



Neo Beauty School

SCHOOL CATALOG

Effective November 1, 2022

Volume IV

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GENERAL INFORMATION

MISSION AND PURPOSE

The mission of Neo Beauty School is to prepare students to excel as professionals in the skin care and aesthetics field.

LICENSURE

Neo Beauty School is licensed by the Florida Department of Education, Commission for Independent Education, License # 7661. Additional information about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684 www.fldoe.org/cie

INSTITUTIONAL OWNERSHIP

Neo Beauty School is a DBA of Neo Beauty, LLC, an active Florida Limited Liability Corporation, owned by Ms. Vera Berezhnaya and Ms. Anastasiya Kurkina.

LOCATION

Neo Beauty School is located at 1920 E. Hallandale Beach Blvd. Suite 505, Hallandale Beach, FL 33009.

GOVERNING BOARD

The governing board is constituted by Ms. Vera Berezhnaya, President, and Ms. Anastasiya Kurkina, Vice-President. Address 1920 E. Hallandale Beach Blvd. Suite 505, Hallandale, FL 33009

CATALOG INFORMATION AND AVAILABILITY

The school catalog is available at our public website www.neobeauty.miami

LANGUAGE

All programs are offered in English.

FACILITIES

Neo Beauty School main facility is located at 1920 E. Hallandale Beach Blvd. Suite 505, Hallandale Beach, FL 33009, with 980 square feet that includes 1 classroom/laboratory, reception, and administrative offices. In addition, the school has a designated additional space in the same building at the 6th floor for theory classes, media center/study area, and student lounge. Restrooms are available on each floor. Parking spaces are plenty for students, school personnel and visitors. The building has two elevators and access from the parking lot for persons with disabilities.

HANDICAPPED FACILITIES

Our school complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the

regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

HOURS OF OPERATION

Office Hours: Monday through Friday 8:00am to 7:00pm

CLASS SCHEDULES

Morning Classes - Monday through Thursday, 9:00 am to 3:00 pm

Evening Classes - Monday through Thursday, 5:00 pm to 9:00 pm

The school has the right to change its schedule in the interest of the student education. Students will be notified in advance of any schedule change.

SCHOOL CALENDAR

Classes start every Monday.

HOLIDAYS

The school will remain closed during the following holidays:

2020 Holidays

Martin Luther King Day, Monday January 17, 2022

President's Day, Monday February 21, 2022

Memorial Day, Monday May 30, 2022

Labor Day, Monday September 5, 2022

Thanksgiving, Monday November 23 through Friday November 25, 2022

Winter Holiday Break, Monday December 19, 2022 through Friday January 2, 2023

In the event of an emergency, closing due to inclement weather or natural disaster the school will close as determined by the Broward Public School system. Classes canceled due to weather conditions are made up at the end of the program.

ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Prospective students must comply with the following requirements to enroll:

1. Present a Valid picture ID

2. Present a High School diploma or GED. Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative.
3. In order to qualify for enrollment, a one on one appointment with one of the school admissions' representatives is required. During the one on one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
4. Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida approved agency or individual. For a listing of approved translators visit the American Translators Association www.atanet.org.
5. Applicants who are at least 17 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
6. Pay the registration fee of \$ 50.

ANTI DISCRIMINATION POLICY

Neo Beauty School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status or disability where a person is otherwise qualified or could be with reasonable accommodation.

DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

TRANSFER OF CREDITS

Transfer of Credits for Studies in Other Institutions

Neo Beauty School gives credit for studies at other institutions that are approved within the United States. Courses for transfer must have been completed with a grade of 2.0 (70%) at a minimum. Neo Beauty School may accept up to seventy-five percent (75%) of hours as transfer from another institution. To transfer hours from another institution, a student must request an Official Transcript from the issuing institution to be sent directly to Neo Beauty School. The official transcript must include course titles and codes, completed hours, completed services, and date of completion. All accepted hours will be documented on the student file. Neo Beauty School does not grant credit for experiential learning, prior work experience or by examination.

Transferability of Credits Earned at Neo Beauty School to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

SUBMITTING ACADEMIC INFORMATION

Students transferring hours are required to request official transcripts from the educational institutions attended to be sent directly to Neo Beauty School, attention to Admissions Office.

FINANCIAL SERVICES

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's course(s), unless the student has arranged for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- ✓ Full payment at time of signing enrollment agreement.
- ✓ Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- ✓ Registration fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.
- ✓ Major credit cards are also accepted.

CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee of \$50 (not to exceed \$150).
4. 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.
5. Cancellation after completing more than 40% of the program hours will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in 100 percent refund.
9. Should the prospective student not meet the entrance requirements it will result in 100 percent refund.

FEDERAL FINANCIAL AID ASSISTANCE

Neo Beauty School does not offer federal financial aid.

ACADEMIC POLICY AND PROCEDURES

GRADING SYSTEM

Students must earn and maintain a grade of 70 % or more to successfully complete a program of enrollment. This grade will be determined by a practical examination (at each evaluation period), test grades, and labs/projects.

The following grading scale will be used:

Excellent:	90% -100 %	=	A	4.0
Good:	89%-80%	=	B	3.0
Average:	79%-70%	=	C	2.0
Unsatisfactory:	69%- 0%	=	F	0.0

Practical and laboratory assessments are measured in a pass or fail basis as follows:

P: Pass – 100% - 4.0

F: Fail – 0% - 0.0

Transferred hours are denoted in transcripts as T.

GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administrated and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student’s ability to apply the theory learned and the work activities in the labs and services.

PRACTICAL SERVICES

Students are involved in hands on activities to assist them acquire the skills and practice required for employment. Students are required to participate and complete the practical services assigned by their instructor. Practical services are to be completed satisfactorily as requirement for graduation, as disclosed in the program description section of this catalog.

DEFINITIONS

Program Duration

Program and courses duration are measured in clock hours.

Clock Hour Definition

One clock hour constitutes 50 minutes of directed, supervised instruction and 10 minutes breaks.

Period of Enrollment

A period of enrollment or payment obligation: the entire program.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

PREFIXES

FS - Skin Care and Facial Specialist Courses

GRADUATION REQUIREMENTS

In order to graduate from a program of enrollment, a student must achieve a cumulative GPA of 70% within the time framework established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory academic progress is defined by the average attendance and academic progress maintained by the student.

SAP - Evaluation Periods

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

First SAP Evaluation – Conducted when student completes 130 hours of instruction

Second SAP Evaluation – Conducted when student completes 260 hours of instruction

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement.

SAP - Quantitative Criteria

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in a SAP evaluation period of 130 clock hours is required to successfully complete a minimum of 87 clock hours ($130 \times 67\% = 87$).

SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

SAP – Evaluation and Academic Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher. A student that fails to earn a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

SAP - Time Frame to Complete (MTF) Policy

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement.

This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond the 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are not required to pay a tuition charge for every extra hour attended.

Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdraw.

Students that have successfully completed the program are allowed to take any of the courses one more time at no charge, as long as there is space in the classroom to accommodate the additional student. In the case where there is no space in the classroom at the time the request was placed, students are provided with the time frame the course will be offered again and encouraged to confirm space availability within a week of course start.

SAP - Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make the final decision regarding the student's appeal within 5 days. If the student's appeal is granted, the student will be reinstated to satisfactory academic progress status.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time and satisfy any outstanding financial obligations to the institution.

ACADEMIC HONESTY

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

The School's Director of Education may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

MAKE-UP WORK AND EXAMS

In order for a student to make up a class, lab or practical services missed prior to finishing and taking the final test, the student shall make arrangements with his/her instructor. The same rule will apply for missed exams and these will be scheduled at the discretion of the Instructor. Make-up time and exams are not charged to students. Make-up work time is a privilege – not a right! Students should be in attendance on examination days.

WARNING

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

APPEAL PROCESS

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director and arrive to a decision. The student will be notified in writing of the final determination within 10 days.

SUSPENSION

The institution reserves the right to suspend any student for lack of payment, and/or breach of the rules and regulations of the School.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

Students are to maintain the highest standard of personal, ethical and professional conduct. Each student is expected to display behaviors that are indicative of the program they represent and are expected to carry themselves in a manner that represents the values and beliefs of Neo Beauty School. The institution reserves the right to dismiss a student due to unprofessional or disorderly conduct that reflects negatively on Neo Beauty School, affects other students, or is a potential safety issue.

Students are expected to bring the corresponding books, educational equipment and all necessary materials to School daily.

All students must be punctual to class.

In case of absence, the student will be responsible to obtain the covered material from a classmate or instructor, to maintain his/her daily progress.

The institution will make reasonable arrangements for the recovery of hours and work missed. It is encouraged that students take advantage of this option.

