



**RACE**

Renaissance Academie  
Cosmetology and Esthetics

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**2024**  
**SCHOOL**  
**CATALOG**

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**RENAISSANCE ACADEMIE COSMETOLOGY AND ESTHETICS**

1460 N. MOON RIVER DRIVE, PROVO UTAH 84604

Renaissance Academie Cosmetogoy and Esthetics  
will also be referenced  
as RACE throughout the catalog.

# MISSION

Our mission is to provide students with all the tools necessary to properly prepare them for employment upon graduation.

At Renaissance Academie Cosmetology and Esthetics, we focus on a comprehensive educational curriculum designed to give students the skills, experience, and confidence to unlock their potential and achieve their goals.



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# ADMISSIONS

RACE requires each student enrolling within any education program to provide the following:

**Proof of secondary education** such as a diploma, GED certificate, an official transcript showing secondary school completion, or a state certification of home school certification.

**Proof of age** ex. Driver's license, birth certificate, government-issued identification.

High school students may only be enrolled through a Training Agreement, as established with the applicable high school/district

## VALIDATION OF HIGH SCHOOL COMPLETION

If there is reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education RACE will implement the following process:

1. Request submission of documentation directly from the secondary school that confirms the validity of the student's diploma.
2. Request documentation from the relevant department or agency within the state in which the secondary school is located to confirm that the secondary school is recognized as a provider of secondary school education.

## FOREIGN DIPLOMA

Should an enrolling student provide a foreign high school diploma, RACE will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from a qualified outside agency.

## NON DISCRIMINATION

In compliance with federal, state, and local government requirements, RACE does not discriminate against any individual based on age, sex, race, color, religion, national and ethnic origin, handicap, or sexual orientation in the administration of its educational programs, school-administered programs, and publications, or employment practices nor does it recruit students already attending or admitted to another school offering similar programs of study.



# TRANSFER POLICY

RACE accepts transfer students and shall determine the number of hours to accept toward graduation based upon an evaluation of the student's level of training.

Students must provide an official transcript of hours accumulated at the previous school. These hours will be deducted from the state-required course hours and the remaining hour balance will be the number of hours RACE may contract to supply.

Tuition will be determined by the hourly rate at the time of the transfer multiplied by the hours required.

Any necessary tools, books, or equipment will be added to the contracted tuition fee.

The student will determine their financial aid or school payment plan before they are allowed to begin their course of study.

RACE does not recruit students already attending or admitted to another school offering a similar program of study.

## RE-ENTRY

Tuition for re-entry will be determined upon rates current at the time of re-entry and will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

## 2022 STUDENT OUTCOME RATES

PROGRAM	GRADUATION	PLACEMENT	LICENSING
OVERALL INSTITUTIONAL RATES	91.05%	81.41%	98.10%
Cosmetology/Barber	84.62%	77.27%	100%
Master Esthetics	96.15%	84.00%	95.83%
Basic Esthetics	88.89%	62.50%	69.23%
Nail Technology	91.67%	87.88%	100.0%

**\*Outcomes represented are the on-campus versions of the program, Distant Education versions were not taught until November 2022, which is why they are not represented in the chart.**

## METHODS OF PAYMENT

### **PRIVATE LENDING**

Local banks and credit unions often provide 100% financing through their student-based loans or line of credit. Contact your institution to determine their student options. Students who participate in private educational loans may be required to complete a self-certification form. RACE does not have arrangements with a preferred lender and does not endorse any one lender.

### **STATE GRANTS**

RACE will certify enrollment for Utah Department of Workforce Services <http://jobs.utah.gov/> and Utah State Office of Rehabilitation <http://www.usor.utah.gov/>.

### **PERSONAL PAYMENT PLAN**

Students may pay for their education through a personal payment plan. Students participating in personal payments will pay their student kit upon enrollment and monthly payments towards tuition. Tuition may be divided over the duration of the student's enrollment but must be paid in full before a formal release of student hours. Students may use cash, check, or credit card for their determined payment plan option.

### **SCHOLARSHIP and FEE WAIVERS**

RACE may periodically grant a scholarship or fee waiver to a student, which may be based on merit or need. The decision is made by two or more faculty members. All decisions are final and may not be appealed.

Scholarships are a great way to supplement educational costs. There are many scholarships available for students pursuing a license in the field of cosmetology. Below is a list of some of the available scholarships. Please follow the links for complete information on the scholarships, or contact our Admissions Department.

### **INDUSTRY SCHOLARSHIPS**

In addition, students can find scholarships that are available from their local community organizations and their local high school guidance office. All awarded scholarships a student receives from other organizations will be applied to the student's account as required by that awarded scholarships criteria.

Fashion Rage- \$500 Scholarships [www.baraboofashionrage.com](http://www.baraboofashionrage.com)

Sport Clips Scholarship- \$1,000 Scholarships [www.sportsclips.com](http://www.sportsclips.com)

OPI Scholarships- \$500 Scholarships [www.opi.com](http://www.opi.com)

Aurie J. Gosnell Scholarship - \$1,250 Scholarships [www.nictesting.org](http://www.nictesting.org)

Great Clips <http://www.greatclips.com/stylists> scholarship -program

Education Rocks [www.kathyjager.com](http://www.kathyjager.com)

The Joe Francis Haircare Scholarship [www.joefrancis.com](http://www.joefrancis.com)

## FEDERAL STUDENT AID

The following Federal Student Aid options are available to qualifying students:

### **Federal Pell Grants**

Pell Grants are considered to be the first source of aid to the student. To receive a Pell Grant, a student must first complete the FAFSA. Additionally, a student must complete any other required items, which could include verification. The minimum and maximum award amounts are determined annually by the Federal Government. The students' award amount is based upon the EFC, the cost of attendance, and the payment schedule issued by the U.S. Department of Education. For continued eligibility for a Federal Pell Grant, a student must meet satisfactory academic progress each semester and continue to meet all other eligibility requirements. A student must complete a new FAFSA and other application requirements each award year.

### **Federal Direct Loans**

Federal Direct Loans are low-interest loans for students and parents to help pay for the cost of a student's education. The lender is the U.S. Department of Education, though the servicer the student will work with can be a private business. There are three types of Direct Loans: Subsidized, Unsubsidized, and PLUS. To receive a Federal Direct Loan, a student must first complete the FAFSA. Additionally, a student must complete any other required items, which could include verification. Once awarded, students must sign to accept the loan awards, confirming that the student wants the loan with the exception of PLUS loans, as your application for these loans indicates an acceptance. Students must be enrolled a minimum of 20 hours per week and have met all other financial aid requirements before loans can be disbursed. For continued eligibility for Federal Direct Loans, a student must meet satisfactory academic progress each semester and continue to meet all other eligibility requirements. A student must complete a new FAFSA and other application requirements each award year. If necessary, the student (or parent, for Parent PLUS loan) will need to e-sign a Master Promissory Note (MPN) at [www.studentloans.gov](http://www.studentloans.gov). This can be completed approximately three business days after the student accepts their loans. Students must also complete entrance loan counseling at [www.studentloans.gov](http://www.studentloans.gov). If a student elects to cancel all or part of their loan before disbursement, they must notify the federal aid office before the scheduled disbursement. If the student opts to cancel all or part of their loan after the funds have already been disbursed, students may meet with the federal aid office with the funds to be returned. If 120 days have elapsed since the loan was disbursed, the funds cannot be returned to RACE and must be returned directly to the servicer of the loan.

# COSMETOLOGY / BARBER

## COSMETOLOGY / BARBER

### COSMETOLOGY / BARBER DISTANT EDUCATION

#### 1600 Hours

Learn the art of precision haircutting, barbering, creative hair coloring, chemical texture, skincare, nail care, makeup, extensions and so much more.

**Tuition** \$17,550.00

**Text Book & Supplies** \$2,498.00

**Application Fee** \$75.00

**Total Investment** \$20,123.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

#### PROGRAM LENGTH

**Full Time** 35 hrs. per week

Minimum Time Frame  
46 weeks 1600 Hours

Maximum Time Frames  
69 weeks or 2400 Hours

30 hours per week

Minimum Time Frame  
54 weeks 1600 Hours

Maximum Time Frame  
81 weeks or 2400 Hours

**Part-Time** 20 hrs. per week

Minimum Time Frame  
80 weeks 1600 Hours

Maximum Time Frame  
120 weeks or 2400 Hours





# HAIR DESIGN

## DISTANT EDUCATION



### HAIR DESIGN DISTANT EDUCATION

#### 1200 Hours

Learn the art of color, precision haircutting, chemical texture, formal styling, and other specialty techniques.

**Tuition** \$13,800.00

**Text Book & Supplies** \$1,800.00

**Application Fee** \$75.00

**Total Investment** \$15,675.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

#### PROGRAM LENGTH

**Full Time** 35 hrs. per week

Minimum Time Frame

35 weeks 1200 Hours

Maximum Time Frames

52.5 weeks or 1800 Hours

30 hours per week

Minimum Time Frame

40 weeks 1200 Hours

Maximum Time Frame

60 weeks or 1800 Hours

**Part-Time** 20 hrs. per week

Minimum Time Frame

60 weeks 1200 Hours

Maximum Time Frame

90 weeks or 1800 Hours

# MASTER ESTHETICS

## MASTER ESTHETICS

### MASTER ESTHETICS DISTANT EDUCATION

#### 1200 Hours

Study advanced techniques including microdermabrasion and laser to enhance the natural beauty of the skin.

**Tuition** \$14,687.00

**Text Book and Supplies** \$2,510.00

**Application Fee** \$75.00

**Total Investment** \$17,272.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

#### PROGRAM LENGTH

**Full Time** 35 hrs. per week

Minimum Time Frame  
35 weeks 1200 Hours

Maximum Time Frames  
52.5 weeks or 1800 Hours

30 hours per week

Minimum Time Frame  
40 weeks 1200 Hours

Maximum Time Frame  
60 weeks or 1800 Hours

**Part-Time** 20 hrs. per week

Minimum Time Frame  
60 weeks 1200 Hours

Maximum Time Frame  
90 weeks or 1800 Hours



# BASIC ESTHETICS

## **BASIC ESTHETICS BASIC ESTHETICS DISTANT EDUCATION 600 Hours**

Train hands-on in professional techniques and the latest skincare innovations and technologies.

**Tuition** \$8,448.00

**Text Book and Supplies** \$1,530.00

**Application Fee** \$75.00

**Total Investment** \$10,053.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

### **PROGRAM LENGTH**

**Full Time** 35 hrs. per week

Minimum Time Frame  
17.5 weeks 600 Hours

Maximum Time Frames  
26.5 weeks or 900 Hours

30 hours per week  
Minimum Time Frame  
20 weeks 600 Hours

Maximum Time Frame  
30 weeks or 900 Hours

**Part-Time** 20 hrs. per week

Minimum Time Frame  
30 weeks 600 Hours

Maximum Time Frame  
45 weeks or 900 Hours



# NAIL TECHNOLOGY

## NAIL TECHNOLOGY

### NAIL TECHNOLOGY DISTANT EDUCATION

#### 300 Hours

Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization, and sanitation.

**Tuition** \$3,575.00

**Text Book and Supplies** \$1,645.00

**Application Fee** \$75.00

**Total Investment** \$5,295.00

Total investment is subject to change, current costs at the time of the student's actual start date will be applied to the enrollment agreement.

#### PROGRAM LENGTH

**Part-Time 25** hours per week

Minimum Time Frame

12 weeks 300 Hours

Maximum Time Frame

18 weeks or 450 Hours

**Part-Time 20** hrs. per week

Minimum Time Frame

15 weeks 600 Hours

Maximum Time Frame

22.5 weeks or 450 Hours



# PREREQUISITES FOR EMPLOYMENT

## **COSMETOLOGY/BARBER and COSMETOLOGY/BARBER DISTANT EDUCATION HAIR DESIGN DISTANT EDUCATION**

### **Knowledge**

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Chemistry — Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

### **Skills**

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation — Actively looking for ways to help people.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Active Learning — Understanding the implications of new information for both current and future problem solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Coordination — Adjusting actions in relation to others actions.

## **MASTER ESTHETICS and MASTER ESTHETICS DISTANCE EDUCATION BASIC ESTHETICS and BASIC ESTHETICS DISTANCE EDUCATION LASH & BROW TECHNOLOGY DISTANCE EDUCATION**

### **Knowledge**

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.



English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Sales and Marketing — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

### **Skills**

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made,

asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation — Actively looking for ways to help people. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Reading Comprehension — Understanding written sentences and paragraphs in work-related documents.

Coordination — Adjusting actions in relation to others' actions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

## **NAIL TECHNOLOGY and NAIL TECHNOLOGY DISTANT EDUCATION**

### **Knowledge**

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services.

This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction

### **Skills**

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation — Actively looking for ways to help people.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Speaking — Talking to others to convey information effectively.

### **Abilities**

Near Vision — The ability to see details at close range (within a few feet of the observer).

Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Speech Recognition — The ability to identify and understand the speech of another person

## **CAREER OPPORTUNITIES**

Cosmetology/Barber, Hair Design, Master Esthetics, Basic Esthetics, Lash & Brow Technology, and Nail Technology

Hair Stylist \* Esthetician \* Makeup Artist \* Lash Tech \* Manicurist

Nail Artist \* Sales Representative \* Permanent Waving Specialist \* Hair Coloring Specialist \* Salon/Spa Manager \* Salon/Spa Owner

\*Industry Educator \* Consultant/Trainer \* School Owner \* Paramedical Esthetician \* State Board Member or Inspector \* Freelance Artist



## **COSMETOLOGY/BARBER PROGRAM OUTLINE**

1600 Hours

### **PROGRAM DESCRIPTION**

The Cosmetology/Barber program offers 1600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the cosmetology/barber industry including permanent waving and relaxing, shampooing, hairstyling, haircutting, clipper cutting, facials, makeup application, scalp treatments, hair coloring, manicuring, and all other necessary skills within the beauty industry essential to being a successful cosmetologist and barber.

### **PROGRAM OBJECTIVES**

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hairstyling, shaping, haircutting, barbering, bleaching, tinting, chemical reformation, scalp/hair conditioning, and extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

### **INSTRUCTIONAL METHODS**

RACE utilizes the following academic and learning methods throughout the educational program.

**Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.

**Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.

**Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.

**Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.

**Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally



**Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.

**Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.

**Class Presentations-** This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.

**Guest Speakers-** Provides students with access to what is currently happening within the field and professional networking opportunities.

**Worksheets-** This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.

**Role-Playing-** Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

## **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory completed by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics to be making satisfactory progress standards.







## **COSMETOLOGY/BARBER DISTANT EDUCATION PROGRAM OUTLINE**

1600 Hours

800 Practical on Campus

800 Remote/Distant Education

### **PROGRAM DESCRIPTION**

The Cosmetology/Barber Distant Education program offers 1600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the cosmetology/barber industry including permanent waving and relaxing, shampooing, hairstyling, haircutting, clipper cutting, facials, makeup application, scalp treatments, hair coloring, manicuring, and all other necessary skills within the beauty industry essential to being a successful cosmetologist and barber.

### **PROGRAM OBJECTIVES**

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hairstyling, shaping, haircutting, barbering, bleaching, tinting, chemical reformation, scalp/hair conditioning, and extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

### **INSTRUCTIONAL METHODS**

RACE utilizes the following academic and learning methods throughout the educational program.

#### **PRACTICAL ON CAMPUS**

**Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.

**Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.

**Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.

Remote learning-

**Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends.

Encourages peer mentoring.



**Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally

**Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.

**Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.

**Class Presentations-** This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.

**Guest Speakers-** Provides students with access to what is currently happening within the field and professional networking opportunities.

**Worksheets-** This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.

**Role-Playing-** Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

## REMOTE/DISTANT EDUCATION

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

## REMOTE LEARNING IT REQUIREMENTS

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

### HARDWARE

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.

NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms.

Headphones/earbuds for listening to audio or videos presented in the course.

### SOFTWARE

Google Chrome internet browser

Adobe Acrobat Reader

Adobe Digital Editions



## **INTERNET**

A stable internet connection of 56K or greater is recommended.

## **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory completed by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics to be making satisfactory progress standards.

**COSMETOLOGY/BARBER DISTANT EDUCATION 1600 HOUR PROGRAM UNITS**

**TOTAL 1600**  
**On Campus 800**  
**Distance Ed 800**

**COURSE DESCRIPTION**

The Cosmetology/Barber Distant Education program offers 1600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the cosmetology/barber industry including permanent waving and relaxing, shampooing, hairstyling, haircutting, clipper cutting, facials, makeup application, scalp treatments, hair coloring, manicuring and all other necessary skills within the beauty industry essential to being a successful cosmetologist and barber.

TOTAL	On Campus	Distance Education	SUBJECT/UNIT	TOTAL	On Campus	Distance Education	SUBJECT/UNIT
<b>136</b>	<b>68</b>	<b>68</b>	<b>BARBERING</b>	<b>225</b>	<b>140</b>	<b>85</b>	<b>HAIRCUTTING</b>
	4	4	Shaving and Beard Design Guest Experience		15	10	Texturizing Techniques
	4	4	Shaving and Beard Design Service		20	15	Combination Form Overview
	4	4	Cutting Guest Experience		15	10	Cutting Guest Experience
	6	6	Cutting Service		15	10	Cutting Service
	4	4	Cutting Theory		40	20	Cutting Skills (Basic Shapes)
	2	2	Cutting Tools and Essentials		10	10	Cutting Theory
	6	6	Foundational Cutting Skills		10	5	Cutting Tools and Essentials
	2	2	Foundational Forms Overview		15	5	Graduated Form Overview
	2	2	Natural Texture Styling	<b>112</b>	<b>56</b>	<b>56</b>	<b>HAIR DESIGN</b>
	4	4	Shaving and Beard Design Skills		4	4	Curvature Volume and Indentation
	4	4	Shaving and Beard Design Theory		4	4	Finger Waving and Molding
	2	2	Shaving and Beard Design Tools and Essentials		4	4	Hair Design Guest Experience
	2	2	Short Combination Form Overview		4	4	Hair Design Service
	2	2	Styling Guest Experience		4	4	Hair Design Skills
	2	2	Styling Service		4	4	Hair Design Theory
	2	2	Styling Theory		4	4	Hair Design Tools and Essentials
	2	2	Styling Tools and Essentials		4	4	Long Hair Guest Experience
	2	2	Tapered Cut and Fade Service		4	4	Long Hair Service
	2	2	Tapered Cut and Fade Skills		4	4	Long Hair Skills
	2	2	Tapered Cut and Fade Theory		4	4	Long Hair Theory
	2	2	Tapered Cut and Fade Tools and Essentials		4	4	Long Hair Tools and Essentials
	2	2	Texturizing Techniques		4	4	Straight Volume and Indentation
	2	2	Thermal Styling		4	4	Thermal Design
	2	2	Wet Styling	<b>48</b>	<b>26</b>	<b>22</b>	<b>INTRODUCTION TO THE CAREER OF COSMETOLOGY/BARBER</b>
<b>100</b>	<b>50</b>	<b>50</b>	<b>BUSINESS</b>		4		Course Orientation and Curriculum Overview
	5	5	Build Your Clientele		6	6	An introduction to each field of study; communicating the benefits and opportunities associated with each.
	5	5	Finding a Salon That Fits		4	4	History of Cosmetology and Barbering
	5	5	Goal Setting		4	4	Career Opportunities Available to Licensed Cosmetologist
	5	5	Job Search		4	4	Professional Image
	5	5	Know Your Client Market		4	4	Developing a Clientele
	5	5	Professional Relationships	<b>126</b>	<b>28</b>	<b>98</b>	<b>INSTRUCTOR DISCRETION</b>
	5	5	Retail Products				To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
	5	5	Salon Operations	<b>30</b>	<b>15</b>	<b>15</b>	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
	5	5	Salon Ownership				<b>LICENSING LAWS AND RULES</b>
							Preparation for state board written and practical examinations
							<b>PREPARING FOR EMPLOYMENT</b>
							Professionalism
							Resume Development
							Interview Preparation
							Job Search Skills
<b>130</b>	<b>75</b>	<b>55</b>	<b>CHEMICAL TEXTURE</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>LIFE SKILLS</b>
	5	5	Curl Reformation Theory		1	1	Basic Communication
	10	5	Perm Design		1	1	Human Relations
	5	5	Perm Guest Experience		1	1	Communicate With Confidence
	5	5	Perm Products and Essentials		1	1	Ergonomics
	10	5	Perm Service		1	1	Healthy Body and Mind
	10	5	Perm Skills		1	1	Resilience
	6	6	Perm Theory	<b>80</b>	<b>40</b>	<b>40</b>	<b>NAILS</b>
	4	4	Relaxer Guest Experience		10	10	Artificial Nail Service
	2	2	Relaxer Products and Essentials		10	10	Artificial Nail System Products and Essentials
	2	2	Relaxer Service		6	6	Nail Theory
	10	5	Relaxer Skills		2	2	Nails Guest Experience
	6	6	Relaxer Theory		4	4	Natural Nail Products and Essentials
<b>24</b>	<b>12</b>	<b>12</b>	<b>CLIENT CENTERED DESIGN</b>		4	4	Natural Nail Service
	2	2	Client Considerations		4	4	Natural Nails
	2	2	Complete Service Essential	<b>200</b>	<b>100</b>	<b>100</b>	<b>SCIENCE</b>
	2	2	Connect Service Essential		8	8	Building Blocks of the Human Body
	2	2	Consult Service Essential		8	8	Electricity in Cosmetology
	2	2	Create Service Essential		8	8	First Aid
	2	2	Design Connection		12	12	Infection Control
<b>135</b>	<b>63</b>	<b>72</b>	<b>ESTHETICS/SKIN</b>		8	8	Matter
	7	7	Hair Removal Guest Experience		8	8	Microbiology
	7	7	Hair Removal Theory		8	8	pH
	7	7	Makeup Guest Experience		8	8	Principles of Electricity
	7	7	Makeup Products and Design		8	8	The Circulatory System
	7	10	Makeup Theory		8	8	The Muscular System
	7	7	Skin Care		8	8	The Nervous System
	7	7	Skin Care Guest Experience		8	8	The Skeletal System
	7	10	Skin Diseases and Disorders	<b>16</b>	<b>8</b>	<b>8</b>	<b>WIGS AND HAIR EXTENSIONS</b>
	7	10	Skin Theory		2	2	Hairpieces and Hair Additions
<b>226</b>	<b>113</b>	<b>113</b>	<b>HAIRCOLOR</b>		2	2	Wig Services
	12	12	Color Design		2	2	Wig Theory
	10	10	Color Design Guest Experience		2	2	Wigs, Hairpieces and Hair Addition Essentials
	15	15	Color Service				
	40	40	Color Skills				
	20	20	Color Theory				
	2	2	Color Tools and Essentials				
	6	6	Identifying Existing Hair Color				
	4	4	Non Oxidative Color Products				
	4	4	Oxidative Color Products				



## HAIR DESIGN DISTANT EDUCATION PROGRAM OUTLINE

1200 Hours

600 Practical on Campus

600 Remote/Distant Education

### PROGRAM DESCRIPTION

The Hair Design Distant Education program offers 1200 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the cosmetology including permanent waving and relaxing, shampooing, hairstyling, precisions haircutting, scalp treatments, hair coloring, and all other necessary skills within the beauty industry essential to being a successful Hair Designer..

### PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including hairstyling, shaping, haircutting, barbering, bleaching, tinting, chemical reformation, scalp/hair conditioning, and extensions.
- Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, trends, fashions, and methods for career development in cosmetology and related fields.

### INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the educational program.

#### PRACTICAL ON CAMPUS

**Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.

**Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.

**Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.

Remote learning-

**Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.



**Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally

**Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.

**Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.

**Class Presentations-** This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.

**Guest Speakers-** Provides students with access to what is currently happening within the field and professional networking opportunities.

**Worksheets-** This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.

**Role-Playing-** Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

## REMOTE/DISTANT EDUCATION

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

## REMOTE LEARNING IT REQUIREMENTS

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

### HARDWARE

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.

NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms.

Headphones/earbuds for listening to audio or videos presented in the course.

### SOFTWARE

Google Chrome internet browser

Adobe Acrobat Reader

Adobe Digital Editions



## **INTERNET**

A stable internet connection of 56K or greater is recommended.

## **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics to be making satisfactory progress standards.



**HAIR DESIGN DISTANT EDUCATION 1200 HOUR PROGRAM UNITS**

<b>TOTAL</b>	<b>1200</b>
<b>On Campus</b>	<b>600</b>
<b>Distance Ed</b>	<b>600</b>

**COURSE DESCRIPTION**

Learn the art of color, precision haircutting, chemical texture, formal styling and other specialty techniques.

