

ABOUT THE SCHOOL

MISSION STATEMENT

Kaizen Beauty Academy's goal is to provide quality education that prepares its graduates for success in their chosen field of cosmetology, nail technology or facial specialist.

OWNERSHIP & GOVERNING BODY

The school is owned and operated by Nepola Educational Services, Inc. dba Kaizen Beauty Academy, a Florida Corporation.

FACILITIES

Kaizen Beauty Academy has 3,000 square feet of space. There are 2 manicure stations, 1 pedicure station that seats 3, 10 hair stations, 1 facial room, 3 classrooms, 1 bathroom, 1 office, a reception area and a break room.

OFFICERS

President: Jacqueline Nepola

Vice-President: Justin Nepola

School Director: Jacqueline Nepola – Full time

LOCATION

8405 Pines Boulevard

Pembroke Pines FL 33024

(954) 433-4442

OFFICE HOURS

Monday 9:00 am to 7:00 pm

Tuesday through Friday 9:00 am to 6:00 pm

SCHOOL SCHEDULE

Monday through Friday 9:00 am to 10:00 pm.

Saturday- closed

Sunday - closed

HOLIDAYS

The school is closed for the following holidays:

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Friday after Thanksgiving

Christmas Day

New Year's Day

The school President may declare additional holidays, which will be announced at such time. The school may close in the event of an unforeseen disaster (hurricane, tornado, terrorism, etc.). The school follows the Broward County School Board, in determining weather related closures.

New classes begin the first day of each week.

Accreditation/Licenses

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:

**325 West Gaines Street, Suite 1414
Tallahassee, FL 32399-0400
Tel: 850-245-3200
888-224-6684**

This catalog is made available online to all applicants at least one week prior to enrolling.

Kaizen Beauty Academy is an accredited school with the National Accrediting Commission of Career Arts and Sciences. Additional information regarding this institution may be obtained by contacting NACCAS at:

**4401 Ford Avenue, Suite 1300
Alexandria, VA 22302-1432 USA
Phone: 703-600-7600**

All complaints may be directed to the Commission for Independent Education or National Accrediting Commission of Career Arts and Sciences if not adequately addressed by the institution.

The transfer of credits from Kaizen Beauty Academy to another similar institution is solely at the discretion of the other institution. Kaizen Beauty Academy makes no guarantee that the credits will be accepted by another institution.

Kaizen Beauty Academy does not discriminate against any applicant based on their physical capabilities, however, students should take into consideration that some of the programs, such as Cosmetology, demand certain physical capabilities, including but not limited to being able to stand on their feet for long periods of time. If a student requires assistance meeting these requirements it is the sole responsibility of the student to make all arrangements for and bear all costs related to the needed assistance, including but not limited to hearing impairment interpreter.

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

Licensing, criminal background check and exam fees are a separate cost from any other fees listed in this catalog.

ADMISSIONS

SCHOOL ADMISSION REQUIREMENTS

All applicants must be above the compulsory age of school attendance, sixteen (16) years old. Any applicant who is under eighteen (18) years of age must have a parent or guardian with them when applying for admission. If the applicant is under 18 years of age, a form of identification will also be required from the parent or guardian. Applicants must provide photo identification. The school admits as students those who have a valid High School Diploma or GED. If the student's High School Diploma is in a foreign language it is the responsibility of the student to get the diploma translated into English by a school approved translator. At the school's discretion, official transcripts may be requested and evaluated by the director prior to enrollment of the student. If the information cannot be adequately verified, the student will be required, at their expense, to take and pass a GED test prior to enrollment.

Any applicants that do not meet the above mentioned requirements shall be denied admission. A letter explaining the reason(s) will be given to the applicant upon request and a copy kept on file at the school for at least one year.

The school does not discriminate against applicants for admission based on age, race, color, sex, religion, marital status or ethnic origin.

All courses will have Open-entry.

TRANSCRIPTS

All graduate student transcripts and records will be kept onsite, at the school. If a student requires a copy of these records, they will be retrieved for a fee of five dollars (\$5).

TRANSFER OF CREDITS

Kaizen Beauty Academy will accept credits transferred from another institution upon receipt of certified transcripts and the approval of the school director. Kaizen Beauty Academy will only accept up to 75% of a program's credit hours from the transferring institution. Approved transfer hours are accepted as both attempted and completed and will not be used in determining students' SAP. Satisfactory Academic Progress evaluations will be based on the actual contracted hours at the institution.

NOTE: It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

CREDIT FOR PRIOR TRAINING

Kaizen Beauty Academy, will grant credit for Florida licensed nail technician, facial specialists and full specialist in the cosmetology program. Proof of licensure must be shown.

RE-ENTRY POLICY

Student Re-Entering Within 180 Days

Students who return to within 180 days from their previous enrollment will be credited all hours and exams that were previously completed in the prior enrollment. This will apply for students who are returning to the same program that they previously attended.

ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

STUDENT RECORDS

Kaizen Beauty Academy maintains all student records, including grades, services and accounts. Students or parents of a dependent minor may access student records upon written request and an appointment with a school official. Kaizen Beauty Academy respects the students' right to privacy per FERPA (Family Educational Rights and Privacy Act) and will only release students' information with written permission from that student. School provides access to student and other school records to its accrediting agency.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology, Nail Technician, Facial Specialist and Full Specialist programs whether participating in Title IV programs or not. It is printed in the catalog and made available online to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

LEAVE OF ABSENCE AND WITHDRAWALS

A student requesting a leave of absence must adhere to the following:

Any leave of absence of more than three (3) days must be approved by the director of the school prior to the leave unless unforeseen circumstances prevent the student from doing so. The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. The beginning date of the LOA would be determined by the institution to be the first date the student was unable to attend the institution due to the unforeseen circumstance.

A request for leave shall be in writing, include the reason for the request, be signed by the student and submitted to the schools' Director unless a student's incapability prevents it. There must be reasonable expectation the student will return from the LOA. A student granted an LOA that meets these criteria is not considered to have withdrawn and no refund calculation will be done. If student does not return to the institution at the expiration of an approved LOA the students withdrawal date for the purpose of calculating a refund will be the expected date of return.

