



**ADVANTAGE  
BEAUTY INSTITUTE**

**8951 Bonita Beach Road S.E #555**

**Bonita Springs, FL 34135**

**TEL: (239) 221-9025**

**SCHOOL CATALOG**  
**VOL. 01**  
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## TABLE OF CONTENTS

<b>TOPICS</b>	<b>Page</b>
School purpose, ownership & governing body-----	6
Officers & faculty, facilities -----	7
Resource center -----	7
School hours & schedule -----	8
Academic calendar & school admission requirements -----	9
Course numbering system-----	11
Transcripts and records -----	11
Attendance policy, tardiness -----	13
Make-up work -----	15
Academic policy -----	15
Satisfactory academic progress -----	16
SAP progress determination & evaluation -----	20
Transfer students, incomplete policy -----	21
Withdrawal policy, course repetition -----	21
Appeal process -----	22
Warning, Probation and Reinstatement of SAP -----	23
Leave of absence (LOA) -----	24
Cancellation and refund policy -----	26
School rules and regulations -----	29
Disciplinary procedures -----	32
Students grievance policy-----	34
Employment & placement -----	35
Student problem-solving-----	36

Reasons for dismissal-----	37
Anti-Hazing policy-----	38
Counseling services-----	38
Drug & alcohol-free policy -----	38
Sexual harassment policy-----	39
<b>COSMETOLOGY PROGRAM-----</b>	<b>41</b>
Cosmetology program objectives & description-----	42
Cosmetology program, hours & fees-----	43
Cosmetology program curriculum definitions-----	44
<b>BARBER STYLIST PROGRAM-----</b>	<b>52</b>
Barber Stylist program objectives & description-----	53
Barber Stylist program, hours & fees-----	54
Barber Stylist program curriculum definitions-----	55
<b>NAIL TECHNICIAN PROGRAM-----</b>	<b>61</b>
Nail Technician program objective and description-----	62
Nail Technician program hours & fees-----	63
Nail Technician program curriculum description-----	64
<b>FACIAL SPECIALIST PROGRAM-----</b>	<b>69</b>
Facial Specialist program objective & description-----	70
Facial Specialist program, hours & fees-----	71
Facial Specialist program curriculum description-----	72
<b>MASSAGE THERAPY PROGRAM-----</b>	<b>78</b>
Massage Therapy program objective & description-----	79
Massage Therapy program, hours & fees-----	81
Massage Therapy program curriculum description-----	82

BODY WRAPPER CONTINUING EDUCATION COURSE----	89
Body Wrapper program objective & description-----	90
Body Wrapper program, hours & fees-----	91
Body Wrapper program curriculum description-----	92
Disclosures-----	96
Institutional personnel -----	99
Facts on eligibility to practice profession -----	101

## **SCHOOL PURPOSE**

Advantage Beauty Institute will provide the motivated student with the necessary skills and knowledge required to seek employment in the beauty industry as a Cosmetologist, Nail Technician, Barber Stylist, Massage Therapy and Facial Specialist and Body Wrapping.

The objective of Advantage Beauty Institute is education. All programs are designed to give the best basic education, license or certify the student and prepare them for jobs in their fields after completing their program. Our objective is to provide the proper training and practice necessary to help you, the student, to achieve your individual career goal. We hope you will take advantage of this opportunity to become a productive and successful member of society.

## **OWNERSHIP & GOVERNING BODY**

The official corporate name of the school is “Advantage Beauty Institute, LLC”. The school is owned and operated by Global Educational Services, LLC (Miguel Mirabal) and MIA Beauty Schools, LLC (Jacobo Gaitan). Miguel Mirabal is our in-house counsel. School owners are regularly in search of new and innovative ideas that will further the education of new students in the field of beauty. ABI’s management team has over 30 years of combined experience in the beauty industry, from practical, financial, administrative, and legal perspectives. This all-star team of professionals has gotten together to form, what they believe will be the next great name in beauty education excellence.

## OFFICERS & FACULTY

### **President/In-House Counsel: Miguel Mirabal, Esq,**

#### **Education**

##### **Bachelor of Arts – Political Science / History • 1993**

St. Thomas University, Miami, Florida, and study abroad at “La Universidad de Maria Cristina”, El Escorial, Spain.

##### **Juris Doctorate - International Law • 2003**

Barry University School of Law, Orlando, Florida, two Semesters of International Law at “La Universidad de Maria Cristina”, El Escorial, Spain.

##### **Master’s in International Business • 2000:**

Thomas University, Miami, Florida.

##### **LLM – Master’s in International Law, International Business and International Relations • 2010**

Instituto Superior de Derecho y Economía, Madrid, Spain.

##### **Spanish / European Law License • 2016:**

UNED Universidad Nacional, Madrid Spain.

### **Vice-President: Jacobo Gaitan**

#### **Education**

LE CORDON BLEU COLLEGE OF CULINARY ARTS

ASSOCIATE OF CULINARY ARTS

GRADUATE JUNE 2011

Cumulative GPA: 3.7 June 2011

COURSES TAKEN

- Culinary Foundations I, II, III
- Cuisine Across Cultures
- Catering and Buffets
- Contemporary Cuisine
- Baking and Pastry
- Baking Principles and Viennoiserie
- International Patisserie, Cake Formula and Assembly
- Introduction to Patisserie and Baking Techniques
- Wine and beverage

TECHNIQUE RESTAURANT

Le Cordon Bleu

UNIVERSITY OF MIAMI  
Coral Gables FL  
BBA MANAGEMENT  
Cumulative GPA: 2.7 Fall 2001

BOSTON UNIVERSITY  
BOSTON MA,  
INTERNATIONAL BUSINESS CERTIFICATE Spring 1998

### **School Director: Barbara Hernandez**

UNE / Unversidad del Este, San Juan Puerto Rico, 2007 to 2009 BBA in Managment

La Belle Beauty School, Miami, Florida 1997 to 1998 Cosmetology

ENA, Havana, Cuba 1978 to 1982, ART, Audiovisual Media

Advantage Beauty Institute, Bonita Springs, Florida 2018 Facial Specialist

### **Cosmetology Professor: Johnny Rodriguez**

Tampa Technical Institute, Tampa Florida 2000 to 2002, Associates of Science in Computer Information Systems

Central Florida Community College, Ocala Florida 1997-1998 Cosmetology,

### **Nail Technician Professor: Maria T. Santos**

Sunstate Academy 2012 to 2012 Nail Technician

### **Massage Professor: Barbara Gonzalez**

Florida Academy of Massage 20010 to 2010, Massage Therapist.



## **FACILITIES**

Advantage Beauty Institute is located at:

**8951 Bonita Beach Road S.E #555 Bonita Springs, FL  
34135.**

The facility has 2972 square feet of space. It is divided into 1 administrative office, 2 classrooms, 2 facial rooms, 1 massage room with 5 treatment tables, 2 wax rooms, 1 Color/Storage Room, 1 Storage Room, 1 Restroom, 1 Kitchen/Laundry Room, 1 Break Area and 10 Hair Stations, 3 Shampoo areas, 2 Barber stations, 2 Dry hair stations, and Manicure-Pedicure areas. In one of the classrooms a resource service center of videos and books are available for the student's use.

## **RESOURCE CENTER**

A resource center area structure for self-learning and resources like instructional videotapes/CD's/DVD's, books, catalogs, unabridged dictionary, thesaurus, pamphlets and magazines related to the beauty industry will be kept. A computer is available with Internet access where students will be able to conduct research in their field of study.

These resources shall be readily accessible for students upon request. The instructors encourage, direct and control the use of these materials, as well as ensure that is properly maintained.

The School will keep an inventory of all resources available, will ensure the expansion and updating of the resources and will

make sure that they are used as part of the student's educational enrichment.

Advantage Beauty Institute will continue to arrange to have experts in the beauty industry and representatives of different manufacturers of beauty products come to the school and give lectures and demonstrations that will enhance the student's education.

Upcoming local seminars, fairs or other events in the beauty industry will be encouraged by the staff for students to attend.

## **SCHOOL HOURS & SCHEDULE**

Advantage Beauty Institute offers both full-time and part-time classes. Full-time students must attend a minimum of 40 hours per week. Part-time students must attend a minimum of 25 hours per week. Monday through Thursday 9:00 am-2:00 pm; 5:00 pm-9:00 pm.

Friday 10:00 am-5:00 pm. Saturday and Sunday Closed.

**NOTE:** The students in the Massage Therapy program may not attend classes for more than 6 hours a day or 30 hours per week.

## **ACADEMIC CALENDAR**

The school is closed for the following holidays in **2018:**

New Year's Day – Jan 1st	Labor Day – September 7 <sup>th</sup>
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Martin Luther King Day – Jan 20 <sup>th</sup>	Thanksgiving Days – November 26-27 <sup>rd</sup>
Memorial Day – May 25 <sup>th</sup>	Christmas Days – December 24-25 <sup>th</sup>
Independence Day - July 4 <sup>th</sup>	New Year’s Eve – December 31 <sup>st</sup>

Advantage Beauty Institute reserves the right to close the school for additional days if the director so chooses. If other days off is decided upon, it will be announced and posted promptly. Days closed and Holiday time off are not calculated in your Satisfactory Academic Progress (SAP) evaluation. See SAP section for further details.

The School has the policy of open enrollment. Students are eligible to begin courses on any Tuesday and end according to the respective program duration schedule.

## **SCHOOL ADMISSION REQUIREMENTS**

The school admits as regular students those who have a High School Diploma or GED. All applicants must be above the compulsory age of school attendance, sixteen (16) years old. Any applicant who is not eighteen (18) years of age must have a parent or guardian with them when applying for admission. Massage Therapy program require the student to be 18 years of age.

To be admitted the applicants must supply the school with a copy of their High School or GED diploma, plus, two forms of identification. If the applicant is under 18 years of age, a form of identification will also be required from the parent or guardian along with their consent.