<b>TOTAL</b>	<b>On Campus</b>	<b>Distance Education</b>	<b>SUBJECT/UNIT</b>	<b>TOTAL</b>	<b>On Campus</b>	<b>Distance Education</b>	<b>SUBJECT/UNIT</b>
<b>136</b>	<b>68</b>	<b>68</b>	<b>MEN'S DESIGN</b>	<b>205</b>	<b>125</b>	<b>80</b>	<b>HAIRCUTTING</b>
4	4	4	Shaving and Beard Design Guest Experience	15	10	10	Texturizing Techniques
4	4	4	Shaving and Beard Design Service	20	15	15	Combination Form Overview
4	4	4	Cutting Guest Experience	15	10	10	Cutting Guest Experience
6	6	6	Cutting Service	15	10	10	Cutting Service
4	4	4	Cutting Theory	25	15	15	Cutting Skills (Basic Shapes)
2	2	2	Cutting Tools and Essentials	10	10	10	Cutting Theory
6	6	6	Foundational Cutting Skills	10	5	5	Cutting Tools and Essentials
2	2	2	Foundational Forms Overview	15	5	5	Graduated Form Overview
2	2	2	Natural Texture Styling	<b>112</b>	<b>56</b>	<b>56</b>	<b>HAIR DESIGN</b>
4	4	4	Shaving and Beard Design Skills	4	4	4	Curvature Volume and Indentation
4	4	4	Shaving and Beard Design Theory	4	4	4	Finger Waving and Molding
2	2	2	Shaving and Beard Design Tools and Essentials	4	4	4	Hair Design Guest Experience
2	2	2	Short Combination Form Overview	4	4	4	Hair Design Service
2	2	2	Styling Guest Experience	4	4	4	Hair Design Skills
2	2	2	Styling Service	4	4	4	Hair Design Theory
2	2	2	Styling Theory	4	4	4	Hair Design Tools and Essentials
2	2	2	Styling Tools and Essentials	4	4	4	Long Hair Guest Experience
2	2	2	Tapered Cut and Fade Service	4	4	4	Long Hair Service
2	2	2	Tapered Cut and Fade Skills	4	4	4	Long Hair Skills
2	2	2	Tapered Cut and Fade Theory	4	4	4	Long Hair Theory
2	2	2	Tapered Cut and Fade Tools and Essentials	4	4	4	Long Hair Tools and Essentials
2	2	2	Texturizing Techniques	4	4	4	Straight Volume and Indentation
2	2	2	Thermal Styling	4	4	4	Thermal Design
2	2	2	Wet Styling	<b>48</b>	<b>26</b>	<b>22</b>	<b>INTRODUCTION TO THE CAREER OF HAIR DESIGN</b>
<b>100</b>	<b>50</b>	<b>50</b>	<b>BUSINESS</b>	4	4	4	Course Orientation and Curriculum Overview
	5	5	Build Your Clientele	6	6	6	An introduction to each field of study; communicating the benefits and opportunities associated with each.
	5	5	Finding a Salon That Fits	4	4	4	History of Cosmetology and Barbering
	5	5	Goal Setting	4	4	4	Career Opportunities Available to Licensed Hair Design professional
	5	5	Job Search	4	4	4	Professional Image
	5	5	Know Your Client Market	4	4	4	Developing a Clientele
	5	5	Professional Relationships	<b>70</b>	<b>20</b>	<b>50</b>	<b>INSTRUCTOR DISCRETION</b>
	5	5	Retail Products				To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
	5	5	Salon Operations	<b>20</b>	<b>10</b>	<b>10</b>	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
							<b>LICENSING LAWS AND RULES</b>
	5	5	Salon Ownership	5	5	5	Preparation for state board written and practical examinations
							<b>PREPARING FOR EMPLOYMENT</b>
							Professionalism
							Resume Development
							Interview Preparation
							Job Search Skills
<b>117</b>	<b>67</b>	<b>50</b>	<b>CHEMICAL TEXTURE</b>	<b>12</b>	<b>6</b>	<b>6</b>	<b>LIFE SKILLS</b>
5	5	5	Curl Reformation Theory	1	1	1	Basic Communication
8	4	4	Perm Design	1	1	1	Human Relations
5	5	5	Perm Guest Experience	1	1	1	Communicate With Confidence
5	5	5	Perm Products and Essentials	1	1	1	Ergonomics
8	4	4	Perm Service	1	1	1	Healthy Body and Mind
8	4	4	Perm Skills	1	1	1	Resilience
6	6	6	Perm Theory	<b>152</b>	<b>58</b>	<b>94</b>	<b>SCIENCE</b>
4	4	4	Relaxer Guest Experience	6	6	6	Building Blocks of the Human Body
2	2	2	Relaxer Products and Essentials	6	6	6	Electricity in Cosmetology
2	2	2	Relaxer Service	6	6	6	First Aid
8	4	4	Relaxer Skills	10	10	10	Infection Control
6	5	5	Relaxer Theory	3	9	9	Matter
<b>24</b>	<b>12</b>	<b>12</b>	<b>CLIENT CENTERED DESIGN</b>	3	9	9	Microbiology
2	2	2	Client Considerations	3	9	9	pH
2	2	2	Complete Service Essential	3	9	9	Principles of Electricity
2	2	2	Connect Service Essential	3	9	9	The Circulatory System
2	2	2	Consult Service Essential	3	9	9	The Muscular System
2	2	2	Create Service Essential	6	6	6	The Nervous System
2	2	2	Design Connection	6	6	6	The Skeletal System
<b>196</b>	<b>98</b>	<b>98</b>	<b>HAIRCOLOR</b>	<b>8</b>	<b>4</b>	<b>4</b>	<b>WIGS AND HAIR EXTENSIONS</b>
12	12	12	Color Design	1	1	1	Hairpieces and Hair Additions
10	10	10	Color Design Guest Experience	1	1	1	Wig Services
15	15	15	Color Service	1	1	1	Wig Theory
30	30	30	Color Skills	1	1	1	Wigs, Hairpieces and Hair Addition Essentials
15	15	15	Color Theory				
2	2	2	Color Tools and Essentials				
6	6	6	Identifying Existing Hair Color				
4	4	4	Non Oxidative Color Products				
4	4	4	Oxidative Color Products				



## MASTER ESTHETICS PROGRAM OUTLINE

1200 Hours

### PROGRAM DESCRIPTION

The Master Esthetics program offers 1200 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the esthetics industry including spa manicures, advanced pedicures, European facials, facial and body waxing, chemical skin treatments, laser hair removal, and all other necessary skills within the beauty industry essential to being a successful Master Esthetician

### PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform advanced manipulative skills including advanced facials, microdermabrasion, laser hair removal, advanced body waxing, advanced esthetics machines, and advanced chemical peeling.
- Perform advanced skin analysis to determine proper treatment protocols to support the beauty and health of the skin.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, professional products, and methods for career development in master esthetics and skin-related fields.

### INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

- **Discussion**- Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer**- Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration**- Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning**- Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming**- Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture**- Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.

- **Individual Instruction**- Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

### **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

## Master Esthetics 1200 Hour Program Outline

### COURSE DESCRIPTION

The Master Esthetics program offers 1200 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the esthetics industry including spa manicures, advanced pedicures, European facials, facial and body waxing, chemical skin treatments, laser hair removal and all other necessary skills within the beauty industry essential to being a successful Master Esthetician.

### BASIC EDUCATION

On Campus	SUBJECT/UNIT	On Campus	SUBJECT/UNIT
64	<b>ANATOMY AND PHYSIOLOGY</b>	52	<b>INSTRUCTOR DISCRETION</b>
4	Building Blocks of the Human Body	52	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
8	Hair Theory	14	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
8	The Cardiovascular System		<b>LICENSING LAWS AND RULES</b>
			Preparation for state board written and practical examinations
			<b>PREPARING FOR EMPLOYMENT</b>
			Professionalism
			Resume Development
			Interview Preparation
			Job Search Skills
8	The Integumentary System	24	<b>LIFE SKILLS</b>
12	The Lymphatic System		
8	The Muscular System	4	Basic Communication
8	The Nervous System	4	Communicate With Confidence
8	The Skeletal System	4	Ergonomics
18	<b>BODY TREATMENTS</b>	4	Healthy Body and Mind
4	Body Treatment Theory	4	Human Relations
6	Body Treatment Products, Tools, Supplies and Equipment	4	Resilience
2	Body Treatment Skills	28	<b>MAKEUP</b>
6	Body Treatment Guest Experience	12	Makeup Design Guest Experience
16	<b>CLIENT-CENTERED EXPERIENCE</b>	8	Makeup Design Skills
4	Connect Service Essential	4	Makeup Design Theory
4	Consult Service Essential	4	Makeup Products, Tools, Supplies and Equipment
4	Create Service Essential	46	<b>SALON &amp; SPA BUSINESS</b>
4	Complete Service Essential	4	Goal Setting
86	<b>FACIAL TREATMENTS</b>	4	Job Search
40	Chemical Exfoliation	4	Professional Relationships
4	Facial Treatment Guest Experience	6	Retail Sales and Products
4	Facial Treatment Products, Tools, Supplies and Equipment	10	Salon/Spa Operations
30	Facial Treatment Skills	10	Salon/Spa Ownership
8	Facial Treatment Theory	4	The Medical Environment
60	<b>FACIAL TREATMENT WITH DEVICES</b>	4	The Salon/Spa Experience
16	Facial Treatment With Devices – Guest Experience	68	<b>SCIENCE</b>
8	Facial Treatment With Devices – Product, Tools, Supplies and Equipment	4	Cosmetic Product Ingredients
16	Facial Treatment With Devices – Skills	6	Cosmetic Products
12	Facial Treatment With Devices – Theory	6	Electricity in Esthetics
8	Microdermabrasion	4	First Aid
36	<b>HAIR REMOVAL</b>	30	Infection Control
4	Hair Removal Theory	4	Matter
12	Temporary Hair Removal Guest Experience	4	pH
4	Temporary Hair Removal Products, Tools, Supplies and Equipment	4	Principles of Electricity
16	Temporary Hair Removal Skills	4	Transmission of Infection
20	<b>INTRODUCTION TO THE CAREER OF ESTHETICS</b>	68	<b>SKIN</b>
2	Course Orientation and Curriculum Overview	24	Skin Analysis
4	An introduction to each field of study; communicating the benefits and opportunities associated with each.	18	Skin Assessment and Recommendation System
2	History of Esthetics	8	Skin Diseases and Disorders
4	Career Opportunities Available to Licensed Estheticians	6	Skin Health
4	Professional Image	6	Skin Theory
4	Developing a Clientele	6	Wellness Therapies

