8405 PINES BLVD
PEMBROKE PINES, FL 33024
TEL: 954-433-4442
FAX: 954-416-7311

SCHOOL CATALOG

VOL. 18.0

2026-2027

Published October 5, 2026

KAIZEN BEAUTY ACADEMY CATALOG VOL.18.0 2026-2027

TABLE OF CONTENTS

TOPICS **Page**

About the School----------2
Mission Statement---------- 2
Ownership & Governing Body---------- 2
Facilities---------- 2
Officers---------- 2
Staff and Faculty---------- 2
Location---------- 2
Office Hours---------- 2
School Schedule---------- 2
Holidays---------- 2
Accreditation/Licenses---------- 3
Admissions---------- 4
School Admission Requirements ---------- 4
Transcripts---------- 4
Transfer of Credits---------- 4
Credit for Prior Training ---------- 4
Re-entry Policy---------- 4
Student Records ---------- 4
Course Numbering System---------- 5
Leave of Absence Policy---------- 5
Graduation Requirements---------- 5
Absences/Make-Up Work---------- 5
Attendance and Satisfactory Academic Progress----------6
Satisfactory Academic Progress Policy---------- 6
Evaluation Periods---------- 6
Attendance Progress Evaluations---------- 6
Maximum Time Frame ---------- 6
Academic Progress Evaluations ---------- 7
Determination of Progress Status---------- 7
Warning ---------- 7
Probation ---------- 7
Appeal Procedure ---------- 8
Re-establishment of Satisfactory Progress ---------- 8
Interruptions, Course Incompletes and Withdrawals ----------8
Withdrawn Students and Exclusions……...8
Non Credit and Remedial Courses---------- 8
Access to Satisfactory Academic Progress Reports---------- 9
Transfer Hours and Satisfactory Academic Progress ---------- 9
Financial Aid Policies ---------- 10
Applying for Federal Student Aid---------- 10
Federal Financial Aid Programs---------- 10
Federal Financial Aid Eligibility Requirements ---------- 10

Verifying FAFSA Information ---------- 11
Cancellation and Refund Policy ---------- 11
Return to Title IV Policy ---------- 12
Program Cancellation Policy ---------- 12
Tuition Payment Methods ---------- 12
Student Services ---------- 13
Employment ---------- 13
School Rules and Regulations ---------- 13
School Rules and Regulations ---------- 13
Procedures for Students to Appeal Disciplinary Actions ---------- 14
Reason for Dismissal ---------- 14
Instructor's Responsibility ---------- 15
Drug Free Policy ---------- 15
Sexual Harassment Policy ---------- 15
Sexual Harassment Definitions ---------- 15
Grievance Policy ---------- 16
Enforceability of the Policy ---------- 16
To Report Sexual Harassment ---------- 16
Distance Education Policy ---------- 16

COSMETOLOGY PROGRAM ---------- 18
Cosmetology program objectives & description ---------- 19
Cosmetology program, hours & fees ---------- 20
Cosmetology program curriculum description ---------- 21

NAIL TECHNICIAN PROGRAM ---------- 24
Nail Technician program objective and description ---------- 25
Nail Technician program hours & fees ---------- 26
Nail Technician program curriculum description ---------- 27

FACIAL SPECIALIST PROGRAM ---------- 29
Facial Specialist program objective & description ---------- 30
Facial Specialist program, hours & fees ---------- 31
Facial Specialist program curriculum description ---------- 32

FULL SPECIALIST PROGRAM ---------- 34
Full Specialist program objective & description ---------- 35
Full Specialist program, hours & fees ---------- 36
Full Specialist program curriculum description ---------- 37

MAKEUP ARTISTRY AND FACIAL SPECIALIST ---------- 40
Makeup Artistry and Facial Specialist program objective and description ---------- 41
Makeup Artistry and Facial Specialist program, hours & fees ---------- 42
Makeup Artistry and Facial Specialist program curriculum description ---------- 43

BARBER PROGRAM ---------- 49
Barber program objective and description---------- 50
Barber program, hours & fees---------- 51
Barber program curriculum description---------- 52

ABOUT THE SCHOOL

MISSION STATEMENT

Our mission is to educate, train and prepare students to successfully pass the required State Board Examinations and to excel in their field of vocational education in order to obtain gainful employment.

OWNERSHIP & GOVERNING BODY

The school is owned and operated by D'Vachi LLC, dba Kaizen Beauty Academy, a Florida Corporation.

FACILITIES

Kaizen Beauty Academy has 3,000 square feet of space. There are 5 manicure stations, 3 pedicure stations, 14 hair stations, 1 facial room, 3 classrooms, 1 bathroom, 1 office, a reception area and a storage room.

OFFICERS

Campus Director- Tania Mosquera/ Financial Aid
Sylvia Padgett- Director of Education

STAFF & FACULTY

Naebelys Gonzalez (Compliance officer) Jacqueline Cruz (Student Services/Admissions) Cielo Sanchez (Instructor) Maria Cooper (Instructor) Freda Hoepelman (Instructor) Debra Johnson-Audain (Instructor) Georgina Delgadillo (Instructor) Jackie Evans (Instructor) Juan Lopez (Instructor)

LOCATION

8405 Pines Boulevard
Pembroke Pines FL 33024
(954) 433-4442

OFFICE HOURS

Monday through Friday 9:00 am to 7:00 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:
Martin Luther King
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day and
Friday after Thanksgiving
Christmas Eve
Christmas Day
Day after Christmas
New Year's Eve
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.

