Software (MOSS) 3.0 (1st Ed.)	9781337626385	MindTap	Cengage Learning
Medical Billing 101 (2nd Ed.)	9781305394353	Clark, et al.	Cengage Learning

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video and audio capabilities
- Calculator

Course Listing

Comprehensive Medical Assisting-Course Listing			
Course #	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 and 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 and Ethics	4	40
MED270	Medical Assistant Certification Review	4	40
MED295	Externship	5	160
Total Credit Hours/Clock Hours		61	760

Course Descriptions

Comprehensive Medical Assisting			
Course #	Course Name	Credit Hrs.	Clock Hrs.
BUS110	Keyboarding (Prerequisite: None)	4	50
This course provides the student with 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.			
BUS115	Career Development (Prerequisite: None)	4	40
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.			
BUS130	College Success Skills (Prerequisite: None)	2	20
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.			
MED100	Medical Terminology (Prerequisite: None)	4	40
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.			
MED105	Anatomy and Physiology (Prerequisite: None)	4	40
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.			
MED110	Medical Math (Prerequisite: None)	2	20
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.			
MED202	Medical Billing and Insurance Procedures (Prerequisite: None)	4	40
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.			

MED215	Medical Records Management (Prerequisite: None)	4	40
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.			
MED220	Medical Administrative Procedures (Prerequisite: None)	4	40
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.			
MED230	Clinical Procedures I (Prerequisite: MED100, MED105)	4	50
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.			
MED235	Clinical Procedures II (Prerequisite: MED230)	4	50
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.			
MED240	Laboratory Procedures (Prerequisite: None)	4	50
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.			
MED250	Pharmacology (Prerequisite: MED100, MED110)	4	40
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.			

MED260	Healthcare Law and Ethics (Prerequisite: None)	4	40
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.			
MED270	Medical Assistant Certification Review (Prerequisite: MED235, MED240, must be taken within final two terms)	4	40
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.			
MED295	Externship (Prerequisite: BUS110, BUS115, MED215, MED220, MED235, MED240, MED250, MED260)	5	160
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.			
Total Credit Hours/Clock Hours		61	760

Cosmetology

Florida Academy's Cosmetology program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

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 a Florida Academy Cosmetology diploma.

Description

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

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Cosmetology diploma. To be licensed 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 be licensed in Florida, the following requirements must be met:

- Successful completion of a Cosmetology program of study at a licensed school.
- Must be at least 18 years of age.
- Submit an application and requisite fee (fee included in program costs).
- Pass both sections of the DBPR licensing exam (Theory and Practical).

Textbooks and Supplies

Cosmetology-Textbooks	ISBN	Author	Publisher
MindTap Cosmetology, 4 term (24 months) Printed Access Card for Milady Standard Cosmetology, 13th + Exam Review for Milady Standard Cosmetology, 13th + Practical Workbook for Milady Standard Cosmetology, 13th + Theory Workbook for Milady Standard	9780357008201	Milady	Milady

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- Black pants

Course Listing

Cosmetology-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
FND001	Foundations for Beauty and Wellness	N/A	96
GSS002	General Science of the Skin	N/A	96
BUS003	Business Skills	N/A	24
ECP004	Esthetic Clinic Practical	N/A	72
HCS005	Hair Cutting Skills	N/A	192
NCS006	Nail Care Skills	N/A	96
NCP008	Nail Clinic Practical	N/A	48
CCL007	Cosmo Clinic Levels	N/A	528
CSR100	Cosmo Senior Review	N/A	48
	Total Credit Hours/Clock Hours	0	1200

Course Descriptions

Cosmetology				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics.				

GSS002	General Sciences of the Skin (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
BUS003	Business Skills (Prerequisite: None)	24	0	24
This course is designed to give students a comprehensive understanding in resume preparation, making business cards, filling out paperwork for graduation to move students toward a successful service profession. This course also instructs students in how to market retail products and up-sell services to enhance profit margins and paychecks.				
ECP004	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	72	72
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
HCS005	Hair Cutting Skills (Prerequisite: None)	192	0	192
This course is designed to identify the reference points, elevations and guidelines on the head form and understand their role in hair cutting. This course includes lectures and demonstrations on hairstyling, braiding and extensions, wigs, chemical textures, and hair coloring.				
NCS006	Nail Care Skills (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels and your creative touch to nail art.				

NCP008	Nail Clinic Practical (Prerequisite: FSS002, NCS006)	0	48	48
This course is designed to give students a comprehensive practical understanding of the scope of practice in the state of Florida by implementing manicures, pedicures, acrylic enhancements using tips or sculpting, applying wraps, UV and LED gels and your creative touch to nail art.				
CCL007	Cosmo Clinic Levels (Prerequisite: FND001, GSS002, HCS005, NCS006)	0	528	528
This course is designed to give students comprehensive hands-on experience in consultations, haircutting, hair styling, coloring, shampooing, wrapping, and braiding.				
CSR100	Cosmo Senior Review (Prerequisite: FND001, GSS002, HCS005, NCS006)	48	0	48
This course is designed to give students a comprehensive review of DBPR regulations as well as an in-depth review of the course material in preparation for the state practical and theory exams.				
	Total Hours	552	648	1200

*Lecture, lab and total hours by course may vary depending upon class progression.