Cosmetology students are entitled to up to 30 days personal leave, 60 days medical leave (with a written doctors note), and a 6 month pregnancy leave.
Leave of absence time does not affect students' SAP.

Nail Technician students are entitled to up to 10 days personal leave, 20 days medical leave (with a written doctors note), and a 6 month pregnancy leave.
Leave of absence time does not affect students' SAP.

Facial Specialist students are entitled to up to 10 days personal leave, 20 days medical leave (with a written doctors note), and a 6 month pregnancy leave.
Leave of absence time does not affect students' SAP.

Full Specialist students are entitled to up to 15 days personal leave, 30 days medical leave (with a written doctors note), and a 6 month pregnancy leave.
Leave of absence time does not affect students' SAP.

Exceeding the total allotted number of permissible days may result in additional tuition and dismissal from the school. The institution will not assess the student any additional charges as a result of an LOA.

The LOA along with any additional leave of absence may not exceed a total of 180 days in any 12-month period.

GRADING SYSTEM

Student progress will be graded as follows:
Exams must be passed with a score of 75% or better.

A / Excellent	100 - 90
B / Very Good	89 - 80
C / Good	79 - 75
D / Not acceptable	74 - 70
F / Failed	69 - 0
Minimum score for satisfactory progress 75%.	

COURSE NUMBERING SYSTEM

In addition to their names, each course has an identification number. The letters in front of each number represent the specialty they are related to, and the number represents the order in which they will be taught within that specialty, although there are no pre-requisites for any of the courses (meaning that the student must not have taken a previous course in order to benefit from another).
The letters mean: GN for General Courses (courses that are not particular to any specific program, but are related to the beauty industry), CL for Cosmetology, NT for Nail Technician and FS for Facial Specialist.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450,900 clocked hours
Nail Technician	120 clocked hours
Facial Specialist	130 clocked hours
Full Specialist	150, 450 clocked hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 66.67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. The student's start month in school will be counted as the first month of the number of hours scheduled each day. At the end of each evaluation period, the school will determine if the student has maintaining at least 66.67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for the students to complete each course at satisfactory progress is stated below:

<u>COURSE</u>	<u>MAXIMUM TIME ALLOWED</u>	<u>SCHEDULED HOURS</u>
Cosmetology (Full time)	35 Weeks	1200
Cosmetology (Part time)	48 Weeks	1200
Cosmetology (Evening) -	71 Weeks	1200
Nail Technician (Full time)	7 Weeks	240

Nail Technician (Part time)	10 Weeks	240
Nail Technician (Evening)	17 Weeks	240
Facial Specialist (Full time)	7 Weeks	260
Facial Specialist (Part time)	10 Weeks	260
Facial Specialist (Evening)	19 Weeks	260
Full Specialist (Full time)	17 Weeks	600
Full Specialist (Part time)	24 Weeks	600
Full Specialist (Evening)	43 Weeks	600

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic progress is measured on a cumulative basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

A / Excellent	100 - 90
B / Very Good	89 - 80
C / Good	79 - 75
D / Not acceptable	74 -70
F/ Failed	69 - 0
Minimum score for satisfactory progress 75%.	

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. In order for a student to be considered making satisfactory academic progress as of a course check point, the student must meet both attendance and academic requirements. Students will be notified of any evaluation that may impact the student’s eligibility for financial aid.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning status and considered to be making satisfactory progress while during the first warning period. The student will be advised in writing on the actions to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and placed on probation.

PROBATION

After the warning period students who fail to meet minimum requirements for attendance or academic progress and the student appeals the negative progress determination at the beginning of the probationary period and the institution determines that satisfactory academic standards can be met by the end of the subsequent evaluation period are placed on probation. The student will be considered to be making satisfactory progress during the probationary period. The student will be advised in writing on the actions to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory progress, the student may appeal the determination in the beginning of the determination. The student may appeal the determination because of death of a relative, an injury or illness of the student or other allowable special circumstances as determined by the school director. The student must submit a written appeal to the school on the designated form with supporting documentation of the reasons why student failed to meet SAP, what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation and why the determination should be reversed and. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed. Students who prevail upon appeal will be determined to have re-established SAP and Title IV will be reinstated if applicable.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within six months of the original official withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal.

NONCREDIT AND REMEDIAL COURSES

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

A copy of the student's satisfactory academic progress report is maintained in the student's academic file.

FINANCIAL AID POLICIES

APPLYING FOR FEDERAL STUDENT AID

Financial Aid is available for those who qualify. Federal Student Aid is awarded on a need basis for each applicant. Need is the difference between the cost of your education (education expenses such as tuition, fees, room, board, books, supplies, and other expenses) and the amount the student and his/her family can afford to pay. This is determined by the standard formula established by the U.S. Department of Education. Need is determined by evaluating the information from the Free Application for Federal Student Aid (FAFSA). Factors such as income, assets and benefits are considered in determining the student's financial needs.

FEDERAL FINANCIAL AID PROGRAMS

Financial Aid consists of funding provided through federal resources to help cover educational expenses. This funding consists of Pell Grants that do not need to be repaid and loans that have a variety of repayment options. Financial aid is available for those who qualify, and there are different types of financial aid program. The school Financial Aid Department can assist students in determining if they qualify for any of the following types of financial aid:

Federal Pell Grant: The Federal Pell Grant is a need-based federal grant for undergraduate students, and it does not require repayment.

William D. Ford Direct Loan Program: The William D. Ford Direct Loan Program offers low-interest, government-funded loans that include Direct Stafford Loans (subsidized and unsubsidized), Direct Parent Loans for Undergraduate Students (PLUS), and Direct Consolidated Loans. These long-term loans are available to students who are enrolled at least half-time in school.

Direct Subsidized Stafford Loan: The Direct Stafford Subsidized Loan is a need-based loan. The interest rate varies annually and is paid by the government while students are in school at least half-time and during any periods of deferment. Loan repayment begins six months after students graduate, leave school, or drop below half-time status. Recipients must complete entrance and exit counseling.