A medical certificate is required in case of absence due to a medical condition.

The institution provides a comfortable atmosphere, free of intimidations hostilities or other offenses. Conduct such as sexual harassment, or any type of physical or verbal threat that interferes with educational development of the student will not be tolerated.

Students must pay all financial obligations in due time.

Visits from children and/or relatives and friends are not allowed on Campus.

The student who is caught destroying or damaging School Property will be expelled and/or legally processed.

The Institution does not allow sales, promotions or any other forms of commercial activities within the premises. Students that participate in these practices may be suspended or dismissed from the institution.

PERSONAL PROPERTY

Students are responsible to identify and protect their personal belongings, materials and equipment always. The school will not take any responsibility for lost or misplaced personal property.

USING AND CARING FOR THE EQUIPMENT

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off and can only be used in the break/lunch area or outside the building during breaks and lunches.

SMOKING

Smoking is permitted during breaks or lunch ***outside the building***. Smokers shall dispose of their cigarette butts in designated containers.

BREAKS AND LUNCHESES

The instructors shall schedule breaks and lunches. Students are responsible for returning to classes on time. Food and drinks are only permitted in the school's *designated* break/lunch area or outside the school.

ALCOHOL AND DRUGS

The use of alcohol or drugs (unless prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use or possession of drugs and/or drug paraphernalia is also illegal. The use of alcohol or drugs in any form on school premises, on school grounds, or at any school related activity will result in immediate termination.

CHEATING AND STEALING

If a student is caught cheating and/or stealing, he/she will be subject to termination from the program.

SCHOOL DRESS CODE

A professional appearance in the school is essential to the overall image in the health field. Each student is required to dress in a clean, neat and professional manner always. Students are required to wear a white lab coat and closed toe shoes at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

Students are required to use gloves at all times while providing services. Students must not wear perfume, long earrings or jewelry that may touch the client while performing the practical services.

Should the dress code requirement not met, the instructor will send the student home without hours being recorded as attendance for the day.

ANTI-HAZING, BULLYING

NEO BEAUTY SCHOOL will not tolerate hazing or bullying by any student or employee of the Institute. Failure to comply will result in the student's suspension from the program.

ATTENDANCE

Students are expected to attend scheduled classes and laboratory sessions on time. The student is solely responsible for all information, materials, handouts, reading assignments, tests, lab sessions, and instructions given during the lecture. Neo Beauty School has no obligation to provide outlines, notes, testing information, make-up lectures or sign-in sheets. Regardless of the amount of time a student misses, he or she must complete all requirements of the program to graduate.

Students are required to provide documentation for their absence. The school maintains an attendance record on each student. Any missed practical services must be completed entirely to graduate. No exceptions will be made.

A student that missed 14 consecutive days of class will be automatically withdrawn. Students in need to miss school for a period of 14 days or longer are encouraged to request a leave of absence. See the Leave of Absence policy included under the student rights section of this catalog.

TARDINESS

Tardiness is defined as showing up more than fifteen minutes late for the beginning of the class. Having three separate incidents of tardiness will be considered as one unexcused absence.

STUDENT RIGHTS

EQUAL OPPORTUNITY

Neo Beauty School does not discriminate based on race, ethnic or national origin, sex, age, disability, religious beliefs, or social origins and does not exclude any applicants for any of these reasons.

DISCRIMINATION AND HARASSMENT POLICY

Neo Beauty School prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

Neo Beauty School's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The School requires written authorization from the student or the designated representative before disclosing any individual information.

INFORMATION DISCLOSURE

In order to disclose student's personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Neo Beauty School strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status. Student records are maintained permanently.

STUDENT RECORD DUPLICATES

The student may request a copy of his/her record in person or through a representative authorized by them in a written

consent, provided that all financial obligations have been met. The school charges a fee of \$0.10 per printed/copied page.

LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 180 days.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 180 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

GRIEVANCE POLICY

The administration, faculty and staff of Neo Beauty School maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Neo Beauty School.

Neo Beauty School grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The School President will evaluate the grievance and gather information. The student will be kept informed by the School President as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after of the incident in consideration. The School President will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address and contact number
- ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses
- ✓ Supporting evidence for your complaint

- ✓ Describe any steps taken informally to resolve the matter
- ✓ Include a reasonable solution for your complaint
- ✓ Sign and date your statement

4. In cases where the grievance is not settled at the institutional level, the student may also contact the Florida Department of Education that regulates the institution:

Commission for Independent Education (CIE)
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200, Toll free: (888) 224-6684
www.fldoe.org/cie

STUDENT SERVICES

ACADEMIC AND CAREER COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

CAREER SERVICES

Students will be coached on how to write resumes and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. **Although the school cannot guarantee employment or placement,** reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours.

