Setting the Educational Standard in the Massage, Esthetics, and Spa Industries
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locations

Orlando Campus (Maitland)
2600 Lake Lucien Drive, Suite #140 • Maitland, Florida 32751
800-393-7337 • 407-261-0319

Fort Lauderdale Campus (Pompano Beach)
2001 W. Sample Road, Suite #100 • Pompano Beach, Florida 33064
800-541-9299 • 954-975-6400

Tampa/St. Pete Campus
2370 34th St N • St. Petersburg, Florida 33713
727-865-4940

Baltimore Campus
517 Progress Drive, Suite A-J • Linthicum, Maryland 21090
888-636-7929 • 410-636-7929

King of Prussia Campus
211 South Gulph Road • King of Prussia, Pennsylvania 19406
484-690-1400

Connecticut Campus
75 Kitts Lane • Newington, Connecticut 06111
877-282-2268 • 860-667-1886

Arlington Campus
808 West I-20 • Arlington, Texas 76017
682-999-3150

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Mission

The mission of Cortiva Institute is to provide high-quality, comprehensive training programs that prepare graduates for successful careers in massage therapy, skin care, and related health and wellness fields.

Philosophy

Cortiva Institute is committed to the success of its students and graduates.

Cortiva Institute offers practical and effective vocational training programs that are designed to produce successful practitioners and support the learning and personal growth of students.

Cortiva Institute is committed to fostering a caring community and creating a safe and challenging classroom environment. Experienced and dedicated faculty provide hands-on training that focuses on the individual needs of each student.

Cortiva Institute believes that students should graduate as experienced practitioners, ready to work. Our programs are both practical and innovative and draw upon the rich history of knowledge and experience of our member schools, as well as current industry trends.

Cortiva Institute is committed to the growth and evolution of massage therapy, skin care, and related fields. Our curriculum is therefore designed not only to enable our students to master established methods, but also to approach their work creatively so that they may contribute to the development of the techniques of the future.
In 1978 the Connecticut Center of Massage Therapy took root by unofficially offering small workshops on Massage Therapy in the Hartford Area. The Connecticut Center of Massage Therapy was officially incorporated in 1980 with the formal establishment of a massage school in Newington, Connecticut. In 1992 a second branch campus was opened in Westport, CT and in 2003 the school continued to grow and opened a third branch campus in Groton, CT. These three schools have been combined into one large, centrally located school. The school is COMTA accredited and joined the company now known as Cortiva Institute in 2008.

1981
The 1980’s saw a surge in popularity of Massage Therapy and a need for qualified massage therapists. Schools opened across the country to meet this demand.

In the mid-Atlantic region in 1981, a visionary began offering massage therapy courses in the Canton area of Baltimore, Maryland. This school was originally known as the Baltimore School of Massage. The school was formally approved by the Maryland Higher Education Commission in 1992. In 1998 the school received initial accreditation from the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC). This agency is now known as the Accrediting Commission of Career Schools and Colleges (ACCSC). The Baltimore, Maryland location began offering a Professional Esthetics Training program in 2005. The Baltimore Campus joined the company now known as Cortiva Institute in 2000.

In 1981 the Humanities Center was founded to teach massage related courses near Tampa Bay, Florida. The school is now known as the Cortiva Institute - Tampa/St Pete; this campus is accredited by ACCSC.

1982
In 1982 the Pennsylvania School of Muscle Therapy was founded in King of Prussia, which is a suburb of Philadelphia. The Pennsylvania School of Muscle Therapy is now known as Cortiva Institute - King of Prussia. This school is accredited by COMTA.

1986
The Florida Institute of Massage Therapy was founded in Ft. Lauderdale in 1986. The school was later renamed Florida College of Natural Health. In 1990 the school received initial accreditation from the National Association of Trade and Technical Schools (NATTS). This agency is now known as the Accrediting Commission of Career Schools and Colleges (ACCSC). The college eventually outgrew its facility in Ft. Lauderdale and moved to its current location in Pompano Beach, Florida. The campus added an esthetics program in 1992. A branch campus was added in Orlando, Florida with the purchase of the Reese Institute. The two schools joined the company now known as Cortiva Institute in 1999.

2013
Cortiva Institute in Arlington, Texas, which was originally established as the Texas Center for Massage Therapy, became the most recent addition to the Cortiva family. Arlington, Texas is part of the greater Dallas/Fort Worth area. Cortiva Institute - Arlington is accredited by ACCSC.

From many, Cortiva becomes one...
Licensure, Accreditations & Approvals

Cortiva Institute Schools are approved/accredited by the following agencies:

All Cortiva Institute campuses are authorized by the United States Department of Education to participate in Student Financial Assistance (SFA) programs and offer various federal financial aid programs to eligible students.

The Skin Care Training Program, offered at the Fort Lauderdale and Orlando Campuses, is not eligible for Financial Aid Title IV funding.

Cortiva Institute is approved by the United States Department of Homeland Security to enroll non-immigrant alien students.

Cortiva Institutes located in Florida, Maryland, Texas are accredited by:

Accrediting Commission of Career Schools and Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302 • Arlington, Virginia 22201
703-247-4212

The Fort Lauderdale Campus is accredited by ACCSC as a main campus and the Orlando campus is accredited as a branch campus.

The Baltimore Campus is accredited by ACCSC as a main campus.

Cortiva Institute located in Tampa/St. Pete is accredited as a main campus. Cortiva Institute, Arlington campus is accredited by ACCSC as a branch campus.

Cortiva Institutes located in Pennsylvania and Connecticut are accredited by:

Commission on Massage Therapy Accreditation (COMTA)
2101 Wilson Boulevard, Suite 302 • Arlington, Virginia 22201
202-888-6790

Cortiva - King of Prussia is accredited by COMTA as a main campus.

Cortiva - Connecticut is accredited by COMTA as a main campus.

Cortiva Institute Schools are licensed by the following agencies:

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

Commission for Independent Education
325 West Gaines Street, Suite 1414 • Tallahassee, Florida 32399-0400
888-224-6684 toll-free.

Cortiva Institute Texas
Texas Department of Licensing and Regulation
Massage Therapy
PO Box 12057 • Austin, Texas 78711
800-803-9202 in state
512-463-6599

These credentials are on display at each campus and are available for review by any student during business hours.

Cortiva Institute Maryland
Maryland Higher Education Commission
6 North Liberty Street, 10th Floor • Baltimore, Maryland 21201
410-676-3301

Cortiva Institute Pennsylvania
Pennsylvania Department of Education
Bureau of Postsecondary and Adult Education
Division of Higher and Career Education
333 Market Street 12th Floor • Harrisburg, PA 17126
717.783.8228

Cortiva Institute Connecticut
Connecticut Office of Higher Education
450 Columbus Boulevard, Suite 510 • Hartford, CT 06103-1841
860-947-1816
About Massage Therapy

A Growing Profession

Past Growth - According to the 2015 Massage Profession Research Report from the American Massage Therapy Association, the number of practicing massage therapists grew by approximately 32% over the last decade.**

Future Growth - The United States Department of Labor projects that employment opportunities for massage therapists will grow much faster than average from 2014 to 2024.*

Consumer Demand - Approximately 32.6 million Americans received a total of about 140 million massages in 2014.**

Consumer Awareness - 92% of Americans believe that massage can be effective in reducing pain and 91% believe that massage can be beneficial to health and wellness.**

A World of Opportunity

Massage therapists work in a broad range of positive and exciting work environments:

Private Practice - Many massage therapists start their own private practices and work on their own terms. 60% of all massage therapists in 2014 reported that they were sole practitioners.**

Spas & Resorts - Massage therapists have the opportunity to work at resort spas and destination spas in some of the most beautiful places in the world. And day spas offer many employment opportunities closer to home. The spa industry is flourishing, generating revenues of 14.7 billion dollars in 2013.**

Cruise Ships - Cruise ships operate world-class spas at sea and employ many massage therapists - giving them the opportunity to travel the world while they work.

Sports - Sports massage plays an important part in the life of any athlete. Massage therapists have a variety of opportunities to work with amateur and professional athletes - in health clubs, fitness centers, sports clinics, and even directly for athletic teams.

Clinical Setting - Massage therapists are becoming an increasingly important part of the health care industry. In many states therapists can work in hospitals, rehab facilities, doctor's offices, and more. In 2014, 54% of massage consumers received massages for medical reasons and 52% of massage therapists reported receiving referrals from a hospital or medical office.**

National Massage Clinic Chains - The number of massage clinics operated by national massage clinic chains has been growing for several years, increasing the demand for massage therapists all across the country. Many of these chains offer membership and subscription plans, building a large, steady, and loyal customer base … and lots of employment opportunities for massage therapists.


**2015 Massage Profession Research Report, American Massage Therapy Association
A Growing Profession

Future Growth - The United States Department of Labor projects that employment opportunities for skin care specialists will grow faster than average from 2014 to 2024.*

Increasing Consumer Demand - Baby boomers are turning increasingly to the skin care industry to fight the effects of aging. Younger women, as well as a growing number of men, are seeking to mitigate the effects of aging early on and lead a healthier lifestyle through better grooming.*

Increasing Consumer Awareness - The spa industry is reaching new consumers by packaging services for targeted audiences, including pregnant women, men, couples, brides, teens, and others who might not have thought about getting skin care services in the past.

A World of Opportunity

Skin care offers a wide variety of career opportunities:

Day Spas - Days spas enable skin care professionals to work in spa settings close to home.

Resort Spas - Resort and destination spas offer skin care professionals the opportunity to work in some of the most beautiful places in the world.

Cruise Ships - Cruise ships operate world-class spas at sea and give skin care professionals the opportunity to travel the world while they work.

Clinical Setting - Skin care professionals have the opportunity to work with dermatologists and plastic surgeons, both cosmetic and reconstructive. Some work in private practice and others in medispas, performing advanced treatments such as chemical peels, microcurrent, ultrasonic treatments, and microdermabrasion. Skin care professionals also prepare the skin for non-invasive treatments such as Botox, dermal fillers, and laser treatments, and provide clients with pre- & post-operative care.**

Bridal Business - The bridal business is a growing segment of the spa industry and more and more spas and salons are offering packages for such special occasions. Services may include facials, hair removal, body treatments, and makeup application.

Makeup Artists - Some states require an esthetics license to become a makeup artist, whether working in a salon or private practice, or doing makeup for movies, television, or modeling agencies.

Skin Care Industry - Skin care professionals may use their knowledge and training to become product developers, product buyers, product educators, equipment trainers, and more.

Private Practice - Skin care professionals can enjoy the freedom and independence of working as an independent contractor for an establishment or by opening a clinic space of their very own.


** 2015 U.S. Spa Industry Study, International SPA Association

*** The Maryland State Board of Cosmetology does not permit estheticians to perform advanced medical treatments.
What's So Special About Our Schools?

**History and Reputation**
Over the course of more than 40 years, Cortiva Institute schools have built a reputation for providing high-quality education in massage therapy and esthetics (skin care). Dedicated to massage therapy, makeup artistry, and skin care training, many of our schools are among the educational pioneers in their field.

**Real-World Experience**
Students at all of Cortiva Institute schools graduate as experienced massage therapists and/or skin care professionals. All of our schools have student clinics that offer massages and, in many cases, skin care treatments to the public at discounted rates.

**Career Services**
Cortiva Institute is dedicated not only to providing the highest quality education to its students, but also to helping those students find the jobs of their dreams. Of course, career success is ultimately up to the individual and Cortiva Institute cannot guarantee employment or salary, but our career services team begins working with students when they start school and continues working with them after they graduate.

**Financial Aid**
Cortiva Institute offers federal financial aid (Pell Grants, Federal Direct Loans, Federal Direct PLUS Loans, SEOG, and Federal Work Study) for those who qualify, as well as personal installment plans. We also offer an In-House Loan Program for students who qualify. In all cases, loans must be paid back; scholarships and grants do not necessarily have to be paid back.

The 300-hour Skin Care Training Program, offered at the Fort Lauderdale and Orlando Campuses, is not eligible for Financial Aid Title IV funding.

**Campus Facilities**
All Cortiva Institute facilities are between 10,000 and 40,000 square feet. Equipment is comparable to equipment used in spas, health care facilities, and doctors’ offices. Professional products are used for all skin care and massage therapy clinical training. All locations are equipped with industry standard equipment that include professional massage therapy tables, massage chairs, wall charts, white boards, skeletons, and anatomy models. Cortiva Institute schools with skin care/esthetics programs are equipped with esthetics tables, stools, magnifying lamps, work stations with steamers, waxing equipment, a woods lamp, and other appropriate skin care equipment. Overhead projectors, LCD projectors, video equipment, and audio equipment are also used in the classroom as needed. Each school has parking, a student breakroom, a library with Internet, a public clinic, and administrative offices.
Prospective students should arrange to meet with an Admissions Representative and complete an enrollment agreement in advance of the date they have chosen to enter school to guarantee availability of space in each class. Enrollment agreements are accepted continuously throughout the year. All applicants are encouraged to visit the campus for an interview to learn about the different programs, to ask questions, and to take a tour of the facility. All enrollment agreements for admissions are reviewed by the Campus Director. Based upon entrance criteria, as well as any other circumstances which may be applicable, approval for admission is granted or denied at the discretion of the Campus Director.

Nondiscrimination Policy
Cortiva Institute is committed to the education, healing and care of all human beings. Cortiva Institute, in accordance with applicable federal and state laws, prohibits discrimination, including harassment, on the basis of sex, race, color, religion, nationality, sexual orientation, gender identity, ethnic origin, physical/mental disability, or age in employment, educational programs and activities, and admissions. The operation of Cortiva Institute’s student aid program is free from discrimination as required by law. The staff and faculty welcome diversity in the student body.

Admissions Requirements
- Submit a completed enrollment agreement and applicable registration fee. Applicants must be 18 years of age by expected graduation date. Arlington Campus: Applicants must be 18 years of age by date of enrollment.
- Submit evidence of one of the following: a copy of a standard high school diploma, official high school transcript that shows the date when the diploma was awarded, GED® equivalent, homestudy certificate, or transcript from a home study program that is equivalent to high school level and is recognized by the student’s home state. Higher education credentials earned, such as an AS, AA, BA, BS, MBA, or PhD may be accepted. College transcripts that clearly identify the high school attended and the graduation date may be accepted as proof of high school graduation.
- Non-United States high school documents must be translated into English and certified to be at least equivalent to a U.S. high school diploma by a certified translator. Translated documents must be submitted to the Admissions Office for evaluation and are subject to acceptance at the discretion of the Campus Director.
- A student who does not possess a high school diploma or GED® equivalent may demonstrate the ability to benefit from the program (except for the Skin Care Program at Florida campuses and the massage program offered at the Pennsylvania and Connecticut Campuses). To be accepted in a particular program, applicants who do not have a high school diploma or GED® must be at least 18 years of age by expected graduation date* and must successfully pass the Wonderlic Scholastic Level Exam with a minimum score of 14. Students entering under the Ability to Benefit program are encouraged to pursue a GED®. Anyone wishing to pursue a GED® can inquire in the Administrative Offices for the nearest location. Students enrolling in the school under the ATB provision are not eligible to receive federal financial aid (Title IV).

*Arlington Campus: Applicants must be 18 years of age by date of enrollment.
• Cortiva Institute reserves the right to request further documentation to support the evidence submitted on a case by case basis.
• A prospective student must display a genuine desire to become a part of a learning atmosphere with the ability and aptitude to succeed in the classroom.
• A prospective student must be able to read, write and comprehend the English language as all programs are taught and tested in English.
• A student must be enrolled at least half-time as a regular student in an eligible program. Students cannot enroll for individual courses.
• Admissions requirements must be met prior to starting school.

NOTE: Cortiva Institute does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any persons or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

NOTE: GED® and GED Testing Service® are registered trademarks of the American Council on Education (ACE).

International Students F1 & M1
Cortiva Institute schools are approved by the Department of Homeland Security to enroll non-immigrant alien students. A student who does not have a social security number may not be able to obtain state licensure. The school will not endorse optional practical training (OPT) requests. Please contact an admissions representative for more information.

Requests for Reasonable Accommodation
Cortiva Institute schools are adequately equipped to meet the needs of handicapped students. Our facilities have designated parking spaces and ramps. Restrooms are ADA compliant.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Cortiva Institute affirms its commitment to ensure equal educational opportunities to students with disabilities. Cortiva Institute will make its facilities and programs available in a non-arbitrary, beneficial manner to the extent that practicality and resources allow. Students with learning, physical and/or psychological disabilities seeking accommodations must make their requests in writing and provide recent, relevant medical documentation to support the request.

Elizabeth Hepler
Director of Accreditation and Licensure/ADA Coordinator
ElizabethH@cortiva.edu
Disability Documentation Requirements

Students with disabilities who are requesting accommodations at a Cortiva Institute school must provide the appropriate documentation. To ensure that the proper documentation is complete and the necessary accommodations are implemented, please refer to the following guidelines:

Documentation Requirements for Students with Learning Disabilities

A psycho-educational evaluation by a licensed psychologist or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis. This report should also include specific recommendations for accommodations as well as an explanation as to why each accommodation is being recommended.

Documentation Requirements for Students with Attention Deficit Disorders

An evaluation by a psychiatrist, neurologist, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist containing current information (usually not more than three years old) must be provided. The documentation should state the medical diagnosis and include recommendations for academic accommodations as well as an explanation as to why each accommodation is recommended.

Documentation Requirements for Students with Psychological, Neurological, Mobility or Sensory Impairments

An evaluation by a medical doctor, licensed psychologist, or a Comprehensive Evaluation Report (CER) by a certified school psychologist must be provided that clearly diagnoses and describes the disability. The information should be current (usually not more than three years old) and should include the recommended accommodations appropriate for post-secondary students. Students with mobility and sensory impairments may be required to provide additional documentation, depending on the disability and accommodations requested.

Accommodations for Hearing Impaired Students

Cortiva Institute strives to provide equal access to all educational activities.

Services provided to deaf or hearing impaired students may include ASL interpreters, text service providers, and other similar services based on student needs. When an ASL interpreter is provided, the school will utilize qualified individuals as service providers. Qualification of service providers is determined by the school.

Students who utilize sign language interpreters are responsible for notifying the Director of Education as soon as possible when they will be absent from a class or meeting. If a student knows they will be absent from class, the student is required to notify the school at least 48 hours before class begins. If the student is sick or has an emergency, the student is required to call the school as soon as possible.
If a student is absent for two class periods and/or meetings without notifying the Director of Education at least 48 hours in advance, the interpreting services will be suspended and may be discontinued. The student must meet with the Campus Director, Director of Education, and ADA Coordinator to appeal suspension or discontinuation of services.

Students must give the Director of Education advance written notice of teacher/administrative meetings, “brown bag” events, and similar school-sponsored events. If students do not give at least 48 hours advance notices, the school may be unable to secure an interpreter. Interpreting services will only be provided for school-sponsored activities.

**Deadline for Submission of Documentation**

It is the student’s responsibility to contact the Director of Education and request accommodations in writing. Documentation must be provided in a timely manner to allow adequate time for accommodations to be arranged.

**Auxiliary Aids/Academic Adjustments**

A student that is in need of an academic adjustment that includes an auxiliary aid, should work with the school to identify the most appropriate and effective aid. An auxiliary aid might include taped texts, interpreters or other effective methods of making orally delivered materials available to students with hearing impairment, readers for students with visual impairment, classroom equipment adapted for use by students with manual impairments, and other similar services. The request for the auxiliary aid should also be accompanied by supporting diagnostic test results and the school will work with each student to select the most appropriate aid for their situation. Adjustments may also be made to academic requirements as are necessary to ensure equal educational opportunity, but the school will not lower or waive essential requirements of the program.

If any questions or concerns arise, the student should contact the Campus Director. If a concern cannot be resolved at the campus level, the student should contact the Cortiva Institute ADA Coordinator at ElizabethH@cortiva.edu immediately so a mutually agreeable resolution can be quickly reached.

**Grievance Procedure/Conflict Resolution**

If a student wishes to file a complaint regarding any disability discrimination, the student should notify the ADA Coordinator within ten days. A hearing will be scheduled within five business days of the notification at which time the student has the right to present further evidence and bring witnesses, if desired, to support their position. If an amicable resolution is not able to be reached through the grievance/conflict resolution process, then the student should contact Melissa Wade, Cortiva Institute Vice President of Compliance at 954-969-9771 ext. 7505, via e-mail at MelissaW@cortiva.edu or send a formal complaint to Cortiva Institute, 2001 West Sample Road, Suite 318, Pompano Beach, FL 33064.

If the problem cannot be resolved by Cortiva Institute, then a student has the right to contact the U.S. Office for Civil Rights, U.S. Department of Education in the region where the school is located. The United States Office for Civil Rights (OCR) is the agency responsible for addressing complaints related to discrimination on the basis of disability. More information regarding the U.S. Office for Civil Rights and the procedure that should be followed in filing a complaint can be found at www.ed.gov.
**Transfer of Credit**

Prospective students and former Cortiva Institute students who are re-enrolling may apply for transfer credit. Transfer credit applications must be submitted during the admissions process and prior to the start of classes. A minimum of 25% of a student's coursework must be completed at a Cortiva Institute school.

The administrative processing fees for all non-Cortiva Institute transfer credit are:

- $25 per course
- $150 per program (if submitting a full, graduated program for evaluation)
- There is no fee for transfer credit received from Cortiva Institute institutions.

Students receiving transfer credit will receive tuition credit, clock hour credit, and a grade of “T” for all courses that correspond to the transfer credit. Transfer credit may affect eligibility for Financial Aid. Transfer credit is used for satisfactory progress determinations only. Students are not allowed to attend courses for which they received transfer credit.

If transfer credit is denied, the student will be required to attend the courses in the Cortiva Institute program. If a student wishes to appeal the denial of transfer credit, they must do so in writing to the Campus Director. The Campus Director will submit the appeal to the National Director of Education for review, and the appeal and original transfer credit request documents will be reviewed before a final decision is made. The student will be given written notification of the outcome of their appeal.

Cortiva Institute does not guarantee the transferability of its credit to any other educational institution. Transferability is determined by the receiving institution. Upon request, Cortiva Institute assists students who apply to other institutions for transfer credit of their Cortiva Institute education by providing guidance or advisement on the process, and by providing official transcripts, course outlines, and/or course syllabi (when available).

**Criteria for Transfer Credit Evaluation**

All previous credit must meet the following criteria in order to be considered for transfer:

- A grade of “C” or better was earned in the course(s).
- The courses were taken at an institution accredited by an agency recognized by the U.S. Department of Education.
- An official transcript must be submitted with the application for transfer credit, and a school catalog with course descriptions is required for transfer credit from a non-Cortiva Institute school.

- **Exception—First Aid, CPR & AED**
  - A student may be granted transfer credit for First Aid/CPR/AED if they provide proof that they hold equivalent current certifications through a nationally recognized agency, and the certifications are valid through the student’s scheduled graduation date from Cortiva Institute.
• Course(s) submitted for transfer credit were completed within two years prior to enrollment; science courses were completed within five years prior to enrollment.

• Exceptions
  • This does not apply in cases where transfer credit for an entire program section is granted.
  • All Cortiva Institute graduate requests for transfer credit from Cortiva Institute schools will be considered regardless of completion date, although due to program revisions not all credit may be transferable. In some cases graduates may be required to take and pass the current written and/or practical course exams in order to be granted transfer credit.
  • For transfer credit to be granted for non-Cortiva Institute courses, students must take and pass Cortiva Institute written and/practical course exams; this does not apply to science courses and First Aid/CPR/AED.

Additional Criteria for the Fort Lauderdale and Orlando Campuses Only

• Facial Specialists, Full Specialists, and Cosmetologists who are not registered in the state of Florida may apply for transfer credit for the Skin Care Training program. If accepted, students will be required to attend practical hours equal to the difference between their transfer clock hours and the total clock hours of the Skin Care Training program. Students will also be required to take and pass the exams for the courses in the program in order to receive transfer credit.

Additional Criteria for VA Beneficiary Students Only

• VA beneficiaries are required by the VA to apply for any applicable transfer credit.
  • Cortiva Institute will consider applicable military training, college coursework and/or vocational training for transfer credit, using ACE military guide as applicable.
  • The school will obtain written records on a VA beneficiary’s previous education and experience, will evaluate it for transfer credit, grant credit where appropriate, and advise the VA claimant and the Department of Veterans Affairs accordingly.
Transfer of Credit (Arlington Campus)
The Cortiva Institute accepts transfer credit for previously completed and passed courses that meet licensure requirements for Texas. All applications for transfer credit must be submitted during the admissions process and prior to the start of classes.

Students who have completed courses at the Cortiva Institute or another Department-licensed Texas massage school may apply directly with the Cortiva Institute for transfer credit. Credit will be granted for all courses that were completed, passed, and which meet licensure requirements for Texas. Requests for transfer credit in these circumstances must be submitted using the Cortiva Institute Transfer Credit Request Form.

Applications for transfer credit from all other institutions must be submitted to the Texas Department of State Health Services. The Department will evaluate the transfer credit and will send the student a form that states what transfer credit will be granted. The student must submit the form received from the Texas Department of State Health Services to the school to process transfer credit.

Students receiving transfer credit will receive tuition credit. Transfer credit may affect eligibility for Financial Aid.

Students cannot attend courses for which they received transfer credit. However, in some cases students may receive transfer credit hours for a portion of a course, but will still be required to attend the remaining hours of the course. When this occurs, the student may be allowed to audit the equivalent of the transfer credit hours in the course in order to get all the information needed to successfully pass the course. In these cases, the student will not be charged or receive any attendance credit for the audited hours.

If transfer credit is denied due to not meeting the requirements outlined above, the student will be required to attend the relevant courses in the program.

Cortiva Institute does not guarantee the transferability of its credits to any other educational institution. Transferability is determined by the receiving institution.

Transfer Credit Evaluation Fees
The administrative processing fee for all transfer credit applications is $250.00.

Criteria for Former Cortiva Institute Students
Students who have previously attended the Cortiva Institute may apply for re-enrollment. Applications are reviewed by the Campus Director and Education Manager and are accepted on a case-by-case basis. Students applying for re-enrollment must show extenuating circumstances for not completing the program on the first attempt, and document the changes that have occurred in their situation that would allow them to complete the program on the next attempt. In addition, students’ previous enrollment records, including academic/attendance records and all documentation, are reviewed and considered with the application for re-enrollment. The Cortiva Institute considers re-enrollment a privilege that is only granted to applicants who show clear intent and capability of completing the program and pursuing a career in their chosen field.

Students are only allowed to re-enroll once at the Cortiva Institute. In rare cases, exceptions can be made to allow a student to re-enroll more than once. Students who have been dismissed for violating the Code of Ethics, Standards of Practice, or Professional Decorum policies in the school catalog are not eligible for re-enrollment.

Transfer credit for all courses previously completed and passed, and which meet licensure requirements for Texas, will be granted. A student may apply directly with the Cortiva Institute for transfer credit for any courses completed at the Cortiva Institute or any other Department-licensed Texas massage school. Applications for transfer credit from all other schools must be submitted through the Texas Department of State Health Services.

When a student who was previously withdrawn for failing to meet satisfactory academic progress re-enrolls, he/she will be placed on academic probation for the first term of their re-enrollment. If he/she maintains satisfactory progress during that term, then he/she will be removed from academic probation at the first official assessment point. If satisfactory progress is not achieved for the first term, he/she will be withdrawn at the first official assessment point.

If application for re-enrollment is accepted, the student must meet with an Admissions Representative to complete an Enrollment Agreement; pay a $50.00 re-enrollment registration fee and meet with Financial Aid to determine how the tuition and fees will be paid.
Diploma Program

Professional Massage Therapy Program

Offered at the Fort Lauderdale, Tampa/St. Pete, and Orlando campuses.

Full time: 32 weeks 600 clock hours 20 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
<th>Clock Hours</th>
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</thead>
<tbody>
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<td>Anatomy &amp; Physiology</td>
<td>2.00</td>
<td>60.00</td>
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<td>Clinic</td>
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<td>75.00</td>
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<td>Cranial Sacral Assessment and Therapy</td>
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<td>15.00</td>
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<tr>
<td>Florida State Laws and Medical Errors</td>
<td>0.50</td>
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<td>Integrative Assessment and Documentation</td>
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<td>Musculoskeletal Anatomy and Kinesiology</td>
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<tr>
<td>Therapeutic Massage &amp; Bodywork</td>
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Total 20 600

Part time: 47 weeks 600 clock hours 20 credits

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<tr>
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<tr>
<td>Therapeutic Massage &amp; Bodywork</td>
<td>6.00</td>
<td>180.00</td>
</tr>
</tbody>
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Total 20 600

See page 24 for course descriptions.
Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 30 weeks, Evening - 50 weeks.

Gainful Employment Disclosures: Program graduates can get jobs as massage therapists – see summary report for massage therapists (SOC 31-9011) at http://www.onetonline.org/link/summary/31-9011.00. The job placement rate for program graduates, as reported in the annual report submitted to ACCSC in 2018, is 57% at the Fort Lauderdale and Orlando campuses and 44% at the Tampa/St. Pete campus. All costs and statistics current as of May 2, 2019. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.cortiva.edu/ge.

Program Description

This comprehensive massage therapy program prepares students to become successful practicing bodyworkers by giving them a broad knowledge of both therapeutic and clinical techniques. Students learn an eclectic style of therapeutic massage that is based on Swedish theory, which gives them a solid foundation for mastering many different bodywork techniques. They are taught a wide-range of bodywork techniques that includes sports massage, reflexology, deep tissue, myofascial techniques, neuromuscular assessment and therapy, lymphatic and Russian sports massage, injury techniques, trigger point therapy, and cranial sacral therapy.