Diagnostic Priming Specialist

Florida Academy's Diagnostic Priming Specialist program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Objective

Students will gain the application techniques and skills to work in the Make-Up industry. 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.

Description

This program consists of in-depth study for success in the exciting and creative world of skin care and make-up. Students will understand 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.

Credentials Issued Upon Successful Completion

Florida Academy's Cosmetology program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Diagnostic Priming Specialist diploma, MUD diploma, 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 (registration fee included in program costs).

Textbooks and Supplies

Diagnostic Priming Specialist-Textbooks	ISBN	Author	Publisher
Milady Standard Esthetics + MindTap Esthetics (11th Edition)	9780357012178	Milady	Milady
Skin Care: Beyond the Basics + Workbook (4th Edition)	9781285157405	Lees	Cengage Learning
Beauty Make-up (1st Edition)	9780974950013	Hawker, Bailey	Make-up Designory's
Beauty Make-up Workbook (3rd Edition)	9780974950068	Thompson	Make-up Designory's

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video and audio capabilities
- 4-6 hand towels (not white)
- 3 sets of twin sheets (not white)

Course Listing

Diagnostic Priming Specialist-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
FND001	Foundations for Beauty and Wellness	N/A	96
GSS002	General Science of the Skin	N/A	96
BUS003	Business Skills	N/A	24
ECP004	Esthetic Clinic Practical	N/A	72
DPA004	Advanced Skin Science	N/A	192
ACP005	Advanced Clinic Practical	N/A	96
MUD006	Make-Up Design	N/A	327
Total Credit Hours/Clock Hours		0	903

Course Descriptions

Diagnostic Priming Specialist				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics.				

GSS002	General Sciences of the Skin (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
BUS003	Business Skills (Prerequisite: None)	24	0	24
This course is designed to give students a comprehensive understanding in resume preparation, making business cards, filling out paperwork for graduation to move students toward a successful service profession. This course also instructs students in how to market retail products and up-sell services to enhance profit margins and paychecks.				
ECP004	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	72	72
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
DPA004	Advanced Skin Science (Prerequisite: FND001, GSS002)	192	0	192
This course is designed to build on Foundations for Beauty and Wellness. Students will be instructed in advanced peels, lymphatic drainage, advanced facial massage techniques, alternative therapies, body treatments, advanced spa services, working with physicians, as well as other topics.				
ACP005	Advanced Clinic Practical (Prerequisite: FND001, GSS002, DPA004)	96	0	96
This course is designed to give students to ability to put into practice the advanced techniques, procedures and processes in the Advanced Skin Science course. By the end of the course, students should have an in-depth grasp on advanced facial techniques, spa services and facial massage techniques.				
MUD006	Make-Up Design (Prerequisite: FND001, GSS002, DPA004)	0	327	327
This course is designed to instruct students using MUD curriculum in beauty essentials, air-brushing, bridal make-up, studio make-up, high-fashion trends make-up and essentials of hair.				
	Total Hours	504	399	903

*Lecture, lab, and total hours by course may vary depending upon class progression.

HVAC/R Technology

(Hybrid & Resident)

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.

Credentials Issued Upon Successful Completion

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.

EPA 608 Certification requires passage of exam. Program costs include initial exam cost.

Textbooks and Supplies

HVAC/R Technology-Textbooks	ISBN	Author	Publisher
Core Curriculum Access Code, 2015 Revision (5th Edition)	9780134130989	NCCER	Pearson
HVAC Level 1 Access Code (4th Edition)	9780133402537	NCCER	Pearson
HVAC Level 2 Access Code (4th Edition)	9780133404272	NCCER	Pearson
Esco Institute - EPA Prep Manual	9781930044609	ESCO	Esco

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- Calculator (non-graphing, no printing capabilities)

Course Listing

HVAC/R Technology-Course Listing				
Course #	Course Name	Credit Hours	Clock Hours	Online Component
HVC001	HVAC Core	N/A	56	x
HVL001	HVAC Level 1	N/A	130.5	x
HVL002	HVAC Level 2	N/A	355	x
HVS001	HVAC Safety	N/A	58.5	x
	Total Credit Hours/Clock Hours	0	600	