### MASTER ESTHETICS

On Campus	SUBJECT/UNIT	On Campus	SUBJECT/UNIT
66	<b>ADVANCED FACIAL DEVICES</b>	24	<b>CHANGES IN ESTHETICS</b>
8	IPL Facial Rejuvenation	4	Advanced Education and Employment Opportunities
16	Laser and IPL Hair Removal Treatments	4	Developing Critical-Thinking Skills
4	Light-Emitting Diodes and Photodynamic Therapy	4	Enhancing Soft Skills
16	Machine-Assisted Microdermabrasion	4	Privacy Laws
2	Management of Complications	4	Professional Organizations and Publications
16	Microcurrent, Electrodesiccation, Dermablending, and Skin Needling	4	The Global Evolution of Spas and Spa Treatments
2	Purchasing Process and Skin Analysis Devices	12	<b>CHEMISTRY AND BIOCHEMISTRY</b>
2	Ultrasonic Technology	4	Botanical and Essential Oil Chemistry
42	<b>ADVANCED FACIAL TECHNIQUES</b>	8	Principles of Chemistry
14	Clinic Exfoliation Treatments	30	<b>COMPLEMENTARY WELLNESS THERAPIES</b>
8	Mask Therapies	6	Complementary Wellness, Energy Basics, and Energy Management
8	Rosacea and Sensitive Skin Treatments	6	Crystals and Gemstones and Introducing Balancing Treatments to Clients
12	Treatment Variations	6	Reiki Hands-On Healing and Other Energy Therapies
40	<b>ADVANCED HAIR REMOVAL</b>	6	The Chakra System
2	Electrolysis and Plastic Surgery	6	Ayurveda Theory and Treatments
16	Hard and Soft Wax	12	<b>HORMONES</b>
8	Product Evaluation and Advanced Facial Waxing	4	Hormonal Disorders That Affect the Skin
12	Speed Waxing and Body Techniques and Male Waxing	4	Hormonal Phases of Life
2	Threading and Sugaring	4	Hormones and the Endocrine Glands
24	<b>ADVANCED HISTOLOGY OF THE CELL AND THE SKIN</b>	32	<b>INFECTION CONTROL</b>
2	Immune System	8	Basic Safety Guidelines
2	Cell Cycle	8	Bloodborne Pathogens
2	Cellular Structure and Function	4	Rules and Regulations Governing Workplace Safety
2	Major Tissues of the Body	4	The Principles of Infection Control
4	Principal Sensory Nerves and Receptors	4	<b>INGREDIENTS AND PRODUCTS FOR SKIN ISSUES</b>
8	Skin Structure and Function	4	Line Selection for Designing a Successful Home Care Regimen
4	The Mechanism of Exfoliation and Penetration	2	Product Development
12	<b>ADVANCED MAKEUP</b>	2	Products for a Successful Home Care Regimen
4	Airbrush Makeup and Spray Tanning	40	<b>INSTRUCTOR DISCRETION</b>
4	Lash Perming and Semi Permanent Eyelash Extensions	40	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
2	Mineral Makeup	18	<b>LASER, LIGHT ENERGY AND RADIO FREQUENCY TECHNOLOGY</b>
2	Permanent Cosmetics	4	History and Physics of Light and Energy Devices
28	<b>ADVANCED SKIN CARE MASSAGE</b>	8	Laser Light Therapies
4	Advanced Back Movements	6	Laser Safety
8	Advanced Facial Movements	28	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
4	Lymphatic Massage for the Face and Neck	4	<b>LICENSING LAWS AND RULES</b>
			Preparation for state board written and practical examinations
			<b>PREPARING FOR EMPLOYMENT</b>
			Professionalism
			Resume Development
			Interview Preparation
			Job Search Skills
2	Massage Contraindications	26	<b>MEDICAL SCIENCES</b>
2	Post-Massage Care	2	Medical Esthetics and Working with Physicians
4	Shiatsu Massage for the Face and Reflexology	2	Scope of Practice and the Medical Esthetics Practice
4	Stone Massage Techniques	2	Training and Education and Interfacing with Medical Professionals
12	<b>ADVANCED SKIN DISORDERS</b>	2	Working in a Medical Setting
8	Acne and Rosacea	2	Medical Terminology
2	Damage from Treatment Therapies and Sun Exposure	2	Medical Intervention
2	Inflammation Cascade and Wound Healing	2	Dermal Filler Cosmetics and Neurotoxin Therapy
16	<b>ANATOMY AND PHYSIOLOGY</b>	8	Sclerotherapy and Medical Peels
2	Arterial System and the Venous System	2	Plastic Surgery Procedures
2	Facial Nerve Patterns	2	The Esthetician's Role in Pre- and Post-Medical Treatments
2	Muscle Types and Function of Skeletal Muscles	10	<b>PHARMACOLOGY FOR ADVANCED ESTHETICS</b>
2	Muscles and Nerves	8	Initial Consultation, the FDA, Prescription Drugs, and Drug Classifications
2	Muscles of the Face, Head and Neck, Arms, Shoulders, Torso, and Legs	2	Over-the-Counter (OTC) Drugs
2	The Cardiovascular and Lymphatic Systems	24	<b>SKIN CARE PRODUCTS</b>
4	The Lymphatic System	4	Alpha Hydroxy Acids
20	<b>BOTANICALS AND AROMATHERAPY</b>	4	Beta Hydroxy Acids and Retinoids
8	Application of Essential Oils, Recipes, and Legal Considerations	4	Chemistry, Ingredients, and Selection
2	Aromatherapy and Introduction to Essential Oils	4	Cosmetic Ingredient Categories and Product Penetration
2	Essential Oil Chemistry and Contraindications	4	Free Radicals, Sunscreens, and Antioxidants
2	Moisturizers, Botanicals, Understanding Organic, and Nanotechnology	4	Moisturizers, Botanicals, Understanding Organic, and Nanotechnology
40	<b>BUSINESS</b>	12	<b>SKIN SCIENCES</b>
4	Business Plan	4	Effects of Stress and Management Methods
4	Financial Business Skills	4	Relationship Between Nutrients and Diet and Aging
4	Financial Planning	4	Wellness Management
12	Internet, Technology, and Marketing Responsibly	16	<b>SKIN TYPING AND AGE ANALYSIS</b>
12	Marketing	4	Fitzpatrick Skin Typing
2	Protecting Business Assets	4	Hormonal Balance and Skin Identification and Skin Categories
2	Understanding the IRS	4	Oriental Reflex Zones of the Face
		4	Skin Typing Systems, Aging Analysis, the Glogau Scale and Rubin Classification
		16	<b>SPA AND ALTERNATIVE THERAPIES</b>
		8	Body Wraps and Masks
		8	Hydrotherapy and Other Specialty Treatments



## MASTER ESTHETICS DISTANT EDUCATION

1200 Hours

600 Practical on Campus

600 Remote/Distant Education

### PROGRAM DESCRIPTION

The Master Esthetics Distant Education program offers 1200 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the esthetics industry including spa manicures, advanced pedicures, European facials, facial and body waxing, chemical skin treatments, laser hair removal, and all other necessary skills within the beauty industry essential to being a successful Master Esthetician

### PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform advanced manipulative skills including advanced facials, microdermabrasion, laser hair removal, advanced body waxing, advanced esthetics machines, and advanced chemical peeling.
- Perform advanced skin analysis to determine proper treatment protocols to support the beauty and health of the skin.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, professional products, and methods for career development in master esthetics and skin-related fields.

### INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

#### PRACTICAL ON CAMPUS

- **Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.

- **Brainstorming**- Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture**- Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction**- Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

## **REMOTE/DISTANT EDUCATION**

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

## **REMOTE LEARNING IT REQUIREMENTS**

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

### **HARDWARE**

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.

NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms.

Headphones/earbuds for listening to audio or videos presented in the course.

### **SOFTWARE**

Google Chrome internet browser

Adobe Acrobat Reader

Adobe Digital Editions



## **INTERNET**

A stable internet connection of 56K or greater is recommended.

## **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

**Master Esthetics DE 1200 Hour Program Units**

TOTAL	1200
On Campus	600
Distance Ed	600

**COURSE DESCRIPTION**

The Master Esthetics Distant Education program offers 1200 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the esthetics industry including spa manicures, advanced pedicures, European facials, facial and body waxing, chemical skin treatments, laser hair removal and all other necessary skills within the beauty industry essential to being a successful Master Esthetician.

**BASIC EDUCATION**

TOTAL	On Campus	Distance Education	SUBJECT/UNIT	TOTAL	On Campus	Distance Education	SUBJECT/UNIT
300	133	131		300	150	150	
64	32	32	<b>ANATOMY AND PHYSIOLOGY</b>	52	25	27	<b>INSTRUCTOR DISCRETION</b>
							To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
			Building Blocks of the Human Body		25	27	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
			Hair Theory	14	7	7	<b>LICENSING LAWS AND RULES</b>
							Preparation for state board written and practical examinations
			The Cardiovascular System				<b>PREPARING FOR EMPLOYMENT</b>
							Professionalism
							Resume Development
							Interview Preparation
			The Integumentary System				Job Search Skills
			The Lymphatic System		7	10	Preparation for state board written and practical examinations
			The Muscular System	24	12	12	<b>LIFE SKILLS</b>
			The Nervous System		2	2	Basic Communication
			The Skeletal System		2	2	Communicate With Confidence
18	9	9	<b>BODY TREATMENTS</b>		2	2	Ergonomics
			Body Treatment Theory		2	2	Healthy Body and Mind
			Body Treatment Products, Tools, Supplies and Equipment		2	2	Human Relations
			Body Treatment Skills		2	2	Resilience
			Body Treatment Guest Experience	28	14	14	<b>MAKEUP</b>
16	8	8	<b>CLIENT-CENTERED EXPERIENCE</b>		6	6	Makeup Design Guest Experience
			Connect Service Essential		4	4	Makeup Design Skills
			Consult Service Essential		2	2	Makeup Design Theory
			Create Service Essential		2	2	Makeup Products, Tools, Supplies and Equipment
			Complete Service Essential	46	23	23	<b>SALON &amp; SPA BUSINESS</b>
86	43	43	<b>FACIAL TREATMENTS</b>		2	2	Goal Setting
			Chemical Exfoliation	20	2	2	Job Search
			Facial Treatment Guest Experience		2	2	Professional Relationships
			Facial Treatment Products, Tools, Supplies and Equipment		3	3	Retail Sales and Products
			Facial Treatment Skills		5	5	Salon/Spa Operations
			Facial Treatment Theory		5	5	Salon/Spa Ownership
60	30	30	<b>FACIAL TREATMENT WITH DEVICES</b>		2	2	The Medical Environment
			Facial Treatment With Devices – Guest Experience		2	2	The Salon/Spa Experience
			Facial Treatment With Devices – Product, Tools, Supplies and Equipment				
			Facial Treatment With Devices – Skills	68	34	34	<b>SCIENCE</b>
			Facial Treatment With Devices – Theory		2	2	Cosmetic Product Ingredients
			Microdermabrasion		4	4	Cosmetic Products
			Hair Removal Theory		3	3	Electricity in Esthetics
36	18	18	<b>HAIR REMOVAL</b>		2	2	First Aid
			Temporary Hair Removal Guest Experience		15	15	Infection Control
			Temporary Hair Removal Products, Tools, Supplies and Equipment		2	2	Matter
			Temporary Hair Removal Skills		2	2	pH
			Temporary Hair Removal Theory		2	2	Principles of Electricity
20	11	9	<b>INTRODUCTION TO THE CAREER OF ESTHETICS</b>		2	2	Transmission of Infection
			Course Orientation and Curriculum Overview	68	35	33	<b>SKIN</b>
			An introduction to each field of study; communicating the benefits and opportunities associated with each.		12	12	Skin Analysis
			History of Esthetics		10	8	Skin Assessment and Recommendation System
			Career Opportunities Available to Licensed Estheticians		4	4	Skin Diseases and Disorders
			Professional Image		3	3	Skin Health
			Developing a Clientele		3	3	Skin Theory
					3	3	Wellness Therapies

**MASTER ESTHETICS**

TOTAL	On Campus	Distance Education	SUBJECT/UNIT	TOTAL	On Campus	Distance Education	SUBJECT/UNIT
300	150	150		300	150	150	
			<b>ADVANCED FACIAL DEVICES</b>		12	12	<b>CHANGES IN ESTHETICS</b>
			IPL Facial Rejuvenation		2	2	Advanced Education and Employment Opportunities
			Laser and IPL Hair Removal Treatments		2	2	Developing Critical-Thinking Skills
			Light-Emitting Diodes and Photodynamic Therapy		2	2	Enhancing Soft Skills
			Machine-Aided Microdermabrasion		2	2	Privacy Laws
			Management of Complications		2	2	Professional Organizations and Publications
			Microcurrent, Electrodeposition, Dermaplaning, and Skin Needling		2	2	The Global Evolution of Spas and Spa Treatments
			Purchasing Process and Skin Analysis Devices		6	6	<b>CHEMISTRY AND BIOCHEMISTRY</b>
			Ultrasound Technology		2	2	Botanical and Essential Oil Chemistry
					4	4	Principles of Chemistry
21	21		<b>ADVANCED FACIAL TECHNIQUES</b>		15	15	<b>COMPLEMENTARY WELLNESS THERAPIES</b>
			Clinic Exfoliation Treatments		3	3	Complementary Wellness, Energy Basics, and Energy Management
			Mask Therapies		3	3	Crystals and Gemstones and Introducing Balancing Treatments to Clients
			Rosacea and Sensitive Skin Treatments		3	3	Reiki Hands-On Healing and Other Energy Therapies
			Treatment Variations		3	3	The Chakra System
20	20		<b>ADVANCED HAIR REMOVAL</b>		3	3	Arurveda Theory and Treatments
			Electrolysis and Plastic Surgery		6	6	<b>HORMONES</b>
			Hard and Soft Wax		2	2	Hormonal Disorders That Affect the Skin
			Product Evaluation and Advanced Facial Waxing		2	2	Hormonal Phases of Life
			Speed Waxing and Body Techniques and Male Waxing		2	2	Hormones and the Endocrine Glands
			Threading and Sugaring		16	16	<b>INFECTION CONTROL</b>
12	12		<b>ADVANCED HISTOLOGY OF THE CELL AND THE SKIN</b>		4	4	Basic Safety Guidelines
			Immune System		4	4	Bloodborne Pathogens
			Cell Cycle		2	2	Rules and Regulations Governing Workplace Safety
			Cellular Structure and Function		2	2	The Principles of Infection Control
			Major Tissues of the Body		2	2	<b>INGREDIENTS AND PRODUCTS FOR SKIN ISSUES</b>
			Principal Sensory Nerves and Receptors		2	2	Line Selection for Designing a Successful Home Care Regimen
			Skin Structure and Function		1	1	Product Development
			The Mechanism of Exfoliation and Penetration		1	1	Products for a Successful Home Care Regimen
			<b>ADVANCED MAKEUP</b>		20	20	<b>INSTRUCTOR DISCRETION</b>
			Airbrush Makeup and Spray Tanning		20	20	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
			Lash Perming and Semi Permanent Eyelash Extensions		9	9	<b>LASER, LIGHT ENERGY AND RADIO FREQUENCY TECHNOLOGY</b>
			Mineral Makeup		2	2	History and Physics of Light and Energy Devices
			Permanent Cosmetics		4	4	Laser Light Therapies
14	14		<b>ADVANCED SKIN CARE MASSAGE</b>		3	3	Laser Safety
			Advanced Back Movements		14	14	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
			Advanced Facial Movements		14	14	<b>LICENSING LAWS AND RULES</b>
					14	14	Preparation for state board written and practical examinations
			Lymphatic Massage for the Face and Neck				<b>PREPARING FOR EMPLOYMENT</b>
							Professionalism
							Resume Development
							Interview Preparation
							Job Search Skills
			Massage Contraindications	13	13		<b>MEDICAL SCIENCES</b>
			Post-Massage Care		1	1	Medical Esthetics and Working with Physicians
			Shiatsu Massage for the Face and Reflexology		1	1	Scope of Practice and the Medical Esthetics Practice
			Stone Massage Techniques		1	1	Training and Education and Interfacing with Medical Professionals
					1	1	Working in a Medical Setting
			<b>ADVANCED SKIN DISORDERS</b>		1	1	Medical Terminology
			Acne and Rosacea		1	1	Medical Intervention
			Damage from Treatment Therapies and Sun Exposure		1	1	Permal Fillers Cosmetics and Neurotoxin Therapy
			Inflammation Cascade and Wound Healing		4	4	Sclerotherapy and Medical Peels
8	8		<b>ANATOMY AND PHYSIOLOGY</b>		1	1	Plastic Surgery Procedures
			Arterial System and the Venous System		1	1	The Esthetician's Role in Pre- and Post-Medical Treatments
			Facial Nerve Patterns		5	5	<b>PHARMACOLOGY FOR ADVANCED ESTHETICS</b>
			Muscle Types and Function of Skeletal Muscles		4	4	Initial Consultation, the FDA, Prescription Drugs, and Drug Classifications
			Muscles and Nerves		1	1	Over-the-Counter (OTC) Drugs
			Muscles of the Face, Head and Neck, Arms, Shoulders, Torso, and Legs		12	12	<b>SKIN CARE PRODUCTS</b>
			The Cardiovascular and Lymphatic Systems		2	2	Alpha Hydroxy Acids
			The Lymphatic System		2	2	Beta Hydroxy Acids and Retinoids
10	10		<b>BOTANICALS AND AROMATHERAPY</b>		2	2	Chemistry, Ingredients, and Selection
			Application of Essential Oils, Recipes, and Legal Considerations		2	2	Cosmetic Ingredient Categories and Product Penetration
			Aromatherapy and Introduction to Essential Oils		2	2	Free Radicals, Sunscreens, and Antioxidants
			Essential Oil Chemistry and Contraindications		2	2	Moisturizers, Botanicals, Understanding Organic, and Nanotechnology
			Moisturizers, Botanicals, Understanding Organic, and Nanotechnology		6	6	<b>SKIN SCIENCES</b>
20	20		<b>BUSINESS</b>		2	2	Effects of Stress and Management Methods
			Business Plan		2	2	Relationship Between Nutrients and Diet and Aging
			Financial Business Skills		2	2	Wellness Management
			Financial Planning		8	8	<b>SKIN TYPING AND AGE ANALYSIS</b>
			Internet, Technology, and Marketing Responsibly		2	2	Fitzpatrick Skin Typing
			Marketing		2	2	Hormonal Balance and Skin Identification and Skin Categories
			Protecting Business Assets		2	2	Oriental Reflex Zones of the Face
			Understanding the IRS		2	2	Skin Typing Systems, Aging Analysis, the Glogau Scale and Rubin Classification
					8	8	<b>SPA AND ALTERNATIVE THERAPIES</b>
					4	4	Body Wraps and Masks
					4	4	Hydrotherapy and Other Specialty Treatments