The program includes courses in anatomy, physiology, pathology and kinesiology, as well as integrative assessment and documentation. Students gain a solid understanding of the body, enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. Professional ethics and communication are taught through Cortiva Institute’s business and career development classes, along with training in laws and regulations. The program exceeds standards set by most state and municipal governments for licensing.*

Program Objectives

• To develop the personal and professional potential of students so they enter the field as therapists who will offer a quality of service that will be sought after by both clients and employers.
• To instill in students a client-centered approach to bodywork.
• To train students in the theory and technique of a balanced blend of bodywork therapies and prepare them to seek gainful employment working as massage therapists or in related fields supported by the training received within the program and recognized by the state.
• To prepare students with sufficient training in the theory and technique of massage therapy and bodywork to sit for the Massage & Bodywork Licensing Exam (MBLEx) or other state recognized licensing exam.

* Licensure requirements subject to change. Check your local requirements.
Program Description
This comprehensive 300-hour program offers training in the theory and practice of skin care and provides students a great deal of hands-on, real-world clinical experience that allows them to graduate as experienced skin care professionals. The program emphasizes the structure and function of the skin and prepares students to critically assess and meet the unique needs of each client.

A strong foundation in anatomy and physiology is provided. Business and career development classes, along with training in Florida laws and regulations, are also offered. The program provides instruction in basic facials, makeup artistry, masks, product chemistry, and hair removal.

Program Objectives
- To develop the personal and professional potential of students so they enter the field as Registered Facial Specialists who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of skin care to become recognized by the state as Registered Facial Specialists.
- To train students in the theory and technique of a balanced blend of skin care, makeup and hair removal while preparing them to seek gainful employment working as entry-level Registered Facial Specialists or in related fields supported by the training received in school and recognized by the state. Students are trained to provide a variety of services that include, but are not limited to, facials, waxing, makeup and basic peels.

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<tr>
<th>Course</th>
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<th>Part Time: 42 weeks</th>
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<td>Massage</td>
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<td><strong>Total</strong></td>
<td><strong>9 300</strong></td>
<td><strong>9 300</strong></td>
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</tbody>
</table>

See page 24 for course descriptions.
Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 25 weeks, Evening - 40 weeks.

The Skin Care Training Program is not Title IV eligible.
## Program Description

This 600-hour program offers a combined training in the thriving industries of both make-up artistry and skin care. During the make-up artistry portion of the program, students learn the art and science of make-up while covering traditional, alternative, and specialty applications. While studying the practice of skin care, students learn how to perform a variety of skin treatments with special consideration for skin types, use of appropriate products and equipment, and hair removal.

In addition to the technical training related to make-up artistry and skin care, students receive in-depth knowledge of anatomy and physiology, business, and career development training. Upon completion of their training, graduates are able to create a custom "look" for each of their clients that addresses each individual’s needs, from health and tone of skin, to color and length of lash. The comprehensive design of the program prepares graduates to work in the fields of skin care and make-up artistry, or in a related field. Graduates enjoy fulfilling careers in the aesthetic and beauty industries working in spas, resorts, and salon settings, or as business owners in private practice serving a wide variety of clientele.

## Program Objectives

- To develop the personal and professional potential of students so they enter the field as Makeup Artists and/or Registered Facial Specialists who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of business, marketing, and self-promotion to support their success as both private practitioners and employees.
- To train students in the theory and technique of skin care and hair removal while preparing them to seek gainful employment working as entry-level Registered Facial Specialists in related fields supported by the training received in school and recognized by the state. Students are trained to provide a variety of services that include, but are not limited to, facials, waxing, and basic peels.
- To train students in the theory and technique of the essentials of make-up application and lash services while preparing them to obtain gainful employment working as entry-level Makeup Artists in related fields supported by the training received in school and recognized by the state. Students are trained to perform services that include, but are not limited to, make-up applications for events, weddings, high fashion, camouflage, airbrush, fantasy, theatrical, body art.

### Diploma Program

**Makeup Artistry & Skin Care Program**

Offered at the Fort Lauderdale and Orlando campuses.

#### Full Time: 27 weeks

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<th>600 clock hours</th>
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<tr>
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<tr>
<td>Alternative Makeup: Fantasy &amp; Theatrical</td>
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<tr>
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<td>Anatomy &amp; Physiology: Systems</td>
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<td>Body Waxing &amp; Sanitation</td>
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<td>Business of Makeup: Retail &amp; Clients</td>
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<td>Makeup &amp; Chemistry</td>
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<td>Nutrition &amp; the Skin</td>
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<td>Skin Clinic II</td>
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<td>Skin Disorders &amp; Universal Precautions</td>
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<td>Skin Reactions</td>
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<td>Skin Types &amp; Genetics</td>
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#### Part Time: 42 weeks

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<tr>
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</tr>
<tr>
<td></td>
<td>Credits</td>
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<tr>
<td>Alternative Makeup: Airbrush</td>
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<td>Nutrition &amp; Makeup</td>
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<td>Professional Development &amp; Law</td>
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<tr>
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<tr>
<td>Specialty Makeup: High Fashion, HD, Editorial, &amp; Anatomy &amp; Physiology</td>
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</table>

See page 24 for course descriptions.

Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 25 weeks, Evening - 40 weeks.

Gainful Employment Disclosures: Program graduates can get jobs as Skin Care Specialists (see summary report for Skin Care Specialists, SOC 39-5094, at http://www.onetonline.org/link/summary/39-5094.00) and Makeup Artists (see summary report for Makeup Artists, Theatrical, and Performance, SOC 39-5066, at http://www.onetonline.org/link/summary/39-5066.00). The placement rate for program graduates, as reported in the annual report submitted to ACCSC in 2018, is 51%. Tuition and fees for the program are $13,766.85 at the Fort Lauderdale campus and $13,684.50 at the Orlando campus. Books and supplies are $2,453.00. On-campus room and board is not offered. The median debt for program graduates is $6,333 for Federal Loans ($0 for Private Educational Loans and Institutional Financing Plans). 56% of program graduates finished on time. All costs and statistics current as of May 2, 2019. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.cortiva.edu/ge
Program Description
This program provides comprehensive training in both makeup artistry and skin care. You will learn the art and science of makeup, while also specializing in the health and beautification of the skin.

The makeup artistry training included in the program will give you a wide range of skills in makeup application, from traditional everyday makeup to specialty techniques for high fashion, theater and film, as well as events and weddings. In addition, you will learn how to do special effects and body art.

As a perfect complement to makeup artistry, you will also receive comprehensive skin care training. You will learn how to perform a variety of skin treatments, including facials, peels, microdermabrasion and body wraps. You will be trained to use skin care products and equipment, and to identify and work with multiple skin conditions. You will also be taught hair removal, brow shaping and lash application.

To round out your training in makeup artistry and skin care, you will learn about dermatology, esthetics, business, and career development. Upon completion of your training, you will be able to create a custom look or treatment for each of your clients that meets their individual needs.

The comprehensive design of the program prepares you to work in the fields of skin care and makeup artistry, in a related field. Graduates enjoy fulfilling careers in the aesthetic and beauty industries working in spas, resorts and salon settings, or as business owners in private practice serving a wide variety of clientele.

Program Objectives
- To develop the personal and professional potential of students so they enter the field as Makeup Artists and/or Registered Facial Specialists who offer a quality of service that is sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of business, marketing and self-promotion to support their success as both private practitioners and employees.
- To train students in the theory and technique of skin care and hair removal while preparing them to seek gainful employment working as entry-level Registered Facial Specialists or in related fields supported by the training received in school and recognized by the state of Florida. Students are trained to provide a variety of services that include, but are not limited to, facials, waxing, and basic peels.
- To train students in the theory and technique of the essentials of makeup application and lash services while preparing them to obtain gainful employment working as entry-level Makeup Artists or in related fields supported by the training received in school and recognized by the state. Students are trained to perform services that include, but are not limited to, makeup applications for events-weddings, high fashion, camouflage, airbrush, fantasy, theatrical, and body art.

Program Objectives

Program Description

Diploma Program
Makeup Artistry & Skin Care Program

Offered at the Tampa/St. Pete campus.

Full Time: 27 weeks 600 clock hours 29.5 credits

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<tr>
<th>Course</th>
<th>Quarter Credits</th>
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<td>Essential Esthetics - The Treatment Room</td>
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<tr>
<td>Makeup Essentials - Basics for the Beauty Artist</td>
<td>6.00</td>
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</tr>
<tr>
<td>Professional Makeup - Makeup for Special Events</td>
<td>3.00</td>
<td>60.00</td>
</tr>
<tr>
<td>Special Effects &amp; Fantasy Makeup -</td>
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</tr>
<tr>
<td>Creative Expression &amp; Model Transformation</td>
<td>4.50</td>
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<tr>
<td>Skin Care Clinic - Delivering Client-Centered Services</td>
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Program Totals 29.5 600.0

Part Time: 47 weeks 600 clock hours 29.5 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Credits</th>
<th>Clock Hours</th>
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<td>Skin Science - The Science Behind the Service</td>
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<tr>
<td>Creative Expression &amp; Model Transformation</td>
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<tr>
<td>Skin Care Clinic - Delivering Client-Centered Services</td>
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<td>60.00</td>
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</table>

Program Totals 29.5 600.0

See page 24 for course descriptions. Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Full Time - 25 weeks, Part Time - 45 weeks

Gainful Employment Disclosures: Program graduates can get jobs as Skin Care Specialists (see summary report for Skin Care Specialists, SOC 39-5094, at http://www.onetonline.org/link/summary/39-5094.00) and Makeup Artists (see summary report for Makeup Artists, Theatrical and Performance, SOC 39-5091, at http://www.onetonline.org/link/summary/39-5091.00). Tuition and fees for the program are $11,441.22. Books and supplies are $1,346.00. On-campus room and board is not offered. The program was offered for the first time starting in June 2018, so job placement rates, completion on time rates, and median debt information are not yet available. All costs and statistics current as of May 2, 2019. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.cortiva.edu/ge.
### Program Description

This diploma program includes the entire Skin Care Training Program and builds upon that foundation to prepare students with the skills necessary to be employed in a medical or advanced clinical skin care environment. The courses provide integrated training in both clinical and holistic skin care. Hands-on skills include microdermabrasion, advanced chemical peels, ayurvedic treatments, and aromatherapy. Classes are offered in product ingredient knowledge, medical esthetics, advanced dermatology, cosmetic chemistry, body treatments, nutrition/pharmacology, and advanced makeup.

### Program Objectives

- To develop the personal and professional potential of students so they enter the field as paramedical estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of esthetics to become recognized by the state as Registered Facial Specialists.
- To provide students with training in the theory and technique of a wide variety of skin care services and advanced treatments. This training significantly expands opportunities for gainful employment as beyond entry-level Registered Facial Specialists in esthetics and related fields supported by the training received in school and recognized by the state.

### Program Notes

- The courses provide integrated training in both clinical and holistic skin care. Hands-on skills include microdermabrasion, advanced chemical peels, ayurvedic treatments, and aromatherapy. Classes are offered in product ingredient knowledge, medical esthetics, advanced dermatology, cosmetic chemistry, body treatments, nutrition/pharmacology, and advanced makeup.

### Course Descriptions

- **Advanced Dermatology: Aging Theories**
- **Machines, Facial Waxing, & Career Planning**
- **Total Sterilization & Sanitation/Bacteriology**
- **Specialized Machines & Applications**
- **Skin Types & Genetics**
- **Skin Clinic II**
- **Professional Development & Continuing Education**
- **Product Ingredients & Body Treatments**
- **Medical Esthetics & Pharmacology**
- **Medical Esthetics & Nonsurgical Procedures**
- **Aromatherapy**
- **Business, Marketing, & Alternative Hair Removal**
- **Cosmetic Chemistry & Ayurveda**
- **Dermatology & Esthetics**
- **Histology & Laws**
- **Introduction to Makeup Artistry & Paramedical**
- **Machines, Facial Waxing, & Career Planning**
- **Massage**
- **Medical Esthetics & Nonsurgical Procedures**
- **Medical Esthetics & Nutrition**
- **Medical Esthetics & Pharmacology**
- **Medical Esthetics & Surgical Procedures**
- **Nutrition & the Skin**
- **Product Ingredients & Body Treatments**
- **Professional Development**
- **Professional Development & Continuing Education**
- **Skin Clinic I**
- **Skin Clinic II**
- **Skin Disorders & Universal Precautions**
- **Skin Reactions**
- **Skin Types & Genetics**
- **Specialized Machines & Applications**
- **Specialty Hair Removal**
- **Speciality Treatments & Applications**
- **Sterilization & Sanitation/Bacteriology**

See page 24 for course descriptions. Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 65 weeks, Evening - 85 weeks.
**Program Description**

This program offers training in the foundations and fundamentals of skin care, as well as treatments and techniques that promote the health and appearance of the skin. You will learn the skills needed to pursue a career in a variety of professional and clinical skin care environments.

The courses provide integrated training in both clinical and holistic skin care. You will learn to do facials, complementary therapies including aromatherapy, as well as chemical peels and microdermabrasion. You will be taught progressive treatments including LED light therapy, micro-current treatments for skin toning, oxygen facials, and Dematude treatments for wrinkle and fine line reduction.

Classes cover skin science, medical esthetics, biochemistry, body treatments, complementary skin care, hormones and pharmacology. You will also learn blending treatments, which combine various techniques into customized treatment plans to produce optimal results for your client.

The program is designed to prepare you to work in the skin care industry or a related field. Graduates enjoy fulfilling careers in the esthetic and beauty industries working in spas, resorts and salon settings, or as business owners in private practice serving a wide variety of clientele.

**Program Objectives**

- To develop the personal and professional potential of students so they enter the field as aestheticians who will offer a quality of service that will be sought after by both clients and employers.
- To prepare students with sufficient training in the theory and technique of esthetics to become recognized by the state of Florida as Registered Facial Specialists.
- To provide students with training in the theory and technique of a wide variety of skin care services and advanced treatments. This training significantly expands opportunities for gainful employment beyond entry-level Registered Facial Specialists in esthetics and related fields supported by the training received in school and recognized by the state. Students are trained to provide a variety of services that include, but are not limited to, advanced body wraps, advanced chemical peels, lash extensions, camouflage and airbrush makeup, microdermabrasion, micorcurrent, LED and ultrasonic treatments.

### Diploma Program

**Paramedical Skin Care Program**

Offered at the Tampa/St. Pete campus.

<table>
<thead>
<tr>
<th>Course</th>
<th>Full Time: 27 weeks</th>
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<tr>
<td><strong>Skin Science - The Science Behind the Service</strong></td>
<td>6.00 105.00</td>
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<tr>
<td><strong>Essential Esthetics - The Treatment Room</strong></td>
<td>7.50 165.00</td>
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<td><strong>Holistic Skin Care</strong></td>
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</tr>
<tr>
<td>Body Treatments &amp; Complementary Services</td>
<td>5.00 105.00</td>
<td>5.00 105.00</td>
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<tr>
<td><strong>Anatomy &amp; Physiology -</strong></td>
<td></td>
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<tr>
<td>Structure &amp; Function of the Body as it Relates to Skin Care</td>
<td>4.00 75.00</td>
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<tr>
<td>Medical Esthetics</td>
<td></td>
<td></td>
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<tr>
<td>Working in the Healthcare Environment</td>
<td>4.50 90.00</td>
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<td><strong>Skin Care Clinic - Delivering Client-Centered Services</strong></td>
<td>2.50 60.00</td>
<td>2.50 60.00</td>
</tr>
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<td><strong>Total</strong></td>
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Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists - see summary report for skin care specialists (SOC 39-5094) at [http://www.onetonline.org/link/summary/39-5094](http://www.onetonline.org/link/summary/39-5094). Tuition and fees for the program are $10,372.48. Books and supplies are $1,764.00. On-campus room and board is not offered. The program was offered for the first time starting in April, 2019, so job placement rates, completion on time rates, and median debt information are not yet available. All costs and statistics current as of May 2, 2019. Tuition and fees subject to change. Program subject to change. For more information, visit our website at [www.cortiva.edu/ge](http://www.cortiva.edu/ge).
## Diploma Program

### Professional Massage Therapy Program

Offered at the Baltimore and King of Prussia campuses.

### Full Time: 32 weeks

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<tr>
<th>Course</th>
<th>Quarter Credits</th>
<th>Clock Hours</th>
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<tbody>
<tr>
<td>Anatomy, Physiology &amp; Pathology</td>
<td>5.00</td>
<td>87.50</td>
</tr>
<tr>
<td>Athletic Assessment and Sports Massage</td>
<td>2.00</td>
<td>35.00</td>
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<tr>
<td>Clinic</td>
<td>3.50</td>
<td>90.00</td>
</tr>
<tr>
<td>Cranial Sacral Assessment and Therapy</td>
<td>2.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Integrative Assessment and Documentation</td>
<td>2.00</td>
<td>35.00</td>
</tr>
<tr>
<td>Musculoskeletal Anatomy and Kinesiology</td>
<td>3.50</td>
<td>73.50</td>
</tr>
<tr>
<td>Neuromuscular Assessment and Documentation</td>
<td>1.50</td>
<td>25.00</td>
</tr>
<tr>
<td>Pathologies and Massage Therapy</td>
<td>1.50</td>
<td>27.50</td>
</tr>
<tr>
<td>Professional Ethics and Communication</td>
<td>3.00</td>
<td>66.50</td>
</tr>
<tr>
<td>Structural Assessment and Bodywork</td>
<td>2.00</td>
<td>35.00</td>
</tr>
<tr>
<td><strong>Therapeutic Massage &amp; Bodywork</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
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### Part Time: 52 weeks

<table>
<thead>
<tr>
<th>Course</th>
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<th>Clock Hours</th>
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<tbody>
<tr>
<td>Anatomy, Physiology &amp; Pathology</td>
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</tr>
<tr>
<td>Athletic Assessment and Sports Massage</td>
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<td>35.00</td>
</tr>
<tr>
<td>Clinic</td>
<td>3.50</td>
<td>90.00</td>
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<tr>
<td>Cranial Sacral Assessment and Therapy</td>
<td>2.00</td>
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<tr>
<td>Integrative Assessment and Documentation</td>
<td>2.00</td>
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<tr>
<td>Musculoskeletal Anatomy and Kinesiology</td>
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<td>73.50</td>
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<td>Neuromuscular Assessment and Documentation</td>
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<td>Pathologies and Massage Therapy</td>
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<tr>
<td>Professional Ethics and Communication</td>
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<tr>
<td>Structural Assessment and Bodywork</td>
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<tr>
<td><strong>Therapeutic Massage &amp; Bodywork</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>36</strong></td>
<td><strong>720</strong></td>
</tr>
</tbody>
</table>

See page 24 for course descriptions. Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Day - 30 weeks, Evening - 50 weeks.

Gainful Employment Disclosures: Program graduates can get jobs as massage therapists - see summary report for massage therapists (SOC 31-9011) at http://www.onetonline.org/link/summary/31-9011.00. The job placement rate for Baltimore program graduates as reported in the annual report submitted to ACCSC in 2018 is 47%. The job placement rate for King of Prussia program graduates as reported in the annual report submitted to COMTA in 2019 is 75%. Tuition and fees for the program are $15,748.76 at the Baltimore Campus and $13,186.22 in King of Prussia. Books and supplies are $1,296.00. On-campus room and board is not offered. The median debt for program graduates is $7,917 at the Baltimore campus and $6,861 at the King of Prussia campus ($0 for Private Educational Loans and Institutional Financial Plans). 63% of program graduates finished on time in Baltimore and 80% in King of Prussia. All costs and statistics current as of May 2, 2019. Tuition and fees subject to change. Program subject to change. Program Objectives

### Program Objectives

- To develop the personal and professional potential of students so they enter the field as therapists who will offer a quality of service that will be sought after by both clients and employers.
- To instill in students a client-centered approach to bodywork.
- To train students in the theory and technique of a balanced blend of bodywork therapies and prepare them to seek gainful employment working as massage therapists or in related fields supported by the training received within the program and recognized by the state.
- To prepare students with sufficient training in the theory and technique of massage therapy and bodywork to sit for the Massage & Bodywork Licensing Exam (MBLEx) or other state recognized licensing exam.

* Licensure requirements subject to change. Check your local requirements.
Program Description
This comprehensive 660-hour program offers training in the theoretical and practical components of esthetics. The theory classes emphasize study in dermatology, physiology and histology of the skin, product chemistry and ingredients, and salon safety and sanitation. Business and career development classes, along with training in Maryland laws and regulations, are also offered. The practical portion of the program enables students to develop the hands-on skills necessary to be effective estheticians. This program offers instruction in facials, makeup application, depilatory waxing procedures, non-wax hair removal, and mask therapy. This program meets the requirements set forth by the Maryland State Board of Cosmetology.

Program Objectives
- To develop the personal and professional potential of students so they enter the field as estheticians who will offer a quality of service that will be sought after by both clients and employers.
- To train students in the theory and technique of a balanced blend of esthetics and skin care while preparing them to seek gainful employment working as estheticians or in related fields supported by the training received in school and recognized by the state including, but not limited to, facials, hot stone facials, waxing, makeup and airbrush makeup, lash services, and other techniques and treatments taught in the program.
- To prepare students with sufficient training in the theory and technique of esthetics to sit for the state recognized licensing exam(s) for estheticians.

Full time: 32 weeks
660 clock hours
31.5 credits

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<tr>
<th>Course</th>
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<th>Clock Hours</th>
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<tr>
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<td>Methods of Hair Removal I</td>
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Total                                           31.5       660

Part time: 52 weeks
660 clock hours
31.5 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Quarter Credits</th>
<th>Clock Hours</th>
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<tr>
<td>Aging &amp; Advanced Body Techniques</td>
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Total                                           31.5       660

Gainful Employment Disclosures: Program graduates can get jobs as skin care specialists - see summary report for skin care specialists (SOE_39-5094) at http://www.cortiva.edu/link/summary/39-5094. The job placement rate for program graduates, as reported in the annual report submitted to ACCSC in 2018, is 55%. "Tuition and fees for the program are $13,912.48. Books and supplies are $1,708.00. On-campus room and board is not offered. The median debt for program graduates is $6,967 for Federal Loans ($0 for Private Educational Loans and Institutional Financing Plan). 46% of program graduates finished on time. All costs and statistics current as of May 2, 2019. Tuition and fees subject to change. Program subject to change. For more information, visit our website at www.cortiva.edu.
## Program Description

This comprehensive massage therapy program prepares students to become successful practicing bodyworkers by giving them a broad knowledge of both therapeutic and clinical techniques. Students learn an eclectic style of therapeutic massage that is based on Swedish theory, which gives them a solid foundation for mastering many different bodywork techniques. They are taught a wide-range of bodywork therapies that includes sports massage, athletic assessment and bodywork, reflexology, deep tissue, myofascial techniques, neuromuscular assessment and documentation, lymphatic and Russian sports massage, structural bodywork, injury techniques, trigger point therapy, and cranial sacral therapy.

The program includes courses in anatomy, physiology, pathology and kinesiology, as well as integrative assessment and documentation. Students gain a solid understanding of the body, enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. Professional Ethics and Communication are taught through Cortiva Institute’s business and career development classes, along with training in laws and regulations. The program exceeds standards set by most state and municipal governments for licensing.*

## Program Objectives

- To develop the personal and professional potential of students so they enter the field as therapists who will offer a quality of service that will be sought after by both clients and employers.
- To instill in students a client-centered approach to bodywork.
- To train students in the theory and technique of a balanced blend of bodywork therapies and prepare them to seek gainful employment working as massage therapists or in related fields supported by the training received within the program and recognized by the state.
- To prepare students with sufficient training in the theory and technique of massage therapy and bodywork to sit for the Massage & Bodywork Licensing Exam (MBLEx) or other state recognized licensing exam.

* Licensure requirements subject to change. Check your local requirements.

## Diploma Program

### Massage Therapy Program

Offered at the Connecticut campus.

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<td>45.5 credits</td>
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<table>
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<th>Course</th>
<th>Quarter Credits</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology</td>
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<tr>
<td>Clinic</td>
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<td>3.50</td>
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<td>Cranial Sacral Assessment and Therapy</td>
<td>35.00</td>
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</tr>
<tr>
<td>Eastern Theory &amp; Application</td>
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</table>

See page 24 for course descriptions. Program lengths include possible holidays and breaks. Actual weeks of instruction for this program are as follows: Full Time - 40 weeks, Part Time - 60 weeks.

Gainful Employment Disclosures: Program graduates can get jobs as massage therapists – see summary report for massage therapists (SOC 31-9011) at [http://www.onetonline.org/link/summary/31-9011.00](http://www.onetonline.org/link/summary/31-9011.00). The job placement rate for program graduates, as reported in the annual report submitted to COMTA in 2019, is 73%. For more information, visit our website at [www.cortiva.edu/ge](http://www.cortiva.edu/ge).
**Program Objectives**

- To develop the personal and professional potential of students so they enter the field as therapists who will offer a quality of service that will be sought after by both clients and employers.
- To train students in the theory and technique of a balanced blend of bodywork modalities and prepare them to seek gainful employment working as massage therapists or in related fields supported by the training received in school and recognized by the state including, but not limited to, the application of traditional Swedish style massage, reflexology, acupressure, shiatsu, cranial sacral therapy, clinical bodywork, and other modalities taught in the program.
- To prepare students with sufficient training in the theory and technique of massage therapy and bodywork to sit for the Massage & Bodywork Licensing Exam (MBLEx) or other state recognized licensing exam.

**Program Description**

This comprehensive 736-hour program prepares students to become successful practicing bodyworkers by giving them a broad knowledge of both Eastern and Western theories and techniques. Students learn an eclectic style of therapeutic massage that is based on Swedish theory and technique, which gives them a solid foundation for mastering many different bodywork modalities. They are taught an Eastern paradigm of bodywork therapy that includes shiatsu and acupressure, along with theory and techniques of contemporary Western modalities such as structural bodywork, trigger point therapy, injury massage, sports massage, and cranial sacral. The program includes courses in anatomy, physiology, and kinesiology, giving students a solid understanding of the body and enabling them to effectively communicate with other health care professionals and create comprehensive treatment programs for their clients. Business and career development classes, along with training in laws and regulations, are also offered. The program exceeds standards set by most state and municipal governments for licensing**.

* Please note that students are prohibited from receiving compensation for massage therapy services prior to licensure. Students may reference rules at TAC 140.338 (k-l) and 140.300 (6) for additional information on what constitutes compensation.

** Licensure requirements subject to change. Check your local requirements.

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### Full Time: 32 weeks

<table>
<thead>
<tr>
<th>Course</th>
<th>Clock Hours</th>
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**Pathology Totals:** 45.00

### Part Time: 52 weeks

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<td>Professional Ethics &amp; Communication: Business Development, Laws and Safety</td>
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### Clinical Totals: 60.00

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### Program Totals:

- **Swedish Massage Techniques:** 160.00
- **Paths:** 20.50
- **Total Weeks:** 320
- **Total Clock Hours:** 232
- **Total Quarter Credits:** 58
- **Total 600 clock hours:** 20 quarter credits
Course Descriptions

All programs and courses at Cortiva Institute are taught and tested in English.

These descriptions are for course content only. For the hours and credits for each individual course, please refer to the detailed program information listed on pages 14-27 of this catalog.

Course codes are used for internal purposes, and appear on transcripts.

Fort Lauderdale, Tampa/St. Pete, and Orlando Campuses

Massage Therapy Courses

Massage Therapy Courses - Fort Lauderdale and Orlando Campuses Only

NOTE: Not all courses offered at all campuses; see the individual program pages per campus for specific course lists.

Therapeutic Massage and Bodywork (720 hr program)

This series of courses explores a variety of techniques based on the foundations of Swedish Massage. Students will experience giving and receiving a variety of massage techniques that will provide a path for further study. A focus on developing body mechanics, client draping and positioning, communication, and joint movement will enhance the skills of the bodyworker. Emphasis is given to developing sensitivity, awareness, intuition and other skills which comprise the art of massage therapy. Palpation skills will develop and knowledge of musculoskeletal anatomy both in theory and in practical terms will be deepened. Students will be trained in how to recognize contraindications, and when to refer a client to a physician.

The courses in this series include:

- Variations of Swedish Massage
- Sports Event Massage & Stretching
- Eastern Paradigm
- Deep Tissue
- Myofascial Techniques
- Lymphatic Massage
- Russian Sports Massage
- Reflexology
- Trigger Point
- Special Populations
- Hydrotherapy

Therapeutic Massage and Bodywork (600 hour program)

This series of courses explores a variety of techniques based on the foundations of Swedish Massage. Students will experience giving and receiving different styles of massage that will provide a path for further study. A focus on developing body mechanics, client draping and positioning, communication, and joint movement will enhance the skills of the bodyworker. Emphasis is given to developing sensitivity, awareness, intuition and other skills which comprise the art of massage therapy. Palpation skills will develop and knowledge of musculoskeletal anatomy both in theory and in practical terms will be deepened. Students will be trained in how to recognize contraindications, and when to refer a client to a physician.

The courses in this series include:

- Variations of Swedish Massage
- Sports Event Massage & Stretching
- Deep Tissue
- Myofascial Techniques
Structural Assessment and Bodywork

Upon completion of this course students will be able to apply Structural Bodywork theory, foundational concepts and technique to lengthen tissue and facilitate a client’s positive relationship with gravity.

Athletic Assessment and Bodywork (Athletic Assessment and Sports Massage in 720hr)

This course focuses on training students to accurately assess the condition and needs of the athlete utilizing a variety of assessment and stretching techniques. Students will learn how to care for an athlete helping them to optimize their performance and decrease their recovery time post-event. Students will learn how to assess and address sports related injuries and determine the appropriate techniques to use to enhance performance within each sport.

Cranial Sacral Assessment and Therapy

This course provides students with a basic understanding of the foundation and theories of Cranial Sacral Therapy. Students will become proficient in cranial compression/decompression techniques, diaphragm releases, and listening to the body’s cranial rhythms. Students will learn about the Chakra System and be introduced to techniques that encourage a client’s body to release tension and restrictions held in the tissues of the body.

