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**School Catalog • Volume 45**

(239) 489-2282

(800) 324-9543



**Effective March 2022-December 2023**

"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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## Welcome Message from the CEO

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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

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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

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### 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](http://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

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### 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

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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

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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 complies 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](mailto:president@florida-academy.edu)

**Title IX Compliance Coordinator:**

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

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

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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 arrange 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 of 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)(1) - (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

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### Philosophy

Florida Academy recognizes the need for training in growing fields and understands that the application of trade skills can have a positive influence on one's overall well-being. Florida Academy's goal, therefore, is to assist students in achieving their potential in their chosen career path. 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. Florida Academy provides quality training, relating 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

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Conveniently located in Southwest Florida, Florida Academy is close to the Gulf beaches and enjoys sunshine and moderate temperatures year-round. The campus is easily accessed from Interstate 75 and Southwest Florida International Airport and is in The Colonial Center, 4387 Colonial Blvd., Fort Myers, FL 33966. The campus offers a comfortable, atmosphere for practice, lecture, and study. Florida Academy consists of on-site clinics, -labs, salons, multi-purpose classrooms, and administrative offices comprising approximately 24,000 square-feet.

### Learning Resources

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

### Program Equipment

Florida Academy strives to maintain facilities and equipment which are current to industry standards with input from faculty, industry professionals, and institutional and occupational

advisory committees. The following is program specific equipment (this list is not all-inclusive and is subject to change):

<b>Comprehensive Medical Assisting</b>	<b>Nail Technology</b>
Vital stations Office rooms with fully functional beds, Sphygmomanometers EKG machine 130+Function simulation mannequin Skeleton aka “Mr. Bones” Standard practice CLIA Waived Test (Flu, Strep Mono, UA and HCG) Centrifuge Microprocessor Phlebotomy chairs	Ergonomically correct manicure tables Pedicure stations UV nail enhancement lights Professional electric files Paraffin machine
<b>Cosmetology</b>	<b>Professional Esthetics</b>
Salon chairs Shampoo bowls Hooded dryers Color dispensary	Facial stacks and steamers Micro-dermabrasion High frequency and galvanic machines LED light therapy Ultrasonic scrubbers Wax pots Hydraulic tables Wet tables Suction and atomizer machines Ergonomically correct manicure tables Pedicure stations UV nail enhancement lights Professional electric files Paraffin machine
<b>HVAC/R Technology</b>	<b>Restricted Barbering</b>
Air conditioning stations Heat pump stations Air distribution stations Electrical training stations Ferrous metal stations Copper and plastic pipe stations Brazing stations Refrigeration stations Compressors Associated tools and equipment	Barber chairs Shampoo bowls Hot towel cabinet
<b>Massage Therapy</b>	<b>Skin Care</b>
Massage tables Massage chairs Bolsters Skeletons TENS units Electrical stimulation equipment Hydrocollators	Facial stacks and steamers Micro-dermabrasion High frequency and galvanic machines LED light therapy Ultrasonic scrubbers Wax pots Hydraulic tables Suction and atomizer machines

## Administrative Directory

Florida Academy  
4387 Colonial Boulevard, Suite 100  
Fort Myers, FL 33966  
[www.florida-academy.edu](http://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	Email	Extension
<b>Administrative Assistant</b>	Natasha Martin	<a href="mailto:Natasha@florida-academy.edu">Natasha@florida-academy.edu</a>	110
<b>Admissions Director</b>	Todd Clark	<a href="mailto:admissions@florida-academy.edu">admissions@florida-academy.edu</a>	113
<b>Admissions</b>	Quintana Goodley		115
<b>Admissions</b>	Corey Meldahl		108
<b>Bursar</b>	Ruth Watts	<a href="mailto:bursar@florida-academy.edu">bursar@florida-academy.edu</a>	114
<b>Compliance Director</b>	Donna Smith	<a href="mailto:compliance@florida-academy.edu">compliance@florida-academy.edu</a>	134
<b>Education Director</b>	Lisa LeClaire-Odar	<a href="mailto:eddirector@florida-academy.edu">eddirector@florida-academy.edu</a>	103
<b>Financial Aid Director</b>	Cateibra Parker	<a href="mailto:fa@florida-academy.edu">fa@florida-academy.edu</a>	107
<b>Reception</b>	Ruth Watts	<a href="mailto:reception@florida-academy.edu">reception@florida-academy.edu</a>	102
<b>Owner/CEO</b>	Laurence Zielke	<a href="mailto:LJ@florida-academy.edu">LJ@florida-academy.edu</a>	103
<b>President</b>	Todd Clark	<a href="mailto:president@florida-academy.edu">president@florida-academy.edu</a>	110
<b>Registrar</b>	Teresa Braun	<a href="mailto:registrar@florida-academy.edu">registrar@florida-academy.edu</a>	112

### Holiday Schedule

Holiday	2022 Student Holidays	2022 School/Staff Holidays
<b>Martin Luther King Day</b>	1/17/2022	1/17/2022
<b>Presidents' Day</b>	2/21/2022	N/A
<b>Good Friday</b>	4/15/2022	N/A
<b>Easter</b>	4/18/2022 (Observed)	4/18/2022 (Observed)
<b>Memorial Day</b>	5/30/2022	5/30/2022
<b>Juneteenth</b>	6/20/2022 (Observed)	N/A
<b>Independence Day</b>	7/4/2022	7/4/2022
<b>Labor Day</b>	9/5/2022	9/5/2022
<b>Veteran's Day</b>	11/11/2022	N/A
<b>Thanksgiving Break</b>	11/23/2022 - 11/27/2022	11/24/2022 - 11/25/2022
<b>Winter Break</b>	12/19/2022 - 01/02/2023	12/23/2022 - 12/26/2022 12/30/2022 - 01/02/2023

## General Information

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### 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 in the event of an emergency. 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 building 4387 (Main Office) and building 4383. 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-faceted 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, serving as 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 unless issued a visitor pass. Minors must be accompanied, at all times, by an adult.

### 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 requested by 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

Most restrooms on campus at Florida Academy are single occupancy and gender neutral. In areas containing gender-designated bathrooms, students are encouraged to use the bathroom that corresponds to their gender identity.

