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BRANCH CAMPUS  
**Cortiva Institute- Maitland– License #2215**  
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**www.Cortiva.edu**

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**CAMPUS FACULTY LISTINGS AND CREDENTIALS ARE AN ADDENDUM TO THIS CATALOG**

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## Mission Statement

Our mission at Cortiva Institute is to provide the motivated student with a quality career-oriented education combined with practical experience to instill the knowledge, skills and confidence necessary to empower the student, upon graduation, to achieve success in the high demand fields of health, beauty and wellness.

## Philosophy

The purpose of Cortiva Institute is to offer quality career education in an atmosphere of personalized attention. The curriculum is geared toward entry level students with no prior background in the subject matter. Cortiva Institute focuses on the specialized skills and knowledge needed for today's marketplace by providing programs that encompass theory, clinical application and professional development.

Cortiva Institute selects experienced individuals as members of its faculty, thus allowing Cortiva Institute students to be educated by professionals who have practical knowledge in their field of study as well as the appropriate level of formal education. Cortiva Institute recreates a similar atmosphere to that which the student will encounter in his/her career.

## History

Cortiva Institute was founded to provide professional training and education to individuals interested in a career in health, beauty and wellness related career fields. Cortiva Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and approved by the U.S. Department of Education to provide Title IV Financial Aid to those students that qualify. We are licensed by the Commission for Independent Education (CIE), Florida Department of Education.

Throughout its history, Cortiva Institute has strived, to continuously update its curriculum and program offerings and upgrade equipment to better serve its students and has done so with the active participation of its graduates, faculty, staff, advisory board and employers of our graduates.

## Accreditation and Licenses

- ❖ Cortiva Institute is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Boulevard, Suite 302, Arlington, Virginia 22201 (703) 247-4212 [www.accsc.org](http://www.accsc.org)
- ❖ Licensed by the Commission for Independent Education (CIE), Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at: Florida Department of Education · 325 W. Gaines Street, Suite 1414 · Tallahassee, Florida 32399-0400 · (850) 245-3200 or 1-888-224-6684 (Toll Free)
  - Cortiva Institute - License #2217 Main Campus- Pompano Beach, FL
  - Cortiva Institute - License #2215 Branch Campus- Maitland, FL

## Approvals

- ❖ The school is approved by the United States Department of Education to offer Title IV-Student Financial Assistance programs to eligible students.
- ❖ **Military Benefits-** Cortiva Institute has been granted approval by the Florida Department of Veterans Affairs (FDVA) State Approving Agency (SAA) to train Veterans and other persons eligible for education benefits under Title 38 U.S.C.

## Ownership and Statement of Legal Control- *Pompano Beach and Maitland, FL Campuses*

Cortiva Institute is owned by Full Circle Education, LLC, which is 100% owned and operated by NT Holdings, LLC  
Neal Heller, Esq. CEO/President  
(Corporate Office) 2001 W. Sample Rd., Ste. 318  
Pompano Beach, Florida 33064  
Phone: (954) 962-2624

## Professional Memberships

- ❖ Florida Association of Postsecondary Schools and Colleges (FAPSC)
- ❖ American Association of Cosmetology Schools (AACCS)
- ❖ National Certification Board for Therapeutic Massage and Body Work (NCBTMB)
- ❖ American Massage Therapy Association (AMTA)

## Program Advisory Committee

Cortiva Institute has cultivated and maintains a current and active group of individuals who serve in the capacity of a Program Advisory Committee (PAC). The group consists of employers and clinical site personnel who hire and work with our current student body. The purpose of the group is to exchange ideas, seek technical assistance and to make certain that the equipment, study materials and techniques taught in all programs at the campus will provide the skills necessary to meet employer expectations upon graduation. These meetings are typically held twice during each year whereby a thorough review of Cortiva Institute facility, curriculum and faculty can be reviewed, and whereby suggestions can be made for ongoing improvement in the delivery of our academic programs.

## Catalog and Policies

Students are expected to be familiar with the information presented in the Enrollment Agreement, Catalog and any addenda to the Catalog. This Catalog serves as a handbook for the student. By enrolling in Cortiva Institute, the student agrees to abide by all policies of the Institution. If at any time there is conflict between the Enrollment Agreement and the Catalog, the Enrollment Agreement is the binding contract. This catalog/publication is true and correct in content and policy.

## Changes to Programs, Equipment, Etc.

Cortiva Institute reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

## Class Size

In order for students to receive individualized attention, class size will not exceed 30 students per instructor in the classroom. Cortiva Institute constantly monitors class size to ensure that program objectives can be met by each student attending. When required, Cortiva Institute will monitor and maintain appropriate programmatic instructor/student ratios in laboratory and clinical settings.

### **Locations, Facilities and Equipment**

The Pompano Beach campus is located at 2001 W. Sample Road, Pompano Beach, FL 33064. Ample parking is available for students, faculty, staff and guests. The campus is fully compliant with the Americans with Disability Act (ADA). The facility consists of approximately 22,000 square feet and houses classrooms, an Academic Resource Center, Student Spa, and administrative offices which include education offices, admissions offices, Financial Aid Services, Career Services and Student Services. The entire campus is WIFI accessible. Classrooms for all programs are multi-purpose lecture and lab which are outfitted with industry standard teaching equipment such as, and not limited to LCD screens and projectors, massage therapy and spa tables, esthetics beds and make up stations. The Academic Resource Center is equipped with computers with internet access, audio/visual equipment, videos, books and magazines that are industry related. A large student lounge has refrigerators, microwave ovens and lunchroom seating.

The Maitland campus is located at 2600 Lake Lucien Drive, #140, Maitland, FL 32751. Ample parking is available for students, faculty, staff and guests. The campus is fully compliant with the Americans with Disability Act (ADA). The facility consists of approximately 24,000 square feet and houses classrooms, an Academic Resource Center, Student Spa, and administrative offices which include education offices, admissions offices, Financial Aid Services, Career Services and Student Services. The entire campus is WIFI accessible. Classrooms for all programs are multi-purpose lecture and lab which are outfitted with industry standard teaching equipment such as, and not limited to LCD screens and projectors, massage therapy and spa tables, esthetics beds and make up stations. The Academic Resource Center is equipped with computers with internet access, audio/visual equipment, videos, books and magazines that are industry related. A large student lounge has refrigerators, microwave ovens and lunchroom seating.

### **Equal Opportunity Policy**

Cortiva Institute, in its hiring, admissions, instruction and graduation policies, practices no discrimination on the basis of race, religion, color, financial status, sex, ethnic origin, age, veteran status, physical challenges or sexual orientation.

### **Accommodation Request**

Cortiva Institute complies with all provisions of the Americans with Disabilities Act (ADA) and section 504 of the Rehabilitation Act of 1973, in that no qualified person will be excluded from enrolling in the school. However, individuals should be aware that the regulations of the programs and applicable careers fields require the ability to sit or stand for long periods of time, a high level of manual dexterity and prolonged periods of practical work in the clinic.

Applicants and/or students with a disability seeking accommodation, must make their requests in writing to the Campus Director by completing an Accommodation Request Form, and submitting recent, relevant medical documentation that verifies the nature of the disability, the functional limitations resulting from the disability, the timeframe for the accommodation and must substantiate the need for any accommodation requested. *The type of documentation will vary according to the disability but should give us a basic understanding of what your disability is and how the disability impacts you in the classroom environment. Documentation may include specific recommendations as to the types of reasonable accommodation needed (e.g. extra time for testing, note-taking assistance). It should describe the relationship between the disability and how an accommodation would provide access. The Institute has no obligation to provide or adopt recommendations but will consider them.*

In order to ensure that reasonable accommodation can be provided in a timely manner, all forms and documentation should be received at least six (6) weeks prior to the start of classes, or as early as possible as accommodations cannot be implemented retroactively. Upon receipt of the appropriate documentation, the request will be reviewed for eligibility, additional information may subsequently be requested if necessary.

Decisions pertaining to reasonable accommodation will be made by the Regional Director of Operations, in consultation with other Academic or Administrative Personnel. Written notification of approved accommodations will be provided, and faculty will be notified of the accommodations that have been approved, unless otherwise specified. *\*Confidentiality Information about a student's or applicant's disability will be shared with those with a need to know about it, such as to assist the Institute in evaluating or implementing the accommodation or for reasons of safety. Records relating to disability accommodation will be kept separate from other files and only made available to personnel with a need to access the files.*

If a student disagrees with the proposed accommodations, he/she has the right to appeal the decision in writing and should be submitted promptly along with a copy of the paperwork used to request the accommodation. The appeal should state clearly why the student or applicant still believes that they should be provided with the accommodation sought. Students granted a different accommodation than first sought are encouraged to try the alternate accommodation while appealing the decision. Within 20 business days after acknowledging receipt of the ADA policy appeal, the Campus Director will inform the student regarding the institutional response to the written appeal. *The appeal is to be submitted by U.S. mail to:*

Cortiva Institute Corporate Office  
ATTN: ADA Coordinator  
2001 W. Sample Rd., Ste. 318  
Pompano Beach, Florida 33064

### **Sexual Harassment & General Anti-Harassment Policy**

The U.S. Equal Employment Opportunity commission has issued guidelines which treat sexual harassment as illegal sex discrimination under the Civil Rights Act of 1964. Cortiva Institute actively supports a policy on sexual harassment which includes a commitment to creating and maintaining an environment in which the students, faculty and administrative-academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. It is the intention of the school to take whatever action may be needed to prevent, correct and if necessary, discipline behavior which violates this policy.

## APPLICATION PROCEDURE

All Applicants are required to visit the school in person to meet with an admissions representative. The admissions representative will discuss career goals, programs, policies and provide a tour of the school for each applicant.