Neuromuscular Assessment and Therapy (Neuromuscular Assessment & Documentation in 720hr)

In this course students will learn to perform effective Neuromuscular Therapy treatments. Gathering information and interviewing clients as well as doing postural evaluations will be part of the process. Students will review and study a variety of manual therapy techniques that will allow them to effectively release active trigger points and to improve the condition of soft tissues. The techniques that will be covered are: trigger point work, muscle stripping, cross fiber friction, myofascial release, and others. Many soft tissue conditions will be studied and their effects on the body will be evaluated. Students will learn to assess the soft tissues of each body area and will also practice various methods of documenting their results.

Student Clinic

Clinic assists students in building strength, stamina, and discipline necessary to succeed in the bodywork industry. While perfecting custom bodywork sessions, students gain experience in completing consecutive sessions during each clinic shift. Students gain confidence in assessing client needs through analysis, research, and visual/postural/palpatory assessment. Students evolve their service skills while providing exceptional client-care in their experiences with public clientele. Students learn and practice how to properly educate clients about massage therapy and its benefits.

This series of courses includes:

- Clinic I
- Clinic II
- Clinic III
- Clinic IV (varies by state)
Anatomy and Physiology
This series of classes will fascinate students as they gain a comprehensive understanding of the human body. Students will be introduced to the basic structure and function of all the bodies’ systems. Students will gain an understanding on how massage therapy specifically affects each system. They will learn about how massage can benefit the body and contribute to holistic wellness.
This series of courses includes:
Introduction to Science
Control Systems
Exchange Systems Foundations
Exchange Systems Fundamentals

Musculoskeletal Anatomy and Kinesiology (720/730 hr)
This series of classes will introduce students to the bones and muscles of the five major regions of the body. Students will learn all major bones and the bony landmarks that form muscular attachments. Joint structure and function will be introduced as well as learning the primary joints. They will learn the major muscles and muscle systems, the muscular attachments, actions, and fiber direction. Students will gain the skills to locate and palpate the muscles in the body.
This series of courses includes:
• Axial Body
• Superior Limb
• Inferior Limb
• Pelvic Girdle
• Shoulder Girdle

Musculoskeletal Anatomy and Kinesiology (600 hr)
This series of classes will introduce students to the bones and muscles of the five major regions of the body. Students will learn all major bones and the bony landmarks that form muscular attachments. Joint structure and function will be introduced as well as learning the primary joints. They will learn the major muscles and muscle systems, the muscular attachments, actions, and fiber direction. Students will gain the skills to locate and palpate the muscles in the body.
This series of courses includes:
• Axial Body and Superior Limb
• Inferior Limb
• Pelvic and Shoulder Girdles

Pathologies and Massage Therapy
In this series of classes, students will learn about the basic pathologies that affect the human body. They will gain an understanding of when and why massage techniques should not be used and massage considerations for each pathology. They will receive training and certification in First Aid and CPR, including the use of an Automated External Defibrillator (AED). Universal precautions that protect both therapist and client will be detailed. Special attention will be given to musculoskeletal pathologies and their therapeutic treatments.
This series of courses includes:
• Control Systems
• Exchange Systems Foundations
• Exchange Systems Fundamentals
• First Aid/CPR/AED and Universal Precautions and Sanitation
• Musculoskeletal Pathology
Integrative Assessment and Documentation
This course duo will focus on the skills needed to practice massage therapy in a professional clinical setting. Client intake, interview, health history, and SOAP charting will be discussed and practiced as tools to support a client-centered massage. Students will combine documentation with postural, range of motion, and palpation assessments to develop a treatment plan with the client. In addition, students will demonstrate skill proficiency in viewing the body to determine what muscles and tissues to work to create increased functionality and movement within the body.
This series of courses includes:
  • Visual Objective
  • Postural and Palpatory Objective

Professional Ethics and Communication
This series of courses will focus on skills that are essential to becoming a professional Massage Therapist. Students learn and practice how to effectively communicate with clients, establish boundaries, and understand the various laws and ethical standards associated with practicing therapeutic massage. Successful practitioners are able to work with and communicate with a variety of people; this course strengthens student abilities to make strong connections with others and deliver exceptional customer service and care. Students will gain an understanding of business practices focusing on being an exemplary employee, building a private practice, creating an effective resume, and one-on-one interviewing skills.
This series of courses includes:
  • Preparing the Professional
  • Self-Care & Boundaries
  • Laws and Safety
  • Business Development
  • Marketing and Financial Planning

Florida Laws & Rules (FL 600-hr program only)
In this course, students will learn Florida’s licensing requirements and laws. They will gain a complete and comprehensive understanding of sexual misconduct, informed consent, boundaries, and medical errors. They will understand the direct consequences when violating clients boundaries, along with the importance of laws to the business of massage and client safety.

Fort Lauderdale and Orlando Campuses

Skin Care Training Courses – Day Program

Anatomy & Physiology: Systems (FSKD5T100)
The musculoskeletal, circulatory and nervous systems are the primary topics addressed in this course with particular attention paid to the upper body, neck and head. Students will also learn about HIV/AIDS as required by the state of Florida.

Body Waxing & Sanitation (FSKD3T101)
Hair in its many shapes, forms and growth cycles are taught in this course. Moreover, students will learn and practice a variety of techniques to remove hair. Finally, students will learn the basics of sterilization and sanitation.

Dermatology & Esthetics (FSKD1T101)
The course addresses the short and long term effects sunlight has on the skin and its link to skin cancer. The science and fiction of acne and its proper treatment will also be covered. Finally, students receive an introduction to the different types of makeup, color theory and makeup application in a variety of settings.
Histology & Law (FSKD2T100)
The cells and tissues that make up the human body, and in particular the structure and function of skin, will be covered in this course. Students will also learn about which substances are able to penetrate the skin and why. The course is balanced by instruction ethics, working on clients, scope of practice and the local and federal laws pertaining to cosmetology.

Machines, Facial Waxing & Career Planning (FSKD4T100)
Students learn the basics of electricity as it relates to the safe use of machines as part of a facial treatment. Temporary and permanent hair removal techniques are also reviewed as students practice performing different facial waxing services. A review of the various aspects of owning a salon/spa business fill out the remainder of this course as students work through putting together a business plan.

Makeup & Chemistry (FSKD3T102)
Lash and brow tinting and artificial lashes are a focus of this course. Time is also given to how the client consultation can be used to balance clients' needs and wants as well as generate retail sales. Finally, students are taught the basic principles of chemistry, states of matter, and the chemicals found in the skin so they can choose products and apply techniques that will have a safe and positive impact on the skin.

Massage (FSKD3T100)
The many beneficial effects of massage are covered in this course as part of the training students receive in facial massage. Students also learn protocols for the hands and feet as well as a back facial treatment.

Nutrition & the Skin (FSKD2103)
This course teaches how nutrition affects the health of the skin as well as the body. Students are taught how vitamins, minerals and antioxidants can enhance the skin and support optimal health.

Professional Development (FSK01T100)
Students learn the basics of building a strong resume and how to target it at the spa industry. Additionally, students learn how to carry themselves professionally and strengthen the skills needed to successfully navigate a job interview.

Skin Clinic I & II (FSKCLI100-200)
This course is designed to expose students to what they might encounter while working in a professional setting. Students apply the knowledge and skills acquired in the classroom on clients from the general public. At the same time, students develop a practical knowledge of customer service and learn how to perform a treatment within the time allotted. Upon completion of the course, students have practical experience that will help ensure their success in the skin care industry.

Skin Disorders & Universal Precautions (FSKD4T101)
Recognizing the primary and secondary skin lesions are the cornerstone of this course as are the disorders affecting skin glands. The proper practice of universal precautions is also addressed to ensure a safe environment for both client and practitioner.

Skin Types & Genetics (FSKD2102)
Students will learn and practice the essential elements of client consultations, taking a health history and a thorough skin analysis. Additionally, students will focus on correctly following a cleansing protocol and exfoliation.

Skin Reactions (FSKD5T102)
Students learn how to identify inflammations, pigmentation, hypertrophies, contagious and non-contagious lesions as well as how to effectively communicate their findings to their clients.
Specialty Treatments & Applications (FSK5T101)
This course introduces students to advanced esthetic practices and treatments such as light therapy, chemical peels and microdermabrasion. Students also receive focused training on the use of electrical machines as part of their facial treatments.

Skin Care Training Courses - Evening Program

Anatomy & Physiology: Histology (FSKE2T100)
The cells and tissues that makeup the human body, and in particular the structure and function skin, will be covered in this course. Students will also learn about which substances are able to penetrate the skin and why. Students will also learn about HIV/AIDS as required by the state of Florida.

Chemistry & Sanitation (FSKE4T101)
Students are taught the basic principles of chemistry, states of matter, and the chemicals found in the skin so they can choose products and apply techniques that will have a safe and positive impact on the skin. Finally, students will learn the basics of sterilization and sanitation.

Dermatology, Esthetics & AP: Systems (FSKE7T100)
The course addresses the short and long term effects sunlight on the skin and its link to skin cancer. The science and fiction of acne and its proper treatment will also be covered. Students also learn the basics of electricity as it relates to the safe use of machines as part of a facial treatment. Finally, the musculoskeletal, circulatory and nervous systems are addressed in this course with particular attention paid to the upper body, neck and head.

Machines & Career Planning (FSKE1T100)
Students receive focused training on the use of electrical machines as part of their facial treatments. A review of the various aspects of owning a salon/spa business fill out the remainder of this course as students work through putting together a business plan.

Massage (FSKE4T100)
The many beneficial effects of massage are covered in this course as part of the training students receive in facial massage. Students also learn protocols for the hands and feet as well as a back facial treatment.

Nutrition & Makeup (FSKE3T100)
This course teaches how nutrition affects the health of the skin as well as the body. Students are taught how vitamins, minerals and antioxidants can enhance the skin and support optimal health. Additionally, students receive an introduction to the different types of makeup, color theory and makeup application in a variety of settings.

Professional Development & Law (FSKE2T101)
Students learn the basics of building a strong resume and how to target it at the spa industry. Additionally, students learn how to carry themselves professionally and strengthen the skills needed to successfully navigate a job interview. The course is balanced by instruction ethics, working clients, scope of practice, and the local and federal laws pertaining to cosmetology.

Skin Clinic I & II (FSKCLI100-200)
This course is designed to expose students to what they might encounter while working in a professional setting. Students apply the knowledge and skills acquired in the classroom on clients from the general public. At the same time, students develop a practical knowledge of customer service and learn how to perform a treatment within the time allotted. Upon completion of the course, students have practical experience that will help ensure their success in the skin care industry.
Skin Disorders (FSKET1100)
At the completion of the course students will be able to recognize the primary and secondary skin lesions as well as the disorders affecting skin glands. Time is also given to lash and brow tinting, artificial lashes and permanent makeup. Students are also trained in how the client consultation can be used to balance clients’ needs versus wants and generate retail sales.

Skin Reactions & Body Waxing (FSKET1100)
Students learn how to identify inflammations, pigmentation, hypertrophies, contagious and non-contagious lesions as well as how to effectively communicate their findings to their clients. Hair in its many shapes, forms and growth cycles are taught in this course as students will learn and practice a variety of techniques to remove hair.

Specialty Treatments & Applications (FSKE8T101)
This course introduces students to advanced esthetic practices and treatments such as light therapy, chemical peels and microdermabrasion. Students will also receive additional training in back and body treatments.

Skin Types & Genetics, Universal Precautions & Facial Waxing (FSKET1100)
Students will learn and practice the essential elements of client consultations, taking a health history and thorough skin analysis. The proper practice of universal precautions is addressed to ensure a safe environment for both client and practitioner. Temporary and permanent hair removal techniques are also reviewed as students practice performing different facial waxing services.

Makeup Artistry Courses
Fort Lauderdale and Orlando Campuses only
These are for courses offered in addition to those included in the Skin Care Training Day or Evening descriptions.

Alternative Makeup: Airbrush
Students will learn about different types of airbrush equipment including how to assemble, disassemble and troubleshoot the machines. Students will become proficient with the practice of basic beauty application with airbrush such as foundation, blush, and highlighting and contouring. Students will also receive practical training in tattoo coverage, the use of stencils and airbrush spray tanning.

Alternative Makeup: Body Art & Special Effects
Students will develop a base knowledge of, and skills required for the application of prosthetics, injury simulation and aging makeup with facial hair and bald cap. Students will also learn the art of body makeup including face and body design and gain practical experience utilizing various tools and products of the trade.

Alternative Makeup: Camouflage & Lashes
At the end of this course students will be able to identify skin conditions appropriate for camouflage makeup and properly perform an application using various blends of makeup, as well as tattoo coverage. Students will achieve competency with tinting eyelashes and eyebrows and the application of artificial eyelashes. Students will also be able to transform a client’s look that may be suffering from pigmentation troubles and lack of facial hair – a critical skill in a medical setting.
Alternative Makeup: Fantasy & Theatrical
Students will learn and demonstrate how to use color, shade and light to create a look that can be seen from any seat in the theatre. The knowledge of lighting and its effects on the skin and makeup is a significant component to this course. This course also addresses fantasy makeup and will include character creation for students’ portfolio as a final project.

Alternative Makeup: Lashes & Brows
In this course students will learn and achieve proficiency with the application techniques, contraindications, and tools needed to perform lash and brow services including lash perming, tinting and semi-permanent lash extensions and mascara.

Business of Makeup: Professional Image & Marketing
Students will identify the characteristics, behavior and activities of a successful professional makeup artist. Students will assemble both a digital and hard copy portfolio. Additionally, students will focus on building their resumes and strengthening their verbal and hands-on interviewing skills.

Business of Makeup: Retail & Clients
This course teaches students how to create a business plan and brand themselves using various marketing techniques. Additionally, students will learn the basic principles of sales with a special focus on the close.

Fundamentals of Makeup: Anatomy & Physiology
The importance of anatomy and physiology of the face and the skin as they apply to makeup application is the focus of this course. At the end of the course students will be able to use their understanding of the face and skin to identify common skin conditions that could be a contraindication for makeup application. This course content is combined with the Specialty Makeup: Teens, Aging Skin & Men course content in the day program, and with Specialty Makeup: High Fashion, HD & Editorial course content in the evening.

Fundamentals of Makeup: Color Theory & Client Consultation
This course teaches the essentials of color theory; temperature, saturation and harmony, and how it influences the color choices in makeup. Upon completion of the course students will be able to perform a color consultation and use that information to reconcile a client’s needs and wants to create a desired and becoming final look. This course content is combined with the Traditional Makeup: Facial Features and Everyday Application course content in the evening program.

Fundamentals of Makeup: History, Career Opportunities & Tools of the Trade
Students will understand the first ingredients used in early makeup formulations and the key individuals responsible for the innovation and growth of cosmetics. Additionally, Students will be able to identify career options, find employment opportunities and understand the demands of makeup artistry as a profession along with the tools available to build their professional kit and portfolio.

Specialty Makeup: Teens, Aging Skin & Men
This course teaches students to identify and demonstrate the do’s and don’ts of makeup application for teens with an emphasis on acneic skin. Students will achieve competency with the choice and appropriate application of makeup colors and consistency based on how the client’s skin has aged. Finally, students will learn the theory of, and demonstrate the proper technique for, makeup application specific to men’s skin, facial hair and anatomy.

Specialty Makeup: Events & Weddings
Upon the completion of this course students will demonstrate proficiency with the promotion and application of event makeup application (wedding/prom) with an emphasis on developing a private practice and mastering trends in makeup such as the perfect smoky eye, the red lip, and day/evening/outdoor bridal.
Specialty Makeup: High Fashion, HD & Editorial
This course goes ‘behind the stage’ to teach high fashion, high definition, and editorial makeup tips and techniques to help students develop proficiency with makeup for television, photography, and editorial applications.

Traditional Makeup: Facial Features & the Everyday Application
Students will demonstrate competency working with their clients’ facial features to create everyday makeup that accentuates desired features and diminishes less desired features to create a balanced look. Students will also focus on eyebrow design to create the perfect shape to complement their clients’ face shape.

Traditional Makeup: Skin Preparation & Product Knowledge
Students will achieve competency with preparing the skin for makeup application as well as “creating a canvas” for flawless makeup application using primer, concealer, powder and blush. Students will develop a level of product knowledge that will allow them recognize ingredients in products that are both healthy and unhealthy for the skin.

Makeup Artistry Courses
Tampa/St. Pete Campus only
Skin Science - The Science Behind the Service
Understanding how the skin works is a crucial part of being an esthetician. This series of courses teaches the anatomy, physiology and chemistry of the skin. You will learn how the skin functions, and the important role you take in keeping it healthy by choosing the right products, ingredients and machines best suited to your clients’ needs. You will also learn how the use of professional exfoliants and machines enhances the benefits of different skin care products and treatments to achieve optimal client results. In this course series you will be taught how to identify different skin conditions, lesions and contagious diseases. You will be trained how to reduce the risk of cross-contamination, recognize contraindications to treatments, and when to refer your client to a physician.

The courses in this series include:
• Chemical Peels & Microdermabrasion
• Cosmetic Chemistry
• Diseases & Disorders
• Electricity & Machines
• Histology & Physiology of the Skin
• Sanitation & Law
Essential Esthetics - The Treatment Room

This series of courses teaches you the skills that are the foundation of the work you do as a facial specialist. You will learn how to analyze the skin and identify different skin types and conditions. You will also learn and practice how to effectively communicate with your clients about their concerns and treatment goals. You will receive training in facial and massage protocols and learn the many beneficial effects of massage as it relates to skin care. You will study the many shapes, forms and growth cycles of hair along with a variety of hair removal techniques. This series will also cover makeup, color theory, brow shaping, as well as eyelash tinting and application. You will be introduced to a variety of body treatments, including salt and sugar scrubs, herbal, mud and seaweed wraps as well as sunless tanning application. The skin care industry is constantly changing and to make sure you are up to speed on the latest treatment and product innovations, a course on trending treatments is also included in the Essential Esthetics series. Rounding out your essential training is a course dedicated to the art of selling products and services to your clients. You will learn and practice professional conversations with a focus on up-selling, retailing and rebooking services and products.

This series of courses includes:

- Alternative Treatments
- Body Wrapping
- Facial & Massage Techniques
- Hair Removal & Makeup
- Skin Analysis & Consultation
- Trending Treatments
- Upselling & Retailing

Skin Care Clinic I, II & III - Delivering Client-Centered Services

In the skin care clinic you get to apply what you have learned in class and in the student lab by practicing on members of the general public under the close supervision of an instructor. This environment gives you real-world experience, and allows you to hone your skills in a supportive and familiar environment.

Makeup Essentials - Basics for the Beauty Artist

This collection of courses lays out the fundamentals of makeup. You will learn about the tools of the trade, the history of makeup including the ingredients first used in makeup formulations and who the innovators were that pushed the industry forward. Your hands-on training includes recreating classic looks pulled from the history of makeup, as well as working with your clients’ facial features to create a healthy, balanced look using everyday makeup. You will also learn about and practice eyebrow design and eyelash applications to create the perfect shape for your client’s face. You will receive practical training in the use of camouflage makeup to cover tattoos and even out skin tones. To help ensure your success as a professional you will also learn how to create business and marketing plans.

This set of courses includes:

- Business & Marketing
- Camouflage & Lashes
- Everyday Applications
- History of Makeup
Professional Makeup – Makeup for Special Events

Professional Makeup prepares you to apply makeup for clients that will be stepping into the spotlight. These courses will take you ‘back-stage’ and will teach you high fashion, high definition, and editorial makeup techniques and tips. You will learn makeup for television, photography, and print/web applications. You will also be taught current trends and classic looks in makeup applications for special events like weddings and proms.

The courses in this series include:

• Events & Weddings
• High Definition, High Fashion, & Editorial

Special Effects & Fantasy Makeup – Creative Expression & Model Transformation

This series of courses will help you see that makeup is truly an art form of optical illusion and will teach you how to accomplish these effects. You will learn and practice various special effect techniques including the application of prosthetics, injury simulation and aging makeup. The art of body makeup, including face and body design, is also part of your training. You will gain practical experience using various tools and products of the trade. Theatrical makeup introduces you to the use of color, shade and light to create a look that can be seen from any seat in the theatre. You will get to express your creative side as you learn fantasy makeup which includes a character creation – a valuable addition to your portfolio. To round out your training in special effects and fantasy makeup, you will learn and practice basic airbrush beauty applications including foundation, blush, highlighting and contouring, and tattoo coverage, as well as the use of stencils and airbrush spray tanning.

This set of courses includes:

• Airbrush
• SFX & Body Art
• Theatrical & Creative

Paramedical Courses

Fort Lauderdale and Orlando Campuses only

These are for courses offered in addition to those included in the Skin Care Training Day or Evening descriptions.

Advanced Chemical Peels (FPARD5T201)

Students learn about different types of chemical peels, how chemical peels react and affect the skin, and their benefits and contraindications. Students learn the differences between alpha-hydroxy acids, beta-hydroxy acids, Jessner’s peels, and TCA peels. Students also have the opportunity to practice performing these treatments.

Advanced Chemistry & Devices (FPARD1T203)

Recognizing and understanding the purpose of performance, functional and active ingredients is the primary focus of this course. Students also learn about advanced equipment used in performing skin analysis and get practical training with a skin scope as part of a skin analysis.

Advanced Dermatology: Aging Theories (FPARD3T200)

The course addresses the most common theories behind aging, the various ingredients that are beneficial to aging skin and how to incorporate those ingredients into treatments. Students gain practical experience with performing anti-aging treatments.
**Advanced Dermatology: The Effects of Stress (FPARD1T200)**

Students learn about the variety of scales that exist to more accurately evaluate the skin including the Fitzpatrick scale, the Glogau scale and the Rubin Classification. The effects that stress has on the skin is also addressed including management techniques students can share with their clients.

**Advanced Dermatology: Inflammatory Disorders & Ayurveda (FPARD8T200)**

The course provides instruction in common inflammatory disorders and diseases of the skin including eczema, psoriasis and acne along with methods of treatment. Students are also taught about classification, treatment and prevention of disease and illness through the lens of Ayurvedic medicine.

**Advanced Dermatology: Sun Damage & Cancer (FPARD4T200)**

The negative impact the sun has on the skin is a focus of this course. Students learn to recognize the signs of short versus long term damage as well as the structural changes that take place for each. The staging and treatment options for basal and squamous cell carcinoma and malignant melanoma are also addressed.

**Advanced Facial Devices & Techniques (FPARD7T200)**

The benefits and potential side effects of the advanced machines are reviewed in this course as students gain practical experience working with the machines. Students also learn and practice performing lymphatic drainage massage including a review of the relevant anatomy, indications and contraindications for the work.

**Advanced Lab (FPARD5T200)**

Students learn and get practical experience working with advanced facial devices such as LED light therapy, microcurrent, oxygen therapy, ultrasonic and microdermabrasion.

**Advanced Skin Analysis (FPARD1T201)**

Training is provided to advance students' ability to properly analyze the skin using the tools found in a treatment room. Students also learn about various skin conditions and diseases that are appropriate for specialized treatment including chemical peels. Finally, students practice specialized treatments including chemical peels.

**Advanced Skin Clinic I- IV (FPARCLI100-400)**

This clinical portion of the program includes advanced skin care, masks, vitamin therapy, manual lymphatic drainage massage, pre-operative treatments, post-operative treatments, and acne treatments. Students receive extensive hands-on training utilizing various products and product ingredients aimed at treating specific skin disorders.

**Advanced Waxing (FPARD4T201)**

The course includes a review of the risks and benefits of the various kinds of wax. Students also learn and perform speed waxing techniques for the arms, hands and legs. A discussion of diseases that are contraindications for facial and waxing services are included in the course as is training in aseptic techniques.
Anatomy & Physiology: Cell Structure & Function (FPARD1T203)
Cell structure and function are the focus of the course. Particular attention is paid to the cell cycle and the structure and functional significance of stem cells.

Anatomy & Physiology: The Endocrine System & Hormones (FPARD7T201)
Students take a deeper look at the endocrine system with an eye to how hormone fluctuations influence the body. The role estrogen plays in healthy skin is a highlighted topic within the course.

Anatomy & Physiology: Skin Penetration & Permeability (FPARD5T202)
Students learn about the types of cellular bonds associated with the epidermis, the role and structure of the desmosomes and both the natural process of desquamation as well as the process when effected by an esthetician. The skin as a barrier is also addressed as well as factors influencing its’ permeability.

Anatomy & Physiology: Skin Structure & Function (FPARD3T202)
The course takes a deeper look at the structure and function of the skin with a detailed look at specialized cells found within the epidermis and dermis including keratinocytes, melanocytes, fibroblasts and Langerhans cells.

Aromatherapy (FPARD2T201)
The fundamentals of aromatherapy and how to appropriately incorporate them into a treatment are the cornerstone of this course. Students are also given practical training in the handling and blending of oils as they incorporate them into actual treatments. The course is balanced with knowledge and hands-on experience with both mineral makeup and lash extensions.

Body Treatments & Product Design (FPARD7T202)
The training and practical experience students receive in body treatments includes addressing cellulite along with the benefits of clay, mud and essential oils. Students also learn about the “living pharmacy” and the role natural plants play in skin care as they develop a plan for their own product line.

Business, Marketing & Alternative Hair Removal (FPARD2T200)
This course provides training in a variety of contemporary marketing methods to support success as a professional. Additionally, students get practical experience develop advertising materials and a menu of services. Finally, students are trained in alternative hair removal techniques including threading and sugaring.

Cosmetic Chemistry II & Ayurveda I (FPARD5T203)
The various cosmetic claims made by the FDA, CTFA and cosmetic manufacturers are addressed in this course along with a review of labeling laws for drugs, cosmeceuticals and cosmetics. Students also receive an introduction to the beliefs and branches of Ayurveda including practical experience with performing a Shirodhara treatment.

Introduction to Makeup Artistry & Paramedical (FPARD6T201)
Students experience the artistry of makeup as they are introduced to work with airbrush machines and the application of makeup and sunless tanning products. Topics in sanitation and bacteriology to keep both client and practitioner safe are also addressed.

Medical Esthetics III & Nonsurgical Procedures (FPARD6T202)
The basics of laser/light therapy, its effects on tissue, treatment options and safety measures are covered. Additionally, students learn about how to work with clients on commonly prescribed medications.
Medical Esthetics & Nutrition (FPARD2T202)
Students learn the essentials of medical esthetics and working in a medical setting - the types of doctors, surgical procedures, limits set by the scope of practice, medical office ethics and the role of the esthetician. Nutrition and its impact on stress and aging are additional topics covered in the course.

Medical Esthetics & Pharmacology (FPARD4T202)
The role of esthetics in the medical setting with an emphasis on law and liability is the focus of this course. Botox treatments is also covered along with a detailed review of the muscles of facial expression. The course finishes with a look at the client health history and a review of both the over counter and prescription drugs most likely to be encountered.

Medical Esthetics & Surgical Procedures (FPARD8T202)
The course reviews the common cosmetic surgical procedures for the face and body highlighting the role esthetics plays in both the pre and post-operative care. Students continue learning about how to work with clients taking commonly prescribed medications.

Product Ingredients & Body Treatments (FPARD3T203)
The categories and benefits of the key ingredients found in skin care products are the focus of this course. Students gain practical experience sharing the benefits of these ingredients with their clients as they perform treatments. Additionally, students are also taught about hydrotherapy and related body treatments. Finally, students learn and practice body wraps.

Professional Development & Continuing Education (FPARD6T200)
This course teaches students not only how to research and determine what type of product line(s) to bring into their business but also the steps to developing their own product line. Students also learn the how to recognize and stay current with significant trends in the industry through opportunities in continuing education.

Specialized Machines & Applications (FPARD3T201)
Students develop their ability to critically think and document their work. Additionally, students receive training in the considerations that go into the purchase of equipment as they receive practical experience with advanced machines.

Specialty Hair Removal (FPARD8T201)
Students receive training in the various types of bikini waxes including the Brazilian and French waxes. Students gain experience performing bikini and Brazilian waxing. Additionally, students learn about the different types of lasers used for hair removal including the risks, benefits and client selection.

Sterilization & Sanitation/Bacteriology (FPARD7T203)
Students learn how to properly clean and sterilize equipment used in the treatment room using a variety of products and machines. Additionally, potential hazards in the treatment room are addressed including how to clean-up a blood spill.

Paramedical Courses - Evening Program
These are for courses offered in addition to those included in the Skin Care Training Evening descriptions.

Advanced Chemical Peels (FPARE2T203)
Students learn about various skin conditions and diseases that are appropriate for specialized treatment including chemical peels. Students gain practical experience performing specialized treatments including chemical peels.

Advanced Chemistry (FPARE1T201)
Recognizing and understanding the purpose of performance, functional and active ingredients is the primary focus of this course. Training is also provided to advance students' ability to properly analyze the skin using the tools found in a treatment room. Students also learn about various skin conditions and diseases that are appropriate for specialized treatment.
Advanced Dermatology: Aging Theories (FPARE6T200)
The course addresses the most common theories behind aging, the various ingredients that are beneficial to aging skin and how to incorporate those ingredients into treatments. Students gain practical experience with performing anti-aging treatments.

Advanced Dermatology: The Effects of Stress & Specialized Machines (FPARE4T200)
Students learn about the variety of scales that exist to more accurately evaluate the skin including the Fitzpatrick scale, the Glogau scale and the Rubin Classification. The effects that stress has on the skin is also addressed including management techniques students can share with their clients. Finally, students receive training in the considerations that go into the purchase of equipment as they receive practical experience with advanced machines.

Advanced Dermatology: Inflammatory Disorders (FPARE9T200)
The course provides instruction in common inflammatory disorders and diseases of the skin including eczema, psoriasis and acne along with methods of treatment.

Advanced Dermatology: Sun Damage, Skin Cancer & Advanced Machines (FPARE8T200)
The negative impact the sun has on the skin is a focus of this course. Students learn to recognize the signs of short versus long term damage as well as the structural changes that take place for each. The staging and treatment options for basal and squamous cell carcinoma and malignant melanoma are also addressed. The benefits and potential side effects of the advanced machines are also reviewed in this course as students gain practical experience working with the machines.