Course Descriptions

HVAC/R Technology				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
HVC001	HVAC Core	21	35	56
This course introduces the student to fundamental topics necessary as a foundation in construction trades and HVAC/R. Topics include construction math; hand and power tools; construction drawings; safe materials handling; and basic communication and employability skills.				
HVL001	HVAC Level 1	50	80.5	130.5
This course introduces the student to the foundational topics of the HVAC/R industry. Topics included in this course are introduction to HVAC; trade math; basic electricity; heating; cooling; air distribution systems; copper and plastic piping; soldering and brazing; and carbon steel piping.				
HVL002	HVAC Level 2	151.5	203.5	355
This course builds on the foundations from HVAC Core and HVAC Level 1 to further the students understanding in the basics, and to instruct students in additional areas of the trade. Topics include alternating current; compressors; refrigerants and oils; leak detection, evacuation, recovery and charging; metering devices; heat pumps; basic maintenance; chimneys, vents, and flues; sheet metal duct systems; fiberglass and fabric duct systems; commercial airside systems; air quality equipment; and hydronic systems.				
HVS001	HVAC Safety	52.5	6	58.5
This course instructs students in various areas of safety with the trade and HVAC/R industries. Topics include basic safety; OSHA 10-hour construction site safety; EPA608 safety; and R410 Safety.				
	Total Hours	275	325	600

*Lecture, lab, and total hours by course may vary depending upon class progression.

Massage Therapy

Florida Academy's Massage Therapy program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

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 have the ability 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

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.

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Massage Therapy diploma. Upon successful completion of graduation requirements and licensure examination students will receive a massage table. Program supply fees include the Florida Department of Health application fee and examination fee (once) to MBLEX.

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 (initial application fee included in program costs).

MBLEX EXAM

The Massage & Bodywork Licensing Examination (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

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.

Textbooks and Supplies

Massage Therapy-Textbooks	ISBN	Author	Publisher
Theory & Practice of Therapeutic Massage (6th Edition)	9781337287593	Beck	Cengage Learning
Trail Guide to the Body (6th Edition)	9780998785066	Biel	Books of Discovery
Trail Guide to the Body: Student Workbook (6th Edition)	9780991466672	Biel	Books of Discovery
Massage & Bodywork License Exam Study Guide	FSMTB	FSMTB	FSMTB

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- 3 sets of twin sheets (not white)

Course Listing

Massage Therapy-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
MT600	Theory & History of Massage and Innovative and Biologically Based Therapies	N/A	113
AP101	Biological Anatomy, Physiology and Pathology	N/A	80
AP102	Biological Anatomy, Physiology and Kinesiology	N/A	84
AM300	Innovative and Biologically Based Allied Modalities	N/A	76
MTLAB	Clinic Rotation 1: Foundational	N/A	72
MTCLINIC	Clinic Rotation 2: Enhancement and Refinement	N/A	57
BUS501	Business	N/A	21
IDBP100	Infectious Disease and Blood-Borne Pathogens	N/A	5
ETHICS	Ethics and Professionalism	N/A	5
LAW02	Regulatory Compliance-Florida Law	N/A	10
HYDRO	Theory and Practice of Hydrotherapy	N/A	15
ME	Medical Errors	N/A	2
MBLEX	MBLEX Preparatory Academy	N/A	60
	Total Credit Hours/Clock Hours	0	600

Course Descriptions

Massage Therapy				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
MTH600	Theory & History of Massage and Innovative and Biologically Based Therapies (Prerequisite: None)	93	20	113
Students begin classes by learning the experience of giving and receiving full body massage. Program curricula include the demonstration of techniques based on traditional Swedish massage. This course establishes a foundation for further study and provides a common orientation and language for all students. There is an emphasis on becoming increasingly comfortable with touch as well as developing sensitivity, awareness, intuition and other skills which make up the art of massage.				
AP101	Biological Anatomy, Physiology and Pathology (Prerequisite: None)	80	0	80
Students explore the anatomy, physiology, and pathology of the normal functioning of the systems of the human body. Emphasis, in this course, is on the musculoskeletal, skeletal and nervous systems. Lecture content and style are oriented to help the student appreciate the relationship between the “science” of the body systems and the “art” of body therapy.				
AP102	Biological Anatomy, Physiology and Kinesiology (Prerequisite: None)	84	0	84
In conjunction with the Anatomy and Physiology course requirements, students study kinesiology. A major objective of this program is to provide students with an in-depth understanding of principles for the safe and effective practice of bodywork and guidelines for contraindications. Kinesiology is the study of muscles and muscle movement. Students learn the names and locations of the various skeletal muscles of the body, as well as the actions of those muscles. Kinesiology is a component of Anatomy and Physiology and is important and necessary for massage therapists to know as they are considered “muscle specialists”.				
AM300	Innovative and Biologically Based Allied Modalities (Prerequisite: MTH600)	38	38	76
This course is designed to instruct students allied modalities to include Chinese Cupping, hot stone, aromatherapy, reflexology, and indications and contraindications for pregnancy.				
MTLAB	Clinic Rotation 1: Foundational (Prerequisite: AP101, AP102, AM300)	0	72	72
Students begin their Student Clinical Practicum in conjunction with their Massage Theory & History course (MT600). Students participate in supervised practice as new techniques are introduced.				