In cases where the prospective student does not possess a High School diploma or GED, he/she may take the Ability to Benefit Test (ABT). Advantage Beauty Institute will administer the Wonderlic Cognitive Ability Test. It would be available to the student in the school, either online or on paper. Minimum passing ABT scores are 10 for Verbal and Quantitative.

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

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

## **COURSE NUMBERING SYSTEM**

In addition to the course names, each course has an identification number. The letters on the front of each number represent the specialty. The numbers that follow is the order in which they will be taught. Some restrictions applied and are noted for the respective program.

Courses are identified as follows:

GN- General Courses with common curriculum for various programs. CL- Cosmetology

NT- Nail Technician

ST- Barber/Stylist

FS- Facial Specialist

MT- Massage Therapy

BW- Body Wrapper.

## **TRANSCRIPTS AND RECORDS**

All graduate student transcripts and records will be kept onsite, at the school. If a student requires a copy of their records, there will be a charge of ten dollars.

### **Transfer of credits from a previous institution**

For Advantage Beauty Institute to receive transfer credit for courses previously completed from another institution, students must have an official transcript be mailed directly to Advantage Beauty Institute from the transferring institution. When bringing the transcripts in person, they must be sealed with the school's letter head. There must be a signed letter from the director and or head of admissions from the other institution indicating the student's accumulated credits and clock hours along with a transcript. This policy applies to schools both in and out of Florida.

The transcript must include the number of hours attempted and completed, services completed, as well as grades obtained from each course and will be validated if said course falls within the mandatory Florida Department of Education guidelines and Advantage Beauty Institute's grading, theory, testing & practical competency requirements. Minimum requirements stated below to be eligible to transfer coursework, although the minimum standards do not guarantee full or partial credit for your previous education. The final decision resides with Advantage Beauty Institute, school director.

- Credits/clock hours completed and attempted
- Practical services completed
- 75% or higher on exams.

**NOTE:** Students may not transfer more than 75% of the hours from an outside institution and will need to complete at least 25% of the hours required for completing the program taken at Advantage Beauty Institute. The school shall pro rate the tuition based on the total number of clock hours granted divided by scheduled program length. Example:  $720 \text{ Clock Hours Credited} / 1200 \text{ Scheduled Hours} = 60\%$  of tuition credited from transfer and 40% of tuition to be paid by the student to Advantage Beauty Institute. The student will be responsible also for the cost of the student kit (Equipment and Books) and a \$150 registration fee.

- **Transferring hours, services and grades to another institution**

The transfer of credits from Advantage Beauty Institute to another similar institution is solely at the discretion of the other institution. Advantage Beauty Institute makes no guarantee that another institution will accept the credits. It is the responsibility of the student to arrange for the transfer of credits with the receiving school before assuming any or all hours, services and grades will be transferable, especially if the recipient school is located out of state.

## **ATTENDANCE POLICY**

One of the main factors for student's success is being able to show up to school to complete the course or program of study. Students agree to attend regular class, as scheduled per their enrollment agreement. Attendance is the responsibility of the student. Advantage Beauty Institute understands that at times, unexpected situations arise where a student is unable to attend class.

The school must be contacted if a student is to be absent from Advantage Beauty Institute for any reason. All absences are recorded and become part of the student's permanent record. To be excused from an absence, the student may bring a doctor's note, a court order, police report or any legal document and present it to the school administrator. All other absences are considered unexcused. School declared holidays, weather or

emergency- related closures are not included in calculations for SAP and therefore not regarded as days of absence.

The school will accommodate the students, based on a justified excuse, to make up his/her work during different hours to comply with the existing contract. A student absent for any reason is responsible for all academic work missed.

An unjustified absence of five (5) days or twenty (20) hours within a thirty (30) day period will result in probation for a two-week period. If another unexcused absence occurs during the probation period, will be ground for dismissal.

Students with too many absences and not making up hours could result in the student not meeting their Rate of Completion (Pace) of 67% or above, which is one of the components for Satisfactory Academic Progress (SAP).

## **TARDINESS**

Students must be on time for class. Students who are tardy are responsible for informing their instructor of their presence when the class is finished.

The State of Florida requires students to complete a defined number of program hours per the enrollment agreement. All class time missed must be made up by the student. After an initial warning, due to tardiness were the behavior continues, the student may be suspended or terminated. Disciplinary actions will be subject to extenuating circumstances, the student's progress, and at the discretion of the School Director.



## **MAKE-UP WORK CLASSROOM/THEORY**

Make-up work may be assigned at the discretion of the instructor to enable the student to progress and catch up with missed work during their absence or tardiness. It is the responsibility of the student to acquire and comprehend all work missed and be ready for any examinations or assignments.

## **ACADEMIC POLICY**

All students of Advantage Beauty Institute are required to maintain a cumulative grade point average (CGPA) of 75% to meet satisfactory academic progress toward a diploma and or certificate. The school also reviews regularly the student's pace to ensure they are progressing through the program leading to completion in the specified time frame. For the purpose of determining satisfactory academic progress, each program is broken into evaluation periods. The student is advised, and progress is reviewed at each period. Each student's attendance and academic grade point average are evaluated at the end of each SAP period.

Students not maintaining a minimum cumulative grade point average (CGPA) of 75% will be considered not making SAP and will be placed on warning or probation.

**NOTE:** Advantage Beauty Institute is not an accredited school. Students who enroll will not be eligible for Title IV, Federal Financial Aid.

## **SATISFACTORY ACADEMIC PROGRESS (SAP)**

Federal regulations 668.16 (e);668.34 require that schools establish a Satisfactory Academic Progress procedure setting consistent application of standards to all students. This policy provides that students' academic progress is evaluated by the school and certifies they are meeting SAP status towards earning their diploma. Students must maintain SAP to remain eligible to continue as regularly enrolled students of Advantage Beauty Institute.

**NOTE:** International students and cash paying students are expected to meet SAP.

Satisfactory Academic Progress (SAP) is measured in three areas, and ALL students must meet the requirements in ALL THREE categories:

### **Qualitative Standards**

1. A requirement of a student's Cumulative Grade Point Average (CGPA) of 75% or above CGPA and is calculated by adding the total amount of test scores and dividing them by the total number of tests taken to date.

A practical examination (at each evaluation period), test grades, and labs/ projects are factors used to determine this average. Theory and Practical work will be graded according to the following scale:

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**A / Excellent**

**B / Very Good**

**C / Good**

**D / Not acceptable I / Incomplete**

**W / Withdrawal**

## **Quantitative Standards**

**100 - 90 89 - 80 79 - 75 Below 75**

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2. Completion Ratio (Pace) above 67%

Completion Ratio (Pace) is defined as the rate at which you are progressing (moving) through your program of study. It is calculated by dividing the cumulative number of credit hours the student has satisfactorily completed by the cumulative number of credit hours the student has attempted.

3. Maximum Time Frame (MTF)

MTF allowed to finish the program of study required for graduation or diploma completion is 150% of the number of clock hours for all programs.

See chart below for pace quantitative measurements of satisfactory academic progress for individual programs. The policy defines the pace that our students must progress to ensure educational program completion within the maximum timeframe. This maximum timeframe is no longer than 150% of the normal time frame of the school

program as measured in the cumulative number of clock hours the student is required to complete.

<b>Time Frame from Program Completion (Weeks)</b>		
<b>Program</b>	<b>Normal Time Frame Full-Time</b>	<b>Maximum Time Frame Full-Time</b>
* Cosmetologist - 1200 Clock Hours	47	70.5
* Barber Stylist – 1200 Clock Hours	48	72
* Nail Technician – 240 Clock Hours	9	13.5
* Facial Specialist – 260 Clock Hours	9	13.5
* Massage Therapy – 650 Clock Hours	22	33

\* Courses available entirely in Spanish and English only.

**NOTE:** Completing a course or program in a language other than English may reduce employability where English is required.

**NOTE:** Maximum timeframe for a full-time recipient are also applicable to part-time students. Once a student has reached MTF he or she will be dismissed from the program. This policy applies to all students.

At the midpoint of the maximum timeframe, the students should have satisfactorily completed 1/2 of the program's credit hour requirements. Example: The maximum timeframe for Barber Stylist is 72 weeks. The total clock hours required are 1200 hours. When the student reaches 36 weeks (1/2 of the MTF), the student should have completed 1/2 of the total hours which is 600 clock hours.

## **SATISFACTORY PROGRESS DETERMINATION**

Students who meet minimum requirements for both academic and attendance are considered to be making satisfactory progress until the next evaluation. For those students deemed not meeting minimal requirements, unless on warning or prevailed upon appeal resulting in probation.

## **SAP EVALUATION**

To ensure the student is making sufficient progress both qualitatively and quantitatively, the school's SAP policy provides for evaluation periods. During these evaluation periods, the school will determine if the student is meeting minimal requirements for satisfactory academic progress. An

SAP report is reviewed with the student and a copy of the qualitative, and quantitative results are given to the student.

See below for evaluation periods:

<b>Evaluation Period (Clock Hours)</b>				
<b>Program Duration</b>	<b>Period I</b>	<b>Period II</b>	<b>Period III</b>	<b>Period IV</b>
Cosmetologist - 1200 Clock Hours	300	605	946	1200
Barber Stylist – 1200 Clock Hours	321	646	976	1200
Nail Technician – 240 Clock Hours	121	N/A	N/A	240
Facial Specialist – 260 Clock Hours	150	N/A	N/A	260
Massage Therapy – 650 Clock Hours	220	357	597	650

## **Transfer Students**

Course work hours/credits taken at another institution that is accepted and officially transferred will count toward the student's current program in determining SAP and will be counted as both hours attempted and hours completed.

Students who change their program and enrolls in another program at Advantage Beauty Institute, the student's Cumulative Grade Point Average and hours attempted/completed in the prior program are not counted in SAP in the subsequent program. In the following program, the student's SAP is evaluated based on the Grade Point Average and hours attempted/completed in that program only.