Advanced Devices (FPARE2T200)
Students learn about advanced equipment used in performing a variety of skin care treatments as they also gain practical experience working with the machines such as LED light therapy, microcurrent, oxygen therapy, ultrasonic and microdermabrasion.

Advanced Facial Techniques (FPARE7T201)
Students learn and practice performing lymphatic drainage massage including a review of the relevant anatomy, indications and contraindications for the work. Topics in sanitation and bacteriology to keep both client and practitioner safe are also addressed.

Advanced Lab (FPARE6T201)
Students learn and get practical experience working with advanced facial devices such as LED light therapy, microcurrent, oxygen therapy, ultrasonic and microdermabrasion. Students also learn about different types of chemical peels, how chemical peels react and affect the skin, and their benefits and contraindications including alpha-hydroxy acids, beta-hydroxy acids, Jessner’s peels, and TCA peels. Students also have the opportunity to practice performing these treatments.

Advanced Skin Clinic I- IV (FPARCU100-400)
This clinical portion of the program includes advanced skin care, masks, vitamin therapy, manual lymphatic drainage massage, pre-operative treatments, post-operative treatments, and acne treatments. Students receive extensive hands-on training utilizing various products and product ingredients aimed at treating specific skin disorders.

Advanced Waxing (FPARE3T200)
The course includes a review of the risks and benefits of the various kinds of wax. Students also learn advanced brow design taking into account how the shape of the face influences the line of the brow. Finally, students learn and perform speed waxing techniques for the arms, hands and legs.
Alternative Hair Removal (FPARE1T200)
Students are trained in alternative hair removal techniques including where on the body and when it's appropriate. Alternative techniques include threading and sugaring.

Anatomy & Physiology: Cell Structure & Function (FPARE2T202)
Cell structure and function are the focus of the course. Particular attention is paid to the cell cycle and the structure and functional significance of stem cells.

Anatomy & Physiology: The Endocrine System & Hormones (FPARE8T201)
Students take a deeper look at the endocrine system with an eye to how hormone fluctuations influence the body. The role estrogen plays in healthy skin is a highlighted topic within the course.

Anatomy & Physiology: Skin Penetration & Permeability (FPARE6T202)
Students learn about the types of cellular bonds associated with the epidermis, the role and structure of the desmosomes and both the natural process of desquamation as well as the process when performed by an esthetician. The skin as a barrier is also addressed as well as factors influencing its permeability. A discussion of diseases that are contraindications for facial and waxing services are included in the course as is training in aseptic techniques.

Anatomy & Physiology: Skin Structure & Function (FPARE4T201)
The course takes a deeper look at the structure and function of the skin with a detailed look at specialized cells found within the epidermis and dermis including keratinocytes, melanocytes, fibroblasts and Langerhans cells.

Aromatherapy (FPARE4T202)
The fundamentals of aromatherapy and how to appropriately incorporate them into a treatment are the cornerstone of this course. Students are also given practical training in the handling and blending of oils as they incorporate them into actual treatments. The course is balanced with a review of hydrotherapy and related body treatments. Students also gain practical experience as they perform body wraps.

Ayurveda & Pharmacology (FPARE5T202)
Students receive an introduction to the beliefs and branches of Ayurveda including practical experience with performing a Shirodhara treatment. The course also teaches students about how to work with clients on commonly prescribed medications.

Body Treatments & Sterilization & Sanitation/Bacteriology III (FPARE8T201)
The training and practical experience students receive in body treatments includes addressing cellulite along with the benefits of clay, mud and essential oils. Students also learn how to properly clean and sterilize equipment used in the treatment room using a variety of products and machines. Additionally, students learn how to properly prepare and package implements for autoclave sterilization. Finally, potential hazards in the treatment room are addressed including how to clean-up a blood spill.

Business & Marketing (FPARE2T201)
This course provides training in a variety of contemporary marketing methods to support success as a professional. Additionally, students get practical experience developing advertising materials and a menu of services. The course is balanced with knowledge and hands-on experience with both mineral makeup and lash extensions.
Cosmetic Chemistry (FPARE5T201)
The various cosmetic claims made by the FDA, CTFA and cosmetic manufacturers are addressed in this course along with a review of labeling laws for drugs, cosmeceuticals and cosmetics. Students also learn about skin sensitivities, allergies and contact dermatitis. Finally, students learn how to identify which type of skin a product is best suited for based on its label.

Introduction to Makeup & Paramedical (FPARE7T200)
The relationship between makeup and proper skin care is addressed in this course. Students also experience the artistry of makeup as they are introduced to work with airbrush machines and the application of makeup and sunless tanning products.

Medical Esthetics & Drug Classifications (FPARE3T202)
The role of esthetics in the medical setting with an emphasis on law and liability is the focus of this course. Botox treatments are also covered along with a detailed review of the muscles of facial expression. The course finishes with a look at the client health history and a review of both the over the counter and prescription drugs most likely to be encountered.

Medical Esthetics & Nutrition (FPARE7T202)
Students learn the essentials of medical esthetics and working in a medical setting - the types of doctors, surgical procedures, limits set by the scope of practice, medical office ethics and the role of the esthetician. Nutrition and its impact on stress and aging are additional topics covered in the course.

Medical Esthetics & Nonsurgical Procedures (FPARE7T202)
The essentials of sclerotherapy and other common nonsurgical procedures are addressed in this course. The basics of laser/light therapy, its effects on tissue, treatment options and safety measures are also covered.

Medical Esthetics & Surgical Procedures (FPARE9T202)
The course reviews the common cosmetic surgical procedures for the face and body highlighting the role esthetics plays in both the pre and post-operative care. Students continue learning about how to work with clients taking commonly prescribed medications.

Product Ingredients & Advanced Applications (FPARE3T201)
The categories and benefits of the key ingredients found in skin care products are the focus of this course. Students gain practical experience sharing the benefits of these ingredients with their clients as they perform treatments. Students also develop their ability to critically think and document their work.

Product Ingredients & Product Design (FPARE7T203)
The categories and benefits of the key ingredients found in skin care products are the focus of this course. Students gain practical experience sharing the benefits of these ingredients with their clients as they perform treatments. Students also learn about the "living pharmacy" and the role natural plants play in skin care as they develop a plan for their own product line. Students also learn and practice properly sharing product ingredient knowledge with their clients.

Professional Development & Continuing Education (FPARE5T200)
This course teaches students not only how to research and determine what type of product line(s) to bring into their business but also the steps to developing their own product line. Students also learn how to recognize and stay current with significant trends in the industry through opportunities in continuing education.
**Specialty Hair Removal & Ayurveda (FPARE9T201)**

Students receive training in the various types of bikini waxes including the Brazilian and French waxes. Students also gain experience performing bikini and Brazilian waxing. Additionally, students learn about the different types of lasers used for hair removal including the risks, benefits and client selection. Students are also taught about classification, treatment and prevention of disease and illness through the lens of Ayurvedic medicine.

**Paramedical Courses**

**Tampa/St. Pete Campus only**

**Skin Science – The Science Behind the Service**
Understanding how the skin works is a crucial part of being an esthetician. This series of courses teaches the anatomy, physiology and chemistry of the skin. You will learn how the skin functions, and the important role you take in keeping it healthy by choosing the right products, ingredients and machines best suited to your clients' needs. You will also learn how the use of professional exfoliants and machines enhances the benefits of different skin care products and treatments to achieve optimal client results. In this course series you will be taught how to identify different skin conditions, lesions and contagious diseases. You will be trained how to reduce the risk of cross-contamination, recognize contraindications to treatments, and when to refer your client to a physician.

This series of courses includes:
- Chemical Peels & Microdermabrasion
- Cosmetic Chemistry
- Diseases & Disorders
- Electricity & Machines
- Histology & Physiology of the Skin
- Sanitation & Law

**Essential Esthetics – The Treatment Room**

This series of courses teaches you the skills that are the foundation of the work you do as a facial specialist. You will learn how to analyze the skin and identify different skin types and conditions. You will also learn and practice how to effectively communicate with your clients about their concerns and treatment goals. You will receive training in facial and massage protocols and learn the many beneficial effects of massage as it relates to skin care. You will study the many shapes, forms and growth cycles of hair along with a variety of hair removal techniques. This series will also cover makeup, color theory, brow shaping, as well as eyelash tinting and application. You will be introduced to a variety of body treatments, including salt and sugar scrubs, herbal, mud and seaweed wraps as well as sunless tanning application. The skin care industry is constantly changing and to make sure you are up to speed on the latest treatment and product innovations, a course on trending treatments is also included in the Essential Esthetics series. Rounding out your essential training is a course dedicated to the art of selling products and services to your clients. You will learn and practice professional conversations with a focus on upselling, retailing and rebooking services and products.

This series of courses includes:
- Alternative Treatments
- Body Wrapping
- Facial & Massage Techniques
- Hair Removal & Makeup
- Skin Analysis & Consultation
- Trending Treatments
- Upselling & Retailing
Skin Care Clinic I, II & III - Delivering Client-Centered Services
In the skin care clinic you get to apply what you have learned in class and in the student lab by practicing on members of the general public under the close supervision of an instructor. This environment gives you real-world experience, and allows you to hone your skills in a supportive and familiar environment.

Holistic Skin Care – Body Treatments & Complementary Services
This series of courses takes a holistic approach to skin care as it brings together a variety techniques and treatments that address the whole person. You will learn and gain practical experience delivering treatments designed to reduce stress and anxiety by balancing the mind, body and spirit of your clients. Additionally, you will practice spa body treatments and hydrotherapy techniques using a variety of muds, wraps, and packs for the entire body. A key part of your training includes learning to blend and layer treatments, machines and products into a plan of care that meets the individual needs of your clients – a skill that is not only essential to supporting the health of your client but also an ability that will set you apart as a professional. You will learn how to read and understand the ingredient list on product labels and make appropriate product and treatment recommendations to your clients as you learn to correctly choose and properly apply chemical peels. Light therapy introduces you to the essential theory behind lasers, LED and energy based radio frequency devices as one more way to improve both the look and the health of the skin. You will learn about advanced equipment used in performing a variety of skin care treatments as you also gain practical experiences working with machines such as microcurrent, oxygen therapy, ultrasonic, dematude and microdermabrasion.

This series of courses includes:
• Blending Treatments
• Body Treatments
• Complementary Treatments
• Ingredients, Reactions & Peels
• Light Therapy

Anatomy & Physiology - Structure & Function of the Body as it Relates to Skin Care
This course series will deepen your understanding of how the various systems work together to support the well-being of the body including the skin. You will be introduced to the life sustaining chemical processes that take place within the body and how they are impacted by hormones and drugs. We will take a deeper look at the endocrine system with a focus on how hormone fluctuations influence the body. You will learn about the types of cellular bonds associated with the epidermis, the role and structure of the desmosomes and the natural process of desquamation and how it can be enhanced by an esthetician. After completing this series of courses you will have a more complete understanding of how to positively impact the health and vitality of the cells that make up the skin.

This series of courses includes:
• Biochemistry
• Cells & Systems
• Hormones & Pharmacology
Medical Esthetics - Working in the Healthcare Environment
This series of courses introduce you to how esthetics fits into a clinical setting to support the health and well-being of the client. You will learn the basic concepts and techniques behind common medical procedures and how to safely work with clients who have received medical or cosmetic procedures. The camouflage makeup training in this series is designed to support clients’ needs in a medical setting. Additionally, you will learn how to better recognize and appropriately address skin disorders including photo damage, rosacea, skin cancers, sun-induced lesions, acne and acne scarring. Finally, you will receive training in the inflammation cascade and wound healing as it relates to skin care.

This series of courses includes:
• Camouflage Makeup
• Clinical Procedures
• Skin in Distress
• Working in a Clinical Setting

Baltimore and King of Prussia Campuses

Massage Therapy Courses
These course descriptions are for the courses included in the Professional Massage Therapy Training Programs offered at the Baltimore campus.

Anatomy and Physiology
This series of classes will fascinate students as they gain a comprehensive understanding of the human body. Students will be introduced to the basic structure and function of all the bodies' systems. Students will gain an understanding on how massage therapy specifically affects each system. They will learn about how massage can benefit the body and contribute to holistic wellness. Students will also learn about the basic pathologies that affect the human body. They will gain an understanding of when and why massage techniques should not be used and massage considerations for each pathology.

This series of courses includes:
• Introduction to Science
• Control Systems
• Exchange Systems Foundations
• Exchange Systems Fundamentals

Athletic Assessment and Sports Massage
This course focuses on training students to accurately assess the condition and needs of the athlete utilizing a variety of assessment and stretching techniques. Students will learn how to care for an athlete helping them to optimize their performance and decrease their recovery time post-event. Students will learn how to assess and address sports related injuries and determine the appropriate techniques to use to enhance performance within each sport.

Clinic
These courses are designed to prepare students for the professional job market. Through these courses, students learn customer service, promptness, efficient use of time, and perfecting a full session of bodywork. These skills help ensure graduate success in the bodywork industry. Students learn to integrate the techniques and skills learned in the various courses throughout their program and gain valuable experience by working on clients from the general public.

Cranial Sacral Assessment and Therapy
This course provides students with a basic understanding of the foundation and theories of Cranial Sacral Therapy. Students will become proficient in cranial compression/decompression techniques, diaphragm releases, and listening to the body’s cranial rhythms. Students will learn about the Chakra System and be introduced to techniques that encourage a client’s body to release tension and restrictions held in the tissues of the body.
**Integrative Assessment and Documentation**
This course duo will focus on the skills needed to practice massage therapy in a professional clinical setting. Client intake, interview, health history, and SOAP charting will be discussed and practiced as tools to support a client-centered massage. Students will combine documentation with postural, range of motion, and palpation assessments to develop a treatment plan with the client. In addition, students will demonstrate skill proficiency in viewing the body to determine what muscles and tissues to work in an effort to create increased functionality and movement within the body.

This series of courses includes:
- Visual Objective
- Postural and Palpatory Objective

**Musculoskeletal Anatomy and Kinesiology**
This series of classes will introduce students to the bones and muscles of the five major regions of the body. Students will learn all major bones and the bony landmarks that form muscular attachments. Joint structure and function will be introduced as well as learning the primary joints throughout the body. They will learn the major muscles and muscle systems, the muscular attachments, actions, and fiber direction. Students will gain the skills to locate and palpate the muscles in the body.

This series of courses includes:
- Axial Body
- Superior Limb
- Inferior Limb
- Pelvic Girdle
- Shoulder Girdle

**Neuromuscular Assessment and Documentation**
This course will introduce students to the integrated role of the nervous and muscular systems of the human body as these systems relate to the practice of neuromuscular assessment and documentation. Students will learn to assess soft-tissue tension, restricted range of motion, tender points and trigger points. Students will learn a variety of neuromuscular techniques to address these conditions. Techniques taught include: cross fiber friction, positional release, trigger point release, and Proprioceptive Neuromuscular Facilitation (PNF). Students will also be introduced to sports massage techniques in this course to work effectively with athletes in both pre and post event situations.

**Pathologies and Massage Therapy**
In this series of classes, students will learn about musculoskeletal pathologies and their therapeutic treatments. They will gain an understanding of when and why massage techniques should not be used and massage considerations for each pathology. They will receive training and certification in First Aid and CPR, including the use of an Automated External Defibrillator (AED). Universal precautions that protect both therapist and client will be detailed.

This series of courses includes:
- First Aid/CPR/AED and Universal Precautions and Sanitation
- Musculoskeletal Pathology
Professional Ethics and Communication
This series of courses will focus on skills that are essential to becoming a professional Massage Therapist. Students learn and practice how to effectively communicate with clients, establish boundaries, and understand the various laws and ethical standards associated with practicing therapeutic massage. Successful practitioners are able to work with and communicate with a variety of people; this course strengthens student abilities to make strong connections with others and deliver exceptional customer service and care. Students will gain an understanding of business practices focusing on being an exemplary employee, building a private practice, creating an effective resume, and one-on-one interviewing skills.

This series of courses includes:
- Preparing the Professional
- Self-Care & Boundaries
- Laws and Safety
- Business Development
- Marketing and Financial Planning

Structural Assessment and Bodywork
Students will learn how to apply Structural Bodywork theory, foundational concepts and technique to lengthen tissue and improve postural alignments within the body. There will be a focus on understanding the major working tools of Structural Bodywork, and how to organize a session around a visual assessment and achieving the goals of the session as determined by the client.

Therapeutic Massage and Bodywork
This series of courses explore a variety of techniques based on the foundations of Swedish Massage. Students will experience giving and receiving different styles of massage encouraging not only developing a client-centered approach to their work, but allowing for creative interpretation of the work honoring the artistic aspect of massage therapy. A focus on developing body mechanics, client draping and positioning, communication, and joint movement will enhance the skills of the bodyworker and ensure safe practice for both the client and the therapist. Students develop sensitivity, awareness, intuition and other skills which enhance the massage experience. Students gain a thorough understanding of the structure, form, and function of the human body enabling them to create appropriate treatment plans for their clients, learn when massage therapy techniques are appropriate or inappropriate based on client health conditions, and when to partner with or refer clients to other health care providers.

The courses in this series include:
- Variations of Swedish Massage
- Sports Event Massage & Stretching
- Eastern Paradigm
- Deep Tissue
- Myofascial Techniques
- Lymphatic Massage
- Russian Sports Massage
- Reflexology
- Trigger Point
- Special Populations
- Spa Therapies
Baltimore Campus

Skin Care Courses

Aging & Advanced Body Techniques
This course covers the phases and management of aging theories. The lab portion of the course focuses on practicing body techniques such as wraps, scrubs, body masks, and sunless tanning.

Anatomy & Physiology I-IV
Students are taught the physiology and histology of skin cells and tissues to better understand how skin functions. This course also covers the lymphatic system and how estheticians may stimulate this pump-less system. Other body systems discussed include the skeletal, muscular, cardiovascular, endocrine, nervous, and respiratory systems.

Aromatherapy
In this course, students gain an understanding of various essential oils, their benefits, side effects, and techniques of application. Students are able to determine which scents and blends are most effective in achieving the client’s desired results for the session. This course content is combined with the Color Theory & Makeup I course content in the Day program, and with the Color Theory & Makeup II course content in the Evening program.

Business I-III
These courses prepare students for successful entry into the esthetics industry. Topics include résumé writing, interview techniques, career opportunities, job hunting, and business/professional development. Students also participate in a business building project to help ensure their success in the marketplace.

Color Theory & Makeup I-III
In these courses, students are taught the basic principles of colors and the application of makeup. Students learn the art of applying makeup in various situations, including everyday, formal, and corrective wear.

Cosmetic Chemistry I & II
In these courses, students are introduced to the basic principles of chemistry, physical and chemical properties of products, basics of biochemistry, pH, and how they affect skin care products and treatments. Common ingredients to avoid for sensitive skin types and allergies, as well as product claims and labeling, are also covered.

Dermatology I & II
These courses teach students to identify skin conditions and lesions, understand the contraindications to treatment, and when to refer the client to a physician. Students learn to identify contagious diseases in order to reduce the risk of cross-contamination.

Electricity I-III
Students are introduced to equipment used in the esthetics industry. Electrical fundamentals, the dangers of electricity, and how to safely use the equipment in facial treatments are also covered. Machines that students discuss and use include high frequency, galvanic, woods lamp, skin scope, brush machines, and steamers. Use of these machines is valuable in skin care as they enhance the benefits and effects of other products and treatments.

Male Skin Care
This course teaches students how to target the male market and how to comfortably make product and treatment recommendations. Students are taught the various machines and implements that may be used in the treatment of a male client as well as how to care for and manipulate the face without causing irritation. This course content is combined with the Skin Analysis IV course content in the Day program, and with the Skin Analysis III course content in the Evening program.
Masks I & II
Students learn about different types of masks, including the various application techniques and contraindications of mask therapies. Students are taught how to mix masks from natural ingredients and are also introduced to spa therapies.

Massage Techniques I-III
In these courses, students learn basic massage movements as well as the exclusive Cortiva Institute massage protocol. Students also learn the benefits of and contraindications to facial massage, body mechanics, reflexology, and lymphatic drainage.

Medical Esthetics
This course focuses on how to work with physicians in a medical office or medi-spa. Students learn about the scope of a physician’s practice and the various pre-operative and post-operative treatments that estheticians perform in a medical setting.

Methods of Hair Removal I-III
Students are taught client preparation, proper waxing techniques using a variety of waxing products, and waxing precautions, including gender-specific considerations. Students also learn proper sanitation of the waxing room, as well as safety and first aid for emergency situations. In these courses, students extensively practice proper waxing techniques in a supervised environment.

Product Ingredients
This course covers product ingredients in depth to provide students with the knowledge to choose and recommend products for their clients’ skin types and conditions in order to achieve desired results. This course content is combined with the Cosmetic Chemistry II course content in the Evening program.

Sanitation
- Sanitation: Bacteriology
- Sanitation: Infection Control
Students learn about levels of decontamination, including sanitation, disinfection, and sterilization. Students also learn how to choose and use the best disinfectant to safely sanitize various implements and surfaces in the treatment room. Infection control and universal precautions are discussed and practiced. Students also learn how to read and follow MSDS and OSHA protocols.

Skin Analysis
This course teaches students to identify skin types, skin conditions, and the causes of those conditions. Students learn how to effectively communicate with their clients to assess their clients’ concerns and treatment goals.

Skin Clinic I-V
These courses are designed to expose students to what they might encounter while working in a professional setting. Students apply the knowledge and skills acquired in the classroom on clients from the general public. At the same time, students develop a practical knowledge of customer service and learn how to perform a treatment within the time allotted. Upon completion of these courses, students have practical experience that will help ensure their success in the skin care industry.

State Laws & Regulations
This course teaches the rules and regulations as set forth by the Maryland Board of Cosmetologists. This course content is combined with the Skin Analysis II course content in the Day program, and with the Skin Analysis III course content in the Evening program.
Connecticut campus

Massage Therapy Courses
These course descriptions are for the courses included in the Massage Therapy Training Programs offered at the Connecticut campus.

Anatomy and Physiology
This series of classes will fascinate students as they gain a comprehensive understanding of the human body. Students will be introduced to the basic structure and function of all of the bodies’ systems. Students will gain an understanding on how massage therapy specifically affects each system. They will learn about how massage can benefit the body and contribute to holistic wellness.

This series of courses includes:
• Introduction to Science
• Control Systems
• Exchange Systems Foundations
• Exchange Systems Fundamentals

Clinic
These courses are designed to prepare students for the professional job market. Through these courses, students learn customer service, promptness, efficient use of time, and perfecting a full session of bodywork. These skills help ensure graduate success in the bodywork industry. Students learn to integrate the techniques and skills learned in the various courses throughout their program and gain valuable experience by working on clients from the general public.

Cranial Sacral Assessment and Therapy
This course provides students with a basic understanding of the foundation and theories of Cranial Sacral Therapy. Students will become proficient in cranial compression/decompression techniques, diaphragm releases, and listening to the body’s cranial rhythms. Students will learn about the Chakra System and be introduced to techniques that encourage a client’s body to release tension and restrictions held in the tissues of the body.

Eastern Theory and Application
This course introduces students to the theory, terminology, and basic skills of Traditional Chinese Medicine. The intent is to balance the flow of life force energy in order to promote and maintain a sense of harmony, groundedness, and well-being. Principles of meridian theory, assessment of Kyo and Jitsu, and the application of acupressure to specific situations are included. Students experience giving and receiving full-body acupressure sessions. Acupressure is also integrated with Western styles of massage therapy for a dynamic and effective treatment approach.

Integrative Assessment and Documentation
This course duo will focus on the skills needed to practice massage therapy in a professional clinical setting. Client intake, interview, health history, and SOAP charting will be discussed and practiced as tools to support a client-centered massage. Students will combine documentation with postural, range of motion, and palpation assessments to develop a treatment plan with the client. In addition, students will demonstrate skill proficiency in viewing the body to determine what muscles and tissues to work in an effort to create increased functionality and movement within the body.

This series of courses includes:
• Visual Objective
• Postural and Palpatory Objective
Musculoskeletal Anatomy and Kinesiology
This series of classes will introduce students to the bones and muscles of the five major regions of the body. Students will learn all major bones and the bony landmarks that form muscular attachments. Joint structure and function will be introduced as well as learning the primary joints throughout the body. They will learn the major muscles and muscle systems, the muscular attachments, actions, and fiber direction. Students will gain the skills to locate and palpate the muscles in the body.

This series of courses includes:
- Axial Body
- Superior Limb
- Inferior Limb
- Pelvic Girdle
- Shoulder Girdle
- Myology

Neuromuscular Assessment and Therapy
This course will introduce students to the integrated role of the nervous and muscular systems of the human body as these systems relate to the practice of neuromuscular assessment and documentation. Students will learn to assess soft-tissue tension, restricted range of motion, tender points and trigger points. Students will learn a variety of neuromuscular techniques to address these conditions. Techniques taught include: cross fiber friction, positional release, trigger point release, and Proprioceptive Neuromuscular Facilitation (PNF). Students will also be introduced to sports massage techniques in this course to work effectively with athletes in both pre and post event situations.

Orthopedic Assessment and Bodywork
This course focuses on how to accurately assess common conditions and needs of clients utilizing a variety of assessment and stretching techniques. Students will learn how to develop a treatment plan for common injuries and pathologies. Additionally, there will be a focus on assessment and addressing injuries to determine the appropriate techniques to use when working as a clinical massage therapist.

Pathologies and Massage Therapy
In this series of classes, students will learn about the basic pathologies that affect the human body. They will gain an understanding of when and why massage techniques should not be used and massage considerations for each pathology. They will receive training and certification in First Aid and CPR, including the use of an Automated External Defibrillator (AED). Universal precautions that protect both therapist and client will be detailed. Special attention will be given to musculoskeletal pathologies and their therapeutic treatments.

This series of courses includes:
- Control Systems
- Exchange Systems Foundations
- Exchange Systems Fundamentals
- First Aid/CPR/AED and Universal Precautions and Sanitation
- Musculoskeletal Pathology
- Palpatory Assessment and Treatment
Professional Ethics and Communication
This series of courses will focus on skills that are essential to becoming a professional Massage Therapist. Students learn and practice how to effectively communicate with clients, establish boundaries, and understand the various laws and ethical standards associated with practicing therapeutic massage. Successful practitioners are able to work with and communicate with a variety of people; this course strengthens student abilities to make strong connections with others and deliver exceptional customer service and care. Students will gain an understanding of business practices focusing on being an exemplary employee, building a private practice, creating an effective resume, and one-on-one interviewing skills.

This series of courses includes:
• Preparing the Professional
• Self-Care & Boundaries
• Laws and Safety
• Business Development
• Marketing and Financial Planning
• Hygiene Procedures

Shiatsu and Thai Theory and Application
Eastern philosophy and theories are a focus in this course that supports a holistic approach to working with a client. Students will further develop assessment tools, explore a variety of palpation techniques, and assist in increasing physical mobility and balanced energy throughout the body and its systems. This modality focuses on the meridians of the body, Shiatsu & Thai Massage techniques.

Therapeutic Massage and Bodywork
This series of courses explore a variety of techniques based on the foundations of Swedish Massage. Students will experience giving and receiving different styles of massage encouraging not only developing a client-centered approach to their work, but allowing for creative interpretation of the work honoring the artistic aspect of massage therapy. A focus on developing body mechanics, client draping and positioning, communication, and joint movement will enhance the skills of the bodyworker and ensure safe practice for both the client and the therapist. Students develop sensitivity, awareness, intuition and other skills which enhance the massage experience. Students gain a thorough understanding of the structure, form, and function of the human body enabling them to create appropriate treatment plans for their clients, learn when massage therapy techniques are appropriate or inappropriate based on client health conditions, and when to partner with or refer clients to other health care providers.

The courses in this series include:
• Variations of Swedish Massage
• Sports Event Massage & Stretching
• Eastern Paradigm
• Deep Tissue
• Myofascial Techniques
• Lymphatic Massage
• Russian Sports Massage
• Reflexology
• Trigger Point
• Special Populations
• Hydrotherapy
Arlington campus

Professional Massage Therapy Program

All programs and courses at Cortiva Institute are taught and tested in English.

Therapeutic Massage and Bodywork

This series of courses explores a variety of techniques based on the foundations of Swedish massage. Students will experience giving and receiving different styles of massage that will provide a path for further study. A focus on developing body mechanics, client draping and positioning, communication, and joint movement will enhance the skills of the bodyworker. Emphasis is given to developing sensitivity, awareness, intuition and other skills which comprise the art of massage therapy. Palpation skills will develop and knowledge of musculoskeletal anatomy both in theory and in practical terms will be deepened. Students will be trained how to recognize contraindications, and when to refer a client to a physician. Students will also gain a basic understanding of the foundation and theories of Cranial Sacral Therapy and will become proficient in cranial compression/decompression techniques, diaphragm releases, and listening to the body’s cranial rhythms.

The courses in this series include:

- Variations of Swedish Massage
- Deep Tissue
- Myofascial Techniques
- Lymphatic, Russian Sports & Sports Event Massage and Stretching
- Reflexology & Eastern Paradigm
- Trigger Point & Special Populations
- Hydrotherapy & Cranial Sacral Assessment and Therapy

Neuromuscular Assessment and Therapy

In this course students will learn to perform effective Neuromuscular Therapy treatments. Gathering information and interviewing clients as well as doing postural evaluations will be part of the process. Students will review and study a variety of manual therapy techniques that will allow them to effectively release active trigger points and to improve the condition of soft tissues. The techniques that will be covered are: trigger point work, muscle stripping, cross fiber friction, myofascial release, and others. Many soft tissue conditions will be studied and their effects on the body will be evaluated. Students will learn to assess the soft tissues of each body area and will also practice various methods of documenting their results.