### Requirements for Admission

The student must show evidence of the following:

- ❖ High school Diploma or Recognized Equivalent; or
- ❖ General Equivalency Diploma (GED) or certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma; or
- ❖ An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree; or
- ❖ Foreign High School Graduation- A diploma or transcript from a foreign high school must be translated and evaluated by a qualified agency to confirm the equivalence to a U.S. issued diploma; or
- ❖ Evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
- ❖ Students lacking a high school diploma, or its equivalent may be admitted upon demonstrating the ability to benefit from the training offered. This can be demonstrated by successfully attaining a score of 233 on the Reading exam, a 235 on the Writing exam and a 230 for the mathematics/arithmetic test on the Accuplacer ATB Test.  
*\*\*Ability the Benefit Option is not applicable for Massage Therapy –FL Department of Health Programs.*
- ❖ Applicants must be beyond the age of compulsory school attendance (16) to be admitted into the Cosmetology-Board related programs. Applicants must be at least (17) years of age or older to apply for the Massage Therapy program and must be (18) by the time of graduation. *\*\*\*A Parent or guardian signature is required for applicants under the age of 18 at time of application.*

### Enrollment

Prospective students must make formal application to and be accepted by the school. The applicant will receive a catalog and must complete and sign an Enrollment Agreement prior to beginning classes. Applicants are encouraged to complete the enrollment process well in advance of their desired start date, as class size is limited to ensure individualized instruction.

### Re-Entry

A student who has been terminated or withdrawn may reapply to Cortiva Institute in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Cortiva Institute, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. ***Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.***

### Credit for Previous Training

Cortiva Institute makes no blanket statement or promise of acceptance of credit from any other Institution. Credit may be granted for training in another school whether in-state, out-of-state, or out of country. Documentary proof verifying work or school experience must be submitted prior to enrollment. After evaluating the official transcripts of the other institution attended, an evaluation exam may be conducted by the Education department and may include both written and practical examinations.

Based upon the recommendation of the Education department and/or Campus Director, Cortiva Institute may accept a transfer student's hours and services from another licensed institution. The student's tuition account will be adjusted accordingly to reflect the reduced hours of training. \*No more than 50% of the program credits will be transferred into Cortiva Institute from another institution.

### Transfer of Credit

Cortiva Institute cannot guarantee the transferability of credits earned at our school. A decision on the acceptance of credits earned at Cortiva Institute is at the sole discretion of the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another institution of the student's choice.

### Policy for Registration/Licensure / Examinations and Fees

Students shall be required to apply to the state of Florida for registration and/or licensure in their chosen profession. Please see attached addendum for information pertaining to requirements and fees for registration/licensure for each program offered at Cortiva Institute.

### Limitations of Employability Due to Criminal History

Students with criminal histories may not be eligible for professional certification or licensure after graduation, depending on the requirements of the student's chosen program at the time of completion.

#### This information can be found at:

- ❖ Department of Business & Professional Regulation- Cosmetology Board: <http://www.myfloridalicense.com/dbpr/cosmetology/>
- ❖ Florida Department of Health- Board of Massage Therapy: <http://floridasmassagetherapy.gov/>

*Please contact the Student Services Department if you have any questions or concerns regarding the criminal history and/or other licensure requirements. The school makes no representation, promise, or guarantee that completion of this program assures either passage of any certification examination or acceptance by any state board. The programs are not intended to prepare graduates for employment in any other state. Prospective and current students and graduates are responsible for researching and understanding all examination, registration, certification, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

## Technology Requirements

Access to our LMS Moodle and Milady CIMA is available by using smart phones; however, not all instructors' comments, images, assignments, and feedback are accessible through the phone. Therefore, it is necessary that students access the course pages through a computer processing unit that complies with the following minimum specs:

- ❖ Intel Core 2 Duo – or AMD – 3 GHz processor
- ❖ 3 GB of RAM (4 GB recommended)
- ❖ Graphics card and monitor capable of 1024×768 display
- ❖ Stereo sound card, speakers and/or headset, microphone
- ❖ A camera is required.
- ❖ Up to date internet browser. Recommended: Microsoft Edge, Safari, Chrome or Firefox.
- ❖ Some takeaway documents and other resources may be provided in the PDF format. If a student does not have a reader, he or she will need to install Adobe Reader to view these documents <http://get.adobe.com/reader>

## Internet Usage Policy

The Internet Usage Policy applies to all students of Cortiva Institute who have access to computers and the Internet to be used during their enrollment at Cortiva Institute. Use of the Internet by students is permitted and encouraged where such use supports the goals and objectives of the program. Access to the Internet through Cortiva Institute is a privilege and all students must adhere to the policies concerning computer, email and Internet usage. Violation of these policies could result in disciplinary and/or legal action such as suspension of the use of the Internet at Cortiva Institute and lead up to and include termination from the program. Students may also be held personally liable for damages caused by any violations of this policy. All students are required to abide to the rules hereunder.

- ❖ Students are expected to use the Internet responsibly and productively. Internet access is limited to school and/or job search activities only and personal use is not permitted.
- ❖ Job-related activities include research and educational tasks that may be found via the Internet that would assist in a student's career development.
- ❖ Students will be assigned a Cortiva Institute student email account
- ❖ All Internet data that is composed, transmitted and/or received by Cortiva Institute's computer systems is considered to belong to Cortiva Institute and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- ❖ The equipment, services and technology used to access the Internet are the property of Cortiva Institute, and the school reserves the right to monitor Internet traffic and monitor and access data that is composed, sent, or received through its online connections.
- ❖ Emails sent via the school's email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing languages or images.
- ❖ All sites and downloads may be monitored and/or blocked by Cortiva Institute if they are deemed to be harmful and/or not productive to the academic environment.
- ❖ The installation of any software such as instant messaging, downloading music sites and/or personal pictures is strictly prohibited.
- ❖ Unacceptable use of the internet includes, but is not limited to:
  - ❖ Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Valley College email service.
  - ❖ Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
  - ❖ Stealing, using, or disclosing someone else's password without authorization
  - ❖ Downloading, copying or pirating software and electronic files that are copyrighted or without authorization
  - ❖ Sharing confidential material, trade secrets, or proprietary information outside of the organization.
  - ❖ Hacking into unauthorized websites.
  - ❖ Sending or posting information that is defamatory to the school.
  - ❖ Introducing malicious software onto Cortiva Institute's network and/or jeopardizing the security of the organization's electronic communications system.
  - ❖ Sending or posting chain letters, solicitations, or advertisements not related to academic environment.
  - ❖ Passing off personal views as representing those of Cortiva Institute.
  - ❖ Unauthorized sharing of academic material, including but not limited to tests, and tests answers.
  - ❖ Conducting a business using Cortiva Institute's network for personal business use.
- ❖ If a student is unsure about what constituted acceptable Internet usage, then he/she should ask the Campus Director or his/her instructor for further guidance and clarification.

## Statement on Program Delivery

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable. While students will have access to our LMS outside of the school, attendance will only count when students are in the classroom. Working on the LMS, assignments, quizzes, forums etc. outside of the school will not count towards attendance.

## Tech Support

Please refer to the Orientation Folder in your LMS that contains frequently asked questions, and how to videos.

For additional help:

- ❖ For issues regarding your email account please write to: [education@cortiva.edu](mailto:education@cortiva.edu)
- ❖ For issues regarding the LMS moodle please write to: [moodle@cortiva.edu](mailto:moodle@cortiva.edu)
- ❖ For issues regarding the LMS Milady CIMA please write to: [cimasupport@milady.com](mailto:cimasupport@milady.com)

Please send a description and screenshots of the issue you are having and allow 24 to 48 hours for a response.

**Tuition, Fees, Books, Uniforms, Supplies**

Students will be obligated for all charges (tuition/fees/books/kits) for the period of financial obligation they are currently attending plus any prior account balance. The period of financial obligation is the time the student is enrolled. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee. \*The tuition and fee schedule for all programs at Cortiva Institute is provided in an addendum to this catalog. Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. All financial obligations owed to Cortiva Institute must be paid, or arrangements for payments must have been made, before a student may re-enter, receive official transcripts or graduate.

Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, index cards and dictionaries. Students may also be required to purchase additional supplies/kits based on his/her program of study. Any additional licensing fees are listed in an addendum and presented at the time of enrollment.

**Payment of Tuition**

Students may pay by cash, check, money order or credit card for educational costs. Payment of tuition is due, in full, on or before the first day of class unless a student is on a payment plan or has been approved to receive Title IV Federal Financial Aid.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill<sup>®</sup> (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not prevent the student's enrollment; assess a late penalty fee to the student; require the student to secure alternative or additional funding; deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution. However, to qualify for this provision, such students may be required to produce the VA Certificate of Eligibility (COE) by the first day of class; provide a written request to be certified; provide additional information needed to properly certify the enrollment as described in other institutional policies.

Any students who are unable to pay the tuition and fees in full may arrange a payment plan to be paid monthly or weekly to the school. Contracts are not sold to third parties; however, the school reserves the right to assign any unpaid balances to an outside agency for collections. Students in need of financial assistance will meet with the Financial Aid Department prior to enrollment in order to assess a payment plan. There are a few alternatives to assist students in meeting their financial obligations.

Payment Options:

1. Payment in full before the first day of class.
2. Installment Plan which will be set up based upon the student's ability to make scheduled payments over the length of the program with a minimum down payment made prior to the first day of class.

*\*There is a \$50 fee for any check returned for insufficient funds.*

Students on a payment plan must make payments as scheduled. All payments are due on a Monday prior to entering class. A late payment will result in a 10% late fee being added to your balance. Failure to make a payment within 3 days of when due will result in the student not being allowed to attend the class unless prior arrangements in writing have been made with the Campus Director.



## FINANCIAL AID AND FINANCIAL SERVICES

The Financial Aid Department at Cortiva Institute provides assistance to students who need financial aid in order to pay tuition expenses at the school. The Financial Aid Department has established procedures which assure fair and consistent treatment of all applicants. Financial Aid is available for those students who qualify.

### Types of Financial Aid

The amount of aid a student receives at Cortiva Institute is based on cost of attendance, Expected Family Contribution (EFC), enrollment status (full time, part time) and length of attendance within an academic year.