### **Incomplete Policy**

A grade of "Incomplete" is assigned when course work is not completed at the appropriate times due to circumstances beyond the student's control. The student will be on probation for two weeks to complete the course requirements. Any Incomplete not removed by the student will be automatically converted to an earned grade of a "D." The grade earned and not making up hours could result in the student not meeting their Rate of Completion (Pace) of 67% or above, which is one of the components for Satisfactory Academic Progress (SAP).

### **Withdrawal Policy**

A grade of "W" is assigned as a grade for those students who request in writing to withdraw from a program. A grade of "W" is not calculated into the CGPA, but will be considered as

credits attempted thus affecting the successful completion percentage.

### **Course Repetitions Policy**

A student may repeat a course in a program in which a grade has been earned. However, repeating courses in which a grade of “C” or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Both grades remain as a permanent part of the student’s transcript, and both attempted and completed credits are counted. Therefore, in no case may a student extend beyond the maximum timeframe to complete the program and receive the original credential.

## **APPEAL PROCESS**

A student may appeal the determination of unsatisfactory progress by submitting a written appeal, along with documentation and a list of reasons why he or she failed to make SAP and why it should be reversed. The appeal must be received within five business days of the determination. Please see Grievance Policy for further information.

Should a student fail to appeal this decision, the determination will be final. Should a student prevail on his/her appeal and it is determined that he or she is making satisfactory progress and had mitigating circumstances, proof of documentation and written explanation leading to the status, the student will be



automatically reentered in the program. The student will be placed on Probation for one evaluation period.

### **Warning**

If the student has not maintained a CGPA of 75% or above and has not completed 67% of scheduled clock hours, the school will certify that the student is not making Satisfactory Academic Progress (SAP) and will put the student on Warning status.

### **Probation**

If a student failed to meet minimum requirements for SAP during the next evaluation period, the student will be notified and advised in writing of the actions required to appeal and must prevail the appeal to be placed on probation. The student must inform the school as to why his or her grades have fallen below SAP and what mitigating steps will be taken to enable them to do achieve minimum SAP standards during the next evaluation period. A student may file an appeal due to death in the family, illness, or other extenuating circumstances. The appeal must be in writing to the School Director. The student will receive a written decision as to the status of their appeal per the grievance policy.

### **Reinstatement of SAP**

At the end of the probation period, if a student is meeting minimal requirements of attendance and academic, the student will re-establish Satisfactory Academic Progress.

A former student requesting a reinstatement as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and or information concerning any mitigating circumstances should be noted in the request. The requesting prior student shall be notified of the Reinstatement Review within five days following the decision of School Director. If the Student is reinstated, they will return to the same status as when they left the school.

The School Director will make this determination based upon a review of the student's academic transcript and an appeal (as described in the Probation section) with the student. The reinstatement will be based on the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on probation until at least the next evaluation point. At the end of the probation period, if a student demonstrates to be meeting minimal requirements for academic and attendance, the student will re-establish Satisfactory Academic Progress.

## **LEAVE OF ABSENCE (LOA)**

The request for leave is granted for extenuating circumstances only and must be in writing and submitted to the school Director for approval, with start date, return date, the reason for the request, and signature of the student. The enrollment agreement will be initialed, and or signed and the students' graduation date and contract end date will be extended the amount of days taken on the Leave of Absence. The students scheduled time will stop

during this time and resume on the return date. If the Leave is approved, the maximum amount of time granted is 60 calendar days per year. The school may allow the student to take many leaves of absence as long as the sum of the leaves does not exceed 60 calendar days within a 12-month period. The twelve-month period begins from the date of the students first approved LOA.

Other extenuating circumstances such as medical, jury duty, family health emergencies leave of absence exceeding 60 days and not to exceed 180 days will need approval from the school director and must be documented by a note from a physician, court or obituaries.

The period for which a student has been given an approved leave shall be excluded from the Maximum Time Frame in which an individual student will be expected to complete their program of study.

**NOTE:** International students are only permitted to take leave of absence, that conforms with USCIS I-20 / M-1 International Student Requirements.

### **Returning from a Leave of Absence (LOA)**

Upon notifying the school of your return from a LOA, the student will not be charged any additional tuition or fees from when the student took leave or for re-admission after a LOA. Any official LOA will extend your contract without extra costs.

### **Failure to Return from a Leave of Absence (LOA)**

If the student does not return on the expected return date, they will be terminated from the program. The last date of attendance will be used as the withdrawal date and the student will enter calculations of institutional refunds.

### CANCELLATION AND REFUND POLICY

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

Institutional refund policy will be calculated based on the length of time the student remains enrolled in the program. The student will be obligated to pay for any tuition, enrollment fees, books and equipment. Under a pro-rata refund formula, the institution is entitled to retain only the percentage of charges proportional to the clock hours completed in the program at the time of the student's last date of actual attendance. The amount of percentage earned is calculated by taking the total number of clock hours completed divided by total scheduled hours at the point in which the student withdrew from the program.

The following institutional refund policy will apply:

1. The enrollment fee of \$150.00, tuition, books and equipment (supplies) money paid to the school will be refunded if the applicant is not accepted by the school, or if the student cancels within three (3) business days after signing the enrollment agreement.
2. Cancellation after the third business day, but before attendance of the first class, will result in a refund of any of the tuition, books and equipment money paid, with the exception of a non-refundable enrollment fee of \$150.00

3. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
4. The school shall retain the percentage from the total number of clock hours completed divided by total scheduled hours of the costs of (tuition, equipment and books), plus a \$150 registration fee.  
Example: 300 Clock Hours Completed/1200 Scheduled Hours = 25% retain for the school and 75% refund to the student (in addition to the nonrefundable fees).
5. Cancellation after completing more than 40% will result in no refund.
6. If the school cancels a program, a full refund should be given to the student unless a suitable train-out option is agreed upon with the student. A transcript will be given for the hours and services completed in our school, in case they want to transfer to another school.
7. Cancellations must be made in person or by certified mail.
8. Non-refundable fees regarding enrollment fees shall not exceed \$150.
9. Termination date: the termination date for refund computation is the last date of actual attendance by the student, unless prior notification is received.
10. Refund will be made within 30 days of termination or receipt of cancellation notice.
11. A student can be dismissed at the discretion of the Director for unsatisfactory progress, non-payment of costs, or failure to comply with the rules.

### PROGRAM CANCELLATION POLICY:

In the event ADVANTAGE BEAUTY INSTITUTE cancels a program, the students participating in such program will be given the option to transfer to another school's programs. If the tuition fee for the program they transfer to is higher than the one that was cancelled, student will be responsible for paying the difference. If it is lower, the school will refund the difference.

If the student chooses not to enroll in another of our programs, their money will be refunded in accordance with the "Cancellation and Refund Policy" stated above, and credit will be given for the hours and the service performed in our school, in case they want to transfer to another school. Note: ADVANTAGE BEAUTY INSITITUTE makes no guarantee that the credits will be accepted by another institution. It is the responsibility of the student to arrange for the transfer of credits with the other school.

## **SCHOOL RULES AND REGULATIONS.**

1. The students must be dressed in proper attire including their proper uniforms at all time or will be asked to leave premises.

**COSMETOLOGY:** Black shirt. **NAILS SPECIALIST:** Black shirt. **FACIAL SPECIALIST:** White shirt.  
**BARBERING:** Black shirt. **MASSAGE:** White shirt.

2. No shorts, see-through skirts or blouses, tank tops, half shirts, hats, bandanas or open toe shoes allowed. If any student loses or damages his/her uniform, they must buy a new uniform at the office.
3. All students must bring the proper equipment and book to class, in case of failing to comply, the student will be sent home.
4. All vacation time must be pre-arranged with the Director.
5. The school must be notified if a student cannot attend class. There must be a valid reason for the absence.
6. The school must be notified of any change of address or telephone number.
7. While inside the school premises, a professional appearance is mandatory at all time.
8. Gum chewing is not permitted.
9. Any abuse, verbal or otherwise, will not be tolerated, whether it is directed towards the instructors or students. The result will be immediate dismissal from the program.
10. Stealing or defacing of property that belongs to the school or other students will result in immediate dismissal.

11. Anyone attending school under the influence of drugs or alcohol will have to undergo drug testing at a laboratory of the school's choosing. If said test proves positive for alcohol or drugs, the student will be permanently dismissed from class.
12. Thirty minutes is allowed for a lunch break. Students must sign in and out when leaving and returning from their lunch break.
13. The school is a smoke-free environment and therefore no smoking is permitted on school premises.
14. The students are responsible for cleaning their workstations after using them.
15. The school is not responsible for student's personal property or belongings.
16. No personal phone calls will be accepted or permitted by the school. The use of a cell phone during class is prohibited.
17. Any students refusing to work on a customer will be sent home and marked off from the time of refusal.
18. Any student working on a customer or client cannot receive any phone calls unless it is an emergency.



19.No personal services are to be performed without permission from an instructor.

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

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

21.Improper conduct. Should a student's conduct be improper, discourteous, or offensive toward a customer patronizing the school, another student, or a staff member, at the Director's discretion, he/she may be suspended or terminated depending on the seriousness of the offense.

The student agrees by enrollment that he or she intends to conform to the rules and regulations published by the school during his/her attendance. Failure to follow could result in the student being suspended from the school for disciplinary reasons by the school director.

## **DISCIPLINARY PROCEDURE**

Advantage Beauty Institute believes that to maintain a healthy learning environment, students who violate the Rules and Regulations or whose behavior falls under the expectations described in the School Catalog students shall need to be disciplined in a manner that allows for self-growth and accountability. may face any or all the following steps:

- **Warning**

A verbal or written warning depending on the severity will be given to the student describing his or her unacceptable behavior or failure to meet minimum satisfactory progress. It will also include a warning that further misconduct may result in more severe disciplinary action.