Student Clinic

Clinic assists students in building strength, stamina, and discipline necessary to succeed in the bodywork industry. While perfecting custom bodywork sessions, students gain experience in completing consecutive sessions during each clinic shift. Students gain confidence in assessing client needs through analysis, research, and visual/postural/palpatory assessment. Students evolve their service skills while providing exceptional client-care in their experiences with public clientele. Students learn and practice how to properly educate clients about massage therapy and its benefits.

This series of courses includes:

- Clinic I
- Clinic II
- Clinic III
- Clinic IV
Anatomy and Physiology

This series of classes will fascinate students as they gain a comprehensive understanding of the human body. Students will be introduced to the basic structure and function of all the bodies’ systems. Students will gain an understanding on how massage therapy specifically affects each system. They will learn about how massage can benefit the body and contribute to holistic wellness.

This series of courses includes:
• Introduction to Science
• Control Systems
• Exchange Systems Foundations
• Exchange Systems Fundamentals

Musculoskeletal Anatomy and Kinesiology

This series of classes will introduce students to the bones and muscles of the five major regions of the body. Students will learn all major bones and the bony landmarks that form muscular attachments. Joint structure and function will be introduced as well as learning the primary joints. They will learn the major muscles and muscle systems, the muscular attachments, actions, and fiber direction. Students will gain the skills to locate and palpate the muscles in the body.

This series of courses includes:
• Axial Body and Superior Limb
• Inferior Limb
• Pelvic and Shoulder Girdles

Pathologies and Massage Therapy

In this series of classes, students will learn about the basic pathologies that affect the human body. They will gain an understanding of when and why massage techniques should not be used and massage considerations for each pathology. They will receive training and certification in First Aid and CPR, including the use of an Automated External Defibrillator (AED). Universal precautions that protect both therapist and client will be detailed. Special attention will be given to musculoskeletal pathologies and their therapeutic treatments.

This series of courses includes:
• Control Systems
• Exchange Systems Foundations
• Exchange Systems Fundamentals
• Musculoskeletal Pathology, First Aid/CPR/AED and Universal Precautions and Sanitation

Integrative Assessment and Documentation

This course duo will focus on the skills needed to practice massage therapy in a professional clinical setting. Client intake, interview, health history, and SOAP charting will be discussed and practiced as tools to support a client-centered massage. Students will combine documentation with postural, range of motion, and palpation assessments to develop a treatment plan with the client. In addition, students will demonstrate skill proficiency in viewing the body to determine what muscles and tissues to work to create increased functionality and movement within the body.

This series of courses includes:
• Visual Objective
• Postural and Palpatory Objective
Professional Ethics and Communication

This series of courses will focus on skills that are essential to becoming a professional Massage Therapist. Students learn and practice how to effectively communicate with clients, establish boundaries, and understand the various laws and ethical standards associated with practicing therapeutic massage. Successful practitioners are able to work with and communicate with a variety of people; this course strengthens student abilities to make strong connections with others and deliver exceptional customer service and care. Students will gain an understanding of business practices focusing on being an exemplary employee, building a private practice, creating an effective resume, and one-on-one interviewing skills.

This series of courses includes:

• Preparing the Professional
• Self-Care & Boundaries
• Business Development & Laws & Safety
• Marketing and Financial Planning

All of the above-mentioned courses are subject to change.
Introduction
Cortiva Institute has compiled the following information, policies, and procedures in order to provide you with answers to questions you may have during the course of your study. Each student is responsible for knowing and adhering to all policies and procedures.

Education Policies

Professional Decorum
The following policies support Cortiva Institute's commitment to train students to be successful and professional. Students are expected to contribute to a classroom and campus environment that is compassionate and healing. It is important for students to conduct themselves in a professional manner as they promote a positive image of their profession at all times.

Professional Conduct
Students are expected to present themselves professionally at all times.

- Swearing, sexual innuendoes, and other unprofessional behaviors are not permitted in the schools.
- Students can expect to be treated in a professional manner by fellow students, faculty, and staff. Students are also expected to treat fellow students, faculty, and staff in the same professional manner.
- Running and horseplay are not permitted in the buildings.
- Only hands-on techniques presented in the curriculum at Cortiva Institute may be practiced in class or clinic.
- Student-clients must exercise care and consideration while preparing to receive treatments so as not to expose themselves to others.
- Nudity or exposing genitals or women's breasts at any time during a session is strictly prohibited.
- Student-therapists must be fully dressed while practicing techniques.

Classroom as Community
Cortiva Institute provides students with a safe and nurturing educational environment in which the knowledge and skills that students learn and the personal growth they experience have the potential to change lives. Each class at Cortiva Institute is a community of learners that will become a community of professionals. Students should expect educational support and professional demeanor from their classmates and faculty and should be prepared to offer the same.

- Disruptive behaviors that interfere with learning such as cell phone activity, sleeping, disruptive talking, and refusal to participate will not be tolerated.
- Arguing, threats of violence to others or self, and acts of violence will not be tolerated.
- Weapons of any kind are not allowed on school property.
Academic Freedom
Cortiva Institute values the right to free speech as demonstrated in the instruction provided by its faculty members. Cortiva Institute assures academic freedom in the classroom, within the stated mission of the school and in compliance with the established academic policies and procedures. In the classroom, faculty members may express their professional points of view and conclusions supported by relevant evidence. Faculty members have the professional obligation to present the learning objectives in a manner that supports diverse learning styles in the classroom.

Class Participation
Professional skills are acquired through repetition and demonstrated in their practical application. Students must participate in class. Students unwilling or unable to participate will not receive credit for that session.

Communicable Diseases
Students who have or are suspected of having a disease that is communicable by direct or indirect contact or by close proximity, will not be permitted to attend school until they can provide a doctor’s note clearing them of the disease and releasing them to return to school.

Compensation
School policy prohibits all students from accepting compensation for services performed at the school, and prohibits unlicensed students from accepting compensation for any bodywork or skin care/esthetic services prior to graduation.

Misrepresentation
It is illegal for unlicensed students to represent themselves as licensed practitioners. Students are required to accurately represent their skill level, education, training, and experience to the client by using a title such as “Student Practitioner.”

Treatment of Disease
Students are not to diagnose or treat disease.

Guests or Children in Classrooms
Guests are not permitted in the classroom without prior permission from the Director of Education or Campus Director. Guests are only allowed to attend lecture classes or hands-on classes in which students remain fully clothed. Children are not permitted in the classroom and shall not be left unattended in the school at any time.

Non-Fraternization Policy
Due to the possibility of favoritism and the unequal status that exists between faculty and students, personal friendships, dating and/or sexual relationships between faculty and active students are strictly prohibited. In addition, relationships between students and administrative staff are also strictly prohibited. Faculty and staff members are prohibited from working on students outside of regularly scheduled class.
Electronic Devices
Use of cellular phones, pagers, cameras, and video recorders in the classroom is prohibited. Laptops and tablets may be used during lecture only.
Audio recording of classes is permitted with the permission of the Instructor. These audio recordings are for personal and private use only and may not be distributed or made available to others, and may not be duplicated by any means.

Personal Property
Students should keep their valuables with them at all times. Check classrooms before leaving to make sure that no jewelry or watches have been left behind. Cortiva Institute is not responsible for any lost or stolen property.

Eating and Drinking Guidelines
In order to provide a clean, comfortable, and sanitary learning environment, food and drink are limited to the student breakroom at each campus. Chewing gum is not permitted in the classroom under any circumstances. Water is allowed in the classroom in clear, closable containers only.

Name Tags
In order to assist instructors in communicating with students, it is required that students wear name tags while in class.

Office Areas
Student records and files are confidential; therefore students are not allowed in areas where student records are stored without a staff member present. Students must receive permission from staff before walking into office areas.

School Phones, Computers and Other Electronic Equipment
Student use of school phones, computers and other electronic equipment is restricted to only those specifically identified and marked for student use.

Smoke-Free Environment
All Cortiva Institute campuses are smoke-free. Smoking is permitted only in the designated areas provided at each campus. This policy also applies to the use of chewing tobacco, electronic cigarettes and vaping devices.

Anti-Hazing Policy
Cortiva Institute prohibits any and all forms of mental or physical hazing of potential and current students.
**Professional Dress Standard**

Students are required to adhere to the following professional dress and grooming standards when attending classes, clinic, and all school sponsored events.

**Dress Standards**

Standard issue Cortiva Institute school shirt:
- Shirts must be clean and in good repair, and may not be altered.
- Skin care students are to wear approved lab coats in addition to the shirt.

Solid black professional style pants or shorts:
- Pants or shorts must allow for non-restrictive movement.
- Shorts must be at least mid-thigh in length while sitting.
- No denim, scrubs, sweats, leggings, or yoga pants may be worn.

Solid black closed-toed, closed heel professional shoes:
- Shoes and socks and/or nylons must be worn at all times.
- Shoes should offer support to the feet and be appropriate for the technique being practiced.
- High-heeled shoes are not permitted.

Other Attire:
- Hats are not permitted – head covers are permitted if they are required for religious reasons.
- Sweatbands are acceptable while practicing bodywork in the classroom or in the clinic only.
- During cold weather, logo-free long-sleeve shirts and sweaters are acceptable in addition to Cortiva Institute shirts.

**Grooming Standards**

It is expected that students will be clean and practice good hygiene.

- Clothing must be clean, in good condition, and odor free.
- Skin must be clean and free of offensive odors.
- Hair must be clean and styled so that it does not come in contact with the client while working.
- Facial hair must be neatly trimmed.
- Fingernails must be clean and trimmed to working length.
- Fingernail polish is not allowed.
- Acrylic or gel nails are not permitted.
- Hands must be washed prior to every session.
- Perfumes, colognes, heavily scented lotions, and body sprays should be avoided.
- Breath should be odor free.
- Students who smoke prior to a session must take extra precautions to remove the odor prior to giving or receiving bodywork or treatments.
- Jewelry must be removed for all hands-on classes. Students may be asked to remove body or facial piercings during certain treatments.

NOTE: Failure to comply with the above policies may result in the student being denied admission to class or clinic, thereby losing attendance and academic credit.
Code of Ethics
In an effort to establish ethical standards for students, the following Code of Ethics has been adopted.

Competency
Students must accurately represent their competence, education, training, and experience to clients. Students must honestly evaluate the factors that bring a client to them and then decide whether it is in the client’s best interest to treat or refer.

Professional Representation
Students are responsible for the possible impact of their public behavior upon the credibility and image of their colleagues and their profession. Public statements, advertisements, and media exposure must be accurate, professional, and ethical.

Informed Consent
Students must present all of the information that is reasonably necessary for a client to make an intelligent decision concerning a proposed treatment.

Confidentiality
All information that is obtained from a client is confidential, including names, addresses, and phone numbers. Client information may only be given out with the consent of the client.

Dual Relationships
It is recommended that students do not enter into dual relationships with clients or classmates. If a dual relationship exists between a student and a client or classmate, the relationship should be acknowledged and boundaries clearly defined by both parties, separating the personal from the professional relationship.

Professional Responsibilities
Students are responsible for knowing municipal and state laws regarding the practice of their vocation. Students should keep up-to-date on the latest research and information about the techniques used in their practice, and should establish a referral network of competent health care practitioners.

Standards of Practice
The following guidelines are in place in order to maintain a safe learning environment.

Draping
Draping is required during all therapy sessions. Draping is communication to the client that his/her modesty and privacy are respected. It is a process that creates a non-threatening environment and space of trust for the client. It should be done with intention, care, and awareness, allowing the client to feel safe, secure, and well cared for.

Boundaries
Cortiva Institute is committed to creating a space of healing, trust, and support. Therefore, it is required that client boundaries be respected at all times. It is the responsibility of the practitioner to be aware of and not offend another person’s boundaries. It is also the responsibility of the client to communicate their personal boundaries to the practitioner.
Ethical Standard and Responsibility

Touching of genitals or women’s breasts is strictly prohibited. Genitals or women’s breasts should not be exposed at any time. Sexual touching and/or sexual innuendo in school, clinic, or during hands-on class is forbidden. Students must monitor their speaking, physical presentation, actions, and attitudes in order to eliminate any association between sex and touch in the perception of the public.

Practitioners must acknowledge the vulnerability of clients while receiving a service and the high degree of trust clients place in their hands. A student is responsible for what occurs during a session and must be very clear that the only intention and purpose of the session is professional, healing, and caring.

The Crime of Battery

The crime of battery is “un-consented touching of another”. When a person consents to intentional touch, it is implied that he/she is consenting only to what is required by the service. If a practitioner touches a client in any other manner, it is battery and therefore unlawful.

Student Liability

Students practice skills and techniques on one another during hands-on classes and are responsible for the comfort and safety of their partner during exchanges.

- Student-clients have a responsibility to communicate their experiences throughout the session.
- Student-therapists have a responsibility to listen and respond to the client’s needs/requests.
- It is important for students to provide honest yet compassionate feedback to each other regarding depth and comfort of touch, as students are liable for injuries they may inflict.

Cortiva Institute has an excellent safety record, and students have no reason to be concerned that they will be hurt during their training. However, in the unlikely event that a student is hurt while receiving hands-on work:

- The student-client should immediately inform his/her student-therapist (the student giving the hands-on work) of the injury.
- The students must also inform the Instructor, who will file an incident report and notify the Director of Education or Campus Director.
Satisfactory Progress

Federal Regulations (34 CFR 668.34) require Cortiva Institute to establish a Satisfactory Academic Progress (SAP) policy for determining that eligible students are making satisfactory academic progress in their chosen program and are maintaining their eligibility to receive Title IV funds.

Cortiva Institute will apply the SAP policy to all its students equally, regardless of program or enrollment status (e.g. full-time or part-time). To maintain Title IV eligibility and be in good standing, a student must, at the end of each evaluation period, which is at the end of each payment period, meet the following requirements:

- Maintain at least a “C” average or 2.0 GPA;
- Successfully complete at least 67% of attempted credit hours or clock hours; and
- Be on track to complete their program within 150% of the standard timeframe required to complete their certificate.

Each student will be assessed at the end of each payment period; transfer credits and successfully completed repeats will count as both attempted and completed hours and will positively count toward the overall pace. Incompletes count as attempted but not completed and has a negative impact on overall pace.

A student will be placed on Financial Aid Warning if at the first evaluation point he/she:

- Has an overall GPA that is less than 2.0; and/or
- Has not successfully completed (passed) 67% of all attempted credit or clock hours.

A student on Financial Aid Warning will be one payment period away from losing his/her financial aid eligibility.

A student will have his/her financial aid eligibility suspended if at the second evaluation period he/she:

- Is still not meeting the SAP standard of a 2.0 GPA; and/or
- Has not completed 67% of attempted credit or clock hours.

SAP Appeal/Financial Aid Probation

A student can appeal his/her suspension by completing a Financial Aid Appeal Form and submitting it, with documentation, to his/her campus Financial Aid Department. The student must also meet with an Education Department staff member (who must sign off on the appeal form) to devise a program plan that will ensure his/her successful completion of the program. If the appeal is granted, the student will be placed on Financial Aid Probation and the student will be permitted to maintain financial aid eligibility and will be assessed at the next evaluation period.

If a student does not successfully appeal his/her financial aid suspension he/she will:

- Lose his/her financial aid eligibility,
- Be placed on a cash payment plan for the remainder of his/her educational costs; and
- May be dropped from the program.

If the student is dropped from the program the school's refund calculations will apply.

Honor Roll

Honor Roll is assessed and published every ten weeks, and coincides with the official cumulative attendance assessment. Honor Roll is posted at the campus by Friday of that week.

Students who have a 3.7 GPA or higher and a 95% or higher cumulative attendance percentage for the previous 10 week period of the program will be placed on the Honor Roll at their campus.

Honor Roll students will also receive a certificate recognizing their achievement.
Maximum Time Frame

Cortiva students are expected to complete the program by their scheduled graduation date. Occasionally extenuating circumstances may arise that prevent a student from graduating on time. In those situations students may enter maximum time frame in order to complete their program.

Maximum time frame is defined as the maximum amount of credits that a student can attempt in order to complete their program; this is 150% of the total program credits. Repeated courses are included in a student’s maximum time frame calculation. If a student does not complete the program within 150% attempted credits of the total program credits they will be withdrawn and are not eligible for reinstatement.

Following are the 150% maximum credit attempted limits.

**Orlando & Fort Lauderdale Campuses**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Program Credits</th>
<th>Maximum Allowable Credits</th>
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<tbody>
<tr>
<td>Therapeutic Massage Training - Ft. Lauderdale &amp; Orlando</td>
<td>20</td>
<td>30</td>
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<tr>
<td>Skin Care Training</td>
<td>9</td>
<td>13.5</td>
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<tr>
<td>Makeup Artistry &amp; Skin Care Training</td>
<td>17.5</td>
<td>22</td>
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<tr>
<td>Advanced Paramedical Skin Care</td>
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**Baltimore Campus**

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<thead>
<tr>
<th>Campus</th>
<th>Program Credits</th>
<th>Maximum Allowable Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Massage Therapy Program</td>
<td>36</td>
<td>54</td>
</tr>
<tr>
<td>Esthetics Training Program (Baltimore Only)</td>
<td>31.5</td>
<td>47</td>
</tr>
</tbody>
</table>

**King of Prussia Campus**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Program Credits</th>
<th>Maximum Allowable Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Massage Therapy Program</td>
<td>36</td>
<td>54.00</td>
</tr>
</tbody>
</table>

**Tampa/St Pete Campus**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Program Credits</th>
<th>Maximum Allowable Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Massage Therapy Program</td>
<td>20</td>
<td>30</td>
</tr>
<tr>
<td>Makeup Artistry &amp; Skin Care Program</td>
<td>29.5</td>
<td>44.00</td>
</tr>
<tr>
<td>Paramedical Skin Care</td>
<td>29.5</td>
<td>44</td>
</tr>
</tbody>
</table>

**Connecticut Campus**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Program Credits</th>
<th>Maximum Allowable Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Massage Therapy Program</td>
<td>45.5</td>
<td>68.25</td>
</tr>
</tbody>
</table>

**Arlington Campus**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Program Credits</th>
<th>Maximum Allowable Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Massage Therapy Program</td>
<td>20</td>
<td>30</td>
</tr>
</tbody>
</table>

Students who do not complete the program by their scheduled graduation date receive a letter from the Student Services office that:

1. Notifies them that they have passed their expected graduation date and are entering maximum time frame
2. Lists their remaining program requirements needed to graduate
3. Informs them of their revised expected graduation date

Students entering maximum time frame must meet with Student Services to complete a comprehensive make up schedule for completion of their outstanding program requirements.

NOTE: Scheduled graduation date is subject to change due to leave of absences, class availability, and class schedule changes.
Students are expected to complete the program within 6 months after their scheduled graduation date. In the rare circumstance that a student should need more time to complete the program, they can submit a written request for a time extension to the Director of Education/Dean of Education. The time extension request should include the reasons the extension is needed, what the expected date of completion will be if the extension is granted, and a complete schedule for the students remaining program requirements. The student will receive a written response with approval/denial of their request within 5 business days. Note that no extensions of the maximum allowable attempted credits per program can be granted.

**Advanced Paramedical Skin Care Program Prerequisites**

Students enrolled in the Paramedical Skin Care Programs must complete the basic skin care section of the program before going on to the advanced section.

Students have a maximum of 5 weeks after the end of the basic skin care section to finish any make-up attendance or coursework needed before moving on to the paramedical section. Students who do not complete the basic skin care section within that time frame will be dropped from the program. Exceptions for a longer time period may be made in the event that the courses needed are not offered for a period longer than 5 weeks.

Any time taken for make up between programs sections is counted toward maximum time frame.

**Grading**

Course grading is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>G.P.A. Equivalent</th>
<th>Class Grading Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>90% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>80% to 89%</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>70% to 79%</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>69% and below</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>Not calculated</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not calculated</td>
</tr>
<tr>
<td>T</td>
<td>Transfer Credit</td>
<td>Not calculated</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not calculated</td>
</tr>
<tr>
<td>R</td>
<td>Repeated</td>
<td>Not calculated</td>
</tr>
</tbody>
</table>
Transfer grades are not used in the computation of grade point average but are used in the determination of satisfactory progress and fulfillment of graduation requirements. Cortiva Institute does not guarantee the transferability of its credit to any other educational institution. Transferability is determined by the receiving institution. Students must meet course requirements as outlined on individual course syllabi in order to receive a passing grade.

Course Credits

Per ACCSC standards, the total credits listed for each program has been rounded down to the nearest half or whole number.

Definition of Clock/Credit Hours

Clock Hour: One clock hour is defined as fifty (50) minutes of instruction per hour.
Quarter Credit Hour: One quarter credit hour is awarded for every ten (10) hours of classroom lecture, twenty (20) hours of clinic/lab, and thirty (30) hours of externship.
Semester Credit Hour: One semester credit hour is awarded for every fifteen (15) hours of classroom lecture, thirty (30) hours of clinic/lab, and forty-five (45) hours of externship.

Credits earned are for determining progress toward program completion only; the credits are not necessarily transferable to other institutions.

The Baltimore campus uses quarter credit hours. The Fort Lauderdale & Orlando campuses use semester credit hours.

Class Maximums/Student-to-Teacher Ratios

Except Baltimore Campus: During the hands-on portion of classes, Cortiva Institute schools maintain a 15:1 student-to-faculty/teaching assistant ratio. The hands-on student-to-faculty/teaching assistant ratio is calculated by dividing the number of students doing hands-on work by the number of Instructors and Teaching Assistants in the classroom. The massage clinics maintain a maximum student-to-instructor/teaching assistant ratio of 50:1. The esthetics/skin care clinics maintain a maximum student-to-instructor/teaching assistant ratio of 15:1. Lecture-only classes maintain a 65:1 student-to-faculty ratio. The maximum number of students in a classroom is 70.

Baltimore Campus: As per Maryland state guidelines, the maximum student-to-faculty ratio for the massage program is 36:1 for lecture and 18:1 for hands-on. The maximum student-to-faculty ratio for esthetics program is 20:1 for all classes.

Attendance Requirements & Credit

Attendance Policy (excluding the Baltimore and Arlington Campuses)

Attendance Requirements

Attendance is very important to student success in the programs offered at Cortiva Institute. Regular attendance is crucial for students to learn and practice the skills needed for their chosen career.

The attendance requirements by program are as follows:

- Maintain a minimum cumulative attendance rate of 85% while enrolled.
- Attend 100% of the total course hours in all Clinic courses.
- If attendance is under 100% at the end of a course an (I) incomplete grade will be awarded. A final grade will be assigned once 100% course attendance is reached by attending course make up hours.
• Have a minimum 85% cumulative program attendance at the end of the program in order to graduate. Students with less than the required percentage of hours for graduation must attend make up classes. Make up attendance can be attended in any course in which the student has less than 100% attendance.

14 Day Maximum Consecutive Absences
If a student is absent for more than 14 consecutive calendar days they will be withdrawn. The withdrawal process will begin on the 15th day of absence, and the drop will be completed within five business days. The winter break and term breaks are not included in the 14 consecutive calendar days calculation.

Attendance Tracking
Cortiva Institute records and tracks attendance daily by class session. Detailed attendance records are maintained for each student.

Time Absent
Attendance credit is not given for time absent. Specifically:
• No attendance credit is given for absences.
• No attendance credit is given for time missed due to arriving late to class, leaving class early, or returning to class late from break.
• Time absent is rounded-up to the nearest five-minute increment. For example, if a student arrives 18 minutes late to class, 20 minutes of absence will be recorded.

Students must attend all scheduled courses with their assigned class, with the exception of make-up attendance and when retaking a failed course.

Clinic Attendance - Florida Campuses
100% attendance is required for all clinic courses in all programs. Students must be checked in and ready to start their first session by the start of their assigned shift. If a student is absent, arrives late, or leaves early, credit for the class will be as follows:

<table>
<thead>
<tr>
<th></th>
<th>No credit (0% of clock hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absent</td>
<td></td>
</tr>
<tr>
<td>Late (up to 15 min.)*</td>
<td>3/4 credit (75% of clock hours)</td>
</tr>
<tr>
<td>Extra Late (15 min. – 1 hour)**</td>
<td>1/2 credit (50% of clock hours)</td>
</tr>
<tr>
<td>Leave early (at any point in the shift)</td>
<td>no credit (0% of clock hours)</td>
</tr>
</tbody>
</table>

Students arriving to their Esthetics Internship shift later than one hour will not be admitted and the shift will be counted as an absence.

* All shifts are 5 hours in length. Students cannot plan to attend only part of a shift in advance unless they need less than 5 hours of makeup hours to complete a course. See section MAKING UP A CLINIC SHIFT.

**Students who leave the building without notifying a clinic staff member will be considered absent and will be sent home, losing all credit for the day.

Students must attend 100% of clinic hours, so please schedule your assigned shift days accordingly.

VA Attendance Note
For students receiving Veterans Benefits, the Department of Veterans Affairs will be notified whenever students are terminated for failure to meet attendance requirements or satisfactory academic progress standards. The Department of Veterans Affairs will also be notified if a student re-enrolls following such termination.
Satisfactory Progress Standards (excluding the Baltimore and Arlington Campuses)

Satisfactory progress (SAP) is defined as maintaining a minimum 85% cumulative program attendance and a cumulative grade point average (GPA) of 2.0. SAP is evaluated every 10 weeks, during the second week of the block. New students attend for ten weeks, and then receive their first official SAP assessment at the next published SAP assessment date that occurs after their initial 10 weeks in the program. After that, official assessments continue every ten weeks throughout the remainder of the program. Students receive an unofficial assessment during the second week of each 5-week block that is not an official assessment point.

At each assessment point, students receive an Academic & Attendance Progress Report which includes both their cumulative attendance percentage, and their cumulative grade point average. Copies of these reports are placed in the students’ academic files. At each assessment point, SAP is determined for each student as follows:

- **Satisfactory** – cumulative attendance is 85% or higher, and cumulative GPA is 2.0 or higher
- **Attendance Monitoring** – cumulative attendance is 80% or above but less than 85%, and cumulative GPA is 2.0 or higher
- **Attendance Probation** – cumulative attendance is below 80%, but cumulative GPA is 2.0 or higher
- **Academic Probation** – cumulative attendance is 80% or higher, but cumulative GPA is below 2.0
- **Attendance & Academic Probation** – cumulative attendance is below 80%, and cumulative GPA is below 2.0

When students fall into a category other than “Satisfactory”, their student status is changed to reflect the applicable SAP category.

**Attendance Monitoring**

This status indicates that make-up attendance is needed in order to meet the 85% cumulative attendance requirement per course and in the program, and that a student may be at risk of losing their financial aid funding. Students on attendance monitoring should meet with the Education staff to review which courses need additional attendance, and to choose make-up attendance schedule options. Once a student has achieved 85% or above cumulative program attendance at a SAP assessment point, he/she will be removed from “Attendance Monitoring” status.

**Attendance Probation**

This status indicates that a student has unsatisfactory attendance, and should immediately work to improve their cumulative attendance percent to at least 80% to avoid withdrawal from the program. Students can improve their cumulative attendance percentage by attending needed make-up and/or repeat courses, while also maintaining satisfactory attendance in their currently scheduled courses.

Students placed on Attendance Probation must achieve at least 80% cumulative attendance within ten weeks, excluding scheduled breaks. During this time, Education staff will have regular follow up with these students to review their SAP progress and to support them in improving their attendance.

Students who achieve a minimum 80% cumulative attendance by the next official assessment (10 weeks later, not including breaks) are removed from Attendance Probation status. Students who have 79% or less cumulative program attendance for two consecutive official assessments are withdrawn from school.
**Academic Probation**

This status indicates that a student has unsatisfactory academic progress, and should immediately work to improve their cumulative GPA to at least 2.0 to avoid withdrawal from the program. Students can improve their cumulative GPA by completing incomplete courses and by repeating and passing failed courses.

Students placed on Academic Probation must achieve at least a 2.0 cumulative GPA within ten weeks, excluding scheduled breaks. During this time, Education staff will have regular follow up with these students to review their SAP progress and to support them in improving their GPA.

Students who achieve a minimum 2.0 cumulative GPA by the next official assessment (10 weeks later, not including breaks) are removed from Academic Probation status. Students who have a 1.9 cumulative GPA or less for two consecutive official assessments are withdrawn from school.

**Attendance & Academic Probation**

This status indicates that a student meets the criteria for both Attendance Probation and Academic Probation, as described in the preceding status descriptions. Students should immediately work to improve both their cumulative GPA to 2.0 and their cumulative attendance to 80% to avoid withdrawal from the program.

Students placed on Attendance & Academic Probation must achieve at least 80% cumulative attendance and a 2.0 cumulative GPA within ten weeks, excluding scheduled breaks. During this time, Education staff will have regular follow up with these students to review their SAP progress and to support them in improving their attendance and GPA.

Students who achieve a minimum 80% cumulative attendance and a 2.0 GPA by the next official assessment (10 weeks later, not including breaks) are removed from Attendance & Academic Probation status. Students who have 79% or less cumulative program attendance and/or a 1.9 cumulative GPA or less for two consecutive official assessments are withdrawn from school.

**Attendance Policy (Baltimore Campus only)**

Cortiva Institute Baltimore campus records and tracks attendance daily. Detailed attendance records are maintained for each student.

**Attendance Credit**

Students will be docked attendance credit for actual time absent, rounded-up to the nearest five-minute increment. For example, a student who arrives 18 minutes late to class will be docked 20 minutes of class time.

Attending make-up classes is allowed solely to achieve academic requirements for each term. No make-up hours will be used in the computation of satisfactory attendance progress.

**Attendance in Clinic**

Students must attend all required clinic hours. Missed clinic shifts must be rescheduled for make-up with the Clinic Manager.

**14 Day Maximum Consecutive Absences**

Students who are absent for more than 14 consecutive calendar days will be withdrawn. The withdrawal process will begin on the 15th day of absence, and the drop will be completed within five business days. Breaks between terms and the winter break are not included in the 14 consecutive calendar days calculation.

