

# School Catalog

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## Elite Cosmetology, Barber & Spa Academy

2606 W. Nob Hill Blvd. Yakima, WA 98902

2520 & 2522 W Nob Hill Blvd. Yakima, WA 98902 (YV-Tech Classrooms Only)

509-457-9246

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[www.elitecbsacademy.com](http://www.elitecbsacademy.com)

UBI#603-404-230 EIN #30-0637429

**Monday-Friday 8am-4:30pm**

### **Welcome to Elite Cosmetology, Barber & Spa Academy**

We want to take this opportunity to welcome you to the exciting beauty industry. This career path offers endless opportunity to those who have a passion for art and beauty and those who strive for success and are willing to dedicate themselves to a great career. We are very excited to be a part of your journey, and we are committed to helping you become a successful part of an “Elite” group of individuals. We offer certification programs in Massage Therapy, Esthetics, Master Esthetics, Cosmetology, Barber, Instructor, Hair Design and Manicuring.

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**‘Certified as true and correct in content and policy’**

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## Elite Cosmetology, Barber & Spa Academy Staff

<b>Betty King</b>	<b>School Owner, Manager &amp; Instructor, Director of Education</b> Instructor – Cosmetology, Barber, Esthetics, Master Esthetics, Manicuring License #2179 Instructor – Massage Therapy License #MA60681892
<b>Roger King</b>	<b>School Owner, Director of Finance, Financial Aid Officer, Veteran’s Certifying Official</b>
Jordan Gilman	Financial Aid/Social Services
Dawn Gilman	Enrollment and Student Services
Amanda McGuire	Instructor – Cosmetology License #11824
Carolina Martinez	Instructor – Assistant Director of Ed., Cosmetology, Esthetics, Master Esthetics License #3991
Koraima Villalobos	Instructor – Cosmetology License #25004328
Lucia Cervantes	Instructor – Cosmetology, Esthetics, Manicuring License #4724
Sabrina Dimock	Instructor – Massage Therapy License #MA61021325
Susana Garcia-Norford	Instructor – Cosmetology License #4721
Tina Ehlis	Instructor – Cosmetology License #4628
Tracy Blackwell	Instructor – Cosmetology, Esthetics, Manicuring License #3344

## Elite Cosmetology, Barber & Spa Academy is licensed by:

Washington State Department of Licensing\*\*  
Professional Division, Cosmetology section  
PO Box 9026, Olympia, WA 98507  
(360) 664-6626

Washington State Department of Health  
Board of Massage Credentialing  
PO Box 47852, Olympia, WA 98504-7852  
(360) 236-4700

Work Force Board\*  
128-10<sup>th</sup> Ave. S.W.  
P.O. Box 43105  
Olympia, WA. 98504 (360)709-4600  
web: [wtb.wa.gov](http://wtb.wa.gov)  
email: [workforce@wtb.wa.gov](mailto:workforce@wtb.wa.gov)

Accredited with:

National Accrediting Commission of Career Arts & Sciences 3015 Colvin Street – Alexandria, VA 22314 (703) 600-7600

\*This school is licensed under Chapter 28c.10 RCW. Inquiries or complaints regarding this private vocational school may be made to the above address for Work Force Board.

\*\* This school is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, [DOLBpdComplaints@dol.wa.gov](mailto:DOLBpdComplaints@dol.wa.gov), or by (360)664-6626

## Mission Statement

It is the mission of Elite Cosmetology, Barber & Spa Academy to provide the educational tools needed for students to become exceptionally trained, qualified professionals. Elite Cosmetology, Barber & Spa Academy strives to provide opportunity for employment and advancement in the beauty industry.

## Invitation to Opportunity

A quality technician in the beauty industry is always in demand; financial security can be yours in good times and bad. The beauty profession is big business. Every working day at least 3,000,000 women and men attend their favorite beauty salon, barbershop or spa. They spend millions of dollars each year on beauty services. If you love working with people and are willing to devote the time and energy necessary for success, then this is the career for you.

## Career Opportunities

**Cosmetology:** Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member, State Board Examiner, Image Consultant.

**Hair Design:** Professional Stylist, Platform Artist, Product Representative, Salon Owner or Manager, State Board Member, State Board Examiner, Image Consultant.

**Barber:** Professional Stylist, Platform Artist, Product or Equipment Representative, Shop Owner or Manager, Shear & Clipper repair shop owner, State Board Member, State Board Examiner.

**Manicuring:** Professional Nail Technician, Nail Care Specialist Synthetic, Nail Shop Owner, Manager, Platform Artist, Product Representative, or Retail Specialist.

**Esthetics:** Specialist Makeup Artist, Dermatology Technician, Plastic Surgery Support, Product Representative, Spa Owner or Manager, State Board Member, State Board Examiner, Image Consultant, Styles Consultant.

**Master Esthetics:** Specialist Makeup Artist, Dermatology Technician, Plastic Surgery Support, Product Representative, Spa Owner or Manager, State Board Member, State Board Examiner, Image Consultant, Styles Consultant.

**Instructor:** Instructor for Public or Private school, Instructor Image Consultant for Product Lines, Representative Director of Education, School Administrator, Platform Artist, State Board Member, State Board Examiner, Owner or Manager Educational Consultant.

**Massage Therapy:** Spa, hospital, chiropractic clinics or retreat therapy specialist, massage salon Owner/Manager. Picking a great school is the first step to a successful career in one of the above careers. If you like to work with people, and have an aptitude for the arts, an education in the beauty industry can be the start of a secure and solid financial future.

## Job Demand & Outlook

The US Department of Labor provides current (2025) job information at <http://www.careerinfonet.org>. This website includes information by job position such as state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills and abilities needed for each position. As reported by the US Dept. of Labor, State and National median wages for cosmetology related positions are as follows. We have also provided wage details from Washington State ESD. Website is <https://esd.wa.gov/labormarketinfo/learn-about-an-occupation#/details>

Job Position / SOC Code	National Median Hourly/Yearly Wage Careerinfonet.org	WA State Median Hourly/Yearly Wage Careerinfonet.org	State Median Hourly/Yearly Wage esd.wa.gov
Cosmetology/Hair Design / 39-5012	\$16.95/\$35,250	\$28.33/\$58,920	\$31.31/\$65,116
Barber / 39-5011	\$18.73/\$38,960	\$34.01/\$70,750	\$31.02/\$64,511
Esthetics, Master Esthetics (Skin Care Specialist) / 39-5094	\$19.98/\$41,560	\$31.19/\$64,880	\$38.86/\$80,839
Manicurists/Pedicurists / 39-5092	\$16.66/\$34,660	\$23.00/\$47,840	\$23.72/\$49,319
Massage Therapist / 31-9011	\$27.86/\$57,950	\$39.82/\$82,820	\$40.62/\$84,470
Instructor (Vocational Education) / 25-1194	\$29.56/\$61,490	\$32.42/\$67,430	\$36.66/\$76,237

A career in the beauty industry has many rewards. The potential for financial reward is excellent because this profession is rapidly growing. US Bureau of Labor and Statistics states “Overall employment of barbers, hairstylist, and cosmetologists is projected to grow 19% from 2020 to 2030.” Esthetics and Master Esthetics, “employment for skincare specialists is projected to grow 29%.” “Employment for massage therapists is projected to grow 32%.” All of these occupations are growing “much faster than the average for all occupations.” Trained professionals are in high demand. Once trained and licensed, an individual can fit this career to match his or her own personal needs. Whether he/she chooses to be self-employed or work for a salon or large company, there are many opportunities to branch out into relevant fields. While Elite Cosmetology, Barber & Spa Academy cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on

how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

### **Physical Description of the Facility & Equipment**

Elite Cosmetology, Barber & Spa Academy is located at 2606 W. Nob Hill Blvd. in Yakima, Washington. Additional Classroom Space at 2520 & 2522 W. Nob Hill, Blvd (these classrooms are used only for YV Tech classes). The school facility has 8287 square feet of floor space consisting of the following: 4 clinical areas with 40 workstations, 4 theory classrooms, 2 beginning practical classroom, 2 offices, 2 laundry, 2 dispensaries, 2 shampoo stations, 4 facial chairs, 2 dryer stations, 2 facial massage chairs, 6 massage tables, 9 manicuring, stations, 3 pedicure stations, 7 restrooms, reception area, 4 flat screen TVs, 2 overhead projectors. We have a life size skeleton model, skeletal/muscle charts. We use a CD player with massage music variety, 7 pillows, 7 bolsters, and a computer for student access. Resource material including a large variety of DVD, flash cards, interactive computer anatomy CD's and books. A hot stone set up with heater. Elite Cosmetology Barber & Spa Academy has easy access for handicapped persons and a small library. Classrooms are 20 students to 1 Instructor.

### **Non-Discrimination Statement**

This school in its recruitment, admissions, instruction, and graduation policies or in the hiring of faculty does not discriminate against students or potential students on the basis of race, age, gender, gender expression, creed, color, religion, national or ethnic origin, sex, veteran or military status, sexual orientation, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability or other basis prohibited by law.