Kaizen Beauty Academy does not discriminate on the basis of race, religion, age, color, ethnic origin, nor sex in its admissions, nor operations.

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 Middle States Association of Colleges and School Commissions on Elementary and Secondary Schools. Additional information regarding this institution may be obtained by contacting MSA-CESS at:

3624 Market Street
2 West
Philadelphia, PA 19104
267-284-5000

All complaints may be directed to the Commission for Independent Education or Middle Sates Association of Colleges and School Commissions on Elementary and Secondary Schools 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 students 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 or has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. 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. The school does not admit Ability-to-Benefit Students.

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 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 specialists, Barber and the cosmetology program. Proof of licensure must be shown and/or official transcripts.

RE-ENTRY POLICY

Student Re-Entering Within 180 Days

Students who return 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.

Re-Entering After 180 Days

Students who return to after 180 days from their previous enrollment will be credited for all hours (scheduled and completed) 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. Students will be contracted at the current tuition hourly rate.

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.

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, FS for Facial Specialist and BR for Barber.

LEAVE OF ABSENCE POLICY

A Leave of Absence (LOA) is a temporary interruption in the student's program of study. A Leave of Absence will be granted in the event of unforeseen circumstances in a student's life that present a temporary problem in their matriculation, but also where a reasonable expectation exists that the student can return quickly and complete their respective program of study. Students are required to request LOAs in advance in writing, which must include the reason for the request, supporting documents (if applicable), and the students' signature. If the LOA is due to an unforeseen circumstance (such as hospitalization, etc.), the institution can grant the LOA to the student who did not provide the request prior to the LOA start date and collect the documentation and signatures at a later time. A refund calculation is not performed in the event of a Leave of Absence. A student is not considered withdrawn, so a refund calculation is not performed in a leave of absence.

To be placed in a Leave of Absence, the student must complete the Leave of Absence Request Form. Leaves of Absence will be granted for a minimum of 14 days and are not to exceed 180 days in any calendar year.

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. Changes to the contract period on the Enrollment Agreement will be identified by all parties or an addendum must be signed and date by all parties. There will be no additional charges for LOA. If the student fails to return or contact the school Financial Aid Department on the documented return date, the student will be considered to have withdrawn from the school as of that date the student began the LOA. The withdrawal date for the purpose of calculating a refund is always the student's last day of physical attendance.

GRADUATION REQUIREMENTS

Every student must complete the required hours for course completion. Each student must achieve the minimum overall academic average (detailed below) to graduate. Students must complete all required tests and quizzes and complete all required numbers of services/skill demonstrations (as applicable). Finally, to qualify for graduation, all students must have a zero- balance or have made other pre-approved payment arrangements.

ABSENCES/MAKE-UP WORK

Kaizen Beauty Academy does not differentiate between "excused," nor "unexcused" absences. A student is required to maintain the minimum attendance percentage of attendance during normal matriculation, regardless of the reason for their absence. Make-up work should be scheduled with the student's instructor as quickly as possible upon a student's return from absence.

ATTENDANCE AND SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the Cosmetology, Barber, Nail Technician, Facial Specialist, Full Specialist and Makeup Artistry and Facial Specialist programs whether participating in Title IV programs or not and is applied to all students consistently in a specific program and scheduled for a particular category of attendance (part time/full time). It is printed in the catalog and made available online to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the Middle Sates Association of Colleges and School Commissions on Elementary and Secondary Schools (MSA-CESS) and the federal regulations established by the United States Department of Education. The academic year is defined by 900 clock hours and 30 weeks.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450 & 900 actual hours
Barber	450 actual hours
Nail Technician	120 actual hours
Facial Specialist	130 actual hours
Full Specialist	300 actual hours
Make-Up Artistry & Facial Specialist	150 actual 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 to maintain 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 maintained 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:

COURSE	MAXIMUM TIME ALLOWED	SCHEDULED HOURS
Cosmetology (Day)	60 Weeks	1800
Cosmetology (Evening)	72 Weeks	1800
Nail Technician (Full time – Day)	15 Weeks	360
Nail Technician (Part time – Evening)	22 Weeks	360
Facial Specialist (Full time – Day)	13 Weeks	390
Facial Specialist (Part time - Evening)	20 Weeks	390

Full Specialist (Day)	30 Weeks	900
Full Specialist (Evening)	36 Weeks	900
Makeup Art. & Facial Spec. (Full time – Day)	15 Weeks	450
Makeup Art. & Facial Spec. (Part time – Evening)	23 Weeks	450
Barber (Day)	54 Weeks	1350

Please note that students who reach the maximum timeframe and have not yet completed all of the required graduation requirements for completion of their chosen program may be allowed to continue training until completion on a cash-pay basis, but will not be considered making Satisfactory Academic Progress

Please also note that a student on approved leave of absence will have their scheduled graduation date (contracted graduation date) extended by the same number of days approved in the Leave of Absence.

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 for failed or missed tests 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 making satisfactory academic progress until the next scheduled evaluation. 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 on 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 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 to NOT be making satisfactory academic progress and placed on probation, if the student prevails upon appeal of a negative progress determination prior to being placed on probation.

PROBATION

After the warning period students 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 not be making satisfactory progress during the probationary period. The student will be advised in writing on the actions

to achieve satisfactory academic progress by the next evaluation. If at the end of the probationary period, and if the student prevails upon appeal (see below), 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, HEA program funds, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the same status of probation.

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, and only 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. An academic plan will be designed to allow the student to re-establish Satisfactory Academic Progress.

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.

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 to the same satisfactory academic progress status as at the time of withdrawal, regardless of the time frame.