**VA Attendance Note**

For students receiving Veterans Benefits, the Department of Veterans Affairs will be notified whenever students are terminated for failure to meet attendance requirements or satisfactory academic progress standards. The Department of Veterans Affairs will also be notified if a student re-enrolls following such termination.
Attendance Requirements

Students must attend all scheduled courses with their assigned class except when attending make-up and/or repeating failed courses. Specific attendance requirements by program are as follows:

Professional Massage Programs

- Students are required to attend at a minimum 80% attendance rate. Students in massage programs are required to have a minimum of 85% cumulative attendance in the program to graduate.
- Attend 100% of the total course hours in all Clinic courses.
  - If attendance is under 100% at the end of a course an (I) incomplete grade will be awarded. A final grade will be assigned once 100% course attendance is reached by attending course make up hours, provided the maximum percentage of hours absent for the program has not been exceeded.
- Massage students are required to attend a minimum of 612 hours to graduate. Students cannot miss more than 144 scheduled hours, or make up more than 108 of those missed hours, in order to remain under the maximum 20% absence rate and meet the 85% cumulative attendance (612 hours) graduation requirement.
- Make-up attendance is not included in the satisfactory attendance calculation. Once a student has missed more than 20% of the total program hours, regardless if any have been made up, he/she will be withdrawn from the program.

Esthetics Training Programs

- Students are required to attend at a minimum 80% attendance rate. Students in esthetics programs are required to have a minimum of 91% cumulative attendance in the program to graduate.
- Attend 100% of the total course hours in all Clinic courses.
  - If attendance is under 100% at the end of a course an (I) incomplete grade will be awarded. A final grade will be assigned once 100% course attendance is reached by attending course make up hours, provided the maximum percentage of hours absent for the program has not been exceeded.
- Esthetics students are required to attend a minimum of 600 hours to graduate. Students cannot miss more than 132 hours, or make up more than 72 of those missed hours, in order to remain under the maximum 20% absence rate and meet the 91% cumulative attendance (600 hours) graduation requirement.
- Make-up attendance is not included in the satisfactory attendance calculation. Once a student has missed more than 20% of the total program hours, regardless if any have been made up, he/she will be withdrawn from the program.

Attendance Policy (Arlington Campus only)

Cortiva Institute schools record and track attendance daily. Detailed attendance records are maintained for each student. Students must attend 100% of the total clock hours of the program in order to graduate. All hours of absence must be made up, and must be attended in the subject that was missed.
Students are not allowed to miss more than 15% of the total program clock hours. Make up hours do not nullify absences for the 15% maximum absences limit. Once a student has missed more than 15% of the total program hours, regardless if any have been made up, he/she will be withdrawn from the program.

Each Clinic course requires 100% attendance to pass. Students with attendance below 100% in a clinic course will receive an Incomplete grade and will be required to attend additional clinic hours in order to reach 100%, provided the maximum percentage of hours absent for the program, as referenced above, have not been exceeded.

Students who are absent for more than 10 consecutive school days, or 14 consecutive calendar days, whichever occurs first, will be withdrawn. Holidays and term breaks are not counted in the consecutive absences accrual. The withdrawal process will begin on the 11th school day or 15th calendar day of absence, and the drop will be completed within five business days.

In addition, students must attend the minimum hours required in each of the categories needed for licensure in the state of Texas. The hours required in each category, and the Cortiva Institute courses pertaining to each, are as follows:

**Swedish Massage Techniques: minimum 125 hours required**
- Swedish Massage Techniques: Foundations
- Swedish Massage Techniques: Essentials
- Swedish Massage Techniques: Variations
- Swedish Massage Techniques: Adaptations
- Swedish Massage Techniques: Integration
- Swedish Massage Techniques: Tools & Applications

**Massage Theory & Techniques: minimum 75 hours required**
- Massage Theory & Techniques: Complementary Therapies
- Massage Theory & Techniques: Cranial Sacral Therapy
- Massage Theory & Techniques: Documentation & Assessment
- Massage Theory & Techniques: Injury Massage
- Massage Theory & Techniques: Introduction to Acupressure & Eastern Theories
- Massage Theory & Techniques: Reflexology
- Massage Theory & Techniques: Russian Sports Massage
- Massage Theory & Techniques: Shiatsu
- Massage Theory & Techniques: Sports Massage
- Massage Theory & Techniques: Structural Bodywork
- Massage Theory & Techniques: Trigger Point Theory & Techniques

**Hydrotherapy: minimum 20 hours required**
- Hydrotherapy & Spa Preparation

**Anatomy: minimum 50 hours required, Physiology: minimum 25 hours required**
- Anatomy & Physiology: Nomenclature, Cells & Tissues
- Anatomy & Physiology: Back & Body Wall
- Anatomy & Physiology: Control Systems
- Anatomy & Physiology: Exchange Systems

**Kinesiology: minimum 50 hours required**
- Anatomy & Kinesiology: Superior Limb
- Anatomy & Kinesiology: Inferior Limb
Business & Ethics: minimum 45 hours required
- Business & Ethics – A Strong Foundation
- Business & Ethics: Vision
- Business & Ethics: Laws & Rules
- Business & Ethics: Transitions
- Business & Ethics: Professional Ethics & Communication
- Business & Ethics – Business & Marketing

Pathology: minimum 40 hours required
- Pathology: Understanding the Disease Process
- Pathology: Movement & Control
- Pathology: Exchange Systems

Health & Hygiene: minimum 20 hours required
- Health & Hygiene

Attendance Credit
Students will be docked attendance credit for actual time absent, rounded-up to the nearest five-minute increment. For example, a student who arrives 18 minutes late to class will be docked 20 minutes of class time.

Students must attend all scheduled courses with their assigned class, with the exception of make-up sessions and failed course repeats.

NOTE: For students receiving Veterans Benefits, the Department of Veterans Affairs will be notified whenever students are terminated for failure to meet attendance requirements or satisfactory academic progress standards. The Department of Veterans Affairs will also be notified if a student re-enrolls following such termination.

Clinic Attendance
Students must attend 100% of the clinic hours offered in the program. Missed clinic shifts are rescheduled with the Clinic Manager. Students receive attendance credit for all time spent in session with a client.

Satisfactory Progress Standards (Baltimore Campus only)
Satisfactory progress (SAP) is defined as maintaining 10% or less absences of total program hours and a cumulative grade point average (GPA) of 2.0. Make-up hours are not included in the satisfactory attendance calculation.

At each assessment point, students receive an Academic & Attendance Progress Report which includes both their cumulative attendance percentage, as well as their cumulative grade point average. Copies of these reports are placed in the students’ academic files.

- Satisfactory – cumulative absences are 10% or less of total program hours and cumulative GPA is 2.0 or higher
- Attendance Probation – cumulative absences are 11-20% of total program hours, but cumulative GPA is 2.0 or higher
- Academic Probation – cumulative absences are 10% or less of total program hours, but cumulative GPA is below 2.0
- Attendance & Academic Probation – cumulative absences are 11-20% of total program hours and cumulative GPA is below 2.0

When students fall into a category other than “Satisfactory”, their student status is changed to reflect the applicable SAP category.
Satisfactory Attendance Progress Assessments

Students’ total program hours absent are evaluated every 5 weeks, during the second week of the block. At each assessment point, students receive an Academic & Attendance Progress Report which includes their cumulative absence percentage. Students who have missed 11%-20% of their total program hours are placed on attendance probation for the remainder of their program. Education staff will have regular follow up with these students to review progress toward program completion.

Students who have missed over 20% of their total program hours will be withdrawn, and will not be eligible for reinstatement. Students placed on attendance probation or withdrawn are notified in writing of their status and documentation is placed in their academic files.

Satisfactory Academic Progress Assessments

Academic progress is evaluated every 10 weeks, during the second week of the block. New students attend for ten weeks, and then receive their first official academic assessment at the next published SAP assessment date that occurs after their initial 10 weeks in the program. After that, official assessments continue every ten weeks throughout the remainder of the program. Students receive an unofficial assessment during the second week of each 5-week block that is not an official assessment point.

Academic Probation

This status indicates that a student has unsatisfactory academic progress, and should immediately work to improve their cumulative GPA to at least 2.0 in order to avoid withdrawal from the program. Students can improve their cumulative GPA by completing incomplete courses and by repeating and passing failed courses.

Students placed on Academic Probation must achieve at least a 2.0 cumulative GPA within ten weeks, excluding scheduled breaks. During this time, Education staff will have regular follow up with these students to review their SAP progress and to support them in improving their GPA.

Students who achieve a minimum 2.0 cumulative GPA by the next official assessment (10 weeks later, not including breaks) are removed from Academic Probation status. Students who have a 1.9 cumulative GPA or less for two consecutive official assessments are withdrawn from school.

Attendance & Academic Probation

This status indicates that a student meets the criteria for both Attendance Probation and Academic Probation, as described in the preceding status descriptions. Students should immediately work to improve both their cumulative GPA to 2.0 and limit their absences to 20% of the total program hours or under in order to avoid withdrawal from the program.

Students placed on Attendance & Academic Probation must maintain 20% or less absences of the total program hours and achieve a 2.0 cumulative GPA within ten weeks, excluding scheduled breaks. During this time, Education staff will have regular follow up with these students to review their SAP progress and to support them in attending makeup hours needed for course completion to improve their GPA.

Students who maintain 20% or less absences of the total program hours and achieve a 2.0 cumulative GPA by the next official assessment (10 weeks later, not including breaks) are removed from Attendance & Academic Probation status. Students who have a 1.9 cumulative GPA or less for two consecutive official assessments are withdrawn from school, and students who have missed over 20% of their total program hours will be withdrawn. Students who are withdrawn for exceeding 20% absences are not eligible for reinstatement.
Satisfactory Progress (Arlington Campus only)
The Cortiva Institute, its accrediting agencies, and the U.S. Department of Education require that students maintain satisfactory academic and attendance progress toward graduation. The following policies govern satisfactory academic and attendance progress.

Satisfactory Academic Progress
Students must maintain a cumulative grade point average (GPA) of 2.0 or better (a “C” average) while matriculating through the program.

Satisfactory Attendance Progress
Students must attend 100% of the total clock hours of the program to graduate, and are not allowed to miss more than 15% of the total program clock hours. Make up hours do not nullify absences for the 15% limit. Once a student has missed more than 15% of the total program hours, regardless if any have been made up, he/she will be withdrawn from the program.

In addition, students who are absent for more than 10 consecutive school days, or 14 consecutive calendar days, whichever occurs first, will be withdrawn. Holidays and term breaks are not counted in the consecutive absences accrual. The withdrawal process will begin on the 11th school day or 15th calendar day of absence, and the drop will be completed within five business days.

In addition to maintaining satisfactory progress, students must also complete all graduation requirements for their program, as outlined in the Attendance Requirements and Conditions for Graduation policies, in order to graduate and receive a diploma.

Determination of Academic Satisfactory Progress
Satisfactory academic progress is evaluated every five weeks for full-time students (day schedule), and every ten weeks for part-time students (evening schedule). Students are assessed at the first established, full assessment period following the start of their program. Assessments will continue every five weeks for full-time students and ten weeks for part-time students throughout the remainder of their program. Students receive a Satisfactory Academic Progress Report (SAP) at each assessment point.

Academic Probation
Students who do not have satisfactory academic progress (2.0 GPA or higher) at the official assessment point are placed on academic probation for one term. Students placed on probation are notified in writing of their status, and documentation is placed in the students’ file.

Full-time students placed on academic probation have five weeks to achieve satisfactory academic progress; part-time students have ten weeks. If a cumulative GPA of 2.0+ is achieved at the next assessment point, the student is taken off of probation.

If a student still has a cumulative GPA below 2.0 at the next assessment point, and the student has achieved a GPA below a 2.0 for the subsequent grading period during which he/she was on probation, the student is withdrawn from school for failing to maintain satisfactory progress.

If a probation student has achieved a 2.0+ GPA or better for the subsequent grading period, but has not yet achieved a cumulative program GPA of 2.0+, the student may be placed on probation for one additional assessment period (5 weeks for full-time students, 10 weeks for part-time students). If a student is on probation for two consecutive assessment periods, he/she will be withdrawn from the program.
Improving academic progress is done by completing incomplete work or courses, retaking any failed courses, and completing currently scheduled courses. Students who achieve satisfactory academic progress by the next official assessment are removed from probation status.

**Determination of Attendance Satisfactory Progress**

Students are notified of their cumulative program attendance and absence rate every five weeks. Students with 15% or less absences of the total program hours, not including make up hours, are considered to be maintaining satisfactory attendance progress. Students with more than 15% absences of the total program hours are withdrawn. Students receive a Satisfactory Attendance Progress Report (SAR) at each five-week assessment point.

**Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period. A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive term of probation, the student’s VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

**Attendance Make-Up (all except Arlington)**

Although Cortiva Institute expects students to attend all sessions in all courses, we recognize that extenuating circumstances may occur that cause a student to miss class. To ensure that students are receiving the course information and supervised practical experience necessary to become competent practitioners, we offer make up options for students to meet the attendance requirements. Attendance make up should be coordinated with the Student Services Department. Students are encouraged to attend the session that was missed with another class in order to obtain the complete information offered in the session. If the session needed is not available for make up, or scheduling constraints exist, a student may, at the discretion of the Director of Education, attend make up hours with an Instructor to obtain the missed information and needed hours.

NOTE: For students attending the Baltimore campus, make-up attendance is not included in the satisfactory attendance calculation. Once a student has missed more than 20% of the total program hours, regardless if any have been made up, he/she will be withdrawn from the program.

**Procedure**

- The student meets with the Registrar upon his/her return to school.
- The Registrar completes a Make up Hours form, and reviews the required make up hours, coursework and total make up fees with the student.
- The Registrar and student then meet with the Bursar to finalize payment arrangements.
- The Registrar places final documentation of the Make up Hours form and the payment arrangements in the student’s file.
- The student’s name is added to the rollsheets/rosters of the make up sessions the student will be attending.
- The student attends the make up classes. Make up exams are proctored by the Instructor unless other arrangements are made with the Director of Education.
Attendance Make-Up (Arlington campus only)
Cortiva Institute students with absences must attend make up hours. Make up hours do not nullify absences in the calculation of the maximum 15% absences of the total program hours.
Attendance make up should be coordinated with the Student Services staff. Students are encouraged to attend the session that was missed with another class in order to obtain the complete information offered in the session. If the session needed is not available for make up, or scheduling constraints exist, a student may attend make up hours as directed by the Education Manager to obtain the missed information and needed hours. In order to make up attendance, see the following guidelines:

Attending a Class Session for Attendance Make-up
• Coordinate with the Student Services Staff to determine the best opportunity for make up. The Student Services Staff will fill out the Attendance Make up form with dates and times for the make up needed, and gives the form to the Instructor on the day of the make-up.
• When possible, the class session that was missed is the class session that should be attended for make up.
• Students should arrive on time to the session being made up. Students making up a portion of a session should arrive at the beginning of the session or during a break to limit disruption to the educational process taking place in the classroom.
• Make up students are admitted to course sessions upon space availability. Attendance space is given to regularly scheduled students first. If a class reaches capacity or the student-to-faculty ratio, additional make up students will not be able to attend the session and will have to reschedule the make up.
• Full participation is required in all courses; therefore, if a make up student is unable to fully participate, he/she is not allowed to make up the session until full participation is possible.

• A student who is making up is responsible for informing the Instructor that he/she is making up the session and needs to be added to the rollsheet to receive attendance credit. If a student is making up a partial session, the student is also responsible for informing the Instructor when he/she is leaving the session. If a student fails to check out with the Instructor prior to leaving a make up session early, he/she receives no credit for the make up attendance.
• Students planning to leave class early should only do so during a break, so as not to disrupt the learning environment in the classroom. If a student fails to check out with the Instructor prior to leaving a make up session early, he/she receives no credit for the make up attendance.
• The Instructor fills out and signs the bottom half of the Attendance Make Up Form, and then turns the completed form into the Student Services office.

Attending Make-up Hours with the Instructor
• If the make up session needed is unavailable, or a scheduling conflict exists, a student may attend make up hours with an Instructor directly.
• When the best opportunity for make up is determined, the Student Services staff will fill out the Attendance Make up form with dates and times for make up needed, and gives the form to the Instructor on the day of the make-up.
• The make up hours must be attended at the campus. Multiple students may be scheduled for the same make up hours with an Instructor. During the make up hours, the Instructor covers the curricular information that the student missed, and may conduct or oversee hands-on exercises during the hours to ensure student comprehension and retention of the course material. Once the scheduled make up hours are completed, the Instructor fills out a Make up Attendance Hours rollsheet, and turns it into the Student Services office for data entry into the attendance records.

• The Instructor fills out and signs the bottom half of the Attendance Make Up Form, and then turns the completed form into the Student Services office.

Attending Make Up for Clinic

• Clinic attendance make up should be coordinated with the Clinic Manager.

• When the best opportunity for make up is determined, the Student Services staff will fill out the Attendance Make up form with dates and times for make up needed, and gives the form to the Instructor on the day of the make-up.

• All attendance make up for Clinic must be completed by attending clinic shifts. In order to make up attendance, see the following guidelines:
  • Arrive early
  • Check in with the Clinic Teaching Assistant to be placed on the stand-by list until a booth is available. Due to limited space, make up students are not guaranteed a clinic booth.
  • Complete clinic shift as normal.

Missed or Failed Coursework

Students have the opportunity to submit missing coursework. Work submitted after the original due date listed on the course syllabi will receive a 10% point deduction if turned in before the end of the course. Passed coursework cannot be resubmitted for a better score. Students can also resubmit corrected coursework if the original work was failed. Retakes and resubmissions for courses that are complete must be turned in by the end of week two of the subsequent term. All retakes and resubmissions are graded as pass/fail only. For failed retake attempts, the higher score of the two attempts will be used in the final grade calculation for the course.

Students must achieve a minimum grade of “C” (70%) on the written and hands-on finals in practical courses in order to pass. See individual course syllabi for specifics.

NOTE: First Aid/CPR exams that are made-up or retaken are pass/fail only; 80% must be achieved for a passing score.

Students can turn in missing homework to the Instructor or to the Student Services department. Students should schedule make up of missed quizzes and exams with their Instructor or through the Student Services department.
Retaking a Failed Course

If a student fails a course, he/she must repeat the course in its entirety. A student may repeat a course only once, and must receive a final grade of “C” or above. The requirements outlined in the Grading and the Attendance Requirements & Credit Policies apply to the repeated course. If a student fails the course on the second attempt, the student will be withdrawn from the school. Only the grade of the repeated course is considered in the computation of grade point average.

The student is responsible for purchasing any new books or manuals required for the repeated course. New books or manuals must be paid for at the time of purchase. If new books or manuals are needed, the student can order them through the Director of Education at his/her campus.

If a student does not attend the scheduled repeat course, it is considered a course cancel. The cancelled course is not considered an attempted course.

Procedure

Retaking a course must be coordinated with the Student Services department. In order to repeat a failed course, see the following guidelines:

• Set an appointment to meet with Student Services. At the appointment, the dates and times of the course being repeated will be determined. Student Services will register the student in the repeat course.

• Attend the course as one would a regularly scheduled course, maintaining the required attendance percentage to pass the course. Repeat students are admitted to courses upon space availability. If the class is at capacity, repeat students will have to reschedule the course with Student Services immediately.

• The student who is making up the course is responsible for informing the Instructor that he/she is repeating the course and needs to be added to the roll sheet and grade card to receive attendance and coursework credit.

• If the course is not offered again before the student graduates, the student may be allowed to attend an equivalent number of individual make-up sessions with a qualified Instructor. With the permission and oversight of the Director of Education, the student may meet with the Instructor to develop a course repeat plan that can include, but is not limited to: attending individual make-up sessions for lecture content; clinic assignments; written assignments; and attendance in other courses where the student can practice under the supervision of a qualified Instructor during hands-on time. The make-up student must bring a partner from the student body to the hands-on make-up session.
Sexual Harassment Prevention Policy

cortiva institute reaffirms the principle that its students, faculty, and staff have a right to be free from sexual discrimination in the form of sexual harassment by any member of the academic community. Sexual harassment is a form of employee or student misconduct which undermines employment and instructional or peer relationships, debilitates morale, and interferes with the productivity and well-being of its victims. Sexual harassment is banned by Title VII of the 1964 Civil Rights Act (concerning employees) and Title IX of the Education Amendments of 1972. In addition, various other statutes, constitutional provisions, and common law causes of action prohibit sexually harassing conduct. Cortiva Institute enforces these laws among its employees and students.

Definitions - Sexual harassment is a form of sexual discrimination. It is defined as an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, or to create a sexually intimidating, hostile or offensive working or educational environment. Sexual harassment is understood to include a wide range of behaviors from the actual coercing of sexual relations to unequal, demeaning treatment of students or employees based on gender.

Some examples that may constitute sexual harassment are (this list is not intended to be all-inclusive):

- subtle pressure for sexual activity
- demands for sexual favors accompanied by threats
- requests for sexual favors accompanied by promises
- unnecessary brushes or touches
- offensive sexual graffiti
- disparaging remarks about gender
- physical aggression such as pinching and patting
- sexual innuendoes
- verbal sexual abuse disguised as humor
- whistling
- obscene gestures
- leering or ogling a person's body
- questions about a person's personal sexual activity
- sexual remarks about a person's body or clothing
- spreading stories about a person's sexual conduct
- sexual stereotyping

Sexual harassment in any situation is reprehensible. It is particularly damaging when it exploits the educational dependence and trust between students and faculty. When the authority and power inherent in faculty relationships to students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the person complained of, and to the educational climate of the institution. While a particular interaction must be offensive and unconsented-to, in order to be defined as harassment, faculty and other individuals in positions of authority should be sensitive to questions about mutuality of consent and to conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Discrimination and Sexual Harassment Complaint Procedure

Individuals who believe they have been discriminated against or sexually harassed may obtain redress through the following established procedures of the school.

1. Submit a written account of the incident to the campus Title VI, Title IX, Age Discrimination Act (ADA) and 504 Coordinator. Following is a list of the Coordinators at each campus location:

Fort Lauderdale Campus
Director of Education
2001 W. Sample Road, Suite #100 • Pompano Beach, Florida 33064
954-975-6400

Tampa/St. Pete Campus
Director of Education
2370 34th Street North
St. Petersburg, Florida 33713
727-865-4940
2. The Director of Education will review the complaint and proceed to conduct an impartial investigation of the complaint. The investigation will include speaking with the individual submitting the complaint, the individual the complaint has been submitted against, and any other individuals related to the incident. Additionally, any persons involved in the complaint will have the opportunity to present witnesses and any relevant evidence to support their claim. The Director of Education will investigate and respond to the complaint within ten business days.

3. In the event that the allegations are found to be true, immediate disciplinary action will be taken appropriate to the severity of the offense, up to and including dismissal/termination.

If an employee, student, or third party at any Cortiva Institute campus has a complaint or grievance against a Manager/Director or wishes to appeal the Director of Education’s decision, he/she may do so by contacting:

Cortiva Institute Corporate Offices
Vice President of Compliance
2001 W. Sample Road, Suite #318 • Pompano Beach, Florida 33064
954-969-9771 ext. 7505

Retaliation against individuals for submitting complaints of discrimination, including sexual harassment, is explicitly prohibited. The reporting of sexual harassment allegations to the appropriate personnel at a campus does not preclude a student from reporting the incident to law enforcement. Regardless of the investigation and action being taken by the campus, a student always has the right to contact law enforcement.

The information below is provided at the request of the State of Connecticut.

Sexual harassment is illegal and is prohibited by the Connecticut discriminatory employment practices act (Section 46a (a) (8) of the Connecticut General Statutes) and Title VII of the Civil Rights Act of 1964 (42 United States Code Section 2000e et seq.)

Sexual harassment means “any unwelcome sexual advances or request for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or grade;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

Examples of sexual harassment include unwelcome sexual advances, suggestive or lewd remarks, unwanted hugs, touches, kisses, request for sexual favors, retaliation for complaining about sexual harassment, derogatory or pornographic posters, cartoons or drawings.

Remedies for sexual harassment may include reprimand, discharge or dismissal, cease and desist orders, back pay, compensatory damages, hiring, promotion or reinstatement, referral for professional counseling and/or a maximum of two paid sessions.
Individuals who engage in acts of sexual harassment may also be subject to civil and criminal penalties.

If you feel that you have been discriminated against, contact:

Connecticut Commission on Human Rights and Opportunities
90 Washington Street • Hartford, CT 06106
860-566-3350 • TTD 860-566-2301

**Discipline**

Students are to follow all policies and procedures as outlined in this Student Catalog and Handbook. A student found by a faculty member, the Director of Education, or the Campus Director to be in violation of policy and procedure may be subject to the following consequences:

- Receive a disciplinary notice with a copy placed in the student’s file.
- Dismissal from class and/or suspension from school for repeated violations of policy (suspensions longer than 14 calendar days are considered to be forced leave of absences, and cannot be longer than the maximum allowable Leave of Absence).
- Withdrawal from school for the accumulation of three dismissals from class and/or suspensions.

The Director of Education and/or Campus Director may immediately and permanently dismiss a student from school without any prior disciplinary notice being issued for violations of the Code of Ethics, Standards of Practice, or Professional Decorum policies. This includes, but is not limited to, cheating, vandalizing, or threatening physical harm to students, faculty, and/or staff.

A student may also be suspended or permanently dismissed if charged with violent or sexual misconduct, even if the alleged conduct occurs outside of school. In such cases, the student will not be allowed to attend a Cortiva Institute school until the charges are cleared. If the charges are not cleared, the student may be dismissed.

The following steps will be taken if a student is in violation of a policy or procedure outlined in this Student Catalog and Handbook.

**Disciplinary Notice**

The student in violation of a policy or procedure outlined in this Student Catalog and Handbook may be given a verbal warning with an accompanying disciplinary notice. Actions taken may include:

- Informing the student of the policy violated.
- Providing a rationale for adhering to the policy.
- Requiring the student to acknowledge understanding of and intention to comply with the policy in the future.
- Placing documentation of the violation and subsequent conversation in the student’s file.

**Suspension from Class**

A student may be dismissed from class and suspended for egregious and/or repeated violations of policy and procedure outlined in this Student Catalog and Handbook.

Upon suspension from school, the student must set an appointment to meet with the Director of Education or Campus Director prior to returning to school at the completion of the suspension.

When the student meets with the Director of Education or Campus Director, a written warning documenting the violation will be issued to the student with a copy placed in the student’s file.

This process is repeated for each dismissal/suspension. At the third suspension meeting, the student will be permanently withdrawn from school.

NOTE: A dismissal from class is to be considered a suspension from school and no attendance or academic credit will be awarded during the time of suspension.
**Withdrawal - Dismissal**

Cortiva Institute reserves the right to withdraw or dismiss a student for any of the reasons outlined below.

**Withdrawal**

A student’s enrollment status record is changed to withdrawal when a student chooses to drop from the program, or is automatically dropped from the school for attendance, academic-related, or financial reasons.

**Withdrawal Reasons**

- **Self-Withdrawal** - A student who wishes to withdraw from a program must submit a written, signed, and dated letter informing the school of his/her intentions. This can be done by meeting with the Registrar and completing a Status Change Form or by submitting a letter via mail, e-mail, or fax. The date the school receives the withdrawal request is the date of determination for the withdrawal.

- **14-Days Absent** - A student enrolled at least half-time who fails to attend school for 14 consecutive calendar days, during which time school is scheduled, will be withdrawn from the program. Holiday breaks that occur between scheduled terms are not included in the 14-day withdrawal calculation. The 14th day of absence is the date of determination for the withdrawal.

- **Non-Return from Leave of Absence** - A student who fails to return from an approved leave of absence on the scheduled return date will be withdrawn. The day of the scheduled return date is the date of determination for the withdrawal. (See Leave of Absence Policy & Procedure)

- **Failed Course Twice** - A student who fails any course in the program twice during one enrollment period will be withdrawn. The day the student is determined to have failed the course a second time is the date of the determination (this is after the retake test has been failed, if applicable). (See Retaking a Failed Course Policy & Procedure)

- **Unsatisfactory Attendance** - A student who fails to maintain satisfactory cumulative attendance in accordance with the Attendance Requirements and Credit policy. The day Satisfactory Attendance Reports are distributed to classes for the official attendance assessment is the date of determination for the withdrawal. (see Satisfactory Academic Progress Policy)

- **Absences for Less-Than-Half-Time Students** - A student enrolled less-than-half-time who fails to adhere to his/her class schedule will be withdrawn. Students may be less-than-half-time for three reasons:
  1. Student enrolled with enough transfer credit that their schedule of remaining classes is less-than-half-time.
  2. Student took a leave of absence (LOA), has returned and is completing only incomplete courses from their time on LOA.
  3. Student has attempted all credits in the program and only has make-up work remaining to complete during their maximum time frame in order to graduate.

If a less-than-half-time student is absent for more than two scheduled classes without communication with the school and rescheduling of the classes, the student will be withdrawn. The day of the second absence from the class schedule is the date of determination for the withdrawal.

NOTE: This only applies to less-than-half-time students who are not scheduled to be in class for periods of time that exceed 14 calendar days.

- **Unsatisfactory Attendance** - A student who fails to maintain satisfactory cumulative attendance in accordance with the Attendance Requirements and Credit policy. The day Satisfactory Attendance Reports are distributed to classes for the official attendance assessment is the date of determination for the withdrawal. (see Satisfactory Academic Progress Policy)
• **Program Change** – A student who decides after the cancel period to transfer to an unrelated program (i.e. Massage to Skin Care) will be considered a drop from the original program.

• **Maximum Time Frame End** – A student who fails to complete the program by the maximum time frame end date will be withdrawn. The day the maximum time frame ends is the date of determination for the withdrawal. (See Maximum Time Frame Policy)

• **Financial Obligations** — A student who fails to fulfill financial agreements with Cortiva Institute will be withdrawn. The date that the Registrar receives drop notification from Accounting or Financial Aid is the date of determination for the withdrawal.