- **Probation**

Probation will last for a period specified in a written statement and until the student meets any imposed conditions. Any violation of rules or conditions during the probationary period will subject the student to further disciplinary actions.

- **Suspension**

Suspension consists of a temporary separation of the student from the school and for a specified period not to exceed two weeks and subject to specified conditions. Before suspension being removed, the student must meet with the School Director

to ensure a clear understanding of expectations and requirements for reinstatement.

- **Dismissal**

Should student misconduct continue despite a warning, probation, and suspension, or in cases when the School Director feels it is in the best interest of the school, students, or the student in question, for issues of health and safety, the school will terminate the enrollment of that student. Upon termination, the student may not attend classes or participate in any events at Advantage Beauty Institute. Students who are terminated are not eligible for re-enrollment except upon appeal to the School Director.

## **STUDENT GRIEVANCE POLICY**

The purpose of this policy is to provide a prompt and equitable process for resolving student complaints. If a student feels that school policies or procedures result in an unfair or difficult situation for them, Advantage Beauty Institute maintains an open communication policy designed to address such matters in a confidential and efficient manner.

Advantage Beauty Institute directors are committed to reviewing the complaint promptly, escalating the discussion to the appropriate level to achieve a satisfactory result.

In most cases, students should communicate their concerns directly with the instructor or staff member involved to resolve the issue in the most immediate and efficient way. If that

discussion does not lead to a solution or if the student wishes to speak to a school director, they should seek a meeting with either the School Director or Director of Education. If either of the directors is not immediately available, the student should schedule an appointment with him or her through any staff or management personnel.

At times, it may be necessary for the student to commit their concerns in writing within 60 days of the date of the act which is the subject of the grievance occurred. When writing a complaint or concern, it will be beneficial to include the exact nature and details of the matter, the date, time, and place of any related incidents, names of witnesses, and any pertinent documentation. The complaint should then be given to the school administrator. The school administrator will review it with all parties involved, and a response will be sent in writing to the student within 15 business days of receiving the complaint.

If the student is unable to obtain a satisfactory resolution through the school directors, he or she may file an appeal with the School Owners, who will address the matter personally. The contact information for the school owners are in the catalog under the section Institutional Personnel.

If the grievance remains unresolved, the student has the right to a final appeal by contacting

### **Commission for Independent Education**

Florida Department of Education 325 West Gaines Street,  
Suite 1414 Tallahassee, FL 32399-0400 Tel: (888) 224-6684

## **EMPLOYMENT AND PLACEMENT**

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

Advantage Beauty Institute does not guarantee employment. However, it will make a great effort to put the student in contact with various beauty salons, nail salons, and spas. Furthermore, we will also help the students in creating leads, if they choose to find employment in another area.

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

Any information the school provides relating to salary ranges will be an accurate and unexaggerated representation of entry level salaries of employees having the same skills, education and experience as the students will have upon graduation. Salary information is obtained and provided by the Bureau of Labor Statistics available from the United States Department of Labor Internet website at <http://www.bls.gov/>

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

## **STUDENT PROBLEM-SOLVING**

Our school will be characterized by its support for the students and for striving to make sure that they give their best. We will help them build a good solid individual foundation so that each one of them may create their style.

Our staff will make themselves available to counsel, suggest, explain or clarify, whichever the case may be, to show them the shortest road to obtain the best results.

The teacher will have the right guide to identify the students with academic problems and will apply attention to those students to try to find out the root of the problem.

## **REASONS FOR DISMISSAL**

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

1. Commit fraud to pass or maintain the corresponding grades.
2. Damage to school property.
3. Give false information to the school.
4. Violating an attendance probation of an initial unjustified absence of five (5) days or twenty (20) hours within a thirty (30) day period.
5. Failure to adjust to the school's rules and regulations.

6. Inability to wear the school's uniform.
7. Improper conduct, disrespect towards the teachers as well as fellow students.
8. Use of controlled substances at the school property or attend school under the influence of such illicit substances.
9. Failure to pay the school's fees.

## **ANTI-HAZING POLICY**

Advantage Beauty Institute does not permit any “Initiation” or “Hazing” of new or currently enrolled students. Any such action will result in disciplinary action and up to termination of enrollment.

## **COUNSELING SERVICES**

The school counselor shall motivate the student and shall explain the different avenues within this field, the grade of satisfaction reachable, and guide the student to various opportunities that may be available after graduation, which include: Exhibition Stylist, Salon Coordinator, Sales Consultant, Color Specialist, etc. It is also the responsibility of the counselor to assist the student in all aspects, for instance: how to find employment, administrative rules of the school, etc. The teacher shall always be available for any student questions or concerns about the school.

## **DRUG & ALCOHOL-FREE POLICY**

Advantage Beauty Institute provides to all employees and students the following information:

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

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

## **SEXUAL HARASSMENT POLICY**

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

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

Sexual harassment minimizes employee's integrity and jeopardizes the teacher-student relationship. Every employee or student has the right to work and learn in an atmosphere free of sexual approaches. Advantage Beauty Institute will not tolerate any way of discrimination based on sex, including any way of sexual harassment against an employee, employee applicant or



student. Such discrimination violates State and Federal laws and of course Advantage Beauty Institute's policy.

### **Sexual Harassment Definition**

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

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

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

### **Enforceability of the Policy**

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

### **To Report Sexual Harassment**

If you believe that you have been a victim of sexual harassment, you must immediately report it to the Director of the School. If

a teacher, an administrator, a supervisor or a manager has committed sexual harassment, report it to the Director of the School as well.

If you believe that you have been a victim of sexual harassment and you make a verbal complaint and it proves ineffective, complete a complaint form and submit to Advantage Beauty Institute. Complaints of sexual harassment will be taken seriously and quickly investigated.

# **COSMETOLOGY PROGRAM**

# Advantage Beauty Institute

## **COSMETOLOGY PROGRAM**

### **OBJECTIVE**

The primary goal of the Cosmetology program and the curriculum is to prepare students for the State licensing examination to become a Licensed Cosmetologist and to provide the appropriate training and hands-on practice necessary for the students to become competent professionals. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered to take the state exam to become a licensed cosmetologist. Note: Graduates will not be able to practice Cosmetology until they have passed the State licensing examination.

### **DESCRIPTION**

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

**NOTE:** This program will be taught in its entirety in English or Spanish by a Licensed Cosmetologist, students are required to make a language selection during registration.

Completing a course or program in a language other than English may reduce employability where English is required.

## **PROGRAM HOURS & FEES.**

**COSMETOLOGY** **1200 HOURS**

ENROLLMENT FEE \$150.00

EQUIPMENT \$350.00

BOOKS \$170.00

TUITION \$7,330.00

**TOTAL** **\$8,000.00**

<b>CURRICULUM</b>	<b>COURSE#</b>	<b>HOURS</b>	<b>SERVICES</b>
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Professional Ethics	GN01	25	0
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Implement Description	CL01	15	0
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Sanitation / Disinfection	GN02	30	0
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ADVANTAGE BEAUTY INSTITUTE CATALOG VOL. 1 JANUARY 2021

Hair Shaping	CL02	200	75
Scalp Treatment	CL03	30	45
Shampoos & Rinses	CL04	40	50
Hair Pieces	ST05	30	0
Hair Styling	CL05	235	300
Hair Coloring & Bleaching	CL06	200	65
Hair Structure & Chemistry	CL07	25	0
Hair Relaxing / Waving	CL08	116	65
Facials	FS02	100	25
Manicure / Pedicure	CL10	120	50
Anatomy & Physiology	CL11	20	0
Florida Laws	GN03	10	0
AIDS / HIV	GN04	4	0
<b>TOTAL HOURS &amp; SERVICES</b>		<b>1200</b>	<b>675</b>

**NOTE:** A RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.

## **CONDITIONS FOR THE COSMETOLOGY PROGRAM:**

Students must have a High School Diploma or GED and be at least 18 years of age. See School Admission Requirements section for additional information.

## **COSMETOLOGY PROGRAM DESCRIPTION**

### **PROFESSIONAL ETHICS (GN01)**

There are legal rules and regulations in place for the practice of cosmetology (code of ethics). Ethics is described as the philosophical study of moral values, rules and principles depicting what is right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers, and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously in your success.

### **IMPLEMENT DESCRIPTION (CL01)**

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

### **SANITATION / DISINFECTION (GN02)**

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

### **HAIR SHAPING (CL02)**

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

### **SCALP TREATMENTS (CL03)**

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

### **SHAMPOO AND RINSES (CL04)**

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

### **HAIR STYLING (CL05)**

As professionals, we will ensure that the students comprehend the individual needs of each client based on their age, personality, and lifestyle and learn to use these aspects to work with the natural or artificial texture and the disposition of each client's hair. A particular hairstyle for a certain individual may become their most identifying characteristic, marking their personality and proclaiming their identity.

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

### **HAIR PIECES (ST05)**

The students will be able to discuss reasons why men purchase hair pieces, identify the types of hair used in the manufacture of hair pieces, demonstrate correct cleaning methods for hair pieces, discuss alternative hair replacement methods, etc.

### **HAIR COLORING & BLEACHING (CL06)**

We will ensure that the students at the end of this chapter will can define color and its laws as well as identify the natural level, tone, and intensity of the hair. Additional considerations will be given to texture, diameter, and porosity of the hair since these will influence significantly in the absorption of the color and the timing of the procedure.



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

## **HAIR STRUCTURE & CHEMISTRY (CL07)**

The student will learn chemical principles in detail and the chemistry of the hair, the water measuring, the pH balance in substances, the chemicals in cosmetics and their classifications, the main ingredients contained in hair relaxing product, hair dyes, perms, etc. This information will prove very useful in the marketing of the adequate services and the client's safety.