#### Grants:

The main criterion for receiving grants is substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Cortiva Institute Satisfactory Academic Progress Policy.

##### ❖ Federal Pell Grant

A Federal Pell Grant is an award to assist need-based undergraduates in paying for their education. Students who have achieved a bachelor's degree are not eligible for a Federal Pell Grant.

##### ❖ Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on available funds and do not have to be repaid. Need is determined by the financial resources of the student and parents and the cost of attending school.

##### ❖ Federal Work Study

A federal student aid program that provides part-time employment while you are enrolled in school to help pay your education expenses.

#### Federal Direct Loan Program

Direct Loans, from the William D. Ford Federal Direct Loan Program, are low-interest loans available to eligible students to help cover the cost of higher education. Eligible students borrow directly from the U.S. Department of Education at participating schools. For additional information on the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive.

##### ❖ Direct Subsidized Loans

Direct Subsidized Loans are for students with financial need. The Institute will review the results of the FAFSA and determine the amount a student can borrow. The student is generally not charged interest while enrolled in school at least half-time. Direct Subsidized Loan Time Limitation Note: Federal regulations limit a first time borrower's\* eligibility for Direct Subsidized Loan to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, first-time borrowers who have exceeded the 150 percent limit may lose the interest subsidy on outstanding Direct Subsidized Loans. For more information on Direct Subsidized Loan Time Limitation, visit: <https://studentloans.gov/myDirectLoan/directSubsidizedLoanTimeLimitation.action> \*Generally, a first-time borrower is one who did not have outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

##### ❖ Direct Unsubsidized Loans

Direct Unsubsidized Loans are available to students with and without financial need. Like subsidized loans, the Institute will review the results of the FAFSA to determine the amount a student can borrow. Interest accrues (accumulates) on an unsubsidized loan, even while the student is in school, beginning on the date the loan is initially disbursed. The student can pay the interest, or can allow it to accrue and be capitalized (that is, added to the principal amount of the loan). If a student chooses not to pay the interest as it accrues, this will increase the total amount to be repaid because the student will be charged interest on a higher principal amount.

➤ **Terms and Conditions-** Students who receive a Direct Loan are subject to the terms and conditions disclosed on the Federal Direct Loan Master Promissory Note (MPN) and the Direct Loan Disclosure Statement.

➤ **Borrower's Rights and Responsibilities-** Students who receive a Direct Loan also have varying rights and responsibilities as described in the Borrower's Rights and Responsibilities Statement attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Federal Direct Loan Program, visit <http://www.studentaid.ed.gov/types/loans/subsidized-unsubsidized>

##### ❖ Federal Direct PLUS Loan for Parents

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met. If a parent is unable to secure a Direct PLUS Loan, the dependent student may be eligible for additional unsubsidized loans.

➤ **Terms and Conditions-** Parent(s) who receive a Direct PLUS loan are subject to the terms and conditions disclosed on the Federal Direct PLUS Loan Application and Master Promissory Note (MPN) at <https://studentloans.gov/myDirectLoan/downloadPDF.action?fileName=FDPL-MPN>.

➤ **Borrower's Rights and Responsibilities-** Parents who receive a Direct PLUS Loan have varying rights and responsibilities as described in the Borrower's Rights and Responsibilities Statement, <http://www2.ed.gov/offices/OSFAP/DirectLoan/plusrights.pdf>, attached to the Master Promissory Note (MPN). For more detailed information on eligibility and how to apply for the Direct Parent PLUS Loan, visit <http://www.studentaid.ed.gov/types/loans/plus>

**NOTE:** A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by Cortiva Institute while the student is in school, the student is responsible for all tuition and fees due to Cortiva Institute.

#### Loan Fee (Origination Fee)

The U.S. Department of Education charges a fee for each federal student loan you receive that is a percentage of the total loan amount you're borrowing (gross amount). The loan fee is deducted proportionately from each disbursement of your loan. This reduces the actual loan amount you receive (net amount). The specific loan fee that you're charged will be included in a disclosure statement you'll receive after the first disbursement of your federal student loan. You will be required to repay the gross amount.

## Student Eligibility Requirements

Federal financial aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid. An applicant for admission who indicates on his/her application that financial assistance is needed for education is given a Free Application for Federal Student Aid at the time of enrollment. Some of the eligibility requirements for Federal Title IV financial aid programs that a student must meet:

- ❖ Show financial need
- ❖ Enroll in an eligible program
- ❖ Be a United States citizen or eligible non-citizen
- ❖ Have a valid social security number
- ❖ Maintain satisfactory academic progress
- ❖ Comply with requirements of the Anti-Drug Abuse Act
- ❖ Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Stafford Loan or Federal PLUS Loan
- ❖ Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG)
- ❖ Agree to use any Federal student aid received solely for educational purposes
- ❖ Sign a Statement of Educational Purpose/Certification on refunds and default
- ❖ Sign a Statement of Registration Status if required to register with the Selective Service
- ❖ Be enrolled at least half-time
- ❖ Demonstrate by one of the following means that he/she is qualified to obtain postsecondary education:
  - a) Have a High School Diploma or General Education Development (GED) Certificate.
  - b) Meet other standards the state establishes that the US Dept. Education has approved.
  - c) Complete a high school education in a home school setting approved under state law.
  - d) Enroll in an eligible program as a regular student seeking a degree or certificate.
  - e) Completed one of the ability-to-benefit (ATB) alternatives and is either currently enrolled in an eligible career pathway program or first enrolled in an eligible postsecondary program prior to July 1, 2012.

A complete list of student eligibility standards and conditions may be found on the Department of Financial Aid website: [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

## Financial Aid Verification

The federal government has legislated an application review process called, Verification, to ensure that all data provided on the Federal Application for student Aid (FAFSA) is correct and complete. Applicants are selected randomly and may be asked to provide additional documentation such as IRS tax transcripts, W-2 forms, verification worksheets or other documents to complete their financial aid application process. Applicants must comply with the requests for documentation within specified times or applicants may lose financial aid eligibility. Selected and/or flagged records will be reviewed by the Financial Aid Office and notification request letters sent to the applicants. CI's notification request letters for verification require the student to submit requested documents within thirty (30) days of request, or to contact the financial aid office for an extension of time.

The Financial Aid Office will perform verification by comparing all submitted documentation to the student ISIR record. Records found to be correct and complete will be processed for awarding and certification of aid. Corrections to your application may be required if there are any differences between the information you provided on your application and the information on your Verification Worksheet, or any additional documents received. All required documents must be submitted, and verification/ confirmation completed, before the Financial Aid Office will certify any loan or authorize a disbursement. Failure to provide required documentation before the end of the award year or enrollment period may result in loss of eligibility for financial aid for that period. Failure to submit all required documents by the deadline may result in the forfeiture of your financial aid awards, which would require you to make an alternate payment plan to pay your tuition.

## Statement of Educational Purpose

The parent or student signing a Free Application for Federal Student Aid (FAFSA) certifies the following: (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) is not in default on a federal student loan or has made satisfactory arrangements to repay it, (3) does not owe money back on a federal student grant or has made satisfactory arrangements to repay it, (4) will notify college if defaulting on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

The parent or student signing the Free Application for Federal Student Aid (FAFSA) agrees, if asked, to provide information that will verify the accuracy of your completed form. This information may include U.S. or state income tax forms filed or required to be filed. In addition, the parent or student certifies and understands that the Secretary of Education has the authority to verify information reported on this application with the Internal Revenue Service and other federal agencies. If the parent or student signs any document related to the federal student aid programs electronically using a FSA ID, username and password, and/or credential that certifies that he or she is the person identified by the FSA ID, username and password, and/or credential and has not disclosed that PSA ID, username and password, to anyone else. If the parent or student purposely gives false or misleading information, that person may be fined up to \$20,000, sent to prison, or both.

## Misrepresentations

Inconsistencies may require further investigation and documentation which will be requested upon discovery. CI complies with federal regulation regarding fraud referrals when the school has any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. Specifically, a student will be referred if the school believes that the student or parent applicant intentionally provided false information with the intent of establishing a student's eligibility for federal student aid, including eligibility for need-based aid, and the amounts of aid received. Examples of this type of information are:

- 1) False claims of independent student status,
- 2) False claims of citizenship,
- 3) Use of false identities,
- 4) Forgery of signatures of certifications, and
- 5) Significantly false statements of income.

*Please do not hesitate to contact the Financial Aid Office if you have any questions or need any assistance regarding the verification process.*

**Financial Aid - Returning Title IV Funds after a Student is Dropped or Withdraws**

The law specifies how to determine the amount of Title IV program assistance that you have earned at the time you withdraw or are dropped from school. The institute participates in the following Federal Title IV financial aid programs: Pell Grants; FSEOG, Federal Work Study (FWS), Subsidized and Unsubsidized Stafford Loans, and Direct and PLUS loans for parents of qualified dependent students. Cortiva Institute will calculate the amount of Title IV aid that you have earned based on the payment period using a specific formula. The student will be obligated for any tuition, fees, textbooks or equipment not covered by Title IV funds.

The amount of assistance that you earn that will be credited to your student account is determined on a pro rata basis. For example, if you completed 30% of the clock hours of your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period, you earn all the assistance that you were scheduled to receive for that period. Withdrawn student may return to same program within 180 calendar days. Student eligible for any Title IV funds for which eligible prior to withdrawal.