## Change of Personal Information

Change of personal information request forms may be obtained from the Registrar. Please note that name change requests require proper legal 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 requires vaccinations for students enrolling in the Comprehensive Medical Assisting program. Please see the admissions section for specific vaccination requirements.

## Voter Registration

Those not registered to vote in the State of Florida- may see the Financial Aid office for assistance. Florida Academy has voter registration forms available for student use. Also, students and staff 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. Florida Academy's educators speak to community service groups, healthcare groups, and others to establish liaisons between the community and the school.

## Housing

Florida Academy provides, 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

Cosmetology, skin care, and nail products are available for purchase by the public at the front desk using cash, check, or debit/credit card.

## Insurance

All active students of Florida Academy, performing services on campus, are covered by the school's liability policy. This policy exceeds state requirements. The coverage is provided at no additional expense to the student. Students, however, are responsible for their own health insurance.

## Directions

Florida Academy is located between Metro Parkway and Winkler Avenue on the north side of Colonial Boulevard.

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

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 Boulevard.

### **From Downtown Fort Myers and South Fort Myers**

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

### **From Cape Coral (West)**

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 on the north side of Colonial Boulevard.

## Admissions

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### General Admissions Policies

Florida Academy requires all students to be at least eighteen (18) years of age as of the first day of program/course start. 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 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 (2<sup>nd</sup>) 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 program/course 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

Additional 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.
- 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](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
- A signed Shopping Sheet
- 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 program/course start;
- 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 Reentry Committee and/or designee.
- Students may not reenter more than twice for the purpose of completing a prior program enrollment.
- Students are required to wait a minimum of 30 calendar days from previous date of determination of withdrawal before reentry.
- 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

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### 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 and/or designee for approval.

### Internal Transfers

Students seeking to transfer programs within Florida Academy are required to meet with the Education Director and/or designee 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 applicable attended hours and grades earned in the original course will transfer to the new program. Tuition adjustments will be applied 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 from Professional Esthetics to Skin Care will not be permitted after a student reaches 300 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 are not 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 an Internal Transfer: Financial Aid Eligible Program to Non-Financial Aid Eligible Program: Student Acknowledge Form and pay any outstanding balance from the withdrawal.
- An Academic Transfer Evaluation Form must be completed by the Program Chair for the new program.
- A new Enrollment Agreement/Enrollment Agreement Addendum must be completed for the new program with applicable credit 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 program/course start dates are subject to change.

### Academic Calendar

<b>Legend</b>	
Comprehensive Medical Assisting Class Starts (CMA)	
HVAC/R Technology (HVAC) and Restricted Barbering (RB) Class Starts	
Cosmetology (COS), Massage Therapy (MT), Nail Technology (NT), Professional Esthetics (PE), and Skin Care (SC) Class Starts	
<b>2022</b>	<b>Event</b>
Tuesday, January 4, 2022	Classes Resume
<i>Monday, January 17, 2022</i>	<i>Martin Luther King Jr. Day (School Holiday)</i>
Tuesday, January 18, 2022	COS, MT, NT, PE, SC Class Start
Monday, February 14, 2022	COS, MT, NT, PE, SC Class Start
<i>Monday, February 21, 2022</i>	<i>President's Day Observed (Student Holiday)</i>
Tuesday, February 22, 2022	HVAC & RB Class Start
Monday, February 28, 2022	CMA Class Start
Monday, March 14, 2022	COS, MT, NT, PE, SC Class Start
Monday, April 11, 2022	COS, MT, NT, PE, SC Class Start
<i>Friday, April 15, 2022</i>	<i>Good Friday (Student Holiday)</i>
<i>Monday, April 18, 2022</i>	<i>Easter Observed (School Holiday)</i>
Monday, April 25, 2022	HVAC & RB Class Start
Monday, May 9, 2022	CMA, COS, MT, NT, PE, SC Class Start
<i>Monday, May 30, 2022</i>	<i>Memorial Day (School Holiday)</i>
Monday, June 6, 2022	COS, MT, NT, PE, SC Class Start
<i>Monday, June 20, 2022</i>	<i>Juneteenth Observed (Student Holiday)</i>
Monday, June 27, 2022	HVAC & RB Class Start
<i>Monday, July 4, 2022</i>	<i>Independence Day (School Holiday)</i>
Tuesday, July 5, 2022	COS, MT, NT, PE, SC Class Start
Monday, July 18, 2022	CMA Class Start

Monday, August 1, 2022	COS, MT, NT, PE, SC Class Start
Monday, August 29, 2022	COS, HVAC, MT, NT, PE, RB, SC Class Start
<i>Monday, September 5, 2022</i>	<i>Labor Day (School Holiday)</i>
Monday, September 26, 2022	CMA, COS, MT, NT, PE, SC Class Start
Monday, October 24, 2022	COS, MT, NT, PE, SC Class Start
Monday, October 31, 2022	HVAC & RB Class Start
<i>Friday, November 11, 2022</i>	<i>Veteran's Day (Student Holiday)</i>
Monday, November 21, 2022	COS, MT, NT, PE, SC Class Start
<i>Wednesday, November 23, 2022, to Sunday, November 27, 2022</i>	<i>Thanksgiving Break (Student Holiday)</i>
<i>Thursday, November 24, 2022, to Sunday, November 27, 2022</i>	<i>Thanksgiving Break (School Holiday)</i>
Monday, December 5, 2022	CMA Class Start
<i>Monday, December 19, 2022, to Monday, January 2, 2023</i>	<i>Winter Break (Student Holiday)</i>
<i>Friday, December 23, 2022, to Monday, December 26, 2022</i>	<i>Winter Break (School Holiday)</i>
<i>Friday, December 30, 2022, to Monday, January 2, 2023</i>	<i>New Year's Eve/Day Observed (School Holiday)</i>
<b>2023</b>	<b>Event</b>
Tuesday, January 3, 2023	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. 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.