### **Admission Requirements**

**Cosmetology, Hair Design, Barber, Esthetics, Master Esthetics, Manicuring, Instructor and Massage Courses:** Elite Cosmetology, Barber & Spa Academy does not recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling in one of the above-mentioned programs must:

- Be 17 years of age or older (18 years old for Massage Therapy)
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or a state certification of home-school completion.
  - If the institution has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary education, the institution will determine its validity by (1) requesting documentation from the secondary school that confirms the validity of the student's diploma, and (2) confirm with or request documentation from the relevant department or agency in the state in which the secondary school is recognized as a provider of secondary school education.
- Students with a foreign high school diploma please see below.\*
- Complete an application for enrollment.
- Only students with a GED or High School diploma may apply for Financial Aid.
- In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator. These tests meet the guidelines established by NACCAS and the Department of Education. Passing scores for ASSET: reading 35, writing 35, and numerical 33. Passing scores for Compass: Pre-algebra 25, reading 62, and writing 32. **(In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 6 credit hours or 225 clock hours)**

**Instructor course applicant must**

- Must be 17 years of age to meet state required age guidelines.
- Provide proof of secondary education (same as above).
- Complete an application for enrollment.
- Must hold current license as a practitioner in the field they wish to teach.

**\*Students with a Foreign High School Diploma**

All Foreign High School Diplomas will need to have a Validity and Equivalence report sent to us via U.S. mail or email. This is at cost to you and will need to be produced prior to enrollment. Listed below is a company that can be used:

Foundation for International Services, Inc 505 – 5<sup>th</sup> Ave S. Suite 101 Edmonds, WA 98020-3585

Phone: 425-248-2255 Fax: 425-248-2262 Email: [info@fis-web.com](mailto:info@fis-web.com) Website: [www.fis-web.com](http://www.fis-web.com)

**Transfer Students:**

A student past the basic training portion of his/her training may begin immediately after a satisfactory testing of practical knowledge has been performed by an owner/instructor at Elite Cosmetology, Barber & Spa Academy. Students will be evaluated in several categories to determine student ability and to verify hours received will be transferred in whole. The student is responsible for providing appropriate documentation verifying hours of previous training (transcripts). The transferred hours to Elite Cosmetology, Barber & Spa Academy will not be used in the withdraw calculations, only hours received at Elite Cosmetology, Barber & Spa Academy will be accounted for in the refund calculation (see refund policy pg. 9-11).

**YV-Tech Students (Secondary Students):**

Secondary Student enrollment is handled through YV-Tech. Students enrolling under our training agreement with YV-Tech must meet the admissions requirements set forth by YV-Tech and with their home high school or program associated with their high school education. Students must also follow all Elite Cosmetology, Barber & Spa Academy rules and policies.

- Enrollment is arranged by YV-Tech.
- Credit is given toward completion of both Cosmetology program and high school credits (toward graduation).
- Students enrolled in YV-Tech are required to follow the standards, policies and procedures of Elite Cosmetology, Barber & Spa Academy, with the exception of the SAP policy. Grades and attendance are reported directly to YV-Tech. These students are considered by Elite Cosmetology, Barber & Spa as **Secondary Students**.
- The home school and YV-Tech will handle any necessary disciplinary actions.
- In order to receive credit from Elite Cosmetology, Barber & Spa Academy, YV-Tech students must maintain attendance and grades.

**Special Considerations for Graduated/Licensed Operators**

Elite Cosmetology, Barber & Spa Academy accepts previous training that aligns with the scope of practice of desired training. Hours in programs regulated by the Department of licensing in the cosmetology field may be transferable to another course in the cosmetology field (i.e., Barber hours may transfer to cosmetology or vice versa). This doesn't include the instructor course as they do not cover the same curriculum.

The hours have to have been completed in Washington State at a licensed school. A transcript of hours or license is required prior to enrollment in the new course. The only exception is Esthetics students.

Esthetics students wishing to continue on to Master Esthetics will need to have taken, passed and received their Esthetics license to add Master Esthetics to their license.

Students may transfer from another Massage School as we are a transfer school with Washington State Department of Health. However, programs that are not regulated by the Department of Health (i.e., Cosmetology, Hair Design, Barber, Manicuring, Esthetics, Master Esthetics, Instructor) as prior hours cannot be used toward Massage course hours.

### **Re-entry Students/Interruptions/ Withdrawals**

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges. A meeting with Betty King is required for re-admission. Admissions will be handled on a case-by-case submission. Students will be responsible for payment of any remaining balance from the previous enrollment plus any increase in tuition (if applicable). Students who have been terminated or withdrawn and re-enroll after 180 days will be charged for contracted hours at the current tuition rate.

### **Length of Courses**

All students will be enrolled full-time. Full-time is 30 hours/week (Full time hour change effective 1/23/2017). Each course/program has been scheduled for completion within an allotted time frame. A grace period of approximately ten percent has been added to the calculated completion date for each program. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program.

Course	Full-time weeks to Complete	Hours to Complete	Maximum of 150% of hours
Cosmetology	54	1600	2400
Hair Design	47	1400	2100
Esthetics	25	750	1125
Master Esthetics	40	1200	1800
Barber	34	1000	1500
Manicuring	20	600	900
Instructor	17	500	750
Massage Therapy	25	625	937.50

### **Methods and Terms of Payment**

Student and Sponsor (if applicable) agree to pay the school the tuition for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card, or through non-federal agency or loan programs. Students are responsible for paying the total tuition and for repaying applicable loans plus interest.

## Tuition

### Programs

#### Cosmetology, Cosmetology Spanish, Cosmetology 45% Distance

1600 HOURS – 54 weeks at 30 hrs. Per week

Tuition \$21,600.00

#### Barber, Barber Spanish, Barber 45% Distance

1000 HOURS – 34 weeks at 30 hrs. Per week

Tuition \$13,500.00

#### Manicuring, Manicuring 45% Distance

600 HOURS – 20 weeks at 30 hrs. Per week

Tuition \$9,000.00

#### Esthetics, Esthetics 45% Distance

750 HOURS – 25 weeks at 30 hrs. Per week

Tuition \$12,750.00

#### Instructor, Instructor 45% Distance

500 HOURS – 17 weeks at 30 hrs. Per week

Tuition \$7,000.00

#### Master Esthetics, Master Esthetics 45% Distance

1200 HOURS – 40 weeks at 30 hrs. Per week

Tuition \$20,400.00

#### Massage Therapy, Massage Therapy 45% Distance

625 HOURS – 25 Weeks at 25 hrs. Per week

Tuition \$10,625.00

#### Hair Design 45% Distance

1400 HOURS – 47 weeks at 30 hours Per week

Tuition \$18,900.00

## School & Student Agreements

### School:

- Shall provide programs of study that meet minimum curriculum requirements as prescribed by the state regulatory agency.
- Shall make available all necessary tools for successful completion of the program. All tools will be available for students to check out while they are in the Elite Academy building.
- May change textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion. These changes will not negatively impact currently enrolled students and will be vetted prior to use.
- Will grant a **Certificate of Completion** and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview, and made satisfactory arrangements for debts owed the school as approved by the School.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

**Student:**

- Agrees to pay applicable school and state fees and provide all required enrollment paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to check out tools they need for the day while at the School and return any checked-out tools before they leave campus.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to comply with the school's dress code at all times and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study, which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that if he/she is a Title IV financial aid recipient, minimum attendance and grade requirements must be maintained for satisfactory academic progress; failure to comply will result in loss of eligibility for financial aid according to the policy found in the catalog.
- Understands that he/she is responsible for the state licensing exam fee and other examination or licensing related expenses.

**Student Write-Up Policy**

The staff at Elite Cosmetology, Barber & Spa Academy reserve the right to write up a student for not following the policies as written in this catalog or the policies and procedures manual, e.g. failure to be in dress code, refusal to perform a service or go to class, etc. Consequences for write-ups will commence as follows:

1<sup>st</sup> Write-Up – Warning

2<sup>nd</sup> Write-Up – Meeting with Betty King; sign a Write-Up Acknowledgement Form.

3<sup>rd</sup> Write-Up – Student may be withdrawn from their program.

If a student is withdrawn from their program after receiving 3 write-ups during their current enrollment, they will not be allowed to re-enroll for 180 days. If the student re-enrolls after 180 days, and receives 3 more write-ups, they will be withdrawn and not be allowed to re-enroll in any program at Elite Cosmetology, Barber & Spa Academy.

**Refund and Cancellation Policy**

For applicants who cancel enrollment or students who withdraw from enrollment, a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due to the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all

monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

- 3 A student cancels the contract after three business days of signing, but prior to entering classes. In this case, the student is entitled to a refund of all monies paid to the school.
  - 4 A student notifies the institution of his/her withdrawal in writing.
  - 5 A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - 6 A student is expelled by the school. (The institution will determine unofficial withdrawals by monitoring attendance at least every 30 days.)
  - 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours: **MASSAGE THERAPY PERCENTAGES ARE LISTED SEPARATE.**

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>	<b>MASSAGE THERAPY</b>
0.01% to 04.9% (Massage Therapy – one week or up to 10% whichever is less)	20%	10%
5% to 9.9%	30%	10%
10% to 14.9%	40%	25%
15% to 24.9%	45%	25%
25% to 49.9% (Massage Therapy 25%-50%)	70%	50%
50% and over (Massage Therapy 50.01% and over)	100%	100%

- All refunds will be calculated based on the student’s last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- If the school cancels a course or program after a student has enrolled the school will at its option do *one* of the following:
  - Provide completion of the course and /or program.
  - Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
  - Participate in a Teach – Out Agreement.
  - Provide a full refund of all monies paid for the cancelled course.