**Return to Title IV Program Funds:**

In the event a refund is required on behalf of a student who received any form of federal student aid, under the institution's refund policy, a portion of the refund must be returned to the financial aid program(s) involved. Any unearned Title IV funds will be refunded within 45 days of the date the school determined the student withdrew. Any refunds due will be distributed in the following order:

- ❖ Federal Direct or FFEL Unsubsidized Stafford Loan(s), up to amount disbursed
- ❖ Federal Direct or FFEL Subsidized Stafford Loan(s), up to amount disbursed
- ❖ Direct PLUS loans
- ❖ Federal Pell Grants for which a return of funds is required
- ❖ Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required.
- ❖ Other Title IV Aid Programs
- ❖ Other federal, state, private or institution aid

*\*Please note that the United States Department of Education may impose changes to this distribution list at any time.*

**Financial Aid Loan Repayment Obligation**

Obligation to repay loans is clearly disclosed with repayment information. Financial Aid students receive a current Student Guide, with all essential repayment information, as published by the U.S. Department of Education. Students are required to complete entrance counseling at the time of loan application and to review repayment of loan commitment through completion of an exit interview before their program completion date. In addition, students applying for Subsidized Stafford and Unsubsidized Stafford loans are required to complete entrance and exit counseling on <https://studentaid.gov/entrance-counseling/> or <https://studentaid.gov/exit-counseling/>. Further information may be found by calling the Federal Student Aid Information Center toll -free at 1-800-4-FED-AID (1-800-433-3243). Students may seek information and assistance from the institute's Financial Aid Office.

**Federal Student Aid Information Resources:**

Financial Aid information is available through the Financial Aid Administrator at the school or the U.S Department of Education at 1-800-772-1213.

**Cancellation and Refund Policy**

This policy applies to students that voluntarily withdraw or have been terminated by the institution from his/her program. The official date of termination is the last day in attendance. This policy applies to students that voluntarily cancel the signed enrollment agreement in writing within three (3) working days regardless of whether the student has actually started training.

- 1) All monies will be fully refunded if the application is not accepted.
- 2) All refunds will be made within 30 days of cancellation or withdrawal.
- 3) Refunds will not be granted for books, materials, or supplies/kits.

Students will be obligated for all charges (tuition/fees/books/supplies) for the period of financial obligation they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$100 re-entry fee.

**Cancellation and Refund Policy**

- 1) Cancellation must be made in person or by Certified Mail, for official withdrawals, the cancellation date will be either the postmark on written notification, or the date said information is delivered to the school in person.
- 2) All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) Business days after signing the enrollment agreement and making initial payment.
- 3) Cancellation after the third (3rd) Business day, but before the first class, will result in a refund of all monies paid, with the exception of the \$150 registration fee.
- 4) Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of scheduled hours completed to the total program hours.
- 5) Cancellation after completing more than 40% of the program will result in no refund.
- 6) Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.
- 7) Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refund.
- 8) Refunds will be made within 30 days of the date of determination or receipt of Cancellation Notice. Date of determination will be within 14 days from last date of attendance.
- 9) The students' rights under this agreement may not be assigned to any other person.
- 10) If the school is permanently closed, and no longer offers instruction after a student has enrolled, the student shall be entitled to a 100% refund.
- 11) If a student on an approved leave of absence notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

**Return of Title IV Funds**

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw before completing 60% of the payment period of the program of study. The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs. Any unearned Title IV funds will be refunded within 45 days of the date the school determined the student withdrew.

**The return of Title IV funds under the Federal Refund Policy, follow a specific order:**

(1) FFEL/Federal Direct Stafford Unsubsidized Loan (2) FFEL/Federal Direct Stafford Subsidized Loan (3) Perkins Loan (4) FFEL/Direct PLUS (5) Pell Grant (6) FSEOG (7) Other Title IV.

**Default Prevention Service:**

In an effort to assist our graduates, we contract with Pantheon Student Solutions Services to reduce the rate of defaulted student loans, thereby avoiding financial issues with credit. Pantheon Student Solutions acts as an agent to assist graduates in setting up loan repayment arrangements and preventing default on repayment of student loans. They assist in deferment when necessary and are multi-lingual to serve the entire school population. Pantheon Student Services will contact you as you approach graduation, if you have received a government student loan of any kind, to assist you in arranging a suitable payment schedule.

**Definition of a Clock Hour**

Students are awarded clock hours for course completion. A clock hour is defined as a minimum of 50 minutes of supervised instruction. Class and break schedules are on the course descriptions provided by each instructor.

**Definition of a Credit Hour**

The school offers some programs in credit hours. A credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement for academic activities as established by the institution comprised of the following units: didactic learning environment; supervised laboratory setting of instruction; externship; and out-of-class work/ preparation. The following are the measures of these units for establishing credit hour awards.

**One quarter credit hour equals 30 units comprised of the following academic activities:**

- ❖ One clock hour in a didactic learning environment = 2 unit
- ❖ One clock hour in a supervised laboratory setting of instruction = 1.5 units
- ❖ One hour of externship = 1 unit
- ❖ One hour of out-of-class work/preparation for the didactic learning environment or supervised laboratory instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

**One semester credit hour equals 45 units comprised of the following academic activities:**

- ❖ One clock hour in a didactic learning environment = 2 unit
- ❖ One clock hour in a supervised laboratory setting of instruction = 1.5 units
- ❖ One hour of externship = 1 unit
- ❖ One hour of out-of-class work/preparation for the didactic learning environment or supervised laboratory instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

**Glossary of Credit Hour Terms:**

- ❖ A didactic learning environment is one which is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.
- ❖ A supervised laboratory setting of instruction is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/ preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.
- ❖ Out-of-class work/preparation is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.
- ❖ An externship is a component of a program is offered in a bona fide occupational setting for which training, and education is provided. The objectives and goals of an externship are to allow students to apply practically the knowledge and skills taught in didactic and laboratory settings of instruction.

**For the Purposes of Title IV Federal Financial Aid:**

The credits approved by states and accrediting agencies are not necessarily the credits for FSA purposes. For FSA purposes, the number of credits in the program will be those determined by the conversion formula. The institution utilizes the US Department of Education (USDE) definition of a credit hour that measures such in terms of the amount of time in which a student is engaged in academic activity, as follows:

- ❖ For the credit to clock hour conversion, the institution utilizes the USDOEs guideline of one quarter credit hour is based on 20 clock hours of direct faculty instruction. (Number of clock hours in the credit-hour program divided by 20) the converted credit hours are used to determine the amount of FSA funds that a student who is enrolled in the program is eligible to receive.
- ❖ For the credit to clock hour conversion, the institution utilizes the USDOEs guideline of one semester credit hour is based on 30 clock hours of direct faculty instruction. (Number of clock hours in the credit-hour program divided by 30) the converted credit hours are used to determine the amount of FSA funds that a student who is enrolled in the program is eligible to receive.

This conversion is based on the premise that outside homework and assignments are documented as such and are part of the grading criterion for the student's final grade in a course. All syllabi for certificate/diploma programs outline the homework requirement and include a homework component in the overall course grade.

An academic year is defined as 36 quarter/24 semester credit-hours or 900 clock-hours. If the program is one academic year or less, is divided into two payment periods, if the program longer than one academic year, the remaining portion is treated as a single payment period. For clock-hour and non-term credit-hour programs, the payment period is defined not only in clock-hours or credit-hours but also in weeks of instructional time. Payment period progression is based on the time it takes for the student to successfully complete\* the credit or clock-hours and weeks of instructional time in the payment period. *\*Successfully complete means that the student has earned a passing grade or otherwise received credit for the credits or clock-hours in the payment period.*

## SATISFACTORY ACADEMIC PROGRESS POLICY

**NOTE:** *Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. Student receiving benefits from the Department of Veteran Affairs must maintain a minimum of 80% attendance to maintain eligibility for such funds.* \*All Applicants are provided a copy of the student catalog prior to enrollment. Upon signing the enrollment agreement, applicants acknowledge that they have received and read the student catalog.

### Satisfactory Academic Progress

Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum grade required in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

**Attendance Progress (Quantitative) *MINIMUM ATTENDANCE REQUIRED:*** Students must attend at least 67 percent at each scheduled evaluation in order to be considered making satisfactory progress and to complete the course within the maximum time frame.

**Maximum Time Frame:** The maximum time frame a student has to complete the course is 150% of scheduled attendance. Transfer hours/credits that are accepted toward the student's educational program are counted as both attempted and completed for the purpose of determining maximum time frame. SAP evaluation periods are based on actual contracted hours/credits at the institution. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. ***Title IV recipients will lose eligibility to receive Title IV funds.***

- ❖ **Professional Massage Therapy (24 Academic Semester Credits):**  
MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 36 Academic Semester Credits scheduled and 150% of the scheduled weeks based on the student's session (38 weeks).
- ❖ **Advanced Paramedical Skin Care (29.5 Academic Semester Credits):**  
MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 44.25 Academic Semester Credits scheduled and 150% of the scheduled weeks based on the student's session (62 weeks).
- ❖ **Makeup Artistry and Skin Care (17.5 Academic Semester Credits):**  
MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 26.25 Academic Semester Credits scheduled and 150% of the scheduled weeks based on the student's session (38 weeks).
- ❖ **Skin Care (11 Academic Semester Credits):**  
MAXIMUM TIME FRAME: The maximum time frame a student has to complete the course is 16.5 Academic Semester Credits scheduled and 150% of the scheduled weeks based on the student's session (19 weeks).