### Grading Scale

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

(CGA-Cumulative Grade Average; GA-Grade Average)

## 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 limited of work is not completed due to illness or other reasons pre-authorized by the Education Director. The student must complete all work within 10 days following the last program/course date. For purposes of grade average 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 grade average (GA) 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 grade average (GA).
- 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.

## Program Progression

Program progression is dependent upon completion of prerequisite courses.

## Licensure/Registration Requirements

Florida Academy’s Cosmetology, Massage Therapy, Nail Technology, Professional Esthetics, Restricted Barbering, and Skin Care programs’ curricula meet the state educational requirements for professional licensure, certification, 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 carried out 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 Education Director 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

To graduate a student must have earned, at a minimum, an average final grade of 75% in their respective programs of study; however, some programs have specific grade average requirements for meeting registration or licensure criteria. Grades are rounded to the nearest whole percentage. Please see Program Descriptions for specific program requirements.

If a student has received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program, the student must complete [exit counseling](#) for each of the following:

- drop below half-time enrollment;
- graduate; or
- leave school.

Additionally, if a program of study requires clinic time, all clinic time must be completed, and any absences or tardiness must be made up. If the 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

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### 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 recognizes 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, insubordination 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 Comprehensive Medical Assisting, Massage, Skin Care, Professional Esthetics and Nail Technology must wear a Florida Academy logo scrub uniform with closed-toed shoes. Additional scrubs may be purchased from the school. 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 logo scrub uniform with closed-toed shoes while in designated courses and a Florida Academy t-shirt, black pants and closed-toed shoes while in the salon. Additional t-shirts and scrubs may be purchased from the school. Students are responsible for purchasing their own black pants and closed-toed shoes.

Students in Restricted Barbering must wear a Florida Academy t-shirt, black pants, and closed-toed shoes. Additional t-shirts may be purchased from the school. Students are responsible for purchasing their own black pants and close-toed shoes.

Students in HVAC/R Technology must wear a Florida Academy shirt, and work-style clothing appropriate for lab setting including closed-toed shoes. (Steel toe boots are encouraged, not mandatory). Shorts are NOT allowed at any time.

**Please note for all programs that pants must be worn around the natural waist.**

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. 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.

Failure to follow the dress code may result in a student 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 Education Director's/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 essential for academic achievement but is also a fundamental building block for success after graduation. Programs offered at Florida Academy are professional training courses.

Florida Academy policy and regulatory compliance require that accurate attendance be reported to appropriate licensure and registration entities.

Educators keep daily attendance records for all classes. The daily attendance records are posted in the student's digital record maintained by the Registrar and is the official attendance record for each student. 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. For programs containing courses with any oversight body which dictates attendance requirements, all attendance must be met for successful completion of the course. Any missed time must be made up to in order to complete the program.

Attended hours (including make up hours) cannot exceed a student's scheduled hours of attendance.

Students missing more than ten (10) consecutive calendar days may be dismissed (this includes weekends and holidays except as notated below). 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. For attendance purposes only, the Thanksgiving Break and Winter Break are not included the ten (10) consecutive calendar days policy. Please refer to the Holidays Observed section of the catalog for exact dates.

#### 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. 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 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.**

#### Veteran Educational Benefits Probation Policy

If a student utilizing VA Education benefits falls below the minimum required cumulative grade average (CGA), VA education benefits will be terminated until such time as the student meets the minimum CGA.

#### Probation

If a student puts themselves in a situation where there is serious concern about a student's ability to successfully complete the program for any reason, the student may be placed on probation. If a student has less than a passing average at mid-term, the student may also be placed on probation

for the remainder of the term. If satisfactory improvement is not shown during the probationary period, the student may be terminated.

### Leave of Absence

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

Any planned leave of absence must be presented in writing to the Registrar one week 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 submitted, the 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, an LOA may be granted by Florida Academy without the required - week notice. An administrative LOA may be granted for the purpose of optimal course progression. Documentation (written or verbal) will be maintained by the school. Be advised that any leave of absence will modify the student's scheduled completion date. No additional charges will be added to the student's account as a result of the approved LOA.

Students on an approved LOA 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 is accepted for reentry being withdrawn, the student will be subject to increases in tuition or changes in their program of study.

### Veteran Educational Benefits Leave of Absence Policy

**Veterans and dependents are not eligible to receive VA educational benefits while on a leave of absence; per VA requirements, 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 educator or staff member and the use of this grievance policy. Students are encouraged 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. This grievance policy is intended for problems concerning a student's recruitment, enrollment, attendance, education, financial aid assistance, career service assistance, the educational process or other school matters. For procedures regarding harassment or discrimination issues, please see the current Annual Security Report.

The student must agree to participate in good faith with this grievance policy. Florida Academy will receive all information submitted by the student concerning a grievance in confidence and to the extent possible, agree to maintain confidentiality in the grievance process. No reprisals of any kind will be taken by any party of interest or by any employee of Florida Academy against any

party involved. Florida Academy 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 program/course 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 grievance 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 grievance 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. At any time, 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:

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

### **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 oneself 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. The rates below apply to all Enrollment Agreements executed after March 31, 2022.

Program*	Tuition	Supplies	Admin. Fee**	Reg. Fee**	Program Cost***
<b>Comprehensive Medical Assisting</b>	\$13,500.00	\$2,220.00	\$100.00	\$100.00	\$15,920.00
<b>Cosmetology</b>	\$15,000.00	\$2,360.00	\$100.00	\$100.00	\$17,560.00
<b>HVAC/R Technology</b>	\$11,700.00	\$830.00	\$100.00	\$100.00	\$12,730.00
<b>Massage Therapy</b>	\$9,150.00	\$1,480.00	\$100.00	\$100.00	\$10,830.00
<b>Nail Technology</b>	\$3,480.00	\$840.00	\$100.00	\$100.00	\$4,520.00
<b>Professional Esthetics</b>	\$8,700.00	\$1,700.00	\$100.00	\$100.00	\$10,600.00
<b>Restricted Barbering</b>	\$7,500.00	\$2,150.00	\$100.00	\$100.00	\$9,850.00
<b>Skin Care</b>	\$4,350.00	\$1,010.00	\$100.00	\$100.00	\$5,560.00

\*Tuition, supplies, administration, and registration fees are mandatory.