WITHDRAWN STUDENTS AND EXCLUSIONS

A withdrawn student is one that would leave due to circumstances within their control. Exclusions of withdrawn students are as follows, but not limited to:

• A student withdrawing from Facial Specialist or Nail Technician Program within the first 30 scheduled days.
• A student withdrawing from the Cosmetology program within the first 90 scheduled days.
-A student withdrawing from the Barber or Full Specialist program within the first 60 scheduled days.
• Students unable to return from an approved Leave of Absence due to extenuating circumstances, reviewed by the school
• Pregnancy
• Natural Disaster or Acts of God
• National health Emergencies
• Death
• Religious Missions
• Military
• Disabilities
• Owe a balance to the school

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.

TRANSFER HOURS & SATISFACTORY ACADEMIC PROGRESS

Please note that students who transfer credit from training previously earned at another institution will have those hours counted as both attempted and completed hours for the purposes of maximum timeframe, and that SAP evaluation periods are based on actual contracted hours with the school.

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 having 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:

Official Cancellation or Withdrawal shall occur earlier than the dates which (items 1-7 below):

1. The school does not accept the applicant (all monies will be returned other than non-refundable application fee) or
2. If the student (or parent/guardian, if applicable) cancels within three (3) business days after signing the enrollment agreement demanding money back, in writing, regardless of whether or not the student began training (all monies will be returned other than non-refundable application fee), or
3. Cancellation after the third (3rd) Business Day, but before the first class (will result in a refund of all monies paid, except for the non-refundable application fee, or
4. The student notifies the school of his/her withdrawal, or
5. A student is expelled by the school, or
6. 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,
7. Please note that cancellation must be made by notifying the school in person or by certified mail.
8. Cancellation after attendance has begun through 40% completion of the program will result in a Pro Rata refund computed on the number of hours completed to the total completed to the total program hours. All calculations are calculated based on schedule hours.

   Application Fees: The application fee for all programmatic offerings is $100.

   (The Adjustment Schedule below will be used in the calculation of ALL withdrawals)
   Scheduled time elapsed in total program shall have earned

Up to 40.0%	Pro Rata Amount
40.1% to 49.9%	70%
50.0% and over	100%

9. Cancellation after completing 50% of the program will result in no refund.
10. 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.
11. The termination date for unofficial withdrawal for refund computation is the last date of actual attendance by the student unless prior notification is received.
12. The school, through monitoring clock hours at least every thirty days, determines unofficial withdrawal for students.
13. Refunds will be made within 30 days of termination or receipt of cancellation notice for both unofficial and official withdrawals.
14. If a program or course is cancelled 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.

15. If the course and/or program is cancelled and the school closes permanently and ceases to offer instruction after the student has enrolled, and instruction has begun, the school shall, at its option:
    a. Provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, or
    b. Provide completion of the course and/or program, or
    c. Participate in a Teach-Out Agreement, or
    d. Provide a refund of all monies paid
16. If a school permanently closes, the school will make arrangements for the students. The school, at its option, will either provide a pro rata refund or participate in a teach-out agreement.
17. When situation of mitigating circumstances exists, school may refund to the student in excess of the tuition adjustment guidelines.

RETURN TO TITLE IV POLICY

For each Title IV aid recipient who terminates/withdraws, the school must calculate the amount of Title IV assistance the student has earned which is determined on a pro-rata basis. The amount of aid that was disbursed or could have been disbursed for the payment period is multiplied by the percentage of scheduled clock hours up to the last date of attendance (date of withdrawal) divided by the clock hours in the payment period. Once the student has completed 60 percent of the payment period, the student has earned 100 percent of the assistance. If the amount earned is greater than the amount disbursed or could have been disbursed, the student may be eligible for post-withdrawal disbursement. If a student is eligible for a post-withdraw disbursement, the school will confirm with the student or parent in the case of a PLUS loan, that they want a portion or all of the post-withdraw disbursement of the loan. If the amount earned is less than the amount disbursed or could have been disbursed, then the school and perhaps the student will be required to return Title IV funds back to the federal account(s). If the student is required to return loan funds (or the parent, in the case of a PLUS Loan), the student/parent must repay any unearned funds that the school did not return in accordance with the terms and conditions of the Master Promissory Note.

Federal Regulations require the return of Title IV funds in the following order: Unsubsidized loans, Subsidized loans, Plus loans, and Pell Grants. These returns will be made within thirty days from the date of determination. In the case of a leave of absence, the refund shall not exceed thirty days from the date of documented return. Under the Federal Regulations, once the Return of Title IV Funds policy has been applied, the school may then apply their Refund Policy and charge for unpaid portions of their schooling.

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/Financial Aid

Make all checks payable directly to:
Kaizen Beauty Academy
8405 Pines Blvd
Pembroke Pines, FL 33024

NOTICE TO STUDENT: SHOULD THE STUDENT COMPLETE THE PROGRAM EARLIER THAN THE ESTIMATED TIMEFRAME STATED IN THE CONTRACT, THE STUDENT'S FINANCIAL AID PACKAGE MAY BE RECALCULATED AND THAT THIS MAY RESULT IN LIABILITIES OWED BY THE STUDENT AND/OR THE INSTITUTION, IF APPLICABLE.