FINANCIAL ADVISEMENT

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

HOUSING

Neo Beauty School does not offer housing for students.

TRANSCRIPT REQUESTS

Upon graduation Neo Beauty School provides each student with their diploma and corresponding official transcript at

no cost. Neo Beauty School reminds students that in order to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution.

Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services Department by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

ELECTROLOGY PROGRAM

320 CLOCK HOURS - 13 WEEKS

PROGRAM OBJECTIVE

This program provides instruction in permanent hair removal by electrolysis, providing students with a thorough entry-level preparation to work in the field of electrology. The short wave, blend, and galvanic methods are taught in small classes and students gain hands-on experience through clinical applications. Upon successful completion of the program, graduates may apply for the state licensing exam and the national certification testing. A diploma will be awarded upon graduation from the program. The State of Florida requires Electrologist to be licensed to work in the field.

PROGRAM DESCRIPTION

This program consists of 320 hours of theory and practical activities. Students learn about the biology of the hair, laser and light-based devices terminology, basics of electricity, laser and light-based hair removal physics, safety and precautions, laser and light-based tissue interaction, sanitation, skin typing, patient intake, consultation, documentation, treatment contraindications, pre and post treatment procedures, expected outcomes, possible adverse outcomes, and follow-up care. Students of this program are required to complete 200 services in the techniques learned in order to graduate.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus.

DURATION

This program has a duration of 320 hours. Full time students complete the program in 13 weeks, attending classes Monday through Thursday from 9:00am to 3:00pm. Part-time students complete the program in 18 weeks, attending classes Monday through Friday 5:00pm to 9:00pm.

PROGRAM START DATES

This program starts every Monday.

ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the admission's section.

PROGRAM COST

Registration Fee \$ 50

Tuition Fee \$ 4,700

Books & Supplies \$ 0

Other Costs \$ 0

Total Program Cost \$ 4,750

ELECTROLOGY PROGRAM OUTLINE

Course	Total Clock Hours	Services
EL001 - Introduction to Electrology and History of Hair Removal	15	0
EL002 - Principles of Electricity, Epilator Functions, and Adjustments	5	0
EL003 - Laser and Light-Based Hair Removal Physics	5	0
EL004 - Laser Safety and Precautions	5	0
EL005 - Integumentary System (Skin and Appendages)	6	0
EL006 - Circulation and Nervous System	6	0
EL007 - Endocrine Systems and Related Diseases	6	0
EL008 - Biology of Hair Growth	10	0
EL009 - Skin Assessment and Temporary Removal	20	0
EL010 - Study of Blood-Borne Pathogens Training for Electrology, Hepatitis, and	5	0
EL011 - Microbiology, Sanitation and Safety Procedures	7	0
EL012 - Successful Business Management	5	0
EL013 - Florida State Law and Regulations Governing Electrology	5	0
EL014 - Consultation	20	0
EL015 – Practical Applications – total of 200 services as listed below:	200	0
<i>Coordination Skills with Probe Holder and Forceps</i>		5
<i>Insertions</i>		15
<i>Sanitation and Sterilization Procedures</i>		10
<i>Hands On Equipment Instruction (Laser and Light-Based)</i>		15
<i>Hands-On Equipment Instruction (Thermolysis)</i>		10
<i>Hands-On Equipment Instruction (Blend and Galvanic)</i>		10
<i>Client Pre/Post Treatment</i>		10
<i>Client Assessment</i>		15
<i>General Treatment Procedures</i>		80

	<i>Consultations</i>		15
	<i>Visuals/Library</i>		5
	<i>Exam Preparation Review</i>		10
TOTALS		320	200

EMPLOYMENT DISCLOSURE

After successful completion of the program, students must obtain a Florida Facial Specialist License in order to apply for employment.

BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

ELIGIBILITY REQUIREMENTS FOR A FLORIDA ELECTROLOGY LICENSE

A Florida Electrology license is required to perform facial services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR):

<https://www.floridahealth.gov/licensing-and-regulation/electrolysis/index.html>

ELECTROLOGY COURSES

EL001 - Introduction to Electrology and History of Hair Removal

This course explores the basic concepts of electrology including the types of currently used procedures for temporary hair removal and the three modalities (Galvanic, Thermolysis and Blend) for electrology and how they work, development of hair removal techniques in ancient and present times. Duration: 15 hours (lecture). Prerequisite: None)

EL002 - Principles of Electricity

This course introduces students to the sources and types of electricity, the types of electrology equipment and safety precautions for the Electrologist. Additionally, students will be trained in the basic chemistry and the effects of chemicals on the skin and epilator function and adjustments. Duration: 5 hours (lecture). Prerequisite: None

EL003 - Laser and Light-Based Hair Removal Physics

Students will learn about electromagnetic spectrum and the property of light, details characteristic of laser light, laser concept, laser physics and laser action. Laser and light-based devices terminology. Laser interaction, chromophores absorption and selective photothermolysis. Duration: 5 hours (lecture). Prerequisite: None

EL004 - Laser Safety and Precautions

This course includes types of laser hazards, laser safety standards and hazard classification, laser class, classification: control measures, laser protective eyewear requirements and general recommendation in laser hair removal. Duration: 5 hours (lecture). Prerequisite: None

EL005 - Integumentary Systems

Students will learn the structure and function of the skin and appendages relating to electrology, and histology of the follicle and associated organs. Duration: 6 hours (lecture). Prerequisite: None

EL006 - Circulatory Systems/Nervous System

Students will be instructed in the primary function of the vascular and circulatory systems in the maintenance of good health. Students will learn the nervous system to understand the effects of the electrology treatments. Duration: 6 hours (lecture). Prerequisite: None

EL007 - Endocrine Systems and Diseases of the Glands

Students will learn the glands and which cause excess hair growth, types of glandular disease, and the effects of hormonal changes on hair growth. Duration: 6 hours (lecture). Prerequisite: None

EL008 - Biology of Hair Growth and Disorders

This course details the biological makeup of hair follicles and their development. Students will explore dermatology and skin condition and disorders. Students will learn to recognize the disorders and apply appropriate treatment techniques. Duration: 10 hours (lecture). Prerequisite: None

EL009 - Skin Assessment and Temporary Hair Removal

Students will learn to analyze skin and distinguish different skin types along with the effects of temporary hair removal to assess correct treatment procedures and machine settings. Duration: 20 hours (lecture). Prerequisite: None

EL010 – Study of Blood-Borne Pathogens Training for Electrology, Hepatitis, HIV/AIDS

Students will study of the awareness and precautions regarding the prevention of HIV/AIDS transmission and other blood borne pathogens. Duration: 5 hours (lecture). Prerequisite: None

EL011 - Bacteriology, Sanitation, and Sterilization

Students will learn different types of bacteria and bacterial growth and symptoms of bacterial infections. They will explore the function of the autoclave, type of disinfectant agents used in electrology, and the precautions related to sterilization and sanitation. Duration: 10 hours (lecture). Prerequisite: None

EL012 - Successful Business Management

Students will be introduced to the requirements and regulations for starting and/or managing an electrology clinic. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 10 hours (lecture). Prerequisite: None

EL013 - Florida State Laws and Regulations Governing Electrology

Students are instructed in the rules and regulations set by the State of Florida and the other governing bodies including electrolysis standards, training, and licensure. Duration: 10 hours (lecture). Prerequisite: None

EL014 - Consultations

This course teaches students the professional aspects of personal and phone consultations including assessment, appropriate questions to ask, relaxing atmosphere, and the overall comfort of the client. Duration: 5 hours (lecture). Prerequisite: None

EL015 - Clinical Applications (200 clock hours)

Students will perform various clinical services under the direct supervision of the instructor. (Prerequisite: All didactic courses)

EL015 – Practical Applications

Student will gain the practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 200 clock hours. Pre-requisites: All theory classes of the program. Students are required to complete 200 services as listed below:

- Coordination Skills with Probe Holder and Forceps (5)
- Insertions (15)
- Sanitation and Sterilization Procedures (10)
- Hands On Equipment Instruction (Laser and Light-Based) (15)
- Hands-On Equipment Instruction (Thermolysis) (10)
- Hands-On Equipment Instruction (Blend and Galvanic) (10)
- Client Pre/Post Treatment (10)
- Client Assessment (15)
- General Treatment Procedures (80)
- Consultations (15)
- Visuals/Library (5)
- Exam Preparation Review (10)

SKIN CARE AND FACIAL SPECIALIST PROGRAM

260 CLOCK HOURS - 11 WEEKS

PROGRAM OBJECTIVE

This program provides instruction in the care and treatment of the facial skin. Theory classes and hands-on practical applications provide students with the knowledge and experience to successfully start a career in the skin care field. Upon completion of the program students are awarded a diploma and qualify to apply for a Facial Specialist License with the Florida Department of Business & Professional Regulation (DBPR).