MTCLINIC	Clinic Rotation 2: Enhancement and Refinement (Prerequisite: MTLAB)	0	57	57
Once cleared by the instructor, this course involves the student, working under the supervision of the Student Clinic instructor, in a professional environment, at our on-premise clinic. The student will be required to perform virtually all the duties that are generally required in a private practice, from scheduling appointments to providing client therapy sessions to housekeeping duties. Rules requiring high standards of professional dress, personal conduct and proper etiquette are rigidly enforced.				
BUS501	Business (Prerequisite: None)	21	0	21
This course provides information on marketing, office practices, resumes, starting your own business, and basic bookkeeping.				
IDBP100	Infectious Disease and Blood-Borne Pathogens (Prerequisite: None)	5	0	5
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.				
ETHICS	Ethics and Professionalism (Prerequisite: None)	5	0	5
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.				
LAW02	Regulatory Compliance-Florida Law (Prerequisite: None)	10	0	10
The requirements of the Florida Massage Practice Act (Chapter 480) of the Florida Statutes and the Rules and Regulations of 61G-11 are presented in lecture and thoroughly discussed in class. Each student learns the laws and rules governing the field of massage therapy 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.				

HYDRO	Theory and Practice of Hydrotherapy (Prerequisite: None)	2	13	15
Students learn the science and use of water both internally and externally, in any of its three forms – solid, liquid or vapor – in the treatment of disease, trauma and stress. Lecture and demonstration are 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.				
ME	Medical Errors (Prerequisite: None)	2	0	2
In this class, students will master factors that may contribute to medical errors; learn the difference between preventable and un-preventable adverse events; safety practices and procedures; treatment protocols and contraindications for treatments. This course is mandatory to become a Licensed Massage Therapist.				
MBLEX	MBLEx Preparatory Academy (Prerequisite: MT600, AP101, AP102, AM300, MTLAB, MTCLINIC, BUS501)	60	0	60
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.				
	Total Hours	400	200	600

Nail Technology

Florida Academy's Nail Technology program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Objective

This program's objective is 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

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.

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Nail Technology diploma.

STATE REGISTRATION FOR FLORIDA

To be registered by 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 Cosmetology (registration fee included in program costs).

The Board is located at:

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

Textbooks and Supplies

Nail Technology-Textbooks	ISBN	Author	Publisher
Milady Standard Nail Technology + MindTap Beauty & Wellness (8th Edition)	9780357446867	Milady	Milady
Milady Standard Nail Technology Workbook (8th Edition)	9781337786560	Milady	Milady

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities

Course Listing

Nail Technology-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
FND001	Foundations for Beauty and Wellness	N/A	96
NCS006	Nail Care Skills	N/A	96
NCP008	Nail Clinic Practical	N/A	48
	Total Credit Hours/Clock Hours	0	240

Course Descriptions

Nail Technology				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics.				
NCS006	Nail Care Skills (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels and your creative touch to nail art.				
NCP008	Nail Clinic Practical (Prerequisite: FND001, NCS006)	0	48	48
This course is designed to give students a comprehensive practical understanding of the scope of practice in the state of Florida by implementing manicures, pedicures, acrylic enhancements using tips or sculpting, applying wraps, UV and LED gels and your creative touch to nail art.				
	Total Hours	192	48	240

Professional Esthetics

Florida Academy's Professional Esthetics program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

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.

Description

This 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.

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Professional Esthetics diploma.

STATE REGISTRATION FOR FLORIDA

To be registered in the State of Florida as a Full 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 be registered as a Full Specialist in Florida, the following requirements must be met:

- The successful completion of a Skin Care Specialist and Nail Technology program of study at a licensed school.
- Must be at least 18 years of age.
- Submit an application and requisite fee (application fee included in program costs).

Textbooks and Supplies

Professional Esthetics-Textbooks	ISBN	Author	Publisher
Milady Standard Esthetics + MindTap Esthetics (11th Edition)	9780357012178	Milady	Milady
Milady Standard Nail Technology + MindTap Beauty & Wellness (8th Edition)	9780357446867	Milady	Milady
Milady Standard Nail Technology Workbook (8th Edition)	9781337786560	Milady	Milady

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- 4-6 hand towels (not white)
- 3 sets of twin sheets (not white)

Course Listing

Professional Esthetics-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
FND001	Foundations for Beauty and Wellness	N/A	96
GSS002	General Science of the Skin	N/A	96
BUS003	Business Skills	N/A	24
ECP005	Esthetic Clinic Practical	N/A	192
NCS006	Nail Care Skills	N/A	96
NCP007	Nail Clinic Practical	N/A	96
Total Credit Hours/Clock Hours		0	600

Course Descriptions

Professional Esthetics				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics.				