**\*THE SCHOOL IS CURRENTLY ELIGIBLE TO PARTICIPATE IN FEDERAL TITLE IV FINANCIAL AID PROGRAMS FOR ALL OF OUR OFFERED PROGRAMS.**

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (materials, books, products, unreturned school property) will be calculated separately at the time of withdrawal. All fees are identified in the enrollment agreement.

### **Student Records Retention & Transcript Requests**

Student Records: (RCW 28C.10160) (Massage Therapy) The school must keep student educational records for a minimum of 50 years from the date of each student's enrollment or until the school ceases to be licensed under the chapter. All other courses with the Washington State Dept. of Licensing will be kept at a minimum of 3 years. To obtain an official transcript: please provide a written request or email request to [elitecbsacademy@yahoo.com](mailto:elitecbsacademy@yahoo.com). All requests will be processed and mailed or emailed within 30 days.

### **Student Conduct Policy – Disciplinary Policy**

All students are expected to conduct themselves in a manner that is in accordance with the school's rules and regulations. These are described in your enrollment agreement. Please read it carefully. In addition, each student receives a copy of the Policies & Procedures, which describes in detail student responsibilities in the area of conduct, appearance, courtesy, educational goals and more. These guidelines have been developed to ensure that the programs offered by Elite Cosmetology, Barber & Spa Academy are instructive and rewarding for all students. Should the school determine that a student has demonstrated a pattern of behavior not conducive to learning or is contrary to the goals of the school in regard to the student body, a warning will be given. If the pattern of behavior continues, that student's enrollment will be terminated. In extreme cases, where a student's behavior has caused harm to a client, a student, or employee of the school, willful destruction of school property, theft or any illegal act, the student's enrollment will be terminated without warning.

### **Leave of Absence Policy**

A student who is meeting the requirements of the satisfactory academic progress policy may request a leave of absence for no more than 60 days in a 12-month period, which begins on the first day of the initial LOA. The number of days in an approved leave of absence, when added to the number of days in all other approved leaves of absence, will not exceed 60 days in a 12-month period. Documentation for the reason for the leave must be submitted to the admissions office. An **Enrollment Agreement Addendum form** for the Leave of Absence must be completed and signed. The forms are available in the office and online at <http://www.elitecbsacademy.com>. If possible, this completed form needs to be mailed, emailed ([elitecbsacademy@yahoo.com](mailto:elitecbsacademy@yahoo.com)) or hand delivered before the leave of absence time begins. If extraordinary circumstances keep a student from signing the form, the owner/director may take the request via phone, email, or fax. All forms will need to be signed once the student returns to school. A notation will be kept in the student file. The leave of absence will commence on the first day of a student's missed physical attendance. A student granted an LOA that meets these criteria is not considered to have withdrawn, no refund calculation is required at that time, and no additional institutional charges will be accrued. Upon a student's return from the LOA, the student is permitted to complete coursework they began prior to the LOA. A student who does not return by the last day of the leave of absence, or before 60 days in any 12-month period, may be withdrawn from the program. The leave will extend the students contract and maximum time frame for program completion by the same number of days as the leave of absence. The student's withdrawal date for the purpose of calculating a refund will be the date the student began the LOA or the last date of attendance for an unapproved LOA.

If a student is a Title IV, HEA Program loan recipient, the institution will explain to the student, prior to granting the LOA, the effects that the student's failure to return from an LOA may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

### **Student Services and Counseling**

The school will conduct an orientation before you begin the program. This provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff requiring their program of study, progress, financial affairs, placement, or other areas in which the student may need assistance including referrals to professional assistance when necessary.

### **Continuing Education Programs (CEU's)**

To provide continued support to students after they are out on their own, we provide a variety of classes that meet the National Board of Massage's CEU approval. Currently therapists licensed in Washington State must document that they have a minimum of 32 CEU's every 2 years.

### **Library/Computer Resource Lab**

The school has an extensive resource library with materials in book form, DVD, VHS, and CD format. Besides reference material on basic massage, anatomy, pathology, etc., there are a wide variety of alternative therapies such as Reiki, Reflexology, Cranio-Sacral, Pressure Point Therapy represented. Computer lab allows research via DVD/CD, Milady training on DVD that covers the subjects in your textbook, extensive training DVDs on subjects covered in the Esthetics programs.

### **Job Placement Services**

There is no "formal" job placement program at Elite Cosmetology, Barber & Spa Academy and we do not guarantee employment. However, because of our schools' community activities throughout the year, local spas, beauty shops, barber shops, and massage businesses use our school as a resource pool when looking to hire.

### **Career Counseling**

Career counseling is stressed throughout the course in the areas of personal grooming, hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-on-one basis are the different specialized fields our student can take such as completion and platform work, travel, color technician, manager-salon owner, instructing, etc.

### **Students with Disabilities**

If you are a student with disabilities that require special accommodation, please fill out a 'Student Request for Accommodations' form and/or 'Reasonable Testing Accommodations Questionnaire' and turn into Student Records Office. All requests require doctors and/or examiners' approval and documentation prior to request being accommodated.

### **Drug abuse prevention**

The school actively supports the prevention of drug use. Upon enrollment, students are provided with the school's policy on drug and alcohol abuse.

## OSHA Requirements

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, Elite Cosmetology, Barber & Spa Academy advises students of the chemicals used in cosmetology training. During the course work the student learns about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the office. Elite Cosmetology, Barber & Spa Academy endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. Elite Cosmetology, Barber & Spa Academy does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools and/or products.

## Course Outlines

Our courses are prepared, structured, and presented in such a manner so that students receive a well-rounded education in their given course of beauty. Our professional staff use up to date techniques, equipment, and products for the industry. On our clinic floor students develop and practice skills on patrons, so that they are immediately employable upon graduation. Each of our instructors has had years of expertise in their field, so that students receive practical advice and instruction to prepare them for the business world. All satisfactorily completed courses will result in a **Certificate of Completion**.

## Cosmetology

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in cosmetology and/or related careers. This course consists of 1600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the cosmetology course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English (Spanish available in Cosmetology & Barber) to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Cosmetology is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student

participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **COSMETOLOGY HOURS BREAKDOWN**

250	<b>HAIRCUTTING &amp; FACIAL HAIR TRIMMING</b>
145	<b>PERMANENT WAVING</b>
100	<b>MANICURING &amp; PEDICURING</b>
100	<b>ESTHETICS (FACIALS, FACIAL WAXING, TWEEZING, EYELASH APPLICATIONS, MAKE-UP)</b>
20	<b>SCALP AND HAIR ANALYSIS</b>
100	<b>STYLING, WET, DRY AND THERMAL BRAIDING &amp; STYLING AIDS</b>
50	<b>TEXTURED HAIR SERVICES</b>
55	<b>ARTIFICIAL HAIR</b>
55	<b>CHEMICAL RELAXING</b>
180	<b>HAIR COLORING/BLEACHING</b>
30	<b>SHAMPOOING</b>
400	<b>THEORY</b>
20	<b>SANITATION/DISINFECTING</b>
70	<b>DISEASE AND DISORDERS</b>
25	<b>FIRST AID AND SAFETY</b>
1600	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, job search skills, grooming and hygiene.

### **Cosmetology Spanish**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in cosmetology and/or related careers. This course consists of 1600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the cosmetology course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English (Spanish available in Cosmetology & Barber) to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Cosmetology is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **COSMETOLOGY HOURS BREAKDOWN**

250	<b>HAIRCUTTING &amp; FACIAL HAIR TRIMMING</b>
145	<b>PERMANENT WAVING</b>
100	<b>MANICURING &amp; PEDICURING</b>
100	<b>ESTHETICS (FACIALS, FACIAL WAXING, TWEEZING, EYELASH APPLICATIONS, MAKE-UP)</b>
20	<b>SCALP AND HAIR ANALYSIS</b>
100	<b>STYLING, WET, DRY AND THERMAL BRAIDING &amp; STYLING AIDS</b>
50	<b>TEXTURED HAIR SERVICES</b>
55	<b>ARTIFICIAL HAIR</b>
55	<b>CHEMICAL RELAXING</b>
180	<b>HAIR COLORING/BLEACHING</b>
30	<b>SHAMPOOING</b>
400	<b>THEORY</b>
20	<b>SANITATION/DISINFECTING</b>
70	<b>DISEASE AND DISORDERS</b>
25	<b>FIRST AID AND SAFETY</b>
1600	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, job search skills, grooming and hygiene.