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 clock in to class prior to the start of training they must wait until the next predetermined allowable clock in 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 fourteen (14) 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 for recording their time via time clock and services daily. No student may clock in or out for others.
4. While on school premises, professional appearance is mandatory at all times.
5. The students must be dressed in proper clothes always including their proper uniforms or will be asked to leave premises.
   Dress Code all black. T-shirt. Friday 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.
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 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 cell phones 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 classrooms or student salons.
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 for 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 theft of school property.
3. Give false information to the school.
4. Unjustified absence of (14) 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 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 students' 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 conditions 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.
3. 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.

GRIEVANCE POLICY

If ever a student feels that school procedures or practices result in an unfair or difficult situation for them, Kaizen Beauty Academy maintains an open communication policy designed to address such matters in a confidential and effective manner In most cases, student should share their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that discussion is not effective or if the student wishes to speak to a superior authority, they should seek a meeting with the Campus Director. If the Campus Director is not immediately available, the student may schedule an appointment with him or her through any campus staff or management personnel.

At times, it may be necessary for the student to commit their concerns to writing. When writing a complaint or concern, it will be helpful to include the exact nature and details of the concern, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation.

If the student is unable to obtain a satisfactory resolution through the Campus Director, he or she may file an appeal with the school President, who will address the matter personally. The contact information for the school President can be provided by the Campus Director. If the grievance remains unresolved, the student has the right to contact the Florida State Licensing Board/Council, the accreditation and/or state agency described on page 3 of the school catalog or file a complaint online http://www.fldoe.org/policy/cie/file-a-complaint.stml

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.

DISTANCE EDUCATION POLICY

During the CoVid-19 pandemic, we will allow students to utilize distance education as of March 23,2020. All students in all programs will utilize Cengage/MindTap to continue their theory hours. All student hours will be done asynchronously. The students will engage in all theory work online, as they would in the classroom. Tests and quizzes are done verbally and recorded on Mindtap. Instructors will reach out to engage with students via email or text no more than every 50 minutes while students are online. Students can punch out in and out through our Zipwhip program. All online hours and assignments are monitored by instructors. Instructors are available during class hours to discuss any issues with the online format or educational material. Students must attend for the same number of hours as normally scheduled per week and an instructor will always be actively available. **Please Note**: Academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

When returning to class, all students will be assessed on what they had completed through distance education. Students that have taken their final exam will be assessed telephonically after their exam to ensure they have retained and understand the material.

This page left intentionally blank

COSMETOLOGY

Hybrid Only

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 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 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 skin, theory, care, hair removal and make-up.

PROGRAM HOURS & FEES

COSMETOLOGY	**1200 HOURS**
TUITION	$10,260.00
APPLICATION FEE	$100.00
BOOKS AND MATERIALS	$500.00
TOTAL COST	$10,860.00

Course Code	Course Curriculum	Course Hours	Services	Online Theory Hours	Campus Hours
GN01	Business skills/Professional image	25	0	25	0
GN02	Sanitation / disinfection	30	0	3	27
GN04	AIDS/HIV	4	0	4	0
CL01	Hair shaping / Cutting	225	125	80	145
CL02	Scalp treatment and hair care rinses	30	45	20	10
CL03	Shampooing and rinses	150	100	50	100
CL04	Hair styling	225	300	90	135
CL05	Hair coloring	170	80	65	105
CL06	Chemical relaxing/straightening and chemical waving	120	30	70	50
CL07	Skin care	80	10	60	20
CL08	Nail care	80	10	60	20
CL09	State board test prep	51	0	51	0
GN03	Florida laws	10	0	10	0
		1200 Total Hours		**588 Online Hours**	**612 Campus Hours**

Only available VIA Hybrid delivery method

- **588 (49%) Theory Hours must be completed online**
- **612 Campus/Services must be completed on-site**

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.

PROGRAM SCHEDULE:

Day Schedule Monday – Thursday 9:00 am – 4:30 pm (30 Hours)
Evening Schedule Monday – Thursday 5:00 pm – 10:00 pm (20 Hours)

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 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 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 with 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 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, mark their personality and proclaim 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 handheld 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 identifying 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 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 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. 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:

- Milady Standard Cosmetology, 14th Edition
- CIMA Digital Learning + Print
- ISBN: 9780357921883

ATTENDANCE

A daily log is maintained manually were instructor's logs hours of attendance daily. Instructors will review Milady CIMA activity reports and record attendance daily for theory days. The school expects regular attendance from 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

Hybrid Only

Kaizen Beauty Academy
8405 Pines Boulevard
Pembroke Pines Fl 33024

NAIL TECHNICIAN PROGRAM

OBJECTIVE

The objective of this program and curriculum is to provide complete training in the field of nail technician 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 technicians. The students 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	$1,450.00
APPLICATION FEE	$100.00
BOOKS AND MATERIALS	$250.00
TOTAL PROGRAM COST	$1,800.00

COURSE #	CURRICULUM	HOURS		SERVICES
GN01	Business Skills/ Professional Image	2		0
GN02	Sanitation disinfection	4		0
GN04	AIDS/HIV	4		0
NT01	Nail theory	105		0
NT02*	Manicure	25		24
NT03*	Pedicure	25		24
NT04*	Tips with overlay	20		15
NT05*	Sculpted nails	20		15
NT06*	Nail wraps	10		10
NT07	Polish and nail art	5		10
NT08*	Artificial nail removal	5		5
NT09*	Nail fill ins	10		10
GN03	Florida law	5		0
TOTAL HOURS & SERVICES		**240**		**113**

***Denotes online only courses, everything else is campus only**

Only available VIA Hybrid delivery method

- **115 Theory Hours must be completed online**
- **The remaining 125 Theory/Services must be completed on-site**

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.