## **HAIR RELAXING / WAVING (CL08)**

Our goal in this chapter is for the students to learn how to explain and demonstrate the theory and the basic procedures associated with a perm and the creation of a curl. This is a chapter where the chemical aspects are translated into the student ability to create a perm or to straighten the hair for a client. This technique produces high chemical changes in the hair that will offer new options for haircuts and styles for the client. The students can identify the different types of perms, the chemical contents of each, and the methods of application. As well as different methods of hair curling, positions and

patterns for perms, rinses, the various categories of curls and their advantages and the general elements necessary for the job.

## **FACIALS (FS02)**

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

## **MANICURE / PEDICURE (CL10)**

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

## **ANATOMY & PHYSIOLOGY (CL11)**

Students will learn from textbook chapters to understand how the human body functions as a cohesive whole. To recognize changes from the norm, to determine a scientific basis for the proper application of services and products. To perform a professional makeup application, scalp manipulations, create a style, perform facials and perform manipulations that otherwise

be hard without a knowledge of facial bones and muscle structure.

### **FLORIDA LAWS (GN03)**

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

### **AIDS / HIV (GN04)**

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

### **REFERENCES**

*English Courses:* Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN- 13: 9781285769417), Exam Review for Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016

(ISBN-13:

9781285769554)

*Spanish Courses:* Spanish Translated Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN-13: 9781285772622), Spanish Translated Exam Review for Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN-13: 9781285769585)

## **ATTENDANCE**

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

## **PROGRAM FORMAT**

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

## **DEFINITION OF CLOCK HOURS**

One “Clock Hour” is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity of the school for the coursework required in the physical presence of a member of the faculty.

## **GRADING PROCEDURES & DIPLOMAS AWARDED**

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

A diploma will be issued to each student who satisfactorily completes the program and satisfies all attendance and financial obligation requirements.

# **BARBER / STYLIST PROGRAM**

Advantage Beauty Institute

## **BARBER STYLIST PROGRAM**

### **OBJECTIVE**

The goal of this program and curriculum is to prepare the student for State Licensing Examination to become a Licensed Barber/Stylist, and to provide the appropriate training and hands-on practice necessary for the students to become competent professionals. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered to take the state exam to become a licensed Barber/Stylist. Note: Graduates will not be able to practice their career until they have passed the State licensing examination.

## **DESCRIPTION**

This program is designed for extensive training in Styling and Barbering. Students will learn techniques through intensive study and hands-on practice. A student that enrolls in our school is guaranteed the provision of the books and equipment needed to develop his specialty as well as personal technically qualified to provide quality teaching. This program has been created to provide a formation in Barbering/Styling that complies with the requirements established by the governmental organizations. It is also designed to train the students in the skills required by barbers/stylists in their beginning level which includes: professional development, hair cutting & styling, shaving, mustache & beard trim, coloring, scalp treatment, facials, etc.

**NOTE:** This program will be taught in its entirety in English or Spanish by a Licensed Barber, students are required to make a language selection during registration.

Completing a course or program in a language other than English may reduce employability where English is required.

## **PROGRAM HOURS & FEE**

**BARBER / STYLIST**

**1200 HOURS**

ENROLLMENT FEE	\$150.00
EQUIPMENT	\$350.00
BOOKS	\$170.00
TUITION	\$7,330.00
<b>TOTAL</b>	<b>\$8,000.00</b>

<b>CURRICULUM</b>	<b>COURSE#</b>	<b>HOURS</b>	<b>SERVICES</b>
Professional Ethics	GN01	25	
Implement Description	CL01	25	
Sanitation / Disinfection	GN02	30	150
Hair Cutting	ST01	200	300
Shampooing	ST02	75	30
Hair Structure & Chemistry	CL07	100	50
Shaving/Mustache & Beard Trim	ST04	50	50
Anatomy and Physiology	CL11	66	
Hair Pieces	ST05	30	0
Hair coloring & Bleaching	CL06	175	50
Hair Relaxing / Waving	CL08	175	10
Scalp Treatments	CL03	70	10
Florida Laws	GN03	175	0
AIDS / HIV	GN04	4	0
<b>TOTAL HOURS &amp; SERVICES</b>		<b>1200</b>	<b>650</b>

NOTE: A RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.



## **CONDITIONS FOR THE BARBER PROGRAM:**

Students must have a High School Diploma or GED and be at least 18 years of age. See School Admission Requirements section for additional information.

## **BARBER PROGRAM DESCRIPTION**

### **SANITATION / DISINFECTING (GN02)**

The student will learn what sanitation means, significantly reduce the number of pathogens found on a surface. Barbering tools and other surfaces are sanitized by washing with detergents followed by the application of chemical disinfectants antiseptics applied on the skin are another form of sanitation.

### **FLORIDA LAWS (GN03)**

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

### **AIDS / HIV (GN04)**

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

The school will provide this program, or the student can obtain it in another center that is accredited by the State of Florida. The subject to be completed in this program must describe the difference between HIV / AIDS.

## **HAIR CUTTING (ST01)**

The students will learn how to discuss the art of hair cutting, and the importance of the client consultation. Identify the sections of the head as applied to hair cutting, explain the principles of facial shape and profiles. List and define the fundamental terms used in hair cutting and demonstrate an understanding of the following finger and shear cut, shear-over-comb cut and clipper cut and razor cut.

## **SHAMPOOING (ST02)**

Excellence in shampoo services requires the barber-stylist to give individual attention to each client's needs. In addition to selecting the shampoo best suited to the condition of the scalp and hair, the effectiveness of the shampoo will depend on the way the shampoo is applied, the way the scalp is massaged, the way the shampoo is rinsed from the hair, etc.

## **SHAVING MOUSTACHE & BEARD TRIM (ST04)**

The students will learn the objective of shaving, the fundamentals of shaving how to demonstrate the ability to handle the razor in four standard cutting positions and strokes, identify the fourteen shaving areas of the face, the safety and sanitation procedures and precautions.

## **HAIR PIECES (ST05)**

The students will be able to discuss reasons why men purchase hair pieces, identify the types of hair used in the manufacture of hair pieces, demonstrate correct cleaning methods for hair pieces, discuss alternative hair replacement methods, etc.

## **SCALP TREATMENTS (CL03)**

The purpose of scalp and hair treatment is to preserve the health and appearance of the hair and scalp. These treatments also help to prevent and combat scalp disorders such as dandruff, hair loss, dryness, and oiliness.

## **HAIR COLORING & BLEACHING (CL06)**

Hair coloring is the science and art of changing the color of the hair. Hair bleaching is the partial or total removal of the natural pigment of artificial color from the hair. Skill in both hair coloring and bleaching requires thorough practice, determination, and study.

## **HAIR STRUCTURE & CHEMISTRY (CL07)**

The professional barber-stylist works with chemicals and performs services that change the hair chemically and physically. An understanding of the health and safety standards of the chemical used will help protect both the barber-stylist and the client. A basic knowledge of modern chemistry is essential for an intelligent understanding of the various products and cosmetics used in the barber-stylist shop.

## **HAIR RELAXING / WAVING/ CURLING (CL08)**

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

### **REFERENCE**

*English Courses:* Milady's Standard Professional Barbering, 5<sup>th</sup> Edition, 2011 (ISBN-13:9781435497153), Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN-13: 9781285769417), Exam Review for Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN-13: 9781285769554)

*Spanish Courses:* Spanish Translated Milady's Standard Professional Barbering, 5<sup>th</sup> Edition, 2011 (ISBN-13:9781435497085), Spanish Translated Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN-13: 9781285772622), Spanish Translated Exam Review for Milady Standard Cosmetology, 13<sup>th</sup> Edition, 2016 (ISBN-13: 9781285769585)

## **ATTENDANCE**

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

## **PROGRAM FORMAT**

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

## **DEFINITION OF CLOCK HOURS**

One “Clock Hour” is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity of the school for the coursework required in the physical presence of a member of the faculty.

## **GRADING PROCEDURES & DIPLOMAS AWARDED**

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

A diploma will be issued to each student who satisfactorily completes the program and satisfies all attendance and financial obligation requirements.



# **NAIL TECHNICIAN PROGRAM**

Advantage Beauty Institute

**NAIL TECHNICIAN PROGRAM**

**OBJECTIVES**

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

## **DESCRIPTION**

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

**NOTE:** This program will be taught in its entirety in English or Spanish by a Licensed Nail Technician or Cosmetologist, students are required to make a language selection during registration.

Completing a course or program in a language other than English may reduce employability where English is required.

## **PROGRAM HOURS & FEES**

**NAIL TECHNICIAN**

**240 HOURS**



ENROLLMENT FEE	\$150.00
EQUIPMENT	\$250.00
BOOKS	\$170.00
TUITION	\$1,100.00
<b>TOTAL</b>	<b>\$1,600.00</b>

<b>CURRICULUM</b>	<b>COURSE#</b>	<b>HOURS</b>	<b>SERVICES</b>
Professional Ethics	GN01	2	0
Sanitation / Disinfection	GN02	4	0
Nail Theory	NT01	85	0
Manicure	NT02	20	20
Pedicure	NT03	10	10
Gel Lamps	NT04	10	10
Acrylic Nails:	NT05	75	30
• Tips with Overlay (15)	NT05-1	(37.5)	
• Sculpturing with Form (15)	NT05-2	(37.5)	
Nail Wraps	NT06	15	10
Polish & Nail Art	NT07	5	10
Artificial Nail Removal	NT08	5	5
Florida Law	GN03	5	0
AIDS / HIV	GN04	4	0
<b>TOTAL HOURS &amp; SERVICES</b>		<b>240</b>	<b>95</b>

**NOTE:** RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.

## **CONDITIONS FOR THE NAIL TECHNICIAN PROGRAM:**

Be at least 16 years of age. See School Admission Requirements section for additional information.

## **NAIL TECHNICIAN PROGRAM DESCRIPTION**

### **PROFESSIONAL ETHICS (GN01)**

Ethics is described as the philosophical study of moral values, rules and principles depicting what is right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers, and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously in your success.