Direct Unsubsidized Stafford Loan: The Direct Unsubsidized Stafford Loan is a non-need-based loan available to all eligible students regardless of income. The interest varies annually and begins to accrue at the time of disbursement. Students are responsible for paying accrued interest but may choose to defer and capitalize interest payments. Loan repayment begins six months after students graduate, leave school, or drop below half-time status.

Direct Student Loans for Undergraduate Students (PLUS): For students who qualify as a dependent, parents may choose to use the Direct Parent Loans for Undergraduate Students to borrow up to the total cost of their child's education, minus any other aid the child may be eligible for. The loan is credit based, the interest rate varies annually and loan interest begins to accrue at the time of disbursement. Loan repayment typically begins 60 days after the loan has been fully disbursed.

FEDERAL FINANCIAL AID ELIGIBILITY REQUIREMENTS

In order to qualify for financial aid, you must meet the following criteria:

- Demonstrate financial need (except for certain loans and scholarships)
- Be a U.S. citizen or eligible noncitizen, such as permanent resident, or in the United States for other than temporary purposes
- Have a valid Social Security Number (SSN)
- Be working towards a degree or certificate in an eligible program
- Not currently enrolled in high school
- Have earned a high school diploma or General Equivalency Diploma (GED)
- Register with the Selective Service if you are a male between the ages of 18 and 25
- Maintain Satisfactory Academic Progress (SAP)

- Not be in default of student loans
- Not owe a repayment on a Federal grant
- Not have certain drug convictions
- Use federal and state aid for educational purposes only

VERIFYING FAFSA INFORMATION

A Student applying for federal aid may be required to verify the information submitted on their Free Application for Federal Student Aid (FAFSA). This inquiry is known as verification and is required by the Department of Education. If the student’s application is selected for verification, the school will require the student to submit any or several of the following items within a specified time frame in order to continue processing financial aid:

CANCELLATION AND REFUND POLICY

Should a student be terminated, expelled or cancel their enrollment for any reason, refunds will be made according to the following:

1. Cancellations must be made by notifying the school in person or by certified mail. Cancellation date will be determined by date of notification if in person or date of delivery of certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business Day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, prior to 50% completion of the program, will result in a refund. The refund is determined by the number of actual hours attended to the total program hours. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.

Scheduled time elapsed Tuition School in total program shall have earned

0.01% to 39.9%	Pro Rata amount
40.0% to 49.9%	70%
50.0% and over	100%

5. Cancellation after completing 50% of the program will result in no refund.
6. The total value of the student kit and book(s) will be refunded if kit and/or book(s) are returned unused before the first day of classes in new and unused condition. After the first day of classes the value of the Student kit and books is non-refundable.
7. The termination date for unofficial withdrawal for refund computation is the last date of actual attendance by the student unless prior notification is received. If a student on an approved leave of absence notifies the school that he or she will not be returning the date of withdrawal determination shall be the earlier of the scheduled date of return for the leave of absence or the date the student notifies the institution that the student will not be returning.
8. The school, through monitoring clock hours at least every thirty days, determines unofficial withdrawals for students.
9. Refund will be made within 30 days of termination or receipt of cancellation notice for both unofficial and official withdraws.
10. If a program or course is canceled by the school subsequent to a student’s enrollment, and before instruction in the program or course has begun, the school shall provide a full refund of all monies paid.
11. If the school closes permanently and ceases to offer instruction after the student has enrolled, and instruction has begun, the school will provide a pro-rata refund of tuition to the student.
12. If student is expelled from school, the refund policy remains the same and the date of expulsion is used to determine refund.
13. When situation of mitigating circumstances are in evidence the school may refund to the student in excess of the tuition adjustment guidelines.

PROGRAM CANCELLATION POLICY

In the event Kaizen Beauty Academy cancels a program the students participating in such program will be given the option to transfer to another of the school programs. If the tuition fee for the program they transfer to is higher than the one that was cancelled, students will be responsible for paying the difference. If it is lower, the school will refund the difference.

If the student chooses not to enroll in another program, their tuition costs will be refunded in accordance with the “Cancellation and Refund Policy” and credit will be given for the hours and the services performed in the school, in case they want to transfer to another school. *Note: Kaizen Beauty Academy makes no guaranty that the credits will be accepted by another institution.* It is the responsibility of the student to arrange for the transfer of credits with the receiving school.

TUITION PAYMENT METHODS

Down Payment at time of signing enrollment agreement with balance paid prior to graduation by payment plan.

Payment Methods: Cash/ Credit/Debit Card/Check/ Cashier’s Check/ U.S Money Order

Make all checks payable directly to:

Kaizen Beauty Academy

8405 Pines Blvd

Pembroke Pines, FL 33024

STUDENT SERVICES

EMPLOYMENT

The school will provide all graduates with placement services at no extra charge.

Kaizen Beauty Academy, does **not guarantee** employment. However it will make a great effort to put the student in contact with various employers

Any information relating to market and job availability will be verified through statistical research. Our school makes no promises or implications of any specific market or job availability in numbers.

Any information the school provides relating to salary ranges will be an accurate and unexaggerated representation of entry level salaries of employees having the same skills, education and experience as the students will have upon graduation.

Records of initial employment of all graduates will be maintained in the school with the exception of foreign students who attend school on a Student Visa with the intention of working in a foreign country.