PROGRAM SCHEDULE:

Day Schedule Monday – Thursday 9:00 am – 3:00 pm (24 Hours)
Evening Schedule Monday – Thursday 5:00 pm – 10:00 pm (20 Hours)

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 or 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 nails, 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 for removing artificial nails.

NAIL FILL INS (NT09)
The student will learn the correct way to apply product between nail cuticles 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:

- CIMA Nail Technology, 8th edition
- CIMA Digital Learning
- ISBN: 9780357812570

ATTENDANCE

A daily log is maintained manually were instructor's logs hours of attendance daily. Instructors will review Milady CIMA activity reports and record attendance daily for theory days. The school expects regular attendance from 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

Hybrid Only

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	$2,600.00
APPLICTION FEE	$100.00
BOOKS AND MATERIALS	$250.00
TOTAL PROGRAM COSTS	$2,950.00

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	10		20
FS09	Consultation and preparation	4		0
GN03*	Florida laws	4		0
	TOTAL HOURS & SERVICES	260		110

***Denotes online only courses, everything else is campus only**

Only available VIA Hybrid delivery method

- **126 Theory Hours must be completed online**
- **The remaining 134 Theory/Services must be completed on-site**

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.

PROGRAM SCHEDULE:

Day Schedule Monday – Thursday 9:00 am – 4:30 pm (30 Hours)
Evening Schedule Monday – Thursday 5:00 pm – 10:00 pm (20 Hours)

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 or 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 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

- CIMA Standard Foundations, Esthetics Fundamentals, 12e
- CIMA Digital Learning
- ISBN: 978035781256

ATTENDANCE

A daily log is maintained manually were instructor's logs hours of attendance daily. Instructors will review Milady CIMA activity reports and record attendance daily for theory days. The school expects regular attendance from 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

Hybrid Only

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	$5,910.00
APPLICATION FEE	$100.00
BOOKS AND MATERIALS	$400.00
TOTAL PROGRAM COST	$6,410.00

Course Code	Course Curriculum	Course Hours	Services	Online Theory Hours	Campus Hours
GN01	Business skills/Professional image	8	0	8	0
GNo2	Sanitation / disinfection	6	0	0	6
GN04	AIDS/HIV	4	0	4	0
FS01	Skin Theory	120	0	120	0
FS02	Facials Techniques	80	50	20	60
FS03	Product knowledge	10	0	5	5
FS04	Light therapy	14	10	3	11
FS05	Hair removal/waxing/tweezing	24	20	0	24
FS06	Makeup application	15	20	8	7
FS07	Bacteriology	4	0	4	0
FS08	Eyebrow tinting/ Eyelash application	8	20	0	8
FS09	Consultation and preparation	8	0	8	0
GN03	Florida laws	4	0	4	0
NT01	Nail theory	110	0	110	0
NT02	Manicure	30	30	0	30
NT03	Pedicure	30	30	0	30
NT04	Tips with overlay	45	30	0	45
NT05	Sculpted nails	45	20	0	45
NT06	Nail wraps	15	10	0	15
NT07	Polish and nail art	5	10	0	5
NT08	Artificial nail removal	5	5	0	5
NT09	Nail fill ins	10	10	0	10
		600 Total Hours		294 Online Hours	306 Campus Hours

Only available VIA Hybrid delivery method

- **294 (49%)Theory Hours must be completed online**
- **306 Campus/Services must be completed on-site**

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.

PROGRAM SCHEDULE:

Day Schedule Monday – Thursday 9:00 am – 4:30 pm (30 Hours)
Evening Schedule Monday – Thursday 5:00 pm – 10:00 pm (20 Hours)

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 or 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 laws 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:

- CIMA Full Specialty Package (includes Standard Foundations, Esthetics Fundamentals, 12e and Nails, 8e)
- CIMA Digital Learning + Print
- ISBN: 9780357875049

ATTENDANCE

A daily log is maintained manually were instructor's logs hours of attendance daily. Instructors will review Milady CIMA activity reports and record attendance daily for theory days. The school expects regular attendance from 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.

MAKEUP ARTISTRY AND FACIAL SPECIALIST

Kaizen Beauty Academy
8405 Pines Boulevard
Pembroke Pines Fl 33024

MAKEUP ARTISTRY AND FACIAL SPECIALIST PROGRAM

OBJECTIVE

Upon completion of the course requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice effective communications 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 both basic and advanced facial techniques, effective use of implements and equipment, proper application of makeup, unwanted hair removal, lash/brow tinting and eyelash extensions.
5. Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
6. Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

DESCRIPTION

The primary purpose of the Makeup Artistry and Facial Specialist course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to achieve competency in job entry-level skills and obtain licensure and gainful employment in the field of esthetics or related career avenue.

PROGRAM HOURS & FEES.