### **Cosmetology 45 % Distance**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in cosmetology and/or related careers. This course consists of 1600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the cosmetology course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English (Spanish

available in Cosmetology & Barber) to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Cosmetology is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **COSMETOLOGY HOURS BREAKDOWN\*\***

250	<b>HAIRCUTTING &amp; FACIAL HAIR TRIMMING</b>
145	<b>PERMANENT WAVING</b>
100	<b>MANICURING &amp; PEDICURING</b>
100	<b>ESTHETICS (FACIALS, FACIAL WAXING, TWEEZING, MAKE-UP)</b>
20	<b>SCALP AND HAIR ANALYSIS</b>
100	<b>STYLING, WET, DRY AND THERMAL BRAIDING &amp; STYLING AIDS</b>
50	<b>TEXTURED HAIR SERVICES</b>
55	<b>ARTIFICAIL HAIR</b>
55	<b>CHEMICAL RELAXING</b>
180	<b>HAIR COLORING/BLEACHING</b>
30	<b>SHAMPOOING</b>
400	<b>THEORY</b>
20	<b>SANITATION/DISINFECTING</b>
70	<b>DISEASE AND DISORDERS</b>
25	<b>FIRST AID AND SAFETY</b>
1600	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, job search skills, grooming and hygiene.

**\*\*Online Distance Education hours (English Only) available for this course:** Theory (400 hours), First Aid (25 hours), Hair Coloring/Bleaching (50 hours), Haircutting (70 hours), Sanitation (10 hours), Disease & Disorders (60 hours), Permanent Waving (10 hours), Manicuring (25 hours), Hairstyling (50 hours), Make-Up (20 hours).

### **Hair Design 45% Distance**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry level position in Hair Design and/or related careers. This course consists of 1400 clock hours of study in both theory and practical skill development that is required for licensing with the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the hair design course. Training available in English instruction, both theory and practical training. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the State of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in the Hair Design industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Hair Design is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **HAIR DESIGN HOURS BREAKDOWN\*\***

<b>300</b>	<b>HAIRCUTTING, FACIAL HAIR TRIMMING, DESIGNING &amp; SHAVING OF THE FACE NECK &amp; SCALP</b>
<b>145</b>	<b>PERMANENT WAVING</b>
<b>20</b>	<b>SCALP &amp; HAIR ANALYSIS</b>
<b>100</b>	<b>STYLING, WET, DRY AND THERMAL &amp; BRAIDING</b>
<b>50</b>	<b>TEXTURED HAIR SERVICES</b>
<b>55</b>	<b>ARTIFICIAL HAIR</b>
<b>55</b>	<b>CHEMICAL RELAXING</b>

180	<b>HAIR COLORING – BLEACHING</b>
30	<b>SHAMPOOING</b>
350	<b>THEORY</b>
20	<b>SANITATION/DISINFECTING</b>
70	<b>DISEASE AND DISORDERS</b>
25	<b>FIRST AID AND SAFETY</b>
1400	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of Professionalism, Resume development, communication skills, interview preparation, networking, Job Search Skills, Grooming and Hygiene.

**\*\*Online Distance Education hours (English only) available for this course: Theory (350 hours), First Aid (25 hours), Hair Coloring/Bleaching (50 hours), Haircutting (70 hours), Sanitation (10 hours), Disease & Disorders (60 hours), Permanent Waving (30 hours), Hairstyling (35 hours).**

## **Barber**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in barber and/or related careers. This course consists of 1000 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the barber course. Training available in English and Spanish instruction, both theory and practical training. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training thorough, reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Barber is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and

practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **BARBER HOURS BREAKDOWN**

400	<b>HAIRCUTTING &amp; FACIAL HAIR TRIMMING</b>
30	<b>SHAMPOOING</b>
60	<b>STYLING, WET, DRY, THERMAL AND STYLING AIDS</b>
50	<b>TEXTURED HAIR SERVICES</b>
250	<b>THEORY</b>
20	<b>SCALP &amp; HAIR ANALYSIS</b>
50	<b>DISEASE &amp; DISORDERS</b>
50	<b>SAFETY AND FIRST AID</b>
70	<b>SANITATION/DISENFECTING</b>
20	<b>ARTIFICIAL HAIR</b>
1000	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

### **Barber Spanish**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in barber and/or related careers. This course consists of 1000 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the barber course. Training available in English and Spanish instruction, both theory and practical training. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

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Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Barber is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as

completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **BARBER HOURS BREAKDOWN**

400	HAIRCUTTING & FACIAL HAIR TRIMMING
30	SHAMPOOING
60	STYLING, WET, DRY, THERMAL AND STYLING AIDS
50	TEXTURED HAIR SERVICES
250	THEORY
20	SCALP & HAIR ANALYSIS
50	DISEASE & DISORDERS
50	SAFETY AND FIRST AID
70	SANITATION/DISENFECTING
20	ARTIFICIAL HAIR
1000	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

#### **Barber 45 % Distance**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in barber and/or related careers. This course consists of 1000 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the barber course. Training available in English and Spanish instruction, both theory and practical training. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training thorough, reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

Textured hair training will include techniques for cutting, styling, and chemically treating textured hair, all products and tools that are made for textured hair, best practices for maintaining healthy hair texture and scalp, and cultural awareness, history and significance in diverse communities.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Barber is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

**BARBER HOURS BREAKDOWN\*\***

400	HAIRCUTTING & FACIAL HAIR TRIMMING
30	SHAMPOOING
60	STYLING, WET, DRY, THERMAL AND STYLING AIDS
50	TEXTURED HAIR SERVICES
250	THEORY
20	SCALP & HAIR ANALYSIS
50	DISEASE & DISORDERS
50	SAFETY AND FIRST AID
70	SANITATION/DISENFECTING
20	ARTIFICIAL HAIR
1000	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

\*\*Online Distance Education hours (English only) available for this course: Theory (250 hours), First Aid (50 hours), Haircutting (100 hours), Sanitation-certifications (10 hours), Disease & Disorders (20 hours), Hairstyling (20 hours).

## Manicuring

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in manicuring and/or related careers. This course consists of 600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the manicuring course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the manicuring industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented

activities. Manicuring is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **MANICURING HOURS BREAKDOWN**

<b>150</b>	<b>THEORY CLASSROOM</b>
<b>150</b>	<b>MANICURING</b>
<b>100</b>	<b>PEDICURING</b>
<b>100</b>	<b>ARTIFICIAL NAILS</b>
<b>60</b>	<b>SANITATION/DISINFECTION/DISEASE</b>
<b>40</b>	<b>FIRST AID &amp; SAFETY</b>
<b>600</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

### **Manicuring 45% Distance**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in manicuring and/or related careers. This course consists of 600 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the manicuring course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with information and training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the manicuring industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Manicuring is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student

participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### MANICURING HOURS BREAKDOWN\*\*

150	THEORY CLASSROOM
150	MANICURING
100	PEDICURING
100	ARTIFICIAL NAILS
60	SANITATION/DISINFECTION/DISEASE
40	FIRST AID & SAFETY
600	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

\*\*Online Distance Education hours (English only) available for this course: Theory (150 hours), First Aid (40 hours), Sanitation (20 hours), Manicuring (10 hours), Pedicuring (10 hours), Artificial Nails (40 hours).

## Esthetics

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in esthetics and/or related careers. This course consists of 750 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the esthetics course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented

activities. Esthetics is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course. Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **ESTHETICS HOURS BREAKDOWN**

<b>185</b>	<b>THEORY CLASSROOM</b>
<b>70</b>	<b>DISEASE AND DISORDERS</b>
<b>100</b>	<b>HAIR REMOVAL</b>
<b>300</b>	<b>SKIN CARE, MAKE-UP, EYELASH EXTENSIONS</b>
<b>70</b>	<b>SANITATION AND DISINFECTING</b>
<b>25</b>	<b>SAFETY AND FIRST AID</b>
<b>750</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

#### **Esthetics 45% Distance**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in esthetics and/or related careers. This course consists of 750 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the esthetics course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Esthetics is presented through well-developed lesson plans, which reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

**ESTHETICS HOURS BREAKDOWN\*\***

185	<b>THEORY CLASSROOM</b>
70	<b>DISEASE AND DISORDERS</b>
100	<b>HAIR REMOVAL</b>
300	<b>SKIN CARE, MAKE-UP, EYELASH EXTENSIONS</b>
70	<b>SANITATION AND DISINFECTING</b>
25	<b>SAFETY AND FIRST AID</b>
750	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

\*\*Online Distance Education hours (English only) available for this course: Theory (185 hours), First Aid (25 hours), Diseases and Disorders (50 hours), Hair Removal (37.5 hours), Sanitation (20 hours), Skin Care (20 hours).