SCHOOL RULES AND REGULATIONS

SCHOOL RULES AND REGULATIONS

1. Students are required to be on time for classes according to their assigned schedule. If student fails to swipe in to class prior to the start of training they must wait until the next predetermined allowable swipe time.
2. Students are required to notify a school official 30 minutes prior to the scheduled start of class for all absences or tardiness by calling the school directly at 954-433-4442. If absent more than three (3) days with no notice Student will be dropped from program. Reinstatement fee of \$125.00 will be applied if student is readmitted.
3. Students are responsible to record their time via time clock and services daily. No student may clock in or out for others.
4. While inside the school premises a professional appearance is mandatory at all times.
5. The students must be dressed in proper attire including their proper uniforms at all times or will be asked to leave premises.
Dress Code all black. Kaizen Beauty Academy T-shirt. Friday and Saturday- Jeans are allowed. No shorts, see through skirts or blouses, tank tops, half shirts, sleeveless shirts, ripped, torn or holed clothing or open toe shoes allowed. If any student loses or damages his/her uniform, they must purchase a new uniform.
6. All students must bring the proper equipment and books to class; failure to comply may result in the student being sent home.
7. The school must be notified of any change of address or telephone number.
8. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards school employees, instructors, students or clients. The result will be the student sent home for the day.
9. Stealing or defacing of property that belongs to the school, staff, clients or other students may result in immediate termination.
10. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. All costs of said test will be incurred by the student. If said test proves positive for alcohol or drugs, the student may be permanently dismissed from class.
11. No personal phone calls will be accepted or permitted by the school.
12. The use of a cell phone during class is prohibited.
13. No personal services are to be performed without permission from an instructor.
14. Students are not allowed to have services performed on them from instructors unless there is a demonstration for that particular service.
15. Students are required to have attendance of 66.67% or higher.
16. Students must meet the School's Satisfactory Academic Progress Policy at all times. Failure to maintain satisfactory progress may result in delayed graduation, delayed or loss of federal funding (if applicable), and assessment of extra instructional charges.
17. Training involves sanitation, cleanliness and care of school and equipment. Students are responsible for personal workstations and work areas. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board requires all students to follow sanitation rules and practices at all times.
18. If a student breaks school property either accidentally or intentionally they will be responsible for its replacement.
19. Students are not allowed to eat, drink or chew gum in their class rooms or student salon.
20. Students cannot refuse to perform a clinic service; this is part of the training process.
21. Students are responsible for their own personal belongings, the school will not be responsible for any loss or damage to personal items.
22. Students are required to show respect to all instructors, school officials, clients and one another.
23. Students who are full time will receive a 30 minute lunch break and part time students are allowed 15 minutes. Breaks and lunches will be taken only with instructor's approval.
24. Students are required to pay for their tuition on time. Payment is due the first (1st) 3 days of the month. Late payment of \$25 will apply each day thereafter until paid in full.

25. Students and clients are not allowed to bring in their own product to use on clients in student salon.
26. Children may not be brought to school during class hours or any school related activity.
27. No soliciting of Kaizen Beauty Academy clients for outside of school services.

PROCEDURES FOR STUDENTS TO APPEAL DISCIPLINARY ACTIONS.

All academic or disciplinary actions shall be applied in accordance with the School Rules and Regulations and the School Catalog. If a student disagrees with a particular disciplinary or academic action taken, he or she can submit a verbal or written complaint to the Director of Education or the School Director, explaining the reason they disagree with the action and giving details to support their point of view. The School Director and/or Director of Education will then review the matter and determine if, based on the School Catalog, there are sufficient grounds for the action. The School Official will then meet with the student to clarify the situation or take corrective measures as the case may require.

Emergency disciplinary procedures, consisting of expulsion from the school and/or legal action, shall be taken against students who:

- Commit a crime within the school grounds.
- Commit or threaten to commit violence (verbal or physical) against another student, instructor, school official, client or vendor within the school grounds.
- Has been reprimanded in the past for a particular transgression and refuses to correct the situation.

REASONS FOR DISMISSAL

The students unable to demonstrate responsible conduct shall be expelled based on the following reasons:

1. Commit fraud in order to pass or maintain the corresponding grades.
2. Damage to or misappropriation of school property.
3. Give false information to the school.
4. Unjustified absence of three (3) consecutive days.
5. Failure to adhere to the school's rules and regulations.
6. Failure to pay the school's tuition and fees.
7. Failure to return from a LOA on expected date.
8. Any abuse, verbal or otherwise, whether it is directed towards school employees, instructors, students or clients.
9. Criminal activity while enrolled.

INSTRUCTOR'S RESPONSIBILITY

Instructors will be responsible for teaching the course's material, administering and grading the tests, and helping and supervising the students during salon practice. They will also have a role in reviewing and reassessing curricula.

An instructor is someone who possesses a professional capacity and a complete knowledge of the products as well as the different techniques. The instructor should possess experience in academics as well as salon experience. Furthermore, the instructor should have an excellent personal image, enthusiasm and charisma. The instructor may provide the students with a simple outline and the most important concepts or ideas of each chapter, its main objectives and what they will be able to accomplish after completing their studies. They should be able to furnish answers to their questions and come up with a plan of study that is attractive to the student's attention.

DRUG FREE POLICY

Kaizen Beauty Academy provides to all employees and students the following information:

The illegal possession, use or distribution of illicit drugs and alcohol by students and employees on the property of the school or in conjunction with any educational activity is prohibited.

Violation of this policy may result in disciplinary actions that may include termination and/or prosecution by the law.

SEXUAL HARASSMENT POLICY

Kaizen Beauty Academy is committed to maintaining a work and learning environment free of illegal discrimination and harassment and will not tolerate harassment from its employees against the students, or from any of its teachers, supervisors, administrators, vendors, etc.

Sexual harassment is a behavior not acceptable in any way, be it verbal, physical or visual. Such behavior is illegal and forbidden everywhere it affects work, interferes with the learning process and creates a hostile environment.

Sexual harassment minimizes employee's integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an environment free of sexual approaches. Kaizen Beauty Academy will not tolerate discrimination based on sex, including sexual harassment against an employee, employee applicant or student. Such discrimination violates State and Federal laws and Kaizen Beauty Academy policy.

SEXUAL HARASSMENT DEFINITION

Sexual harassment consists of an unwelcome sexual advance, request for sexual favors and any other verbal, visual, and physical behavior of sexual nature when:

1. The behavior has been submitted, whether in implicit or explicit condition with labor or educational objectives.
2. The decision of submission or refusal is used as basis for employment or education, affecting the student or employee being harassed.

The harassment behavior irrationally affects and interferes with an employee or student's work and educational development. It also creates an intimidating, hostile and offensive work or study environment.

ENFORCEABILITY OF THE POLICY

The prohibition of sexual harassment applies to everyone; teachers, students, administrators, managers, supervisors, full time, part time and temporary employees, clients, suppliers, etc. Kaizen Beauty Academy will not tolerate any kind of sexual harassment toward or from anyone.