\*\*Registration and Administration fees are non-refundable.

\*\*\*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 may be charged if a payment is more than 15 days past due.

- **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.
- **EPA Exam Retake Fee**-\$50.00 (HVAC/R Technology)
- **Charges for Exceeding Scheduled Completion Date for Clock Hour Programs**  
Students, who do not complete an enrolled program by the *Scheduled Completion Date* listed on the student’s Enrollment 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. (Tablets are available for loan upon request by the student.)
- See *Dress Code* for program specific dress code requirements.

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

<b>Program</b>	<b>Program Specific Supplies (Required to be provided by student and are not included in supplies fee)</b>
<b>Comprehensive Medical Assisting</b>	Calculator
<b>Cosmetology</b>	N/A
<b>HVAC/R Technology</b>	Calculator
<b>Massage Therapy</b>	3 sets of twin sheets (not white)
<b>Nail Technology</b>	N/A
<b>Professional Esthetics</b>	4-6 hand towels (not white) 3 sets of twin sheets (not white)
<b>Restricted Barbering</b>	N/A
<b>Skin Care</b>	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 administrates 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 offered on an financial offer-year basis; therefore, it may be necessary to re-apply for aid for each offer 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.

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

### How to Apply

Students seeking 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, the basic eligibility requirements are:

- demonstrate [financial need](#) (for most programs);
- be a U.S. citizen or an [eligible noncitizen](#);
- have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau);
- be enrolled or accepted for enrollment as a [regular student](#) in an eligible degree or certificate program;
- be enrolled at least half-time to be eligible for [Direct Loan](#) Program funds;
- maintain [satisfactory academic progress](#) in college or career school;
- sign the certification statement on the *Free Application for Federal Student Aid* (FAFSA<sup>®</sup>) form stating that
  - you are not in default on a federal student loan,
  - you do not owe money on a federal student grant, and
  - you will use federal student aid only for educational purposes; and

- show you're qualified to obtain a college or career school education by
  - having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
  - completing a high school education in a homeschool setting approved under state law (or—if state law does not require a homeschooled student to obtain a completion credential—completing a high school education in a homeschool setting that qualifies as an exemption from compulsory attendance requirements under state law); or
  - enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives described below.

[Additional eligibility](#) requirements can apply in certain situations including for [non-U.S. citizens](#), [students with criminal convictions](#), and [students with intellectual disabilities](#).

### 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 offer 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.

### Standards of Academic Progress for VA Educational Benefits

Students receiving VA educational benefits must maintain a minimum CGA of 75% each month and must adhere to VA attendance requirements.

- VA educational benefits will be terminated when CGA 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.
- 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 program 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' 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.

### 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 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 10<sup>th</sup> calendar day of the scheduled program/course start date. Any tuition monies up to and including the 10<sup>th</sup> scheduled day of the program/course start date will be refunded.

## Notice of Student Aid Penalties for Law Violations

- **If I'm incarcerated, can I get federal student aid?**  
You have limited eligibility for [federal student aid](#).
- **If you are in a federal or state institution**  
You can't get a [Federal Pell Grant](#) or [federal student loans](#).
- **If you are in an institution other than a federal or state institution**  
You can't get federal student loans.  
You can get a Federal Pell Grant.
- **If I'm on probation or parole, can I get federal student aid?**  
Yes; if you are on probation or parole or living in a halfway house, you may be eligible for federal student aid. But remember, if you are subject to an involuntary civil commitment for a sexual offense, your eligibility may be limited.
- **Is it true that drug convictions might affect my ability to get federal student aid?**  
No; your eligibility won't be suspended. Drug convictions no longer affect your federal student aid eligibility. When you complete the [FAFSA form](#), you will be asked whether you had a drug conviction for an offense that occurred while you were receiving federal student aid. If the answer is yes, you will be provided a worksheet. Please answer the questions correctly; however, they won't impact your eligibility.
- **What other convictions might affect my aid?**  
If you have been convicted of a forcible or nonforcible sexual offense, and you are subject to an involuntary civil commitment upon completion of a period of incarceration for that offense, you cannot receive a [Federal Pell Grant](#).

## Institutional/Financial Aid Refund Policies

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### 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 of the program/course start date, or (d) is informed of cancellation of program/course by the school.
- The school may retain the registration and administration 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 program/courses shall be made within thirty (30) calendar days of the determination date applicable in this situation.
- If Florida Academy cancels a program/course for any reason, all tuition monies registration fees 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 less than or equal to 60.0% of the scheduled period of financial obligation, the refund shall be pro-rata for the

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 scheduled period of financial obligation, Florida Academy shall retain all the tuition for the period.

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 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 scheduled 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 signed Enrollment 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 program 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 scheduled hours divided by the number of program hours in the applicable period(s) of obligation, as of the last date of attendance.

POC for credit hour programs is defined as the number of scheduled weeks divided by the total number of term weeks in the period(s) 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 of period of enrollment as of the date the student withdrew.

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

**Refunds will be returned in the following order:**

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

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

### Withdrawal Date

The withdrawal date used to determine when the student is no longer enrolled at Florida Academy is the date indicated in written communication by the student to the Registrar's office. If a student does not submit written notification, the school will determine the student's withdrawal date based upon the student's last recorded date of attendance. For federal student loan reporting purposes, the student's last date of attendance will be reported as the effective date of withdrawal for both official withdrawals and those who do not complete the official withdrawal process.

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

### Exit Interview

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

## Satisfactory Academic Progress (SAP)

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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 and Federal Direct Loans. 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 payment period, beginning with the first credit/clock hour attempted as a certificate-seeking student. If, at the end of a payment period, the student has not met the required standards, the student will be placed on Financial Aid Warning for one payment period. (See Required Standards.) If the student does not achieve SAP at the end of the Warning payment period, eligibility for federal and state financial assistance will be suspended until the student returns to SAP satisfactory status (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 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 and weeks for each payment period.**

#### 1. Qualitative - Grade Average

Students must maintain an average of at least 75% for each payment period as well as a cumulative grade average (CGA) of 75% or higher.