## **Master Esthetics**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in esthetics and/or related careers. This course consists of 1200 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the esthetics course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Esthetics is presented through well-developed lesson plans, which reflect current educational

methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course. Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **MASTER ESTHETICS HOURS BREAKDOWN**

<b>750</b>	<b>BASIC ESTHETICS</b>
<b>55</b>	<b>EXFOLIATION &amp; MEDICAL ESTHETICS PROCEDURES</b>
<b>55</b>	<b>LASER, LIGHT FREQUENCY, RADIO FREQUENCY, ULTRASOUND, &amp; PLASMA PRACTICES</b>
<b>65</b>	<b>ADVANCED THEORIES</b>
<b>55</b>	<b>MEDIUM DEPTH CHEMICAL PEELS</b>
<b>55</b>	<b>ADVANCED DISEASE AND DISORDERS</b>
<b>55</b>	<b>PRE-TREATMENT AND POST-TREATMENT PROCEDURES</b>
<b>55</b>	<b>LYMPHATIC DRAINAGE AND ADVANCED FACIAL MASSAGE</b>
<b>55</b>	<b>ADVANCED CLIENT ASSESSMENT DOCUMENTATION, INDICATIONS &amp; CONTRAINDICATIONS</b>
<b>1200</b>	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

### **Master Esthetics 45% Distance**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in esthetics and/or related careers. This course consists of 1200 clock hours of study in both theory and practical skill development that is required for licensing the Washington State Department of Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the esthetics course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement.

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements. And products are comparable to those used in the cosmetology industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Esthetics is presented through well-developed lesson plans, which reflect current educational

methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course. Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state-licensing agency. Students must maintain a theory grade average of 76% and pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

**MASTER ESTHETICS HOURS BREAKDOWN\*\***

750	<b>BASIC ESTHETICS</b>
55	<b>EXFOLIATION &amp; MEDICAL ESTHETICS PROCEDURES</b>
55	<b>LASER, LIGHT FREQUENCY, RADIO FREQUENCY, ULTRASOUND, &amp; PLASMA PRACTICES</b>
65	<b>ADVANCED THEORIES</b>
55	<b>MEDIUM DEPTH CHEMICAL PEELS</b>
55	<b>ADVANCED DISEASE AND DISORDERS</b>
55	<b>PRE-TREATMENT AND POST-TREATMENT PROCEDURES</b>
55	<b>LYMPHATIC DRAINAGE AND ADVANCED FACIAL MASSAGE</b>
55	<b>ADVANCED CLIENT ASSESSMENT DOCUMENTATION, INDICATIONS &amp; CONTRAINDICATIONS</b>
1200	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

\*\*Online Distance Education hours (English only) available for this course: Theory (185 hours), Advanced Theories (65 hours), First Aid (25 hours), Diseases and Disorders (50 hours), Hair Removal (37.5 hours), Sanitation (20 hours), Skin Care (20 hours), Advanced Disease and Disorder (50 hours), Lymphatic Drainage & Advanced Facial Massage (12.50 hours), Pre-Treatment and Post-Treatment procedures (15 hours), Exfoliation & Medical Esthetics Procedures (15 hours), Laser, Light Frequency, Radio Frequency, Ultrasound & Plasma Practices (15 hours) and Advanced Client Assessment (30 hours).

### **Instructor Course**

The purpose of the Student Instructor course is to train the student in the basic principles of cosmetology instruction such as theory of teaching, practical demonstrations, conducting theory classes, state cosmetology law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/recordkeeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 500 hours of instruction of both theory and practical skill development required for licensing by the Washington State Department of Licensing. Theory and practice are integrated throughout the course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will develop the ability to teach both theory and practical cosmetology using the four-step teaching plan: Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage

in classroom; to achieve professional competence as a teacher and be prepared for State Licensing Examinations in order to receive a license as an instructor.

The course will consist of a combination of lectures, demonstrations, and student participation. Student instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Washington law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques. All student instructors will be evaluated on both theory and practical grades, also on attendance. Counseling is available at this time. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 76%. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **INSTRUCTOR HOURS BREAKDOWN**

125	<b>PREPARATION FOR CLASSROOM ACTIVITIES</b>
125	<b>PREPARATION FOR INFORMATION</b>
125	<b>APPLICATION OF PRACTICES</b>
125	<b>EVALUATION OF THE STUDENTS (understanding/performance)</b>
500	<b>TOTAL HOURS</b>

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

### **Instructor 45% Distance**

The purpose of the Student Instructor course is to train the student in the basic principles of cosmetology instruction such as theory of teaching, practical demonstrations, conducting theory classes, state cosmetology law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/recordkeeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 500 hours of instruction of both theory and practical skill development required for licensing by the Washington State Department of Licensing. Theory and practice are integrated throughout the course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English to include classroom activity and clinic floor education. 45% of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through CIMA by Milady. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

Students will develop the ability to teach both theory and practical cosmetology using the four-step teaching plan: Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; to achieve professional competence as a teacher and be prepared for State Licensing Examinations in order to receive a license as an instructor.

The course will consist of a combination of lectures, demonstrations, and student participation. Student instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Washington law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques. All student instructors will be evaluated on both theory and practical grades, also on attendance. Counseling is available at this time. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 76%. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### **INSTRUCTOR HOURS BREAKDOWN\*\***

125	PREPARATION FOR CLASSROOM ACTIVITIES
125	PREPARATION FOR INFORMATION
125	APPLICATION OF PRACTICES
125	EVALUATION OF THE STUDENTS (understanding/performance)
500	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

\*\*Online Distance Education hours (English Only) available for this course: Preparation for classroom activities (56.25 hours), Preparation for Information (56.25 hours), Application of Practices (56.25 hours), Evaluation of the Students (56.25 hours).

### **Massage Therapy Course**

Elite Cosmetology, Barber & Spa Academy's program is the same as Washington State required hours which are 625 hours. Our program focus is on both Medical & Spa Massage.

### **Massage Therapy – 625 Hour Course**

#### **Meets Washington State Licensure Requirements**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in massage and/or related careers. This course consists of 625 clock hours of study in both theory and practical skill development that is required for licensing by the Washington State Department of Health & Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the Massage Therapy course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English and include classroom activity and clinic floor education. **AIDS/ HIV Training** will be trained with a state approved Video Series facilitated by a licensed health professional. Students will also be required to take and pass a HIV/AIDS quiz and will be issued a Certificate upon Completion. Students will also be required to obtain First Aid and CPR Certification.

#### **Learning Activities for Massage Therapy Students:**

Massage Therapy students at Elite Cosmetology, Barber & Spa Academy will be offered to participate in the following activities: Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement. Upon completion of this course, students should be able to:

#### **Student Competencies:**

- Demonstrate working knowledge of the human body.
- Identify and locate specific muscle or muscle groups upon request.
- Identify origins/insertion and action of said muscle and or muscle groups.
- Identify indications/contraindication to massage therapy with regards to their clients.
- Demonstrate a strong working knowledge of the “massage ethic” and present themselves in a professional manner at all times.

- Demonstrate the knowledge necessary to successfully pass the National Massage Board Exam, obtain their state licenses, and enter the massage therapy field as a professional.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the Massage Therapy industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Massage Therapy is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

**Massage Therapy Course Evaluations:** Students are assigned theory study and minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performances standards established by licensing agency. Students must maintain a theory grade average of 76% to pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

#### MASSAGE THERAPY COURSE UNITS AND HOURS PER UNIT

60	ANATOMY & PHYSIOLOGY
60	KINESIOLOGY
20	PALPATION
10	JOINT FUNCTION
70	PATHOLOGY (30 HOURS CONTRAINDICATIONS/30 HOURS INDICATIONS) INCLUDES HIV/AIDS TRAINING
10	INTRODUCTIONS TO MASSAGE
55	SWEDISH MASSAGE
100	VARIATION
10	REMEDIAL
15	BODY MECHANICS
20	HYDROTHERAPY
50	CLINICAL PRACTICE
10	HYGEINE AND HEALTH
5	RECORDS
20	TERMINOLOGY
40	ETHICS
10	BUSINESS
5	CLIENT
5	LAW
50	SPA MASSAGE
625	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

### **Massage Therapy – 625 Hour Course – 45% Distance Education Meets Washington State Licensure Requirements**

The purpose of this course is to train students in basic manipulative skills, safety judgments, proper work habits and desirable attitude necessary for an entry-level position in massage and/or related

careers. This course consists of 625 clock hours of study in both theory and practical skill development that is required for licensing by the Washington State Department of Health & Licensing. Theory and practical practices precede laboratory activities with students expected to complete assignments in each phase of training and receive a passing grade on each exercise before being allowed to participate in laboratory activities. Theory and practice are integrated throughout the Massage Therapy course. All education and learning environments at Elite Cosmetology, Barber & Spa Academy are conducted in English and include classroom activity and clinic floor education. **AIDS/ HIV Training** will be trained with a state approved Video Series facilitated by a licensed health professional. Students will also be required to take and pass a HIV/AIDS quiz and will be issued a Certificate upon Completion. Students will also be required to obtain First Aid and CPR Certification. **\*\*45%** of hours detailed below may be done through distance learning and a signed/dated Distance Education Policy/disclaimer form, currently only available in English through Milady Mind Tap Coverage. *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

### **Learning Activities for Massage Therapy Students:**

Massage Therapy students at Elite Cosmetology, Barber & Spa Academy will be offered to participate in the following activities: Students will be provided with training through reliable theory and practical instruction to successfully complete the program and pass the licensing exam required by the state of Washington. Students will be educated in developing professional attitudes and habits necessary for initial employment and career advancement. Upon completion of this course, students should be able to:

### **Student Competencies:**

- Demonstrate working knowledge of the human body.
- Identify and locate specific muscle or muscle groups upon request.
- Identify origins/insertion and action of said muscle and or muscle groups.
- Identify indications/contraindication to massage therapy with regards to their clients.
- Demonstrate a strong working knowledge of the “massage ethic” and present themselves in a professional manner at all times.
- Demonstrate the knowledge necessary to successfully pass the National Massage Board Exam, obtain their state licenses, and enter the massage therapy field as a professional.