TO REPORT SEXUAL HARASSMENT

If you believe that you have been a victim of sexual harassment, you must immediately report it to the Director of the School. If a teacher, an administrator, a supervisor or a manager has committed sexual harassment, report it to the Director of the School as well.

If you believe that you have been a victim of sexual harassment and you make a verbal complaint and it proves ineffective, or you are incapable of making the complaint, complete a written complaint and submit to Kaizen Beauty Academy. Complaints of sexual harassment will be taken seriously and investigated.

COSMETOLOGY

Kaizen Beauty Academy
8405 Pines Boulevard
Pembroke Pines Fl 33024

COSMETOLOGY PROGRAM

OBJECTIVE

The primary objective of the cosmetology program and curriculum is to prepare students for the State licensing examination to become a Licensed Cosmetologist, and to provide the appropriate training and hands on practice necessary for the students to become competent professionals. After completing the necessary credit hours, services and paying all tuition, the students will receive a Diploma stating that they have satisfactorily completed the program and will be assisted in registering to take the state exam to become a licensed cosmetologist. Note: Graduates will not be able to practice Cosmetology until they have passed the State licensing examination. Licensed Cosmetologists opportunities include Hair Stylist and Salon Manager, among others.

DESCRIPTION

This program has been created to provide a foundation in Cosmetology that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by cosmetologists in their beginning level which includes: professional development, ecology, anatomy, physiology, electricity, chemistry and the salon business. Also services for the hair such as theory and hair care, design decisions, cuts, procedures, styles, wigs, extensions, chemical textures and hair color. Manicure and pedicure services are also included as well as the study of the skin, theory, care, hair removal and make-up.

PROGRAM HOURS & FEES

COSMETOLOGY	1200 HOURS
TUITION	\$13,090.00
APPLICATION FEE	\$75.00
BOOKS AND MATERIALS	\$1,489.00
TOTAL COST	\$14,654.00

COURSE	CURRICULUM	HOURS		SERVICES
GN01	Business skills/Professional image	25		0
GN02	Sanitation / disinfection	30		0
GN04	AIDS/HIV	4		0
CL01	Hair shaping / Cutting	225		125
CL02	Scalp treatment and hair care rinses	30		45
CL03	Shampooing and rinses	150		100
CL04	Hair styling	225		300
CL05	Hair coloring	170		80
CL06	Chemical relaxing/straightening and chemical waving	120		30
CL07	Skin care	80		10
CL08	Nail care	80		10
CL09	State board test prep	51		0
GN03	Florida laws	10		0
TOTAL HOURS & SERVICES		1200		700

NOTE: A RE-ENTRY FEE OF \$125 MAY BE CHARGED IF APPLICABLE.

GRADUATION REQUIREMENTS FOR COSMETOLOGY:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

COSMETOLOGY PROGRAM DESCRIPTION

BUSINESS SKILLS/ PROFESSIONAL IMAGE (GN01)

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

SANITATION / DISINFECTION (GN02)

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be very important, as they will affect the health and well being of the clients and themselves. The proper procedures to follow for the sanitation and cleanliness of the work environment are part of the chapter entitled “Bacteriology”, which is the science that deals with microorganisms.

HAIR SHAPING / CUTTING (CL01)

Hair design decisions are based on the consideration of the facial proportions, consultations with the client and the students’ understanding of style compositions. Hair styling design follows the same basic artistic concepts as any other form or art, only it’s applied to the hair. The three principal elements are form, texture and color. In creating and completing a design, none of these elements should be ignored.

SCALP TREATMENTS AND HAIR CARE RINSES (CL02)

The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given the knowledge of the different products and manipulations. There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what are right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously in your success.

The students will receive a detailed description from their instructor of the functions and objectives of each instrument such as: razors, perm rods, setting rollers, scissors, thinning shears, electric clippers etc.

The students will learn to define the theory of hair formation, growth, structure, parting and color. In addition, the students will learn the techniques of services such as washing, massages, hair care and evaluating common problems such as hair loss, dandruff etc. The students will be given the knowledge of the different products and manipulations

SHAMPOOING AND RINSES (CL03)

The students will learn proper hair maintenance and the objective of the wash, the frequency, the products designed for each type of condition or alteration, the infectious diseases, manipulations, rules and regulations, water’s chemical composition, shampoos and the procedures to follow with different types of chemicals. This is a very satisfactory service for the client as long as it is done with professionalism.

HAIR STYLING (CL04)

As professionals, we will ensure that the students comprehend the individual needs of each client based on

their age, personality and lifestyle and learn to use these aspects to work with the natural or artificial texture and the disposition of each client's hair. A particular hairstyle for a certain individual may become their most descriptive characteristic, marking their personality and proclaiming their identity.

This chapter will cover three important parts of hair styling: the styling of wet hair, the styling of short hair and the styling of long hair. These techniques include symmetry and proportions, and the use of hand held hair dryers, brushes, curling irons, finger styling, rollers, braids, etc.

HAIR COLORING (CL05)

We will ensure that the students at the end of this chapter will be capable of defining color and its laws as well as identify the natural level, tones and intensity of the hair. Additional considerations will be given to texture, diameter and porosity of the hair due to the fact that these will influence greatly in the absorption of the color and the timing of the procedure.

The students will also be trained in the technique of coloring of the hair and the categories of different products. They will also become familiar with other techniques associated with hair coloring such as highlights, consultation with the client, promotions and sale of services, discoloration terminology and problem of discoloration of the hair and its solutions. In the end, all these techniques will make the student a solicited and highly qualified stylist.

CHEMICAL RELAXING/STRAIGHTENING AND CHEMICAL WAVING (CL06)

Our goal in this chapter is for the students to learn how to explain and demonstrate the theory and the fundamental procedures associated with a perm and the creation of a curl. This is a chapter where the chemical aspects are translated into the student ability to create a perm or to straighten the hair for a client. This technique produces great chemical changes in the hair that will offer new options for haircuts and styles for the client. The students will be capable of identifying the different types of perms, the chemical contents of each, and the methods of application as well as different methods of hair curling, positions and patterns for perms, rinses, the different categories of curls and their advantages and the general elements necessary for the job.