GSS002	General Sciences of the Skin (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
BUS003	Business Skills (Prerequisite: None)	24	0	24
This course is designed to give students a comprehensive understanding in resume preparation, making business cards, filling out paperwork for graduation to move students toward a successful service profession. This course also instructs students in how to market retail products and up-sell services to enhance profit margins and paychecks.				
ECP005	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	192	192
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
NCS006	Nail Care Skills (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels and your creative touch to nail art.				
NCP007	Nail Clinic Practical (Prerequisite: FND001, GSS002, NCS006)	0	96	96
This course is designed to give students a comprehensive practical understanding of the scope of practice in the state of Florida by implementing manicures, pedicures, acrylic enhancements using tips or sculpting, applying wraps, UV and LED gels and your creative touch to nail art.				
Total Hours		312	288	600

Restricted Barbering

Florida Academy's Restricted Barbering program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Objective

The Restricted Barbering program objective is to prepare students for successful careers in the Barbering industry. Upon completion of the Restricted Barbering 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 shaving services to achieve the best total look for each client.
5. Perform the basic analytical skills to determine appropriate hair care, and barbering services to achieve the best total look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

Description

The Restricted Barbering 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 barbering skills, as well as obtain licensure and gainful employment in the field of barbering. 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.

Credentials Issued Upon Successful Completion

Upon successful completion of the Restricted Barbering program, students will be eligible to receive a Florida Academy Diploma, as well as the opportunity to submit an application to the Florida Department of Business and Professional Regulation (DBPR) for testing. Students may become a licensed Restricted Barber when all DBPR criteria for licensure have been fulfilled.

STATE REGISTRATION FOR FLORIDA

To be licensed in the State of Florida as a Restricted Barber, 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 be licensed as a Restricted Barber in Florida, the following requirements must be met:

1. The successful completion of a Restricted Barbering program of study at a licensed school.

2. Must be at least 18 years of age.
3. Must submit an application and requisite fee (application fee included in program costs).
4. Pass the applicable written examination.

Textbooks and Supplies

Restricted Barbering-Textbooks	ISBN	Author/Publisher
Pivot Point Fundamentals: Barbering Science (1st Ed.)	978-1-940593-81-4	Pivot Point International
Pivot Point Fundamentals: Barbering Foundational Cutting (1st Ed.)	978-1-940593-84-5	Pivot Point International
Pivot Point Fundamentals: Barbering Tapered Cuts and Fades (1st Ed.)	978-1-940953-85-2	Pivot Point International
Pivot Point Fundamentals: Barbering Style (1st Ed.)	978-1-940953-86-9	Pivot Point International
Pivot Point Fundamentals: Barbering Shaving and Beard Design (1st Ed.)	978-1-940593-87-6	Pivot Point International
Pivot Point Fundamentals: Barbering Student Study Guide (1st Ed.)	978-1-940953-92-0	Pivot Point International

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities.

Course Listing

Restricted Barbering-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
REB101	Florida Barbershop Laws, Rules, and Business Bootcamp	N/A	75
REB102	Safety, Sanitation and Sterilization	N/A	325
REB103	Hair Structure, Cutting and Cleansing	N/A	150
REB104	Shaving, Beard and Mustache Trimming	N/A	50
	Total Credit Hours/Clock Hours	0	600

Course Descriptions

Restricted Barbering				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
REB101	Florida Barbershop Laws, Rules, and Business Bootcamp (Prerequisite: None)	50	25	75
By following Florida Rules and Regulations, this course is designed to help you set goals, learn basic fundamentals to establish you as a professional, build a solid satisfied client base, identify steps to start your own business, and develop retail setup and selling objectives.				
REB102	Safety, Sanitation and Sterilization (Prerequisite: None)	165	160	325
This course is designed to identify infectious bacteria and viruses and how they are transmitted; demonstrate the processes for a clean, sanitized healthy working environment designed to inspire lifelong commitment to maintain healthy body and mind; identify structures of cells, primary organs of the body and four major body systems; the benefits of electricity along with proper usage; and ergonomic posture and physical work with your hands. This course will help to understand chemicals and their reactions, basic pH, physical and chemical characteristics of products, basic knowledge of hair and scalp, and experiencing complete hair loss and recommend effective treatments.				
REB103	Hair Structure, Cutting and Cleansing (Prerequisite: None)	50	100	150
This course is designed to understand the foundational forms and shade techniques used to produce full styles, longer lengths, tapers and fades using proper tools, consistent, efficient techniques for a timeless experience. Understand the wide range of possible temporary transformations when styling hair to inspire creativity, demonstrating strong, straight lines, texturized waves, slicked-back curls, and twisted textures. This includes thermal styling to complete finishing touches on everyday looks; proper draping and shampooing; customizing hair replacement designed to inspire composition; textures and colors for the perfect hairstyles; adapt lines to personalize, connect, consult, create, and complete services for your clientele.				
REB104	Shaving, Beard and Mustache Trimming (Prerequisite: None)	20	30	50
This course is designed to describe how you can enhance a client's look with a variety of tools to design, shape, or shave facial hair and separate you to be the best in the industry, building client loyalty.				
	Total Hours	285	315	600

Skin Care

Florida Academy's Skin Care program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Objective

To prepare students for entry-level careers as facial 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 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 graduates with a basic working knowledge of the skin care profession to work in a salon or spa.