PROGRAM DESCRIPTION

This program provides training in skin treatments. Students learn about skin analysis and facial techniques to maintain the skin health by correct cleansing methods, massage, and the use of machines for deep cleansing. It consists of 260 hours of theory and practical activities, with 67.5 hours of hands-on instruction and practice of applied skin care treatments. Students of this program are required to complete 100 services in the techniques learned in order to graduate.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

DELIVERY METHOD

This program is offered on campus.

DURATION

This program has a duration of 260 hours. Full time students complete the program in 11 weeks, attending classes Monday through Thursday from 9:00am to 3:00pm. Part-time students complete the program in 16 weeks, attending classes Monday through Thursday 5:00pm to 9:00pm.

PROGRAM START DATES

This program starts every Monday.

ADMISSION REQUIREMENTS

Prospect students must comply with NEO BEAUTY SCHOOL general admissions requirements as stated in this catalog under the Admission's section.

PROGRAM COST

Registration Fee \$ 50

Tuition Fee \$ 3,700

Books & Supplies \$ 0

Other Costs \$ 0

Total Program Cost \$ 3,750

SKIN CARE AND FACIAL SPECIALIST PROGRAM OUTLINE

Course	Total Clock Hours	Services
FS001 - Florida State Laws and Regulations	5	0
FS002 - HIV/AIDS	4	0
FS003 - Bacteriology, Sterilization, Hygiene and Sanitation	10	0
FS004 - Chemistry, Products, and Product Safety	8	0
FS005 - Basics of Electricity, Lighting and Magnification	8	0
FS006 - Skin Theory, Basic Dermatology, Skin Disorders and Diseases	85	0
FS007 - Facials and Treatments, Consultations and Contraindications	66	0
FS008 - Hair Growth, Removal and Waxing	2.5	0
FS009 - Make-up Application and Cosmetic Treatments	2	0
FS010 - Salon Management, Ethics and the Facial Professional	2	0
FS011 – Practical Applications – total of 100 services as listed below:	67.5	
<i>Setup, use and maintenance of electrical devices</i>		5
<i>Facials, manual and mechanical, masks, packs or treatments performed on a variety of skin types including normal, oily, dry, combination, problem, and mature</i>		40
<i>Hair removal including tweezing, waxing, threading and sugaring</i>		20
<i>Makeup application for both daytime and nighttime</i>		10
<i>Lashes and brow tinting</i>		10
<i>Eyelashes application, including strip lashes, individual lashes, and semi-permanent lashes</i>		10
<i>Manual extractions</i>		5
TOTALS	260	100

EMPLOYMENT DISCLOSURE

After successful completion of the program, students must obtain a Florida Facial Specialist License in order to apply for employment.

BOOKS AND SUPPLIES

The school provides the textbook and supplies at no cost to the student.

ADDITIONAL FEES NOT INCLUDED IN THE PROGRAM

Students are required to wear a white lab coat at all times. Each student must purchase his or her own white lab coat. The estimated cost of a white lab coat is \$ 25.

ELIGIBILITY REQUIREMENTS FOR A FLORIDA NAIL SPECIALIST LICENSE

A Florida facial specialist license is required to perform facial services. Applicants that have been found guilty of a felony, may not be eligible to receive the corresponding license.

We encourage students to learn about the current eligibility requirements by visiting the official site for the Florida Department of Business and Professional Regulation (DBPR):

http://www.myfloridalicense.com/dbpr/pro/cosmo/documents/printable_cosmetology_lawbook.pdf

SKIN CARE AND FACIAL SPECIALIST COURSES

FS001 – Florida State Laws & Regulations

This course presents an overview of the laws, rules and regulations that apply to a professional working as a facial specialist in Florida. By the end of this course, students will be able to comprehend the requirements for salons and inspections; be aware of the disciplinary proceedings and penalties for violations; understand the requirements through rules and regulations for license renewal; and know the fees and their disposition. Duration: 5 hours (lecture). Pre-requisite: None.