### Academic Progress (Qualitative) *MINIMUM GRADE REQUIRED:*

- ❖ Professional Massage Therapy: 75%
- ❖ Advanced Paramedical Skin Care: 75%
- ❖ Makeup Artistry and Skin Care: 75%
- ❖ Skin Care: 75%

### Academic Grading System:

Students are given both practical and theoretical tests and quizzes throughout each class. Through these methods, the teachers are able to review each student's progress. The following is the grading scale used:

A	4.0	90% -100%	Excellent
B	3.0	80% - 89%	Above Average
C	2.0	75% - 79%	Average
D	1.0	0% - 74%	Unsatisfactory

*\*Students are required to have a minimum passing score of 75% in each course. An overall grade of "C" or above is required to graduate.*

### Determination of Progress

The Campus Registrar is responsible for monitoring and evaluating academic progress continuously. SAP Progress evaluations will be conducted with the student within 7 days of the student reaching the following actual increments. The Student SAP evaluation calculates the student's cumulative GPA and the pace at which the student is progressing by dividing the cumulative number of credit hours and weeks the student has successfully completed by the cumulative number of credit hours and weeks the student has attempted. Progress evaluations will be conducted with the student shortly after students reach the end of the payment period, when the student successfully completes the credit hours and weeks within the payment period. All students attending this school shall have the right to review their academic records, including grades, attendance and counseling and may be reviewed by request. Evaluations, at a minimum, will occur at the following Increments:

- ❖ **Professional Massage Therapy (24 Academic Semester Credits):** 12 Academic Semester Credits (13 Weeks), 24 Academic Semester Credits (25 Weeks)
- ❖ **Advanced Paramedical Skin Care (29.5 Academic Semester Credits):** 12 Academic Semester Credits (19 Weeks), 24 Academic Semester Credits (38 Weeks) 29.5 Academic Semester Credits (41 Weeks)
- ❖ **Makeup Artistry and Skin Care (17.5 Academic Semester Credits):** 8.75 Academic Semester Credits (13 Weeks / 17.5 Academic Semester Credits (25 Weeks)
- ❖ **Skin Care (11 Academic Semester Credits):** 5.5 Academic Semester Credits (7 Weeks), 11 Academic Semester Credits (13 Weeks)

### Satisfactory:

Students with a minimum required grade average in theory and practical and clinic performance, and minimum 67 percent attendance percentage at each scheduled evaluation points, will be considered to be making satisfactory progress until the next scheduled evaluation. In order for a student to be considered making satisfactory progress as of course midpoint, the student must meet both attendance and academic minimum requirements on at least one evaluation by the midpoint of the course.

### Unsatisfactory:

- ❖ Students failing to meet minimum progress requirements at a scheduled evaluation will be placed on SAP warning and complete a corrective action plan until the next scheduled progress evaluation point. ***\*Student receiving funds under the Federal Title IV Financial Aid Program must maintain Satisfactory Progress in order to maintain eligibility for such funds. Title IV recipients placed on a SAP Financial Aid warning will remain eligible to receive Title IV funds for the period of the initial SAP Financial Aid warning period.***
- ❖ At the next scheduled progress evaluation point, the student's progress will be re-evaluated. If the student is meeting minimum requirements, he or she will be determined to be making satisfactory progress. ***Title IV recipients will maintain eligibility to receive Title IV funds if found to be meeting the minimum Satisfactory Progress requirements.***
- ❖ If the student has failed to achieve minimum requirements, the student is subject to termination from the school. ***Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.***

### **SAP Warning-**

You are considered to be in SAP warning if at your previous evaluation point you were previously meeting SAP, and you are now failing to meet the minimum Satisfactory Academic Progress requirements for one or more of the following reasons:

- ❖ You are below the minimum cumulative GPA requirement for your academic level and/or academic program; and
- ❖ You are below the 67 percent minimum course completion rate (quantitative requirement).

Once you are in financial aid warning, you may continue to receive financial aid, but you will be expected to meet the minimum standards by the end of your warning period in order to continue to receive financial aid. Failure to meet the minimum standards after your warning term will result in financial aid termination.

### **SAP Termination Appeal**

If it is determined that a student is not meeting SAP requirements at the evaluation point after the SAP Financial Aid warning status, the student is terminated from financial aid but may appeal the termination status. The student must submit a written appeal to the school within seven (7) calendar days after being notified of the adverse determination. A non-exhaustive list of circumstances for which you may appeal including; the death of a close relative, a serious injury or an illness. The Satisfactory Academic Progress (SAP) Appeal must include:

- ❖ A written or typed statement explaining the circumstances contributing to the student's failure to meet the SAP standards, along with the nature and timing of the circumstances;
- ❖ Supporting documentation, as appropriate;
- ❖ A description of what has changed in the student's situation that would allow the student to meet SAP requirements at the end of the next payment period; and
- ❖ An Academic Improvement Plan that has been developed with and is signed by the student's advisor. The plan must include how the student expects to meet the SAP standards as well as the time frame in which the student expects to be back in compliance with such standards.

### **Regaining Federal Student Aid Eligibility**

Except for when an appeal is granted for unusual or mitigating circumstances, students can reestablish eligibility only by taking action that brings them in compliance with the qualitative and quantitative components of the Financial Aid Satisfactory Academic Progress Standards. A student for whom a SAP appeal is approved is placed on Financial Aid Probation and is expected to complete 100% of all coursework by the end of the evaluation period following the approved appeal. Satisfactory progress must be demonstrated before further aid can be awarded. Students may continue enrollment at the student's own expense until both the Quantitative and Qualitative SAP standards are met, while not exceeding the Maximum Time Frame.

### **Financial Aid Probation**

Once a student is placed on financial aid probation, they will be monitored to ensure that they are on track to successfully complete by the end of the probationary period. The student will be eligible for financial aid during the FA Probation.

### **Re-Entry**

A student who has been terminated or withdrawn may reapply to Cortiva Institute in the same status as when they were withdrawn. At that time, the student's academic records will be evaluated in order to determine if it is possible for a cumulative grade point to be achieved and for the program to be completed within the maximum time frame of 150%. The student will be placed on the same SAP status as when they left and will only receive Title IV funds if they were in good SAP standing, FA Warning or still within the FA Probationary period of their academic plan. \*Returning Students will be charged a \$100 Re-entry fee.

After being readmitted to Cortiva Institute, the student's progress will be re-evaluated at the next scheduled progress evaluation point. If the student has failed to achieve minimum requirements, the student is subject to termination from the school. ***Title IV recipients will lose eligibility to receive Title IV funds at this evaluation point if found not to be meeting the minimum Satisfactory Progress requirements.***

### **Incomplete Grades**

If a student is missing a grade for any course in a grading period, the student is given thirty days to comply with the instructor's requirement for receiving a grade unless otherwise approved for an extension. If by the 30th day the student has not complied with the instructor's requirement, the student shall be given a grade of D, which will count towards the student's GPA. If the student complies and receives a passing grade, the incomplete grade will be changed to the passing grade. If a student complies and receives a failing grade, the grade shall be changed and will count towards the student's GPA. The period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

### **Repeating Assessments/Evaluations**

A student may repeat a failed assessment or evaluation if they receive a grade of "D". A student may repeat the same assessment or evaluation only once. The new grade will replace the original grade. If a student does not receive a passing grade, they will meet with the registrar's office to determine if their cumulative GPA is meeting Satisfactory Academic Progress requirements. Cumulative coursework and period of time taken to complete or pass assignments shall count towards the maximum time frame for program completion and the student's GPA. Satisfactory Academic Progress includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis at the designated evaluation periods throughout the course or program of study. Students must maintain minimum requirements in program of enrollment at each scheduled evaluation in order to be considered making satisfactory progress.

### **Attendance/Tardiness**

All students are expected to attend classes on a regular basis and are required to clock in and out with the use of the thumb/palm print biometric system. Attendance is recorded through our automated biometric system which is automatically and instantly stored directly into the student management database. In the event of an absence, the student is responsible to make arrangements to complete any makeup work that may be assigned to them if applicable.

### **Non-Credit Remedial Courses**

The institution does not offer non-credit remedial courses. However, Cortiva Institute does offer remediation for those students that require a refresher or review of subject matter, or those students who have failed to pass a state board exam.

### Leave of Absence Policy

If an emergency arises, such as a family tragedy, medical condition, military obligation, or other extenuating circumstances, making it necessary for a student to interrupt his/her training to request a Leave of Absence (LOA). A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. Students who need to take an LOA from the school must meet the following criteria:

- ❖ The student must request the leave in writing (prior to the expected LOA) and must sign and date a request which states a reason. The applicable School Official must approve and sign the LOA request prior to the start date of the LOA.
- ❖ The student must provide reasonable assurance that the student will return at the end of the LOA.
- ❖ The school may ask for documentation confirming the reason for the LOA.
- ❖ The LOA, together with any additional leaves of absence, must not exceed a total of 180 days in any 12-month period.
- ❖ Unforeseen Circumstances- Cortiva Institute may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances upon notification of the situation. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. The beginning date of the approved LOA is the date the student was unable to attend school because of the accident. Students granted an LOA with unforeseen circumstances must still complete the required LOA Request documentation via electronic means or upon return.

Students granted a leave of absence are not considered to be withdrawn from school, and no refund calculation is required at that time. A leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence. An enrollment agreement addendum and the leave of absence request must be signed and dated by all parties. The enrollment agreement addendum will outline the extension to the student's contract period and maximum time frame, the student's graduation date will be revised by the same number of days taken in the leave of absence. No additional institutional charges will be assessed during a Leave of Absence.

If a student does not return from their leave of absence on the scheduled return date, they will be withdrawn from school. A student on an approved leave of absence who has notified the school that he/she will not be returning will be withdrawn from the program. The determined date of withdrawal will be the earlier of the date of expiration of the leave of absence or the date the student notifies the school that he/she will not be returning. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. **\*\*Pursuant to the Department of Veteran's Affairs Guidelines, students receiving veteran's benefits will not be eligible for veteran's educational benefits while on Leave of Absence.**



## STUDENT SERVICES

### Orientation

The orientation program, held prior to the first day of class, is designed to facilitate transition to the Cortiva Institute and to familiarize new students with the organization and operation of the institution. During the orientation, students are versed on the mission and the tradition of the School, rules and regulations, study techniques, and academic standards.

### Career Services

It is the policy of Cortiva Institute's Career Services Department to assist students in finding a position upon graduation. Prior to, and after graduation, the Placement Office will advise the student in career development skills and assist the students in finding employment in their chosen career field. Students are required to provide the Placement Office with a current resumé and to maintain satisfactory attendance to retain their placement privileges. Although Cortiva Institute provides employment placement assistance, it cannot promise or guarantee employment.

### Academic Advising

The school provides students with academic advising. Students may meet with the Campus Director, Financial Aid Officer or the Student Services Department to discuss his/her educational options. In addition, the School maintains contacts with various community organizations and agencies to help meet students' personal needs.