• **Appeal Committee Terms for Reinstatement** — A student who fails to abide by terms set by the Appeals Committee upon reinstatement into the program, without communication with and approval by the Director of Education or Campus Director, will be withdrawn. The day the student is determined to have deviated from the terms of the reinstatement, without approval, is the day of determination for the withdrawal.

• **Failing Massage Core Two Times** — A student who fails any two Massage Core courses and is unable to successfully repeat the course within six weeks of failing the second Massage Core course, will be withdrawn from the program. The last day of the sixth week after the second course was failed is the date of determination for the withdrawal.

• **Unable to Work on the General Public by Third Clinic Course** — A student that is deemed not ready to work on the general public for his/her third clinic course will be withdrawn from the program. The date the student is deemed not ready to work on the public for the third clinic course is the date of determination for the withdrawal.

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**Dismissal**

A student’s enrollment status record is changed to dismissal when a student is dropped from the program for any of the following:

- Violation of the Code of Ethics, Standards of Practice, or Professional Decorum Policies
- Cheating, stealing, or vandalizing.
- Threatening physical harm to students, faculty, and/or staff.
- Unprofessional conduct at school or at a school sponsored activity.
- Being charged with violent and/or sexual misconduct, even if the alleged conduct occurs outside of school.
- Being under the influence or in possession of alcohol, illegal drugs, or drug paraphernalia. Illegal drugs are those identified in federal law, regardless of local and state laws that may not prohibit them.

Students who are dismissed from a Cortiva Institute school will not be allowed to re-enroll at any Cortiva Institute campus. Students who are dismissed for alleged violent and/or sexual misconduct will not be allowed to re-enroll unless cleared of the charges brought against them.

The day the student is notified of his/her dismissal is the date of determination for the drop.

NOTE: Any student who is withdrawn or dismissed will receive a tuition adjustment in accordance with the refund policy and return stated on his/her Enrollment Agreement.
Appealing a Withdrawal

A student who has been withdrawn from the program may appeal his/her withdrawal and be considered for reinstatement into the program. Withdrawn students are not allowed to attend school during the appeals process.

Withdrawal appeals are not accepted for students who are:

- Withdrawn for not completing the program within 150% of the program length
- Withdrawn for absences totaling more than 20% total program hours (Baltimore campus only)
- Dismissed for violating the Code of Ethics, Standards of Practice, or Professional Decorum policies

Submitting an Appeal Letter

The student must submit a written appeal to the Registrar within five business days of receiving notification of the withdrawal. The written appeal must include the following:

- An explanation of the extenuating circumstances that led to the withdrawal, including any supporting documentation.
- A description of what has changed in the student’s circumstances that will allow him/her to attend school and successfully complete the program.
- A complete class schedule with specific dates for all make-up, repeat and currently scheduled course and clinic attendance. Specific due dates for make up assignments, quizzes or tests should be included. Students can request assistance in creating this schedule from the Student Services office.

The Appeal Review

The Appeals Committee, consisting of the Registrar, Director of Education, Campus Director and one Instructor, reviews the appeal letter, supporting documentation, class schedule, and relevant student records to determine if reinstatement is warranted.

The Appeals Committee sends a written response either granting or denying the appeal to the student within five business days of receipt of the appeal request.

NOTE: If one of the specified Appeal Committee members is unavailable, another education staff or faculty member may substitute on the committee.

Granted Appeals

When an appeal is granted, the student is reinstated and the student is returned to the student status he/she was on prior to the withdrawal. The reinstated student must adhere to the terms established in the Appeal Committee’s response letter. If the terms are not met, the student will be withdrawn again, with no further opportunity for appeal.

Denied Appeals

A student whose appeal is denied remains withdrawn and refund calculations are based on the student’s last date of attendance.

Re-enrollment

Students who have withdrawn from a Cortiva Institute school may apply for re-enrollment. Applications are reviewed by the Campus Director and Director of Education and are accepted on a case-by-case basis. Students applying for re-enrollment must show extenuating circumstances for not completing the program on the first attempt, and document changes that have occurred that will allow them to complete the program. The student’s previous enrollment records are reviewed and considered with the application for re-enrollment. Cortiva Institute considers re-enrollment a privilege that is only granted to applicants who show clear intent and capability of completing the program and pursuing a career in their chosen field.
Students are only allowed to re-enroll once at a Cortiva Institute school. In rare cases, exceptions can be made to allow a student to re-enroll more than once. Students who have been dismissed for violating the Code of Ethics, Standards of Practice, or Professional Decorum policies in the school catalog are not eligible for re-enrollment.

Students accepted for re-enrollment will receive 100% tuition credit, as well as transfer academic and attendance credit for any courses successfully completed and passed during the first enrollment and which meet the following criteria:

• The credit was earned no more than two years from the last day of attendance of the first enrollment
• The credit is equivalent to the current programs offered at Cortiva Institute schools

No tuition or academic credit is given after two years from the last day of attendance of the first enrollment period. Please refer to the Transfer Credit policy in the catalog for more information.

Procedure

Students who wish to re-enroll must submit a letter of application and a completed Application to Re-Enroll to the Registrar. The letter of application must include the following:

• Why the student wants to re-enroll at a Cortiva Institute school.
• What extenuating circumstances occurred during the student’s previous enrollment to prevent completion of the program.
• What has changed in the student’s circumstances to allow for successful completion of the program on the second attempt.
• What are the student’s career goals upon completion of the program.

The Registrar compiles the student’s previous enrollment records and submits the records, letter and application to the Campus Director. The Campus Director and Director of Education review the student’s file, and decide whether or not to re-admit the student. In some cases, the Campus Director and Director of Education may request an in-person interview with the applicant. The student is notified in writing of the acceptance or denial of his/her application within 15 business days of receipt of the application letter and necessary documents.

If the student is approved for re-enrollment, the Education and Financial Aid Departments must complete the procedure for transfer credit determination and create a class schedule for the student. Then the student must meet with an Admissions Representative to complete an Enrollment Agreement; pay a $50.00 re-enrollment registration fee and meet with Financial Aid to determine how the tuition and fees will be paid.

Prior balances will be reviewed prior to re-enrolling. Prior balances must be paid via a payment plan or other approved arrangements. The student may be required to make a good faith payment prior to returning to school.

Students re-enrolling 180 days after their prior last date of attendance will be subject to any increases in tuition, books, fees, and supplies that have occurred since the student’s last enrollment period. Students re-enrolling within 180 days of their last enrollment will be held to the tuition rates of their prior enrollment. If any changes to the curriculum occurred since the student’s previous enrollment, the student is responsible for purchasing any new books, manuals, or supplies needed to complete the program.
Graduation Requirements

All Campuses Except Baltimore and Arlington
In order to graduate and be awarded a diploma, a student must:

• Have a passing grade, “C” or better, in all classes.
• Complete all required Clinic hours.
• Have a minimum 85% cumulative attendance percentage in the program.

Baltimore Campus
• Have a passing grade, “C” or better, in all classes.
• Complete all required Clinic hours.
• Have a minimum 85% cumulative attendance percentage in the program.
• Have a minimum 91% cumulative attendance percentage in the esthetics program.

Arlington Campus
In order to graduate and be awarded a diploma, a student must:

• Have a passing grade, (C) or better, in all classes.
• Complete all required clinic hours.
• Have 100% cumulative attendance in the program.
• Have met the minimum attendance requirements in each of the course categories required for licensure in the state of Texas. Please see the “Attendance Requirements & Credits” policy for the specific requirements.

Students who wish to participate in graduation ceremonies must meet all the criteria outlined above by the end of the normal program completion time.

Additionally, in order to receive graduate paperwork, students must:

• Pay all tuition.
• Complete all financial aid exit forms, if applicable.
• Attend a Career Services exit meeting.
• Return all library books and/or pay all library fines.
• Return parking permit, if applicable.

All Campuses
Students who wish to participate in graduation ceremonies must meet all the criteria outlined above.

Additionally, in order to receive graduate paperwork, students must:

• Pay all tuition and fees.
• Complete all financial aid exit forms, if applicable.
• Attend a Career Services exit meeting.
• Return all library books and/or pay all library fines.

Graduating With Honors (all except Arlington)
The following awards are given upon graduation to students who qualify:

Outstanding Academic Achievement Award - This award is given to students who have successfully maintained a GPA of 4.0 in the first attempt of all courses in the program.

Perfect Attendance Award - This award is given to students who have never been absent, late, or left early from any class or clinic shift.

100% Attendance Award - This award is given to students who have 100% attendance in all courses and clinic shifts by their scheduled program end date.
Graduating With Honors (Arlington campus only)
The following awards are given upon graduation to students who qualify:

Outstanding Academic Achievement Award - This award is given to students who have successfully maintained a GPA of 4.0 in the first attempt of all courses in the program.

Perfect Attendance Award - This award is given to students who have never been absent, late, or left early from any class or clinic shift.

Leave of Absence
Cortiva Institute students can apply for an approved Leave of Absence (LOA) from school in extenuating circumstances. All LOAs must be initiated by the student, and must be approved by the school before the LOA begins.

Student Leave of Absence Reasons
Students who have certain emergency situations are eligible to take an approved LOA for up to 90 calendar days. LOAs may be approved for the following reasons:

• Circumstances that are covered under the Family and Medical Leave Act of 1993, which are:
  A. Serious health condition of the student
  B. Care of an immediate family member with a serious health condition
  C. Birth/adoption of a child and care for that child
• Death of an immediate family member
• Jury duty
• Military service

Schedule LOA - Cortiva Institute programs are offered over 5 or 10 week blocks, and specific courses in the program are offered during each block. Students are assigned a specific block/course schedule for their program when they start school. In some cases, when a student takes a leave of absence or receives transfer credit for multiple courses, a gap in a student’s schedule can occur when a block is running in which the student has already received credit for all of the courses being offered. In these cases, a schedule leave of absence can be granted until the next available block/course starts that the student needs. If a leave of absence or transfer credit award creates a gap in a student’s schedule, he/she is informed of it and may request a schedule leave of absence for the period of time of the gap. Schedule leave of absences are included in the maximum days a student can take a leave of absence, and the total days on LOAs combined cannot exceed 180 days.

• Extenuating Circumstances - If a student has extenuating circumstances arise that require an extended absence from school and are not covered by the reasons outlined above, the student can still request an LOA, as long as the other requirements listed in this policy for an LOA are met.

All leave of absences are measured in calendar days and include school breaks and holidays in the total days allowed. Generally, only one leave of absence will be approved in any twelve-month period. However, if necessary, a student can request an extension or an additional LOA. LOA extensions and additional LOAs have the same documentation requirements as initial LOAs. The combined total number of days of all leave of absences for a student cannot exceed 180 calendar days, including school breaks and holidays.
International Students

International students requesting a leave of absence are subject to the laws, limits, regulations, and restrictions of the various government agencies that regulate their status.

Costs & Funding Associated with a Leave of Absence

A student does not incur additional charges while on a leave of absence. Financial aid disbursements cannot be made to a student on a leave of absence.

If any changes to the curriculum occurred during the student’s leave, the student is responsible for purchasing any new books, manuals or supplies needed to complete the program.

Students on a monthly payment plan with the school are still required to make their monthly payments while on leave of absence.

Applying for a Leave of Absence

To apply for a leave of absence a student must:

1. Complete a Leave of Absence Request Form with the Registrar or Academic Advisor prior to taking the leave of absence. This includes identifying a specific start and end date for the LOA. The LOA start date cannot be prior to the request date.
2. Provide appropriate documentation to support the LOA request (i.e. doctor’s note, military orders, etc.).
3. Meet with the Financial Aid Department prior to taking a leave of absence to discuss the effects that failure to return from a leave may have on a student’s loan repayment terms, including the use of some or all of the student’s grace period.

Appealing a Denial

If a student receives a denial of a leave of absence he/she can submit a written appeal to the Campus Director. A letter of explanation and supporting documentation should be submitted. The student will receive notification of the appeal approval or denial within five business days.

Returning From a Leave of Absence

A student must return to school on their scheduled return date. Students should work with the Student Services office before returning to create a class schedule to complete their program. Students must return to the same program and campus from which they took the leave.

Often, due to the student’s class schedule needs, a student may need to change class groups upon return from a leave of absence. Classroom transfers for LOA students are coordinated with the Registrar, who determines which class and schedule best fits the LOA student’s remaining program requirements.

Failure to Return from Leave of Absence

Students who do not return to school on their scheduled leave of absence return date will be withdrawn from school. The refund policy will be applied if a student fails to return from a leave of absence. In order to return to school, the student would have to re-enroll. For more information, please refer to the Re-enrollment policy.
Leave of Absence (Arlington campus only)

Students enrolled at least half-time who have specific emergency situations are eligible to take an approved leave of absence for up to 30 school days or 60 calendar days, whichever is less.

Circumstances that Qualify for a Leave of Absence

Leave of Absences may be approved for the following reasons:

- Circumstances that are covered under the Family and Medical Leave Act of 1993, which are:
  - Serious health condition of the student
  - Care of an immediate family member with a serious health condition
  - Birth/adoption of a child and care for that child
- Death of an immediate family member
- Jury duty
- Military service

Only one leave of absence will be approved in any twelve-month period.

Costs & Funding Associated with a Leave of Absence

A student does not incur additional charges while on a leave of absence. Financial aid disbursements cannot be made to a student on a leave of absence.

If any changes to the curriculum occurred during the student’s leave, the student is responsible for purchasing any new books, manuals or supplies needed to complete the program.

Students on a monthly payment plan with the school will still be required to make their monthly payments while on leave of absence.

Applying for a Leave of Absence

To apply for a leave of absence a student must:

1. Complete a Leave of Absence Request Form with the Registrar or Academic Advisor prior to taking the leave of absence. This includes identifying a specific start and end date for the LOA. The LOA start date cannot be prior to the request date.
2. Provide appropriate documentation to support the LOA request (i.e. doctor’s note, military orders, etc.).
3. Meet with the Financial Aid Department prior to taking a leave of absence to discuss the effects that failure to return from a leave may have on a student’s loan repayment terms, including the use of some or all of the student’s grace period.

Appealing a Denial & Requests for LOA Extensions

If a student receives a denial of a leave of absence he/she can submit a written appeal to the Campus Director. A letter of explanation and supporting documentation should be submitted. The student will receive notification of the appeal/extension approval or denial within five business days.
Returning From a Leave of Absence

A student must return to school on their scheduled return date. Students should work with the Student Services office before returning to create a class schedule to complete their program. Students must return to the same program and campus from which they took the leave.

Often, due to the student’s class schedule needs, a student may need to change class groups upon return from a leave of absence. Classroom transfers for LOA students are coordinated with the Registrar, who determines which class and schedule best fits the LOA student’s remaining program requirements.

Failure to Return from Leave of Absence

Students who do not return to school on their scheduled leave of absence return date will be withdrawn from school. The refund policy will be applied if a student fails to return from a leave of absence. In order to return to school, the student would have to re-enroll. For more information, please refer to the Re-enrollment policy.

Cortiva Institute Student Transfer

Cortiva Institute students are allowed to transfer between program schedules (i.e. day to eve) and between campuses that are part of the same school group. All transfer requests must be submitted at least one week prior to the next term start. Transfers are allowed only at the beginning of a term and depend on space availability. Students must meet with the Financial Aid Department to discuss how a program schedule or campus transfer would affect their financial aid and/or repayment status.

Students are not permitted to transfer between programs, or between classes with the identical schedule at a campus.

Procedure

Students wishing to transfer must complete a Transfer Request Form, available from the Student Services office. The completed form must be submitted to the Registrar at the campus the student is currently attending at least one week before the beginning of the term of which the transfer is being requested.

Students must be at least half-time status and have a 2.0+ GPA and at least 80% cumulative attendance to be eligible to transfer between campuses. Incomplete grades will not transfer. Education personnel from both campuses will determine how and when such transfers will be processed.

Students attending the Fort Lauderdale and Orlando campuses may only transfer to the Fort Lauderdale and Orlando campus.
**Veteran’s Attendance Policy**

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as one quarter (1/4) absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student’s attendance record will be retained in the veteran’s file for USDVA and SAA audit purposes.

**Standards of Academic Progress for VA Students**

Students receiving VA educational benefits must maintain a minimum cumulative grade point average (CGPA) of 2.0 each evaluation period. A VA student whose CGPA falls below 2.0 at the end of any evaluation period will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the student’s CGPA is still below 2.0 at the end of the second term of probation, the student’s VA educational benefits will be terminated. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

**Holiday Schedule 2019**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Thanksgiving Holiday</td>
<td>11/22/2018 - 11/23/2018</td>
</tr>
<tr>
<td>Winter Break</td>
<td>12/17/2018 - 1/6/2019</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day</td>
<td>1/21/2019</td>
</tr>
<tr>
<td>President’s Day</td>
<td>2/18/2019</td>
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<tr>
<td>Spring Holiday</td>
<td>4/21/2019</td>
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<tr>
<td>Memorial Holiday</td>
<td>5/27/2019</td>
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<tr>
<td>Independence Day</td>
<td>7/4/2019</td>
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<tr>
<td>Labor Day</td>
<td>9/2/2019</td>
</tr>
<tr>
<td>Winter Break</td>
<td>12/23/2019 - 12/31/2020</td>
</tr>
</tbody>
</table>

(Includes Christmas & New Years)

* Not all holiday breaks are applicable to all programs. Please refer to your program schedule.

**Baltimore Campus Only**

**Program Start & End Dates**

<table>
<thead>
<tr>
<th>Program</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Massage Therapy Program (Full time)</td>
<td>1/22/2019 - 8/18/2019</td>
<td>7/15/2019 - 2/23/2020</td>
</tr>
<tr>
<td>Esthetics Training Program (Full time)</td>
<td>2/25/2019 - 9/22/2019</td>
<td>8/19/2019 - 3/29/2020</td>
</tr>
<tr>
<td></td>
<td>6/10/2019 - 1/19/2020</td>
<td>12/2/2019 - 7/12/2020</td>
</tr>
</tbody>
</table>
Baltimore Campus Only
Professional Massage Therapy Program (Part time) & Esthetics Training Program (Part time)

1/22/2019 - 1/19/2020
4/1/2019 - 3/29/2020
6/10/2019 - 6/7/2020

7/15/2019 - 7/12/2020
8/19/2019 - 8/16/2020
9/23/2019 - 9/20/2020
10/28/2019 - 10/25/2020
12/2/2019 - 11/29/2020

2019-2020 Term Start & End Dates (All Programs)

1/22/2019 - 2/24/2019
2/25/2019 - 3/31/2019
4/1/2019 - 5/5/2019
5/6/2019 - 6/9/2019
6/10/2019 - 7/14/2019
7/15/2019 - 8/18/2019
8/19/2019 - 9/22/2019
9/23/2019 - 10/27/2019
10/28/2019 - 12/1/2019
12/2/2019 - 1/19/2020

1/21/2020 - 2/23/2020
2/24/2020 - 3/29/2020
3/30/2020 - 5/3/2020
5/4/2020 - 6/7/2020
6/8/2020 - 7/12/2020
7/13/2020 - 8/16/2020
8/17/2020 - 9/20/2020
9/21/2020 - 10/25/2020
10/26/2020 - 11/29/2020
11/30/2020 - 1/17/2021

Schedule Options

Massage Therapy Program

Full-Time 32 Week Program
Full-time AM/PM Monday-Thursday 9:00am - 5:00pm
Full-time PM/EVE Monday-Thursday 1:30pm - 9:30pm

Part-Time 52 Week Program
Part-time AM Monday-Thursday 9:00am - 12:30pm
Part-time PM Monday-Thursday 1:30pm - 5:00pm
Part-time EVE Monday-Thursday 6:00pm - 9:30pm

Student Clinic:
Saturday or Sunday 8:00am – 1:00pm or 1:00pm – 6:00pm
All schedules subject to classroom availability

Esthetics Training Program

Regular Classes:
Day: Monday – Thursday*: 9:00 – 3:00
Evening: Monday – Thursday*: 6:30 – 9:30

Student Clinic:
15 total shifts @ 4.5 hrs each shift
One shift per week: Day
Starts week 6 ends week 25
Saturday: 9:00 to 1:30 & 1:30 to 6:00 & Sunday 9:00 to 1:30
One shift per week: Night
Starts week 26 and is scheduled every other 5-week term
Saturday: 9:00 to 1:30 & 1:30 to 6:00 & Sunday 9:00 to 1:30

Some classes may be held on a Friday due to a holiday, school closure or natural disaster. Student Clinic: Shifts open and close based on enrollments. Not all shifts available at all times.
All schedules subject to classroom availability

Some classes may be held on a Friday due to a holiday, school closure or natural disaster.
Student Clinic: Shifts open and close based on enrollments. Not all shifts available at all times.
Payment Options
In addition to financial aid, each school accepts cash, checks, money orders, and credit cards as payment for tuition, books, and supplies.

Supplemental Assistance Programs
The following supplemental assistance programs may be available to Cortiva Institute students, if qualified:
- Interest Free student payment plans
- In House Loan program
- State programs
- Veterans Benefits
- Scholarships

Interest Free Student Payment Plans
Interest free student payment plan options are available. Students choosing to make cash payments can spread the remaining balance over the length of the program to be paid in equal monthly installments. All balances must be paid in full prior to graduation.

In House Loan program (IHL)
The In House Loan program (IHL) is available to qualified students who have balances not covered by financial aid or other means. Please see the Financial Aid Representative at the campus for details.

Scholarships
Scholarships may be available through outside agencies. Please contact the campus you wish to attend for more information.

Miscellaneous Fees
Change of Start Date: Each start date change initiated by the student will be subject to a $50 fee. Said fee may be waived at the discretion of the Campus Director, based upon the reasons for the change, if the revised start date is within six months of the cancelled start date. Changing start dates is not recommended due to the limited number of spaces available in each class.

Re-enrollment: Students who have previously been officially or unofficially withdrawn from a program must submit a written request for re-enrollment to the Campus Director. Re-enrolling students will be required to sign a new enrollment agreement and will be subject to any increases in tuition, books, fees, and supplies that have occurred since the student’s last enrollment period. Re-enrolling students will also be subject to a re-enrollment fee of $50; in unusual circumstances the Campus Director may waive this fee.

Missed Exam: A $10 fee will be assessed for make-up exams.

Make-Up Hours: All students attending make-up hours are charged make-up fees. The fee is $2.50 per hour.

Transfer Fee: The administrative, non-refundable processing fees for all non-Cortiva Institute transfer credit are: $25 per course/$150 per program section. There is no fee for transfer credit received from Cortiva Institute institutions.
Veterans’ Benefits
Veterans’ benefits are offered at all campus locations for qualified students.

Baltimore Campus
The Baltimore Campus is approved by the Maryland State Approving Agency to offer training to veterans and other eligible dependents under the VA educational benefit program. All programs at this campus are approved for VA educational benefits. The school will notify the VA of any change in the enrollment status of students certified to receive veteran’s education benefits.

Minimum Cancellation and Settlement Policy
A student who does not attend past the fourteenth calendar day of their first date of attendance will not incur any tuition charges. The student will be considered a “cancel”, not a “withdrawal”. Cancellation requests may be made in any format, written or verbal. However, the student will be obligated for the cost of any books, manuals, supplies, and/or equipment received but not returned in satisfactory condition within 20 days following the first day of the cancelled term. No Title IV funds can or will be used to cover the above charges.

Maximum days for cancellation request:
3 business days - All Florida, Connecticut, and Texas Campuses
5 business days - Pennsylvania Campus
7 business days - Baltimore Campus

• All applicants not accepted by the school are entitled to a full refund of any monies paid.
• After signing an enrollment agreement, individuals requesting cancellation within the above stated days will receive a refund of any monies paid within 30 days.
• Students who have not visited the school facility prior to signing an enrollment agreement have the opportunity to withdraw without penalty in accordance with the above stated days, following either attendance at a scheduled orientation or a tour of the school facilities and inspection of the equipment.
• Cancellation requests should be made in writing, signed by the student, and mailed or delivered to the campus of enrollment.
• The school will retain the $50 registration fee of students who do not request cancellation in accordance with the above stated days. If the school closes or discontinues a course or program, the school will refund to each currently enrolled student monies paid by the student for tuition and fees.
Refund Policies

In addition to the Return to Title IV Policy, the school will apply the appropriate institutional or state refund calculation to determine if there is an outstanding balance due to the school. Examples of Return to Title IV, institutional, and/or state refund calculations may be obtained from the Campus Director. Students who wish to withdraw are encouraged to do so in writing to a campus official. Students are also encouraged to attend an exit counseling session. Cortiva Institute will make all refunds within 30 calendar days of the date of the student’s official or unofficial withdrawal/dismissal date. All refunds will be returned according to the Refund Priority Method outlined in this Student Catalog and Handbook.

Baltimore Campus

All refunds due to students who receive veteran’s education benefits will be paid within 40 days of the last date of attendance.

Institutional Refund Policy

Fort Lauderdale and Orlando Campuses

• A pro-rata percentage up to 40% will be charged for attended hours in the current payment period.
• Attendance of 40.01% or above in any given payment period will equal a 100% charge for the payment period.

Baltimore Campus

The institutional refund policy is based upon the number of hours offered up to the date of withdrawal in the current payment period.
• Less than 10% = 90% Refund
• 10% up to but not including 20% = 80% Refund
• 20% up to but not including 30% = 60% Refund
• 30% up to but not including 40% = 40% Refund
• 40% up to 50% = 30% Refund
• More than 50% = No Refund

In case of a student’s prolonged illness or accident, a death in the family, or other circumstances that make it impractical to complete the program, the school may make a settlement which is reasonable and fair to both the individual and the school, at the discretion of the Campus Director.

Once issued, all books, kit, uniforms, and supplies are non-returnable/non-refundable. If a student wishes to purchase items elsewhere, a list of required books and supplies will be provided upon request.

A student will be charged for the amount of training completed through his/her last day of recorded classroom attendance. Any refunds shall be based on this date and will be paid within 30 days. In the case of an official Leave of Absence, a refund due a student shall be based on the last day of attendance and paid within 30 days of the scheduled last day of the leave of absence.
Students receiving state financial aid are subject to the refund policy as required by the program providing the money.

If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies for tuition for which the student would have been liable had the course or program continued.

Failure to pay the balance or make a scheduled payment will result in the account being turned over to a collection agency. Failure to pay the collection agency will result in the account being referred to a credit bureau after 45 days of non-payment.

Tampa/St Pete Campus

In addition to the Return to Title IV Policy the school will apply the appropriate institutional or state refund calculation to determine if there is an outstanding balance due to the school. Examples of Return to Title IV, institutional, and/or state refund calculations may be obtained from the campus Financial Aid Department. Students are encouraged to attend an exit counseling session.

Cortiva will make all refunds within 30 days of the date of the student’s official or unofficial withdrawal/dismissal date. All refunds will be returned according to the Refund Priority Method outlined in this catalog.

Institutional Refund Calculations

- A pro-rata percentage through 40% will be charged for attended hours in the current payment period.
- Attendance of 40.01% or above in any given payment period will equal a 100% charge for the payment period.

The Return to Title IV Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school can retain when a student withdraws from all classes. Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed. Students are encouraged to review and have an understanding of this policy. All students who consider withdrawing should contact their campus Financial Aid Department to determine the effect that the withdrawal will have on their financial aid package.

King of Prussia Campus

In the event of withdrawal of termination by the school after the class start (4th day of class), the school will retain the $25 registration fee, plus:

- Ten percent (10%) of the total tuition, for the payment period, if the withdrawal or dismissal occurs within the first week of the payment period.
- Twenty percent (20%) of the total tuition, for the payment period, if the withdrawal or dismissal occurs within the second week of the payment period.
- Forty-Five percent (45%) of the total tuition, for the payment period, if the withdrawal or dismissal occurs within the third week of the payment period.
- Seventy percent (70%) of the total tuition, for the payment period, if the withdrawal or dismissal occurs after the third week of the payment period but prior to 50% of the payment period hours being completed.
- One hundred percent of the total tuition, for the payment period, if the withdrawal or dismissal occurs after completion of more than fifty percent (50%) of the payment period hours.
Arlington Campus
After entering class, refunds of tuition, whether the student withdraws or is dismissed, are prorated based on duration of a student’s enrollment within the current payment period (as measured in the total hours offered within the payment period divided by the total hours in the payment period). Calculated through the last date of attendance, the school is entitled to retain tuition and fees in increments as follows:

- If a student’s enrollment is terminated within the first 10% of the program, the school retains 10% of the tuition cost for the payment period plus the registration fee and any accrued finance charges.
- If a student’s enrollment is terminated between 11% and 25% of the payment period, the school retains 25% of the tuition cost for the payment period plus the registration fee and any accrued finance charges.
- If a student’s enrollment is terminated between 26% and 50% of the payment period, the school retains 50% of the tuition cost for the payment period plus the registration fee and any accrued finance charges.
- If a student’s enrollment is terminated after 50% of the payment period, the school retains 100% of the tuition cost for the payment period plus the registration fee and any accrued finance charges.

Students are responsible for all fees incurred while enrolled in the program. Outstanding fees are due at the time of withdrawal from the program and will be withheld from any refund due to the student.

Texas State Policy
Under Texas State Law, a student who withdraws from the Cortiva Institute must have both a state and institutional refund calculation performed. Of the amount calculated, the one most favorable to the student is the refund issued. The Texas state policy is as follows.

The refund is based on the program time expressed in clock hours; refunds will be made within 30 days of the date of the drop or within 10 instructional days following the first day of the program if the student fails to begin classes. If a student begins the program and withdraws or is terminated, the minimum refund per Texas regulations is:

- During the 1st week or 1/10 of the program, whichever is less, 90% of remaining tuition.
- After the 1st week or 1/10 of the program, whichever is less, but within the first 3 weeks, 80% of remaining tuition.
- After the first 3 weeks of the program, but within the 1st quarter of the program, 75% of the remaining tuition.
- During the 2nd quarter of the program, 50% of the remaining tuition.
- During the 3rd quarter of the program, 10% of the remaining tuition.
- During the last quarter of the program, the student is obligated for the full tuition.