### **SANITATION / DISINFECTION (GN02)**

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

### **NAIL THEORY (NT01)**

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

## **MANICURE (NT02)**

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

## **PEDICURE (NT03)**

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

## **GEL LAMP (NT04)**

The students will be trained in the use of different types of gel lamps, how to apply on natural or artificial nails, proper use of supplies and implements, the application of a tip with adhesive, proper procedures on problem nails, the repair, and maintenance of these services.

## **ACRYLIC NAILS (NT05)**

The objective is to instruct students in the proper procedures to lengthen shape, color, and design artificial nails, they will be trained in the application of acrylic on natural or artificial nails.

## **TIPS WITH OVERLAY (NT05-1)**

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

## **SCULPTURING WITH FORM (NT05-2)**

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

## **NAIL WRAPS (NT06)**

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

## **POLISH & NAIL ART (NT07)**

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

## **ARTIFICIAL NAIL REMOVAL (NT08)**

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

### **FLORIDA LAW (GN03)**

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

### **AIDS / HIV (GN04)**

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

### **REFERENCES**

*English Courses:* Milady's Standard Nail Technology, 7<sup>th</sup> Edition, 2015 ISBN-13:9781285080475 *Spanish Courses:* Milady's Standard Nail Technology, 7<sup>th</sup> Edition, 2015 ISBN-13:9781285080598

### **ATTENDANCE**

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

## **PROGRAM FORMAT**

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

## **DEFINITION OF CLOCK HOURS**

One “Clock Hour” is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity of the school for the coursework required in the physical presence of a member of the faculty.

## **GRADING PROCEDURES & DIPLOMAS AWARDED**

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

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



# **FACIAL SPECIALIST PROGRAM**

Advantage Beauty Institute

## **FACIAL SPECIALIST PROGRAM.**

### **OBJECTIVE**

This program is designed under the regulations and requirements of the State of Florida to obtain the license entitled “Facial Specialist or



Esthetician Technician.” The goal of this program is to provide training for individuals interested in employment as a facial specialist or esthetician in finer salon and spas. They may choose to be manager, skin consultant or technician. They may also decide to own a skin salon or spa. After completing the necessary credit hours and services, the students will receive a Diploma stating that they have satisfactorily completed the course and will be registered with the State as an Esthetician Technician or Facial Specialist.

## **DESCRIPTION**

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

**NOTE:** This program will be taught in its entirety in English or Spanish by a Licensed Facial Specialist or Cosmetologist, students are required to make a language selection during registration.

Completing a course or program in a language other than English may reduce employability where English is required.

## **PROGRAM HOURS & FEES**

**FACIAL SPECIALIST**

**260 HOURS**

**ENROLLMENT FEE**

**\$150.00**

EQUIPMENT	\$160.00
BOOKS	\$250.00
TUITION	\$2,040.00
<b>TOTAL</b>	<b>\$2,600.00</b>

<b>CURRICULUM</b>	<b>COURSE#</b>	<b>HOURS</b>	<b>SERVICES</b>
Professional Ethics	GN01	2	0
Sanitation / Disinfection	GN02	10	0
Skin Theory, Disease and Disorders	FS01	85	0
Facials Techniques and Contraindications	FS02	106	40
Product's Knowledge	FS03	8	0
Basic of Electricity	FS04	9.25	5
Hair Removal / Waxing / Tweezing	FS05	7.5	30
Makeup Application	FS06	7	15
Salon Business	GN05	0	1
Lash and Brow Tinting	FS07	5	10
Eye Lash Applications	FS08	10	10
Consultation & Preparation	FS09	0	30
Manual Extractions	FS10	1.25	5
Professional Image	GN06	0	3
Florida Law	GN03	5	0
AIDS / HIV	GN07	4	0
<b>TOTAL HOURS &amp; SERVICES</b>		<b>260</b>	<b>149</b>

NOTE: A RE-ENTRY FEE OF \$60 MAY BE CHARGED IF APPLICABLE.

**CONDITIONS FOR THE FACIAL PROGRAM:**

Have a High School diploma or GED and be at least 16 years of age. See School Admission Requirements section for additional information.

## **FACIAL SPECIALIST PROGRAM DESCRIPTION**

### **PROFESSIONAL ETHICS (GN01)**

Ethics is described as the philosophical study of moral values, rules and principles depicting what is right and wrong concerning proper conduct in business. Proper etiquette will ensure that your clients, coworkers, and superiors will come to appreciate you and will treat you the same way. This way of conduct will take you very far and will help enormously in your success.

### **SANITATION / DISINFECTION (GN02)**

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

### **SKIN THEORY, DISEASE AND DISORDERS (FS01)**

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

## **FACIALS TECHNIQUES AND CONTRAINDICATIONS (FS02)**

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

## **PRODUCT'S KNOWLEDGE (FS03)**

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

## **BASIC ELECTRICITY (FS04)**

Basics of Electricity, set up, use & maintenance of electrical devices Students will read textbook chapters and study the definition of electricity, electrical measurements, the principles of electrical equipment safety, electric modalities used in cosmetology and the types of light therapy and their benefits.

## **HAIR REMOVAL / WAXING / TWEEZING (FS05)**

The students will become familiar with the preferences for different methods and the client' need to eliminate unwanted corporal hair, and to recommend to the client an adequate way

of such removal. They will also learn the temporary and permanent procedures available.

## **MAKEUP APPLICATION (FS06)**

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

## **SALON BUSINESS (GN05)**

In this chapter, the students will learn to establish long or short term personal objectives, the techniques used to recommend available products to clients, the steps necessary to conduct a successful job search, the steps to follow in maintaining professional relationships with clients and the requirements needed for a good business practice.

## **LASH AND BROW TINTING (FS07)**

Lash & Brow Tinting – Students, will read textbook chapters, study the theory and practice proper preparation, including products, tools, equipment use and safety for tinting lashes and brow.

## **EYELASH APPLICATIONS (FS08)**

Eyelash application, including strip lashes, individual lashes & semi-permanent lashes Students will read textbook chapters and study application & removal techniques for artificial lashes.

## **CONSULTATION & PREPARATION (FS09)**

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

## **MANUAL EXTRACTIONS (FS10)**

Manual Extractions- Students will read textbook chapters, learn preparation, safety procedures and practice proper methods for manually extracting clogged pores including products, tools, equipment use, and safety.

## **PROFESSIONAL IMAGE (GN06)**

The student will learn to select and have a right image that will reflect their personal style and will express their profession and respect towards others.

## **FLORIDA LAW (GN03)**

The students will learn to establish and describe the different types of properties, structure, function, and requirements necessary to run a successful business. The laws that govern a Facial Specialist's activities, the requirements for license renovation, the penalties for different violations, and the

security and health requirements of a beauty salon and in general, all the laws and rules established by the State of Florida.

## **AIDS / HIV (GN04)**

The students will have to complete the four (4) hours AIDS/HIV program and pass an examination before graduating.

## **REFERENCE**

*English Courses:* Milady's Standard Esthetics: Fundamentals, 11<sup>th</sup> Edition, 2013 (ISBN-13:9781111306892), Milady Standard Makeup, 1<sup>st</sup>, 2013 (ISBN- 13:9781111539597)

*Spanish Courses:* Spanish Translated Milady Standard Esthetics: Fundamentals 11<sup>th</sup> Edition, 2013 (ISBN-13:9781111306991), Spanish Translated Milady Standard Makeup, 1<sup>st</sup> Edition, 2013 (ISBN-13:9781111539658)

## **ATTENDANCE**

A daily log is maintained where the students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

## **PROGRAM FORMAT**

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

## **DEFINITION OF CLOCK HOURS**

One “Clock Hour” is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity of the school for the coursework required in the physical presence of a member of the faculty.

## **GRADING PROCEDURES & DIPLOMAS AWARDED**

A progress sheet is used daily to record service tasks. All practical tasks are evaluated and documented to comply with Florida’s minimum tasks requirement. A minimum score of 75% is acceptable. A diploma will be issued to each student who satisfactorily completes the program and satisfies all requirements.



# **MASSAGE THERAPY PROGRAM**

Advantage Beauty Institute

## **MASSAGE THERAPY PROGRAM**

### **OBJECTIVE**

The primary goal of the Massage Therapy program and the curriculum is to qualify students to be eligible for a Board-approved exam to become licensed as a Florida Licensed Massage Therapist. The program includes appropriate training and hands-on practice in a clinical setting taught under the supervision of a Florida licensed massage therapist. After completing the necessary credit hours, the students will receive a diploma stating that they have satisfactorily completed the program.

Note: Graduates will not be able to practice Massage Therapy until they have passed Massage and Bodywork Licensing Examination (MBLE<sub>x</sub>) administer by Federation of State Massage Therapy Boards (FSMBT). All hours meet or exceed those required by the Florida Department of Health Division of Medical Quality Assurance.

## **DESCRIPTION**

The students must have completed the study program comprised of 650 hours. This program gives the student the educational and licensing requirements to become a licensed Massage Therapist. The student will develop skills to adequately prepare them to contribute to the health industry and wellness of their clients. Massage Therapist seek to manage and relieve pain, stress in various settings such as cruises, salons, medical health facilities and spas. In conjunction with the different technical courses, the students will train in communication, ethics, human relations, behavior and the prevention of infections, first aid and the business aspect of the Massage Therapy industry.

**NOTE:** This program will be taught in its entirety in English or Spanish by a Licensed Massage Therapist, students are required to make a language selection during registration.

Completing a course or program in a language other than English may reduce employability where English is required.