- Rounding Grades- The CGA is rounded as follows:

When the decimal grade is less than “0.5”, the grade is to be rounded down to the nearest whole number and when the decimal grade is greater than or equal to “0.5”, the grade is to be rounded up to the nearest whole number. For example, an “82.3” would be rounded to an “82”, an “89.56” would be rounded to a “90” and a “69.44” would be rounded to a “69”.

#### 2. Quantitative - Pace of Progress

Students must successfully complete at least 67% of their cumulative scheduled 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.
- Clock hour programs require completion of ALL program hours and weeks; any time missed due to tardiness, early departure or absence must be made-up.
- 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 and weeks). A student must complete a total of 600 clock hours before attempting 900 clock hours (600 x 150% = 900).

SAP Payment Periods (Clock Hours)			
Program	1st Payment Period	2nd Payment Period	3rd Payment Period
Comprehensive Medical Assisting	N/A	N/A	N/A
Cosmetology	1-450 Hours	451-900 Hours	901-1200 Hours
HVAC/R Technology	1-300 Hours	301-600 Hours	N/A
Massage Therapy	1-300 Hours	301-600 Hours	N/A
Professional Esthetics	1-300 Hours	301-600 Hours	N/A
Restricted Barbering	1-300 Hours	301-600 Hours	N/A
SAP Payment Periods (Weeks)			
Program	1st Payment Period	2nd Payment Period	3rd Payment Period
Comprehensive Medical Assisting	1-20 Weeks	21-40 Weeks	N/A
Cosmetology-(FT)	1-15 Weeks	16-30 Weeks	31-40 Weeks
Cosmetology-(PT)	1-23 Weeks	24-45 Weeks	46-60 Weeks
HVAC/R Technology	1-14 Weeks	15-27 Weeks	N/A
Massage Therapy (FT)	1-10 Weeks	11-20 Weeks	N/A
Massage Therapy (PT)	1-17 Weeks	18-34 Weeks	N/A
Professional Esthetics (FT)	1-10 Weeks	11-20 Weeks	N/A
Professional Esthetics (PT)	1-15 Weeks	16-30 Weeks	N/A
Restricted Barbering	1-14 Weeks	15-27 Weeks	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 payment period. Students must meet ALL the following minimum standards:**

#### 1. Qualitative - Grade Average

Students must maintain an average of at least 75% for each payment period as well as a cumulative grade average (CGA) of 75% or higher.

- Rounding Grades- The CGA is rounded as follows:  
When the decimal grade is less than “0.5”, the grade is to be rounded down to the nearest whole number and when the decimal grade is greater than or equal to “0.5”, the grade is to be rounded up to the nearest whole number. For example, an “82.3” would be rounded to an “82”, an “89.56” would be rounded to a “90” and a “69.44” would be rounded to a “69”.

## **Total Federal Student Aid (FSA)**

### **Credit Hours Attempted**

1 to 18 (20 weeks)  
19 to 36 (20 weeks)

## **Required Minimum Cumulative GA**

75.0%  
75.0%

### 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.

### 3. Maximum Time Frame

Financial aid recipients must also complete a program within 150% of the credits required to do so. For example, a program of 60 credit hours must be completed within 90 credit hours.

### Credits Used

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 may be offered 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 for credit hour non-term and clock hour schools, students will not receive payment for repeat courses.

### Financial Aid Warning

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 payment period are automatically placed on warning for their subsequent payment period 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. Students who are enrolled during the financial aid warning payment period may receive Title IV aid, as long as they are otherwise eligible. Students are notified via email of the warning status.

During the warning payment period the student must successfully work to regain SAP by meeting the required completion rate standard (67%) and the graduated grade average required for the number of credits attempted (see chart). If the student does not meet the required standards during the payment period of warning, he or she will no longer be eligible for Title IV aid.

## Financial Aid Probation

Students who fail to meet all the SAP standards after the warning payment period 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, Direct Loans). 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 the payment period. ((34 CFR 668.34(a)(8)(ii), 668.34(d)(2)(iii)(B)).

## Financial Aid Suspension

Students who do not regain SAP after a payment period 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 payment period 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 GA 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.

## Student Services

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### Student Orientation

Prior to beginning a program/course 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 scheduled courses 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 a student is 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.
- Transcripts must be released to a potential employer.

Additionally, program specific state 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. 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 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 at Florida Academy, 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 a 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 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

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### 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 use 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;
- accessing files, data, or processes without authorization; and
- purposely seeking out, exploiting, 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

### Full-Time Faculty

<b>Educator</b>	<b>Cred.*</b>	<b>Modality</b>	<b>Institution</b>	<b>City</b>	<b>ST</b>
Alarcon, Theresa	Dip.	Facial Specialist	Florida Academy	Fort Myers	FL
Arias, Xiomar	Dip.	Full Specialist	Florida Academy	Fort Myers	FL
DiMaria, Sarah	Dip.	Massage Therapy	Space Coast Health Institute	W. Melbourne	FL
	Dip.	Full Specialist	Florida Academy	Fort Myers	FL
Land, Brittney	Dip.	Cosmetologist	Florida Academy	Fort Myers	FL
Leach, Tameesha	AAS	Allied Health (Medical Assisting)	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
Maldonado, Christina	Dip.	Medical Assisting	Cape Technical College	Cape Coral	FL
	Cert.	CCMA, CPT, CET	National Healthcareer Assoc.	Leawood	KS
Maldonado-Sosa, Minelva	Dip.	Cosmetologist	Sunstate Academy	Fort Myers	FL
Oramos, 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
Rooney, Danny	Dip.	HVAC Technician	ITT Technical Institute	Indianapolis	IN
	Cert.	OSHA Instructor	USF OTI Education Center	Wesley Chapel	FL
	Cert.	Cert. Instructor, HVAC	NCCER	Alachua	FL
Sheehan, Kathryn	Dip.	Full Specialist	Florida Academy	Fort Myers	FL
	Cert.	Florida Facial/Full Specialists	Elite Professional Education, LLC	Ormond Beach	FL
Vos, Rob	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL

\*Credential Earned: *Certification (Cert.)*; *Diploma (Dip.)*; *Associate of Applied Science (AAS)*; *Registered Medical Assistant (RMA)*