SKIN CARE (CL07)

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license of "Facial Specialist." In this program, the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal.

NAIL CARE (CL08)

In this chapter the students will learn the theory of nails and to describe the structure, growth, diseases and conditions associated with the nail and to explain and demonstrate learned services for the care of artificial nails such as prevention of infections. The students will also learn pedicure and massage techniques.

STATE BOARD TEST PREP (CL09)

In this chapter the students will prepare for the state board examination. The student will review previous chapters and take practice tests.

FLORIDA LAWS (GN03)

The students will learn to establish and describe the different types of property, structure, function and requirements necessary to run a successful business. The laws that govern the activities of all cosmetologists as set forth by the cosmetology society and its composition. The difference between cosmetologists and specialists. The requirements for license renewal. The penalties for different infractions. The security and health requirements of a beauty salon and, in general, all the laws and rules established by the cosmetology board in the State of Florida.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hour program and pass an examination before graduating. The school will provide this program or the student may obtain it in another center that is approved by the State of Florida. The subject to be completed in this program covers the difference

between HIV and AIDS.

REFERENCES

Books:

- Hardcover Milady's Standard Cosmetology 2008
- Softcover Milady's Standard Cosmetology 2008
- Milady's Standard Cosmetology. Practical Workbook
- Milady's Standard Cosmetology. 2008 Theory Workbook
- Hardcover Milady Standard Cosmetology 2011

ATTENDANCE

A daily log is maintained electronically where students swipe in and out via swipe card. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirements. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

NAIL TECHNICIAN

Kaizen Beauty Academy
8405 Pines Boulevard
Pembroke Pines Fl 33024

NAIL TECHNICIAN PROGRAM

OBJECTIVE

The objective of this program and curriculum is to provide a complete training in the field of nail technology in order to become certified by the State of Florida. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the program and will be registered with the State as Nail Technicians. Registered Nail Technicians opportunities include Nail Salon Technician and Nail Salon Manager among others.

DESCRIPTION

The students must have completed the study program comprised of 240 hours. This program gives the student insight into the knowledge of nail technology. The student will develop skills in manicuring and pedicuring and learn all aspects of artificial nail work. In conjunction with the different technical courses, the students will be trained in communication, human relations, the prevention of infections, first aid and the business aspect of the Cosmetology industry. Upon successful completion of the program hours, clinical services and final exam, the student receives a certificate of completion and will be registered with the State for licensing.

PROGRAM HOURS & FEES

NAIL TECHNICIAN	240 HOURS
TUITION	\$940.00
APPLICATION FEE	\$150.00
BOOKS AND MATERIALS	\$150.00
TOTAL PROGRAM COST	\$1,240.00

COURSE #	CURRICULUM	HOURS	SERVICES
GN01	Business Skills/ Professional Image	2	0
GN02	Sanitation disinfection	4	0
GN04	AIDS/HIV	4	0
NT01	Nail theory	85	0
NT02	Manicure (lab hours 20)	20	24
NT03	Pedicure (lab hours 10)	10	24
NT04	Tips with overlay (lab hours 37.5)	37.5	15
NT05	Sculpted nails (lab hours 37.5)	37.5	15
NT06	Nail wraps (lab hours 15)	15	10
NT07	Polish and nail art (lab hours 5)	5	10
NT08	Artificial nail removal (lab hours 5)	5	5
NT09	Nail fill ins (lab hours 10)	10	10
GN03	Florida law	5	0

TOTAL HOURS & SERVICES	240	113
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NOTE: RE-ENTRY FEE OF \$125 MAY BE CHARGED IF APPLICABLE.

GRADUATION REQUIREMENTS FOR NAIL TECHNICIAN:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

NAIL TECHNICIAN PROGRAM DESCRIPTION

BUSINESS SKILLS/ PROFESSIONAL IMAGE (GN01)

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

SANITATION / DISINFECTION (GN02)

The students will learn how to use chemical agents and ultraviolet rays to sanitize implements and equipment in the salon, to promote and protect good health in the community and maintain proper personal and public hygiene procedures as well as proper disinfection of tools' surfaces.

NAIL THEORY (NT01)

The student will learn safety and health preservation, nail anatomy, bacteria, virus, molds, diseases and disorders of the nail, diseases and disorders of the skin, client consultation and job skills, including customer relations and salesmanship.

MANICURE (NT02)

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

PEDICURE (NT03)

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

TIPS WITH OVERLAY (NT04)

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of a tip with an adhesive, the repair and maintenance of these services.

SCULPTED NAILS (NT05)

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the applications of nail forms, the procedures of the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails and the repair and maintenance of this service.

NAIL WRAPS (NT06)

The student will learn the application of the fiberglass over the natural nail or over an artificial nail, the proper use of supplies and implements, the procedure of using material to mend a break, the repair and maintenance of this service.

POLISH & NAIL ART (NT07)

The student will learn the correct polishing procedures to express his or her creativity in different ways from simple patterns to detailed images and to use different accessories for nail art and the correct polishing procedures.

ARTIFICIAL NAIL REMOVAL (NT08)

The students will learn the correct procedures and techniques to remove artificial nails.

NAIL FILL INS (NT09)

The student will learn the correct way to apply product between nail cuticle and the grow out portion of the

artificial nail.

FLORIDA LAW (GN03)

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business, the laws that govern a Nail Technician's activities, the requirements for license renovation, the penalties for different infractions, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hours program and pass an examination before graduating. The school will provide this program or the student may obtain it in another center that is licensed by the State of Florida.

REFERENCES

Books:

- Milady Standard Nail Technology 2010

ATTENDANCE

A daily log is maintained electronically where students swipe in and out via swipe card. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculum.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirement. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

FACIAL SPECIALIST

Kaizen Beauty Academy
8405 Pines Boulevard
Pembroke Pines Fl 33024

FACIAL SPECIALIST PROGRAM

OBJECTIVE

This program is designed in accordance with the regulations and requirements of the State of Florida to obtain the license entitled Facial Specialist. The objective of this program is to provide training for individuals interested in employment as a facial specialist or esthetician in finer salons and spas. They may choose to be manager, skin consultant or technician. They may also choose to own a skin salon or spa. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered with the State as a Facial Specialist. Registered Facial Specialist opportunities include Facial Specialist and Salon Manager, among others.