## BASIC ESTHETICS PROGRAM OUTLINE

600 Hours

### PROGRAM DESCRIPTION

The Basic Esthetics program offers 600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the basic esthetics industry including manicuring, pedicuring, facials, body waxing, lash extensions, and all other necessary skills within the beauty industry essential to being a successful basic esthetician.

### PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including facials, manicures, makeup, pedicures, facial and body waxing, esthetics machines, and chemical peeling.
- Perform basic skin analysis to determine proper treatment protocols to support the beauty and health of the skin.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, professional products, and methods for career development in esthetics and skin-related fields.

### INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

- **Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.

- Individual Instruction- Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

### **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

## BASIC ESTHETICS 600 HOUR PROGRAM UNITS

### COURSE

The Basic Esthetics program offers 600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the basic esthetics industry including manicuring, pedicuring, facials, body waxing, lash extensions and all other necessary skills within the beauty industry essential to being a successful basic esthetician.

On Campus	SUBJECT/UNIT	On Campus	SUBJECT/UNIT
<b>64</b>	<b>ANATOMY AND PHYSIOLOGY</b>	<b>52</b>	<b>INSTRUCTOR DISCRETION</b>
4	Building Blocks of the Human Body	52	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
8	Hair Theory	<b>14</b>	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
8	The Cardiovascular System		LICENSING LAWS AND RULES
			Preparation for state board written and practical examinations
			PREPARING FOR EMPLOYMENT
			Professionalism
			Resume Development
			Interview Preparation
			Job Search Skills
8	The Integumentary System	<b>24</b>	<b>LIFE SKILLS</b>
12	The Lymphatic System	4	Basic Communication
8	The Muscular System	4	Communicate With Confidence
8	The Nervous System	4	Ergonomics
8	The Skeletal System	4	Healthy Body and Mind
<b>18</b>	<b>BODY TREATMENTS</b>	4	Human Relations
4	Body Treatment Theory	4	Resilience
6	Body Treatment Products, Tools, Supplies and Equipment	<b>28</b>	<b>MAKEUP</b>
2	Body Treatment Skills	12	Makeup Design Guest Experience
6	Body Treatment Guest Experience	8	Makeup Design Skills
<b>16</b>	<b>CLIENT-CENTERED EXPERIENCE</b>	4	Makeup Design Theory
4	Connect Service Essential	4	Makeup Products, Tools, Supplies and Equipment
4	Consult Service Essential	<b>46</b>	<b>SALON &amp; SPA BUSINESS</b>
4	Create Service Essential	4	Goal Setting
4	Complete Service Essential	4	Job Search
<b>86</b>	<b>FACIAL TREATMENTS</b>	4	Professional Relationships
40	Chemical Exfoliation	6	Retail Sales and Products
4	Facial Treatment Guest Experience	10	Salon/Spa Operations
4	Facial Treatment Products, Tools, Supplies and Equipment	10	Salon/Spa Ownership
30	Facial Treatment Skills	4	The Medical Environment
8	Facial Treatment Theory	4	The Salon/Spa Experience
<b>60</b>	<b>FACIAL TREATMENT WITH DEVICES</b>	<b>68</b>	<b>SCIENCE</b>
16	Facial Treatment With Devices – Guest Experience	4	Cosmetic Product Ingredients
	Facial Treatment With Devices – Product, Tools, Supplies and Equipment	8	Cosmetic Products
8		6	Electricity in Esthetics
16	Facial Treatment With Devices – Skills	4	First Aid
12	Facial Treatment With Devices – Theory	30	Infection Control
8	Microdermabrasion	4	Matter
<b>36</b>	<b>HAIR REMOVAL</b>	4	pH
4	Hair Removal Theory	4	Principles of Electricity
12	Temporary Hair Removal Guest Experience	4	Transmission of Infection
4	Temporary Hair Removal Products, Tools, Supplies and Equipment	<b>68</b>	<b>SKIN</b>
16	Temporary Hair Removal Skills	24	Skin Analysis
<b>20</b>	<b>INTRODUCTION TO THE CAREER OF ESTHETICS</b>	18	Skin Assessment and Recommendation System
2	Course Orientation and Curriculum Overview	8	Skin Diseases and Disorders
4	An introduction to each field of study; communicating the benefits and opportunities associated with each.	6	Skin Health
4	History of Esthetics	6	Skin Theory
4	Career Opportunities Available to Licensed Estheticians	6	Wellness Therapies
4	Professional Image		
4	Developing a Clientele		



## **BASIC ESTHETICS DISTANT EDUCATION PROGRAM OUTLINE**

600 Hours

300 Practical on Campus

300 Remote/Distant Education

### **PROGRAM DESCRIPTION**

The Basic Esthetics Distant Education program offers 600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the basic esthetics industry including manicuring, pedicuring, facials, body waxing, lash extensions, and all other necessary skills within the beauty industry essential to being a successful basic esthetician.

### **PROGRAM OBJECTIVES**

Upon completion of course requirements program graduates shall:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communication and consultation skills.
- Understand employer-employee relationships and respect the need to deliver worthy service for value received.
- Perform the basic manipulative skills including facials, manicures, makeup, pedicures, facial and body waxing, esthetics machines, and chemical peeling.
- Perform basic skin analysis to determine proper treatment protocols to support the beauty and health of the skin.
- Apply the theory, technical information, and related matter to assure sound judgments and safe practice in decisions, and procedures.
- Learn new and current information related to techniques, professional products, and methods for career development in esthetics and skin-related fields.

### **INSTRUCTIONAL METHODS**

RACE utilizes the following academic and learning methods throughout the course of the education program.

#### **PRACTICAL ON CAMPUS**

- **Discussion**- Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer**- Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration**- Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning**- Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming**- Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally

- **Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations-** This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers-** Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets-** This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing-** Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

## **REMOTE/DISTANT EDUCATION**

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

## **REMOTE LEARNING IT REQUIREMENTS**

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

### **HARDWARE**

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.

NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms.

Headphones/earbuds for listening to audio or videos presented in the course.

### **SOFTWARE**

Google Chrome internet browser

Adobe Acrobat Reader

Adobe Digital Editions

### **INTERNET**

A stable internet connection of 56K or greater is recommended.



## **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

**BASIC ESTHETICS DISTANT EDUCATION 600 PROGRAM UNITS**

TOTAL	600
On Campus	300
Distance Ed	300

**COURSE DESCRIPTION**

The Basic Esthetics Distant Education program offers 600 hours of instruction and prepares students to meet the requirements for taking state licensure exams. The program covers all aspects of the basic esthetics industry including manicuring, pedicuring, facials, body waxing, lash extensions and all other necessary skills within the beauty industry essential to being a successful basic esthetician.

TOTAL	On Campus	Distance Education	SUBJECT/UNIT	TOTAL	On Campus	Distance Education	SUBJECT/UNIT
<b>64</b>	<b>32</b>	<b>32</b>	<b>ANATOMY AND PHYSIOLOGY</b>	<b>52</b>	<b>25</b>	<b>27</b>	<b>INSTRUCTOR DISCRETION</b>
							To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.
	2	2	Building Blocks of the Human Body		25	27	
	4	4	Hair Theory	<b>14</b>	<b>7</b>	<b>7</b>	<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
							LICENSING LAWS AND RULES
	4	4	The Cardiovascular System				Preparation for state board written and practical examinations
							PREPARING FOR EMPLOYMENT
							Professionalism
							Resume Development
							Interview Preparation
							Job Search Skills
	4	4	The Integumentary System				Preparation for state board written and practical examinations
	6	6	The Lymphatic System		7	10	
	4	4	The Muscular System	<b>24</b>	<b>12</b>	<b>12</b>	<b>LIFE SKILLS</b>
	4	4	The Nervous System		2	2	Basic Communication
	4	4	The Skeletal System		2	2	Communicate With Confidence
<b>18</b>	<b>9</b>	<b>9</b>	<b>BODY TREATMENTS</b>		2	2	Ergonomics
	2	2	Body Treatment Theory		2	2	Healthy Body and Mind
	3	3	Body Treatment Products, Tools, Supplies and Equipment		2	2	Human Relations
	1	1	Body Treatment Skills		2	2	Resilience
	3	3	Body Treatment Guest Experience	<b>28</b>	<b>14</b>	<b>14</b>	<b>MAKEUP</b>
<b>16</b>	<b>8</b>	<b>8</b>	<b>CLIENT-CENTERED EXPERIENCE</b>		6	6	Makeup Design Guest Experience
	2	2	Connect Service Essential		4	4	Makeup Design Skills
	2	2	Consult Service Essential		2	2	Makeup Design Theory
	2	2	Create Service Essential		2	2	Makeup Products, Tools, Supplies and Equipment
	2	2	Complete Service Essential	<b>46</b>	<b>23</b>	<b>23</b>	<b>SALON &amp; SPA BUSINESS</b>
<b>86</b>	<b>43</b>	<b>43</b>	<b>FACIAL TREATMENTS</b>		2	2	Goal Setting
	20	20	Chemical Exfoliation		2	2	Job Search
	2	2	Facial Treatment Guest Experience		2	2	Professional Relationships
	2	2	Facial Treatment Products, Tools, Supplies and Equipment		3	3	Retail Sales and Products
	15	15	Facial Treatment Skills		5	5	Salon/Spa Operations
	4	4	Facial Treatment Theory		5	5	Salon/Spa Ownership
<b>60</b>	<b>30</b>	<b>30</b>	<b>FACIAL TREATMENT WITH DEVICES</b>		2	2	The Medical Environment
	8	8	Facial Treatment With Devices – Guest Experience		2	2	The Salon/Spa Experience
	4	4	Facial Treatment With Devices – Product, Tools, Supplies and Equipment	<b>68</b>	<b>34</b>	<b>34</b>	<b>SCIENCE</b>
	8	8	Facial Treatment With Devices – Skills		2	2	Cosmetic Product Ingredients
	6	6	Facial Treatment With Devices – Theory		4	4	Cosmetic Products
	4	4	Microdermabrasion		3	3	Electricity in Esthetics
<b>36</b>	<b>18</b>	<b>18</b>	<b>HAIR REMOVAL</b>		2	2	First Aid
	2	2	Hair Removal Theory		15	15	Infection Control
	6	6	Temporary Hair Removal Guest Experience		2	2	Matter
	2	2	Temporary Hair Removal Products, Tools, Supplies and Equipment		2	2	pH
	8	8	Temporary Hair Removal Skills		2	2	Principles of Electricity
<b>20</b>	<b>11</b>	<b>9</b>	<b>INTRODUCTION TO THE CAREER OF ESTHETICS</b>		2	2	Transmission of Infection
	2		Course Orientation and Curriculum Overview	<b>68</b>	<b>35</b>	<b>33</b>	<b>SKIN</b>
			An introduction to each field of study; communicating the benefits and opportunities associated with each.		12	12	Skin Analysis
	1	1	History of Esthetics		10	8	Skin Assessment and Recommendation System
	2	2	Career Opportunities Available to Licensed Estheticians		4	4	Skin Diseases and Disorders
	2	2	Professional Image		3	3	Skin Health
	2	2	Developing a Clientele		3	3	Skin Theory
					3	3	Wellness Therapies



## NAIL TECHNOLOGY PROGRAM OUTLINE

300 Hours

### PROGRAM DESCRIPTION

The Nail Technology program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

### PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- To provide a total experience that unlocks students potential and aids them in achieving their goals
- To increase the students understanding of the career opportunities available within the beauty industry
- To help students determine the principles that contribute to both personal and professional success
- Prepare students to make and meet short and long term goals
- Help students to learn to apply the technical skill in harmony with creative elements
- Learn new and current information related to techniques, professional products, and methods for career development with the field of nail technology.

### INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

- **Discussion-** Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer-** Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration-** Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning-** Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming-** Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture-** Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.
- **Individual Instruction-** Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.



- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

### **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

## NAIL TECHNOLOGY 300 HOUR PROGRAM UNITS

### COURSE DESCRIPTION

The Nail Technology program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

**TOTAL**                    **SUBJECT/UNIT**  
**300**

### **113 Artificial and Natural Nail Care**

- 40 Natural Manicures/Pedicures
- 16 Care of the natural nail
- 45 Gel and Acrylic Sculptured Nail Enhancements
- 12 Massage

### **33 Bacteriology, Sanitation, Sterilization, Safety, Disease and Infection Control**

- 10 Safety and sanitation procedures to prevent injury and possible spread of disease
- 10 Sanitation, sterilization, and decontamination
- 7 Universal precautions and responsibilities of a salon professional
- 6 First Aid

### **50 Business of the Spa and Salon**

- 6 Professional Image
- 6 Professional Ethics
- 6 Legal practices including: Malpractice liability, regulatory agencies and tax laws
- 7 Types of Ownership and Salon/Spa Operation
- 6 Business Records and Accounting
- 6 Selling Products and Services
- 7 Career Planning
- 6 Effective Communication

### **6 Introduction to Nail Technology**

- 3 Course and Curriculum Overview
- 3 History of Nails

### **27 Nail Theory**

- 14 Diseases and Disorders of the Nails and Skin
- 13 Implements, Tools and Equipment for Nail Technology

### **38 Science of Nails**

- 11 Anatomy and Physiology of the Skin and Nail
- 9 Chemistry
- 9 Cosmetic Chemistry, Product Selection and Ingredients of Nail Products
- 9 Basics of Electricity

### **6 STATE BOARD & EMPLOYMENT PREP**

- LICENSING LAWS AND RULES
- 6 Preparation for state board written and practical examinations
- PREPARING FOR EMPLOYMENT
- Professionalism
- Resume Development
- Interview Preparation
- Job Search Skills

### **27 Instructor Discretion**

- 27 To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.



## NAIL TECHNOLOGY DISTANT EDUCATION

300 Hours

210 Practical on Campus

90 Remote/Distant Education

### PROGRAM DESCRIPTION

The Nail Technology Distant Education program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures, and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

### PROGRAM OBJECTIVES

Upon completion of course requirements program graduates shall:

- To provide a total experience that unlocks students potential and aids them in achieving their goals
- To increase the students understanding of the career opportunities available within the beauty industry
- To help students determine the principles that contribute to both personal and professional success
- Prepare students to make and meet short and long term goals
- Help students to learn to apply the technical skill in harmony with creative elements
- Learn new and current information related to techniques, professional products, and methods for career development with the field of nail technology.

### INSTRUCTIONAL METHODS

RACE utilizes the following academic and learning methods throughout the course of the education program.

#### PRACTICAL ON CAMPUS

- **Discussion**- Provides opportunities for student consideration, examination, comment or to explore creative solutions in an organized classroom setting.
- **Question and Answer**- Great way to monitor that students recognize or recall information and a valuable way to check for general comprehension. Encourages class participation and feedback regarding topics at hand.
- **Demonstration**- Important to increase students' understanding of the proper practical application of a concept or technique being presented.
- **Cooperative Learning**- Improves teamwork and general student interaction. Provides students an opportunity to work as a group or one on one with students other than their immediate friends. Encourages peer mentoring.
- **Brainstorming**- Creative education exercise that allows for innovative thinking and new ideas. Encourages positive participation because all ideas are recognized equally
- **Interactive Lecture**- Useful when teaching concepts to a large group. Material is presented in a direct, logical manner, and interaction is encouraged to check for general understanding.



- **Individual Instruction**- Most often used on the clinic floor to check for students' level of understanding regarding the assigned task or client service.
- **Class Presentations**- This allows students the opportunity to study and prepare material to be presented to the class. Very effective when upper-level students present introductory information to Orientation students. Students seem to absorb the information at a faster rate when they are required to present. Builds confidence in students presenting and camaraderie with basic and advanced students.
- **Guest Speakers**- Provides students with access to what is currently happening within the field and professional networking opportunities.
- **Worksheets**- This allows students to think for themselves without being influenced by others. Individual thoughts can then be shared in group discussions.
- **Role-Playing**- Introduces potential client situations and provides an opportunity for students to explore solutions and a chance to practice professional skills.

## REMOTE/DISTANT EDUCATION

Hybrid students are enrolled within the Milady CIMA online learning platform. CIMA is interactive, personal, and available on-demand providing both instructors and students with current, contemporary content and measurable, relevant feedback.

CIMA employs the following learning activities to enhance engagement and to ensure student comprehension:

- Instant E-Book access for reading, note-taking, and research
- Reading assignments, focus questions, essay topics, fill in the blank, educational videos, step by step protocols, knowledge checks, study slides, flashcards quizzes, and detailed exams.

## REMOTE LEARNING IT REQUIREMENTS

When participating in distance education courses, it is vital to consider the technology needed in order to support success within your course. Here are the minimum technical requirements for required software and hardware for your course:

### HARDWARE

A computer desktop/laptop) or mobile device (smartphone/tablet) that is less than 5 years old.

NOTE: Chromebooks are not recommended and may not be compatible with all 3rd party education platforms.

Headphones/earbuds for listening to audio or videos presented in the course.

### SOFTWARE

Google Chrome internet browser

Adobe Acrobat Reader

Adobe Digital Editions

### INTERNET

A stable internet connection of 56K or greater is recommended.



## **COURSE GRADING AND EVALUATION PROCEDURES**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study.

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90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

## NAIL TECHNOLOGY DISTANT EDUCATION 300 HOUR PROGRAM UNITS

On Campus	210
Distance Ed	90

### COURSE DESCRIPTION

The Nail Technology Distant Education program offers 300 hours of instruction and prepares students to meet the requirements for taking state licensure exams. Master the art of manicures, pedicures and massage techniques for hands, arms, and feet. Study nail design and artistry and the importance of safety, sterilization and sanitation

TOTAL 300	On Campus 210	Online 90	SUBJECT/UNIT
<b>113</b>	<b>80</b>	<b>33</b>	<b>Artificial and Natural Nail Care</b>
	30	10	Natural Manicures/Pedicures
	10	6	Care of the natural nail
	30	15	Gel and Acrylic Sculptured Nail Enhancements
	10	2	Massage
<b>33</b>	<b>26</b>	<b>7</b>	<b>Bacteriology, Sanitation, Sterilization, Safety, Disease and Infection Control</b>
	8	2	Safety and sanitation procedures to prevent injury and possible spread of disease
	8	2	Sanitation, sterilization, and decontamination
	5	2	Universal precautions and responsibilities of a salon professional
	5	1	First Aid
<b>50</b>	<b>32</b>	<b>18</b>	<b>Business of the Spa and Salon</b>
	4	2	Professional Image
	4	2	Professional Ethics
	4	2	Legal practices including: Malpractice liability, regulatory agencies and tax laws
	4	3	Types of Ownership and Salon/Spa Operation
	4	2	Business Records and Accounting
	4	2	Selling Products and Services
	4	3	Career Planning
	4	2	Effective Communication
<b>6</b>	<b>5</b>	<b>1</b>	<b>Introduction to Nail Technology</b>
	3		Course and Curriculum Overview
	2	1	History of Nails
<b>27</b>	<b>20</b>	<b>7</b>	<b>Nail Theory</b>
	10	4	Diseases and Disorders of the Nails and Skin
	10	3	Implements, Tools and Equipment for Nail Technology
<b>30</b>	<b>25</b>	<b>12</b>	<b>Science of Nails</b>
	8	3	Anatomy and Physiology of the Skin and Nail
	6	3	Chemistry
	6	3	Cosmetic Chemistry, Product Selection and Ingredients of Nail Products
	5	3	Basics of Electricity
<b>6</b>	<b>6</b>		<b>STATE BOARD &amp; EMPLOYMENT PREP</b>
	6		LICENSING LAWS AND RULES Preparation for state board written and practical examinations
			PREPARING FOR EMPLOYMENT Professionalism Resume Development Interview Preparation Job Search Skills
<b>35</b>	<b>16</b>	<b>12</b>	Instructor Discretion
	16	12	To be applied by program leaders to strengthen student performance; supervised field trips; or other related training.



## **GRADUATION REQUIREMENTSx`x`**

- In conjunction with the completion of all curriculum requirements, the student must pass a comprehensive written academic and practical final exam to include any applicable competencies required by the State licensure agency.
- Obtain all course clock hours. (Or contracted hours to equal, in combination with other school hours, applicable hours within the program of study.
- Fulfill all financial obligations to RACE, or have an approved payment plan in place.
- A student who meets all graduation requirements will receive a personalized certificate of Graduation.
- For those graduating from a program that incorporates Distance Education as a method of delivery: All transcripts or documents (official or unofficial) listing academic attainment received will identify the distance education component.

## **STATE TESTING**

Each student is given materials and literature to aid in preparation for required Utah State Board examinations; however, RACE cannot guarantee the passing of the exam.

To receive a Utah state license, all students must pass the required state board exams.

RACE will aid the student in scheduling their applicable test dates. All fees related to state board testing and licensing are the students' direct responsibility.

## **STATE LICENSING**

### **COSMETOLOGY/BARBER & COSMETOLOGY/BARBER DISTANT EDUCATION**

Submit an "Official Verification Form" provided by RACE to confirm 1600 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Cosmetology/Barber Theory and Practical Examinations

Complete and submit an online application for licensure

### **ASSOCIATED FEES**

\$87.00 This fee is for each examination, whether written or practical

\$50 kit deposit: refundable if the kit is returned with all supplies in good condition)

\$60.00 State licensing fee

### **HAIR DESIGN DISTANT EDUCATION**

Submit an "Official Verification Form" provided by RACE to confirm 1200 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC)

Hair Design Theory and Practical Examinations

Complete and submit an online application for licensure

### **ASSOCIATED FEES**

\$87.00 This fee is for each examination, whether written or practical

\$50 kit deposit: refundable if the kit is returned with all supplies in good condition)

\$60.00 State licensing fee



## **MASTER ESTHETICS, MASTER ESTHETICS DISTANT EDUCATION, BASIC ESTHETICS & BASIC ESTHETICS DISTANCE EDUCATION**

Submit an "Official Verification Form" provided by RACE to confirm 1200/600 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Master/Basic Esthetics Theory and Practical Examinations

Complete and submit an online application for licensure

### **ASSOCIATED FEES**

\$87.00 This fee is for each examination, whether written or practical

\$50 kit deposit: refundable if the kit is returned with all supplies in good condition)

.\$85.00 State licensing fee for Master \$60.00 State Licensing fee for Basic.

## **Lash & Brow Technology**

Submit an "Official Verification Form" provided by RACE to confirm 100 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Eyelash and Brow Technology Theory and Practical Examinations

Complete and submit an online application for licensure

### **ASSOCIATED FEES**

\$87.00 This fee is for each examination, whether written or practical

\$50.00 kit deposit: refundable if the kit is returned with all supplies in good condition)

.\$60.00 state licensing fee

## **NAIL TECHNOLOGY & NAIL TECHNOLOGY DISTANCE EDUCATION**

Submit an "Official Verification Form" provided by RACE to confirm 300 clock hours have been acquired.