## Part-Time Faculty

<b>Educator</b>	<b>Cred.*</b>	<b>Modality</b>	<b>Institution</b>	<b>City</b>	<b>St.</b>
Armata, Laura	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL
	Cert.	Reiki Master Practitioner	Reiki Healing Connection	Wilton	NH
Brancacho, Gleny	Dip.	Barber	Sunstate Academy	Fort Myers	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
Calixte, Louisa	Dip.	Cosmetologist	Regency Beauty	Fort Myers	FL
Camacho-Santiago, Nakisha	Dip.	Cosmetologist	Regency Beauty	Fort Myers	FL
Jewett, Alejandro	Cert.	Master Trainer/Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Lopez Torres, Bryan	Dip.	Restricted Barbering	Futura Career Institute	Hialeah,	FL
LeClaire-Odar, Lisa	Dip.	Cosmetologist	Sunstate Academy	Fort Myers	FL
McLoon, David	Cert.	HVAC	NCCER	Alachua	FL
Morales, Arnaldo	Dip.	Massage Therapy	Florida Academy	Fort Myers	FL
Ortegon, Paul	Dip.	HVAC Technology	Florida Academy	Fort Myers	FL
	Cert.	Cert. Inst. Core, HVAC	NCCER	Alachua	FL
Stenukinis, Michele	AOS	Massage Therapy/Occupational Therapy	Heritage College	Fort Myers	FL

\*Credential Earned: *Certification (Cert.)*; *Diploma (Dip.)*; *Associate of Occupational Science (AOS)*

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[www.florida-academy.edu](http://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 and is not representative of any prerequisites required for the program unless notated in course description.

### Program Information

Program*	Tuition	Supplies	Admin. Fee**	Reg. Fee**	Program Cost***
<b>Comprehensive Medical Assisting</b>	\$13,500.00	\$2,220.00	\$100.00	\$100.00	\$15,920.00
<b>Cosmetology</b>	\$15,000.00	\$2,360.00	\$100.00	\$100.00	\$17,560.00
<b>HVAC/R Technology</b>	\$11,700.00	\$830.00	\$100.00	\$100.00	\$12,730.00
<b>Massage Therapy</b>	\$9,150.00	\$1,480.00	\$100.00	\$100.00	\$10,830.00
<b>Nail Technology</b>	\$3,480.00	\$840.00	\$100.00	\$100.00	\$4,520.00
<b>Professional Esthetics</b>	\$8,700.00	\$1,700.00	\$100.00	\$100.00	\$10,600.00
<b>Restricted Barbering</b>	\$7,500.00	\$2,150.00	\$100.00	\$100.00	\$9,850.00
<b>Skin Care</b>	\$4,350.00	\$1,010.00	\$100.00	\$100.00	\$5,560.00

\*Tuition, supplies, administration, and registration fees are mandatory.

\*\*Registration and Administration fees are non-refundable.

\*\*\*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.

Program	Program Length*
<b>Comprehensive Medical Assisting</b>	61 Credit Hours/760 Clock Hours
<b>Cosmetology</b>	1200 Clock Hours
<b>HVAC/R Technology</b>	600 Clock Hours
<b>Massage Therapy</b>	600 Clock Hours
<b>Nail Technology</b>	240 Clock Hours
<b>Professional Esthetics</b>	600 Clock Hours
<b>Restricted Barbering</b>	600 Clock Hours
<b>Skin Care</b>	300 Clock Hours

\*Program length is based on scheduled class times.

Program	Title IV Eligible*	VA Benefits Eligible**
<b>Comprehensive Medical Assisting</b>	X	X
<b>Cosmetology</b>	X	X
<b>HVAC/R Technology (Hybrid &amp; Resident)</b>	X	X (Resident Only)
<b>Massage Therapy</b>	X	X
<b>Nail Technology</b>		X
<b>Professional Esthetics</b>	X	X
<b>Restricted Barbering</b>	X	X
<b>Skin Care</b>		X

\*Financial Aid is available for those who qualify.

\*\*Eligibility is based on qualifying requirements.

## 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. 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.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### 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](http://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

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

<b>Comprehensive Medical Assisting- Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
Milady Standard Esthetics: Advanced (2nd Ed.)	9781111139094	Arroyave, M.D., et al.	Cengage Learning
Workbook for Milady Standard Esthetics: Advanced (2nd Edition)	9781111139117	Culp, Judy	Cengage Learning
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
Mindtap Medical Office Simulation Software (MOSS) 3.0 (1st Ed.)	9781337626378	Mindtap	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

<b>Comprehensive Medical Assisting-Course Listing</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Federal Student Aid Credit Hours</b>	<b>Clock Hours</b>
BUS135	History & Career Development	2	1	20
MED100	Medical Terminology	4	2	40
MED105	Anatomy and Physiology	4	2	40
MED110	Dosage and Calculations	2	1	20
MED220	Medical Administrative Procedures	4	2	40
MED230	Clinical Procedures I	4.5	2.5	50
MED235	Clinical Procedures II	4.5	2.5	50
MED240	Laboratory Procedures	4.5	2.5	50
MED250	Pharmacology	4	2	40
MED260	Healthcare Law and Ethics	4	2	40
MED295	Externship	5	5	160
MED300	Integumentary Fundamentals I	4	2	40
MED310	Integumentary Fundamentals II	3.5	2	40
MED315	Esthetic Techniques and Contraindications	4	2.5	50

MED320	Intro to Dermatological Services	3.5	2	40
MED325	Dermatological Services	3.5	2	40
	<b>Total Credit Hours/Clock Hours</b>	<b>61</b>	<b>35</b>	<b>760</b>

### Course Descriptions

<b>Comprehensive Medical Assisting</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit. Hrs.</b>	<b>Clock Hrs.</b>
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 calculation of adult and child drug dosage calculations.			
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, MED110, MED250)	4.5	50