## **PROGRAM HOURS & FEES**

<b>MASSAGE THERAPY</b>	<b>650 CLOCK HOURS</b>
ENROLLMENT FEE	\$150.00
EQUIPMENT	\$350.00

BOOKS	\$170.00
TUITION	\$7,730.00
<b>TOTAL</b>	<b>\$8,000.00</b>

<b>CURRICULUM</b>	<b>COURSE#</b>	<b>HOURS</b>
Basic Massage Theory & History	MT01	120
Allied Modalities	MT02	100
Clinical Practicum	MT03	125
Medical Errors	MT04	2
Professional Ethics	GN01	10
Business Practices	MT06	20
Theory & Practice of Hydrotherapy	MT07	20
Anatomy/Physiology/Kinesiology	MT08	200
Florida Law & Rules	GN03	10
AIDS / HIV Education	GN04	3
Pathology	MT10	40
<b>TOTAL PROGRAM HOURS</b>		<b>650</b>

**NOTE:** A RE-ENTRY FEE OF \$ 60 MAY BE CHARGED IF APPLICABLE.

### **CONDITIONS FOR THE MASSAGE THERAPY PROGRAM:**

Students must have a High School Diploma or GED and be at least 18 years of age. See School Admission Requirements section for additional information.

## **MASSAGE THERAPY PROGRAM DESCRIPTION PROFESSIONAL ETHICS (GN01)**

This course touches on a range of issues that are of concern to the professional massage therapist and familiarizes the student with some concepts relevant to the ethical practice of massage therapy. Included in this course definitions for principles and rules of ethics, power dynamic, distinguish between transference and countertransference. Also, equip the massage therapist with concepts of professional standards of conduct for ethical decision-making and help navigate through the unknown ethical territory.

## **FLORIDA LAWS AND RULES (GN03)**

The students will learn the laws governing the practice of massage. The legal rules and regulations that govern the activities of all massage therapist as set forth by the Florida Department of Health {Chapter 456, F.S. (Medical Practice Act), Chapter 480, F.S. (Massage Practice Act) and Chapter 64B7, F.A.C will be reviewed.

## **AIDS / HIV EDUCATION (GN04)**

This course complies with the guidelines set forth by the Florida Department of Health for Massage Therapist. This class covers HIV/AIDS education, the causes, transmission, and prevention. This course includes the current and facts of HIV/AIDS

information under Chapter 456 Section 033(1) of the Florida Statutes.

## **BASIC MASSAGE THEORY & HISTORY (MT01)**

This course will take the students through the various stages of history and bring it to the future massage trends of tomorrow. This section will examine the history of massage, tracing its progression from ancient roots to the corresponding applications in traditional and alternative healthcare we are currently using right now. Candidates will learn Massage techniques and strokes, the various types of Massage, the history of Massage.

## **ALLIED MODALITIES (MT02)**

This course will teach basic principles and philosophy of Asian and Western modalities such as Shiatsu, Anma, Trigger Point Therapy, Deep Tissue Massage, Reflexology and other modalities are explored and demonstrated. Many students can incorporate this knowledge into their practice. Clinical Practicum MT03 course is required to complete first.

## **CLINICAL PRACTICUM (MT03)**

A supervised clinical experience designed to provide training and practical, real-life application of Swedish massage. This course will also allow the students to refine their techniques and gain hands-on experience. Students will get additional hands-on training while practicing massage techniques on classmates and give professional massages under the supervision of the

instructor to friends, clients in the community. This course is required before taking Allied Modalities MT02 course.

### **MEDICAL ERRORS (MT04)**

This course covers prevention of medical errors. Also, includes the study of root-cause analysis, error reduction and prevention, and patient safety under Chapter 456 Section 013(7) of the Florida Statutes.

### **BUSINESS PRACTICES (MT06)**

This class will give students an understanding of how to build their practice. The study of physical and financial office practices and marketing. Topics include patient management and successful therapeutic relationships; forming professional alliances; attracting particular markets using sales, marketing, and retention strategies; and how to apply financial, administrative and insurance processes to the massage profession. Students will create high-level business plan outlines for massage practices.

### **THEORY & PRACTICE OF HYDROTHERAPY (MT07)**

In this course, the theory and practice of the therapeutic application of heat and cold are discussed. The use of contrast applications and several modes of heat administration and how to integrate it into the massage practice is conferred. Students receive hands-on training in skills and knowledge needed to perform techniques and SPA skills with the use of varying thermal applications. Students are introduced to aromatherapy,

paraffin, body wrap treatments and hydro/cryotherapy. Each student performs hands-on applications and selects spa techniques in the lab.

## **ANATOMY/PHYSIOLOGY/KINESIOLOGY (MT08)**

Anatomy and physiology are a hands-on discovery of the human body and its systems. Only material pertinent to massage therapists is taught. In-depth coverage of the structure and function of the human body. Includes cell structure and function, tissues, body organization, and the integumentary, skeletal, muscular, nervous, and endocrine systems. Apply study of human Kinesiology to better direct treatments to produce the desired benefit effect. Other topics covered include:

- **Organization of the Body**
- **Skeletal system**
- **Introduction to the Skeletal system**
- **Circulatory system**
- **Reproductive system**
- **Lymph system**
- **DNA**
- **Cells and Tissues**
- **Intro to the Muscular System Nervous system**



- **Endocrine system**
- **Digestive system**
- **Integument system**
- **Nutrition**

## **PATHOLOGY (MT10)**

General discussion of the mechanics of selected disease processes and effect of massage on those processes. Indications and contraindications for massage like contagious and non-contagious skin disorders, blood, vascular, heart and lymph conditions.

## **REFERENCES**

*English Courses:* Milady's Theory & Practice of Therapeutic Massage Textbook/Workbook/Exam Review, 5th Edition, 2011 ISBN- 13:9781435485235, ISBN-13:9781435485259, ISBN-13:9781435485280

*Spanish Courses:* Milady's Theory & Practice of Therapeutic Massage Textbook/Workbook/ Exam Review, 5<sup>th</sup> Edition, 2011 ISBN- 13:978111131456, ISBN-13:9781111314040, ISBN-13:978111131449

## **ATTENDANCE**

A daily log is maintained where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

**NOTE:** The students in the Massage Therapy program may not attend classes for more than 6 hours a day or 30 hours per week.

## **PROGRAM FORMAT**

Daily theory class, practical demonstration and practical work performed by students under strict instructor supervision according to program curriculums (must have completed and passed MT01 and MT02 courses to practice on clients).

## **DEFINITION OF CLOCK HOURS**

One “Clock Hour” is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity of the school for the coursework required in the physical presence of a member of the faculty.

## **GRADING PROCEDURES & DIPLOMAS**

### **AWARDED**

All practical tasks are evaluated and recorded to comply with Florida’s minimum task requirements. A minimum score of 75% or overall grade “C” is required to graduate.

A diploma is issued to each student who satisfactorily completes the program and satisfies all requirements.

**BODY WRAPPER**  
**CONTINUING**  
**EDUCATION COURSE**

## Advantage Beauty Institute

### **BODY WRAPPER CONTINUING EDUCATION COURSE**

#### **OBJECTIVE**

To prepare students to meet the State of Florida mandated requirements to become a licensed Body Wrapper. After completing the necessary credit hours and services qualifies an individual for initial registration as a body wrapper. An applicant for registration as a body wrapper shall be eligible to practice body wrapping, pending the approval of his or her application for registration provided the individual has previously submitted the following to the Department of Business Professional Regulation Board of Cosmetology.

#### **DESCRIPTION**

The students must have completed a workshop comprised of 12 hours. This workshop gives the student insight into the knowledge of a Body Wrapping. The student will develop skills

to adequately prepare them to contribute to the health industry and wellness of their clients. Body Wrapper seeks to recognize common skin disorders, and appreciate the need for following proper sanitation and sterilization procedures to preclude the spread of skin diseases and other communicable infections such as HIV/AIDS. Students will also benefit from an overview of the rules and regulations governing body wrapping and body wrapping licensure.

The course aims to provide those who want to learn the proper procedures for Body Wrapping, body sculpting, detox treatments of the human body with various mineral and herbal wraps.

**NOTE:** This course is not approved by the Commission for Independent Education. The Specialty Course: Body Wrapping, is approved by the Florida Department of Business and Professional Regulation (DBPR).

## **COURSE HOURS & FEES**

<b>BODY WRAPPER</b>	<b>12 HOURS</b>
ENROLLMENT FEE	\$150.00
EQUIPMENT	\$0.00
BOOKS	\$0.00
TUITION	\$1,050.00
<b>TOTAL</b>	<b>\$1,200.00</b>

- License fee not included

<b>CURRICULUM</b>	<b>COURSE#</b>	<b>HOURS</b>	<b>SERVICES</b>
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Disorders and Diseases of Skin	GN07	4	0
Florida Law for Body Wrapper	GN03	1	0
AIDS/HIV	GN04	3	0
Sanitation/Disinfection	GN02	4	0
Body Wrapping Techniques	BW01	0	3
<b>TOTAL HOURS &amp; SERVICES</b>		<b>12</b>	<b>3</b>

### **CONDITIONS FOR THE BODY WRAPPER COURSE:**

No previous experience in health, beauty or fitness industries required. See School Admission Requirements section for additional information.

**NOTE:** This course will be taught in its entirety in English or Spanish by a Licensed Cosmetologist, students are required to make a language selection during registration.

Completing a course or program in a language other than English may reduce employability where English is required.

## **BODY WRAPPER COURSE DESCRIPTION**

### **SANITATION / DISINFECTION (GN02)**

Students will learn that one of the most important aspects of proper sanitation is the cleanliness of all instruments and work areas. The habits the students form in this aspect will be crucial, as they will affect the health and well-being of the clients and themselves. The proper procedures to follow for the sanitation and sterilization of the work environment are part of the chapter

entitled bacteriology, which is the science that deals with microorganisms, reproduction, and infections.

### **FLORIDA LAWS (GN03)**

The students will learn to establish and describe the different type of laws and rules and regulations concerning themselves and their clients related to health and economic situations. The laws that govern the activities of all body wrappers as set forth by the Florida Board of Cosmetology to follow. The requirements for license renovation. The penalties for different violations. The security and health requirements of a beauty salon and, in general, all the laws and rules established by the board.