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the Massage Therapy industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. Massage Therapy is presented through well-developed lesson plans that reflect current educational methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods are used in this course.

**Massage Therapy Course Evaluations:** Students are assigned theory study and minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performances standards established by licensing agency. Students must maintain a theory grade average of 76% to pass a final written and practical exam prior to graduation. (See Academic Progress Evaluation - Grading Policy on page 34-35 for further details.)

**MASSAGE THERAPY COURSE UNITS AND HOURS PER UNIT\*\***

60	ANATOMY & PHYSIOLOGY
60	KINESIOLOGY
20	PALPATION
10	JOINT FUNCTION
70	PATHOLOGY (30 HOURS CONTRAINDICATIONS/30 HOURS INDICATIONS)
	INCLUDES HIV/AIDS TRAINING
10	INTRODUCTIONS TO MASSAGE
55	SWEDISH MASSAGE
100	VARIATION
10	REMEDIAL
15	BODY MECHANICS
20	HYDROTHERAPY
50	CLINICAL PRACTICE
10	HYGEINE AND HEALTH
5	RECORDS
20	TERMINOLOGY
40	ETHICS
10	BUSINESS
5	CLIENT
5	LAW
50	SPA MASSAGE
625	TOTAL HOURS

The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the applicable regulatory agency for examination, as well as ensuring that hours are spent in preparing students in training of professionalism, resume development, communication skills, interview preparation, networking, job search skills, grooming and hygiene.

\*\*Online Distance Education hours (English Only) are available for this course: Anatomy & Physiology (60 hours), Kinesiology (30 hours), Pathology (10 hours), Intro to Massage (10 hours), Variation (46.25 hours), Remedial (10 hours), Body Mechanics (10 hours), Hydrotherapy (10 hours), Hygiene & Health (10 hours), Records (5 hours), Terminology (20 hours), Business (10 hours), Client (5 hours), Law (5 hours) and Ethics (40 hours). *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

### **Meet the Massage Therapy Course Staff**

Owner/Instructor: Betty King has over 40 years in the beauty industry. Betty started instructing in 1986. Her teaching credentials include Cosmetology, Barber, Manicuring and Esthetics, Master Esthetics, Massage Therapy Career Coordinator and Business to her teaching credentials. She became a licensed instructor with the state of Washington Department of Licensing in 1986 and managed schools and substituted while opening salons over the past 18 years. Betty opened Elite Cosmetology, Barber & Spa Academy in 2010.

### **Course Format**

The clock hour education is provided through a sequential set of learning steps, which address specific tasks necessary for state exam preparation, graduation, and job entry-level skills. Clinic equipment, implements and products are comparable to those used in our industry. Students will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The courses are presented through well-developed lesson plans that reflect current education methods. Subjects are presented by means of lecture, demonstration, and student participation. Audio-visual aids, guest speakers, field trips and other related methods might be used as well.

## Advanced Training/Guest Speakers

Specialty artists visit Elite Cosmetology, Barber & Spa Academy regularly to offer our student specialized demonstration and lectures to enhance the student's education. These classes include cutting, color, eyelash extensions, perming, branding, facial and make-up artistry, clipper cutting, styling, and nail technicians. Our students have the opportunity to explore many options in the beauty industry to help make them a well-rounded more advanced stylist including, wonderful local guest speakers throughout the year that are willing to share their expertise of Reiki, Aromatherapy, Acupuncture, Sound Acupressure, Reflexology, Watsu, Feldenkrais, Hot Stone Therapy, Myopathic Massage, Craniosacral Therapy, and more. Students learn from the beginning that this community networking is a valuable asset to their career in massage therapy. Each year our guest list changes so students are encouraged to express areas of interest to help us better tailor each year's presenter list to best fit the needs of our students.

## Clock Hour Policy

The number of clock hours required for each course offered by Elite Cosmetology, Barber & Spa Academy and listed in the catalog is in full compliance with the actual clock hours required by the licensing laws in the State of Washington. Students receive all actual clock hours they train for while the school is in session and these hours are applied to the total clock hours reported to Washington State Board of Cosmetology. The school does not deduct from or add to the total accrued for any reason.

## Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog and each student is given a copy of the catalog prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Our Academic year is defined as 900 hours and 30 weeks for Full-time (30 hours a week). Massage Therapy 625 hours and 25 weeks for Full-time (25 hours a week). Satisfactory Academic Progress (SAP) Evaluation Period Determination: Clock hours 900 hours or less have a midpoint SAP. Clock hours over 900 hours but less than 1350 hours (900 hours Academic Year plus ½ Academic Year) have a SAP at 450 hours and 900 hours and a SAP at midpoint of remaining hours over 900 hours.

**Evaluation Periods** - Students are evaluated for Satisfactory Academic Progress as follows (hours are based off scheduled hours\*):

Cosmetology Full-time	450 hours* (15 weeks), 900 hours* (30 weeks), 1250 hours* (41.66 weeks)
Hair Design Full-time	450 hours* (15 weeks), 900 hours* (30 weeks), 1150 hours* (38.33 weeks)
Barber Full-time	450 hours* (15 weeks), 900 hours* (30 weeks)
Esthetics Full-time	375 hours* (13 weeks)
Master Esthetics Full-time	450 hours* (15 weeks), 900 hours* (30 weeks)
Massage Therapy Full-time	312.5 hours* (12.5 weeks)
Manicuring Full-time	300 hours* (10 weeks)
Instructor Full-time	250 hours* (8.33 weeks)

\*Transfer Students – Midpoint of the contracted hours (if under 900 hours).

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

### Attendance Progress Evaluations

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### Maximum Time Frame

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

		<b>COURSE WEEKS</b>	<b>MAXIMUM TIME ALLOWED SCHEDULED HOURS</b>
Cosmetology (Full-Time, 30 hrs./wk.)	1600 Hours	80 Weeks	2400
Hair Design (Full-Time, 30 hrs./wk.)	1400 Hours	70 Weeks	2100
Barber (Full-Time 30 hrs./wk.)	1000 Hours	50 Weeks	1500
Esthetics (Full-Time, 30 hrs./wk.)	750 Hours	37.5 Weeks	1125
Master Esthetics (Full-Time 30 hrs./wk.)	1200 Hours	60 Weeks	1800
Massage (Full-Time 25 hrs./wk.)	625 Hours	25 Weeks	937.50
Manicuring (Full-Time 30 hrs./wk.)	600 Hours	20 Weeks	900
Instructor (Full-Time 30 hrs./wk.)	500 Hours	17 Weeks	750

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. Students are required to finish their elected program within 150% of the program length (67% attendance rate). Students who do not graduate on or before the 150% program length will lose financial aid assistance if applicable.

### Overtime Charges Policy

Each course at Elite Cosmetology, Barber & Spa Academy has been scheduled for completion in an allotted time frame. If a student does not graduate by their 150% date, as written on their enrollment agreement or amended on an enrollment agreement addendum (if applicable), any remaining hours needed to complete training will be assessed at the rate of \$20.00 per hour. Overtime Charges will be calculated upon conclusion of the student's scheduled 150% date as written on their enrollment agreement or amended on an enrollment agreement addendum (if applicable). Charges shall be applied to the student's ledger as an official charge on the first business day following their 150% date. Charges are due immediately if the student wishes to continue in their program. Title IV funds may not be used for Overtime Charges. Students may withdraw at their 150% date if they are not able to pay Overtime Charges to continue. If they choose to re-enroll within 180 days, they must pay for their remaining hours up front, at a rate of \$20.00 per hour, in order to re-enroll. Students may choose to re-enroll after 180 days, at which time their attendance will reset, they will sign a new contract and will be charged for the hours they have remaining at the current tuition rate for their program.

## Academic Progress Evaluation (Grading Policy)

The qualitative element used to determine academic progress is a reasonable system of grades on required academic learning. Students are assigned both academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade point average (GPA) of 76% and pass a FINAL written and practical exam prior to graduation. A student's GPA is calculated by adding their theory percentage to their practical percentage and dividing it by two. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

THEORY		PRACTICAL	CITIZENSHIP	
Superior	A (92-100)	Level 4=A	Excellent	A
Above Average	B (84-91)	Level 3=B	Good	B
Satisfactory	C (76-83)	Level 2=C	Fair	C
Unsatisfactory	D (75 or less)	Level 1=D	Poor	D

Missing assignments and or tests will adversely affect grade point average and satisfactory academic progress.

## Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will be notified when an evaluation has been completed and can get a hard copy of that Satisfactory Academic Progress Determination in the Administrative Office. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

## Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making

satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **Re-Establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll within 180 days of their withdrawal date will return in the same satisfactory academic progress status as at the time of withdrawal, meaning their qualitative and quantitative progress will remain as it was when they withdrew. Students who withdraw prior to completion of the course and wish to re-enroll after 180 days from their withdrawal date will be treated as transfer students and their qualitative and quantitative progress will start over. If a student wishes to repeat a course after they have previously failed or their hours have expired, their qualitative and quantitative progress will start over. This institution does not allow incomplete grades.

### **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

### **Noncredit, Remedial Courses, Repetitions**

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

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Student Grievance Procedure**

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint. In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint

procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date of the incident.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that the management cannot resolve it, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable
8. Nothing in the policy prevents the student from contacting the Workforce Board at 360-709-4600 at any time with a concern or complaint.

### **Attendance Policy**

Students must come to class on time and attend 67% of the classes offered to maintain satisfactory progress. Students are required to finish their elected program within 150% of the program length (67% attendance rate). Students who do not graduate on or before the 150% program length will lose financial aid assistance if applicable. Situations beyond a student's control, such as accident or illness, will be addressed by the owner/director to determine whether an absence is excusable. Students who are gone longer than 10 scheduled school days and have not contacted the school administration and the school administration was unable to make contact with the student will be dropped.

### **Assignment Make-Up Policy**

Students are expected to graduate by the completion date on their contract. Students who need to make up hours may attend additional classes (Saturday). Students are responsible for making arrangements with instructors to schedule a time to make up test, and or missing assignments. Missing and failed tests will adversely affect the students' GPA (Grade Point Average) and SAP (Satisfactory Academic Progress).

## Operations Schedule and Calendar

The school is closed on the following holidays. New Year's Day, Martin Luther King Day, President's Day, Spring Break (YSD calendar), Memorial Day, Juneteenth, 4<sup>th</sup> of July, Labor Day, Veteran's Day, Thanksgiving Day & the day after, the week of Christmas and other days that may be necessary as in snow and ice advisories that would be broadcast on our local news. Any other days than that would always be posted in advance. All vacations and days off in excess of those stated above, must be requested in advance of and approved by this office.

Lunches will be ½ hour out of each schedule longer than 5 hours.

## Dress Code Requirements

Students will comply with the professional dress code set forth by Elite Cosmetology, Barber & Spa Academy, or you may be asked to leave. Elite Cosmetology, Barber & Spa Academy reserves the right to make judgment on whether an individual's attire meets dress code or not.

- All students (except massage therapy) will be issued one black Elite Academy smock. This smock is to be worn at all times while on-campus. If you arrive without your smock, you will be asked to leave and return with it, or have the option to purchase an additional one, if available.
- Clothing will consist of a white or black shirt and solid black pants or jeans without holes/tears (no shorts, skirts or dresses).
- Massage students will be issued one black set of scrubs. Massage students must wear black scrubs during school hours.
- Accessories such as hats, belts, scarves, and shoes must be black or white.
- Shoes will be close-toed and in good shape and must be worn at all times.
- Hair and make-up are expected to be professionally styled and applied.
- Students should practice personal hygiene and cleanliness, use deodorant, maintain fresh breath, and present a well-groomed appearance at all times.
- School smocks will be worn for all outside of class functions.

## Repeated Courses

At the discretion and approval of the instructor a portion of a student's training can be repeated with financial aid funding if the student is eligible depending on financial aid provider if any. Repeating practical training can result from any of the following circumstances: death in the family, financial hardship, illness, or academic progress. Letters of approval need to be submitted to the financial aid office from the instructor of the repeated course.

## Washington State Examination

Each student who has completed his course of study and has graduated must take and pass the Washington State Board Written and Practical Examination in order to become licensed to practice in the State of Washington. Students will be taken through a mock state board examination prior to graduating from the course.

## Graduation Requirements

A student that has completed the required number of hours in his/her particular course of study, passed all tests, quizzes, and practical evaluations with a 76% or higher. The student must maintain the academic policies set forth by Elite Cosmetology, Barber & Spa Academy and included in this catalog. Massage students must receive a pass on midterm and term massage given by an instructor as a final practical evaluation.

## VA Students: VA Pending Payment Compliance

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 ®\* (Ch.33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) 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 Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

\*GI Bill ® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

## Privacy Policy

Student and parent/ guardians of dependent minors are guaranteed the right to access and review the student's educational file. Elite Cosmetology, Barber & Spa Academy will only release information contained in the students file only with the written authorization of the student, or parent/legal guardian if the student is a dependent minor, a release is required under federal, state, or local laws, the student will be granted supervised access to their records within five business days of the request. The school does not publish directory information on students. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Elite Cosmetology, Barber & Spa Academy L.L.C. requires a release form be completed for each third-party requesting information. The institution maintains a record of all release forms and request information. The school does permit access to students and other school records as required for any accreditation process initiated by the institution or by the National Accreditation Commission of Career Arts and Sciences, or in response to a directive of the commission, the United States Department of Education or the State licensing Agency or any other school official.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access.

A student and/or parent or guardian if the student is a dependent minor should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student and/or parents or guardians wishes to inspect. The Academy official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Academy official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the Academy to amend a record should write the Academy official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed.

If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the School has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. The School does

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.

[Optional] Upon request, the Academy also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO ACADEMY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **FERPA Responsibilities and Student Rights**

A school is required to—

- ✓ annually notify students of their rights under FERPA
- ✓ include in that notification the procedure for exercising their rights to inspect and review education records; and
- ✓ maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information).

A student (and/or parents/guardians if the student is a dependent minor) has the right to—

- ✓ inspect and review any education records pertaining to the student
- ✓ Request an amendment to his/her records; and
- ✓ Request a hearing (if the request for an amendment is denied) to challenge the contents of the education records, on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

## Washington State Credentialing Requirements

### Massage Practitioner

(Chapter 18.108 RCW, 246-830 WAC)

License Customer Service Center – 360-236-4700

Completion of a Washington state board of massage approve education program, and successful completion of National Exam Verification of Completion form stamped with the programs Department of Health issued stamp received directly from the approved education program. Official Exam report from the NCBTMB or SMTB. State licensure verification Applicant lists all states where credentials are or were held; including where applicant has applied but a credential was not granted. A verification form must be completed and submitted by the jurisdiction where the applicant is or was credentialed. Applicant sends form to jurisdiction for completion. The jurisdiction sends completed forms directly to the department.

Statement about:

- Physical and mental health status
- Lack of impairment due to chemical dependency or substance abuse.
- History of loss of license, certification, or registration
- Felony convictions
- Loss or limitations of privileges
- Disciplinary actions
- Professional liability claims history

Applicants must answer personal data questions, and appropriate explanation and required documentation must be sent with positive answers. If there is a positive answer to the professional liability claims history question, the applicant must send in an explanation of the nature of the case, data and summary of the care given with copies of the original complaint, and the settlement or final disposition.

### WAC 308-20-120

#### Written and performance examinations.

(1) The department shall administer or approve the administration of a written and performance license examination. The department may approve written or performance examinations given by department-approved examination providers.

(2) The written and performance examinations for cosmetology, barber, manicurist, esthetics, and master esthetics shall reasonably measure the applicant's knowledge of safe and sanitary practice.

(3) The written and performance examinations for instructor shall be constructed to measure the applicant's knowledge of lesson planning and teaching techniques.

(4) In order to be eligible for licensure, a license applicant must pass both the written and performance examinations in the practice for which they are applying.

(5) The minimum passing score for both the written and performance examinations in all practices is a scaled score of 75.

(6) Examination results expire three years from the date of the examination. Examination results that are more than three years old are considered by the department to be expired and will not be considered valid towards initial licensure.

**WAC 308-20-580****Tuition Recovery Trust Fund**

Elite Academy is in compliance with the Tuition Recovery Trust Fund which can be used in the event of a school closure. A complaint portal and process are available by contacting Washington State Department of Licensing [www.studentcomplaints.wa.gov](http://www.studentcomplaints.wa.gov).

**Licensing requirements**

To get a license as a cosmetologist, barber, manicurist, or esthetician, you must:

- Be at least 17 years of age.
- Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours.
- Pass the state approved written and performance examinations.

Below is a list of questions you will have to provide to the state prior to issue of license.

1. Have you been convicted of a crime, misdemeanor, or felony, in this or any other state, by the federal government or by any other jurisdiction within the past ten years?
2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment, in this or any other state, by the federal government or by any other jurisdiction?
3. Has any professional or occupation license, certification or permit held by you been fined, suspended, revoked, refused, or denied, in this state, by the federal government or by any other jurisdiction?
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction, in this or any other state, by the federal government or by any jurisdiction?

You will have to be prepared to attach a letter of explanation for any “yes” answers. Include the charge, date of conviction, civil judgment or order, county jurisdiction, state, or disposition of the charge.

**Minimum Required School Hours:**

- Cosmetology – 1600 hours (Spanish & English Courses)
- Hair Design – 1400 hours
- Barber – 1000 hours (Spanish & English Courses)
- Manicuring – 600 hours
- Esthetics – 750 hours
- Master Esthetics – 1200 hours (750 of these from basic prerequisites)
- Massage Therapy – 625 hours
- Instructor – 500 hours

**Career Considerations**

Students interested in pursuing a career in Cosmetology, Hair Design, Barber, Manicuring, Esthetics, Master Esthetics, Massage Therapy, or Instructing should consider all aspects of this career choice. In order to be successful in these fields you must:

- Have finger dexterity and a sense of form and artistic ability.