DESCRIPTION

In this program the students will learn to define the composition, function, types of skin, the difference between skin disorders and skin disease, and the steps to follow during a facial treatment, including massage, makeup application and hair removal. Upon successful completion of the program hours, clinical service and final exam, the student will receive a certificate of completion and will be registered with the State for licensing.

PROGRAM HOURS & FEES

FACIAL SPECIALIST	260 HOURS
TUITION	\$1254.00
APPLICATION FEE	\$150.00
BOOKS AND MATERIALS	\$150.00
TOTAL PROGRAM COSTS	\$1,554.00

COURSE	CURRICULUM	HOURS	SERVICES
GN01	Business skills/Professional image	8	0
GNo2	Sanitation / disinfection	6	0
GN04	AIDS/HIV	4	0
FS01	Skin Theory	100	0
FS02	Facials Techniques	64	40
FS03	Product knowledge	6	0
FS04	Light therapy	14	10
FS05	Hair removal/waxing/tweezing	24	20
FS06	Makeup application	12	10
FS07	Bacteriology	4	0
FS08	Eyebrow tinting/ Eyelash application	8	20
FS09	Consultation and preparation	6	0
GN03	Florida laws	4	0
TOTAL HOURS & SERVICES		260	110

NOTE: A RE-ENTRY FEE OF \$125 MAY BE CHARGED IF APPLICABLE.

GRADUATION REQUIREMENTS FOR FACIAL SPECIALIST:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

FACIAL SPECIALIST PROGRAM DESCRIPTION

BUSINESS SKILLS/ PROFESSIONAL IMAGE (GN01)

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

SANITATION / DISINFECTION (GN02)

Sanitation and disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulation to sanitize implements and equipment in the salon.

SKIN THEORY (FS01)

The student will learn to identify the composition of the skin, the different types of skin and its functions, as well as, diseases of the skin and treatment rendered to treat such diseases and care for the skin.

FACIALS TECHNIQUES (FS02)

The student will be trained in the different type of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reaction of light therapy, and the use the proper methods to guarantee the health and well being of the clients.

PRODUCT KNOWLEDGE (FS03)

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspension, solution, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

LIGHT THERAPY (FS04)

The students will learn that light therapy may be used to produce beneficial effects on the body by the use of treatments in which rays or light waves are used.

HAIR REMOVAL / WAXING / TWEEZING (FS05)

The students will become familiar with the preferences for different methods and the clients' need to eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

MAKEUP APPLICATION (FS06)

The students will learn the different designs and tendencies of make up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

BACTERIOLOGY (FS07)

The students will learn to recognize the structure and function of bacteria and viruses by their type, growth, reproduction and ability to spread infections as well as the regulations followed in school and beauty salons regarding bacteria.

EYELASH APPLICATION/EYEBROW TINTING (FS08)

The students will benefit from this course as they will learn the proper way to apply eyelash extensions and tint eyebrows.

CONSULTATION & PREPARATION (FS09)

In this chapter the students will learn the steps to follow for a successful client consultation such as: the greeting, the proper tone of voice, establishing communication, filling out the consultation information sheet, asking questions, analyzing, evaluating and completing a service.

FLORIDA LAW (GN03)

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business, the laws that govern a Facial Specialist's activities, the requirements for license renovation, the penalties for different infractions, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

AIDS / HIV (GN04)

The students will have to complete the four (4) hours AIDS/HIV program and pass an examination before graduating. The school will provide this program, or the student may obtain it in another center that is approved by the State of Florida.

REFERENCE

- Milady's Standard: Fundamentals for Estheticians 2006
- Milady Standard Esthetics Fundamentals 2008

ATTENDANCE

A daily log is maintained electronically where students swipe in and out via swipe card. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculum.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum tasks requirement. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.

FULL SPECIALIST

Kaizen Beauty Academy
8405 Pines Boulevard
Pembroke Pines Fl 33024

FULL SPECIALIST PROGRAM

OBJECTIVE

The objective of this program and curriculum is to provide complete training in the field of Facial Specialist and Nail Technician for students interested in employment in fine salons or spas. The students will be prepared for the final examination in order to be registered as a licensed Full Specialist. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the program. Registered Full Specialist opportunities include Nail Technician, Facial Specialist and Salon Manager among others.

DESCRIPTION

This program combines the knowledge of two disciplines, Facial Specialist and Nail Technician. The students will develop skills in facial techniques, hair removal, makeup applications, manicure, pedicure, nail art and artificial nail work. Upon successful completion of the program hours, clinic services and final exam, the students will receive a certificate of completion and will be registered with the State for licensing.

The full specialist program at Kaizen Beauty Academy has additional hours beyond the state of Florida requirement of 500 hours to offer the student additional education and training beyond the basic nail technician and facial specialist programs. A full specialist graduate is more than just a graduate of the nail technician and facial specialist programs; they will have additional training not offered in those classes.

PROGRAM HOURS & FEES

FULL SPECIALIST	600 HOURS
TUITION	\$2550.00
APPLICATION FEE	\$150.00
BOOKS AND MATERIALS	\$300.00
TOTAL PROGRAM COST	\$3,000.00

COURSE	CURRICULUM	HOURS		SERVICES
GN01	Business skills/Professional image	8		0
GN02	Sanitation / disinfection	6		0
GN04	AIDS/HIV	4		0
FS01	Skin Theory	120		0
FS02	Facials Techniques	80		50
FS03	Product knowledge	10		0
FS04	Light therapy	14		10
FS05	Hair removal/waxing/tweezing	24		20
FS06	Makeup application	15		20
FS07	Bacteriology	4		0
FS08	Eyelash application/Eyebrow tinting	8		20
FS09	Consultation and preparation	8		0
GN03	Florida laws	4		0
NT01	Nail theory	110		0
NT02	Manicure	30		30
NT03	Pedicure	30		30
NT04	Tips with overlay	10		30
NT05	Sculpted nails	80		20
NT06	Nail wraps	15		10
NT07	Polish and nail art	5		10
NT08	Artificial nail removal	5		5
NT09	Nail fills	10		10
TOTAL HOURS & SERVICES		600		265

NOTE: A RE-ENTRY FEE OF \$125 MAY BE CHARGED IF APPLICABLE.