All refunds are based on tuition charges for the program.

In case of a student’s prolonged illness or accident, a death in the family, or other circumstances that make it impractical to complete the program, the school may make a settlement which is reasonable and fair to both the individual and the school, at the discretion of the Campus Director.
A student will be charged for the amount of training completed through his/her last day of recorded classroom attendance. Any refunds shall be based on this date and will be paid within 30 days. In the case of an official Leave of Absence, a refund due a student shall be based on the last day of attendance and paid within 30 days of the scheduled last day of the leave of absence.

Students receiving state financial aid are subject to the refund policy as required by the program providing the money.

If the school closes or discontinues a course or program, the school shall refund to each currently enrolled student monies for tuition for which the student would have been liable had the course or program continued.

Failure to pay the balance or make a scheduled payment will result in the account being turned over to a collection agency. Failure to pay the collection agency will result in the account being referred to a credit bureau after 45 days of non-payment.

Connecticut Campus

Institutional and Student Responsibilities in Regard to the Return of Title IV Funds.

- Cortiva Institute’s responsibilities in regard to the return of Title IV funds include:
  - Providing each student with the information given in this policy;
  - Identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students; and
  - Returning any Title IV funds that are due to Title IV programs.
- The student’s responsibilities in regard to the return of Title IV funds include:
  - Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and
  - Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

Returning Materials

Students are able to return items within 20 days of their withdrawal. Cortiva Institute does not repurchase equipment, books, or supplies from students who have completed in excess of 60% of the term.

- Books and manuals are returnable if they are in new condition and students will receive a 100% refund for the cost of each book or manual. There will be no refund on books or manuals that contain writing or have been obviously damaged.
- Uniforms are returnable if never washed or worn. The student will receive a 100% refund of the uniform cost.
- If a massage table and/or bolster is returned new and un-used, the student will receive a 100% refund of the cost. If the table and/or bolster have been used, no refund will be made.
- Massage cream is returnable if never opened and the student will receive a 100% refund. If opened, no refund will be made.
- Skin care products and kits are returnable if never opened and the student will receive a 100% refund. If product or kit has been opened, no refund will be given.
The Return to Title IV Policy

The Higher Education Amendments of 1998 changed the formula for calculating the amount of aid a student and the school can retain when a student withdraws from all classes. Students who officially withdraw or are unofficially withdrawn from all classes prior to completing more than 60% of a payment period will have their eligibility for aid recalculated based on the percent of the payment period completed.

Students are encouraged to review and have an understanding of this policy. All students who consider withdrawing should contact their campus Financial Aid Department to determine the effect that the withdrawal will have on their financial aid package.

This policy will apply to all students who withdraw, drop out, or are dismissed from Cortiva Institute schools, and have received Title IV funds.

- “Title IV Funds” refers to the Federal Financial Aid Programs authorized by the Higher Education Act of 1965 (as amended) and includes the following programs:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct PLUS Loan (for parents)
  - Pell Grant
  - Federal Supplemental Education Opportunity Grant (FSEOG)

- A student's withdrawal date is defined as:
  - The date the student began the institution's withdrawal process or officially notified the institution of the intent to withdraw; or
  - The date the school determines to drop the student according to the policy under which the student is being dropped.

Refunds on all institutional charges, including tuition and fees, will be calculated using the Institutional Refund Policies published herein.

Title IV aid is earned in a prorated manner up to and including the 60% point of the payment period. Title IV aid is considered earned after a student has completed 60% or more of the payment period.

- The percentage of Title IV aid earned shall be calculated as follows:
  \[
  \text{Calendar days completed in the payment period} \div \text{Total number of calendar days in the payment period} \times 100
  \]

- The percentage of Title IV aid that is unearned will be returned to the appropriate program.
- Unearned aid shall be returned by Cortiva Institute schools from the student's account to the following program(s) as follows:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct PLUS Loan (for parents)
  - Pell Grant
  - Federal Supplemental Education Opportunity Grant (FSEOG)

- When the total amount of unearned aid is greater than the amount returned by Cortiva Institute schools from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
  - Federal Direct Unsubsidized Loan
  - Federal Direct Subsidized Loan
  - Federal Direct PLUS Loan (for parents)
  - Pell Grant
  - Federal Supplemental Education Opportunity Grant (FSEOG)

*Loan amounts are returned with the terms of the promissory note.

**Amounts to be returned by the student to federal grant programs will receive a 50% discount.

Institutional and Student Responsibilities in Regard to the Return of Title IV Funds.

- Cortiva Institute's responsibilities in regard to the return of Title IV funds include:

  - Cortiva Institute's responsibilities in regard to the return of Title IV funds include:

CORTIVA
• Providing each student with the information given in this policy;
• Identifying students who are affected by this policy and completing the Return of Title IV funds calculation for those students; and
• Returning any Title IV funds that are due to Title IV programs.

• The student’s responsibilities in regard to the return of Title IV funds include:
  • Becoming familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid; and
  • Returning to the Title IV programs any funds that were disbursed directly to the student and which the student was determined to be ineligible for via the Return of Title IV funds calculation.

The fees, procedures, and policies listed above supersede those published previously and are subject to change at any time.

Post Withdrawal Disbursements

If a student was eligible to receive Title IV funds but for some reason did not receive those funds prior to their official/unofficial withdrawal, this aid is considered aid that “could have been disbursed” and is considered a post withdrawal disbursement. The following criteria must be met in order to receive a post withdrawal disbursement from the following Title IV fund sources:

Pell Grant - the school must have received a valid ISIR (selected ISIRs must be verified).

Federal Direct Loan - the school must have a valid ISIR (selected ISIRs must be verified). First-time or first-year borrowers must have completed the first 30 days of attendance and the school must have certified the loan application prior to the student’s last day of attendance.

Federal Direct PLUS Loan - the school must certify the loan application prior to the student’s last day of attendance.

In the event of a post withdrawal disbursement, the school will provide written notification of an offer for the student/parent to receive any post withdrawal funds within 30 days of the student’s date of determination of withdrawal. The parent/student must respond within 14 days to request some or all of the funds, at which time the school must disburse the funds requested within 90 days of the student’s last day of attendance. If the school receives no response, a disbursement will not be made. If the response is received after the 14 days, the school may choose whether or not to make the disbursement. Borrowers will receive written notification if a disbursement is not made.

Refunds and adjusted ledger cards will be sent to the student’s home address on file with the institution following the student’s withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

Financial Aid Disbursements

Please refer to Satisfactory Academic Progress policy.

Renewal Applications

Some students may be required to submit an additional FAFSA and verification documents if they cross from one award year to another and are eligible for funding out of the new award year. The Financial Aid Department will notify students in this situation that they are required to submit additional paperwork.

Students required to submit additional paperwork must do so in a timely manner or risk being required to make cash payments for the remainder of their program costs or being dismissed from school.
Default Prevention

Students are responsible to repay, in full, all loans used to pay for their education. Repayment of student loans helps ensure the availability of loan funds for the future. Borrowers are encouraged to take the responsibility of loan repayment seriously. Students can avoid delinquency by following these steps:

• Submit a monthly payment each month even if you haven’t received a bill.
• Sign up to have your student loan payment automatically debited from your checking or savings account.
• Submit larger or additional payments to reduce the amount of interest you pay on your loan. Be sure to indicate to the lender what you want done with larger or extra payment – reduction of principal or applied to future payments.
• Remember that overpaying one month does not mean that you can skip or reduce the next month’s payment.
• Call your lender/servicer immediately if you are unable to make a payment on time or if you have a financial hardship. The lender/servicer may be able to assist you with an alternative plan, deferment, or forbearance.
• Be aware of your deferment/forbearance rights. After submitting deferment or forbearance forms to your lender/servicer follow-up to confirm that your loan(s) have been deferred or are in forbearance.
• Understand your rights and responsibilities as a student loan borrower. Keep all loan paperwork such as promissory notes, lender correspondence, cancelled checks/auto-debit records, etc.
• Always communicate with your lender/servicer. Never ignore correspondence or requests for payment.

• Frequently check the National Student Loan Data Service (NSLDS) at www.nslds.ed.gov to ensure that you are current on your loans.
• If you default on your loan(s) some of the following may occur along with other actions determined by your lender(s) and/or servicer(s):
  • Your defaulted status may be reported to national credit bureaus and may have a negative impact on your overall credit score.
  • You may lose the ability to defer current and new student loans.
  • Your lender may garnish your wages to obtain payment.
  • Your federal and state income tax refunds may be withheld to obtain payment.
  • You may become ineligible to receive any additional federal or state financial aid, including grants.

Students may obtain additional information about loan repayment and default prevention guidance from the campus Financial Aid office.

Selective Service Policy

A male student must be registered with Selective Service in accordance with federal law. A student who has applied for financial aid and has not registered with Selective Service will not be able to receive federal aid until the issue is resolved. During this time, the student will be required to make other payment arrangements with the school or cease attending.
Career Services
Cortiva Institute is dedicated not only to providing the highest quality education to its students, but also to helping those students find the jobs of their dreams.
Of course, your success ultimately depends on you. Cortiva Institute cannot guarantee employment or salary.

Certification/Registration
A license or registration is required in most states to practice massage and esthetics (skin care). (Please note that not all programs are offered at all campuses.)
In most cases, in addition to completing the training program, students must pass a state and/or national exam and pay application fees to obtain a license. Information regarding various state licensure requirements may be obtained through the Admissions or Career Services Departments. Fees for licensure and/or state examinations are established by various state boards or state agencies and are subject to change.
Local municipal ordinances may apply in the absence of state law.
In order to help our new graduates enter their profession, Cortiva Institute will pay for the first exam and licensing fees in the state in which the student graduated. Depending on individual state processes, this will be done either by paying the costs directly to the licensing or exam agencies, or through reimbursement to the graduate for submitted and approved exam and licensing costs.

In order to qualify for this benefit, the following criteria apply:
1. The state must require an exam and/or license in order to work as a massage therapist or esthetician.
2. The application to take the exam or obtain licensure must be submitted within 30 days of the actual date of graduation.
3. The student or graduate must be in good financial standing with the school.
4. The student or graduate must provide proof of passing three practice exams.
5. The student or graduate must provide proof of passing the required practical and/or theory exams required for licensure.

Students enrolled in the Paramedical program who received exam and licensure cost coverage upon graduating from the Skin Care Training program, or who received transfer credit for the Skin Care Training program portion of the Paramedical program from a non-Cortiva Institute school, are not eligible for exam and licensure cost coverage.

If you need additional information regarding state requirements, licensing details, and names and addresses of regulatory agencies, please visit our website at: www.careerservices.com/resources.asp. Additionally, a listing of each respective state agency and website is listed at the end of this policy.
The following table indicates which specific licensing costs are eligible to be paid by Cortiva Institute, for the state in which you are attending school.

Licensure laws vary by state and Cortiva Institute does not guarantee that the credentials earned at Cortiva Institute schools will transfer outside the state in which training is offered. It is the student’s responsibility to contact other states in which he or she may wish to practice and determine if the credits are applicable to that state’s requirements.

Criminal conviction may affect a student’s ability to become licensed. Please contact the campus you wish to attend for additional information.

### Massage

<table>
<thead>
<tr>
<th>State</th>
<th>License required?</th>
<th>MBLEX Fees</th>
<th>State Exam Fee/Jurisprudence</th>
<th>State Fingerprinting Fee</th>
<th>State Background Check Fee</th>
<th>State Application Fee</th>
<th>State License Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Connecticut</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Texas</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>Pennsylvania</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes**</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Maryland</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* Maryland – Graduates from Baltimore campus’s Professional Massage Therapy become “Registered Massage Practitioners”; in order to become “Licensed Massage Therapists” graduates must complete additional credit hours.

** Pennsylvania – SEG will cover the fees for one background check for each eligible graduate from Cortiva Institute - Pennsylvania School of Muscle Therapy, King of Prussia Campus.

### Esthetics

<table>
<thead>
<tr>
<th>State</th>
<th>License required?</th>
<th>Test Fees</th>
<th>State Fingerprinting Fee</th>
<th>State Background Check Fee</th>
<th>State Application Fee</th>
<th>State License Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Yes</td>
</tr>
<tr>
<td>Maryland</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Information regarding specific massage licensing requirements is available to students from the Associated Bodywork and Massage Professionals (ABMP) or at http://www.abmp.com.

Information regarding specific esthetics (skin care) licensing requirements is available to students from the Associated Skin Care Professionals (ASCP) or at http://www.ascpskincare.com.

Students should review the following websites for additional information:

**Florida**

Florida Board of Massage Therapy
http://floridamassagetherapy.gov

Florida Board of Cosmetology
http://www.myfloridalicense.com/dbpr/pro/cosmo

The following crimes will require the Department to deny your application for licensure in Florida:

- Section 787.01, F.S, relating to kidnapping;
- Section 787.02, F.S., relating to false imprisonment;
- Section 787.025, F.S., relating to luring or enticing a child;
- Section 787.06, F.S., relating to human trafficking;
- Section 787.07, F.S., relating to human smuggling;
- Section 794.011, F.S., relating to sexual battery;
- Section 794.08, F.S., relating to female genital mutilation;
- Section 796.03, F.S., relating to procuring a person under the age of 18 for prostitution;
- Section 796.035, F.S., relating to the selling or buying of minors into prostitution;
- Section 796.04, F.S., relating to forcing, compelling, or coercing another to become a prostitute;
- Section 796.05, F.S., relating to deriving support from the proceeds of a prostitute;
- Section 796.07, F.S., relating to a felony of the third degree for a third or subsequent violation as provided in s. 775.082, s. 775.084, F.S.;
- Section 800.04, F.S., relating to lewd or lascivious offenses committed upon or in the presence of persons less than 16 years of age;
- Section 825.1015(2)(b), F.S. relating to lewd or lascivious offenses committed upon or in the presence of an elderly or disabled person;
- Section 827.071, F.S., relating to sexual performance by a child;
- Section 847.0133, F.S., relating to the protection of minors;
- Section 847.0135, F.S., relating to computer pornography;
- Section 847.0128, F.S., relating to transmission of material harmful to minors to a minor by electronic device or equipment, or
- Section 847.0145, F.S., relating to the selling or buying of minors.

**Maryland**

Maryland Board of Chiropractic and Massage Therapy Examiners
http://dhmh.maryland.gov/massage

Maryland Board of Cosmetologists
http://www.dllr.state.md.us/loicenc/cos

**Pennsylvania**

State Board of Massage

**Connecticut**

Connecticut Licensing Info Center
http://www.ct-clic.com

Connecticut Department of Public Health
http://www.ct.gov/dph
Student Lounge
An on-campus student lounge is available to students at each of our campuses. A refrigerator, microwave ovens, and vending machines are available for student use.

Food and drinks (other than water in containers with lids) are not allowed in the classrooms and may only be consumed in the student lounge.

Student Resources
Each school maintains a list of agencies that may be able to provide counseling or support services. This list is not all-inclusive and the school makes no specific recommendations on the quality of services offered by these agencies. Any additional costs for services provided by outside agencies are the responsibility of the student.

Tutoring and Academic Advising
Students who are experiencing difficulty with a program are encouraged to request a meeting with the Instructor or Director of Education for support.

Library
The library contains a collection of books, professional trade journals, audiotapes, videotapes/DVDs, computers and audiovisual equipment for student use while on campus. For hours of operation, please check with the front desk or Education staff.

Student Records
Cortiva Institute maintains permanent grade and enrollment records for all students.

Public Notice Regarding Directory Information
The Family Education Rights and Privacy Act (FERPA), a Federal law, requires that Cortiva Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Cortiva Institute may disclose appropriately designated “directory information” without consent, unless you have advised Cortiva Institute to the contrary in accordance with the “Right to Refuse” section below.

Directory Information
Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without your prior written consent.

Cortiva Institute has designated the following information as directory information:
- Student’s name
- Address
- Telephone listing
- Electronic e-mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Most recent educational agency or program of study
- Dates of attendance
- Institution attended

Right to Refuse
If you do not want Cortiva Institute to disclose directory information from your education records without your prior written consent, you must notify Cortiva Institute in writing within one month of your enrollment. This notification should reference “directory information” and must be delivered to:

Cortiva Institute Corporate Offices
Vice President of Compliance
2001 West Sample Road, Suite #318
Pompano Beach, Florida 33064
Student Rights Regarding Education Records

FERPA also affords students certain rights with respect to their education records. These rights include:

1. The student's right to inspect and review his/her education records within 45 days of the day Cortiva Institute receives a written request for access.
   - The student must submit the written request to the Registrar, Campus Director, or other appropriate campus official, and the written request must identify the record(s) the student wishes to inspect. Cortiva Institute will arrange for access and notify the student of the time and place where the records may be inspected.

2. The student's right to request an amendment of his/her education records that he/she believes to be inaccurate.
   - The student may request Cortiva Institute to amend a record that he/she believes to be inaccurate. The student must request any amendments in writing to the Campus Director, must clearly identify the part of the record he/she wants changed, and specify why he/she believes it is inaccurate. If Cortiva Institute decides not to amend the record, Cortiva Institute will notify the student of the decision and advise the student of his/her rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.
   - A. The right to request a record amendment does not include:
      1. Changes to grades or disciplinary decisions; and/or
      2. Opinions or reflections of a school official or other person that is reflected in the educational record.

3. The student's right to consent to disclosures of personally identifiable information contained in his/her education records, except to the extent that FERPA authorizes disclosure without consent. These exceptions include:
   - A. School officials with legitimate educational interest;
   - B. Other schools to which the student may be transferring;
   - C. Auditors, accrediting organizations, and appropriate parties in connection with the student's financial aid;
   - D. To comply with a judicial order or lawfully issued subpoena;
   - E. Appropriate officials in cases of health and safety emergencies; and
   - F. State and local authorities, within a juvenile justice system, pursuant to specific State law.

4. The student's right to file a complaint with the U.S. Department of Education concerning alleged failures by Cortiva Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

Transcripts and Diplomas

Transcripts - Upon graduation, students receive an official student transcript, provided all financial obligations have been met. Students can expect to receive their transcript 15 business days after the last official day of class. An additional transcript can be requested in writing for a $5.00 fee. Requests will be processed within ten business days.

Diplomas - Upon graduation, students receive a diploma signifying completion of the program, provided all financial obligations have been met. Students can expect to receive their diploma 15 business days after the last official day of class. Lost diplomas will be replaced within ten business days of receiving a written request. A $5.00 service fee is required.

NOTE: Express mail, certified mail, etc., are available upon request. Any additional costs for these services will be charged to the student/graduate.

Student Complaint & Grievance Procedures

Cortiva Institute is committed to open, ongoing communication between students, staff and faculty members. If a student has a concern or complaint regarding the program, school, or a staff or faculty member, the student should follow the procedure outlined below.
The first step is to address the issue directly with the appropriate staff or faculty member. If the student is unable to resolve the issue directly with the staff or faculty member, he/she may discuss the concern with the Director of Education.

If a satisfactory resolution is not obtained, the student may initiate a formal complaint by writing a letter to the Campus Director containing the following information:

- The nature of the complaint
- The approximate date(s) that the problem occurred
- The name(s) of the individual(s) involved in the problem and/or other students involved, if applicable
- Important factual information, such dates of meetings with staff and/or faculty members, and outcome of meeting(s)

The Campus Director will review the complaint, investigate as needed, and in most cases will respond to the student within 10 business days. In cases where complaint resolution may take longer than 10 business days, the Campus Director will keep the student informed of the progress being made to address the complaint. If the concern cannot be resolved by the campus, the student may contact the Cortiva Institute Compliance Department. All complaints must be submitted in writing via email:

Cortiva Institute
Director of Accreditation and Licensure
ElizabethH@cortiva.edu

All signed, legible written complaints, or complaints received via e-mail, will receive a written response from the corporate office within 10 business days.

If a student complaint still cannot be resolved after exhausting Cortiva Institute’s complaint procedure, the student may contact the following accrediting and/or state agencies:

**Accrediting Commission of Career Schools and Colleges (ACCSC)**

Cortiva Maryland, Cortiva Florida, and Cortiva Texas are accredited by ACCSC.

Schools accredited by ACCSC must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**ACCSC**
2101 Wilson Boulevard, Suite 302 • Arlington, VA 22201
703-247-4212
www.accsc.org

A copy of the Commission’s Complaint Form is available at the school and may be obtained by contacting the Campus Director.

**Commission on Massage Therapy Accreditation (COMTA)**

Cortiva Connecticut and Cortiva - Pennsylvania are accredited by COMTA.

**Commission on Massage Therapy Accreditation (COMTA)**
2101 Wilson Boulevard, Suite 302 • Arlington, Virginia 22201
202-888-6790

All complaints considered by COMTA must be in written form.
**Maryland campus only:**

Students attending the Baltimore campus in Maryland who feel that the school has not adequately addressed a complaint or concern may also contact:

**Maryland Higher Education Commission**
6 North Liberty Street, 10th Floor, Baltimore, MD 21201 410-676-3301 www.mhec.maryland.gov

Students have the right to appeal in writing to the Secretary of Higher Education at the Maryland Higher Education Commission concerning school violations of Maryland regulations. Students may also submit complaints to:

**Maryland Office of Attorney General**
Consumer Affairs
200 St. Paul Place
Baltimore, Maryland 21202
888-743-0023 toll-free
410-528-8662

Students and prospective students may obtain from the Maryland Higher Education Commission at the above address information regarding the performance of programs. This includes, but is not limited to, information regarding each program’s enrollment, completion rate, and pass rate of graduates on any licensure examination.

**Texas campus only:**

**Texas Department of Licensing and Regulation**
Massage Therapy
PO Box 12057
Austin, Texas 78711
800-803-9202 in state
512-463-6599
512-463-9468 fax

**Pennsylvania campus only:**

**The Pennsylvania Department of Education**
State Board of Private Licensed Schools
333 Market Street, 12th Floor
Harrisburg, Pennsylvania 17126-0333
717-783-8228

**Connecticut campus only:**

A complaint form can be downloaded from www.ctohe.org/studentcomplaints.shtml and mailed to:

**Connecticut Office of Higher Education**
450 Columbus Blvd., Suite 510 • Hartford, CT 06103
860-947-1800
www.ctohe.org

Additionally, the state has a hotline dedicated to student complaints. The Education Employment Information Center (EEIC) Hotline number is 800-842-0229 statewide, and 860-566-8118 in the Hartford area.

**Florida campuses only:**

**Commission for Independent Education**
Florida Department of Education
325 W. Gaines Street, Suite 1414 • Tallahassee, Florida 32399-0400
888-224-6684
**Campus Hours**

The campuses are open from 9:00 am to 10:30 pm Monday through Thursday, 9:00 am to 4:00 pm on Friday, and on Saturday from 9:00 am to 6:00 pm.

**Inclement Weather Policy**

To ensure the safety of students and staff, the school may close due to inclement weather. Students should check with their individual campus for updates regarding school closures during inclement weather. The cancelled classes may be rescheduled on Friday(s) following the school closure.

**Student Suggestions**

Suggestion Forms are available at the front desk for students who wish to make comments about any aspect of the school. Students are not required to sign the Suggestion Form; however, it is necessary if a response is expected. Suggestions will be responded to in a timely manner.

**Incident Reports**

Incident Report Forms are available at the front desk for students who wish to document a situation and bring it to the attention of the school's administration. Completed Incident Report Forms are forwarded to the Director of Education for review. Please note that Incident Report Forms are used for documentation purposes only; they are not used to file formal complaints.

**Change of Address**

Students who have a change of address while enrolled at a Cortiva Institute school should complete a Change of Address Form with the front office staff.

**Voter Registration Forms**

Cortiva Institute campuses have Voter Registration Forms available from the Registrar for students who wish to register to vote.

**Selling Products or Services**

No solicitation is allowed on school property.

**Drug-Free Schools Policy**

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that, as a condition of receiving funds or any form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The following information outlines Cortiva Institute regulations to help ensure that the schools are drug-free. All students and employees of Cortiva Institute are required to comply with the following standards of conduct related to alcohol and controlled substances.

- Students and employees may not possess, use or distribute illegal drugs on any school property or as part of any school activity.
- The use of illegal drugs or abuse of legal drugs on school premises is expressly prohibited.
- Students and employees may not be on school property in a drunken or inebriated condition, or under the influence of controlled substances.
- Students and employees are encouraged to assist other students or employees in seeking treatment if a drug or alcohol-related problem is apparent.
- Students and employees are required to inform the Campus Director if they become aware of another student or employee distributing or selling illegal drugs on campus or at any school-sponsored activity.
Students or employees who are found to be selling or distributing illegal or prescription drugs on school property or at school-sponsored activities (including those held off campus) will be dismissed or terminated.

Any person who is believed to be selling or distributing illegal or prescription drugs or alcohol on any Cortiva Institute campus will be immediately reported to the appropriate law enforcement agency.

Any student found to be under the influence of alcohol or illegal drugs during school hours will be suspended and may be permanently dismissed.

The following hotlines are available for drug or alcohol abuse counseling:

- National Institute on Drug Abuse Hotline: 1-800-662-HELP
- Alcohol Abuse 24-Hour Hotline: 1-800-276-6818

The local campus staff will also assist students in finding contact information for local drug and alcohol abuse organizations.

Please note that “illegal drugs” are those identified in federal law, regardless of local or state laws that may not prohibit them.

**Campus Crime & Security Policy**

Any emergencies or criminal actions should be immediately reported to the Campus Director and/or the local law enforcement authorities. The school staff must be notified in addition to the law enforcement agency. To ensure prompt and accurate record keeping, criminal activity should be documented in a timely manner by students and/or employees. If a crime occurs, the victim should obtain a Crime Report Form from the front office staff and fill it out. This report will be kept on file at the School by administrative personnel. The school is not liable for any crime that occurs on campus, but it is required to report criminal activity. In order to do this, it is necessary to obtain documentation for any incident.

Cortiva Institute promotes safety and it recommends that students, staff, and faculty use precautionary measures. If you are concerned for the safety of your belongings, we recommend that you either do not bring them to school or that you obtain a renter’s insurance policy or homeowner’s insurance policy to cover your personal property while in school.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Act, a copy of Annual Crime Statistics for each campus can be found posted in the breakroom of the school.

**Catalog Content, Changes, and Course Cancellations**

This Student Catalog and Handbook and its contents are subject to change without notice. Cortiva Institute retains the right to change requirements, regulations, and fees at any time. Please see the Admissions Department for any catalog addenda that might contain updates or changes. Cortiva Institute makes every effort to offer all scheduled courses. In the event of a cancelled course, every effort will be made to ensure students are notified. All cancelled courses will be rescheduled to ensure program requirements are offered in their entirety. Provisions contained herein supersede all of those previously published and do not constitute an irrevocable contract between the student and the school. The photographs used in this publication are representative of one or more of our campuses and/or the industry, and represent the kinds and types of equipment typically found in the industry.
Copyright Infringement

Cortiva Institute, in compliance with the United States Department of Education, prohibits the unauthorized distribution of copyrighted materials by users of the institution’s network. This includes the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. Students who are found to be in violation of this policy will be subject to disciplinary action and may also be subject to civil and criminal penalties. If you are unclear about this policy or what constitutes copyrighted materials, please contact the administrative offices for further guidance.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at http://www.copyright.gov, especially their FAQ’s at http://www.copyright.gov/help/faq.

Use of Technology Deterrents

All student web traffic is filtered through the use of 3rd party tools by which Cortiva Institute Information Technology department (IT) is able to specify which websites users are able to view as well as what type of content they are allowed to download. IT reviews web traffic on the student network to ensure that no loopholes have been found and exploited.

Cortiva Institute’s computers do not offer any anti-piracy software, nor do they offer alternatives to legal downloading. Downloading of music and any type of media streaming is prohibited on any Cortiva Institute computer.

Plagiarism

Plagiarism is the uncredited use (both intentional and unintentional) of somebody else’s words or ideas. All of the following are considered plagiarism:

• Turning in someone else’s work as your own
• Quoting someone and leaving out the quotation marks
• Copying someone else’s ideas and using them as your own.
• Failing to give credit for the use of someone’s work

Academic honesty is very important to Cortiva Institute, therefore anyone suspected of plagiarizing in any form, may be subject to dismissal.
Confidential Information

The following is part of each student’s Enrollment Agreement: I understand that, during my attendance at the school and thereafter, I will have access to Confidential Information belonging to the school including, but not limited to, course syllabi, tests, handouts, educational processes, and other proprietary instructional collateral. Except as required by law, I agree not to reproduce, distribute, or disclose any such Confidential Information to anybody outside the school during or after my attendance at the school. I agree that any violation by me of the agreement in this paragraph may cause the school irreparable harm and so the school shall be entitled to injunctive relief in addition to any other relief it might seek for such a violation.

Criminal Background Check

Cortiva Institute reserves the right to perform criminal history background checks. State licensing or employment sites may require a criminal background check for licensure or employment.

Reservation of Rights

Cortiva Institute reserves the right to:

• Modify existing or new programs by addition, deletion, or variation.
• Reschedule or consolidate classes.
• Change faculty members by replacement or substitution.
• Relocate the facility, within a reasonable distance.
• Cancel advanced classes when sufficient enrollment is not obtained.

Any changes to the policies or the calendar will be published in an addendum to this catalog.

Transferability of Credits

If a student plans to transfer coursework completed at Cortiva Institute to another postsecondary institution, it is the student’s responsibility to determine if that institution will accept the completed coursework.

Cortiva Institute does not imply, promise, or guarantee transferability of its coursework or hours to any other higher education institution.
Thank You!

On behalf of every faculty and staff member at Cortiva Institute, we welcome you to our unique community of learning, congratulate you on taking the first steps toward changing your life, and look forward to you becoming successful in your chosen profession.

Thank you for allowing us to make a difference in your life. We are honored that you chose Cortiva Institute for your education.