<p>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.</p>			
MED235	<p>Clinical Procedures II (Prerequisite: MED100, MED105, MED110, MED250 MED230)</p>	4.5	50
<p>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 &amp; Pulmonary Function Tests will be covered. Assisting with minor surgery, application of cold &amp; heat therapy, ambulation, emergency preparedness and first aid will be taught in this course. Students will obtain training and certification in CPR.</p>			
MED240	<p>Laboratory Procedures (Prerequisite: MED100, MED105, MED110, MED250)</p>	4.5	50
<p>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.</p>			
MED250	<p>Pharmacology (Prerequisite: MED100)</p>	4	40
<p>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.</p>			
MED260	<p>Healthcare Law and Ethics (Prerequisite: None)</p>	4	40
<p>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.</p>			
MED295	<p>Externship (Prerequisite: BUS135, MED100, MED105, MED105, MED110, MED220, MED230, MED235, MED240, MED300, MED310, MED315, MED320, MED325 )</p>	5	160
<p>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.</p>			

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 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: MED300)	3.5	40
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.			
MED315	Esthetic Techniques and Contraindications (Prerequisite: MED300)	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: MED300)	3.5	40
This course is designed to apply the most ergonomic way to set up their treatment room for all services, proper protocols for skin types and services using hands on Pivot Point and Milady's standards, proper hair removal techniques and correct products based on skin types.			
MED325	Dermatological Services II (Prerequisite: MED300, MED320)	3.5	40
This course is designed to 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.			
<b>Total Credit Hours/Clock Hours</b>		<b>61</b>	<b>760</b>

## 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.

### Requirements for Program Completion/Graduation

- Per the Florida Department of Business and Professional Regulation (DBPR) Board of Cosmetology Division 61G5-22.002:
  - *Level of Acceptability – Minimum passing grade. The level of acceptability for each of the cosmetology/specialty subjects, theoretical and practical, shall be a minimum score of seventy-five percent (75%) or better on an examination on each of the objectives for each subject area.*
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### 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

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

<b>Cosmetology-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
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
Mindtap: Standard Nail Technology Access Code (8th Edition)	9781337786621	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

<b>Cosmetology-Course Listing</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
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
<b>Total Credit Hours/Clock Hours</b>		<b>N/A</b>	<b>1200</b>

Course Descriptions

<b>Cosmetology</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
<p>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.</p>				
BUS003	Business Skills (Prerequisite: None)	24	0	24
<p>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.</p>				
GSS002	General Sciences of the Skin (Prerequisite: FND001)	96	0	96
<p>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.</p>				
ECP004	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	72	72
<p>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.</p>				

HCS005	Hair Cutting Skills (Prerequisite: FND001, GSS002, ECP004)	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: FND001, GSS002, ECP004, HCS005)	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, GSS002, ECP004, HCS005, 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, ECP004, HCS005, NCS006, NCP008)	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, ECP004, HCS005, NCS006, NCP008, CCL007)	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.				
<b>Total Hours</b>		<b>552</b>	<b>648</b>	<b>1200</b>

\*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.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### Credentials Issued Upon Successful Completion

Upon successful completion of this course of study, students have the ability to earn the following certificates/recognitions: 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

<b>HVAC/R Technology-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
HVAC Level 1 NCCERConnect 2.0 with Pearson e-text -- Student Access Card, 4th Edition	9780134157085	NCCER	Pearson
HVAC Level 2 NCCERConnect 2.0 with Pearson e-text -- Student Access Card, 4th Edition	9780134157146	NCCER	Pearson
Esco Institute-EPA Prep Manual	9781930044609	ESCO	Esco Press

### 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

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

Course Descriptions

<b>HVAC/R Technology</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
HVC001	HVAC/R Foundations (Prerequisite: None)	21	35	56
This course introduces the student to fundamental topics necessary as a foundation in construction trades and HVAC/R. Topics include basic safety; OSHA 10-hour safety; and HVAC fundamentals.				
HVL001	HVAC/R Level 1 (Prerequisite: HVAC/R Foundations)	23	107.5	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; basic electricity; cooling; air distribution systems; copper and plastic piping; and soldering and brazing.				
HVL002	HVAC/R Level 2 (Prerequisite: HVAC/R Foundations, HVAC/R Level 1)	133.5	221.5	355
This course builds on the foundations from HVAC/R Foundations and HVAC/R 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; sheet metal duct systems; fiberglass and fabric duct systems; commercial airside systems; and air quality equipment.				
HVS001	HVAC/R Safety (Prerequisite: None)	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; general worksite safety; EPA608 safety; and R410 Safety.				
	<b>Total Hours</b>	<b>230</b>	<b>370</b>	<b>600</b>

\*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.

### Requirements for Program Completion/Graduation

- Successfully complete all courses in the program Course Listing with a minimum passing grade of 75%.
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.
- Take and pass the MBLEX exam.

### 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

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 500 hours of study at study at a Board approved massage therapy school.
2. Must be at least 18 years of age.
3. 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. Students must pass the MBLEx after completing at least 500 clock hours but before graduating from the program.

### Textbooks and Supplies

Massage Therapy-Textbooks	ISBN	Author	Publisher
Theory & Practice of Therapeutic Massage (6th Ed.)	9781337287593	Beck	Cengage Learning
Trail Guide to the Body (6th Ed.)	9780998785066	Biel	Books of Discovery
Trail Guide to the Body: Student Workbook (6th Ed.)	9780991466672	Biel	Books of Discovery
Massage & Bodywork Licensure. 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
	<b>Total Credit Hours/Clock Hours</b>	<b>N/A</b>	<b>600</b>

Course Descriptions

<b>Massage Therapy</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
MT600	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: MT600)	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 the 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.				
	<b>Total Hours</b>	<b>400</b>	<b>200</b>	<b>600</b>

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

## Nail Technology

Florida Academy's Nail Technology program curricula meets the state educational requirements for professional registration as a nail technician 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.