- Have the ability to keep abreast of the latest fashion and beauty techniques.
- Work long hours on your feet while building a clientele.
- Enjoy dealing with the public and must work well with other people.

Things you should be aware of working in these fields and to meet the requirements of employers:

- You will be exposed to various chemicals and fumes that may cause allergic reactions.
- The physical demand from standing for long hours with hands at shoulder level or sitting for long hours working at a massage table, or nail table, bending over a shampoo bowl, and or a facial, massage, or styling chair can cause neck and back pain.
- A personal investment may be required for advertising (business cards, newspaper ads).
- Methods of compensation will vary and initially pay may be at Federal and State minimums, which may include a straight salary, salary plus commission, straight commission, retail commission and or independent contracting (renting a space and or equipment from an existing salon).

**Student to Instructor Ratio** for all courses is one instructor for every 20 students.

### **Regarding Tuition and Payments**

Elite Cosmetology Barber & Spa Academy accepts the following payment methods: Cash, Money Orders, Personal Check, Cashier's Check and Visa or Master Card Credit Cards.

### **Religious Accommodation**

Elite Cosmetology, Barber & Spa Academy will make a good faith effort to provide reasonable religious accommodations to students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on a given day.

### **Title IV Refund Policy: Treatment of Title IV Aid When a Student Withdraws Policy**

Summary of the Requirements of 34 CFR 668.22. The law specifies how the school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are Federal Pell Grants, Iraq, and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

Though your aid is posted to your account at the start of each period, you earn the funds as you complete the period. If you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies to you), the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or

parents received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period. If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

For students who withdraw, both officially and unofficially, their withdrawal date will be the same as their last date of attendance.

If the R2T4 calculation results in a post-withdrawal disbursement, the Title IV funds that the student has earned, but have not yet been disbursed, will be distributed as follows:

- a) The post-withdrawal disbursement will be made from available grant funds before available loan funds. The institution will credit the student's account up to the amount of outstanding charges with all or a portion of grant funds that make up the post-withdrawal within 45 days from the date of the institution's determination that the student withdrew.
- b) The institution must receive confirmation from the student, or parent in the case of a parent PLUS loan, that they still wish to have the loans disbursed before the institution can use the loan funds that make up the post-withdrawal to credit a student's account. A post-withdrawal disbursement notification letter will be sent to the student, or parent in the case of a parent PLUS loan, within 30 days, and they will be given at least 14 days to respond.

If the R2T4 calculation results in a credit balance being due to the student, it must be disbursed as soon as possible and no later than 14 days after the R2T4 calculation was completed.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, or
2. the entire amount of excess funds.

The school must return this amount within 45 days of the date of official withdrawal or within 45 days of the date of determination of withdrawal if the student does not officially withdraw, even if it didn't keep this amount of your Title IV program funds.

If the R2T4 calculation results in an amount to be returned that exceeds the school's portion, the student, or parent in the case of a parent PLUS loan, will be responsible for repaying the excess amount in accordance with the terms of the promissory note.

- a) The amount of funds the student will be responsible for returning is calculated by subtracting the amount of unearned aid that the institution is required to return from the total amount of unearned Title IV aid to be returned.
- b) The student must return or repay, as appropriate, the amount determined to:
  - a. Any Title IV program in accordance with the terms of the loan; and
  - b. Any Title IV program as an overpayment of the grant; however, a student is not required to return the following:
    - i. The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed) to the student for the payment period.
    - ii. With respect to any grant program, a grant overpayment amount of 50 dollars or less is not a remaining balance.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must decide with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges.

Your school may also charge you for any Title IV program funds that the school was required to return. If you don't already know your school's refund policy, you should ask your school for a copy. Your school can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

(1) *Order of return of title IV funds*— (1) *Loans*. Unearned funds returned by the institution or the student, as appropriate, must be credited to outstanding balances on title IV loans made to the student or on behalf of the student for the payment period or period of enrollment for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period or period of enrollment for which a return of funds is required in the following order:

- (I) Unsubsidized Federal Direct Stafford loans.
- (II) Subsidized Federal Direct Stafford loans.
- (III) Federal Direct PLUS received on behalf of the student.

(2) *Remaining funds*. If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period or period of enrollment for which a return of funds is required in the following order:

- (a) Federal Pell Grants.

## Distance Education Policy – For Approved Courses

- You must have access to a computer and online services to take this option of delivery of your theory subjects and other hours listed on the course outline in your catalog that are noted for available distance learning. If you do not have access to a computer, Elite Academy will issue you one (if available) that must be returned upon graduation or withdrawal from Elite Academy.
- Students must complete their basic training in-person at Elite Academy before they can earn clock hour credit for distance education during Elite Academy's business hours. During basic training, students will only be eligible to receive credit for distance education hours completed outside of business hours. A basics checklist will be completed by an instructor and maintained in each student's file as proof that they have completed basic training and are eligible to earn credit for distance education hours completed during Elite Academy's business hours.
- Students must participate in learning activities while physically present at Elite Academy's campus at least every 10 scheduled school days and be in attendance for a full scheduled length of day as stated on student's enrollment contract.
- Only the CIMA Accreditation report will be accepted for CIMA Training hours. CIMA theory hours are Asynchronous (at your convenience of location and time).
- The school will monitor your progress and will schedule academic counseling with the Director of Education and/or Student Services director if the student does not progress in a direction that will ensure Satisfactory Academic Progress.
- Satisfactory Academic Progress in attendance and academics and all other requirements which is mandatory for graduation are for all students including Distance Education learners.
- All Distance Education students will complete 55% of their hours onsite at Elite Academy and no more than 45% of the course hours will be distance (the only exception will be the 10% allowed for externships).
- Online Distance Learning is only for subjects listed in the course outline available for distance learning in the catalog and can't exceed 45% of your total required training hours for your course. (EXAMPLE: clock hours not available for distance learning would be clinic hours which include working on live models and/or clients.)
- If for whatever reason, Distance Education hours can't be verified and clock hours measured by online training with interaction with the instructor, instruction for that period will not be accepted by Elite Academy.
- All assessments that will be used for calculating a student's GPA will be executed while the student is physically on campus. These on campus assessments include both practical and theory exams as well as a Final examination for Theory and a Final Practical Evaluation prior to student's graduation. These final competencies will meet all Washington State licensure requirements and assist you in passing your state examination.
- Students must complete a chapter and pass the chapter exam on CIMA in order to take the corresponding theory exam in-person at Elite Academy. Instructors will use their CIMA access to determine whether a student has completed a chapter and passed the chapter exam, then administer the corresponding theory exam to the student at Elite Academy.
- All theory and practical examinations must be taken and passed with a minimum of 76% onsite at Elite Academy.

- A Google invite can be sent to you after school hours or Saturdays if you need extra tutoring or answers to your questions. This after-hours invite needs to be scheduled by a text message or call to Betty King at 509-945-7927. If you cannot attend class in-person, we encourage you to attend your class virtually with synchronous learning with your instructor.
- Student transcripts (official and unofficial), as well as any other document listing academic attainment received will identify the Distance Education component.
- Students will sign a copy of this policy for Distance Education prior to enrollment at Elite Academy.

**DISCLAIMER: Academic achievement earned via Distance Education may not be accepted for reciprocity or eligible for licensure in other states.**

VA Student Disclaimer: *VA beneficiaries must complete all their training in person. Online training is not an option for those using VA benefits.*

### Externship Policy

A maximum of ten percent of the total curriculum hours required may be earned by a student in a licensed salon/shop under a contract approved by the department signed by the student, the school owner, and the salon/shop manager. Criteria for externship: You must maintain satisfactory academic progress of 76% or higher and met the evaluation and assessments in all basic subject matters as well as met 67% attendance at Elite Academy. Official externship papers/policy can be picked up in the office once you have satisfactorily completed academics and are meeting attendance guidelines. All externships must be pre-approved by the school owner/manager.

### Veterans Benefit Approval

Selected programs of study at Elite Cosmetology, Barber & Spa Academy are approved by the Workforce Training and Education Coordinating Board's State Approving Agency (WTECB/SAA) for enrollment of those eligible to receive benefits under Title 38 and Title 10, USC. Elite Cosmetology, Barber & Spa Academy does not and will not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollment or financial aid to any person or entities engaged in any student recruiting or admissions activities or in making decisions regarding the award of student financial assistance.

**Veterans Enrollment Compliance:** Elite Academy limits student enrollment to 85% veteran enrollment for each separately approved educational or vocational objective. In the event that a veteran wishes to enroll in a program that has already reached the 85% cap, he or she may do that but will not be eligible for VA funding. Chapter 35 and 31 students may still enroll even if the 85% has been realized.

**Veterans Enrollment Previous Education:** Elite Academy "maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified." Please see Special Considerations on page 7 of this catalog for Graduated/Licensed Operators to see what hours are available for credit toward the program desired.

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