MAKEUP ARTISTRY AND FACIAL SPECIALIST **300 HOURS**

TUITION	$6,705.00
REGISTRATION FEE	$100.00
BOOKS AND MATERIALS	$1,175.00
TOTAL PROGRAM COSTS	$7,980.00

COURSE	CURRICULUM	HOURS		SERVICES
GN01	Business Skills/Professional Image	7		0
GN02	Sanitation /Disinfection	6		0
GN03	Florida Law	4		0
GN04	AIDS/HIV	4		0
FS01	Skin Theory	40		0
FS02	Facial Techniques	30		25
FS03	Consultation/Product knowledge	10		0
FS04	Light Therapy	8		5
FS05	Hair removal/Waxing/Tweezing	15		15
FS06	Bacteriology	4		0
FS07	Eyebrow and Eyelash Tinting	4		5
FS08	Advanced Skin	18		10
MU01	Fundamentals of Makeup/Tools of The Trade	4		0
MU02	Color Theory/Principles of Skin Tonality	8		4
MU03	Creating The Canvas/Corrective Makeup	12		5
MU04	The Business of Makeup	4		0
MU05	Intro to Photo Shoots/Model Prep	8		4
MU06	Beauty Makeup	8		4
MU07	Eyelash Application	4		5
MU08	Makeup for Men/Mature Skin Tones/Women of Color	4		3
MU09	High Fashion/ Special Events	6		4
MU10	Airbrush Makeup	12		4
MU11	Advanced Resume Preparation, Job Search Skills, and Tools	8		2
MU12	Bridal Makeup/Wedding Industry	6		3
MU13	HD Makeup for Music Videos and TV	4		3
MU14	Vision Board/Life and Career Coaching	6		
MU15	Cosmetic Brands/selection of Tools/Timing Techniques	4		1
MU16	Makeup for Black and White Photography	6		3
MU17	Makeup Through The Decades	8		4
MU18	Avante Garde Makeup	8		4
MU19	Face and Body Painting	6		2
MU20	Henna Mehndi Artistry	6		3
MU21	Fashion/Runway/Speed Development	6		3
MU22	Special Effects	12		6
	TOTAL HOURS & SERVICES	300		127

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

GRADUATION REQUIREMENTS FOR:

- All required services are completed.
- All program tests are completed for the report card.
- All required hours are earned according to the requirements of the Business and Professional regulations (DBPR).
- Tuition has been paid.
- School will issue a Diploma

PROGRAM SCHEDULE:

Day Schedule Monday – Friday 9:00 am – 3:00 pm (30 Hours)
Evening Schedule Monday – Friday 6:00 pm – 10:00 pm (20 Hours)

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 or 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.

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.

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 of proper methods to guarantee the health and well-being of the clients.

CONSULATION/PRODUCT KNOWLEDGE (FS03)

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.

The students will learn the chemical composition of products 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.

BACTERIOLOGY (FS06)
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 AND EYEBROW TINTING (FS07)
The students will benefit from this course as they will learn the proper way to tint eyelashes and eyebrows.

ADVANCED SKIN (FS08)
Students will learn the difference in facial equipment and machines such as micro-dermabrasion, and epi-dermal abrasion. The student will learn the difference in AHA and BHP peels, enzymes, aromatherapy and ayurvedic facial treatments. Including specialty facials using the jade roller technique, an herbal dough facial and the ancient Indian treatment Shridhara- (which is an ayurvedic purification and rejuvenating therapy)

FUNDAMENTALS OF MAKEUP/TOOLS OF THE TRADE (MU01)
Students will learn the importance and in-depth information about different brushes from brush bristles and handles to brush types and uses. Gain an understanding in utensils and accessories such as tweezers, brow scissors, lash curlers, blotting paper, sharpeners, draping, single use items and cases as well as the proper sanitation of makeup brushes and makeup products.

COLOR THEORY/PRINCIPLES OF SKIN TONALITY (MU02)
The section will cover the components of the color wheel; warm, cool, and neutral colors as well as primary, secondary and tertiary colors. Students will learn the differences between pure color, hue, harmony, saturation, shades and the psychological reactions to color. Learn seasons, tonality, and terminology. Classify skin colors and select the correct makeup products with hands on theory based on proper analysis of skin tones and undertones.

CREATING THE CANVAS/CORRECTIVE MAKEUP (MU03)
Corrective makeup is to accent a person's best features while minimizing a person's unflattering features or flaws. Cover all fundamentals of the face including shape, condition, corrective techniques and basic rules of lighting. Analyze bone structure and face shapes correctly. Properly shape eyebrows and select appropriate eyebrow makeup for application. Analyze eye shapes correctly and how to apply makeup for correction. Assess lip shapes and make necessary corrections. Students will learn to prepare the skin and properly apply foundation, concealer, powder, blush and bronzer. Master face shapes, application procedures, types of products along with their purposes and uses. Learning the differences between water based, oil based and cream based foundations

THE BUSINESS OF MAKEUP (MU04)
Explore earning potential of a professional makeup artist as well as career options and how to get the job you want. Learn effective goal setting, business ownership, personal branding and strategic marketing

concepts. Understand social media and the importance of business communications. Learn how to identify and capture your market, find industry connections and create an industry network.

INTRO TO PHOTO SHOOTS/MODEL PREP (MU05)
This is pertinent to all makeup artists as it's important to understand photo shoot etiquette when working with models, photographers and stylists. Learn the various positions and the respective responsibilities within a photo studio. Discuss appropriate etiquette and gain an understanding of various comfort levels with face and body makeup application.

BEAUTY MAKEUP (MU06)
Teaches students basic beauty techniques and the sequence of basic makeup applications: foundation, concealer, highlighting, contouring, shading, cheek color, eye brows, eye shadow, eye liner, mascara, false lashes and lip color. Film, television glamour, and period beauty will also be discussed in this segment. This class provides the background in beauty essentials to makeup artists of all disciplines. Students will also learn skills that can be used in commercial or personal capacities.

EYELASH APPLICATION (MU07)
The students will benefit from this course as they will learn the proper way to apply false eye lashes and create different effects using both strip and individual lashes. Learn eyelash application techniques. Create different appearances to the eye by using only false eye lashes. Understand the strategic placement of mascara, eye liner and the differences in eye lash glue.