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn a Florida Academy Skin Care diploma.

STATE REGISTRATION 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 be registered as a Skin Care Specialist in Florida, the following requirements must be met:

- The successful completion of a Skin Care Specialist program of study at a licensed school.
- Must be at least 18 years of age.
- Submit an application and requisite fee (application fee included in program costs).

Textbooks and Supplies

Skin Care-Textbooks	ISBN	Author	Publisher
Milady Standard Esthetics + MindTap Esthetics (11th Edition)	9780357012178	Milady	Milady

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- 4-6 hand towels (not white)
- 3 sets of twin sheets (not white)

Course Listing

Skin Care-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
FND001	Foundations for Beauty and Wellness	N/A	96
GSS002	General Science of the Skin	N/A	96
BUS003	Business Skills	N/A	24
ECP004	Esthetic Clinic Practical	N/A	84
Total Credit Hours/Clock Hours		0	300

Course Descriptions

Skin Care				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics.				
GSS002	General Sciences of the Skin (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				

BUS003	Business Skills (Prerequisite: None)	24	0	24
This course is designed to give students a comprehensive understanding in resume preparation, making business cards, filling out paperwork for graduation to move students toward a successful service profession. This course also instructs students in how to market retail products and up-sell services to enhance profit margins and paychecks.				
ECP006	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	84	84
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
	Total Hours	216	84	300

Catalog Addendum

Cosmetology Make-Up Specialist

Florida Academy's Cosmetology program curricula meets the state educational requirements for professional licensure or certification in the State of Florida. The institution has not made such a determination for any other state.

Objective

The Cosmetology Make-Up Specialist program objective is to prepare students for successful careers in the cosmetology and personal services industries. Upon completion of the Cosmetology Make-Up Specialist 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.
7. Perform make-up applications for a variety of industries and settings which include fashion, bridal, special occasions and "natural" looks.

Description

The 1500 clock-hour Cosmetology Make-Up Specialist 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. In addition, students learn makeup-beauty essentials, airbrush, bridal, studio, high fashion, essentials of hair and portfolio creation.

Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students can earn a Florida Academy Cosmetology Diploma. To be licensed in the State of Florida as a Cosmetologist, a 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:

- Successful completion of a Cosmetology program of study at a licensed school.
- Must be at least 18 years of age.
- Submit an application and requisite fee.

- Pass both sections of the DBPR licensing exam (Theory and Practical).

Textbooks and Supplies

Cosmetology Make-Up Specialist-Textbooks	ISBN	Author	Publisher
MindTap Cosmetology, 4 term (24 months) Printed Access Card for Milady Standard Cosmetology, 13th + Exam Review for Milady Standard Cosmetology, 13th + Practical Workbook for Milady Standard Cosmetology, 13th + Theory Workbook for Milady Standard	9780357008201	Milady	Milady
Beauty Make-up (1st Edition)	9780974950013	Hawker, Bailey	Make-up Designory
Beauty Make-up Workbook (3rd Edition)	9780974950068	Thompson	Make-up Designory

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- Black pants

Course Listing

Cosmetology Make-Up Specialist-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
FND001	Foundations for Beauty and Wellness	N/A	96
GSS002	General Science of the Skin	N/A	96
BUS003	Business Skills	N/A	24
ECP004	Esthetic Clinic Practical	N/A	72
HCS005	Hair Cutting Skills	N/A	192
NCS006	Nail Care Skills	N/A	96
NCP008	Nail Clinic Practical	N/A	48
CCL007	Cosmo Clinic Levels	N/A	528
CSR100	Cosmo Senior Review	N/A	48
MUD007	Make-Up Design	N/A	300
	Total Credit Hours/Clock Hours	0	1500

Course Descriptions

Cosmetology Make-Up Specialist				
Course #	Course Name	Lecture Hours	Lab Hours	Total Hours
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, electricity, and professional image with emphasis on human relations that contribute to personal and professional success, the various methods of sanitation, sterilization and disinfection along with necessary information regarding HIV and other infectious diseases to include all laws and rules governing the field of Esthetics.				
GSS002	General Sciences of the Skin (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, intricate makeup of the skin's layers and their purpose, identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, basic theory, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
BUS003	Business Skills (Prerequisite: None)	24	0	24
This course is designed to give students a comprehensive understanding in resume preparation, making business cards, filling out paperwork for graduation to move students toward a successful service profession. This course also instructs students in how to market retail products and up-sell services to enhance profit margins and paychecks.				
ECP004	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	72	72
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application, the most ergonomic way to set up their treatment room for all services, proper protocols for skin types and services using hands on Milady's standards, correct products based on skin type, garner proper massage techniques, use a variety of different machines to help with services based on client's needs and to be able to remove hair from all body parts using various methods, including Sugaring and Threading.				
HCS005	Hair Cutting Skills (Prerequisite: None)	192	0	192
This course is designed to identify the reference points, elevations and guidelines on the head form and understand their role in hair cutting. This course includes lectures and demonstrations on hairstyling, braiding and extensions, wigs, chemical textures, and hair coloring.				