FS002 – HIV/AIDS

This course provides instruction regarding HIV/AIDS and other communicable diseases. By the end of this course students are able to explain the causes of HIV/AIDS, hepatitis, tuberculosis, and other communicable diseases and how these diseases are spread; the dangers associated with these diseases; and how to avoid contamination from the diseases in the practice as a facial specialist. Duration: 4 hours (lecture). Pre-requisite: None.

FS003 - Bacteriology, Sterilization, Hygiene and Sanitation

This course instructs students in the use chemical agents to disinfect implements and equipment to promote and protect good health and hygiene. By the end of this course students will be able to define terms and to describe and clarify bacteria in relationships to the spread of disease; as well as to describe four (4) methods of sanitation; and describe measures used to disinfect service areas. Duration: 10 clock hours (lecture). Pre-requisites: None.

FS004 - Chemistry, Products, and Product Safety

This course instructs student on the effects of cosmetics and skin care products on the skin. Basic chemistry is fundamental in choosing the correct products for each client's skin type. Duration: 8 clock hours (lecture). Pre-requisites: None.

FS005 - Basics of Electricity, Lighting, and Magnification

This course is offered as part of the program as well as a continuing education credit/class. Completers receive a CPR and First Aid card. This course is graded on a Pass or Fail basis. Duration: 8 clock hours (lecture). Pre-requisites: None.

FS006 -Skin Theory, Basic Dermatology, Skin Disorders and Diseases

Students will be instructed in the knowledge of skin disorders and diseases and the analysis and treatment of these disorders. Before performing services or selecting products, the client's skin type and conditions must be analyzed, and appropriate treatment determined. This course includes the study of the structure and composition of the tissue as well as the study of function of the skin. Students will be instructed in the effects that each service performed will have on the client's skin. Duration: 85 clock hours (lecture). Pre-requisites: None.

FS007 - Facials and Treatments, Consultations and Contraindications

The basic facial treatment protocol is studied in this course including the general routine and alternate methods depending on the client's needs. Students will be instructed in preparing the client pre and post-treatment. Duration: 66 clock hours (lecture). Pre-requisites: None.

FS008 - Hair Growth, Removal and Waxing

This course teaches students the hair growth cycle and methods of removing unwanted hair. Safety precautions are studied for each method of hair removal. Duration: 2.5 clock hours (lecture). Pre-requisites: None.

FS009 - Make-up Application and Cosmetic Treatments

Students will learn the different types of cosmetics and the proper application including color selection. The student will be trained in the identification of different facial types and the procedures for corrective makeup. Duration: 2 clock hours (lecture). Pre-requisites: None.

FS010 - Salon Management, Ethics and the Facial Professional

Students will be introduced to the requirements and regulations for starting and/or managing a business in skin care. Professional ethics and integrity are discussed, and regulations and office procedures are reviewed. Duration: 2 clock hours (lecture). Pre-requisites: None.

FS011 – Practical Applications

Student will gain the practical experience while conducting supervised practical hands-on applications of all subjects taught in program on fellow students and clients. Duration: 67.5 clock hours (lecture). Pre-requisites: All theory classes of the program. Students are required to complete 100 services as listed below:

- Setup, use and maintenance of electrical devices (5)
- Facials, manual and mechanical, masks, packs or treatments performed on a variety of skin types including normal, oily, dry, combination, problem, and mature (40)
- Hair removal including tweezing, waxing, threading and sugaring (20)
- Makeup application for both daytime and nighttime (10)
- Lashes and brow tinting (10)
- Eyelashes application, including strip lashes, individual lashes, and semi-permanent lashes (10)
- Manual extractions (5)

STAFF AND FACULTY

STAFF

School President	Vera Berezhnaya
Director of Education	Anamaria Grande
Financial Director	Anastasiya Kurkina
Career Services	Vera Berezhnaya
Admissions.....	Vera Berezhnaya
Student Services	Vera Berezhnaya
Financial Services	Anastasiya Kurkina

FACULTY

Anamaria Grande

Paramedical Aesthetician Diploma
Florida College of Natural Health, Hialeah
Facial Specialist License # FB9738894

Anastasiya Kurkina

Facial Specialist Diploma
Bellasa Professional Institute, North Miami
Facial Specialist License # FB9764575