MAKEUP FOR MEN/MATURE SKIN TONES AND DEEPER SKIN TONES (MU08)
Students will begin to understand the differences in male makeup applications. The artist will learn techniques and application steps to successfully apply a male client's makeup for any production need including film, bridal, corporate, everyday life, and HDTV. For mature skin, students will discuss and address texture and lines, sun exposure, dryness, age spots and how to properly prepare the skin for a professional makeup application. Develop a strong knowledge in foundation selection for deeper skin tones and those with multiple tones and pigmentation.

HIGH FASHION/SPECIAL EVENTS (MU09)
Covers techniques used in magazines, fashion shows, video shoots, private client services and bridal makeup. Combining basic principles and theories of make-up artistry with those of lighting and color coordination, students will learn to apply corrective beauty and glamour make-up.

AIRBRUSH MAKEUP (MU10)
Covers the fundamentals of airbrush makeup application and techniques. Students will learn airbrushing skills pertinent to beauty, high-fashion and special events work for both face and body. Proper use and maintenance of airbrush equipment, airbrush foundation application, highlighting and contouring and mechanics of airbrushing. Gain an understanding of the properties of different types of airbrushing equipment. Be able to breakdown, clean and reassemble an airbrush correctly. Learn the skills required in the application of makeup with an airbrush. Have an awareness of the products available for beauty makeup and body makeup. Acquire the practical skills in airbrushing to do complete beauty makeup. Acquire the practical skills necessary to apply glamour and fashion makeup and utilize the airbrush as a tool for covering tattoos and discolorations

ADVANCED RESUME PREPARATION, JOB SEARCH SKILLS AND TOOLS (MU11)
This course is designed to help enrich the students' professional image by upgrading their skills to an accomplished level in business communications, career awareness, job search, assertiveness and public speaking. Students will focus on enhancing their interview skills and how to develop a professional resume and cover letter.

BRIDAL MAKEUP/WEDDING INDUSTRY (MU12)
Discuss the differences in makeup application for indoor and outdoor weddings. Adjusting makeup for morning, noon and evening sun. Explore current celebrity bridal makeups. Traditional & custom designed bridal looks. Application, speed and quick changes. Client Relations; how to work with industry contacts and the public. Finding work; advertising, marketing and scheduling. Creating rates, contracts and collecting fees.

HD MAKEUP FOR MUSIC VIDEO /TELEVISION (MU13)
Students will learn to simultaneously camouflage imperfections, cover blemishes, while still keeping the skin looking visible. This segment will have a strong emphasis on how to create a soft focus with makeup and how to avoid thick and heavy texture which is undesirable for standard TV and HD makeup.

VISION BOARD/LIFE AND CAREER COACHING (MU14)
Students will work with a motivational speaker and life coach to help them navigate through their personal and professional goals, enabling them to develop a clear plan on how to become successful.

COSMETIC BRANDS/TOOL SELECTION/ TIMING TECHNIQUES (MU15)
Students will develop a thorough knowledge of both commercial and professional cosmetic brands. Compare and contrast with like products. Understand what artists should carry in their kits, methods of production, key ingredients, natural and organic makeup and celebrity favorites.

MAKEUP FOR BLACK AND WHITE PHOTOGRAPHY (MU16)
Students will learn to create classic images using high contrast makeup for black & white photography. Perfect highlighting and contouring skills. Understand which colors work best for black and white photography and which don't. Master photojournalistic makeup

MAKEUP THROUGH THE DECADES (MU17)
Discussion, demonstration and application of period makeup. Encompasses interesting lectures on the history of beauty and cosmetics and makeup trends. Emphasis placed on 50's 60's and 70's makeup including famous faces like Marilyn Monroe and Audrey Hepburn.

AVANT GARDE MAKEUP (MU18)
This course builds on the skills gained throughout the program and challenges the student's imagination. Master unique uses of color, while expanding and reinforcing creativity. Understanding and use of non-conventional elements in makeup designs, advanced design. Trendy and bizarre makeup. Makeup for theater. Body makeup application and maintenance.

FACE AND BODY PAINTING (MU19)
Discussion of face and body art products. Students will learn and apply the basic techniques involved in body art, highlight/shadow and color theory. Understand the use of body art materials and tools, equipment operation and maintenance, brush stroke techniques, face design, full body design and career opportunities.

HENNA MEHNDI (MU20)
Students will become proficient at the old-world tradition of henna. Henna history & traditions. Different types of henna. Henna tattoo safety and care. Mixing and creating henna. Basic application techniques, Design and art techniques.

FASHION/RUNWAY/SPEED DEVELOPMENT (MU21)
Discuss the fast-paced environment that occurs behind the scenes of some of the most iconic fashion shows. Students will significantly increase their speed of makeup application, learn to work effectively with models, designers and stage crew. Learn to recreate a consistent look for all models, read a lead artist's face chart and work a live fashion show.

SPECIAL EFFECTS (MU22)
This class is for artists planning a career in TV & Film. Knowing how to create realistic, convincing old age makeup and injuries is necessary. In special effects, students will learn how to create illusions through the use of makeup and professional products such as latex and a variety of waxes and gel. Learn to utilize delaminated liquid rubber to create old age effects, scars, warts, bullet holes, cuts, lacerations, burns and road rash. Discuss and learn to depict first-, second- and third-degree burns. Create the illusion of illness or death and all the stages in between.

REFERENCE

Books:

- Milady Standard Fundamentals (1st Edition)
- Milady's Standard Esthetics (12th Edition)
- Milady Standard Makeup

ATTENDANCE

A daily log is maintained manually were instructor's logs hours of attendance daily. 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.