NCS006	Nail Care Skills (Prerequisite: None)	96	0	96
This course is designed to give students a comprehensive understanding of the structure and composition of nails and how they grow, diseases and disorders of the nail, manicures, pedicures, monomer liquid, polymer powder, tips, wraps, sculpting, UV and LED gels and your creative touch to nail art.				
NCP008	Nail Clinic Practical (Prerequisite: FSS002, NCS006)	0	48	48
This course is designed to give students a comprehensive practical understanding of the scope of practice in the state of Florida by implementing manicures, pedicures, acrylic enhancements using tips or sculpting, applying wraps, UV and LED gels and your creative touch to nail art.				
CCL007	Cosmo Clinic Levels (Prerequisite: FND001, GSS002, HCS005, NCS006)	0	528	528
This course is designed to give students comprehensive hands-on experience in consultations, haircutting, hair styling, coloring, shampooing, wrapping, and braiding.				
CSR100	Cosmo Senior Review (Prerequisite: FND001, GSS002, HCS005, NCS006)	48	0	48
This course is designed to give students a comprehensive review of DBPR regulations as well as an in-depth review of the course material in preparation for the state practical and theory exams.				
MUD007	Make-Up Design (Prerequisite: FND001, GSS002, DPA004)	0	300	300
This course is designed to instruct students using MUDD curriculum in beauty essentials, airbrushing, bridal make-up, studio make-up, high-fashion trends make-up and essentials of hair.				
Total Hours		552	948	1500

Tuition

Registration Fee	\$ 150.00
Supply Fee	\$ 4,215.00
Tuition	\$ 16,312.50
TOTAL:	\$ 20,677.50

Florida Academy reserves 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.

Catalog Addendum

Comprehensive Medical Assisting

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/Virtual 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 transcript(s) for all applicable institutions if requesting a transfer of credit(s) evaluation

Students must begin a new 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.

Note: For students enrolling in programs that require registration/licensure/certification in order to practice the profession, please be aware that criminal histories may prohibit students from acquiring professional credentials.

Comprehensive Medical Assisting Admissions Requirements

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
- Submission of background check completed within 12 months of the anticipated start date. A fee of \$60.00 must be paid by applicant if choosing to utilize Florida Academy resources for the background check.
- Submission of a negative TB test.
- Submission of required vaccination records.
- Submission of a physical* conducted within 12 months prior to the start of the student's first term.
- Submission of a negative 5-panel drug screen.

**The physical submission requirement can be met through a variety of sources at the discretion of the applicant.*

(One TB test and one 5-panel drug screen are included in the program supply fee. Subsequent tests or screenings are the financial responsibility of the student.)

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.

5-Panel Drug Screen and TB Testing

Coastal Med Urgent Care
8291 Dani Drive Unit 100
Fort Myers, FL 33966
239-931-6049

Objective

The Comprehensive Medical Assisting 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. After completion of the program and meeting all the course requirements, students will receive a Comprehensive Medical Assisting diploma and will be 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. Successful program completers are also able to submit paperwork for Florida registration as Facial Specialists as issued by the Florida Department of Business and Professional Regulation, Florida Board of Cosmetology.

Description

Students who complete the 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.

Additionally, this program includes 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 skin diseases and disorders, basic facial massage training, body treatments, preventative care for the skin, product selection and retailing for treatments to maintain healthy skin. Completion of this program will provide graduates with a basic working knowledge of the skin care profession to work in a salon or spa.

Credentials Issued Upon Successful Completion

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.

Facial Specialist Requirements

Individuals seeking to obtain registration in Florida as a Facial Specialist must attend the required clock hours and perform the required services in the areas specified by the Florida Department of Business and Professional Regulation (DBPR).

State Registration for Florida

To be registered in the State of Florida as a Facial 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 be registered as a Facial Specialist in Florida, the following requirements must be met:

- The successful completion of DBPR requirements at a licensed school.
- Must be at least 18 years of age.
- Submit an application and requisite fee (application fee included in program costs).

Florida Academy's Comprehensive Medical Assisting program curricula meets the state educational requirements for professional registration as a facial specialist in the State of Florida. The institution has not made such a determination for any other state.