Obtain a passing score on both the National Interstate Council of State Boards of Cosmetology (NIC) Nail Technology Theory and Practical Examinations

Complete and submit an online application for licensure

### **ASSOCIATED FEES**

\$87.00 This fee is for each examination, whether written or practical

\$50 kit fee: refundable if the kit is returned with all supplies and in good condition.

\$60.00 State licensing fee for licensing.

## **STUDENT JOB PLACEMENT**

RACE will assist students with future employment by providing networking opportunities for students with prominent salons and spas in the local area. RACE will provide students with a list of salons and spas seeking employment upon request. When notified, RACE will communicate notices of all job opportunities seeking qualified cosmetologists, estheticians, or nail technicians. RACE is not responsible or liable in any way to provide or guarantee student employment.



# FACILITY

## **FACILITY**

Our 12,800 square foot facility features four practical classrooms, a student study center, a breakroom, a skin spa, and a beautiful salon-inspired clinic floor.

## **CLINIC FLOOR**

The clinic floor provides 20 working stations. Each station is complete with its own pull-down electrical unit and sleek leather hydraulic styling chair. As a student stylist, you will have the opportunity to perform a variety of guest services under the supervision of your education staff.

## **TREATMENT ROOMS**

The clinic spa consists of 6 private fully-equipped spa rooms, a body treatment room for back treatments and full-body wraps as well as a room dedicated to laser hair removal.

## **CLASSROOMS**

6 learning classrooms are equipped with state-of-the-art audio and visual equipment to enhance the learner's overall experience. Flat screens are available in each classroom for educational DVDs, slides, and interactive PowerPoint presentations.



# 2024 ACADEMIC CALENDAR

## **COSMETOLOGY/BARBER, HAIR DESIGN MASTER ESTHETICS AND BASIC ESTHETICS**

### **Spring**

Monday, March 11th & Monday, April 22nd

### **Summer**

Monday, June 10th & Monday, July 15th

### **Fall**

Wednesday, August 21, Monday, September 25th & Monday, November 4th

## **NAIL TECHNOLOGY**

### **Spring**

Tuesday, March 5th

Tuesday, April 9th

Tuesday, May 14th

### **Summer**

Tuesday, June 25th

Tuesday, August 6th

### **Fall**

Tuesday, September 10th

Tuesday, October 8th

Tuesday, November 12th

### **2024 School Holidays & Closures**

Monday, January 1st – Tuesday, 2nd Winter Break

Saturday, March 30th – Monday, April 1st Spring Break

Saturday, May 25th- Monday, 27th Memorial Day Weekend

Thursday, July 4th- Sunday, 7th Summer Break

Wednesday, July 24th Pioneer Day

Saturday, August 31st-Monday, September 2nd Labor Day Weekend

Thursday, October 31st Day School: Early out 3:00 PM - 5:00-8:00 PM Night School Closed

Wednesday, November 27th- Sunday, December 1st Fall Break

Sunday, December 22nd-Sunday, January 5th Winter Break



# STAFF TEAM

## ADMINISTRATION

Jay Taylor	Owner
Therese Taylor	CEO/Owner
Mandy Humphrey	Director
Erika Blanchard	Director of Admissions
Therese Lauritzen	Federal Student Aid Adviser
Emily Shurtleff	Finance Office
Natalie Seiler	Student Hour Management
Janelle Groneman	Nail Technology

## EDUCATION STAFF

Hailey Howton & Kimmi Budding
Program Director: Cosmetology/Barber & Hair Design
Amber Doulas & Liesje Summers
Program Director: Esthetics
Cassidy Gull
Program Director: Lash and Brow Technology
Sonya Berry & Madison Merrick
Program Director: Nail Technology



## SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at RACE.

Students are provided a copy of this policy via email in their Pre-Enrollment welcome information to ensure all students receive a copy before enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

The Satisfactory progress of both attendance and academic participation is a requirement for all students enrolled within any program. Students will be notified if the results of an evaluation period impact the student's eligibility for Title IV funding.

### **DETERMINATION OF PROGRESS**

Student progress is determined using both quantitative and qualitative elements that are evaluated on a cumulative basis according to the student's actual hours of attendance for the following evaluation periods:

The institution operates on a 900 hour academic year over 22.5 academic weeks.

<b>Weeks Associated to Evaluation Point</b>		
<b>PROGRAM</b>	<b>EVALUATION PERIOD</b>	<b>Minimum Weeks</b>
Cosmetology/Barber & Cosmetology/Barber Distant Education	450 Actual Hours	13 weeks
	900 Actual Hours	26 weeks
	1250 Actual Hours	36 weeks

Weeks Associated to Evaluation Point		
PROGRAM	EVALUATION PERIOD	Minimum Weeks
Hair Design Distant Education	450 Hours	13 weeks
	900 Hours	26 weeks

Weeks Associated to Evaluation Point		
PROGRAM	EVALUATION PERIOD	Minimum Weeks
Master Esthetics & Master Esthetics Distant Education	450 Hours	13 weeks
	900 Hours	26 weeks

Weeks Associated to Evaluation Point		
PROGRAM	EVALUATION PERIOD	Minimum Weeks
Basic Esthetics & Basic Esthetics Distant Education	300 Hours	9 weeks

Weeks Associated to Evaluation Point		
PROGRAM	EVALUATION PERIOD	Minimum Weeks
Nail Technology & Nail Technology Distant Education	150 Hours	6 weeks

\*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course

### ATTENDANCE EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on their applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum



requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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 TIMEFRAME**

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

Standard Course Length Maximum Time Frames:

\*The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

### **COSMETOLOGY/BARBER & COSMETOLOGY/BARBER DISTANT EDUCATION PROGRAM LENGTH**

Full Time 35 hrs. per week

Minimum Time Frame  
46 weeks 1600 Hours

Maximum Time Frames  
69 weeks or 2400 Hours

30 hours per week

Minimum Time Frame  
54 weeks 1600 Hours

Maximum Time Frame  
81 weeks or 2400 Hours

Part-Time 20 hrs. per week

Minimum Time Frame  
80 weeks 1600 Hours

Maximum Time Frame  
120 weeks or 2400 Hours

### **HAIR DESIGN DISTANT EDUCATION PROGRAM LENGTH**

Full Time 35 hrs. Per week

Minimum Time Frame  
35 weeks 1200 Hours

Maximum Time Frame  
52.5 weeks or 1800 Hours

30 hours per week

Minimum Time Frame  
40 weeks 1200 Hours

Maximum Time Frame  
60 weeks or 1800 Hours



Part-Time 20 hrs. Per week

Minimum Time Frame

60 weeks 1200 Hours

Maximum Time Frame

90 weeks or 1800 Hours

### **MASTER ESTHETICS & MASTER ESTHETICS DISTANT EDUCATION PROGRAM LENGTH**

Full Time 35 hrs. per week

Minimum Time Frame

35 weeks 1200 Hours

Maximum Time Frames

52.5 weeks or 1800 Hours

30 hours per week

Minimum Time Frame

40 weeks 1200 Hours

Maximum Time Frame

60 weeks or 1800 Hours

Part-Time 20 hrs. per week

Minimum Time Frame

60 weeks 1200 Hours

Maximum Time Frame

90 weeks or 1800 Hours

### **BASIC ESTHETICS & BASIC ESTHETICS DISTANCE EDUCATION PROGRAM LENGTH**

Full Time 35 hrs. per week

Minimum Time Frame

17.5 weeks 600 Hours

Maximum Time Frames

26.25 weeks or 900 Hours

30 hours per week

Minimum Time Frame

20 weeks 600 Hours

Maximum Time Frame

30 weeks or 900 Hours

Part-Time 20 hrs. per week

Minimum Time Frame

30 weeks 600 Hours

Maximum Time Frame

45 weeks or 900 Hours

### **NAIL TECHNOLOGY & NAIL TECHNOLOGY PROGRAM LENGTH**

Part Time 25 hrs. per week

Minimum Time Frame

12 weeks 300 Hours

Maximum Time Frames

18 weeks or 450 Hours

Part-Time 20 hrs. per week

Minimum Time Frame

15 weeks 600 Hours

Maximum Time Frame

22.5 weeks or 450 Hours



The maximum time allowed for transfer students, who need less than the full course requirements or part-time students, will be determined based on 67% of the scheduled contracted hours.

Students who exceed the maximum time frame shall be terminated from enrollment. A student may apply to re-enroll on a cash pay basis only.

### **EVALUATION OF ACADEMIC PROGRESS**

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.

Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory complete by a qualified instructor. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated.

Students shall complete at least two comprehensive practical skills evaluations during their course of study. Practical skills are evaluated according to text procedures and practical skills evaluation criteria adopted by the school.

Students must make up for failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%-100% A Excellent

80%-89% B Good

70-79% C Satisfactory

60%-69% D Unsatisfactory

Below 60% F Failing

Students must maintain a cumulative C average or 70% in academics in order to be making satisfactory progress standards.

Upon completion of all curriculum requirements, the student must pass a comprehensive written academic and practical final exam to include any applicable competencies required by the State licensure agency before graduation from the program.





## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students are provided a digital copy of their progress at each evaluation period.

Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted unless the student is on warning.

## **WARNING**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required 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, students may be deemed ineligible to receive Title IV funds.

## **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning 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 will return in the same satisfactory academic progress status as at the time of withdrawal.

## **NONCREDIT, REMEDIAL COURSES, REPETITIONS**

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

## **TRANSFER CREDITS**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory progress evaluation periods are based on actual contracted hours at the institution.

## STUDENT ACCESS TO FILES

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FERPA** gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Students, or parents/guardians, may have access to student files through written request.

Students or parents/guardians shall have access to review or be provided with a copy of their school records within 45 days of receipt of a request.

Parents/guardians or students have the right to inspect and review student education records maintained by RACE.

Copies of student records may be provided if the student or parent/guardian is not able to review records on campus due to great distance.

Parents/guardians or students have the right to request that RACE correct records which they believe to be inaccurate or misleading. A student or parent/guardian has the right to request a formal hearing if RACE determines not to make the correction. If, after the hearing, RACE still determines not to amend the record, the parent/guardian or student may provide a statement to be filed with the record expressing their view regarding the contested information.

Student records may be disclosed to parents/guardians if the student is dependent. Students are considered dependent if they are listed as dependents on their parent's/guardian income tax returns. If a student is determined dependent, as defined by the IRS, student records may be made available to either parent/guardian regardless of what parent/guardian claims the student as a dependent. In general, RACE would require prior written permission from the student or parent/guardian in order to release information from a student's education record except to the extent FERPA authorizes disclosure without consent. RACE keeps on record each request for access and each disclosure of personally identifiable student information. The record is maintained in the student's file as long as the education records themselves are kept.

RACE may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, RACE informs parents/guardians and students about directory information and allows parents/guardians and students 30 days from their start date to request that RACE does not disclose directory information about them.

RACE notifies students of their rights under FERPA within the student catalog.

According to FERPA, the following conditions would allow RACE to disclose student records without the student's or parent/guardian's consent.

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials conducting an audit or evaluation
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies on behalf of RACE
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena Appropriate officials in cases of health and safety emergencies State and local authorities, within a juvenile justice system, pursuant to specific State law.

## GRIEVANCE POLICY

In accordance with RACE's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of the final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints about the institution. The following procedure outlines the specific steps of the complaint process.

The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.

The complaint form will be given to the school Director.

The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for the final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.

In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint, or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student

presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.

Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

## WITHDRAWAL AND REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due to the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates are:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case, all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the application fee in the amount of \$75.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4, or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.



For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of enrollment in relation to scheduled course hours	Amount of total tuition RACE may retain.
0.01%-4.9	20%
5% -9.9%	30%
10%-14.9%	40%
15%-24.9%	45%
25%-49.9%	70%
50% or more	100%

All refunds will be calculated based on the student's last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family, or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

If the school is permanently closed and is no longer offering instruction after a student has enrolled and instruction has begun, the school shall provide a pro-rata refund OR provide course completion through a prearranged Teach-Out Agreement with another institution.

If the course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all monies paid OR provide completion of the course at a later time.

If the course is canceled after a student's enrollment and after instruction in the course has begun, the school shall provide a pro-rata refund for all students transferring to another school based on the hours accepted by the receiving school, OR provide completion of the course, OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid

Students who withdraw or terminate prior to course completion are charged a cancellation or termination fee of \$125.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement

### **Financial Obligations**

Student hours, supplies, and equipment will not be released until a student fulfills all financial obligations to RACE, or has an approved payment plan in place. Financial obligations include any amounts owed under financing arrangements. When a student graduates, withdraws or is terminated for any reason, any balance owing will become due immediately. The undersigned reserves the right to prepay this enrollment contract in full or part without penalty. Any amount past due will bear interest at the rate of 1 ½ % per month and may be turned over to collections. Failure to pay financial obligations when due may result in termination. In the event of any default, the undersigned agrees to pay all reasonable attorney fees and costs of collection including any commissions due to the collection agency. This agreement will



be enforced in accordance with the laws of the State of Utah. The student agrees to abide by The Renaissance Academie's rules & regulations and to act in a responsible manner. The student releases Renaissance Academie, LLC, its agents, and employees from any and all responsibility and/or liability in regards to personal injury, loss, or damage to personal property.