### Housing

Cortiva Institute does not offer on-site housing for its students. There are many hotels, motels, and apartments conveniently located near the school. Our office maintains a list of available locations that may be suitable for out-of-town students. We will gladly assist you in locating a place to stay while attending our school.

### Parking

Parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in "no parking areas." Violators are subject to being towed without prior warning or formal notification.

### Field Trips

Students may be eligible to participate in approved field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any scheduled trips. Field trip forms must be signed prior to any trip. In order to be eligible, student must be in good academic and financial standing.

### Guest Lecturers

Cortiva Institute believes that speakers from the business and professional world, which graduates will be entering, can enhance a student's education. Approved guest lecturers are invited throughout each program to speak to students on a variety of relevant subjects.

### Graduation

Students who satisfactorily complete their academic requirements for the program in which they are enrolled are eligible to participate in a commencement ceremony.

#### Graduation Requirements:

- a) Completion of hours and services as stated in the catalog and/or addendum.
- b) Overall minimum grade point average (GPA) of 2.0 ("C") or higher.
- c) All financial obligations owed to Cortiva Institute must be paid, or arrangements for payments must have been made, before a student may re-enter, receive transcripts or graduate.

***Students receive a diploma upon graduation. Cortiva Institute does not guarantee employment; however, employment assistance is available. Cortiva Institute has a career placement office that provides job development skills and employment assistance upon request.***

### Resource Center

Additional resource materials including professional reference books and videos are available for student use. These materials are located in the resource center.

### Tutoring

Faculty tutors are available in all subject areas for both lecture and practical techniques. Tutoring services are available to all enrolled students by request.

### **Examination of Student Records, Transcripts and Diplomas**

Cortiva Institute maintains permanent records of students' transcripts. All students attending this school shall have the right to review their academic records, including grades, attendance, and counseling. Records are supervised by the Campus Director and may be reviewed by request. Students are entitled to one copy of their final transcript. *\*Former students may request additional copies of transcripts may be obtained at a charge of \$5.00 per copy.* A written request signed by the student should be made a minimum of two (2) weeks before the transcript is required. The full address of the person/place to which the transcript is to be sent must be included. All financial obligations to the school must be paid before official transcripts are released.

### **Family Educational Rights and Privacy Act (FERPA)**

Policies and procedures concerning the privacy of the students' records maintained by Cortiva Institute and its faculty and staff are governed by the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). Students' records are maintained by the campus Registrar's Office (academic records), Financial Services Department (financial aid records) and Business Management Office (accounts receivable records). Students' records are maintained by the institution in permanent files. Under Section 438 of the General Provision Act (Title IV of Public Law 90-247), students age 18 or over have access to their personal record files kept by the institution.

All authorized personnel have access to student records for official purposes. A student (or in some cases eligible parents) is given access to his/her record within a reasonable time after submitting a written request to the custodian in possession of that record (Registrar, Financial Services, or Business Management). If the content of any record is believed to be in error, inaccurate, discriminatory, misleading or in violation of the student rights or otherwise inappropriate, it may be challenged, and a written explanation included in the record. A student's right to due process allows for a hearing, which may be held at a reasonable time and place at which time evidence may be presented to support the challenge. Student information is released to persons, agencies, or legal authorities as required by subpoena/legal process or by consent of a student (or eligible parent). Information is released on a consent basis in cases where a student or eligible parent has provided a written consent, signed, dated, and specifying the information to be released and name(s) of persons to whom the information is to be released.

Cortiva Institute strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with Family Educational Right and Privacy Act, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete, or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent(s) of a dependent minor student has the right to inspect the records that are maintained by the school on behalf of the student. The schools accrediting agency along with federal, state and local authorities involving an audit or evaluation of compliance with education programs have the right to inspect records that are maintained by the school on behalf of the student without the student's consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

The Family Educational Rights and Privacy Act (FERPA), requires that the Institute, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, the Institute may disclose appropriately designated "directory information" without written consent, unless you have advised the Campus Director to the contrary in accordance with the below outlined procedures. The primary purpose of directory information is to allow the Institute to include information from your education records in certain school publications. Examples include recognition lists; graduation programs; and competition list. 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 prior written consent. Outside organizations include, but are not limited to, companies that manufacture publish graduation programs or awards. If you do not want the Institute to disclose any or all of the types of information designated below as directory information from your education records without your prior written consent, you must notify the Campus Director in writing. The Institute has designated the following information as directory information: name, address, telephone listing, email, photograph, date of birth, program of study, dates of attendance, participation in recognized activities, placement and licensure status or information.

## ADMINISTRATIVE POLICIES

School policies have been formulated in the best interests of the student and the school. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the school. Out of necessity, Cortiva Institute reserves the right to change any provision or requirement, including fees, contained in the catalog at any time – with notice. The school further reserves the right to require a student to withdraw at any time under appropriate procedures. Cortiva Institute also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered, and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the school. The school also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

### Changes to Programs, Equipment, Etc.

Cortiva Institute reserves the right to make changes in equipment, textbooks, supplies and curriculum to reflect the latest technology and advancement in a program of study. Tuition and fees are subject to review and modification.

### Course Numbering System

The course numbering system uses a 5, 6 or 7-digit alpha numeric identifier. The prefixes represent the subject area. The suffixes or course number listed are for description reference only. The sequence of course offerings may vary depending upon scheduling needs. The prefixes are as follows: MU-Makeup Artistry and Skin Care; APSC-Advanced Paramedical Skin Care; MA-Professional Massage Therapy; SC-Skin Care.

### Copyright Infringement Policies and Sanctions

Policies regarding copyright infringement and sanctions regarding violation can be found on the website ([www.Cortiva.edu](http://www.Cortiva.edu)) under consumer information.

### Constitution Day

Constitution Day is an American federal observance that recognizes the adoption of the United States Constitution and those who have become U.S. citizens. It is normally observed on September 17. More information on the Constitution can be found online at: <https://www.constitutionday.com/>

### Voter's Registration for Students

United States citizens who are students of voting age can find information specific to their states of residence by visiting [www.vote.gov](http://www.vote.gov). Our school policy is on the website at ([www.Cortiva.edu](http://www.Cortiva.edu)).

### Vaccinations Policy

Cortiva Institute does not require vaccinations for admission to our school. While many vaccines are routinely recommended for most people each person has a unique medical profile (overall health, use of medication, family and personal disease history) that can affect decisions about vaccination.

<http://www.cdc.gov/vaccines/pubs/vis/default.htm>

### Internal Complaints and Grievance Procedure

Cortiva Institute is dedicated to the success and well-being of each student, staff member, and teacher. In the event that dissatisfaction arises, interested parties are expected to refer their complaints to a school administrator or school president, in writing, to be resolved. A school representative will meet with the complainant within 10 days of receipt of the written complaint.

Most complaints can be resolved in an informal manner. However, should a complaint not be handled in a satisfactory manner, the complaint will be referred to a complaint committee consisting of the Campus Director, a staff/faculty member, and a third party. This committee will meet within 21 calendar days of receipt of the complaint. Any and all discussions and meetings will be documented, and a copy provided to the complainant at the time of the meeting. If more information from the complainant is needed, a letter will be written outlining the additional information. If no further information is needed the complaint committee will act on the allegations and a letter will be sent to the complainant within 15 days stating the steps taken to correct the problem, or information to show that the allegation were not warranted or based on fact.

*Should a complaint not be handled in a satisfactory manner, any student, staff member, or teacher may contact the Commission for Independent Education of the Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399, toll-free telephone number (888) 224-6684.*

Schools accredited by the Accrediting Commission of Career Schools and Colleges 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 reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. 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:

**Accrediting Commission of Career Schools & Colleges**  
2101 Wilson Boulevard, Suite 302 Arlington, VA 22201 (703) 247-4212  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/StudentCorner/Complaints.aspx>.

## Dress Code

All students are treated equally and are required to practice good hygiene as a daily routine. A clean, professional appearance is essential in our school due to the nature of the environment in which we work in.

- ❖ Grooming: Hands must be washed prior to servicing each guest. Hair must be clean and styled prior to arriving at school. Nails should be well groomed at all times. Students may not chew gum in the building. Short nails must be maintained in the massage and skin care programs.
- ❖ Shirts: Sleeveless shirts including tank tops are not permitted. Shirts must cover shoulders, underarms, midriff area, and lower back. Must have complete coverage of cleavage, bare midriff or stomach and back while raising arms, stooping and bending. Writing or logos are not permitted on shirts unless it is a Cortiva Institute approved shirt. No hoods or sweatshirts. No pilled, tattered, cut or worn-out tops.
- ❖ Pants: Pants must be professional and of a solid color that coincides with your program. Capri pants are permitted. Pant length must cover mid-calf. No skirts, dresses, jeans, denim jean look-alikes, leggings, sweatpants, shorts, skorts, warm-up pants, corduroy or overalls.
- ❖ Uniform: A uniform will be supplied at orientation and should be clean, neat, not torn, unstained, unaltered and worn at all times when in the building.
- ❖ Footwear: Footwear must be professional in appearance and must have a closed toe and closed heel. Heels are not permitted on campus. Shoes for all programs must be flat, rubber soled and closed toed. All shoes must be clean, polished, not scuffed and in good repair.
- ❖ Accessories: Colored accessories may be worn. Hats or bandanas are not permitted. Facial piercings must be small and onlystuds are allowed on the face.
- ❖ Electronic Devices: Headphones, cell phones and pagers are not allowed in the clinics, classrooms or hallways. These items may only be used in the Student Resource Center or outside the building. Laptops, iPads, tablets, etc., are permitted in the classroom or clinic for school use only.