### **AIDS / HIV (GN04)**

The students will be required to complete the AIDS / HIV four (4) hours program and pass an examination before graduating. The school will provide this program, or the student may obtain it in another center that is accredited by the State of Florida. The subject to be completed in this program has to do with describing the difference between HIV and AIDS.

### **DISORDERS AND DISEASES OF THE SKIN (GN07)**

The students will learn the necessary areas of concerned with the health and appearance of the skin of the clients that you are providing wrapping services. The health of the skin is essential for you to be allowed to provide body wrapping services.

Understanding the anatomy of the skin, and knowing how to recognize skin diseases and disorders, forms the basis of this course for providing safe and

healthy services for your clients. Topics include structure, layers, and mechanisms of the skin, skin disorder and diseases, symptoms, which wrapping services to apply and when to refer to a physician.

## **BODY WRAPPING TECHNIQUES (BW01)**

This course is hands-on where you will learn about body wrapping techniques, mixing and preparations solutions.

## **REFERENCES ATTENDANCE**

A daily log is kept where students sign in and out in the morning and afternoon. The school expects regular attendance by all students.

## **COURSE FORMAT**

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

## **DEFINITION OF CLOCK HOURS**

One “Clock Hour” is defined as no less than 50 minutes of any one clock hour during which the student participates in a



learning activity of the school for the coursework required in the physical presence of a member of the faculty.

## **GRADING PROCEDURES & DIPLOMAS AWARDED**

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

A diploma is issued to each student who satisfactorily completes the program and satisfies all financial and attendance requirements.

## **DISCLOSURES**

**Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll-Free Telephone Number: (888) 224-6684**

This catalog must be made available to applicants at least one week before enrolling.

Advantage Beauty Institute is not an accredited school. Students who enroll will not be eligible for federal financial aid.

**FINANCIAL AID AVAILABLE FOR QUALIFIED STUDENTS**

At this moment, our school does not offer financial assistance in the form of scholarships, grants or loans. What we provide is a payment plan. Students interested in making a payment plan must schedule an appointment with the School Director. The payment plan consists of weekly or monthly payments.

The school is new, meaning that it will not be able to accept federal aid for its students

The Company must carry the operating expenses of the school until the point where federal funding is available

The transfer of credits from Advantage Beauty Institute to another similar institution is solely at the discretion of the other institution. Advantage Beauty Institute makes no guarantee that another institution will accept our school credits. It is the responsibility of the student to arrange for the transfer of credits with the receiving school.

Our school does not discriminate against any applicant based on their physical capabilities. However, students should take into consideration that some of the programs we offer, such as Cosmetology, demand individual physical skills, like being able to stand on their feet for extended periods of time.

After successfully completing our programs, which entails passing the tests with satisfactory grades, fulfilling your financial obligations and completing the mandatory clock hours and services for that particular program, students will be awarded a Diploma.

Advantage Beauty Institute offers courses that are regulated by various regulatory Boards. Our school will prepare the students to take these examinations to become licensed in the selected program where applicable.

All programs and courses offered by Advantage Beauty Institute will be taught in its entirety in English or Spanish by a licensed professional, students are required to make a language selection during registration.

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

## **INSTITUTIONAL PERSONNEL**

### **OWNERSHIP**

1. Global Educational Services, LLC (Miguel Mirabal)  
Partner
2. Mia Beauty Schools, LLC (Jacobó Agúia) Partner

### **ADMINISTRATION**

1. Barbara Hernandez-School Director
2. Miguel Mirabal-Director of Administration

### **FACULTY**

Faculty has a role in development and assessment of our programs of 600(+) clock hours.

1. Johnny Rodriguez  
Cosmetology Instructor  
Cosmetology – CFCC, Ocala Fl. 1997 Licensed by the  
State of Florida Board of Cosmetology
2. Barbara Gonzalez  
Massage Therapy Professor  
Florida Academy Massage –School, 2010 Licensed by the  
State of Florida Department of Health Division of  
Medical Quality Assurance
3. Maria T. Santos  
Nail Technician Professor  
Sunstate Academy 2015  
Licensed by the State of Florida Board of Cosmetology

<b>FACTS ON ELIGIBILITY TO PRACTICE PROFESSION</b>		
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<b>Program of Study</b>	<b>Hour Requirements</b>	<b>Licensure Requirements for the State of Florida</b>
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<p>Cosmetology</p>	<p>1200 Hours</p>	<ul style="list-style-type: none"> <li>• Licensed and Regulated by: STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF COMSETOLOGY</li> <li>• Must be at least 16 years old or have received a high school diploma or GED. • Pass the Florida State Board of Cosmetology Written Practical and Written Theory Examination.</li> <li>• If you wish to take the licensure examination in Spanish you will need to request this when you schedule your examination. Otherwise the test is administer in English.</li> <li>• If you require testing accommodations due to a disability contact DBPR.</li> <li>• Submit HIV/AIDS Course Completion Certificate from school to DBPR.</li> <li>• Complete Form # DBPR COSMO 1, and submit Fee: \$68, make check payable to Department of Business and Professional Regulation.</li> <li>• As a Florida cosmetology school graduate, you are eligible to work once you have taken and passed the cosmetology exams. You are eligible to practice cosmetology under the supervision of a licensed cosmetologist in a licensed cosmetology salon. You must provide the salon owner or representative with a copy of the exam results.</li> <li>• Criminal background history, explanation and supporting legal documents must be disclosed.</li> </ul>
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<p>Barber</p>	<p>1200 Hours</p>	<ul style="list-style-type: none"> <li>• Must be at least 16 years old. Passing the Florida Barbers' Board exam.</li> <li>• Licensed and Regulated by: STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION FLORIDA BARBER'S BOARD</li> <li>• Must be at least 16 years old or have received a high school diploma or GED. • Pass the Florida State Board of Barber License Examination.</li> <li>• If you require testing accommodations due to a disability contact DBPR.</li> <li>• Submit HIV/AIDS Course Completion Certificate from school to DBPR.</li> <li>• Complete Form # DBPR BAR 1, and submit Fee: \$228, make check payable to Department of Business and Professional Regulation.</li> <li>• As a Florida barbering school graduate, you are eligible to work once you have taken and passed the barbering exams. You are eligible to practice barbering in a barbershop under the supervision of a licensed barber who is physically present when the student is working. You must post a copy of the exam results and a recent photo at the station.</li> <li>• Criminal background history, explanation and supporting legal documents must be disclosed.</li> </ul>
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<p>Massage Therapy</p>	<p>500 Hours</p>	<ul style="list-style-type: none"> <li>• Must be at least 18 years old or have received a high school diploma or GED. Pass the Massage and Bodywork Licensing Examination (MBLEx) administer by FSMBT.</li> <li>• Licensed and Regulated by: STATE OF FLORIDA DEPARTMENT OF HEALTH DEPARTMENT OF MEDICAL QUALITY ASSURANCE</li> <li>• Complete Form Massage Therapist Licensure Application X1021, and submit Fee: \$155, make check payable to Department of Business and Professional Regulation</li> <li>• Submit Mandatory Florida Education Requirements HIV/AIDS, Prevention Medical Errors and Florida Laws Course Completion Certificate from school to FBoMT (Florida Board of Massage Therapy)</li> <li>• Submit X1021 form also to FLORIDA BOARD OF MASSAGE THERAPY STATE LICENSE AGENCY</li> <li>• Submit a set of fingerprints to the Florida Department of Law Enforcement (FDLE)</li> <li>• Criminal background history, explanation and supporting legal documents must be disclosed.</li> </ul>
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Program of Study	Hour Requirements	Licensure Requirements for the State of Florida
Facial Specialist	260 Hours	<ul style="list-style-type: none"> <li>• Must be certified by the school to receive licensure. A completed Facial Specialty registration application should be submitted by the school. School official must complete the Certification of Eligibility portion of this application.</li> <li>• Licensed and Regulated by: STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF COMSETOLOGY</li> <li>• Must be at least 16 years old or have received a high school diploma or GED. • Submit HIV/AIDS Course Completion Certificate from school to DBPR.</li> <li>• Complete Form # DBPR COSMO 1, and submit Fee: \$75, make check payable</li> </ul> <p>To Department of Business and Professional Regulation. • Criminal background history, explanation and supporting legal documents must be disclosed.</p>
Nail Technician	240 Hours	<ul style="list-style-type: none"> <li>• Must be certified by the school to receive licensure. A completed Nail Specialty registration application should be submitted by the school. School official must complete the Certification of Eligibility portion of this application.</li> <li>• Licensed and Regulated by: STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF COMSETOLOGY.</li> <li>• Must be at least 16 years old or have received a high school diploma or GED. • Submit HIV/AIDS Course Completion Certificate from school to DBPR.</li> <li>• Complete Form # DBPR COSMO 1, and submit Fee: \$75, make check payable</li> </ul> <p>to Department of Business and Professional Regulation. • Criminal background history, explanation and supporting legal documents must be disclosed.</p>

<b>Course of Study</b>	<b>Hour Requirements</b>	<b>Licensure Requirements for the State of Florida</b>
Body Wrapper	12 Hours	<ul style="list-style-type: none"> <li>• Must be certified by the school to receive licensure. A completed Body Wrapping registration application should be submitted by the school. School official must complete the Certification of Eligibility portion of this application.</li> <li>• Licensed and Regulated by: STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION BOARD OF COMSETOLOGY.</li> <li>• Must be at least 16 years old or have received a high school diploma or GED.</li> <li>• Complete Form # DBPR COSMO 5, and submit Fee: \$25, make check payable to Department of Business and Professional Regulation.</li> <li>• Criminal background history, explanation and supporting legal documents must be disclosed.</li> </ul>