GRADUATION REQUIREMENTS FOR FULL SPECIALIST:

After successful completion of the program, which entails passing all tests with satisfactory grades, completing the mandatory clock hours and services, making arrangements to pay all outstanding tuition and fees students will be awarded a Diploma.

FULL SPECIALIST PROGRAM DESCRIPTION

BUSINESS SKILLS/ PROFESSIONAL IMAGE (GN01)

The objective of this course is to describe the basic principles needed to plan and operate a salon as a successful business; to learn to apply for and fill out employment applications, study lease terms and negotiations, describe the legal forms of ownership, become aware of insurance needs, understand the basic accounting principles of business, understand techniques for interviewing prospective employees and techniques of filling out employment applications. The students will also learn to select and have a good image that will reflect their personal style and will express their confidence in their profession and respect towards others.

SANITATION / DISINFECTION (GN02)

Sanitation and disinfection is of vital importance for infection control, client's safety and one's safety. The student will be very familiar with the rules and regulations to sanitize implements and equipment in the salon.

SKIN THEORY (FS01)

The students will learn to identify the composition of the skin, the different types of skin and its functions, as well as diseases of the skin and the treatment rendered to treat such diseases and care for their skin.

FACIALS TECHNIQUES (FS02)

The students will be trained in the different types of facials and basic corrective treatment and maintenance techniques, application of electrical techniques in facials, dermatological, mechanical and chemical reactions of light therapy, and the use of proper methods to guarantee the health and well being of the clients.

PRODUCTS KNOWLEDGE (FS03)

The students will learn the chemical composition of cosmetics and their classification. They will become familiar with products such as: suspensions, solutions, emulsions, pomades, soaps and powders in order to obtain better results when performing a service.

LIGHT THERAPY (FS04)

The students will learn that light therapy may be used to produce beneficial effects on the body by the use of treatments in which rays of light waves are used.

HAIR REMOVAL / WAXING / TWEEZING (FS05)

The students will become familiar with the preferences for different methods and the clients' need to eliminate unwanted corporal hair, and to recommend to the client the most adequate way of such removal. They will also learn the temporary and permanent procedures available and the use of electrolysis and the application, rules and regulations of such a service.

MAKEUP APPLICATION (FS06)

The students will learn the different designs and tendencies of make up related to fashion, clothes and hair, and the artistic concept necessary to visually alter characteristics through the application of lighter and darker tones and corrective makeup. They will also be trained in the elements necessary for technical makeup and products, and the inspiring and exciting possibilities that exist in makeup design.

BACTERIOLOGY (FS07)

The students will learn to recognize the structure and function of bacteria and viruses by their type, growth, reproduction and ability to spread infections, and the regulations followed by schools and beauty salons regarding bacteria.

EYELASH APPLICATION/EYEBROW TINTING (FS08)

The students will benefit from this course as they will learn the proper way to apply eyelash extensions and tint eyebrows.

CONSULTATION & PREPARATION (FS09)

In this chapter the students will learn the steps to follow for a successful client consultation such as: the greeting, the proper tone of voice, establishing communication, filling out a consultation information sheet, asking questions, analyzing and evaluating and completing a service.

FLORIDA LAW (GN03)

The students will learn to establish and describe the different types of properties, structure, function and requirements necessary to run a successful business, the law's that govern a Full Specialist's activities, the requirements for license renovation, the penalties for different infraction, and the security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

NAIL THEORY (NT01)

The student will learn safety and health preservation, nail anatomy, bacteria, virus, molds, diseases and disorders of the nail, diseases and disorders of the skin, client consultation and job skills, including customer relations and salesmanship.

MANICURE (NT02)

The student will learn to use manicuring implements, supplies and procedures in shaping and polishing the nails, the artful care of hands, proper arrangement and preparation of the manicure table, massage, plain and hot oil manicure and identifying and using various products.

PEDICURE (NT03)

The student will learn to use pedicuring complements, supplies, procedures in shaping and polishing the nails, the artful care of feet, proper arrangement and preparation of the pedicure area and supplies, massage, identifying and using various products, safety in the handling of tools and products, etc.

TIPS WITH OVERLAY (NT04)

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the application of a tip with an adhesive, the repair and maintenance of these services.

SCULPTED NAILS (NT05)

Students will be trained in the proper use of supplies and implements, the various products and their safe use, the applications of nail forms, the procedures of the application of acrylic to form a nail, the use of an electric nail file, proper procedures on problem nails and the repair and maintenance of this service.

NAIL WRAPS (NT06)

The student will learn the application of the fiberglass over the natural nail or over an artificial nail, the proper use of supplies and implements, the procedure of using material to mend a break, the repair and maintenance of this service.

POLISH & NAIL ART (NT07)

The student will learn the correct polishing procedures to express his or her creativity in different ways from simple patterns to detailed images and to use different accessories for nail art and the correct polishing procedures.

ARTIFICIAL NAIL REMOVAL (NT08)

The students will learn the correct procedures and techniques to remove artificial nails.

NAIL FILLS (NT09)

The student will learn the correct way to apply product between nail cuticle and the grow out portion of the artificial nail.

AIDS / HIV (GN04)

The students will be required to complete the AIDS / HIV four (4) hours program and pass an examination

before graduating. The school will provide this program or the student may obtain it in another center that is accredited by the State of Florida.

REFERENCE

Books:

- Milady Standard Nail Technology 2010
- Milady's Standard: Fundamentals for Estheticians 2006
- Milady Standard Esthetics Fundamentals 2008

ATTENDANCE

A daily log is maintained electronically where students swipe in and out via swipe card. The school expects regular attendance by all students.

PROGRAM FORMAT

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculum.

DEFINITION OF CLOCK HOURS

One clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

GRADING PROCEDURES & DIPLOMAS AWARDED

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and recorded to comply with Florida's minimum task requirement. A minimum score of 75% is acceptable.

A diploma will be issued to each student who successfully completes the program and satisfies all requirements.