## Students' Rights and Responsibilities

All Cortiva Institute students have the right:

- To see a copy of the documents describing the institution's accreditation or licensing.
- To have access to information about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- To have access to information relating to job placement rates.
- To have access to information concerning the cost of attending.
- To have access to information on the policy on refunds to students who withdraw.
- To ask how the school determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- To have access to information concerning special facilities and services that are available to the handicapped.
- To ask what financial assistance is available
- To ask who the Financial Services personnel are, where they are located, and how and when to contact them for information.
- To ask who the student's academic advisor will be.
- To information concerning the school's policies regarding attendance, dress, tardiness, testing.
- To fair, equal non-discriminatory treatment from all school personnel.
- To access his/her student records.
- To freely express themselves academically and have the right to individual integrity.

It is the responsibility of each Cortiva Institute student:

- To read, understand, and keep copies of all forms the student is asked to sign.
- To review and consider all information about the school's program prior to enrollment.
- To understand the school's refund policy, which is clearly stated on the Enrollment Agreement and in this catalog.
- To read the contents of the Application for Admissions carefully.
- To purchase or otherwise furnish books and supplies.
- To maintain school property in a manner that does not deface, destroy or harm it.
- To return library books in a timely manner and pay any necessary fine that may be imposed.
- To obtain required educational and financial clearances prior to graduation.
- To comply with all parking regulations.







**Professional Massage Therapy Program Outline CIP CODE: 51.3501**

**Expected Length of Program - 8 Months**

**Program Description**

This comprehensive 24 Academic Semester Credit/600 Instructional hour 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, reflexology, deep tissue, myofascial techniques, lymphatic and sports massage, injury techniques, trigger point therapy, percussive therapy, and light 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 and/or registration. \*\* Licensure requirements subject to change. Check your local requirements.*

**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 entry level 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 (MBLE) or other state recognized licensing exam.

PROGRAM BREAKDOWN BY COURSE					
Course Number	Course Title: Professional Massage Therapy Program	Theory (Didactic) Hours	Lab Hours	Outside Clock Hours (If Applicable)	Semester Credits (If Applicable)
<b>ACADEMIC INSTRUCTION</b>					
MA-101	Therapeutic Massage & Bodywork	70	50	15	4.50
MA-102	Anatomy & Physiology	70	20	22.5	4.00
MA-103	Kinesiology & Pathologies	60	30	22.5	3.50
MA-104	Professional Ethics & Business	60	30	22.5	3.50
MA-105	Clinical Assessment & Therapies	70	50	15	4.50
MA-106	Allied Modalities	70	20	22.5	4.00
Subtotal:		400	200	120	24
Total Program Instructional Clock Hours:		600			
Total Program & Outside Clock Hours:		720			
Total Education Semester Credit Hours:		24			

**Note:** Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

**Professional Massage Therapy Program Description**

**MA-101: Therapeutic Massage & Bodywork**

This course 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.

**MA-102: Anatomy & Physiology**

This course 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.

**MA-103: Kinesiology & Pathologies**

In this course 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. 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.

**MA-104: Professional Ethics & Business**

This course 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 course includes:

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



**MA-105: Clinical Assessment & Therapies**

This course 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. 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.

**MA-106: Allied Modalities**

This course explores a variety of allied modality techniques. Students will experience giving and receiving different styles of massage that will provide a path for further study. 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 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. 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. This course includes:

- ❖ Sports Event Massage & Stretching
- ❖ Myofascial Techniques
- ❖ Lymphatic Massage
- ❖ Reflexology & Eastern Paradigm
- ❖ Trigger Point & Special Populations
- ❖ Hydrotherapy



**APSC-102: Advanced Chemistry & Devices**

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.

**APSC-103: Advanced Dermatology: Aging Theories**

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.

**APSC-104: Advanced Dermatology: Inflammatory Disorders & Ayurveda**

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.

**APSC-105: Advanced Dermatology: Sun Damage & Cancer**

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.

**APSC-106: Advanced Dermatology: The Effects of Stress**

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.

**APSC-107: Advanced Facial Devices & Techniques**

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.

**APSC-108: Advanced Lab**

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

**APSC-109: Advanced Skin Analysis**

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.

**APSC-110-APSC-113: Advanced Skin Clinic I-IV**

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.

**APSC-114: Advanced Waxing**

The course includes a review of the risks & benefits of the various kinds of wax. Students also learn & perform speed waxing techniques for the arms, hands & legs. A discussion of diseases that are contraindications for facial & waxing services & training in aseptic techniques.

**APSC-115: Anatomy & Physiology: Cell Structure & Function**

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.

**APSC-116: Anatomy & Physiology: Skin Penetration & Permeability**

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.

**APSC-117: Anatomy & Physiology: Skin Structure & Function**

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.

**APSC-118: Anatomy & Physiology: Systems**

Skin system structure and function are the focus of the course. Particular attention is paid to the skin system and functional significance.

**APSC-119: Anatomy & Physiology: The Endocrine System & Hormones**

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.

**APSC-120: Aromatherapy**

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.

**APSC-121: Body Treatments & Product Design**

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.

**APSC-122: Body Waxing & Sanitation**

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.

**APSC-123: Business, Marketing & Alternative Hair Removal**

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.

**APSC-124: Cosmetic Chemistry & Ayurveda**

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.

**APSC-125: Dermatology & Esthetics**

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.

**APSC-126: Introduction to Makeup Artistry & Paramedical**

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.

**APSC-127: Histology & Law**

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.

**APSC-128: Machines, Facial Waxing & Career Planning**

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.

**APSC-129: Makeup & Chemistry**

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.

**APSC-130: Massage**

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.

**APSC-131: Medical Esthetics & Nonsurgical Procedures**

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.

**APSC-132: Medical Esthetics & Nutrition**

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.

**APSC-133: Medical Esthetics & Pharmacology**

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.

**APSC-134: Medical Esthetics & Surgical Procedures**

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.

**APSC-135: Nutrition & the Skin**

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.

**APSC-136: Product Ingredients & Body Treatments**

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.

**APSC-137: Professional Development**

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.

**APSC-138: Professional Development & Continuing Education**

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.

***APSC-139-APSC-140: Skin Clinic I & II***

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.

***APSC-141: Skin Disorders & Universal Precautions***

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.

***APSC-142: Skin Reactions***

Students learn how to identify inflammations, pigmentations, hypertrophies, contagious and non-contagious lesions as well as how to effectively communicate their findings to their clients.

***APSC-143: Skin Types & Genetics***

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.

***APSC-144: Specialized Machines & Applications***

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.

***APSC-145: Specialty Hair Removal***

Students receive training in the various types of bikini waxes including the Brazilian and French waxes. Students gain experience performing bikini and Brazilian waxing.

***APSC-146: Specialty Treatments & Applications***

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.

***APSC-147: Sterilization & Sanitation/Bacteriology***

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.

**Makeup Artistry and Skin Care Program Outline CIP CODE: 12.0499**

**Expected Length of Program - 8 Months**

**Program Description**

The Makeup Artistry and Skin Care 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 makeup artistry, or in 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. ***\*The program exceeds standards set by most state and municipal governments for licensing and/or registration. \*\* Licensure requirements subject to change. Check your local requirements.***

**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 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, 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, body art.

PROGRAM BREAKDOWN BY COURSE					
Course Number	Course Title:	Theory (Didactic) Hours	Lab Hours	Outside Clock Hours (If Applicable)	Semester Credits (If Applicable)
	<b>ACADEMIC INSTRUCTION</b>				
MU-101	Alternative Makeup: Airbrush	6	16	5.50	0.50
MU-102	Alternative Makeup: Body Art & Special Effects	6	12	4.50	0.50
MU-103	Alternative Makeup: Camouflage & Lashes	8	12	5.00	0.50
MU-104	Alternative Makeup: Fantasy & Theatrical	10	14	6.00	0.50
MU-105	Alternative Makeup: Lashes & Brows	10	16	6.50	0.50
MU-106	Anatomy & Physiology: Systems	11.5	0	2.88	0.50
MU-107	Body Waxing & Sanitation	6.5	6	3.13	0.50
MU-108	Business of Makeup: Professional Image & Marketing	12	0	3.00	0.50
MU-109	Business of Makeup: Retail & Clients	16	0	4.00	0.50
MU-110	Dermatology & Esthetics	15.5	22	9.38	1.50
MU-111	Fundamentals of Makeup: Color Theory & Consultation	20	14	8.50	1.00
MU-112	Fundamentals of Makeup: History, Career Opportunities & Tools of the Trade	12	0	3.00	0.50
MU-113	Histology & Laws	15.5	0	3.88	0.50
MU-114	Machines, Facial Waxing & Career Planning	16	7	5.75	1.00
MU-115	Makeup & Chemistry	12.5	10	5.63	0.50
MU-116	Massage	4	13	4.25	0.50
MU-117	Nutrition & the Skin	10	10	5.00	0.50
MU-118	Professional Development	3	12	3.75	0.50
MU-119	Skin Clinic I	0	22.5	5.63	0.50
MU-120	Skin Clinic II	0	18	4.50	0.50
MU-121	Skin Disorders & Universal Precautions	12	11	5.75	0.50
MU-122	Skin Reactions	11	11	5.50	0.50
MU-123	Skin Types & Genetics	4	13	4.25	0.50
MU-124	Specialty Makeup: Events & Weddings	10	18	7.00	1.00
MU-125	Specialty Makeup: High Fashion, HD & Editorial	8	18	6.50	0.50
MU-126	Specialty Makeup: Teens, Aging Skin, Men & Anatomy & Physiology	20	16	9.00	1.00
MU-127	Specialty Treatments & Applications	8	15	5.75	0.50
MU-128	Traditional Makeup: Skin Preparation & Product Knowledge	12	14	6.50	1.00
<b>Subtotal:</b>		279.5	320.5	150	17.5
<b>Total Program Instructional Clock Hours:</b>		600			
<b>Total Program &amp; Outside Clock Hours:</b>		750			
<b>Total Education Semester Credit Hours:</b>		17.5			

**Note:** Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

**Makeup Artistry and Skin Care Program Description**

**MU-101: 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.

**MU-102: 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.

**MU-103: 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.

**MU-104: 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.

**MU-105: 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.

**MU-106: Anatomy & Physiology: Systems**

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 use their understanding of the face and skin to identify common skin conditions that could be a contraindication for makeup application.