BARBER PROGRAM

Hybrid Only

KAIZEN BEAUTY ACADEMY
8405 PINES BLVD
PEMBROKE PINES, FL 33024

BARBER PROGRAM

OBJECTIVE

The objective of the Barbering program is to prepare students for state licensing and gainful employment as a barbering. The courses are designed to facilitate students to meet the qualification to successfully pass the Florida Barber License Examination. The courses are strategically aligned with the Florida Barbers' Board.

DESCRIPTION

The objective of the Barbering program is to prepare students for state licensing and gainful employment as a barbering. The courses include the required education from the Florida Barbers' Board. The program consists of 900 hours which includes a combination of theoretical and practical applications. The courses include but are not limited to safe and efficient work practices, human relations and employability skills, Florida barber laws and rules, knowledge of barbering and its relation to chemistry, bacteriology, haircutting, and the development of practical skills in performing the manipulative techniques required in the practice of barbering.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. The State of Florida Barbers' Board, which is responsible for licensing barbers, has varied restrictions which may affect an individual with a history of a felony conviction. Upon completion of the program. Criminal history is reviewed in a case-by-case situation. If the board denies the application (after completion of school). Students will receive a notice with the intent of denying it within 30 days of the meeting. The notice will provide details of why the application was denied and what steps they can take to request a hearing.

BARBER

PROGRAM HOURS & FEES

BARBER	**900 HOURS**
TUITION	$7,920.00
APPLICATION FEE	$100.00
BOOKS AND MATERIALS	$600.00
TOTAL COST	$8,620.00

Course Code	Course Curriculum	Course Hours	Services	Online Theory Hours	Campus Hours
BR110	Florida Laws and Rules	225	0	145	80
BR111	Safety, Sanitation, Sterilization and HIV/AIDS	270	0	140	130
BR112	Hair Structure and Chemistry	90	0	60	30
BR113	Haircutting and Styling	135	175	35	100
BR114	Shampooing	45	50	15	30
BR115	Shaving, Beard and Mustache Trimming	45	75	15	30
BR116	Chemical Services	90	50	30	60
		900 Total Hours		**440 Online Hours**	**460 Campus Hours**

Only available VIA Hybrid delivery method

- **440 (49%)Theory Hours must be completed online**
- **460 Campus/Services must be completed on-site**

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

GRADUATION REQUIREMENTS FOR BARBER:

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.

PROGRAM SCHEDULE:

Day Schedule Monday – Thursday 9:00 am – 3:15 pm (25 Hours)

BARBER PROGRAM DESCRIPTION

FLORIDA LAWS AND RULES (BAR110)

Students will learn Florida barber board laws and sanitation guidelines, permitted barbershop services and requirements, inspections, disciplinary guidelines, signage requirements, regarding health and safety, HIV/AIDS education, and how to obtain and maintain a Florida barber license. Students will also learn about license display, fees related to various licenses/renewals/registrations, inactive licenses, DBPR general provisions, Florida Administrative Code chapter 61, board information (purpose, organization, meetings, determinations, procedures) and Barbers' Act chapter476. Additionally, students will be taught soft skills such as client greeting and consultation and proper station set-up.

SAFETY, SANITATION, STERILIZATION AND HIV/AIDS (BAR111)

Students will learn about standard precautions, handling exposure incidents, being able to differentiate between airborne and bloodborne pathogens, the levels of decontamination, the difference between disinfectants and antiseptics and protecting themselves and the public from unnecessary exposures. Students will also learn to be aware of the spread of infectious diseases, such as HIV and AIDS, and what measures can be taken to control infection.

HAIR STRUCTURE AND CHEMISTRY (BAR112)

Students will learn the different layers of the hair shaft, prevention of hair loss, the phases of the hair growth cycle, and common hair disorders. Students will learn about the pH levels of the hair and skin and the chemistry of the various shampoos and conditioners.

HAIRCUTTING AND STYLING (BAR113)

Students will learn about the different types of shampoos, how to select the appropriate shampoo based on each client's need and the techniques and importance of shampooing and rinsing. The students will practice these techniques on mannequins and customers on the clinic floor under an instructor's supervision.

SHAMPOOING (BAR114)

Students will learn about various types of shampoos, as well as understand how to select shampoos based on client's needs, and the proper techniques of shampooing and rinsing. The student will practice these techniques on mannequins and clients on the clinic floor under an instructor's supervision.

SHAVING, BEARD AND MUSTACHE TRIMMING (BAR115)

Students will practice all shaving techniques including softening of facial hair, along with the applications of massage creams and tonics. The students will learn all fourteen standard positions and strokes.

CHEMICAL SERVICES (BAR116)

Students will practice the application of chemical services, including but not limited to, permanent waving, coloring, bleaching, hair relaxing, and curling on mannequins and clients under the supervision of an instructor.
Students will learn all phases of permanent waving and relaxing techniques, including customer consultation on rod sizes and perm selection. Topics also covered in this course include an introduction to coloring, classifications of hair coloring, preparation and application of permanent, semi-permanent rinses and bleaches. Students will also learn cleansing with a suitable shampoo and massaging with hands or electrical appliance, which includes electric steamer, infrared lamp, ultraviolet lamp, and thermal lamp.

REFERENCES

Books:

- Milady Standard Barbering, 6th Edition, 2017, CIMA,
- ISBN: 9780357812587

ATTENDANCE

A daily log is maintained manually were instructor's logs hours of attendance daily. Instructors will review Milady CIMA activity reports and record attendance daily for theory days. The school expects regular attendance from 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.