Textbooks and Supplies

Comprehensive Medical Assisting-Textbooks	ISBN	Author	Publisher
Principles of Pharmacology for Medical Assisting (6th Ed.)	9781305859418	Rice	Cengage Learning
Medical Language Focus on Terminology (3rd Ed.)	9781305119130	M. Moisio, E. Moisio	Cengage Learning
Body Structures and Functions Updated (13th Ed.)	9780357022368	Scott, Fong	Cengage Learning
Comprehensive Medical Assisting: Administrative & Clinical Competencies (6th Ed.)	9781305964907	Lindh, et al.	Cengage Learning
Law, Liability & Ethics for Medical Office Professionals (6th Ed.)	9781337090117	Flight, Pardew	Cengage Learning
Milady + MindTap Esthetics Access TBD	TBD	Milady	Milady

Supplies required to be furnished by the student:

- Pens, pencils, highlighter, notebook
- Wireless device with internet, video, and audio capabilities
- Calculator

Course Listing

Comprehensive Medical Assisting-Course Listing			
Course #	Course Name	Credit Hours	Clock Hours
BUS135	History & Career Development	2	20
MED100	Medical Terminology	4	40
MED105	Anatomy and Physiology	4	40
MED110	Dosage and Calculations	2	20
MED220	Medical Administrative Procedures	4	40
MED230	Clinical Procedures I	4.5	50
MED235	Clinical Procedures II	4.5	50
MED240	Laboratory Procedures	4.5	50
MED250	Pharmacology	4	40
MED260	Healthcare Law and Ethics	4	40
MED295	Externship	5	160
MED300	Integumentary Fundamentals I	4	40
MED310	Integumentary Fundamentals II	3.5	40
MED315	Esthetic Techniques and Contraindications	4	50
MED320	Intro to Dermatological Services	3.5	40
MED325	Dermatological Services	3.5	40
	Total Credit Hours/Clock Hours	61	760

Course Descriptions

Comprehensive Medical Assisting			
Course #	Course Name	Credit Hrs.	Clock Hrs.
BUS135	History & Career Development (Prerequisite: None)	2	20
This course is designed to give students a comprehensive understanding of history, life principles, body systems, chemistry, and professional image with emphasis on human relations that contribute to personal and professional success.			
MED100	Medical Terminology (Prerequisite: None)	4	40
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.			
MED105	Anatomy and Physiology (Prerequisite: None)	4	40
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.			
MED110	Dosage and Calculations (Prerequisite: None)	2	20
This course is designed to teach the students fundamental mathematical concepts. These fundamental concepts will be the building blocks for calculating adult and child drug dosages.			
MED220	Medical Administrative Procedures (Prerequisite: None)	4	40
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.			
MED230	Clinical Procedures I (Prerequisite: MED100, MED105)	4.5	50
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.			

MED235	Clinical Procedures II (Prerequisite: MED100, MED105; Corequisite: MED230)	4.5	50
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.			
MED240	Laboratory Procedures (Prerequisite: None)	4.5	50
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.			
MED250	Pharmacology (Corequisite: MED100, MED110)	4	40
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.			
MED260	Healthcare Law and Ethics (Prerequisite: None)	4	40
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.			
MED295	Externship (Prerequisite: BUS135, MED100, MED105, MED110, MED220, MED230, MED235, MED240, MED250, MED260, MED300, MED310, MED315, MED320, MED325)	5	160
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.			

MED300	Integumentary Fundamentals I (Prerequisite: None)	4	40
This course is designed to apply the various methods of sanitation, sterilization, and disinfection along with necessary information regarding biohazards and HIV and other infectious diseases to include all laws and rules governing the field of Esthetics. This course also instructs students in how to market retail products and up-sell services to enhance profit margins. Comprehensive understanding in resume preparation and making business cards to move students towards a successful medical service profession.			
MED310	Integumentary Fundamentals II (Prerequisite: None)	3.5	40
This course is designed to give students a comprehensive understanding of proper nutrition and the effects to the skin, of intricate makeup of the skin's layers and their purpose, and to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed.			
MED315	Esthetic Techniques and Contraindications (Prerequisite: none)	4	50
This course is designed to give students a professional atmosphere to identify skin types and conditions with the ability to apply different services and products to enhance what has been observed, demonstrate effects of major ingredients in skin care and the impact on application.			
MED320	Intro to Dermatological Services (Prerequisite: None)	3.5	40
This course is designed to apply the most ergonomic way to set up a treatment room for all services, proper protocols for skin types and services, using hands-on Pivot Point and/or Milady's standards, proper hair removal techniques and correct products based on skin types.			
MED325	Dermatological Services (Corequisite: MED320)	3.5	40
This course is designed to garner proper massage techniques, to use a variety of different machines to help with services based on client's needs, and to be able to remove hair from all body parts using various methods, including sugaring and threading.			
Total Credit Hours/Clock Hours		61	760

Tuition

Registration Fee	\$ 150.00
Supply Fee	\$ 2,000.00
Tuition	\$ 13,500.00
TOTAL:	\$ 15,650.00

Florida Academy reserves 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.