**MU-107: Body Waxing & Sanitation**

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.

**MU-108: 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.

**MU-109: 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.

**MU-110: Dermatology & Esthetics**

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.

**MU-111: 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.

**MU-112: 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.

**MU-113: Histology & Law**

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.

**MU-114: Machines, Facial Waxing & Career Planning**

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.

**MU-115: Makeup & Chemistry**

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.

**MU-116: Massage**

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.

**MU-117: Nutrition & the Skin**

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.

**MU-118: Professional Development**

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.

**MU-119- MU-120: Skin Clinic I & II**

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.

**MU-121: Skin Disorders & Universal Precautions**

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.

**MU-122: Skin Reactions**

Students learn how to identify inflammations, pigmentations, hypertrophies, contagious and non-contagious lesions as well as how to effectively communicate their findings to their clients.

**MU-123: Skin Types & Genetics**

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.

**MU-124: 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.

**MU-125: 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.

**MU-126: Specialty Makeup: Teens, Aging Skin & Men & Anatomy**

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. Students will learn the theory of, and demonstrate the proper technique for, makeup application specific to men's skin, facial hair and anatomy.

**MU-127: Specialty Treatments & Applications**

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.

**MU-128: 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.



**Expected Length of Program - 4 Months**

**Program Description**

This comprehensive 11 Academic Semester Credit/300 Instructional 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. 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. *\*The program exceeds standards set by most state and municipal governments for licensing and/or registration. \*\* Licensure requirements subject to change. Check your local requirements.*

**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 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.

PROGRAM BREAKDOWN BY COURSE					
Course Number	Course Title: Skin Care	Theory (Didactic) Hours	Lab Hours	Outside Clock Hours (If Applicable)	Semester Credits (If Applicable)
<b>ACADEMIC INSTRUCTION</b>					
SC-101	Dermatology & Esthetics	30	30	12	2
SC-102	Skin Care Services & Treatments	40	50	10	3.5
SC-103	The Business of Skin Care	30	30	12	2
SC-104	Universal Safety Precautions	40	50	10	3.5
<b>Subtotal:</b>		140	160	44	11
<b>Total Program Instructional Clock Hours:</b>		300			
<b>Total Program &amp; Outside Clock Hours:</b>		344			
<b>Total Education Semester Credit Hours:</b>		11			

**Note:** Course numbers listed herein are for reference only. The sequence of course offerings may vary depending upon scheduling needs.

**Skin Care Program Description**

**SC-101: Dermatology & Esthetics**

The musculoskeletal, circulatory, and nervous systems are the primary topics addressed in this course with attention paid to the upper body, neck and head. 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. 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 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. Students will also learn about which substances are able to penetrate the skin and why. Hair in its many shapes, forms and growth cycles are taught in this course. 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. Students apply the knowledge and skills acquired in the classroom on clients from the public.

**SC-102: Skin Care Services & Treatments**

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 back facial treatments. Students learn the basics of electricity as it relates to the safe use of machines as part of a facial treatment. Students will learn and practice a variety of techniques to remove hair. Students receive an introduction to the different types of makeup, color theory and makeup application in a variety of settings. Lash and brow tinting, and artificial lashes are covered in 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. Students apply the knowledge and skills acquired in the classroom on clients from the public.

**SC-103: The Business of Skin Care**

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 public. At the same time, students develop a practical knowledge of customer service and learn how to perform a treatment within the time allotted. 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. 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. Students apply the knowledge and skills acquired in the classroom on clients from the public.

**SC-104: Universal Precautions**

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. Students learn how to identify inflammations, pigmentations, hypertrophies, contagious and non-contagious lesions as well as how to effectively communicate their findings to their clients. 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. The course is balanced by instruction ethics, working on clients, scope of practice and the local and federal laws pertaining to cosmetology. Students will also learn about HIV/AIDS as required by the state of Florida. This course introduces students to advanced esthetic practices and treatments such as light therapy, chemical peels, and microdermabrasion. Students apply the knowledge and skills acquired in the classroom on clients from the public.

**HOLIDAYS**

The school observes the following Holidays and will be closed on those dates:

- ❖ New Year’s Day
- ❖ Martin Luther King, Jr. Day
- ❖ President’s Day
- ❖ Memorial Day
- ❖ Independence Day (July 4th)
- ❖ Juneteenth
- ❖ Labor Day
- ❖ Thanksgiving and Friday after Thanksgiving
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Year’s Eve

The school President may declare additional Holidays, which will be announced at the appropriate time with proper notice.

**HOURS OF OPERATION****Office Hours**

- ❖ Monday-Friday 8:30 A.M. - 8:00 P.M.
- ❖ Saturday 9:30 A.M. - 4:00 P.M.

**Academic Schedule**

- ❖ Day Mon-Fri. 9:00 A.M.-3:20 P.M.
- ❖ Evening Mon-Thurs. 5:45 P.M. – 10:15 P.M. & Saturday 10:00 A.M. – 4:20 P.M.

**Breaks:** A classroom hour shall include at least 50 clock minutes of actual classroom time and may include a maximum of 10 minutes of break time. The 10 minutes of break time may not be accumulated and used in lieu of lunch/ dinner breaks. The Day schedule, as well as, the Saturday schedule for the Evening program include an additional 20-minute break that is to be schedule in between the hours of 12-2 per assignment by the Campus Director. Please check with your Instructor for your assigned break times.

- Day Mon-Fri. 9:00 A.M.-3:20 P.M.
- Evening Mon-Thurs. 5:45 P.M. – 10:15 P.M. & Saturday 10:00 A.M. – 4:20 P.M.

**ACADEMIC CALENDAR**

The school operates on a continuous basis, 12 months per year.

**2022**

January '22							February '22							March '22								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1			1	2	3	4	5				1	2	3	4	5	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28						27	28	29	30	31				
30	31																					
April '22							May '22							June '22								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
					1	2			1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				
July '22							August '22							September '22								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
					1	2			1	2	3	4	5	6				1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30			
31																						
October '22							November '22							December '22								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1			1	2	3	4	5				1	2	3			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31		
30	31																					

**2023**

January '23							February '23							March '23								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7						1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25		
29	30	31					26	27	28					26	27	28	29	30	31			
April '23							May '23							June '23								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1			1	2	3	4	5	6				1	2	3		
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10		
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17		
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24		
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30			
30																						
July '23							August '23							September '23								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
						1			1	2	3	4	5				1	2	3			
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23		
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30		
30	31																					
October '23							November '23							December '23								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
1	2	3	4	5	6	7						1	2	3	4				1	2		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23		
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30		

## ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year.

Professional Massage Therapy/ Makeup Artistry and Skin Care	
Start	Grad
12/5/2022	6/23/2023
12/19/2022	7/10/2023
1/2/2023	7/24/2023
1/16/2023	8/7/2023
1/30/2023	8/21/2023
2/13/2023	9/4/2023
2/27/2023	9/18/2023
3/13/2023	10/2/2023
3/27/2023	10/16/2023
4/10/2023	10/30/2023
4/24/2023	11/13/2023
5/8/2023	11/27/2023
5/22/2023	12/11/2023
6/5/2023	12/25/2023
6/19/2023	1/8/2024
7/3/2023	1/22/2024
7/17/2023	2/5/2024
7/31/2023	2/19/2024
8/14/2023	3/4/2024
8/28/2023	3/18/2024
9/11/2023	4/1/2024
9/25/2023	4/15/2024
10/9/2023	4/29/2024
10/23/2023	5/13/2024
11/6/2023	5/27/2024
11/20/2023	6/10/2024
12/4/2023	6/24/2024
12/18/2023	7/8/2024
12/5/2022	6/23/2023
12/19/2022	7/10/2023

## ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year.

Skin Care	
Start	Grad
12/5/2022	3/9/2023
12/19/2022	3/23/2023
1/2/2023	4/6/2023
1/16/2023	4/20/2023
1/30/2023	5/4/2023
2/13/2023	5/18/2023
2/27/2023	6/1/2023
3/13/2023	6/15/2023
3/27/2023	6/29/2023
4/10/2023	7/13/2023
4/24/2023	7/27/2023
5/8/2023	8/10/2023
5/22/2023	8/24/2023
6/5/2023	9/7/2023
6/19/2023	9/21/2023
7/3/2023	10/5/2023
7/17/2023	10/19/2023
7/31/2023	11/2/2023
8/14/2023	11/16/2023
8/28/2023	11/30/2023
9/11/2023	12/14/2023
9/25/2023	12/28/2023
10/9/2023	1/11/2024
10/23/2023	1/25/2024
11/6/2023	2/8/2024
11/20/2023	2/22/2024
12/4/2023	3/7/2024
12/18/2023	3/21/2024

## ACADEMIC CALENDAR

The school operates on a continuous basis, 12 months per year.

Advanced Paramedical Skin Care Start Dates	
Start	Grad
12/5/2022	11/1/2023
12/19/2022	11/15/2023
1/2/2023	11/29/2023
1/16/2023	12/13/2023
1/30/2023	12/27/2023
2/13/2023	1/10/2024
2/27/2023	1/24/2024
3/13/2023	2/7/2024
3/27/2023	2/21/2024
4/10/2023	3/6/2024
4/24/2023	3/20/2024
5/8/2023	4/3/2024
5/22/2023	4/17/2024
6/5/2023	5/1/2024
6/19/2023	5/15/2024
7/3/2023	5/29/2024
7/17/2023	6/12/2024
7/31/2023	6/26/2024
8/14/2023	7/10/2024
8/28/2023	7/24/2024
9/11/2023	8/7/2024
9/25/2023	8/21/2024
10/9/2023	9/4/2024
10/23/2023	9/18/2024
11/6/2023	10/2/2024
11/20/2023	10/16/2024
12/4/2023	10/30/2024
12/18/2023	11/13/2024

## NOTES

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# **CORTIVA INSTITUTE**

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