### Requirements for Program Completion/Graduation

- Per the Florida Department of Business and Professional Regulation (DBPR) Board of Cosmetology Division 61G5-22.002:
  - *Level of Acceptability – Minimum passing grade. The level of acceptability for each of the cosmetology/specialty subjects, theoretical and practical, shall be a minimum score of seventy-five percent (75%) or better on an examination on each of the objectives for each subject area.*
- Fulfill all financial obligations to Florida Academy.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### 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

<b>Nail Technology-Textbooks</b>	ISBN	Author	Publisher
Mindtap: Standard Nail Technology Access Code (8th Edition)	9781337786621	Milady	Milady

### Supplies required to be furnished by the student:

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

## Course Listing

<b>Nail Technology-Course Listing</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FND002	Foundations for Beauty and Wellness	N/A	96
NCS006	Nail Care Skills	N/A	96
NCP008	Nail Clinic Practical	N/A	48
	<b>Total Credit Hours/Clock Hours</b>	<b>N/A</b>	<b>240</b>

## Course Descriptions

<b>Nail Technology</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FND002	Foundations for Beauty and Wellness (Prerequisite: None)	74	0	74
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.				
NCS009	Nail Care Skills (Prerequisite: FND002)	76	0	76
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.				
NCP010	Nail Clinic Practical (Prerequisite: FND002, NCS009)	0	90	90
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.				
	<b>Total Hours</b>	<b>192</b>	<b>48</b>	<b>240</b>

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

## Professional Esthetics

Florida Academy's Professional Esthetics program curricula meets the state educational requirements for professional registration as a full specialist 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.

### Requirements for Program Completion/Graduation

- Per the Florida Department of Business and Professional Regulation (DBPR) Board of Cosmetology Division 61G5-22.002:
  - *Level of Acceptability – Minimum passing grade. The level of acceptability for each of the cosmetology/specialty subjects, theoretical and practical, shall be a minimum score of seventy-five percent (75%) or better on an examination on each of the objectives for each subject area.*
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### 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

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

<b>Professional Esthetics-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
MindTap: Milady Standard Foundations with Standard Esthetics: Fundamentals (12th Edition)	9781337095143	Milady	Milady
Mindtap: Standard Nail Technology Access Code (8th Edition)	9781337786621	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

<b>Professional Esthetics-Course Listing</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
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
	<b>Total Credit Hours/Clock Hours</b>	<b>N/A</b>	<b>600</b>

Course Descriptions

<b>Professional Esthetics</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
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.				
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.				
GSS002	General Sciences of the Skin (Prerequisite: FND001)	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.				
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: FND001, GSS002, ECP005)	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.				
<b>Total Hours</b>		<b>312</b>	<b>288</b>	<b>600</b>

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

## 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.

### Requirements for Program Completion/Graduation

- Per the Florida Department of Business and Professional Regulation (DBPR) Board of Cosmetology Division 61G5-22.002:
  - *Level of Acceptability – Minimum passing grade. The level of acceptability for each of the cosmetology/specialty subjects, theoretical and practical, shall be a minimum score of seventy-five percent (75%) or better on an examination on each of the objectives for each subject area.*
- Fulfill all financial obligations to Florida Academy.
- Students who received subsidized, unsubsidized, or PLUS loans under the William D. Ford Federal Direct Loan (Direct Loan) Program or the Federal Family Education Loan (FFEL) Program, must complete exit counseling when the following occur:
  - drop below half-time enrollment;
  - graduate; or
  - leave school.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

## 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

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.)	9781940593814	Pivot Point International
Pivot Point Fundamentals: Barbering Foundational Cutting (1st Ed.)	9781940593845	Pivot Point International
Pivot Point Fundamentals: Barbering Tapered Cuts and Fades (1st Ed.)	9781940953852	Pivot Point International
Pivot Point Fundamentals: Barbering Style (1st Ed.)	9781940953869	Pivot Point International
Pivot Point Fundamentals: Barbering Shaving and Beard Design (1st Ed.)	9781940593876	Pivot Point International
Pivot Point Fundamentals: Barbering Student Study Guide (1st Ed.)	9781940953920	Pivot Point International

### Supplies required to be furnished by the student:

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

### 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
<b>Total Credit Hours/Clock Hours</b>		<b>N/A</b>	<b>600</b>

## Course Descriptions

<b>Restricted Barbering</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
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 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 clientele.				
REB104	Shaving, Beard and Mustache Trimming (Prerequisite: FND001, GSS002)	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 and building client loyalty.				
<b>Total Hours</b>		<b>285</b>	<b>315</b>	<b>600</b>

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

## Skin Care

Florida Academy's Skin Care 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.

### 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.

### Requirements for Program Completion/Graduation

- Per the Florida Department of Business and Professional Regulation (DBPR) Board of Cosmetology Division 61G5-22.002:
  - *Level of Acceptability – Minimum passing grade. The level of acceptability for each of the cosmetology/specialty subjects, theoretical and practical, shall be a minimum score of seventy-five percent (75%) or better on an examination on each of the objectives for each subject area.*
- Fulfill all financial obligations to Florida Academy.
- Submit a completed Application to Exit form to the Registrar.
- Complete all exit interviews scheduled by the Registrar.

### 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

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

<b>Skin Care-Textbooks</b>	<b>ISBN</b>	<b>Author</b>	<b>Publisher</b>
MindTap: Milady Standard Foundations with Standard Esthetics: Fundamentals (12th Edition)	9781337095143	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

<b>Skin Care-Course Listing</b>			
<b>Course #</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Clock Hours</b>
FND001	Foundations for Beauty and Wellness	N/A	96
GSS002	General Science of the Skin	N/A	96
BUS003	Business Skills	N/A	24
ECP006	Esthetic Clinic Practical	N/A	84
<b>Total Credit Hours/Clock Hours</b>		<b>N/A</b>	<b>300</b>

## Course Descriptions

<b>Skin Care</b>				
<b>Course #</b>	<b>Course Name</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>	<b>Total Hours</b>
FND001	Foundations for Beauty and Wellness (Prerequisite: None)	96	0	96
<p>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.</p>				
BUS003	Business Skills (Prerequisite: None)	24	0	24
<p>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.</p>				

GSS002	General Sciences of the Skin (Prerequisite: FND001)	96	0	96
<p>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.</p>				
ECP006	Esthetic Clinic Practical (Prerequisite: FND001, GSS002)	0	84	84
<p>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.</p>				
<b>Total Hours</b>		<b>216</b>	<b>84</b>	<b>300</b>

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