Collection correspondence regarding cancellation and settlement from the institution itself, banks, collection agencies, lawyers, or any other third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy. If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the institution

These regulations are subject to change. A student has the right to appeal their refund calculation. To appeal a decision, a student must submit all pertinent facts and information in writing within 10 days of termination to Academie Administration. A final determination will be made within 30 days. All decisions will be final.

\*\*If a Title IV financial aid recipient withdraws prior to the course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student.

### **ADDITIONAL FEES**

Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10 per hour. In addition, students may be charged a \$50.00 fee for each scheduled mandatory clinic shift that is not made up prior to graduation.

### **TERMINATION POLICY**

RACE may terminate a student's enrollment for the following

Immoral or improper conduct

Non-compliance with education requirements and student guidelines, general policies and the RACE enrollment agreement.

If termination occurs the student will be charged a \$125.00 termination fee.



## **LICENSING AND REGULATING AGENCIES**

Accredited through National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street

Alexandria, VA 22314

(703)-600-7600

State of Utah

Department of Business Regulations

Division of Occupational and Professional Licensing

460 Heber M. Wells Building

160 E. 300 S.

Salt Lake City, Utah 84145

(801)-530-6627

## LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

According to the department of education, an LOA must meet certain conditions to be counted as a temporary interruption in a student's education. If an LOA does not meet the conditions in 34 CFR 668.22(d), the student is considered to have ceased attendance and to have withdrawn from the school, and the school is required to perform an official closeout for the student.

However, it is understood that extenuating circumstances may arise which necessitate a student to take a leave from enrollment for a temporary period of time.

Such extenuating circumstances could include the following situations:

Debilitating Medical Condition

Death, Severe Injury, or Critical Illness of a Spouse and/or Child

Military Obligations (i.e., calling up of a reserve unit)

Divorce and/or Marital Estrangement

Please Note: Students may be asked to provide pertinent documentation in order to support circumstances related to the leave request.

Students must follow the institutions policy in requesting an LOA to include the following:

1. Students must apply in advance and in writing for a leave of absence using the approved leave request form.
2. All requests must include the purpose if applicable, supporting documentation and include the student's signature.

The institution may grant an LOA to a student who did not provide the request prior to the LOA due to the following circumstances if:

1. The institution documents the reason for its decision within the student file;
2. The LOA request form is collected from the student at a later date, along with any applicable documentation supporting the reason for which the request could not have been made in advance;  
AND
3. The start date of the LOA shall be determined as the first date the student was unable to attend.





Leaves will be reviewed by the RACE administration team for approval. Leaves may be granted to students for an adequate reason and if it is reasonable that the student will return to enrollment at the end

of their requested leave. Students on an approved leave of absence will not be assessed any additional institutional charges as a result of a requested LOA.

Approved leave is a period, approved by RACE when a student is not attending but is expected to return. In no case shall a leave, together with any additional leaves of absence, exceed 180 days in a 12-month period. This 12-month period begins on the first day of the student's initial leave of absence. A scheduled break may occur during a student's scheduled leave time; however, this time would be considered as leave time.

A student granted a leave of absence that meets the criteria outlined by RACE, is not considered to have withdrawn and no calculation refund is required at the time of leave.

The period of time for which a student has been approved leave shall be excluded from the maximum time frame which the student would be expected to complete the program. The student's contract will be extended by the same number of days taken in the approved LOA.

A dated addendum to the student's contracted graduation date will be generated reflecting the new graduation date. The addendum must be signed by both the student and the school.

The student shall return with the same progress status with which he/she left.

A student may not receive any additional financing during a leave of absence and must return and complete the applicable academic period before receiving further financial aid.

If a student takes an unapproved LOA or the student fails to return by the expiration of an approved leave of absence, the student's enrollment will be terminated. In the case a student contacts or fails to contact RACE to inform them that they will not be returning, the student's last date of attendance shall be the official date of withdrawal for the purpose of calculating a refund. A student's failure to return from an approved leave of absence may have an effect on the student's loan repayment terms, including the expiration of the student's grace period.

## **ATTENDANCE POLICY**

### **COMMUNICATING ATTENDANCE**

If a student is tardy and not able to make their scheduled daily clock-in they must provide prior communication no later than 9:00 AM, unless an extenuating circumstance occurs. Attendance communication must be made directly to the Front Desk by messaging/emailing [front.desk@race.edu](mailto:front.desk@race.edu). Email communication should include the time of arrival, students should arrive by the time specified or their clock will be closed for the day.

### **DEPARTING CAMPUS**

Students departing campus, out of their personal scheduled hours, should gain approval from their direct leader and notify the Front Desk prior to clock out and departure.



## **MAKEUP WORK/HOURS**

Students may make up missing work or class assignments after established due dates with a max credit of 80%.

Students may make up missed hours through additional attendance outside of their weekly scheduled hours. Makeup attendance must be approved through the front desk.

## **DRESS CODE**

### **DRESS CODE STANDARDS COSMETOLOGY/BARBER, HAIR DESIGN & NAIL TECHNOLOGY**

\*Applies to both on campus and distance education programs.

Standard- Business Professional When dressing for school consider the following: "Clothing that reveals too much cleavage, your back, your chest, your stomach, underarms or your underwear is not appropriate for a place of business."

1. Arrive at school with hair and makeup in place and ready for the day.
2. Pants of jean material may be worn as long as they are in good condition, free of excessive holes
3. Tight pants and leggings should not be worn alone without the proper coverage.
4. Skirts and dresses should be no more than 3 fingers above the knee
5. Shirts must have a strap of 1" inch or wider.
6. Any clothing that has words, terms or pictures that may be offensive to students or guests is not permitted.
9. No shorts or loungewear. (Sweat pants, sweatshirts, gym shorts, athletic wear, etc. Beanies, & Ball Caps)

### **DRESS CODE MASTER ESTHETICS & BASIC ESTHETICS**

\*Applies to both on campus and distant education programs.

Standard- Medical Professional

1. Students must arrive at school with hair and makeup in place and ready for the day.
2. Pants must be black, provide full coverage, and have no sheer cutouts.
3. A black medical scrub top is mandatory. Style is open to students' preferences.
4. Closed-toed, professional clean shoes.
5. No loungewear, shorts or skirts. (Sweat pants, sweatshirts, gym shorts, athletic wear, etc. Beanies, & Ball Caps, Slider sandals ex: Adidas )

## **RACE CAMPUS CODE OF CONDUCT**

The Student Code of Conduct sets out the standards of conduct expected of students. It holds individuals responsible for the consequences of their actions. Failure to fulfill these responsibilities may result in the withdrawal of privileges or the imposition of fees and penalties. The purpose of these guidelines is to support an environment conducive to learning and student achievement.

### **1. Be Accountable**

Take responsibility for your actions. Being accountable simply means being responsible for decisions made, actions taken, and responsibilities fulfilled. Accountability builds trust between leaders, students, and the campus community as a whole. Accountability eliminates the time and effort you spend on distracting activities and other unproductive behavior. Accountability is a direct demonstration that you

value and respect your responsibilities within the campus community. An accountable student is a reliable student.

**2. Be Considerate**

Be thoughtful of the rights and feelings of others. Practicing consideration allows you to put others before yourself and you recognize that you are part of a community. It's understanding your actions have a direct impact on others and doing your part to support what is best for everyone. Your decisions will affect clients, classmates, and your leaders, you should take possible consequences into account when making decisions.

**3. Be Inclusive**

Inclusion is extending a sense of belonging, showing respect, and valuing others for who they are as individuals. A level of supportive energy for others allows a space that we can individually and collectively can do our best work.

At RACE we welcome and support people of all backgrounds and identities. This includes, but is not limited to members of any sexual orientation, gender identity and expression, race, ethnicity, culture, national origin, social and economic class, educational level, color, immigration status, sex, age, size, family status, political belief, religion, and mental and physical ability.

**4. Be respectful.**

We won't all agree all the time, but disagreement is no excuse for disrespectful behavior. We will all experience frustration from time to time, but we cannot allow that frustration to become personal attacks. An environment where people feel uncomfortable or threatened is not a productive or creative one. Respect includes consideration for other people's privacy, physical space, and belongings. In addition, respect for different viewpoints, philosophies, physical abilities, beliefs, and personalities. Receiving respect from others is important because it helps us to feel safe and to express ourselves. Respect in your relationships builds feelings of trust, safety, and wellbeing.

**5. Choose your words carefully.**

Always conduct yourself professionally. Be kind to others. Do not insult or put down others. Harassment and exclusionary behavior aren't acceptable. This includes, but is not limited to:

- Cross talking (Negative conversations about others (student, staff, or clients) without them present to defend themselves. If you have an issue or concern, go directly to the source, not everyone else but the source.
- Do not rally. When frustrated, it is a natural reaction to want to vent and rally others to our cause. This is toxic to a community. There is no us vs. them. We are one community. If there is a concern or issue that arises, rather than rallying others and causing unneeded drama, stop and seek to understand directly at the source.

The following behaviors are not tolerated on campus:

- Threats of violence.
- Insubordination.
- Discriminatory jokes and language.
- Sharing sexually explicit or violent material via electronic devices or other means.
- Personal insults, especially those using racist or sexist terms.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

**6. Make differences into strengths.**

We can find strength in diversity. Different people have different perspectives on issues, and that can be valuable for solving problems or generating new ideas. Being unable to understand why someone holds a viewpoint doesn't mean that they're wrong. Don't forget that we all make mistakes, and blaming each other doesn't get us anywhere. Instead, focus on resolving issues and learning from mistakes. When we disagree, try to understand why. Differences of opinion and disagreements are mostly unavoidable. What is important is that we resolve disagreements and differing views constructively and directly.

## NON DISCRIMINATION / HARASSMENT

### **NOTICE OF NON-DISCRIMINATION& SEXUAL HARASSMENT POLICIES & GRIEVANCE PROCEDURES**

#### I. Policy

It is the policy of Renaissance Academie Cosmetology and Esthetics to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. RACE has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy. The Policy can be found on the RACE website at [www.race.edu](http://www.race.edu) or obtained in person from the Title IX Coordinator (see below)

RACE does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in RACE education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to RACE's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both. RACE also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Mandy Humphrey, Director  
1460 N Moonriver Dr. Provo, UT 84604  
Phone: (801) 373-2887 ext.  
Email: [gotomandy@gmail.com](mailto:gotomandy@gmail.com)

Inquiries or complaints concerning RACE's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.



Office for Civil Rights,

Denver Office U.S. Department of Education

Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, CO 80204-3582

Phone: (303) 844-5695 Facsimile: (303) 844-4303

Email: OCR.Denver@ed.gov

Renaissance Academie Cosmetology and Esthetics desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. RACE will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training and anti-discrimination training in their classrooms, at least once while the student is in school.

## II. Sexual Harassment Grievance Procedure

Reports of sexual harassment should be made to RACE's Title IX Coordinator or a designated school official. As set forth in the Policy, RACE's designated school officials include the CEO, Education Director, Admissions Director, and Federal Aid Director. RACE will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

RACE will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant, or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and requesting that RACE investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. RACE's Title IX Coordinator oversees the school's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if RACE determines that the particular formal complaint is appropriate for such a process, RACE will facilitate an informal resolution to assist the parties in reaching a voluntary resolution.

RACE retains the discretion to determine which cases are appropriate for voluntary resolution. RACE will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions RACE imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

## STATE LICENSING/ RECIPROCITY

### **STATE LICENSE RECIPROCITY DISCLOSURE**

RACE will provide a program of study that meets minimum curriculum requirements as prescribed by the state of Utah.

For states outside of Utah: the institution has not made a determination on whether the program meets other states' educational/licensure requirements.

Information regarding other states' requirements can be found at the following link:  
<https://www.beautyschoolsdirectory.com/faq/license-requirements>

RACE does not provide training or activities out of state. All programs offered at the institution lead to professional licensure in the state of Utah. All students, including those who live in border states, are notified prior to enrollment that education received at RACE follows the (State Agency) regulations which require Utah hours of education for the applicable program(s) of enrollment.

The institution makes information available to students and applicants regarding the hour requirements in other states (via the Consumer Information disclosures page on our website)\* and recommends that all applicants and students familiarize themselves with the comparison of other states' regulations and hours required for licensure, as applicable.

Additionally, the Transfer Policy indicates that RACE does not guarantee transferability of credits earned to any other institution." Per the transfer policy on the website and in the catalog, our curriculum has not been reviewed for compliance with other states' professional licensure requirements.